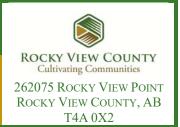
July 23, 2019

9:00 a.m.



CALL MEETING TO ORDER

UPDATES/ACCEPTANCE OF AGENDA

- A CONFIRMATION OF MINUTES
 - 1. July 9, 2019 Council Meeting

Page 6

- B FINANCIAL REPORTS
 - 1. All Divisions Financial Statements and Summaries to June 30, 2019

Staff Report Page 31

C APPOINTMENTS/PUBLIC HEARINGS

<u>NOTE:</u> In accordance with the *Municipal Government Act*, the following public hearings were advertised in the June 25, 2019 and July 2, 2019 editions of the Rocky View Weekly.

MORNING APPOINTMENTS 10:00 A.M.

1. Division 9 – File: PL20190039 – Bylaw C-7902-2019 – Road Closure To Consolidate a Portion of Road Allowance Shown On Plan 2344JK

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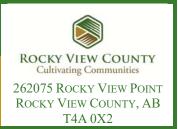
2. Division 9 – File: PL20180154 (10112001) – Bylaw C-7876-2019 – Redesignation Item – Ranch and Farm District to Ranch and Farm Two District

Staff Report Page 62

3. Division 9 - File: PL20190038 (08829001) - Bylaw C-7904-2019 - Redesignation Item - Ranch and Farm District to Ranch and Farm Two District

July 23, 2019

9:00 a.m.



AFTERNOON APPOINTMENTS 1:30 P.M.

4. Division 7 – File: PL20190037 (08713003) – Bylaw C-7905-2019 – Redesignation Item – Country Residential 2nd Parcel Out

Staff Report Page 105

5. Division 6 - File: PL20190047 (07105003/07105002) - Bylaw C-7894-2019 - Redesignation Item - Other Business Development - G3 Grain Terminal

Staff Report Page 120

6. Division 9 – File: PL20190029 (07802003) – Bylaw C-7903-2019 – Redesignation Item – Ranch and Farm District to Business-Industrial Campus District

Note: this item should be considered in conjunction with item D-15

Staff Report Page 140

7. Division 2 – PL20170132 (04727003) – Bylaw C-7908-2019 – Conceptual Scheme Item – Predera Springs Conceptual Scheme – New County Residential Community

Note: this item should be considered in conjunction with item C-8

Staff Report Page 169

8. Division 2 – File: PL20170130 (04727003) – Bylaw C-7909-2019 – Redesignation Item – Ranch and Farm District to Direct Control District, Ranch and Farm Two District (agricultural remainder), and Public Services District Note: this item should be considered in conjunction with item C-7

Staff Report Page 269

D GENERAL BUSINESS

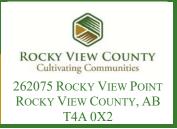
1. All Divisions - File: 4050-100 - Quarterly Report - Transportation Services

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2. All Divisions - File: 4030-100 - Quarterly Report - Operational Services

July 23, 2019

9:00 a.m.



3. All Divisions - File: N/A- Quarterly Report - Planning and Development

Staff Report Page 323

4. Division 5 – File: 6060-350 – Chestermere Regional Community Association – Emergency Funding Request

Staff Report Page 330

5. Division 4 - File: 1025-500 - Langdon Recreation Special Tax Funding Grant

Staff Report Page 334

6. Division 4 – File: 6070-175 – North Bow Community Facility Board – Langdon Baseball Diamonds Project

Staff Report Page 340

7. Division 9 and 4 – File: 1075-600 – Rocky View Schools Request for Capital Funding

Staff Report Page 389

8. All Divisions – File: N/A – County-Wide Recreation Governance Model

Staff Report Page 393

 Divisions 2 and 8 – File: N/A – Bearspaw Reservoir Tri-Lateral Task Force Consensus Report

Staff Report Page 431

10. Division 7 – File: N/A – GPC Recommendations for Balzac West Servicing Study Scope and Budget Adjustment

Staff Report Page 466

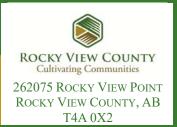
11. All Divisions – File: 4050-100 – Budget Adjustment – Replacement of Street Lights in Pinebrook Estates Subdivision

Staff Report Page 480

12. Division 9 - File: 4020-200 - Acquisition of Monterra Drive (Phase 1 Roads)

July 23, 2019

9:00 a.m.



13. All Divisions - File: N/A - Municipal Planning Commission

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14. All Divisions - File: N/A - 2019 Emergency Services Budget Adjustment

Staff Report Page 494

15. Division 9 – File: PL20190028 (07802003) – Master Site Development Plan Item - Cochrane Lake Gas Co-op

Note: this item should be considered in conjunction with item C-6

Staff Report Page 497

E BYLAWS

 Division 9 - File: PL20170012 (06826041/042) - Further Consideration of Bylaw C-7869-2019 - Redesignation Item - Residential Two District to Residential One District

Staff Report Page 563

2. All Divisions – File: N/A – Further Consideration of Procedure Bylaw C-7907-2019

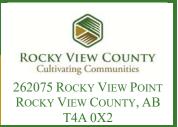
Staff Report Page 588

3. Division 1 – File: 1025-700/1007-100 – Bylaw C-7916-2019 – Transfer of Lands to Rocky View County and Designation of Public Utility Lot

- F UNFINISHED BUSINESS
 - None
- G COUNCIL REPORTS
- H MANAGEMENT REPORTS
 - None
- I NOTICES OF MOTION
 - None

July 23, 2019

9:00 a.m.



J SUBDIVISION APPLICATIONS

1. Division 7 – File: PL20190050 – Subdivision Item – Industrial Subdivision

Staff Report Page 677

2. Division 8 - File: PL20190016 - Subdivision Item - Residential Subdivision

Staff Report Page 691

3. Division 9 - File: PL20190062 - Subdivision Item - New or Distinct

Staff Report Page 706

4. Division 1 - File: PL20190024 - Subdivision Item - First Parcel Out

Staff Report Page 717

5. Division 8 - File: PL20190023 - Subdivision Item - Agricultural Holdings District

Staff Report Page 728

K COMMITTEE OF THE WHOLE/IN CAMERA

1. RVC2019-20

THAT Council move in camera to consider the confidential item "Sales Negotiations – Airdrie Grader Shed" pursuant to the following sections of the Freedom of Information and Protection of Privacy Act:

Section 21 - Disclosure harmful to intergovernmental relations

Section 24 - Advice from officials

Section 25 – Disclosure harmful to economic and other interests of a public body

2. RVC2019-21

THAT Council move in camera to consider the confidential item "Personnel Matter" pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act:*

Section 24 - Advice from officials

Section 25 – Disclosure harmful to economic and other interests of a public body

Page 1

A regular meeting of Rocky View County Council was held in the Council Chambers of the County Hall, 262075 Rocky View Point, Rocky View County, Alberta on July 9, 2019 commencing at 9:00 a.m.

Present:	Division 6	Reeve G. Boehlke
	Division 4	Deputy Reeve A. Schule
	Division 1	Councillor M. Kamachi
	Division 2	Councillor K. McKylor
	Division 3	Councillor K. Hanson (arrived at 9:07 a.m.)
	Division 5	Councillor J. Gautreau
	Division 7	Councillor D. Henn
	Division 8	Councillor S. Wright
	Division 9	Councillor C. Kissel

Also Present:

- A. Hoggan, Chief Administrative Officer
- K. Robinson, Executive Director, Corporate Services
- G. Kaiser, Executive Director, Community and Business
- R. Barss, A/Executive Director, Community Development Services
- S. Jewison, A/Executive Director, Operations
- C. Satink, Municipal Clerk, Municipal Clerk's Office
- B. Beach, Manager, Building Services
- J. Fleischer, Manager, Agricultural and Environmental Services
- B. Woods, Manager, Financial Services
- M. Wilson, Manager, Planning and Development
- T. Cochran, Manager, Recreation, Parks, and Community Support
- A. Zaluski, Manager, Intergovernmental Affairs
- T. Andreasen, Deputy Municipal Clerk, Municipal Clerk's Office
- D. Kazmierczak, Planning Policy Supervisor, Planning and Development
- G. Nijjar, Engineering Supervisor, Planning and Development
- G. Rowland, Supervisor, Roads Maintenance
- C. Graham, Municipal Lands Administrator, Legal and Land Administration
- R. Ell, FCSS Coordinator, Recreation, Parks, and Community Support I. Smith, Parks Development Coordinator, Transportation Services
- S. Kunz, Senior Planner, Planning and Development O. Newmen, Planner, Planning and Development P. Simon, Planner, Planning and Development

Call to Order

The Chair and called the meeting to order at 9:00 a.m. with all members present with the exception of Councillor Hanson.

1-19-07-09-01

Updates/Acceptance of Agenda

MOVED by Councillor Henn that the July 9, 2019 Council meeting agenda be amended as follows:

Add Emergent Item D-18 – Time Extension – Council Motion – Compost Facility, Type II & Manure Storage Facility

AND THAT the July 9, 2019 Council meeting agenda be approved as amended.

Carried Absent: Councillor Hanson

Page 2

1-19-07-09-02

Confirmation of Minutes

MOVED by Councillor Henn that the June 25, 2019 Council meeting minutes be approved as presented.

Carried

Absent: Councillor Hanson

Councillor Hanson arrived to the meeting at 9:07 a.m.

1-19-07-09-06 (D-1)

All Divisions - Quarterly Report - Building Services

File: N/A

MOVED by Councillor Gautreau that the Building Services Year-to-Date report submission, as presented in Attachment 'A', be received as information.

Carried

1-19-07-09-07 (D-2)

All Divisions - Quarterly Report - Agricultural and Environmental Services

File: 6000-100

MOVED by Deputy Reeve Schule that the Agricultural and Environmental Services Quarterly report be received as information.

Carried

1-19-07-09-08 (D-3)

All Divisions - Quarterly Report - Utility Services Update

File: 5020-100

MOVED by Councillor McKylor that the Utility Services Quarterly report to Council be received as information.

Carried

The Chair called for a recess at 10:00 a.m. and called the meeting back to order at 10:09 a.m. with all previously mentioned members present.

1-19-07-09-03 (C-1)

Division 9 – Bylaw C-7869-2019 – Redesignation Item – Residential Two District to Residential One District File: PL20170012 (06826041/042)

MOVED by Councillor Kissel that the public hearing for item C-1 be opened at 10:10 a.m.

Carried

Person(s) who presented:

Alan Warnock (Applicant/Owner)

Person(s) who spoke in favour: None

Person(s) who spoke in opposition: None

Person(s) who spoke in rebuttal: Alan Warnock (Applicant/Owner)

Page 3

MOVED by Councillor Kissel that the public hearing for item C-1 be closed at 10:35 a.m.

Carried

MOVED by Councillor Kissel that Bylaw C-7869-2019 be given first reading.

Carried

MOVED by Councillor Kissel that redesignation application PL20170012 be tabled and the applicant be directed to prepare a limited-scope Conceptual Scheme prior to further consideration of Bylaw C-7869-2019 by Council.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Gautreau
Councillor McKylor Deputy Reeve Schule

Councillor Hanson Reeve Boehlke Councillor Henn Councillor Wright Councillor Kissel

The Chair called for a recess at 10:52 a.m. and called the meeting back to order at 11:02 a.m. with all previously mentioned members present.

1-19-07-09-04 (C-2)

Division 9 - Bylaw C-7897-2019 - Conceptual Scheme Item - Glendale Ranch

File: PL20180152 (06716013)

1-19-07-09-05 (C-3)

Division 9 – Bylaw C-7896-2019 – Redesignation Item – Ranch and Farm District to Residential Three District File: PL20180151 (06716013)

MOVED by Councillor Kissel that the public hearing for item C-2 and C-3 be opened at 11:03 a.m.

Carried

Person(s) who presented: Frank Liszczak, Matrix Planning Inc. (Applicant)

MOVED by Councillor Kissel that the late letters in support be accepted.

Carried

<u>In Favour:</u> <u>Opposed:</u> Councillor Kamachi Reeve Boehlke

Councillor McKylor Councillor Hanson Councillor Gautreau Deputy Reeve Schule Councillor Henn Councillor Wright Councillor Kissel

Person(s) who spoke in favour: None

Person(s) who spoke in opposition: Debbie Sparks

Person(s) who spoke in rebuttal: Frank Liszczak, Matrix Planning Inc. (Applicant)

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MOVED by Councillor Kissel that the public hearing for item C-2 and C-3 be closed at 11:19 a.m.

Carried

MOVED by Councillor Kissel that Bylaw C-7897-2019 be given first reading.

Carried

MOVED by Councillor Gautreau that Bylaw C-7897-2019 be given second reading.

Carried

MOVED by Councillor Wright that Bylaw C-7897-2019 be considered for third reading.

Carried

MOVED by Councillor Kissel that Bylaw C-7897-2019 be given third and final reading.

Carried

MOVED by Councillor Kissel that Bylaw C-7896-2019 be given first reading.

Carried

MOVED by Councillor Deputy Reeve Schule that Bylaw C-7896-2019 be given second reading.

Carried

MOVED by Councillor Henn that Bylaw C-7896-2019 be considered for third reading.

Carried

MOVED by Councillor Kissel that Bylaw C-7896-2019 be given third and final reading.

Carried

1-19-07-09-23 (J-1)

Division 8 – Subdivision Item – Residential One District Subdivision Creating Seven New Lots File: PL20180128 (05736025)

MOVED by Councillor Wright that the applicant be allowed to speak on item J-1.

Carried

In Favour:Opposed:CouncillorKamachiCouncillor McKylorDeputy Reeve SchuleCouncillor HansonCouncillor HennCouncillor GautreauCouncillor WrightReeve Boehlke

Councillor Kissel

Heather Zavislake (Cancorp Properties Inc.) proceeded to address Council on the proposed conditions of approval for subdivision application PL20180128.

MOVED by Councillor Wright that Subdivision Application PL20180128 be approved with the conditions noted in Appendix 'A':

Page 5

- A. Should the Subdivision Authority wish to approve the application, the written decision of the Subdivision Authority must include the reasons for the decision, including an indication of how the Subdivision Authority has considered submissions made by adjacent landowners and the matters listed in Section 7 of the Subdivision and Development Regulation. The following reasons are to be provided:
 - 1) The application is consistent with the Bearspaw Area Structure Plan;
 - 2) The subject lands hold the appropriate land use designation;
 - 3) The technical aspects of the subdivision proposal have been considered, and are further addressed through the conditional approval requirements;
- B. The Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the condition will be met, in accordance with all County Policies, Standards and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a Qualified Professional, licensed to practice in the Province of Alberta, within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Owner from ensuring all permits, licenses, or approvals required by Federal Provincial, or other jurisdictions are obtained.
- C. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application be approved subject to the following conditions of approval:

Plan of Subdivision

1) Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.

Development Agreement

- 2) The Owner is to enter into a Development Agreement for provision of the following infrastructure and improvements:
 - a) Construction of a public internal road system (Country Residential Standard) with cul-de-sac, signage, any necessary easement agreements, and including complete approaches to each lot in accordance with the Rocky View County Servicing Standards and as shown in the submitted Tentative Plan:
 - b) Mailbox locations are to be located in consultation with Canada Post, to the satisfaction of the County:
 - c) Water is to be supplied through a water distribution system in accordance with the County Servicing Standards
 - d) Construction of storm water facilities in accordance with the recommendations of an approved Storm Water Management Plan and the registration of any overland drainage easements and/or restrictive covenants as determined by the Storm Water Management Plan
 - e) Implementation of the recommendations of the Construction Management Plan and Erosion and Sedimentation Control Plan:
 - f) Installation of power, natural gas, and telephone lines; and
 - g) Site stripping and grading.

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Accessibility to a Road

3) The Owner shall construct a new paved approach in order to provide access to Lot 2 from Woodland Lane as shown on the approved Tentative Plan.

Water Servicing

- 4) The Owner is to provide confirmation of tie-in for connection to the Rocky View Water Co-op, an Alberta Environment licensed piped water supplier, for Lots 1 to 7, as shown on the Approved Tentative Plan. This includes providing information regarding:
 - a) Confirmation from the water supplier that an adequate and continuous piped water supply is available for the proposed new Lots 1 to 7;
 - b) Documentation proving that water supply has been purchased for proposed Lots 1 to 7 inclusive;
 - c) Documentation proving that water supply infrastructure requirements, including servicing to the property, have been installed, or that installation is secured between the developer and water supplier, to the satisfaction of the water supplier and the County.

Waste Water Servicing

- 5) The Owner is required to enter into a Development Agreement (Site Improvements / Services Agreement) with the County for:
 - a) Construction of Packaged Sewage Treatment Plants on Lots 2 to 7 inclusive, in accordance with the recommendations of the final Almor Testing PSTS Assessment;

Storm Water

- 6) The Owner is to provide and implement a Site-Specific Storm Water Plan that meets the requirements of all regional plans for the area and the County Servicing Standards Implementation of the Site-Specific Storm Water Plan shall include:
 - a) Registration of any required easements, utility rights-of-way, and utility right-of-way agreements;
 - b) Provision of necessary approvals and compensation to Alberta Environment and Parks for wetland loss and mitigation;
 - c) Provision of necessary Alberta Environment and Parks registration documentation and approvals for the storm water infrastructure system; and
 - d) Should the Storm Water Management Plan indicate that improvements are required, the Applicant/Owner shall enter into a Development Agreement (Site Improvements/Services Agreement) with the County.

Deferred Services Agreement

- 7) The Owner is to enter into a Deferred Services Agreement with the County, to be registered on title for each of the proposed Lots 1-7, indicating the following:
 - a) Requirements for each future Lot Owner to connect to County piped wastewater and stormwater systems at their cost when such services become available;
 - b) Requirements for decommissioning and reclamation once County servicing becomes available;

Geotechnical Conditions

- 8) The Owner is to provide a Slope Stability Assessment, addressing the suitability of the land for the development proposal:
 - a) The Owner is to provide for the implementation of the recommendations of the Slope Stability Assessment:

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b) Registration of any required easements and / or Restrictive Covenants

Homeowners' Association

- 9) The Owner shall legally establish a Homeowners' Association (HOA), and an encumbrance or instrument shall be concurrently registered against the title of Lots 1 to 7 inclusive, requiring that each individual Lot Owner is a member of the established Homeowners' Association. Lot 5 and Lot 6 may have amended responsibilities as members of the Home Owner's Association due to the location:
 - a) The HOA agreement shall, at a minimum and to the satisfaction of the Subdivision Authority, specify the future maintenance obligations of the Homeowners' Association for:
 - i) The maintainence of communal stormwater infrastructure and landscaping in coordination with the Willow Creek Phase 1 HOA:
 - ii) The environmental provisions relating to lot development, identified within the Willow Creek Conceptual Scheme (Bylaw C-6515-2007);
 - iii) The collection of private solid waste from the proposed new lots.

Architectural Controls

- 10) The Owner shall prepare and register a Restrictive Covenant on the title of each new lot created, requiring that each Lot Owner be subject to the development's Architectural Controls, which shall cover the following items, in accordance with the Willow Creek Conceptual Scheme (Bylaw C-6515-2007) and in general conformity with the architectural controls applied to the Phase 1 Willow Creek development:
 - a) Identification of natural and manicured areas within each new lot and required lot development practices in this respect;
 - b) Restrictions on fencing within new lots:
 - c) Building form, placement and appearance, including use of high quality external construction materials:
 - d) Preparation of a building envelope plans for each new lot:
 - e) The use of environmental technologies in construction, including the use of low-flow plumbing fixtures and energy efficient design.
 - f) Preservation of sightlines and dark skies.

Payments and Levies

- 11) The Owner shall pay the Transportation Off-Site Levy in accordance with Bylaw C-7356-2014. The County shall calculate the total amount owing from the total gross acreage of the Lands to be subdivided, as shown on the Plan of Survey.
- 12) The Owner shall pay the County subdivision endorsement fee, in accordance with the *Master Rates Bylaw*, for the creation of Six new Lots.

Taxes

13) All taxes owing, up to and including the year in which subdivision is to be registered, are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.

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D. SUBDIVISION AUTHORITY DIRECTION:

1) Prior to final endorsement of the Subdivision, the Planning Department is directed to present the Owner with a Voluntary Recreation Contribution Form and ask them if they will contribute to the Fund in accordance with the contributions prescribed in the *Master Rates Bylaw*.

Carried

1-19-07-09-24 (J-2)

Division 5 – Subdivision Item –Industrial – Direct Control District 153 – Emcor Industrial Park File: PL20180048 (03332002/003)

MOVED by Deputy Reeve Schule that item J-2 be tabled until the afternoon.

Carried

In Favour:Opposed:CouncillorKamachiCouncillor HansonCouncillor McKylorCouncillor GautreauReeve BoehlkeCouncillor Wright

Deputy Reeve Schule Councillor Henn Councillor Kissel

1-19-07-09-09 (D-4)

Division 5 - Pho Duc Vietnamese Buddhist Cultural Center of Calgary Tax Relief Request

File: 0332500

MOVED by Councillor Gautreau that the applicant be allowed to address Council on item D-4.

Carried

In Favour:Opposed:CouncillorKamachiCouncillor McKylorCouncillor HansonReeve BoehlkeCouncillor GautreauDeputy Reeve SchuleCouncillor WrightCouncillor Henn

Councillor Kissel

Van Lee Chan proceeded to address Council on the tax relief request by the Pho Duc Vietnamese Buddhist Cultural Center of Calgary.

MOVED by Councillor Gautreau that the 2019 property tax request for roll 03325006 in the amount of \$2,464.99 be waived.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor McKylor

Councillor Hanson Councillor Gautreau Reeve Boehlke Deputy Reeve Schule Councillor Henn Councillor Wright Councillor Kissel

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1-19-07-09-25 (J-3)

Councillor Wright Councillor Kissel

Division 8 - Subdivision Item - Creation of Two R-1 Parcels

File: PL20190033 (06713016)

MOVED by Councillor Wright that the applicant be allowed to address Council on item J-3.

Carried

In Favour: Opposed:

Councillor Kamachi Councillor McKylor Councillor Hanson Councillor Henn Councillor Gautreau Reeve Boehlke Deputy Reeve Schule

The applicants, Stephanie and Brandon D'Hondt, proceed to address Council on the proposed conditions of approval for subdivision application PL20190033.

MOVED by Councillor Wright that condition 5, payments and levies, be amended to read as follows:

The Owner shall pay the Transportation Off-Site Levy in accordance with Bylaw C-7356-2014. The County shall calculate the total amount owing.

- a) From the total gross acreage of the Lands of Lot 1 to be subdivided as shown on the Plan of Survey:
- b) Payment of the transportation off-site levy shall be deferred on the remainder parcel.

Carried

In Favour: Opposed:

Councillor Kamachi Councillor Hanson

Councillor McKylor Councillor Gautreau Reeve Boehlke **Deputy Reeve Schule** Councillor Henn

Councillor Wright

Councillor Kissel

MOVED by Councillor Wright that Subdivision Application PL20190033 be approved with the conditions noted in Appendix 'A' as amended:

- A. That the application to create $a \pm 3.14$ acre parcel (Lot 1) with $a \pm 3.00$ acre remainder from Lot 8, Plan 9212319, within SE-13-26-03-W05M has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivision and Development Regulations. Having considered adjacent landowner submissions, it is recommended that the application be approved as per the Tentative Plan for the reasons listed below:
 - 1) The application is consistent with the Bearspaw Area Structure Plan;
 - 2) The subject lands hold the appropriate land use designation; and,
 - 3) The technical aspects of the subdivision proposal have been considered, and there are no technical limitations to the proposal.

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- B. The Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the condition will be met, in accordance with all County Policies, Standards and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a Qualified Professional, licensed to practice in the Province of Alberta, within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Owner from ensuring all permits, licenses, or approvals required by Federal Provincial, or other jurisdictions are obtained.
- C. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application be approved subject to the following conditions of approval:

Plan of Subdivision

- 1) Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.
 - a) The Owner is to dedicate, by Plan of Survey, a portion of land, up to 3.0 min width, for road widening along the eastern boundary of the remainder parcel resulting in a new road allowance width of of 28.0 m, in accordance with the tentative plan.

Development Agreement - Site Improvements

- 2) The Owner is to enter into a Development Agreement (Site Improvements / Services Agreement) with the County and shall include the following:
 - a) Construction of stormwater management infrastructure in accordance with the Site-Specific Implementation Plan (Stormwater Solutions, March 15, 2019); and.
 - b) Construction of a packaged sewage treatment plant meeting Bureau de Normalisation du Quebec (BNQ) standards and that it be in accordance with the Level 3 PSTS Assessment (Groundwater information Technologies, March 8, 2019) for construction of a packaged sewage treatment plant meeting Bureau de Normalisation du Quebec (BNQ) standards.

Accessibility to a Road

3) The Owner shall construct a new paved approach on Big Sky Close in order to provide access to Lot 1.

Water Servicing

- 4) The Owner is to provide confirmation of tie-in for connection to the Rocky View Water Co-op, an Alberta Environment licensed piped water supplier, for Lot 1, as shown on the Approved Tentative Plan. This includes providing information regarding:
- a) Confirmation from the water supplier that an adequate and continuous piped water supply is available for the proposed Lot 1;
 - a) Documentation proving that water supply has been purchased for the proposed Lot 1;
 - b) Documentation proving that all necessary water infrastructure is installed.

Payments and Levies

- 5) The Owner shall pay the Transportation Off-Site Levy in accordance with Bylaw C-7356-2014. The County shall calculate the total amount owing.
 - a) From the total gross acreage of the Lands of Lot 1 to be subdivided as shown on the Plan of Survey;
 - b) Payment of the transportation off-site levy shall be deferred on the remainder parcel.

Page 11

6) The Owner shall pay the County subdivision endorsement fee, in accordance with the *Master Rates Bylaw*, for the creation of One new Lot.

Taxes

7) All taxes owing, up to and including the year in which subdivision is to be registered, are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.

D. SUBDIVISION AUTHORITY DIRECTION:

1) Prior to final endorsement of the Subdivision, the Planning Department is directed to present the Owner with a Voluntary Recreation Contribution Form and ask them if they will contribute to the Fund in accordance with the contributions prescribed in the *Master Rates Bylaw*.

Carried

The Chair called for a recess at 12:18 p.m. and called the meeting back to order at 1:33 p.m. with all previously mentioned members present with the exception of Councillor McKylor and Councillor Hanson.

1-19-07-09-29 (D-18)

Division 7 – Emergent Item – Time Extension – Council Motion – Compost Facility, Type II & Manure Storage Facility

File: PRDP20190505 (07320007)

Councillor McKylor returned to the meeting at 1:33 p.m.

Councillor Hanson returned to the meeting at 1:35 p.m.

MOVED by Councillor Henn that the applicant be allowed to address Council on item D-18.

Carried

In Favour:Opposed:CouncillorKamachiCouncillor McKylorCouncillor HansonCouncillor GautreauDeputy Reeve SchuleReeve Boehlke

Councillor Henn Councillor Wright Councillor Kissel

Lindsey Cybulskie (Thorlakson Nature's Call Inc.) proceeded to address Council on the time extension request.

MOVED by Councillor Henn that the Motion Arising dated June 11, 2019 with respect to PRDP20190505 be amended to a completion date of December 11, 2019.

Carried

1-19-07-09-10 (D-5)

All Divisions – Response to Notice of Motion – Review and Disposal of Surplus County Land File: N/A

The Chair called for a recess at 1:57 p.m. and called the meeting back to order at 2:00 p.m. with all previously mentioned members present.

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MOVED by Councillor McKylor that Administration be directed to prepare for Council's consideration a complete list of fee-simple lands owned by Rocky View County with their associated use and whether they are deemed surplus to be brought back to Council by November 26, 2019.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Hanson Councillor McKylor Councillor Wright Councillor Gautreau Councillor Kissel

Reeve Boehlke Deputy Reeve Schule Councillor Henn

1-19-07-09-24 (J-2)

Division 5 – Subdivision Item –Industrial – Direct Control District 153 – Emcor Industrial Park File: PL20180048 (03332002/003)

MOVED by Deputy Reeve Schule that item J-2 be lifted from the table.

Carried

MOVED by Councillor Gautreau that the applicant be allowed to address Council on item J-2.

Carried

In Favour: Opposed:

Councillor Kamachi Councillor McKylor Councillor Hanson Reeve Boehlke

Councillor Gautreau
Deputy Reeve Schule
Councillor Henn
Councillor Wright
Councillor Kissel

Rolly Ashdown and Marco Simonelli (Emcor Development Corporation) proceeded to address Council on the proposed conditions of approval for subdivision application PL20180048.

The Chair called for a recess at 2:11 p.m. and called the meeting back to order at 2:13 p.m. with all previously mentioned members present.

MOVED by Councillor Gautreau that condition 13, municipal reserves, in Appendix 'A' be amended to read as follows:

The provision of Reserve in the amount of 10 percent of the area of Blocks 2 and 3, as determined by the Plan of Survey, is to be provided by payment of cash-in-lieu in accordance with the per acre value as listed in the land appraisal prepared by Douglas Pollard, file 15-147-MDRV, dated November 12, 2015, pursuant to Section 666(3) of the *Municipal Government Act*.

Carried

The Chair called for a recess at 2:15 p.m. and called the meeting back to order at 2:21 p.m. with all previously mentioned members present with the exception of Deputy Reeve Schule.

MOVED by Councillor Gautreau that Subdivision Application PL20180048 be approved with the conditions noted in Appendix 'A' as amended:

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- A. That the application to create 56 parcels ranging in size from ± 1.26 acres to ± 1.38 acres, 1 parcel ± 8.33 acres in size, with a ± 77.73 acre remainder from portions of SW & NW-32-23-28-W4M has been evaluated in terms of Section 654 of the *Municipal Government Act* and Sections 7 and 14 of the *Subdivision and Development Regulations*, and having considered adjacent landowner submissions, it is recommended that the application be approved as per the Tentative Plan for the reasons listed below:
 - 1) The application is consistent with statutory policy;
 - 2) The subject lands hold the appropriate land use designation;
 - 3) The technical aspects of the subdivision proposal have been considered, and are further addressed through the conditional approval requirements.
- B. The Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the condition will be met, in accordance with all County Policies, Standards and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a Qualified Professional, licensed to practice in the Province of Alberta, within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained.
- C. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, that the application be approved subject to the following conditions of approval:

Plan of Subdivision

1) Subdivision is to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.

Development Agreement

- 2) The *Owner* shall enter into a Development Agreement for provision of the following infrastructure and improvements (further details are provided in the various sections below):
 - a) Construction of a 2.0 metre-wide asphalt pathway fronting Range Road 285, north of 61 Avenue to the northern boundary of the Emcor Business Park, inclusive of connection to the existing storm water management pond maintenance road;
 - b) Implementation of the recommendations of a Construction Management Plan;

Transportation and Access

- 3) The Owner shall provide an updated Traffic Impact Assessment to confirm the recommendations of the previously provided Traffic Impact Assessment (Watt Consulting, June 2016) and providing recommendation for any additional infrastructure necessary to support the Phase 1B subdivision.
 - a) If the recommendations of the Traffic Impact Assessment identify improvements, then a Development Agreement and/or Special Improvements Development Agreement shall be entered into, addressing the design and construction of the required improvements.
- 4) The Owner shall enter into a Special Improvements Development Agreement for the construction of offsite transportation infrastructure at Highway 560 and Range Road 285 in accordance with the recommendations of the final approved TIA and the interim improvement identified in the Glenmore Trail East Functional Planning Study (Parsons/ISL, July 2018), to the satisfaction of Rocky View County and Alberta Transportation, or:

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5) Enter into a Cost Contribution Agreement with the County for their proportional share of costs of the improvement, or alternatively, pay the County the relevant cost recoveries plus applicable interest owed for the improvements to the intersection of RR 285/Highway 560, in accordance with the applicable Infrastructure Cost Recovery Agreement.

Fees and Levies

- 6) The Owner shall pay the Transportation Off-Site Levy in accordance with Bylaw C-7356-2014 prior to endorsement. The County shall calculate the total amount owing:
 - a) from the gross acreage of the Lands to be subdivided in Block 2 and Block 3 as shown on the Plan of Survey.
- 7) The Owner shall pay the Storm Water Off-Site Levy in accordance with Bylaw C-7535-2015 prior to endorsement. The County shall calculate the total amount owing:
 - a) from the gross acreage of the Lands to be subdivided in Block 2 and Block 3 as shown on the Plan of Survey.
- 8) The Owner shall pay the County subdivision endorsement fee, in accordance with the *Master Rates Bylaw*, for the creation of 38 new Lots.
- 9) The County shall enter into an Infrastructure Cost Recovery Agreement with the Owner to determine the proportionate recovery of infrastructure money spent by the Owner to construct municipal infrastructure that will also provide benefit to other lands.

Association Information

- 10) The Owner shall legally establish a Lot Owner's Association (LOA), and an encumbrance or instrument shall be concurrently registered against the title of each new lot created, requiring that each individual Lot Owner is a member of the Lot Owner's Association:
 - a) The LOA Agreement shall specify the future obligations of the Lot Owner's Association for implementation of the Building and Development Architectural Controls, maintenance of the pathways, and the management of Solid Waste.
- 11) The Owner shall prepare a Solid Waste Management Plan, which will outline the responsibility of the Lot Owner's Association for the management of solid waste.
- 12) The Owner shall prepare and register a Restrictive Covenant on the title of each new lot created, requiring that each Lot Owner be subject to the development's Building and Development Architectural Controls, which require several items as listed in Section 3 of the Conceptual Scheme.

Municipal Reserve

13) The provision of Reserve in the amount of 10 percent of the area of Blocks 2 and 3, as determined by the Plan of Survey, is to be provided by payment of cash-in-lieu in accordance with the per acre value as listed in the land appraisal prepared by Douglas Pollard, file 15-147-MDRV, dated November 12, 2015, pursuant to Section 666(3) of the *Municipal Government Act*.

Taxes

14) All taxes owing, up to and including the year in which subdivision is to be registered, are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.

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D. SUBDIVISION AUTHORITY DIRECTION

1) Prior to final endorsement of the Subdivision, Administration is directed to present the Owner with a Voluntary Recreation Contribution Form and to ask them if they will contribute to the Fund in accordance with the contributions prescribed in the *Master Rates Bylaw*.

Carried

Absent: Deputy Reeve Schule

Deputy Reeve Schule returned to the meeting at 2:22 p.m.

1-19-07-09-11 (D-6)

Divisions 4 to 7 - Response to Notice of Motion - Live/Work Land Use District

File: N/A

MOVED by Councillor Gautreau that Administration be directed to add the Live-Work Land Use District to the Land Use Bylaw as per Attachment 'A'.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi
Councillor McKylor
Councillor Gautreau
Deputy Reeve Schule
Councillor Kamachi
Reeve Boehlke
Councillor Wright
Councillor Kissel

Councillor Henn

1-19-07-09-12 (D-7)

All Divisions – Family and Community Support Services Policy C-131

File: N/A

MOVED by Councillor Henn that Policy C-131, Family and Community Support Services, be rescinded.

Carried

1-19-07-09-13 (D-8)

All Divisions - Right to Farm Policy C-508

File: 6000-100

MOVED by Councillor Hanson that Right to Farm Policy C-508 be approved as per Attachment 'A'.

Carried

1-19-07-09-14 (D-9)

All Divisions - Agricultural Pest and Nuisance Awareness, Enforcement, and Control Policy C-502

File: 6000-100

MOVED by Councillor Henn that Agricultural Pest and Nuisance Awareness, Enforcement and Control Policy C-502 be rescinded.

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1-19-07-09-15 (D-10)

All Divisions - Road Stabilization and Surfacing Policy C-422

File: 4050-100/4050-200

MOVED by Deputy Reeve Schule that item D-10 be tabled.

Lost

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi
Councillor McKylor
Councillor Gautreau
Deputy Reeve Schule
Councillor Henn
Councillor Wright
Councillor Kissel

MOVED by Councillor Hanson that Road Stabilization and Surfacing Policy C-422 be rescinded.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Gautreau
Councillor McKylor Deputy Reeve Schule
Councillor Hanson Councillor Henn

Reeve Boehlke Councillor Wright Councillor Kissel

1-19-07-09-16 (D-11)

All Divisions – Seeding of Municipal Roadsides, Borrow Areas, and Reclamation Sites Policy C-414 File: 4050-100

MOVED by Councillor McKylor that Seeding of Municipal Roadsides, Borrow Areas, and Reclamation Sites Policy C-414 be rescinded.

Carried

1-19-07-09-17 (D-12)

All Divisions – Installation and Operation of Street Lighting Policy C-417

File: 4050-100

MOVED by Deputy Reeve Schule that Installation and Operation of Street Lighting Policy C-417 be amended as per Attachment 'A'.

Carried

1-19-07-09-18 (D-13)

All Divisions – Roadside Memorials Policy C-457

File: 4050-100

MOVED by Councillor Gautreau that Roadside Memorials Policy C-457 be amended as per Attachment 'A'.

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1-19-07-09-19 (D-14)

All Divisions – Inspection and Maintenance of Pathways and Trails located within County Lands Policy C-319 and Inspection, and Maintenance of County Lands Policy C-320

File: 6030-400

MOVED by Councillor Hanson that Inspection and Maintenance of Pathways and Trails located within County Lands Policy C-319 and Inspection and Maintenance of County Lands Policy C-320 be rescinded.

Carried

The Chair called for a recess at 3:10 p.m. and called the meeting back to order at 3:15 p.m. with all previously mentioned members present.

1-19-07-09-26 (K-1)

All Divisions - Confidential In Camera Item - Regional Updates

File: RVC2019-19

1-19-07-09-27 (K-2)

All Divisions - Confidential In Camera Item - Land Acquisition

File: RVC2019-18

MOVED by Deputy Reeve Schule Council move in camera at 3:16 p.m. to consider the confidential item "Regional Updates" pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

- Section 21 Disclosure harmful to intergovernmental relations
- Section 24 Advice from officials

Carried

MOVED by Councillor Hanson that Council move in camera at 3:16 p.m. to consider the confidential item "Land Acquisition" pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act:*

- Section 24 Advice from officials
- Section 25 Disclosure harmful to economic and other interests of a public body

Carried

Council held the in camera session for confidential item K-1 and K-2 with the following people in attendance to provide a report and advice to Council:

Rocky View County: A. Hoggan, Chief Administrative Officer

K. Robinson, Executive Director, Corporate Services G. Kaiser, Executive Director, Community and Business

R. Barss, A/Executive Director, Community Development Services

S. Jewison, A/Executive Director, Operations A. Zaluski, Manager, Intergovernmental Affairs

T. Cochran, Manager, Recreation, Parks, and Community Support

MOVED by Councillor McKylor that Council move out of in camera at 3:51 p.m.

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MOVED by Councillor McKylor that Administration be directed to investigate the land purchase as discussed in camera.

Carried

1-19-07-09-20 (D-15)

All Divisions - Board and Committee Appointments

File: N/A

MOVED by Deputy Reeve Schule that Councillor Gautreau be appointed as the Vice Chair of the Governance and Priorities Committee for a term to expire at the 2019 Organizational Meeting.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Hanson Councillor McKylor Councillor Wright Councillor Gautreau Councillor Kissel

Reeve Boehlke Deputy Reeve Schule Councillor Henn

MOVED by Deputy Reeve Schule that Councillor Gautreau be appointed as the alternate Councillor on the Subdivision and Development Appeal Board / Enforcement Appeal Committee for a term to expire at the 2019 Organizational Meeting.

Carried

In Favour: Opposed:

Councillor Kamachi Councillor Hanson Councillor McKylor Councillor Wright Councillor Gautreau Councillor Kissel

Reeve Boehlke Deputy Reeve Schule Councillor Henn

MOVED by Deputy Reeve Schule that Councillor McKylor be appointed to the Spray Lake Sawmill Recreation Parks Society Board for a term to expire at the 2020 Organizational Meeting or otherwise at Council's discretion.

Carried

In Favour: Opposed:

Councillor Kamachi Councillor Hanson Councillor McKylor Councillor Wright Councillor Gautreau Councillor Kissel

Reeve Boehlke Deputy Reeve Schule Councillor Henn

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MOVED by Councillor Gautreau that Councillor Henn be appointed to the Bearspaw Glendale Recreation District Board for a term to expire at the 2020 Organizational Meeting or otherwise at Council's discretion.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Hanson Councillor McKylor Councillor Wright Councillor Gautreau Councillor Kissel

Reeve Boehlke Deputy Reeve Schule Councillor Henn

MOVED by Deputy Reeve Schule that Councillor McKylor be appointed to the Ranch Lands Recreation District Board for a term to expire at the 2020 Organizational Meeting or otherwise at Council's discretion.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Hanson Councillor McKylor Councillor Wright Councillor Gautreau Councillor Kissel

Reeve Boehlke Deputy Reeve Schule Councillor Henn

MOVED by Councillor Gautreau that Councillor Kamachi be appointed to the Rocky View West Recreation District Board for a term to expire at the 2020 Organizational Meeting or otherwise at Council's discretion;

AND THAT Councillor McKylor be appointed to the Rocky View West Recreation District Board as an alternate for a term to expire at the 2020 Organizational Meeting or otherwise at Council's discretion.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Hanson Councillor McKylor Councillor Gautreau Councillor Kissel

Reeve Boehlke Deputy Reeve Schule Councillor Henn

MOVED by Deputy Reeve Schule that Councillor McKylor and Councillor Henn be appointed to the Cochrane Ag Lands Advisory Committee for a term to expire at the 2020 Organizational Meeting or otherwise at Council's discretion.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Hanson Councillor McKylor Councillor Wright Councillor Gautreau Councillor Kissel

Reeve Boehlke Deputy Reeve Schule Councillor Henn

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MOVED by Councillor Gautreau that Reeve Boehlke be appointed to the MD of Bighorn ICF/IDP Committee Review for a term to expire at the 2020 Organizational Meeting or otherwise at Council's discretion.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Hanson Councillor McKylor Councillor Wright Councillor Gautreau Councillor Kissel

Reeve Boehlke Deputy Reeve Schule Councillor Henn

MOVED by Councillor Henn that Reeve Boehlke and Councillor Gautreau be appointed to the Cochrane Intermunicipal Committee for a term to expire at the 2020 Organizational Meeting or otherwise at Council's discretion.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Hanson Councillor McKylor Councillor Gautreau Councillor Kissel

Reeve Boehlke Deputy Reeve Schule Councillor Henn

1-19-07-09-21 (D-16)

All Divisions - Electoral Boundary & Governance Review

File: 0194

MOVED by Councillor Hanson that Electoral Boundary Review Policy as shown in Attachment 'A' be amended as follows:

Renumber section 5(6) to section 5(10); Renumber section 5(7) to section 5(6); Renumber section 5(10) to section 5(7);

Lost

<u>In Favour:</u> <u>Opposed:</u>

Councillor Hanson Councillor Kamachi

Councillor McKylor Councillor Gautreau Reeve Boehlke Deputy Reeve Schule Councillor Henn Councillor Wright Councillor Kissel

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MOVED by Councillor Wright that the Electoral Boundary Review Policy be approved as per Attachment 'A'.

Carried

<u>In Favour:</u> <u>Opposed:</u> Councillor Kamachi Councillor Henn

Councillor McKylor Councillor Hanson Councillor Gautreau Reeve Boehlke Deputy Reeve Schule Councillor Wright Councillor Kissel

MOVED by Councillor Hanson that Administration be directed to prepare a budget adjustment for Council's consideration on or before September 30, 2019 for an independent consultant to conduct both an electoral boundary review and governance structure review.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Gautreau

Councillor McKylor Councillor Hanson Reeve Boehlke Deputy Reeve Schule Councillor Henn Councillor Wright Councillor Kissel

1-19-07-09-22 (D-17)

All Divisions - List of Electors (Voter List)

File: 0205

MOVED by Deputy Reeve Schule that Rocky View County not proceed with the creation of a voter list.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Hanson Councillor McKylor Councillor Wright Councillor Gautreau Councillor Kissel

Reeve Boehlke Deputy Reeve Schule Councillor Henn

1-19-07-09-03 (C-1)

Division 9 – Bylaw C-7869-2019 – Redesignation Item – Residential Two District to Residential One District File: PL20170012 (06826041/042)

MOVED by Councillor Kissel that the previous tabling motion for redesignation application PL20170012 be rescinded.

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MAIN MOTION:

MOVED by Councillor Kissel that redesignation application PL20170012 be tabled and the applicant be directed to prepare a limited-scope Conceptual Scheme that addresses:

- 1) Lot configuration and developability;
- 2) Transportation network, connections and off-site impacts;
- 3) Storm water treatment; and
- 4) Servicing.

For the area identified in Attachment 'A'.

AMENDMENT TO THE MAIN MOTION:

MOVED by Councillor Hanson that the main motion be amended as follows:

THAT redesignation application PL20170012 be tabled and the applicant be directed to prepare a limited-scope Conceptual Scheme that addresses:

- 1) Lot configuration and developability;
- 2) Transportation network, connections and off-site impacts;
- 3) Storm water treatment;
- 4) Servicing; and
- 5) Municipal reserves greenspace and intercommunity connectivity

For the area identified in Attachment 'A'.

AMENDMENT TO THE AMENDMENT TO THE MAIN MOTION:

MOVED by Councillor McKylor that the amendment to the main motion be amended as follows:

THAT redesignation application PL20170012 be tabled and the applicant be directed to prepare a limited-scope Conceptual Scheme that addresses:

- 1) Lot configuration and developability;
- 2) Transportation network, connections and off-site impacts;
- 3) Storm water treatment;
- 4) Servicing:
- 5) Municipal reserves greenspace and intercommunity connectivity

For the area identified in Attachment 'A'.

The Chair called for a vote on the amendment to the amendment to the main motion.

Carried

In Favour:
Councillor Kamachi
Councillor McKylor
Councillor Gautreau
Reeve Boehlke
Councillor Henn
Councillor Wright

Councillor Kissel

Opposed:
Deputy Reeve Schule
Councillor Hanson

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The Chair called for a vote on the amendment to the main motion as amended.

Carried

In Favour:Opposed:CouncillorKamachiCouncillor McKylorCouncillor HansonCouncillor GautreauReeve BoehlkeDeputy Reeve SchuleCouncillor WrightCouncillor Henn

Councillor Kissel

The Chair called for a vote on the main motion as amended:

MAIN MOTION AS AMENDED:

MOVED by Councillor Kissel that redesignation application PL20170012 be tabled and the applicant be directed to prepare a limited-scope Conceptual Scheme that addresses:

- 1) Lot configuration and developability;
- 2) Transportation network, connections and off-site impacts;
- 3) Storm water treatment;
- 4) Servicing; and
- 5) Municipal reserves intercommunity connectivity

For the area identified in Attachment 'A'.

Lost

<u>In Favour:</u> <u>Opposed:</u>

Councillor Hanson Councillor Kamachi
Councillor Wright Councillor McKylor
Councillor Kissel Councillor Gautreau
Reeve Boehlke
Deputy Reeve Schule

Councillor Henn

MOVED by Councillor Kissel that Bylaw C-7869-2019 be given second reading.

Carried

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Wright Councillor McKylor Councillor Kissel

Councillor Hanson Councillor Gautreau Reeve Boehlke Deputy Reeve Schule Councillor Henn

MOVED by Deputy Reeve Schule that Bylaw C-7869-2019 be considered for third reading.

Lost

<u>In Favour:</u> <u>Opposed:</u>

Councillor Kamachi Councillor Hanson Councillor McKylor Councillor Wright Councillor Gautreau Councillor Kissel

Reeve Boehlke Deputy Reeve Schule Councillor Henn

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MOVED by Councillor Gautreau that the meeting proceed past 5:00 p.m.

Carried

1-19-07-09-30 (G)

All Divisions - Councillor Reports

File: N/A

MOVED by Councillor Wright that Administration be directed to look into and respond to the following concerns raised by Councillor Wright:

- 1) Size of local traffic only signs along Burma Road; and
- 2) Drainage issue addressed by the email provided to Mr. Jewison

Carried

1-19-07-09-28 (K-3)

All Divisions - Confidential In Camera Item - Personnel Matter

File: RVC2019-14

MOVED by Councillor Henn that Council move in camera at 5:09 p.m. to consider the confidential item "Personnel Matter" pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

- Section 19 Confidential Evaluations
- Section 24 Advice from officials

Carried

Council held the in camera session for confidential item K-3 without any additional persons in attendance.

MOVED by Councillor Henn that Council move out of in camera at 5:36 p.m.

Carried

MOVED by Deputy Reeve Schule that the CAO Bylaw be amended as agreed-to in camera.

Carried

In Favour: Opposed:

Councillor Kamachi Councillor Hanson
Councillor McKylor Councillor Gautreau Councillor Kissel

Reeve Boehlke Deputy Reeve Schule Councillor Henn

MOVED by Deputy Reeve Schule that the CAO contract be amended as discussed in camera.

Carried

In Favour: Opposed:

Councillor Kamachi Councillor Wright Councillor McKylor Councillor Kissel

Councillor Hanson Councillor Gautreau

Reeve Boehlke Deputy Reeve Schule Councillor Henn

Adjournment

MOVED by Deputy Reeve Schule that the July 9, 2019 Council meeting be adjourned at 5:41 p.m.

Carried

Reeve or Deputy Reeve

Chief Administrative Officer or Designate



FINANCIAL SERVICES

TO: Council

DATE: July 23, 2019 **DIVISION**: All

FILE: 192

SUBJECT: Financial Statements and Summaries to June 30, 2019

EXECUTIVE SUMMARY:

Financial statements and summaries are prepared and presented to Council on a quarterly and yearend basis. Administration has included the following financial statements and supporting summaries for the period ending June 30, 2019, for Council's review:

Operating Revenue and Expense Report – These reports outline the current revenues collected and the expenses incurred by the County to June 30, 2019. On an ongoing basis, all revenue and expense allocations are consistently monitored by individual departments.

Capital Budget Report – This report illustrates the current status of the capital budget.

Balance Sheet – This report is a snapshot of the County's overall financial position at a specific date. On a historic valuation basis, it outlines assets such as vehicles, property, cash/investments, and payment obligations to external parties.

Investment Report – This report shows the investments that are held by the County at a specific point in time.

Debt Summary – This report shows the amount of debt outstanding as of June 30, 2019. It should be noted that the majority of budgeted debt payments is paid at year-end and is based on offsite levies collected during the year.

Reserves Report – As part of the ongoing operations of the County, various Reserve funds are held for specific initiatives and purposes. Funds held in Reserves are typically utilized in future years to assist with financing expenditures included in the annual operating and capital budgets.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends that the financial statements and summaries presented be received for information in accordance with Option # 1.

BUDGET IMPLICATIONS:

There are no budget implications at this time; all subsequent adjustments would considered and approved by Council after approval of the base budget.

¹ Administration Resources
Barry Woods, Manager, Financial Services



OPTIONS:

·					
Option #1	THAT the financial statements and summaries to June 30, 2019, be received for information.				
Option #2	THAT alternative direction be provided.				
Respectfully submitted,		Concurrence,			
"Kent	Robinson"		"Al Hoggan"		

Chief Administrative Officer

ATTACHMENTS:

Executive Director

Corporate Services

Attachment 'A' - Financial Statements and Summaries to June 30, 2019

ROCKY VIEW COUNTY

Financial Statements and Summaries for the period ending June 30, 2019

ROCKY VIEW COUNTY OPERATING REVENUE REPORT As of June 30, 2019

DEPARTMENT	ACTUAL TO DATE	CURRENT BUDGET	CURRENT ACT vs BUD	PRIOR YEAR TO DATE	PRIOR YEAR BUDGET	PRIOR YEAR ACT vs BUD
Council	-	-	0%	-	-	0%
Office of the Chief Administrative Officer						
Chief Administrative Officer	_	-	0%	85,000	85,000	100%
Intergovernmental Affairs	-	-	0%	58,000	58,000	100%
Executive Director, Corporate Services	-	-	0%	-	-	0%
Executive Director, Community Development Services	-	400,000	0%	-	-	0%
Executive Director, Operations	40,000	40,000	100%	-	-	0%
Executive Director, Community & Business Connections	-	-	0%	-	-	0%
Corporate & Strategic Planning	-	-	0%	-	-	0%
Total Office of the Chief Administrative Officer	40,000	440,000	0%	143,000	143,000	100%
Corporate Services Division						
Employee Relations	20,833	36,600	57%	95,883	100,600	95%
Financial Services	62,585	97,100	64%	56,555		
Assessment Services	82,938	83,300	100%	99,548	·	
Municipal Clerk's Office	29,121	50,000	58%	118,664	224,000	53%
Legal & Land Administration	113,752	100,000	114%	, -	, -	0%
General Operations	1,988,550	2,332,800	85%	1,523,907	2,681,900	57%
Amortization	-	24,242,700	0%	-	22,820,600	0%
Long Term Debt	804,708	4,921,700	16%	344,628	4,883,600	7%
Public Reserve (Cash - In - Lieu)	265,056	2,674,600	10%	1,383,192	4,646,000	30%
Total Corporate Services Division	3,367,542	34,538,800	10%	3,622,377	35,628,600	
Community Development Services Division						
Building Services	1,258,603	3,082,000	41%	2,007,807	2,939,500	68%
Planning & Development Services	3,310,715	5,337,600	62%	6,657,092	, ,	
Fire Services & Emergency Management	197,876	646,900	31%	238,693		
Municipal Enforcement	532,753	894,800	60%	457,531	942,000	
Recreation, Parks & Community Support	,	,		- ,	- 7000	,,,
Community Support Administration	88,591	532,900	17%	88,611	597,700	15%
Family / Community Social Services	480,525	854,100	56%	480,525		
Recreation Administration	24,100	24,100	100%	40,000		
Recreation Districts / Board	-	-	0%	-	-	0%
Total Recreation, Parks & Community Support	593,216	1,411,100	42%	609,136	1,491,800	41%
Total Community Development Services Division	5,893,163	11,372,400	52%	9,970,259		

Operations Division						
Agriculture & Environmental Services	62,210	776,800	8%	213,437	1,070,000	20%
Transportation Services	218,663	1,291,500	17%	284,579	1,404,500	20%
Capital Project Management	432,844	10,564,700	4%	324,147	1,909,200	17%
Utility Services	2,802,019	6,975,400	40%	2,621,388	6,357,100	41%
Operational Services						
Corporate Properties	11,394	845,600	1%	192,684	1,172,100	16%
Fleet	2,917,476	6,548,800	45%	3,258,038	6,263,100	52%
Cemetery	233,379	934,800	25%	203,497	755,500	27%
Total Operational Services	3,162,248	8,329,200	38%	3,654,219	8,190,700	45%
Total Operations Division	6,677,985	27,937,600	24%	7,097,770	18,931,500	37%
Community & Business Connections Division						
Information & Technology Services	201,915	209,900	96%	181,925	179,200	102%
Business & Economic Development	40,400	40,400	100%	-	10,000	0%
Marketing & Communications	-	-	0%	30,000	30,000	100%
Customer Care & Support	2,480	7,000	35%_	2,375	6,000	40%
Total Community & Business Connections Division	244,795	257,300	95%_	214,300	225,200	95%
Other						
Property Taxes	106,847,885	106,881,700	100%	101,322,389	101,019,400	100%
Emergency Services Levy	15,222,677	15,233,400	100%	14,334,338	14,359,700	100%
Recreation Levy	2,141,800	2,141,800	100%	2,141,800	2,141,800	100%
Total Others	124,212,362	124,256,900	100%	117,798,528	117,520,900	100%
TOTAL REVENUES	140,435,849	198,803,000	71%	138,846,233	191,399,700	73%

ROCKY VIEW COUNTY OPERATING EXPENSES REPORT As of June 30, 2019

DEPARTMENT	ACTUAL TO DATE	CURRENT BUDGET	CURRENT ACT vs BUD	PRIOR YEAR TO DATE	PRIOR YEAR BUDGET	PRIOR YEAR ACT vs BUD
Council	477,783	1,074,300	44%	393,734	850,100	46%
•	,	1,01 1,000		000,707	333,133	
Office of the Chief Administrative Officer						
Chief Administrative Officer	335,999	584,500	57%	273,790	684,700	40%
Intergovernmental Affairs	136,343	304,200	45%	122,204	336,700	36%
Executive Director, Corporate Services	186,397	428,100	44%	162,117	321,700	50%
Executive Director, Community Development Services	343,102	786,700	44%	142,809	332,400	43%
Executive Director, Operations	275,751	904,400	30%	189,662	857,100	22%
Executive Director, Community & Business Connections Corporate & Strategic Planning	27,620	456,100 139,000	6% 0%	17,346	126,100	0% 14%
Total Office of the Chief Administrative Officer	1,305,213	· · · · · · · · · · · · · · · · · · ·		907,927	2,658,700	i
Total Office of the Chief Administrative Officer	1,303,213	3,603,000	36%	907,927	2,030,700	3470
Corporate Services Division						
Employee Relations	944,894	1,873,200	50%	699,546	1,851,700	38%
Financial Services	737,821	1,453,900	51%	737,465	1,511,500	49%
Assessment Services	652,172	1,526,400	43%	553,805	1,489,000	37%
Municipal Clerk's Office	507,191	1,246,300	41%	1,376,707	2,720,300	51%
Legal & Land Administration	952,588	1,804,800	53%	-	-	0%
General Operations	298,090	1,344,100	22%	232,578	2,894,300	8%
Amortization	- -	24,242,700	0%	-	22,820,600	0%
Long Term Debt	1,361,346	6,651,100	20%	1,278,632	6,630,900	19%
Public Reserve (Cash - In - Lieu)	263,456	2,674,600	10%	1,412,269	4,646,000	30%
Total Corporate Services Division	5,717,557	42,817,100	13%	6,291,003	44,564,300	i
			·			•
Community Development Services Division	4 445 000	0.004.000	4=0/			4=04
Building Services	1,445,268	3,231,800	45%	1,484,478	3,334,900	45%
Planning & Development Services	2,155,832	8,729,000	25%	2,000,484	6,285,800	32%
Fire Services & Emergency Management	5,589,883	12,905,300	43%	4,952,286	12,425,400	
Municipal Enforcement	923,772	2,258,200	41%	841,264	2,107,200	40%
Recreation, Parks & Community Support						
Community Support Administration	827,727	1,178,100	70%	868,113	1,151,300	75%
Family / Community Social Services	809,552	1,143,300	71%	608,206	1,070,500	57%
Recreation Administration	206,315	631,800	33%	160,329	426,800	38%
Recreation Districts / Board	1,366,100	2,157,200	63%	1,227,554	2,151,100	57%
Total Recreation, Parks & Community Support	3,209,694	5,110,400	63%	2,864,201	4,799,700	
Total Community Development Services Division	13,324,448	32,234,700	41%	12,142,714	28,953,000	42%

Operations Division						
Agriculture & Environmental Services	621,669	1,776,900	35%	989,774	2,788,200	35%
Transportation Services	7,172,631	20,749,200	35%	6,806,085	18,977,500	36%
Capital Project Management	943,409	16,078,200	6%	674,746	16,566,600	4%
Utility Services	3,028,390	9,807,100	31%	2,846,931	9,030,500	32%
Operational Services	, ,			. ,		
Corporate Properties	1,845,563	4,150,500	44%	1,360,342	3,785,700	36%
Fleet	2,013,325	6,718,200	30%	2,190,269	6,311,000	35%
Cemetery	600,745	1,710,200	35%	553,633	1,685,100	33%
Total Operational Services	4,459,633	12,578,900	35%	4,104,243	11,781,800	35%
Total Operations Division	16,225,730	60,990,300	27%	15,421,780	59,144,600	26%
Community & Business Connections Division						
Information & Technology Services	2,154,757	4,669,000	46%	1,752,898	5,112,700	34%
Business & Economic Development	220,273	613,300	36%	144,904	325,800	44%
Marketing & Communications	347,506	799,000	43%	285,761	786,400	36%
Customer Care & Support	562,665	886,400	63%	400,594	830,600	48%
Total Community & Business Connections Division	3,285,200	6,967,700		2,584,157	7,055,500	
Other						
ASFF - BASIC	21,991,419	46,419,700	47%	20,630,708	43,730,100	47%
Calgary R.C.S.S.D. #1	1,868,517	3,875,300	48%	863,852	3,717,200	23%
Rocky View Foundation	673,285	673,300	100%	663,342	663,400	100%
Designated Industrial Property Tax	(62,798)	147,600	-43%	-	62,800	0%
Total Others	24,470,423	51,115,900	48%	22,157,902	48,173,500	46%
TOTAL EXPENSES	64,806,355	198,803,000	33%	59,899,217	191,399,700	31%

ROCKY VIEW COUNTY CAPITAL EXPENDITURES INCURRED TO DATE As of June 30, 2019

			Budget
	Budget	Actual	Remaining
Information and Technology Services	122,000	13,125	108,875
Fire Services & Emergency Management	686,900	90,863	596,037
Planning and Development Services	2,670,400	400,611	2,269,789
Agricultural and Environmental Services	-	32,063	(32,063)
Capital Project Management	54,021,900	7,154,203	46,867,697
Transportation Services	6,915,200	807,758	6,107,442
Operational Services	3,774,800	845,491	2,929,309
Total Capital Expenditures Incurred to Date	\$ 68,191,200 \$	9,344,114 \$	58,847,086

ROCKY VIEW COUNTY BALANCE SHEET As of June 30, 2019

	June 2019	June 2018	June 2019/2018 YOY Variance
ASSETS			
Current Assets			
Cash	83,241,912	90,107,776	(6,865,864)
Investments	77,192,005	65,005,067	12,186,938
Accounts Receivables	26,530,393	24,146,235	2,384,158
Inventories	1,379,798	1,961,294	(581,496)
Other _	105,612	16,250	89,362
<u>-</u>	188,449,720	181,236,622	7,213,098
	202 702		202 702
Trust Funds - Invested	602,762	-	602,762
Recoverable Receivable	919,321	1,064,037	(144,716)
Fixed Assets	636,760,456	600,833,613	35,926,843
<u>-</u>	638,282,539	601,897,650	36,384,889
TOTAL ASSETS	\$826,732,259	\$783,134,272	\$43,597,987
=	Ψ020,1 32,233	ψ100,104,212	Ψ-0,001,001
LIABILITIES Current Liabilities			
Accounts Payable	2,646,531	3,832,582	(1,186,051)
Other Liabilities	44,479,897	45,622,030	(1,142,133)
<u>-</u>	47,126,428	49,454,612	(2,328,184)
Long Term Debt	E4 040 400	E0 400 4EE	(4.044.057)
Capital Debentures	51,848,198	53,190,155	(1,341,957)
Operating Debentures _	1,093,436	1,162,432	(68,996)
_	52,941,634	54,352,587	(1,410,953)
TOTAL LIABILITIES	\$100,068,062	\$103,807,199	(\$3,739,137)
EQUITY			
Reserves	01 266 161	67 745 000	12 620 201
Equity in Fixed Assets	81,366,161 584,453,142	67,745,880 547,170,062	13,620,281 37,283,080
Clearing	(144,778)	(252,161)	107,383
Net Capital Surplus (Deficit)	(14,639,821)	(14,283,724)	(356,097)
Net Operating Surplus (Deficit)	75,629,493	78,947,017	(3,317,524)
	10,020,100	. 0,0,0	(0,011,021)
TOTAL EQUITY	\$726,664,197	\$679,327,073	\$47,337,124
TOTAL LIABILITIES & EQUITY	\$826,732,259	\$783,134,272	\$43,597,987
	*		· —

NOTE: Other Liabilities contain Unearned Revenue, Refund Deposits Developments, and other Miscellaneous Liabilities.

ROCKY VIEW COUNTY INVESTMENT SUMMARY As of June 30, 2019

AUTHORIZED BANK	BANK ACCOUNT	AMOUNT INVESTED	INTEREST RATE	MATURITY DATE	AMOUNT RETURN
	274111710000111				
General Investment					
Alberta Municipal Finance Corp		260			
United Farmers of Alberta		3,057			
Calgary CO-OP		1,750			
Connect First	General	28,000,000	3.06%	8-Jul-2019	845,063
Connect First	General	2,000,000	3.06%	8-Jul-2019	60,362
Connect First	General	2,000,000	3.06%	8-Jul-2019	60,362
Connect First	General	2,000,000	3.06%	8-Jul-2019	60,362
Connect First	General	2,000,000	3.06%	8-Jul-2019	60,362
Scotia Bank	General	5,000,000	2.71%	8-Jul-2019	86,868
Connect First	General	10,000,000	2.85%	8-Jul-2019	155,384
Scotia Bank	General	10,000,000	2.48%	30-Sep-2019	126,378
	Sub-Total	61,005,067	<u>.</u>	Sub-Total	1,455,140
Public Reserve					
Connect First	Public Reserve	4,000,000	2.91%	8-Jul-2019	106,833
Scotia Bank	Public Reserve	6,043,496	2.37%	8-Jul-2019	39,634
Servus	Public Reserve	6,143,442		29-Jul-2019	10,957
	Sub-Total	16,186,938		Sub-Total	157,424
Non-Trust Funds	Total	77,192,005			
<u>Trust Funds - Invested</u> Servus	Perpetual Care	602,762	2.10%	29-Jul-2019	1,075
	Total Investment	\$ 77 794 767			

Total Investment \$ 77,794,767

ROCKY VIEW COUNTY DEBT SUMMARY As of June 30, 2019

			Debenture Balance YTD	Principal Payments YTD	Interest Payments YTD	Debt Services YTD
Capital						
-	Fire Trucks		702,350	54,973	13,673	68,646
	Fire Station		238,528	236,592	3,548	240,140
	Water		16,040,879	87,216	255,745	342,961
	Waste Water		34,866,442	-	639,728	639,728
	Lease			36,308	501	36,808
		TOTAL Capital	51,848,198	415,088	913,194	1,328,282
Operating						
	Local Improvement		917,250	19,628	13,437	33,064
	Recoverable*		176,186	44,278		44,278
		TOTAL Operating	1,093,436	63,905	13,437	77,342
TOTAL Capi	ital & Operating		\$ 52,941,634	\$ 478,993	\$ 926,631	\$ 1,405,624

^{*}recoverable from Community Groups

ROCKY VIEW COUNTY RESERVES SUMMARY As of June 30, 2019

DESCRIPTION	2019 BEGINNING BALANCE	ADDITIONS	REDUCTIONS	2019 YTD BALANCE
Facility Reserve	10,000	-	-	10,000
Election Reserve	39,315	-	-	39,315
Census Reserve	3,558	-	-	3,558
RVC Library Reserve	391,583	-	-	391,583
Fire Services Reserve	182,372	-	-	182,372
Burnco Financial Agreement Reserve	256,822	-	-	256,822
Public Works Equipment Reserve	4,450,677	-	-	4,450,677
Transportation Offsite Levy	24,836,522	-	-	24,836,522
Community Aggregate Program (CAP)	1,246,848	-	-	1,246,848
East Balzac Water Reserve	174,675	-	-	174,675
East Rocky View Utilities Reserve	173,493	-	-	173,493
Elbow Valley / Pinebrook Capital Reserve	515,835	-	-	515,835
Langdon Waste/Recycling Carts Reserve	48,294	-	-	48,294
Regional Transportation Network Reserve	68,263	-	-	68,263
Public Reserve	16,136,680	236,855	37,597	16,335,938
Voluntary Recreation Contribution	836,737	-	-	836,737
Municipal Tax Stabilization Reserve	29,328,989	-	-	29,328,989
Operating Carry Over Reserve	2,074,643	-	2,074,643	-
Stormwater Offsite Levy Reserve	1,320,146	-	-	1,320,146
Stormwater Mitigation Measures Reserve	1,146,095	-	-	1,146,095
TOTAL RESERVES	\$83,241,546	\$236,855	\$2,112,240	\$81,366,161



PLANNING AND DEVELOPMENT SERVICES

TO: Council

DATE: July 23, 2019 **DIVISION:** 9

TIME: Morning Appointment

FILE: PL20190039

SUBJECT: Road Closure to consolidate a portion of Road Allowance shown on Plan 2344JK

POLICY DIRECTION:

This road closure application was evaluated against Rocky View County Policy #443, *Road Allowance Closure and Disposal*, and the *Municipal Government Act*.

EXECUTIVE SUMMARY:

This purpose of this report is to consider a closure for consolidation of +/- 3.92 acres of undeveloped road allowance shown on Plan 2344JK, adjacent to the SW-02-28-04-W5M. If successful this portion would be consolidated with the applicant's lands on the east side of the road allowance.

The following is a summary of the application assessment:

- This portion of road allowance is not part of the County's 30 Year Long Range Transportation Network Plan (LRTNP) nor does Administration have any plans to upgrade the road allowance;
- The subject road allowance is not developed to county standards, and alternative access can be obtained from developed roads Township Road 280 and Township Road 280A;
- This closure and consolidation does not restrict access to and would not create any landlocked parcels.

¹ADMINISTRATION RECOMMENDATION

Administration recommends approval in accordance Option #1.

PROPOSAL:

To close for the purpose of consolidation, a +/- 3.92 acre portion of road allowance shown on Plan 2344JK. To be consolidated with a portion of the SW-02-28-04-W5M.

APPLICANT:

Paul Sullivan

The Crown in Right of Alberta

± 3.92 acres

Angela Pare, Engineering Support Technician, Planning and Development Services

¹ Administration Resources



PUBLIC & AGENCY SUBMISSIONS:

No letters of support and 1 letter of opposition was received in response to the circulation to 15 adjacent landowners. (See Appendix 'C'). The application was also circulated to a number of internal and external agencies; FORTIS Alberta will require a utility right of way for facilities they have located within the road allowance.

DISCUSSION:

OPTIONS:

Community Development Services

This portion of road allowance was closed in 1976 for leasing purposes. After the applicants acquisition of the adjacent property they applied to the County to have the road re-opened to be able to legally construct an accessto their property. Bylaw C-7627-2016 was given 3 readings to repeal original road closure Bylaw C-1143-76 and re-open the road for vehicle use. The applicant then began the process of a road right of way construction agreement but have instead decided to not continue with the road construction/upgrade option and have returned to the county with this application to close and consolidate the subject portion of road allowance with their adjacent lands.

The undeveloped portion or road allowanace is partially developed as a road but is not built up to county standards. This road allowance is adjacent to highway 22, and alternative routes can be used such as Township Road 280 and 280A for access to adjacent parcels. Administration has no current plans to upgrade this road allowance. Appendix 'B' identifies the location within the County, the Road Closure Proposal, Land Use Map, Air Photo and Landowner Circulation Area.

The Applicant Paul Sullivan, on behalf of the owners of the property has indicated the purpose for this application is to close and consolidate the +/- 3.92 Acre portion of undeveloped road allowance into their adjacent lands described as SW-02-28-04-W5M. This closure would allow the applicant to build a driveway access to the parcel without the requirement for a standard county road.

This portion of road allowance is not part of the 30 Year Long Range Transportation Network Plan and this closure and consolidation does not deny access to any adjacent parcels, nor does it create any landlocked parcels. This application was circulated in accordance with the *Municipal Government Act* and administration received no concerns of note by internal/external agencies.

Option # 1: Motion #1 THAT Bylaw C-7902-2019 be given first reading. Motion #2 THAT Administration be directed to forward Bylaw C-7902-2019 to the Minister of Transportation for approval. Option #2: THAT the application by Paul Sullivan to close for consolidation a +/- 3.92 acre portion of undeveloped road allowance shown on plan 2344JK be refused. Option #3: THAT Council provide alternative direction. Respectfully submitted, Concurrence, Richard Barss Al Hoggan Chief Administrative Officer Acting Executive Director



AP/IIt

APPENDICES:

APPENDIX 'A': Application Referrals

APPENDIX 'B': Proposed Bylaw C-7902-2019 and Schedule A

APPENDIX 'C': Map Set APPENDIX 'D': Landowner Comments



APPENDIX A: APPLICATION REFERRALS

AGENCY	COMMENTS
School Authority	
Rocky View Schools	No comments received.
Calgary Catholic School District	No comments received.
Public Francophone Education	No comments received.
Catholic Francophone Education	No comments received.
Province of Alberta	
Alberta Environment	Not required for circulation.
Alberta Transportation	No Initial Concerns, will review complete package after first reading for the Minister's approval.
Alberta Sustainable Development (Public Lands)	Not required for circulation.
Alberta Culture and Community Spirit (Historical Resources)	Not required for circulation.
Energy Resources Conservation Board	Not required for circulation.
Alberta Health Services	At this time we have no concerns with the information as provided.
Public Utility	
ATCO Gas	No objection.
ATCO Pipelines	No objection.
Alta Link Management	No comments received.
Fortis Alberta	No objection, has facilities located in this road allowance therefore will require utility right of way agreement.
Telus Communications	No objection.
Trans Alta Utilities Ltd.	No comments received.



AGENCY	COMMENTS
Rockyview Gas Co-op Ltd.	No comments received.
Adjacent Municipality	
The City of Calgary	Not required for circulation.
Tsuut'ina Nation	Not required for circulation.
Other External Agencies	
EnCana Corporation	No comments received.
Rocky View County Boards and Committees	
ASB Farm Members and Agricultural Fieldmen	No comments received.
Bow North Recreation Board	No comments received.
Internal Departments	
Recreation, Parks and Community Support	No concerns with this application as parks, open space, or active transportation networks are not affected.
GIS Services	No comments received.
Building Services	No comments received.
Fire Services & Emergency Management	No Comments.
Development Compliance	No comments received.
Planning and Development Services - Engineering	 ES has no objection to this closure and consolidation. The road closure will not have a negative effect on adjacent landowners from a transportation point of view; The county currently has no plans for further development of this road allowance.
Transportation Services	No concerns.
Capital Project Management	No concerns.
Utility Services	No concerns.



AGENCY	COMMENTS
Agriculture and Environment Services	No agricultural concerns.

Circulation Period: April 25, 2019 to May 17, 2019



BYLAW C-7902-2019

A Bylaw of Rocky View County in the Province of Alberta for the Purpose of closing to public travel and creating title to portions of public highway in accordance with Section 22 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

The Council of Rocky View County enacts as follows:

WHEREAS

The lands hereafter described are no longer required for public travel; and

WHEREAS

Application has been made to Council to have the highway closed; and

WHEREAS

Rocky View County Council deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and therefore disposing of the same; and

WHEREAS

Notice of the intention of Council to pass this bylaw has been given in accordance with Section 606 of the Municipal Government Act, and was published in the Rocky View Weekly on Tuesday June 25th, 2019 and Tuesday July 2nd, 2019, the last of such publications being at least one week before the day fixed for the Public Hearing of this Bylaw; and

WHEREAS

Rocky View County Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw. (to be changed if anyone speaks in opposition)

NOW THEREFORE BE IT RESOLVED that the Council of Rocky View County in the Province of Alberta does hereby close to public travel for the purpose of creating title to the following described highway. Subject to the rights of access granted by other legislation:

PARCEL 1 A PORTION OF T	HE ORIGINAL GO	OVERNMENT RO	AD ALLOWANCE	ADJACENT TO THE	
S.W. 1/4 SEC. 2, T	WP. 28, RGE. 4, W	. 5., CONTAININ	G HECTA	RES MORE OR LESS	
EXCEPTING THE	REOUT ALL MIN	ES AND MINERA	LS, LYING WITH	IN PLAN	
ATTACHED AS S	CHEDULE 'A' AN	D FORMING PA	RT OF THIS BYLA	W	
PARCEL 2					
A PORTION OF R	OAD ON ROAD P	LAN 2344JK WIT	HIN THE S.W. 1/4	SEC. 2, TWP. 28, RGE	. 4
W. 5 AND S.E. 1/4	4 SEC. 3, TWP. 28,	RGE. 4, W. 5., CO	ONTAINING	HECTARES MORE	,
OR LESS EXCEPT	ΓING THEREOUT	ALL MINES ANI	MINERALS, LYII	NG WITHIN	
PLAN	_ ATTACHED AS	SCHEDULE 'A'	AND FORMING PA	ART OF THIS BYLAW	

APPENDIX 'B': BYLAW C-7902-2019 AND SCHEDULE A

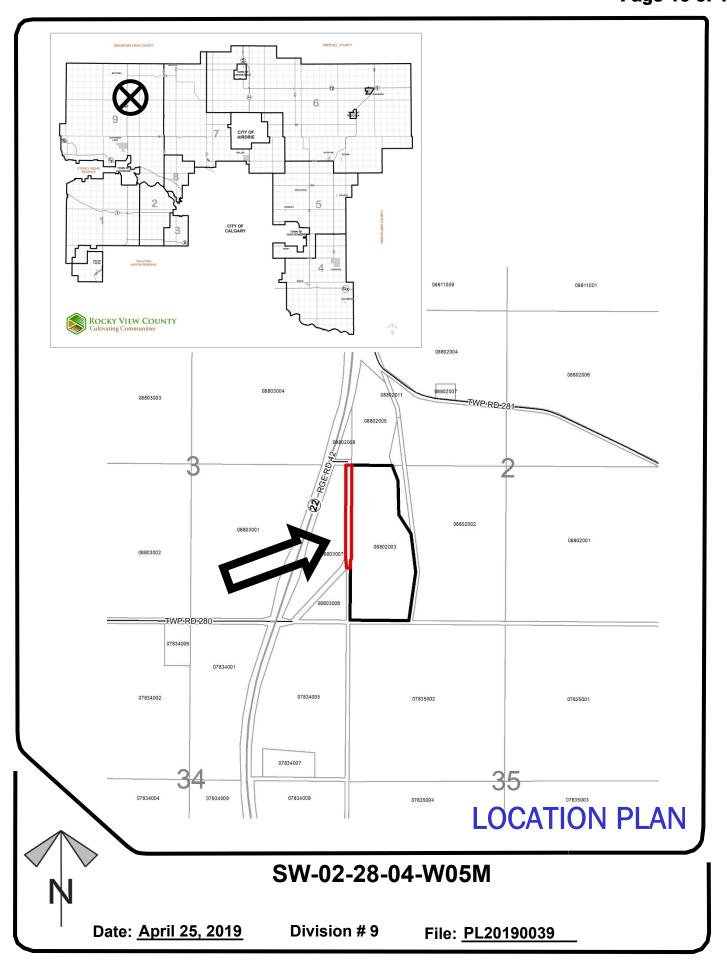
C-1 Page 8 of 19

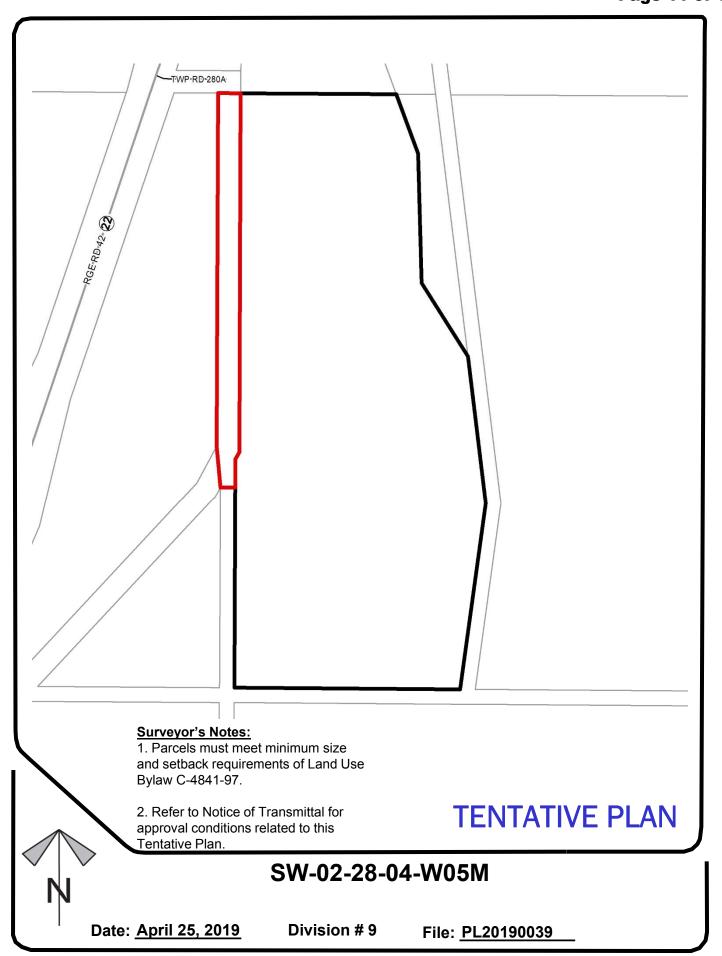
Division: 9 File: PL20190039

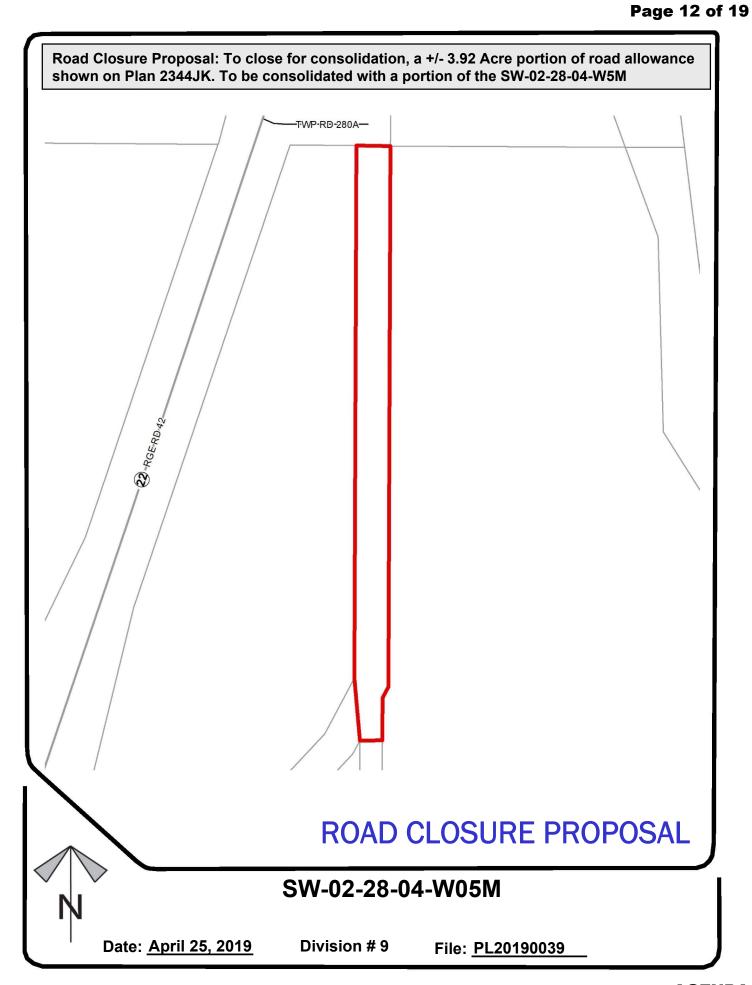
PUBLIC HEARING WAS HELD IN COUNCIL	this DAY OF	· · · · · · · · · · · · · · · · · · ·	20
READ A FIRST TIME IN COUNCIL this	DAY OF	, 20	
REEVE / DEPUTY REEVE	CAO or D	ESIGNATE	
APPROVED BY ALBERTA TRANSPORTATION: APPROVED THIS	DAY OF		
	NISTER OF TRANSPORT		
IVIII	VISTER OF TRANSPORT	ATION	
READ A SECOND TIME IN COUNCIL this _	DAY OF	, 20	_
READ A THIRD TIME IN COUNCIL this	DAY OF	, 20	
REEVE / DEPUTY REEVE	CAO or D	ESIGNATE	

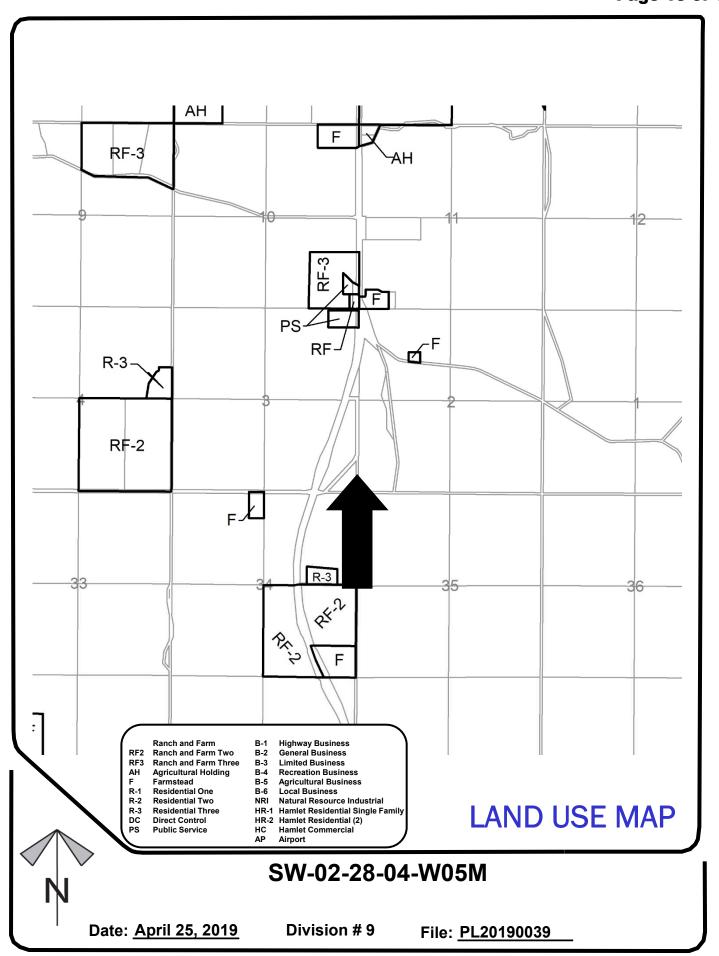
SCHEDULE 'A'

INSERT SURVEY PLAN ONCE PREPARED











Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

AIR PHOTO

Spring 2018

SW-02-28-04-W05M

Date: <u>April 25, 2019</u> Division # 9 File: <u>PL20190039</u>



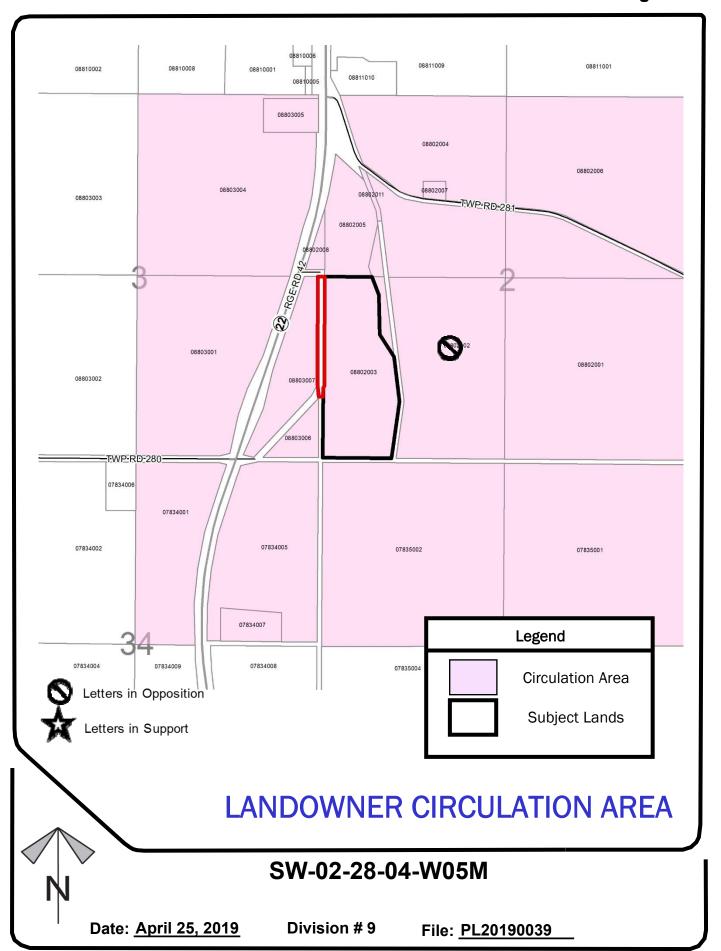
Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

TOPOGRAPHY

Contour Interval 2 M



Date: <u>April 25, 2019</u> Division # 9 File: <u>PL20190039</u>





Signature

262075 Rocky View Point Rocky View County, AB, T4A 0X2

> 403-230-1401 questions@rockyview.ca www.rockyview.ca

ROAD ALLOWANCE RESPONSE FORM

FILE NUMBER:	PL20190039		
DESCRIPTION:	To Close for consolid	lation, a +/- 3.92 acre portion of re	nad allowance as
	shown on Plan 234	4JK. To be consolidated with a	portion of the
	SW-02-28-04-W5M.		,
GENERAL LOCATION:	SW-02-28-04-W5M		
APPLICANT:	Sullivan, Paul		
OWNER:	The Crown in right of	Alberta	
GROSS AREA:		onfirmed by plan of survey)	
GROGG ARLA	-1-5.52 acres (to be o	ormined by plan or survey)	
1 M.			
1. Gary H. Munr	, the owner of	/	
		Lot Block Plan	
5.1 01	28		
and/or $\frac{1}{2}$ $\frac{1}{2}$		<u>→</u> , w <u>⊃</u> м	
Qtr Sec	Twp	Rge	
Support	or Oppos	se)	
this proposed road closure t	or consolidation purpor	ses.	
Comments:			
Diaces See	attached	page for Cammer	A
Trease oce	allainea	paye 101 commen	17
ř ,	J		
		. 1	
& H many		May 16, 7019	
	_		

Date

Thursday, May 16, 2019

Angela Pare, Engineering Services Rocky View County 262075 Rocky View Point Rocky View County, AB T4A 0X2



RE File: PL20190039, Division 9

I, Gary H Munro, the owner of SW-02-28 4 W5M (as well as NW, NE and SW 2, as noted in the circulation area) am opposed to the application.

There are six landowners, including the applicant and myself, on title to various parcels of the western 80 acres of SW 02-28 -04-W5M, due to the fact that the current Highway 22 (and the previous provincial road) was not built using road allowances as laid out in the Dominion Land Survey.

If this applicant is granted his request to buy and close the road allowance in question, I am concerned the decision will set a precedent with Rocky View County. What will stop other landowners with adjoining property from doing the same?

If this were to happen, it would "land lock" access to some parcels along this road allowance, including a 7 acre portion of both SW and NW 2, which I own, potentially devaluing this parcel of land. This road allowance may be needed for future development.

Regards,

Gary H. Munro

Bar Open A Ranches Ltd.

g H mano

Cc: Colleen E. Munro Tracey A. Feist

> AGENDA Page 60 of 745

Colleen E Munro and Tracey A Feist for

Gary H Munro 41250 Circle 5 Estates, Calgary, AB T3Z 2T5

RE: Bylaw C-7902-2109

Application PL20190039 (08802003)

9 July 2019

Rocky View County Council:

We are writing to register **OPPOSITION** to the above bylaw on behalf of my father Gary H. Munro, who is the owner of SW-02-28 4 W5M (as well as NW, NE and SW 2) as noted in the circulation area.

There are six landowners, including the applicants, on title to various parcels of the western 80 acres of SW 02-28 -04-W5M, due to the fact that the current Highway 22 (and the previous provincial road) was not built using road allowances as laid out in the Dominion Land Survey.

If the applicants are granted their request to buy and close the road allowance in question, my father is most concerned the decision will set a **precedent** with Rocky View County in Division 9.

If this road allowance is allowed to be sold and taken out of future use, then what is stopping other landholders in the immediate area from making a similar application? In particular, we reference the seven-acre "finger" of land our father owns that straddles SW and NW of 2. What will stop other landowners with adjoining property from doing the same?

This road allowance may be needed for future development. If it is closed, that option is forever gone.

On behalf of our father, we are most concerned about the precedent this bylaw set in this area of Division 9.

Yours Truly,

Colleen E Munro Tracey A Feist



PLANNING AND DEVELOPMENT SERVICES

TO: Council

DATE: July 23, 2019 **DIVISION**: 9

TIME: Morning Appointment

FILE: 10112001 APPLICATION: PL20180154

SUBJECT: Redesignation Item: Ranch and Farm District to Ranch and Farm Two District

POLICY DIRECTION:

The application was evaluated in accordance with the County Plan.

EXECUTIVE SUMMARY:

The purpose of this application is to redesignate the subject lands from Ranch and Farm District to Ranch and Farm Two District in order to facilitate the creation of two parcels ± 20.23 hectare (± 50.00 acres) in size (Lot 1 north, Lot 3 south), with a ± 60.00 acre remainder (Lot 2).

The following is a summary of the application assessment:

- The application is not consistent with the relevant statutory plans, policies and bylaws because it proposes:
 - o The creation of two parcels within an unsubdivided guarter section.
 - New or distinct agricultural uses without the required considerations for such uses.
 - A land use district for which the proposed uses are not appropriate.
- There are significant technical constraints with respect to this proposal:
 - o Approximately 3.4 kilometres (2.1 miles) of roadway is required to be upgraded in order to service the site.
 - The lands also contain a number of sour gas wells and pipelines. Sour gas infrastructure requires setbacks of 100 metres from dwellings and 500 metres from public uses.

Administration determined that the application does not meet County policy.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends refusal in accordance with Option #2.

DATE APPLICATION RECEIVED: December 13, 2018 **DATE DEEMED COMPLETE: December 13, 2018**

PROPOSAL: To redesignate the subject lands from Ranch and Farm

> District to Ranch and Farm Two District in order to facilitate the creation of two parcels ± 50.00 acres in size, with a

± 60.00 acre remainder.

LEGAL DESCRIPTION: NE-12-27-6-W5M

Stefan Kunz & Bianca Duncan, Planning and Development Services

¹ Administration Resources



GENERAL LOCATION: Located 4.0 kilometers (2.5 miles) north of Highway 40,

1.6 kilometers (1 mile) west of Beaupre Creek Road.

APPLICANT: Bruce Kendall

OWNERS: Anne Kendall

EXISTING LAND USE DESIGNATION: Ranch and Farm District (RF)

PROPOSED LAND USE DESIGNATION: Ranch and Farm Two District (RF-2)

GROSS AREA: ± 161.00 acres

SOILS (C.L.I. from A.R.C.): Class 4, H, 6, W - Severe limitations due to temperature

limiting factor, and cropping is not feasible due to excessive

wetness/poor drainage.

Class 7, T, H - No capability of agriculture due to adverse

topography (steep and/or long uniform slopes) and

temperature limiting factor.

PUBLIC & AGENCY SUBMISSIONS:

The application was circulated to 8 adjacent landowners, no responses were received. The application was also circulated to a number of internal and external agencies. Those responses are available in Appendix 'A'.

HISTORY:

1961-2000

As an unsubdivided quarter section, the lands do not have any relevant development history. Of note however, is the construction of oil and gas infrastructure on-site. This infrastructure includes pipelines constructed in 1961 and 2000, and a well constructed in 1975. Both the pipelines and the well contain sour natural gas.

POLICY ANALYSIS:

Interim Growth Plan

The subject land is located in an agricultural area. The Interim Growth Plan (IGP) does not have policy related specific to new and distinct agricultural operations.

County Plan

The Municipal Development Plan supports a First Parcel out of a quarter section but discourages further fragmentation in agricultural areas unless it can be justified for agricultural purposes. The intent of these policies is to preserve the County's agricultural land base.

The proposal was evaluated against Policy 8.18, which details requirements for new or distinct agricultural operations. The County Plan defines New Agricultural Operation as 'operations that are distinctly different from the existing use of the land in terms of agricultural products, livestock, and/or facilities'.

The Applicant has proposed development of the following:

Lot 1 A "wood lot and berry farm," featuring the "planting of haskaps and raspberries." No other information has been provided.

Raising of berries meets the definition of an *agriculture*, *general*, in accordance with the Land Use Bylaw.

No details regarding the "wood lot" are provided but it is best categorized as a natural resource extraction/processing use within the Land Use Bylaw as Natural Resource Industrial District. This



use allows for "the removal, extraction and primary processing of raw materials" such as timber, and is not listed within the RF-2 land use district.

- Lot 2 No development proposed.
- Lot 3 An "equestrian operation... for training and boarding horses." No other information has been provided. This meets the Land Use Bylaw definition of an *equestrian centre*, which is a use that features a public access component.

Concerns with this proposed use include the need for access to the lands (see below) as well as significant sour natural gas infrastructure located in the area. A well is located in the northwestern portion of the quarter section, and a number of pipelines bisect the lands from north to south. Dwellings are not permitted within 100 metres of sour gas infrastructure. Additionally, as the applicant has proposed a public use, a setback of 500 metres may be required by the Alberta Energy Regulator which cannot be accommodated on this site.

The Applicant did not provide:

- Planning rationale justifying why the existing land use and parcel size cannot accommodate the new or distinct agricultural operation.
- A demonstration of the need for the new agriculture operation.
- An assessment of the proposed parcel size and design to demonstrate it is capable of supporting the new or distinct agricultural operation.
- An assessment of the impact on the environment including air quality, surface water, and groundwater.

Additionally, "an assessment of the impact on and potential upgrades to County infrastructure" is required. While this was not provided by the Applicant, Administration notes that approval of the application requires the construction/upgrade of a significant distance of roadway. Currently, the lands are accessed via the Range Road 60 right-of-way, which contains an undeveloped and unmaintained surface. Should the application be approved, upgrade of this access to County standards would be required and development of a further 300 metres of roadway to provide access to the northern proposed parcel. The County would assume maintenance of the additional roadway.

Upgrades to the access are especially important in this case, as the proposed *equestrian centre* on Lot 3 is a business use and therefore requires safe access for members of the public. Public use of a non-developed roadway is not recommended.

Land Use Bylaw (Bylaw C-4841-97)

The application proposes the redesignation of the subject lands to Ranch and Farm Two District, which has a minimum parcel size of 20.23 hectares (50.00 acres). The Applicant has proposed to create two parcels \geq 20.23 hectares (\geq 50.00 acres) in size, with a \pm 24.28 hectare (\pm 60.00 acre) remainder.

In accordance with Section 36.1.b, the subject lands are defined as a parcel without access because "the only public roadway that the parcel abuts is an undeveloped road allowance" As such, all uses except for *agriculture*, *general*; *utilities*; and *services*, are considered discretionary until access is provided (36.3).

CONCLUSION:

The application was reviewed based on the County Plan agricultural policies, uses within the Land Use Bylaw, and the Alberta Energy Regulator setback requirements. There was limited demonstration of the need for a new or expanded agricultural use and the proposed uses may not be compatible with the required land use district and / or sour gas setbacks.



OPTIONS:

Option # 1: Motion #1 THAT Bylaw C-7876-2019 be given first reading.

Motion #2 THAT Bylaw C-7876-2019 be given second reading.

Motion #3 THAT Bylaw C-7876-2019 be considered for third reading.

Motion #4 THAT Bylaw C-7876-2019 be given third and final reading.

Option # 2: That application PL20180154 be refused

Respectfully submitted, Concurrence,

"Richard Barss" "Al Hoggan"

Acting Executive Director Chief Administrative Officer

Community Development Services

SK/IIt

APPENDICES:

APPENDIX 'A': Application Referrals

APPENDIX 'B': Bylaw C-7876-2019 and Schedule A

APPENDIX 'C': Map Set



APPENDIX A: APPLICATION REFERRALS

AGENCY	COMMENTS
School Authority	
Rocky View Schools	No comment received.
Calgary Catholic School District	No comment received.
Public Francophone Education	No comment received.
Catholic Francophone Education	No comment received.
Province of Alberta	
Alberta Energy Regulator	No comment received.
Alberta Health Services	No concerns.
Alberta Transportation	This property is outside of Alberta Transportation's control limits as set out in the Subdivision and Development Regulation as it is located greater than 1600 metres from Highway 40. The department, therefore, has no objections or concerns regarding this proposal, and Section 14 of the Subdivision and Development Regulation would not apply to the subdivision application.
Public Utility	
ATCO Gas	No comment received.
ATCO Pipelines	No comment received.
AltaLink Management	No comment received.
FortisAlberta	No comment received.
Telus Communications	No comment received.
TransAlta Utilities Ltd.	No comment received.
Canlin Energy Corp.	Ensure the applicant and County are aware of the oil and gas infrastructure already in place. Canlin does not object to the proposal just making sure the applicant is aware of building setbacks if there are future residences planned.
Other External Agencies	
EnCana Corporation	Not required for circulation.
Stoney Nakoda First Nation	We have conducted an initial review of your proposed project and note that it does impact Stoney Treaty Rights and



AGENCY	COMMENTS
	Traditional Uses in the proposed project area. As signatories to Treaty Number 7 in 1877, the Stoney Nakoda First Nations have aboriginal and treaty rights entitlement throughout the 50,000 square miles encompassing Treaty 7 territory, and beyond. The SNFN have historic trails, campsites, hunting areas, fishing waters, ceremonial & spiritual sites, trade routes, gravesites, and gathering areas throughout our historical territory. As such we do have site specific concerns, but cannot share the information without an agreement due to intellectual property and protocol concerns. We will require more time to evaluate your project, which has been placed in the queue and numbered SCT 061-986.
Western Irrigation District	Not required for circulation.
Rocky View County Boards and Committees	
ASB Farm Members and Agricultural Fieldmen	No comment received.
Ranch Lands Recreation Board	No concerns.
Internal Departments	
Recreation, Parks & Community Support	No concerns.
Development Authority	No comments.
GIS Services	No comment received.
Building Services	No comment received.
Fire Services & Emergency Management	No comments.
Development Compliance	No comment received.
Planning and Development Services - Engineering	General
	The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures.
	Geotechnical
	Engineering has no requirements at this time. At the time of subdivision or future development permit stages, a geotechnical report prepared by a qualified



AGENCY

COMMENTS

professional engineer may be required depending on the nature and extent of future proposed developments.

Transportation

- Engineering has no requirements at this time.
- Current access to the parcel appears to be through an undeveloped road allowance running south of the parcel and connecting to Range Road 60. The access road to the parcel appears to be 3 m in width which does not conform to the County Servicing Standards. At the time of subdivision, the applicant will be required to enter into a development agreement (DA) with the County to upgrade the access road (approximately 3.4 km in total length) to Regional Low Volume Standard as well as construct other required road infrastructure (i.e. road approaches, a cul-de-sac at the termination point of the road, etc.) in accordance with the County's Servicing Standards.
- At the time of subdivision, the applicant will not be required to pay the transportation offsite levy, as per the applicable TOL bylaw C-7356-2014, as the lands are located in the ranch and farm district.

Sanitary/Waste Water

- Engineering has no requirements at this time.
- As per the County's Residential Water and Sewer Requirements Policy (411), the applicant is not required to demonstrate adequate servicing, unless deemed necessary by Council.

Water Supply And Waterworks

- Engineering has no requirements at this time.
- As per the County's Residential Water and Sewer Requirements Policy (411), the applicant is not required to demonstrate adequate servicing, unless deemed necessary by Council.

Storm Water Management

- Engineering has no requirements at this time.
- At the time of subdivision or future development permit, a stormwater management report may be required depending on the nature and extent of future proposed developments.

Environmental

Engineering has no requirements at this time.



AGENCY	COMMENTS
	There are no nearby wetlands. Should the owner propose development that has a direct impact on any wetlands, the applicant will be responsible for obtaining all required AEP approvals.
Transportation Services	No comment received.
Capital Project Management	No concerns.
Utility Services	No concerns.

Circulation Period: January 17, 2019 to February 7, 2019



BYLAW C-7876-2019

A Bylaw of Rocky View County to amend Bylaw C-4841-97, being the Land Use Bylaw

The Council of Rocky View County enacts as follows:

PART 1 - TITLE

This Bylaw shall be known as Bylaw C-7876-2019.

PART 2 - DEFINITIONS

In this Bylaw, the definitions and terms shall have the meanings given to them in Land Use Bylaw C-4841-97 and the *Municipal Government Act*.

PART 3 - EFFECT OF BYLAW

- **THAT** Part 5, Land Use Map No. 79, of Bylaw C-4841-97 be amended by redesignating a NE-12-27-6-W5M, from Ranch and Farm District to Ranch and Farm Two District as shown on the attached Schedule 'A' forming part of this Bylaw.
- **THAT** NE-12-27-6-W5M, is hereby redesignated to Ranch and Farm Two District as shown on the attached Schedule 'A' forming part of this Bylaw.

PART 4 – TRANSITIONAL

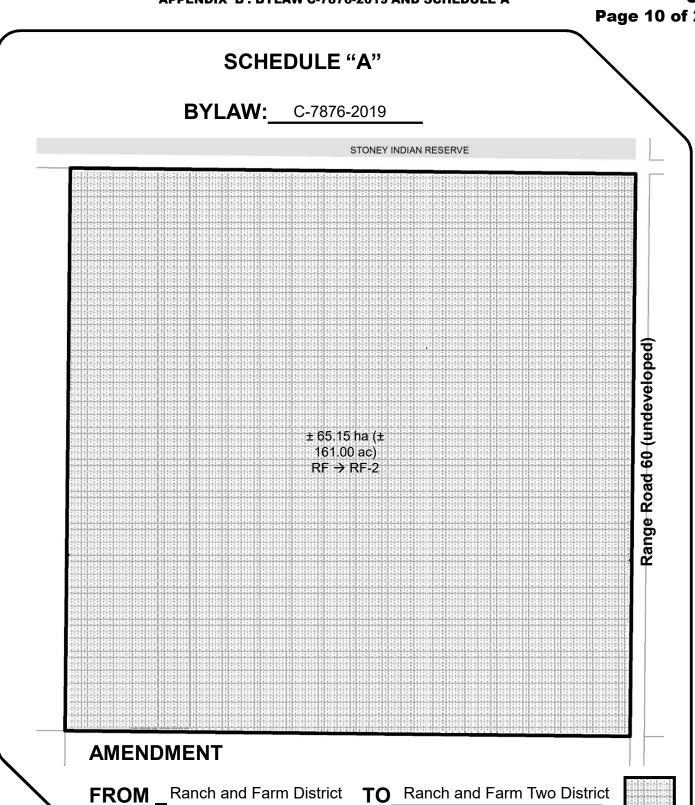
Bylaw C-7876-2019 comes into force when it receives third reading, and is signed by the Reeve/Deputy Reeve and CAO or Designate, as per the *Municipal Government Act*.

File: 10112001 - PL20180154 PUBLIC HEARING WAS HELD IN COUNCIL this day of , 2019 READ A FIRST TIME IN COUNCIL this day of , 2019 READ A SECOND TIME IN COUNCIL this day of , 2019 UNANIMOUS PERMISSION FOR THIRD READING , 2019 day of READ A THIRD TIME IN COUNCIL this day of , 2019 Reeve CAO or Designate

Bylaw C-7876-2019 Page 1 of 1

Date Bylaw Signed

Division: 9

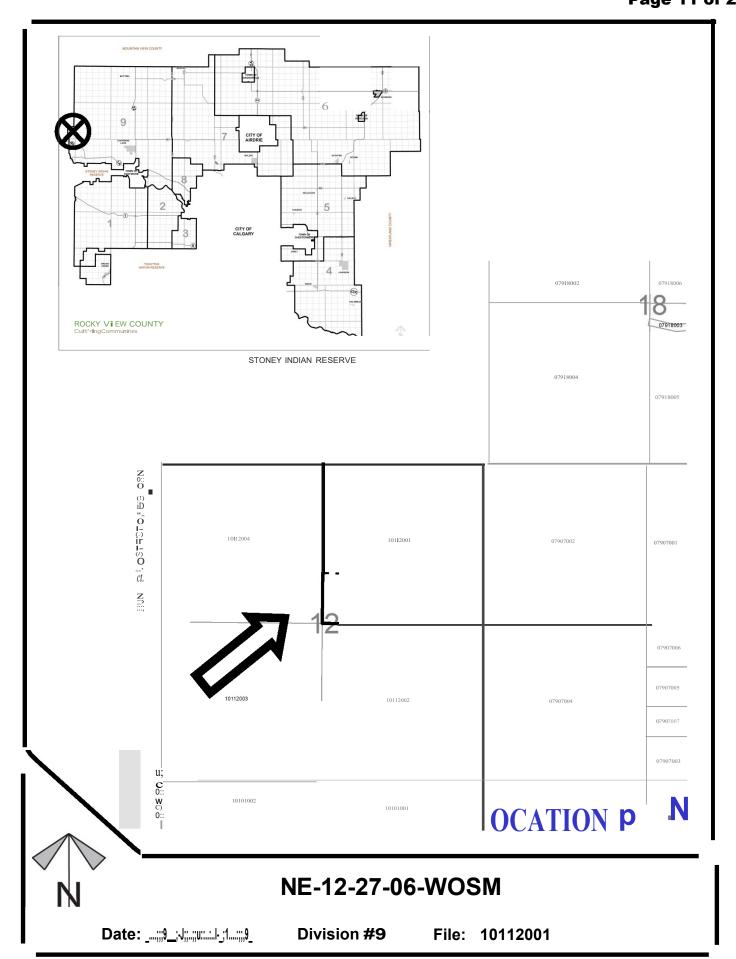


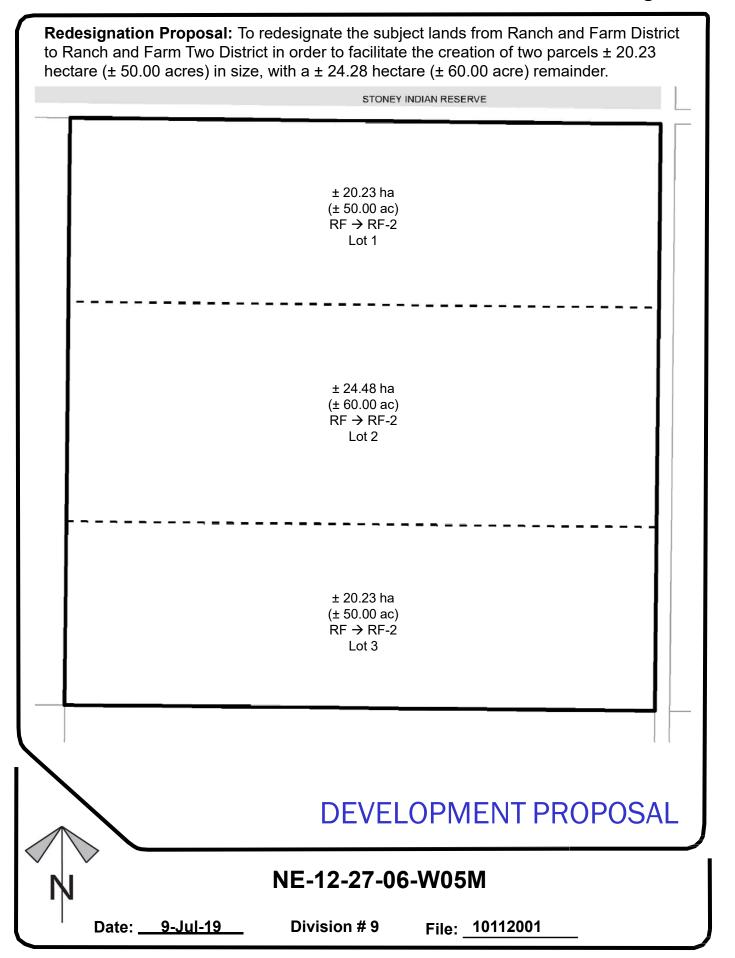
Subject Land

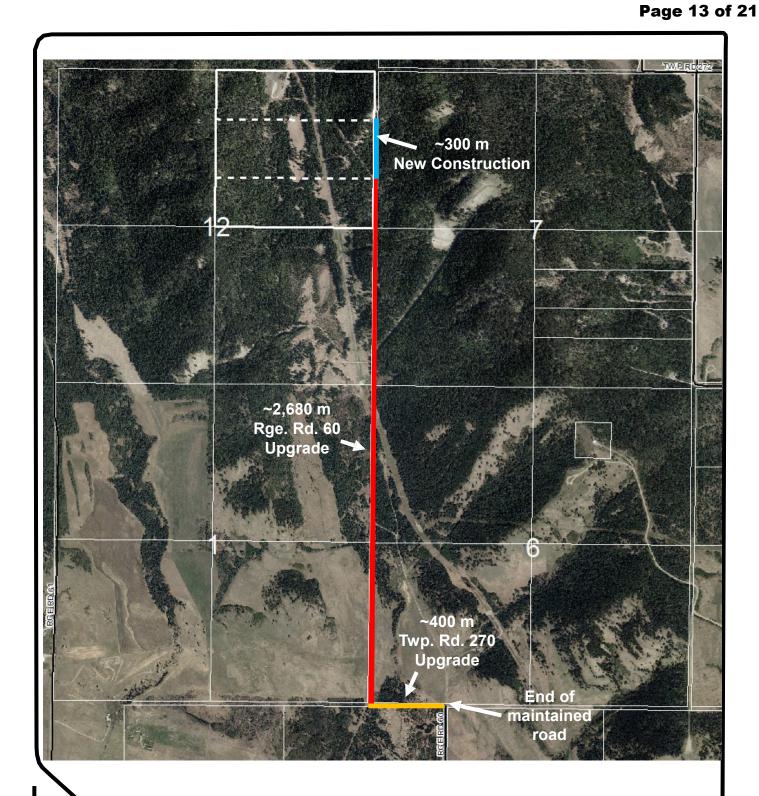
LEGAL DESCRIPTION: NE-12-27-6-W5M

FILE: 10112001 - PL20180154 **DIVISION: 9**





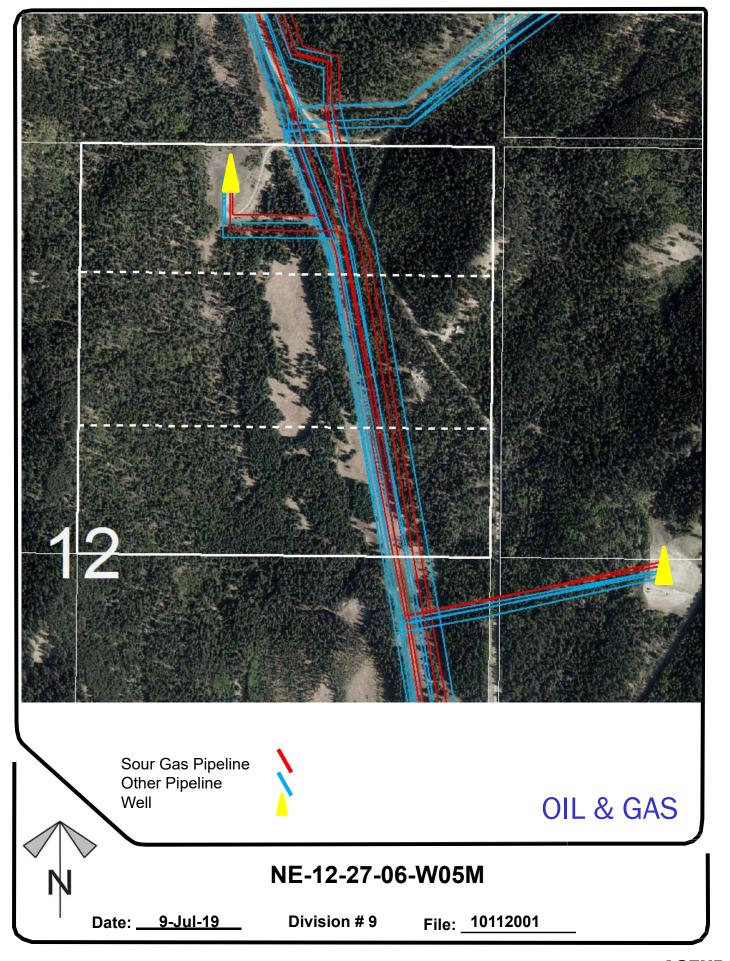


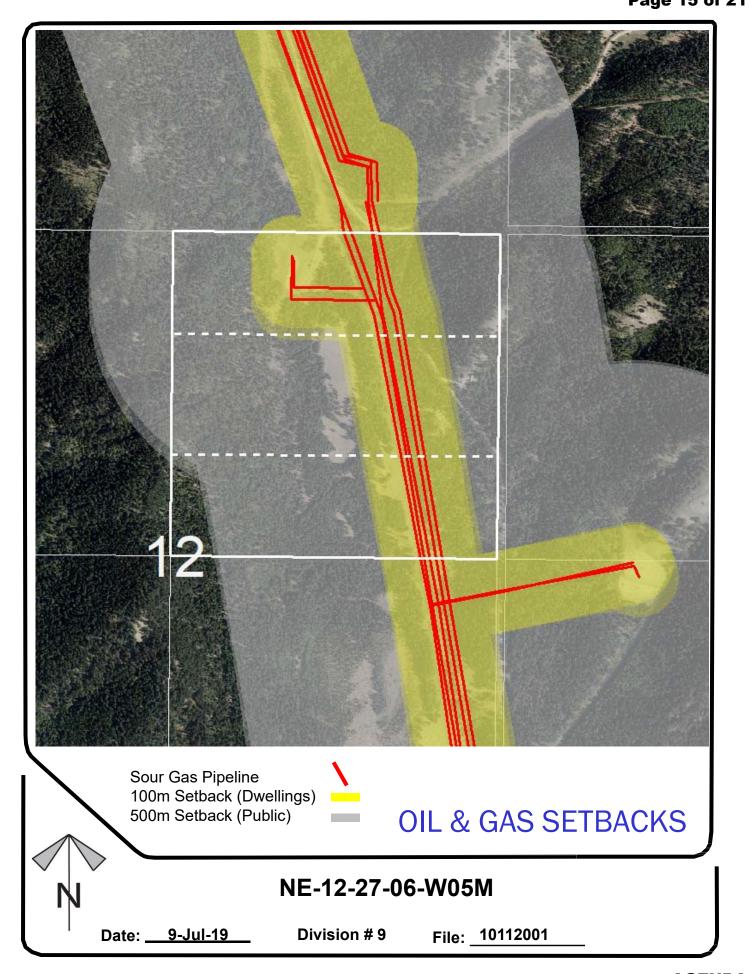


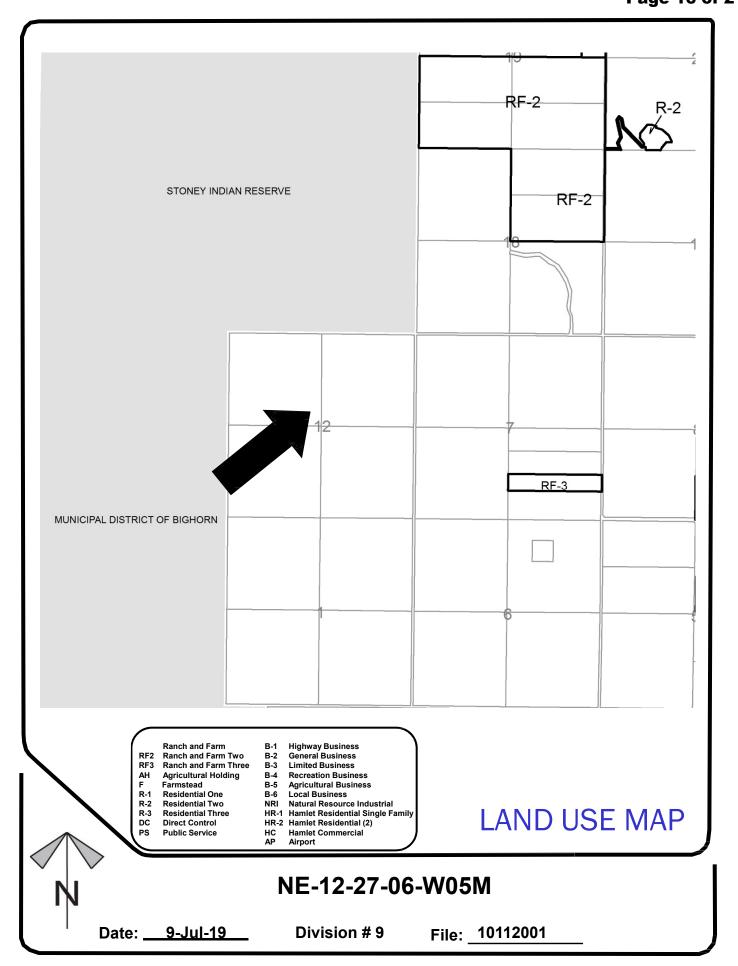
ROAD CONSTRUCTION AND UPGRADE

NE-12-27-06-W05M

Date: <u>9-Jul-19</u> Division # 9 File: 10112001







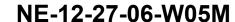
APPENDIX 'C': MAP SET



Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

TOPOGRAPHY

Contour Interval 2 M



Date: <u>9-Jul-19</u> Division # 9 File: <u>1011</u>2001

APPENDIX 'C': MAP SET



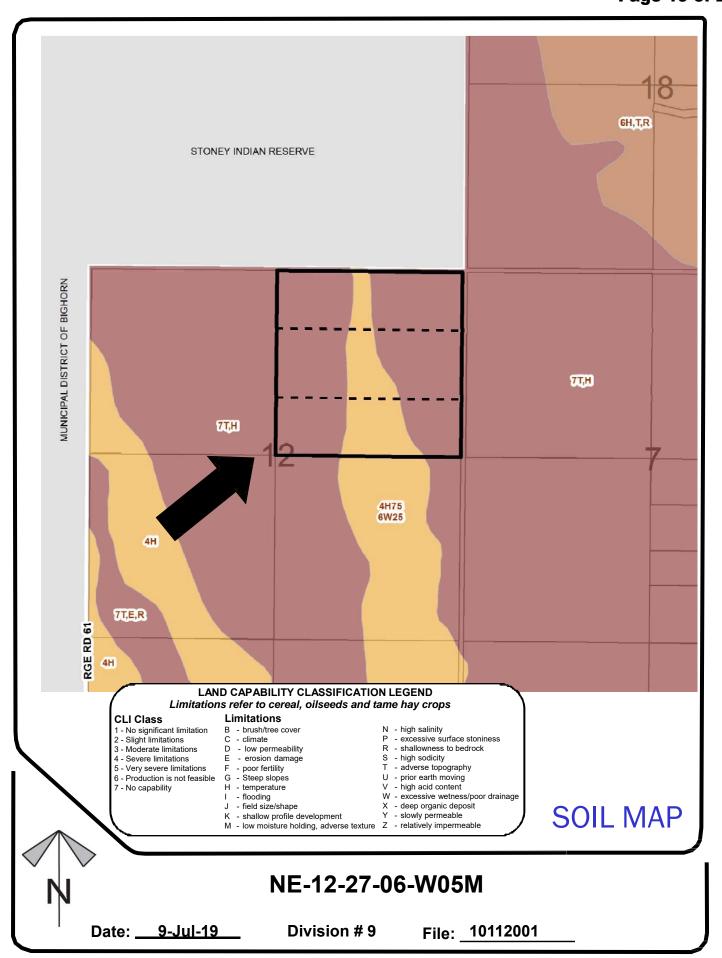
Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

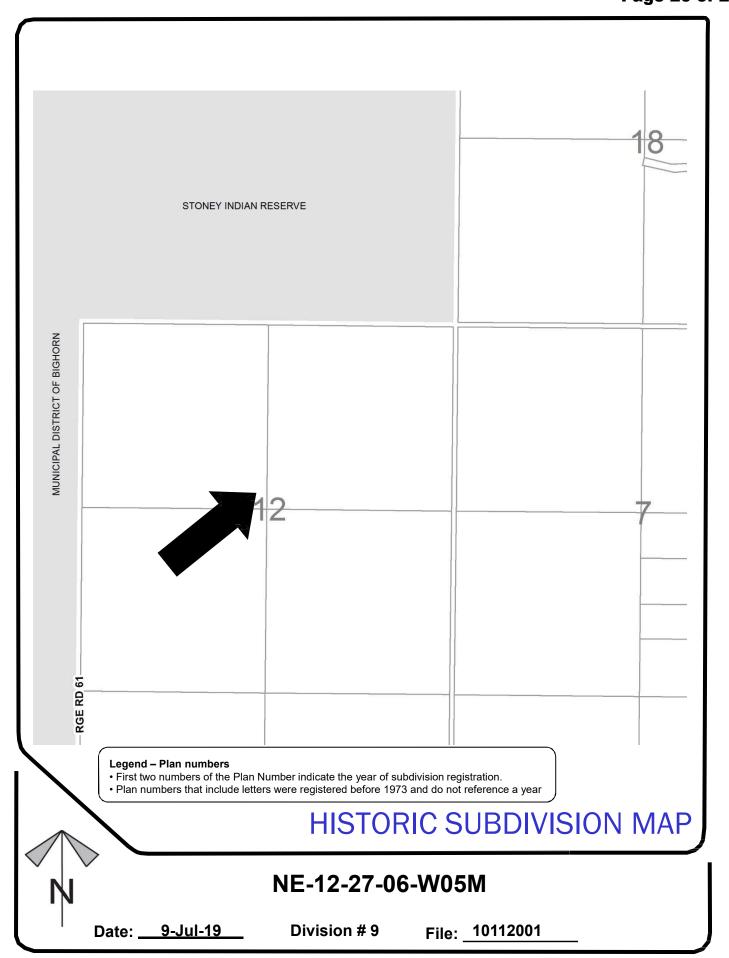
AIR PHOTO

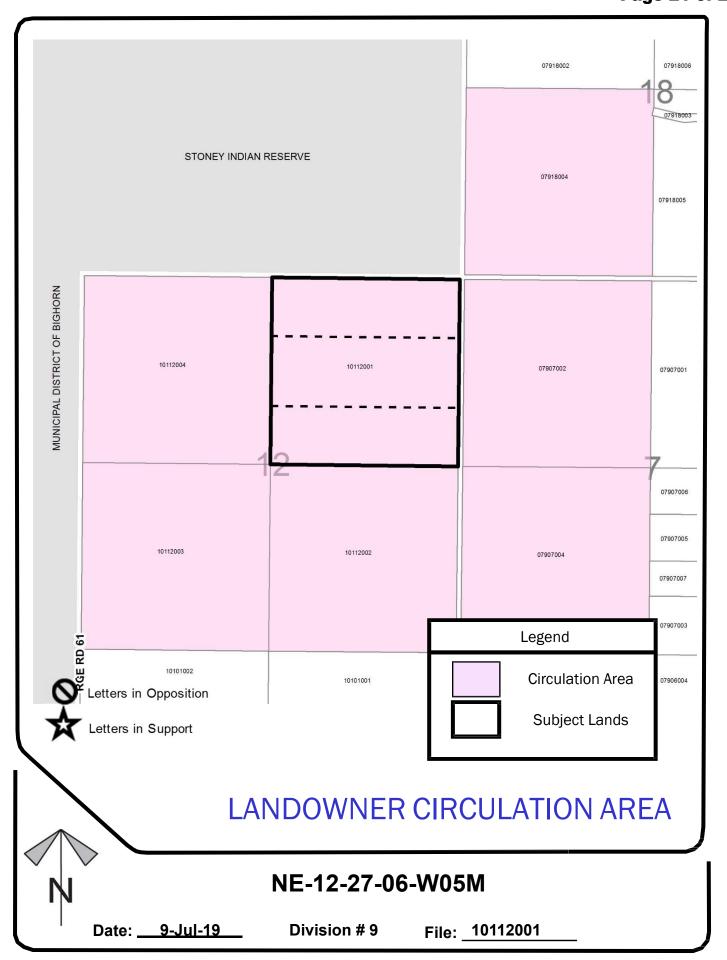
Spring 2018

NE-12-27-06-W05M

Date: <u>9-Jul-19</u> Division # 9 File: <u>10112</u>001









PLANNING AND DEVELOPMENT SERVICES

TO: Council

DATE: July 23, 2019 **DIVISION:** 9

TIME: Morning Appointment

FILE: 08829001 **APPLICATION**: PL20190038

SUBJECT: Redesignation Item: Ranch and Farm District to Ranch and Farm Two District

POLICY DIRECTION:

The application was evaluated in accordance with the County Plan.

EXECUTIVE SUMMARY:

The purpose of this application is to redesignate a portion of the subject land from Ranch and Farm District to Ranch and Farm Two District in order to facilitate the creation of a \pm 56.60 acre parcel, with a \pm 97.20 acre remainder.

The subject land consists of a dwelling and a number of accessory buildings. The lands are bisected by a substantial number of natural gas pipelines, and development in the vicinity of this infrastructure may require pipeline remediation

The following is a summary of the application assessment:

- The application is not consistent with the New or Distinct Agricultural Operation policies of the County Plan;
- All other technical matters required at this stage of the application process are satisfactory.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends refusal in accordance with Option #2.

DATE APPLICATION RECEIVED: March 26, 2019 **DATE DEEMED COMPLETE:** March 26, 2019

PROPOSAL: To redesignate a portion of the subject lands from Ranch

and Farm District to Ranch and Farm Two District, in order to facilitate the future creation of a \pm 56.60 acre parcel, with

a ± 97.20 acre remainder.

LEGAL DESCRIPTION: SE-29-28-4-W5M

GENERAL LOCATION: Located 0.8 km (0.5 mile) west of the Hamlet of Bottrel,

on the north side of Township Road 284, and the west

side of Range Road 44.

APPLICANT: Kilpatrick, Donald A. & Shelby

OWNERS: Kilpatrick, Donald A. & Shelby

Stefan Kunz and Bianca Duncan, Planning and Development Services

¹ Administration Resources



EXISTING LAND USE DESIGNATION: Ranch and Farm District (RF)

PROPOSED LAND USE DESIGNATION: Ranch and Farm Two District (RF-2)

GROSS AREA: ± 153.82 acres

SOILS (C.L.I. from A.R.C.): Class 4, H, P – Severe limitations due to temperature

limiting factor and excessive surface stoniness.

Class 4, H, T - Severe limitations due to temperature limiting factor and adverse topography (steep and/or long

uniform slopes).

Class 4, H, 6, W - Severe limitations due to temperature limiting factor, and cropping is not feasible due to excessive

wetness/poor drainage.

Class 4, T, H, 6, W - Severe limitations due to adverse

topography (steep and/or long uniform slopes),

temperature limiting factor, and cropping is not feasible due

to excessive wetness/poor drainage.

PUBLIC & AGENCY SUBMISSIONS:

The Applicant submitted details in support of the application (see Appendix 'D'). The application was circulated to 15 adjacent landowners, and two response was received (Appendix 'E'). The application was also circulated to a number of internal and external agencies (Appendix 'A').

HISTORY:

2014 Plan 1411373 is registered, resulting in the creation of a 4.99 acre Residential

Two District parcel on the lands. This parcel is the first parcel out of the quarter

section.

1960-1995 The first of three pipeline rights-of-way is registered on the lands in 1960.

Additional pipelines are registered in 1979 and 1995.

POLICY ANALYSIS:

Interim Growth Plan

The subject land is located in an agricultural area. The Interim Growth Plan (IGP) does not have policy related specific to new and distinct agricultural operations.

County Plan

The Municipal Development Plan supports a First Parcel out of a quarter section but discourages further fragmentation in agricultural areas unless it can be justified for agricultural purposes. The intent of this is to preserve the County's agricultural land base, and to prevent encroachment of development in agricultural areas. The lands are not located within an identified growth area.

The proposal was evaluated against the Agricultural Policy 8.18 of the County Plan, which details requirements for new or distinct agricultural operations. The County Plan defines New Agricultural Operation as 'operations that are distinctly different from the existing use of the land in terms of agricultural products, livestock, and/or facilities'.

The application does not propose a new agricultural operation. Information submitted in support of the application indicates that the land is suitable to produce hay and allow for the grazing of cattle. These uses can be undertaken on the lands as currently configured.



The Applicant did not provide:

- Planning rationale justifying why the existing land use and parcel size cannot accommodate the new or distinct agricultural operation.
- A demonstration of the need for the new agriculture operation.
- An assessment of the proposed parcel size and design to demonstrate it is capable of supporting the new or distinct agricultural operation.
- An assessment of the impact on the environment including air quality, surface water, and groundwater.

Land Use Bylaw

The purpose of the Ranch and Farm Two District is to provide for a range of mid-sized parcels for agricultural use. The minimum parcel size for an Agricultural Holdings parcel is 20.23 hectares (49.98 acres, and as such, the proposed parcels would meet the Land Use Bylaw provisions.

CONCLUSION:

The application was reviewed based on the County Plan agricultural policies and was found to be non-compliant.

OPTIONS:

Option # 1:	Motion #1	THAT Bylaw C-7904-2019 be given first reading.	
	Motion #2	THAT Bylaw C-7904-2019 be	given second reading.
	Motion #3	THAT Bylaw C-7904-2019 be	considered for third reading.
	Motion #4	THAT Bylaw C-7904-2019 be	given third and final reading.
Option # 2:	That application	on PL20190038 be refused	
Respectfully submitted,			Concurrence,
"Richard Barss"			"Al Hoggan"
Acting Executive Director Community Development Services		ervices	Chief Administrative Officer

APPENDICES:

SK/IIt

APPENDIX 'A': Application Referrals

APPENDIX 'B': Bylaw C-7904-2019 and Schedule A

APPENDIX 'C': Map Set

APPENDIX 'D': Applicant Rationale APPENDIX 'E': Landowner Comments



APPENDIX A: APPLICATION REFERRALS

AGENCY	COMMENTS	
School Authority		
Rocky View Schools	No objections.	
Calgary Catholic School District	No comment received.	
Public Francophone Education	No comment received.	
Catholic Francophone Education	No comment received.	
Province of Alberta		
Energy Resources Conservation Board	No comment received.	
Alberta Health Services	No concerns.	
Public Utility		
ATCO Gas	No comment received.	
ATCO Pipelines	No objection.	
AltaLink Management	No comment received.	
FortisAlberta	No concerns.	
Telus Communications	No objection.	
TransAlta Utilities Ltd.	No comment received.	
TransCanada Corp.	As per the National Energy Board's (NEB) requirements, additional development within 200m of TC's pipelines with potential new residents, employees, structures, ground disturbance, and crossings could warrant pipeline remediation. Consultation between TC and the applicant prior to development assists both parties in determining the best course of action to proceed with potential remediation and development. This is to help prevent pipeline damage, unwarranted crossings, and identify development within proximity (200m) to the pipeline that may trigger a pipeline Class upgrade.	
	We understand that the application is to redesignate a portion of the lands from Ranch and Farm District to Ranch and Farm Two District to facilitate the future creation of a +/- 22.91 hectare (+/- 56.60 acre) parcel with a +/-39.34 hectare (+/-97.20 acre) remainder. This application is within the 200 metre referral area of TC pipelines and infrastructure.	



AGENCY	COMMENTS
	Please refer to Attachment 01 Approximate Location of TC Infrastructure for a map that shows the proposal in relation to the approximate location of TC's infrastructure. At this time, we have no concerns. Please keep us informed of the decision on this application.
	Note: See Oil & Gas Right-of-Way map for location of the pipelines referenced in this comment.
Other External Agencies	
EnCana Corporation	Not required for circulation.
Western Irrigation Districts	Not required for circulation.
Rocky View County Boards and Committees	
ASB Farm Members and Agricultural Fieldmen	The two components of the proposal appear to be acceptable operations as the land will continue to be used for agricultural purposes. The proposed new and distinct agricultural operation (haying operation) could also be carried out under the current land use designation.
Ranch Lands Recreation Board	No comments.
Internal Departments	
Recreation, Parks and Community Support	No concerns.
Development Authority	No comments.
GIS Services	No comment received.
Building Services	No comment received.
Fire Services & Emergency Management	No comments.
Development Compliance	No comment received.
Planning and Development Services - Engineering	General The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures.



AGENCY COMMENTS

Geotechnical

- Engineering has no requirements at this time.
- It appears that there is a slope that is steeper than 30% and greater than 3 m in height on the subject lands. Because the subject lands are located in the Ranch and Farm land use district and are large, the applicant is not required to submit a soil stability analysis to address the slopes.

Transportation

- Engineering has no requirements at this time.
- There is a road approach off of Township Road 284 providing access to the proposed lot. There appears to be a field approach off of Range Road 44 providing access to the remainder parcel. Since the remainder parcel is located in the Ranch and Farm land use district and is greater than 30 acres in size, the use of a field approach is in accordance with County Servicing Standards.
- As a condition to subdivision, 5 m along the south boundary of the subject lands shall be dedicated as road right of way by plan of survey as per the applicable TOL bylaw since this portion of Township Road 284 is part of the long range transportation plan.

Sanitary/Waste Water

- Engineering has no requirements at this time.
- The applicant is not required to demonstrate adequate servicing since the subject lands are located in the Ranch and Farm land use district and are each greater than 30 acres in size, as per the County's Residential Water and Sewer Requirements Policy (C-411).

Water Supply And Waterworks

- Engineering has no requirements at this time.
- The applicant is not required to demonstrate adequate servicing since the subject lands are located in the Ranch and Farm land use district and are each greater than 30 acres in size, as per the County's Residential Water and Sewer Requirements Policy (C-411).

Storm Water Management

- Engineering has no requirements at this time.
- The proposed development does not appear to have any significant impacts to drainage.



AGENCY	COMMENTS	
	Environmental	
	Engineering has no requirements at this time.	
	The proposed development does not appear to be impacting any wetlands. Should the owner propose development that has a direct impact on any wetlands, the applicant will be responsible for obtaining all required AEP approvals.	
Transportation Services	No comment received.	
Capital Project Management	No concerns.	
Utility Services	No concerns.	

Circulation Period: April 8, 2019 to May 2, 2019.



BYLAW C-7904-2019

A Bylaw of Rocky View County to amend Bylaw C-4841-97, being the Land Use Bylaw

The Council of Rocky View County enacts as follows:

PART 1 - TITLE

This Bylaw shall be known as Bylaw C-7904-2019.

PART 2 – DEFINITIONS

In this Bylaw, the definitions and terms shall have the meanings given to them in Land Use Bylaw C-4841-97 and the *Municipal Government Act*.

PART 3 - EFFECT OF BYLAW

- **THAT** Part 5, Land Use Map No. 88 of Bylaw C-4841-97 be amended by redesignating a portion of SE-29-28-4-W5M, from Ranch and Farm District to Ranch and Farm Two District as shown on the attached Schedule 'A' forming part of this Bylaw.
- **THAT** A portion of SE-29-28-4-W5M, is hereby redesignated to Ranch and Farm Two District as shown on the attached Schedule 'A' forming part of this Bylaw.

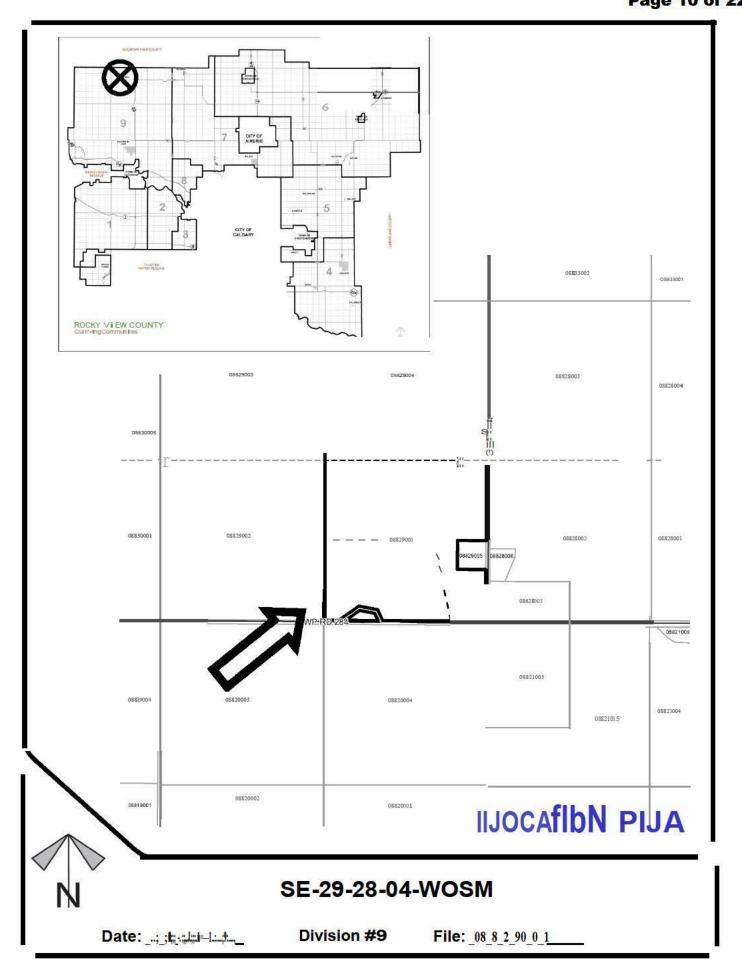
PART 4 – TRANSITIONAL

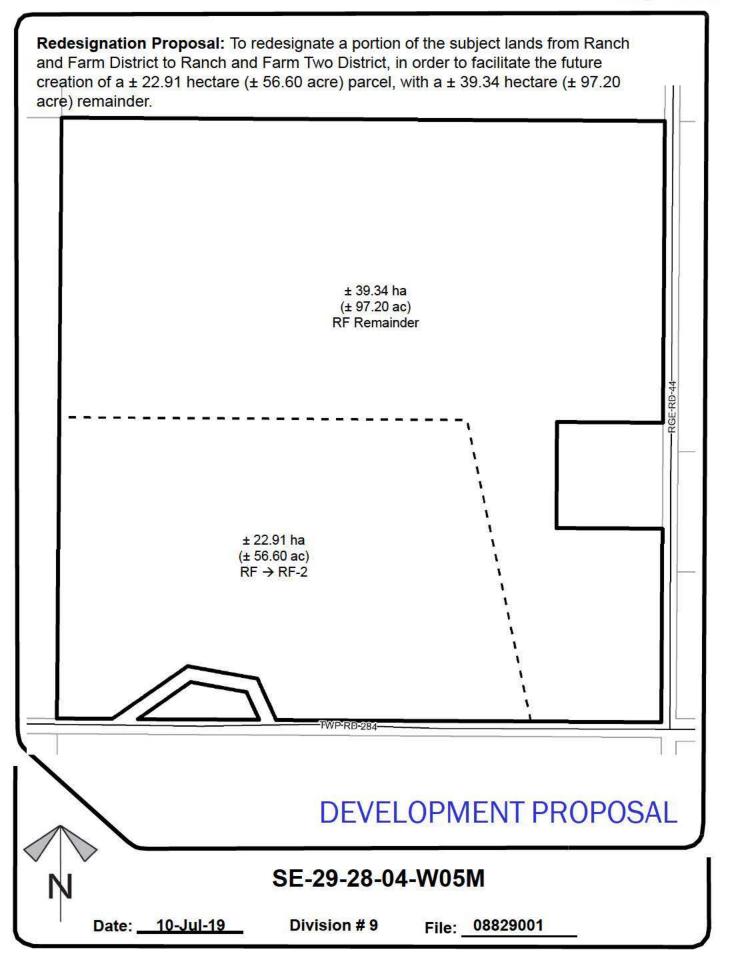
Bylaw C-7904-2019 comes into force when it receives third reading, and is signed by the Reeve/Deputy Reeve and CAO or Designate, as per the *Municipal Government Act*.

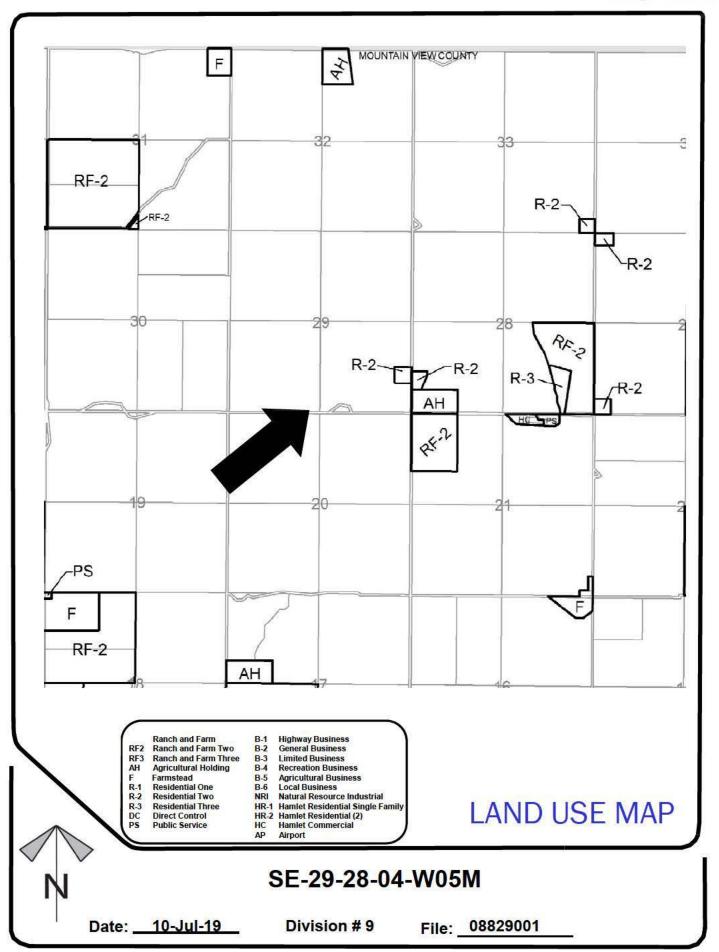
File: 08829001 - PL20190038 PUBLIC HEARING WAS HELD IN COUNCIL this day of , 2019 READ A FIRST TIME IN COUNCIL this day of , 2019 READ A SECOND TIME IN COUNCIL this day of , 2019 UNANIMOUS PERMISSION FOR THIRD READING day of , 2019 READ A THIRD TIME IN COUNCIL this day of , 2019 Reeve CAO or Designate Date Bylaw Signed

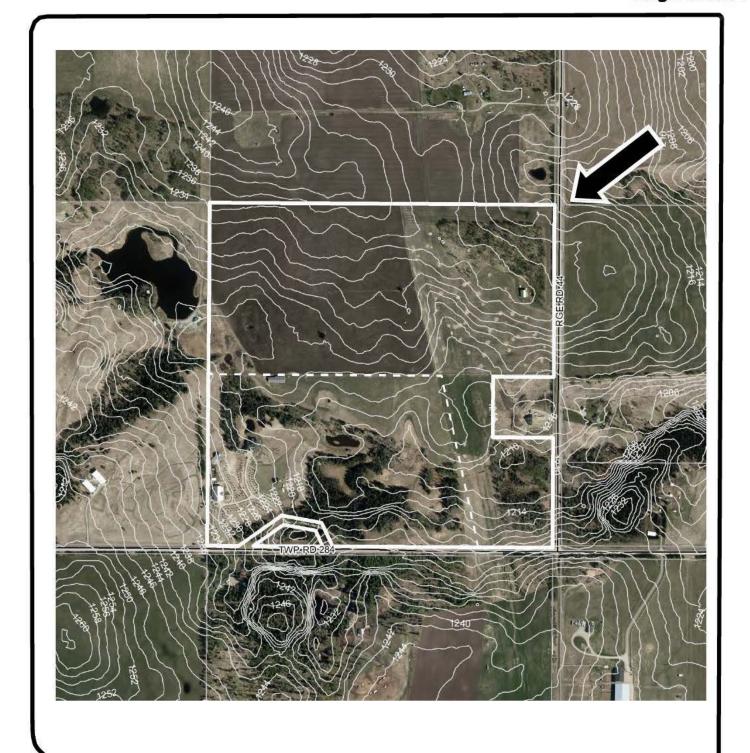
Bylaw C-7904-2019 Page 1 of 1

Division: 9









Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

TOPOGRAPHY

Contour Interval 2 M

SE-29-28-04-W05M

Date: 10-Jul-19

Division #9

File: 08829001



Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

AIR PHOTO

Spring 2018

SE-29-28-04-W05M

Date: 10-Jul-19

Division #9

File: 08829001



Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

Natural Gas ROW

OIL & GAS RIGHT-OF-WAY

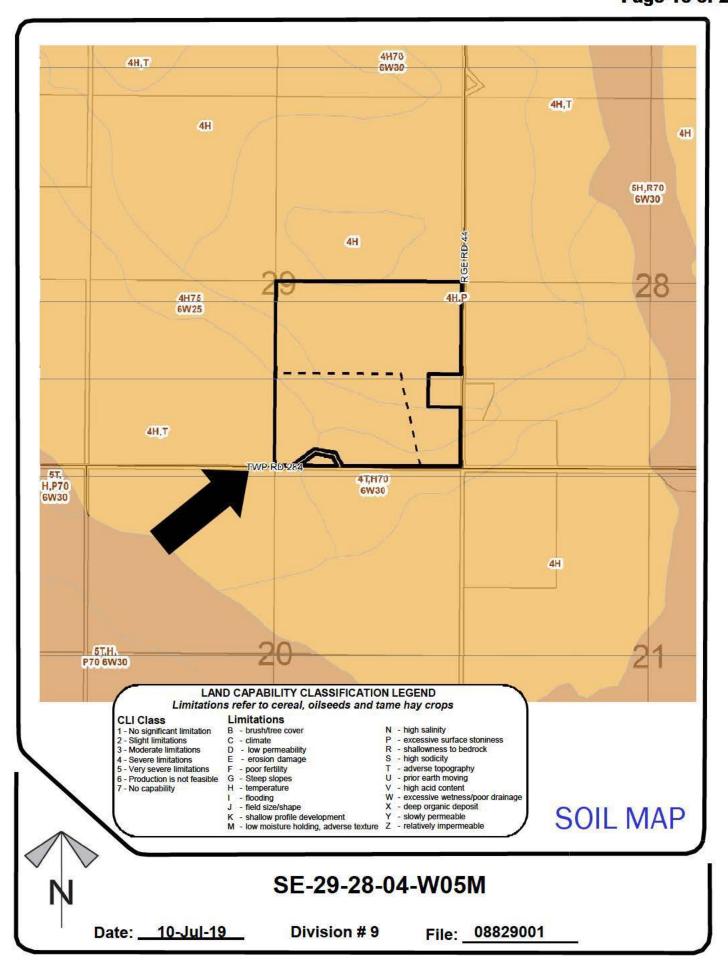
Spring 2018

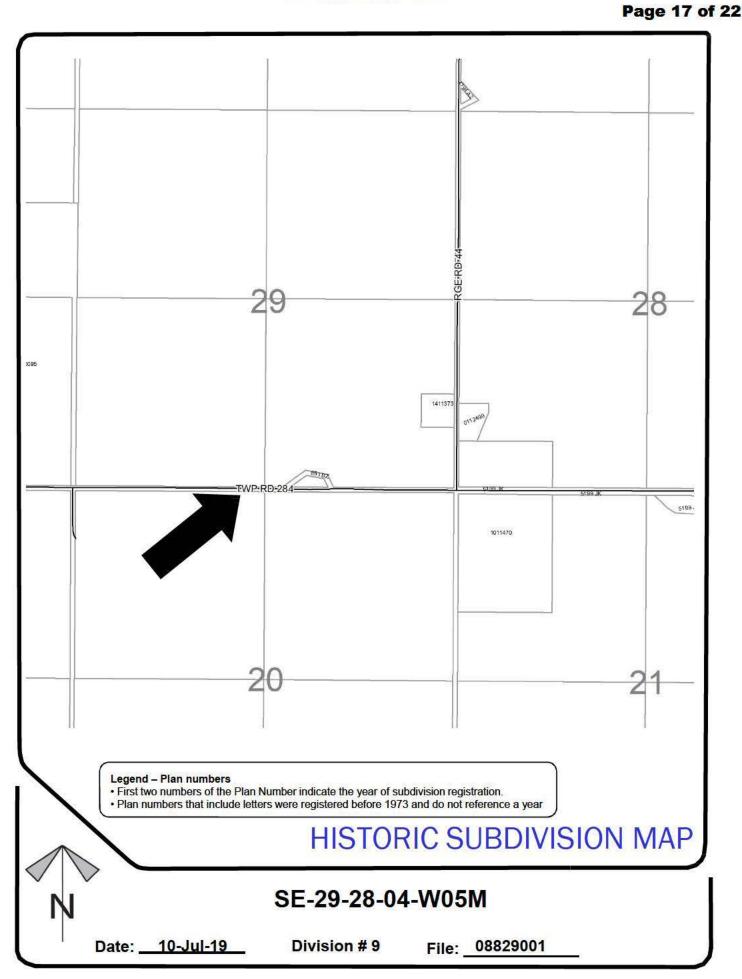
SE-29-28-04-W05M

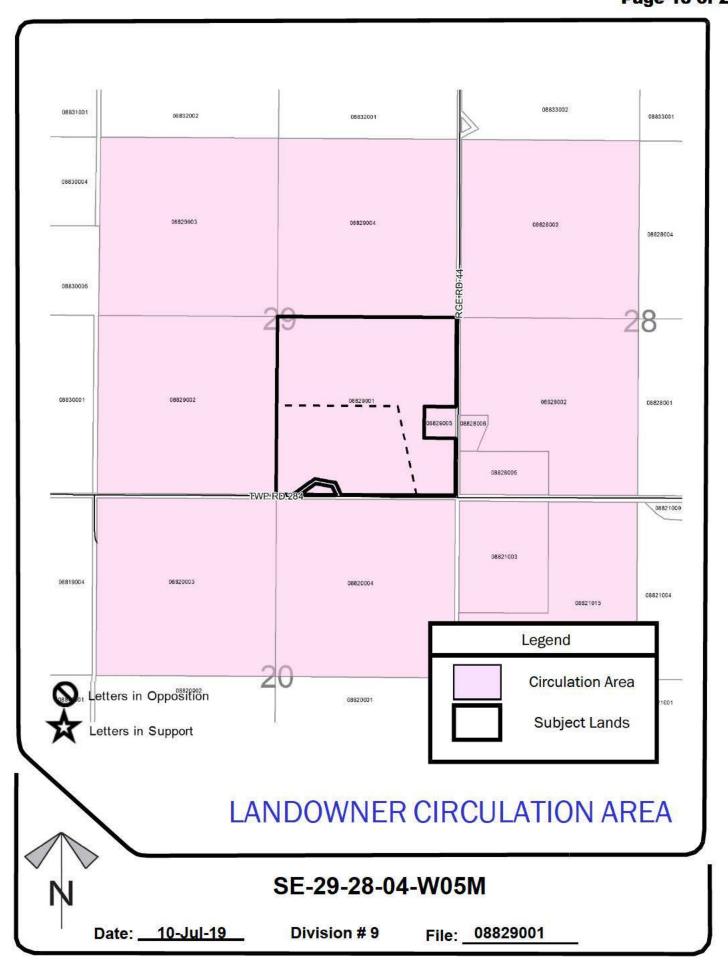
Date: 10-Jul-19

Division #9

File: 08829001







Don & Shelby Kilpatrick

44108 Township 284

Rockyview County, Alberta

Intent/Request

- To subdivide existing parcel of 155+/- acres into 2 parcels to preserve the agricultural portion of the land (95.9 +/- acres). This would leave 3 parcels on the original 1/4 section of land as follows:
 - 1) 5 +/- acres subdivided in 2014
 - 2) 57.9 +/- acres access off Township 284 with home, barn, shop and 2 outbuildings
 - 3) 95.9 +/- acres access off RR 44 with high producing hay field, hay shed and pipeline
- The high quality hay field of approximately 80 acres is currently farmed by a local farmer. He
 cultivates approximately \$35,000 worth of high quality hay off of the land. First right of refusal to
 be given to farmer that currently cultivates the land for purchase
- Assumed future purchaser would be a young family with an agricultural desired lifestyle as the
 land is a high producer of quality horse hay. Winter purpose could be for cattle grazing or horse
 set up. Land is fully fenced and has hay & pipeline income to offset financing expenses for a
 young family wishing to live in an agricultural community
- Entire pipeline to be included in the subdivision request to provide additional assistance to the future purchaser for financing
- Hay field can be utilized in the winter months for cattle grazing
- Proposed subdivision fits the make up of the community of Bottrel and would preserve the agricultural component of the community
- Entire hay field is home to hundreds of deer, elk, grizzlies and cougars. Huge wildlife corridor

Access

- Access road constructed from RR44 is in place with appropriate fencing and gate for future home to be constructed and proper bus access for Westbrook School
- Additional access could be added from Township 284 if desired but the elevation of the land would suggest that RR44 would be the preferred access to the land

Water

- Above and below ground springs throughout property, water rights apply
- Creek flows through property
- Spectacular water on property, 2 wells exist on 57.9 acre proposed parcel with over 20 gpm.
 2018 water well and horse waterer dug in 11/2018 with +25 GPM. Same applies to the 5 acre

parcel subdivided in 2014. Substancial water on property and no concerns for the water table

RVC Benefits

- · Preserves the agriculatural purpose of the land and fits within the makeup of the community
- Provides additional taxes to the community, the possibility of additional taxes when a new home is constructed
- Provides additional support with both tax revenue and student attendance numbers to the local school. Westbrook School is projected to have a new school constructed within our community in 2020. Attendance numbers are required to ensure the continued success of this amazing country school
- Adjacent properties are small in nature and prescendent set already
- Water is spectacular and in abundance
- Protects and preserves the land while still allowing for minimal development
- If projected and proposed subdivision is approved, this could land lock the 1/4 section of land. A
 maximum of 3 parcels would be subdivided from the original 1/4 section

Documents Attached For Reference

- Original Pot Plan to subdivide the first 5 acre parcel off of the original 1/4 section
- Proposed plot plan to subdivded remaining land into 2 parcels
- Well reports for all wells currently on original 1/4 section (3 in total)
- Optional blueprints for home to be constructed on 95.9 +/- subdivision request if required
- Pictures of the proposed land to be subdivided
- Pictures of the access road off RR44
- · Pictures of the adjacent properties off RR44
- Land Title Certificate

Stefan Kunz

From: Cat Connell

Sent: Wednesday, May 1, 2019 3:36 PM

To: Stefan Kunz

Subject: Kilpatrick, Donald A & Shelby Application # PL20190038

Applicants: Kilpatrick, Donal A & Shelby

File Number: 0882901

Application Number: PL 20190038

I am concerned about the subdivision of this property for the following reasons:

- 1) There are already two houses on this quarter
- 2) There will be a loss of farm land when another house is built on this property
- 3) Another household adds to the contamination of ground water in the area and an extra burden on the available groundwater
- 4) There will be additional traffic on the Bottrel road. This road already has people speeding on it which is not being policed
- 5) There is further potential for noise activities which have not been dealt with on other properties in the past
- 6) There is a potential for these parcels to be further subdivided leading to less arable land and the other concerns mentioned above.

Thank you, Cat Connell April28,2019

Planning Services Department Rocky View County 262075 Rockyview Point Rocky View County, Alberta T4A OX2

File Number 08829001 Application Number PL20190038 Division 9

Attention Steven Kunz (skunz@ rockyview.ca)

Regarding this application to subdivide land at SE Y. 29-28-04-W5M

We live directly south of this quarter section. We are active in farming on this property and have been doing so for over 45 years.

When this quarter was sold to Donald & Shelby Kilpatrick, they built a residence and then a homestead islolation was taken off the quarter section even though they were not actively farming. The 5 acre isolation was sold as a raw lot and a house was subsequently built on this 5 acres. As you are aware, they have buildings that they themselves occupy on the balance of the quarter section.

The land they occupy is quality land for pasture and crops or for general farm use. We are firmly in opposition to further subdivision of this quarter as precedents are easily set in our county.

Thankyou

Jon & Normajean Kinch

NE Yt Sec 20 Twp 28 Rge 4 W5M



PLANNING AND DEVELOPMENT SERVICES

TO: Council

DATE: July 23, 2019 **DIVISION:** 7

TIME: Afternoon Appointment

FILE: 08713003 APPLICATION: PL20190037

SUBJECT: Redesignation Item – Country Residential 2nd parcel out

POLICY DIRECTION:

The application was evaluated against the County Plan and the Land Use Bylaw.

EXECUTIVE SUMMARY:

The purpose of this application is to redesignate a portion of the subject land to facilitate a second residential parcel out from the quarter section.

The following is a summary of the application assessment:

- The application is inconsistent with section 8 of the County Plan:
 - Does not constitute the first subdivision of an unsubdivided quarter section;
 - Does not constitute a new or distinct agricultural use; and
 - Does not support traditional agriculture or new and innovative agricultural ventures;
 and
- All other technical matters required at this stage of the application process are satisfactory.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends refusal in accordance with Option #2.

DATE APPLICATION RECEIVED: March 25, 2019 **DATE DEEMED COMPLETE:** March 25, 2019

PROPOSAL: To redesignate a portion of the subject lands from Ranch

and Farm District to Residential Three District to facilitate the creation of a \pm 12.5 acre parcel with a \pm 141.92 acre

remainder.

LEGAL DESCRIPTION: NW-13-28-03-W05M

GENERAL LOCATION: Located approximately 4.85 km south of Mountain View

County, approximately 0.81 km north of Township Road

282 and on the east side of Range Road 31.

APPLICANT: Dave Swanson

OWNERS: Sharp, George Allan R & Linda Rose

EXISTING LAND USE DESIGNATION: Ranch and Farm District

Johnson Kwan & Bianca Duncan, Planning and Development Services

¹ Administration Resources



PROPOSED LAND USE DESIGNATION: Ranch and Farm District and Residential Three District

GROSS AREA: ± 154.42 acres

SOILS (C.L.I. from A.R.C.): Class 4, T, H – Severe limitations due to adverse

topography and temperature.

PUBLIC & AGENCY SUBMISSIONS:

The application was circulated to 14 adjacent landowners; no response was received. The application was also circulated to a number of internal and external agencies; those responses are available in Appendix 'A'.

HISTORY:

2001 Subdivision Plan 0110336 was registered and created Lot 1, Block 1 (± 5.58 ac) and the remainder parcel (± 154.42 ac) remainder parcel from the subject quarter section.

POLICY ANALYSIS:

County Plan

The County Plan allows for first parcel out from a quarter section (Section 8.17), which has occurred. The County Plan also allows further redesignation and subdivision to smaller agriculture parcels as a new or distinct agricultural operation (Section 8.18).

CONCLUSION:

The proposed redesignation is inconsistent with the County Plan as the proposal would be considered as a second parcel out from the quarter section. All technical matters can be addressed at the future subdivision stage should Council decided to approve the land use redesignation.

OPTIONS:

Option # 1:	Motion #1	THAT Bylaw C-7905-2019 be given first reading.
	Motion #2	THAT Bylaw C-7905-2019 be given second reading.
	Motion #3	THAT Bylaw C-7905-2019 be considered for third reading.
	Motion #4	THAT Bylaw C-7905-2019 be given third and final reading.
Option # 2: THAT application PL20190037 be refused.		ation PL20190037 be refused.
Respectfully	submitted,	Concurrence,
"Richard Barss"		ss" "Al Hoggan"
Acting Executive Director		Chief Administrative Officer

JKwan/Ilt

APPENDICES:

APPENDIX 'A': Application Referrals

APPENDIX 'B': Bylaw C-7905-2019 and Schedule A

APPENDIX 'C': Map Set



APPENDIX A: APPLICATION REFERRALS

AGENCY	COMMENTS			
School Authority				
Rocky View Schools	No comments.			
Calgary Catholic School District	No comments.			
Public Francophone Education	No comments.			
Catholic Francophone Education	No comments.			
Province of Alberta				
Alberta Environment and Parks	No comments.			
Alberta Transportation	No comments.			
Alberta Culture and Community Spirit (Historical Resources)	No comments.			
Energy Resources Conservation Board	No comments.			
Alberta Health Services	At this time, we do not have any concerns with the information as provided. Please contact me if the application is changed in any way, or you have any questions or concerns.			
Public Utility				
ATCO Gas	No objection.			
ATCO Pipelines	No objection.			
AltaLink Management	No comments.			
FortisAlberta	No concerns.			
Telus Communications	No comments.			
TransAlta Utilities Ltd.	No comments.			
Other External Agencies				
EnCana Corporation	No comments.			



AGENCY	COMMENTS	
Rocky View County Boards and Committees		
ASB Farm Members and Agricultural Fieldmen	If this application is approved, the application of the Agricultural Boundary design Guidelines will assist in buffering the residential land use from the agricultural land uses surrounding the parcel. The guidelines would help mitigate areas of concern including: trespass, litter, pets, noise and concern over fertilizers, dust & normal agricultural practices.	
Madden Recreation Board	No comments or concerns regarding this circulation.	
Internal Departments		
Recreation, Parks and Community Support	The Parks office of the Recreation, Parks and Community Support department has no concerns with this land use redesignation application.	
	Comments pertaining to reserve dedication to support development of parks, open spaces, or an active transportation network will be provided at any future subdivision stage.	
Development Authority	No comments.	
GIS Services	No comments.	
Building Services	No comments.	
Fire Services & Emergency Management	No comments.	
Development Compliance	No recommendations or concerns at this time.	
Planning and Development	General	
Services - Engineering	 The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures. 	
	Geotechnical - Section 300.0 requirements:	
	 Engineering has no requirements at this time. 	
	Transportation - Section 400.0 requirements:	
	 The subject lands gain access off of Range Road 31 which is a gravel standard road. The proposed R-3 parcel has an existing approach and driveway to the existing residence and the 	



AGENCY COMMENTS

remainder parcel gains access via an existing field approach.

 At future subdivision stage, as a condition of subdivision endorsement, the applicant will be required to provide payment of the Transportation Offsite Levy in accordance with applicable levy at time of subdivision and/or development permit approval. The current Transportation Offsite Levy Bylaw C-7356-2014 would require payment of TOL on 3.0 acres of the proposed R-3 parcel.

Sanitary/Waste Water - Section 500.0 requirements:

- At future subdivision stage, Engineering requires a Level 1 Variation Assessment be submitted for the existing dwelling to provide information regarding the current operation of the PSTS system on site and demonstration that all required setbacks are met.
- As the proposed remainder parcel is greater than 30 acres in size and in the Ranch and Farm district, the applicant is not required to demonstrate servicing in accordance with Policy #411.

Water Supply And Waterworks - Section 600.0 & 800.0 requirements:

- The proposed R-3 parcel is serviced by an existing well on site.
- As the proposed remainder parcel is greater than 30 acres in size and in the Ranch and Farm district, the applicant is not required to demonstrate servicing in accordance with Policy #411.

Storm Water Management – Section 700.0 requirements:

Engineering has no requirements at this time.

Applicant to confirm access to development/subdivided lots.

No comments.

No comments.

Agriculture and Environment Services No comments.

Circulation Period: April 11, 2019 – May 3, 2019

Transportation Services

Utility Services

Capital Project Management



BYLAW C-7905-2019

A Bylaw of Rocky View County to amend Land Use Bylaw C-4841-97

The Council of Rocky View County enacts as follows:

PART 1 - TITLE

This Bylaw shall be known as Bylaw C-7905-2019.

PART 2 – DEFINITIONS

In this Bylaw, the definitions and terms shall have the meanings given to them in Land Use Bylaw C-4841-97 and the *Municipal Government Act*.

PART 3 - EFFECT OF BYLAW

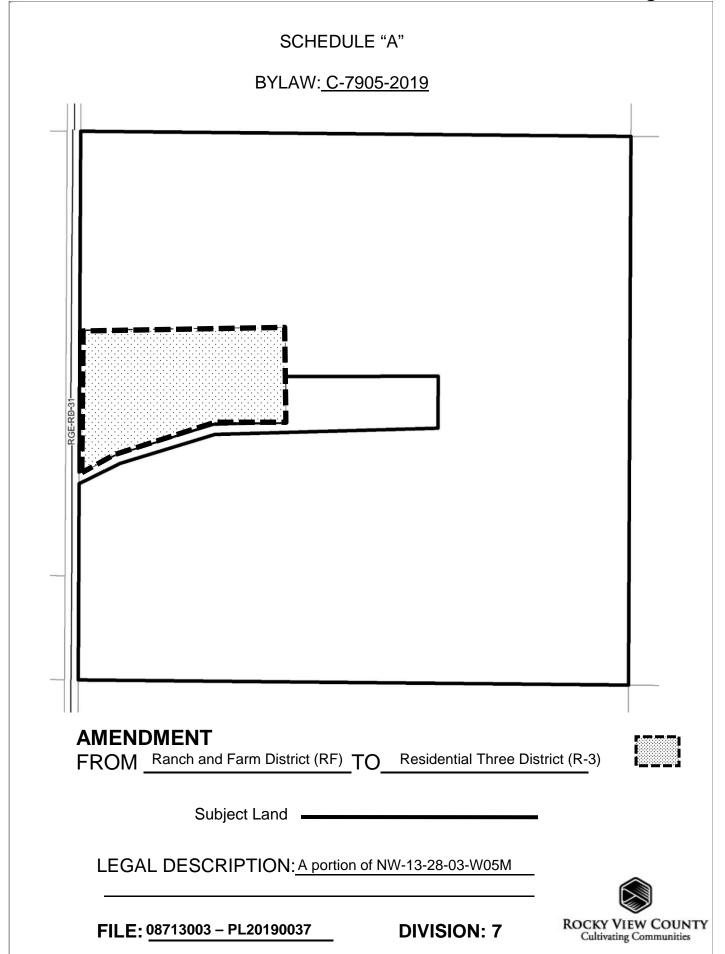
- **THAT** Part 5, Land Use Map No. 87 of Bylaw C-4841-97 be amended by redesignating a portion of NW-13-28-03-W05M from Ranch and Farm District to Residential Three District, as shown on the attached Schedule 'A' forming part of this Bylaw.
- **THAT** a portion of NW-13-28-03-W05M is hereby redesignated to Residential Three District as shown on the attached Schedule 'A' forming part of this Bylaw.

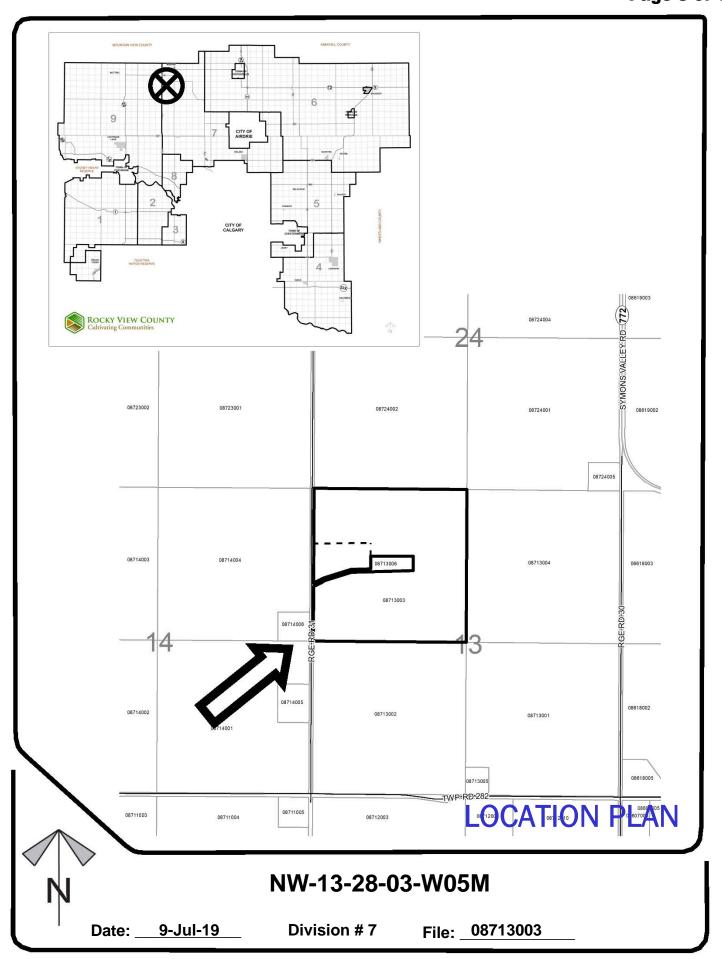
PART 4 – TRANSITIONAL

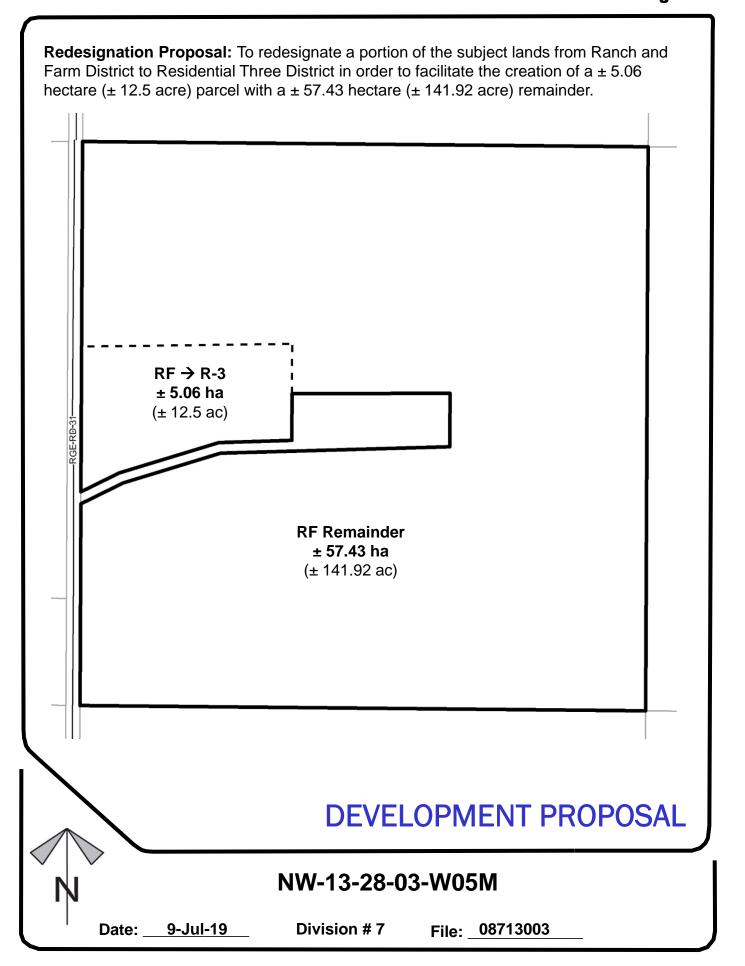
Bylaw C-7905-2019 comes into force when it received third reading, and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

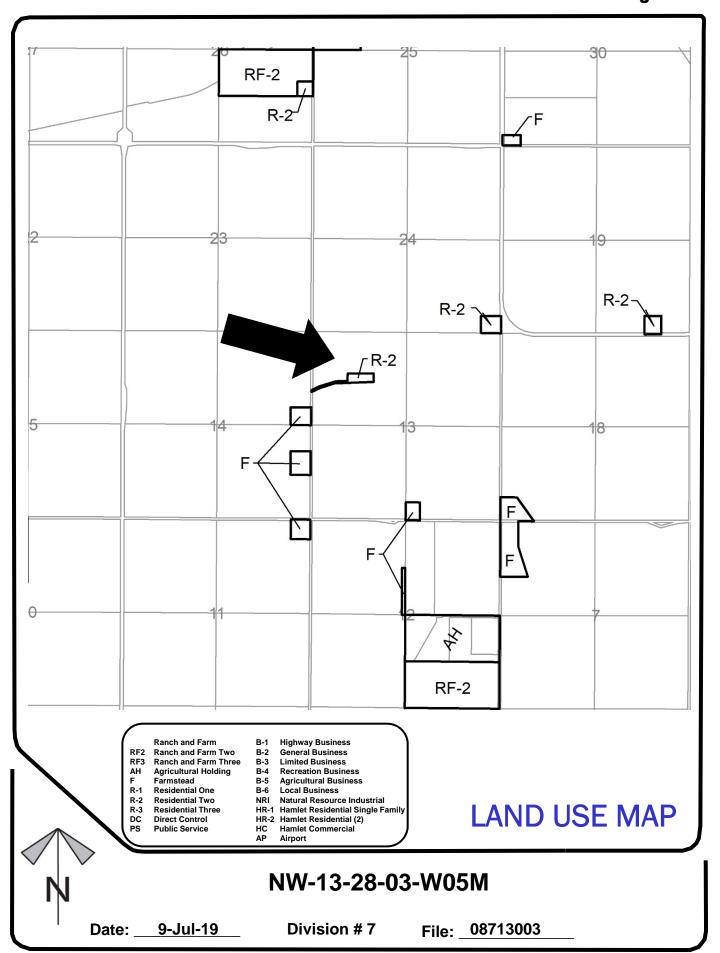
File: 08713003/ PL20190037 PUBLIC HEARING WAS HELD IN COUNCIL this day of , 2019 READ A FIRST TIME IN COUNCIL this day of , 2019 READ A SECOND TIME IN COUNCIL this day of , 2019 UNANIMOUS PERMISSION FOR THIRD READING day of , 2019 READ A THIRD TIME IN COUNCIL this day of , 2019 Reeve CAO or Designate Date Bylaw Signed

Division: 7











Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

AIR PHOTO

Spring 2018



Date: <u>9-Jul-19</u> Division # 7

File: _08713003



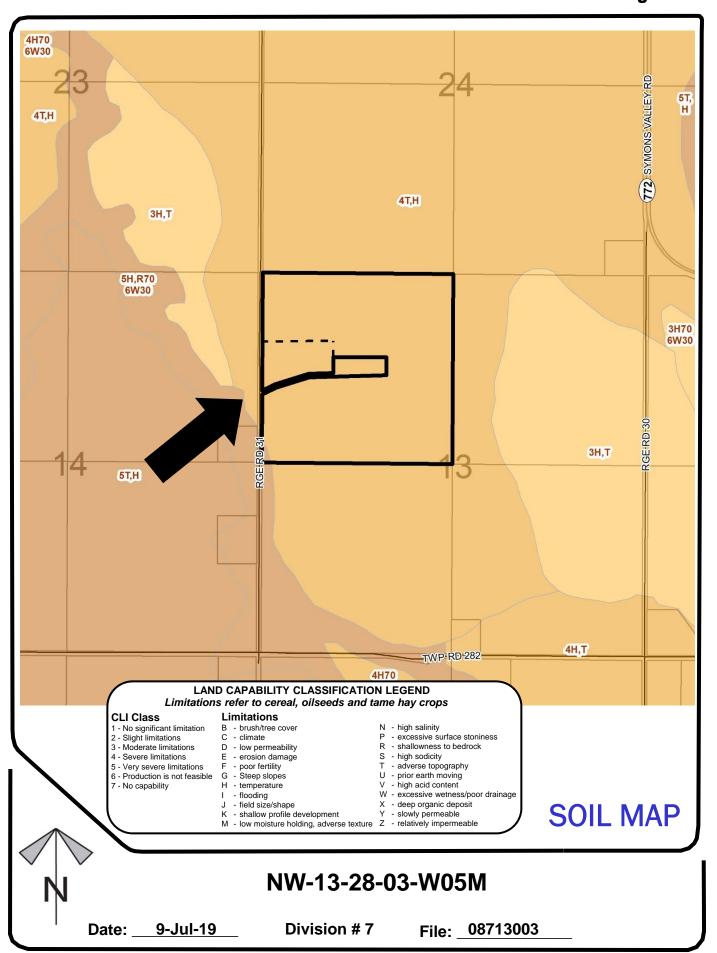
Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

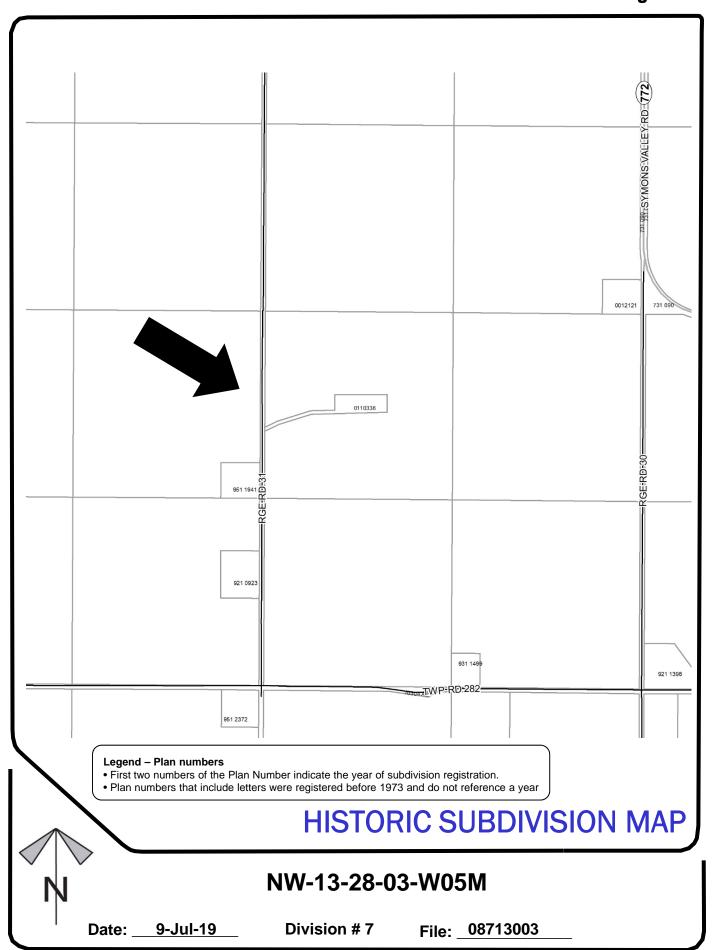
TOPOGRAPHY

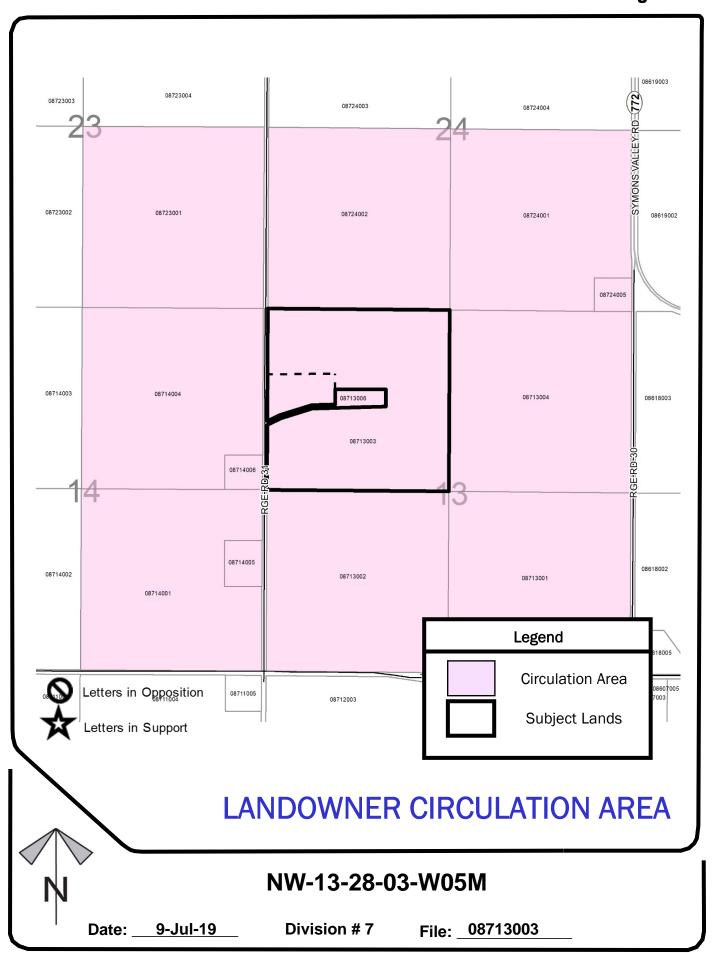
Contour Interval 2 M

NW-13-28-03-W05M

Date: <u>9-Jul-19</u> Division # 7 File: <u>08713003</u>









PLANNING AND DEVELOPMENT SERVICES

TO: Council

DATE: July 23, 2019 **DIVISION:** 6

TIME: Afternoon Appointment

FILE: 07105003/07105002 APPLICATION: PL20190047

SUBJECT: Redesignation Item – Other Business Development – G3 Grain Terminal

POLICY DIRECTION:

The application was evaluated against the County Plan and the Land Use Bylaw.

EXECUTIVE SUMMARY:

The application is a site specific amendment to allow an Agricultural Processing, Major operation (Grain Terminal) at SE-05-27-26-W4M and a portion of SW-05-27-26-W4M.

Development on site is proposed to include a grain elevator, rail tracks, and a small office trailer(s). The proposed operation would have access from Range Road 270. Buildings on site are proposed to be serviced by cisterns and sanitary holding tanks. The remaining area is proposed to remain as pasture/crop production.

The following is a summary of the application assessment:

- The application is consistent with the relevant statutory plans, policies and bylaws; and
- All other technical matters required at this stage of the application process are satisfactory.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

DATE APPLICATION RECEIVED: April 10, 2019 **DATE DEEMED COMPLETE:** April 24, 2019

PROPOSAL: A site specific amendment to allow an Agricultural

Process, Major operation (Grain Terminal) at

SE-05-27-26-W4M and a portion of SW-05-28-26-W4M.

LEGAL DESCRIPTION: SE-05-27-26-W4M and a portion of SW-05-28-26-W4M

GENERAL LOCATION: Located approximately 6.28 kilometres (4 miles) north of

Keoma, just north of Highway 9 and approximately 0.81

kilometres (1/2 mile) west of Range Road 264.

APPLICANT: G3 Canada Limited.

OWNERS: Archie Bushfield

EXISTING LAND USE DESIGNATION: Ranch and Farm District

PROPOSED LAND USE DESIGNATION: Ranch and Farm District, as amended

Johnson Kwan & Bianca Duncan, Planning and Development Services

¹ Administration Resources



GROSS AREA: ± 190.35 acres

SOILS (C.L.I. from A.R.C.): Class 2, H, M – Slight limitations due to temperature and

low moisture holding, adverse texture.

Class 3M, D, H70, 7W, N30 – Moderate limitations due to low moisture holding, adverse texture, low permeability, temperature, excessive wetness/poor drainage, and high

salinity.

PUBLIC & AGENCY SUBMISSIONS:

The application was circulated to 12 adjacent landowners; no response was received. The application was also circulated to a number of internal and external agencies; those responses are available in Appendix 'A'.

HISTORY:

April 1973 Subdivision Plan 731040 was registered and created Block 1 (± 53.76 acres) and

the remainder parcel (±100.41 acres) from the subject quarter section.

POLICY ANALYSIS:

County Plan

The County Plan (Section 14) pertains to Business Development.

- The proposal is for an Agricultural Processing, Major operation (Grain Terminal). The Applicant
 indicated that the subject lands were selected due to the unique location for the proposed railway
 operation as agreed by CN Rail.
- The Applicant indicated that development on site includes grain elevator and small office trailers.
 The remaining area will remain as pasture /crop production. Buildings on site will be served by cisterns and sanitary holding tanks.
- The Applicant submitted the following assessments in support of the application:
 - o Traffic Impact Assessment (Stantec Consulting Ltd., dated March 15, 2019);
 - o Geotechnical Assessment (P. Machibroda Engineering Ltd. dated April 1, 2019); and
 - o Stormwater Management Plan (Stantec Consulting Ltd., dated May 2, 2019).

CONCLUSION:

Overall, the proposed site specific amendment to allow an Agricultural Processing, Major operation (Grain Terminal) at SE-05-27-26-W4M and a portion of SW-05-27-26-W4M is consistent with the County Plan policies in regards to Other Business Development. All technical matters such as servicing and access will be addressed at the future development permit stage.

OPTIONS:

Option #1: Motion #1 THAT Bylaw C-7894-2019 be given first reading.

Motion #2 THAT Bylaw C-7894-2019 be given second reading.

Motion #3 THAT Bylaw C-7894-2019 be considered for third reading.

Motion #4 THAT Bylaw C-7894-2019 be given third and final reading.

Option # 2: THAT application PL20190047 be refused



Respectfully submitted,	Concurrence, "Al Hoggan"	
"Richard Barss"		
Acting Executive Director	Chief Administrative Officer	
JKwan/llt		

APPENDICES:

APPENDIX 'A': Application Referrals APPENDIX 'B': Bylaw C-7894-2019 and Schedule A

APPENDIX 'C': Map Set



APPENDIX A: APPLICATION REFERRALS

AGENCY	COMMENTS
School Authority	
Rocky View Schools	
Calgary Catholic School District	
Public Francophone Education	
Catholic Francophone Education	
Province of Alberta	
Alberta Environment and Parks	No comments
Alberta Transportation	The area of land subject of this proposal is located within 800 metres of a public road intersection on Highway 9, and therefore, is within Alberta Transportation's area of jurisdiction as outlined in the Highways Development and Protection Act.
	Alberta Transportation has reviewed the Traffic Impact Assessment submitted in support of this proposal. The TIA appears to cover the issues that are required to assess the anticipated traffic impact of the proposed development. The finding of the report seem to be based on sound judgement combined with a good appreciation of existing and future conditions in this area.
	Alberta Transportation, therefore, is not opposed to the proposal and in this case, a Highway Roadside Development application is not required, as the department has previously issued a development permit.
Alberta Culture and Community Spirit (Historical Resources)	No comments
Energy Resources Conservation Board	No comments
Alberta Health Services	At this time Alberta Health Services, Environmental Public Health do not have any concerns with the information as provided. We would recommend that the Applicant considers developing best management practices to control potential noise, site runoff and dust migration wherever possible during both construction and ongoing operation of the site.
Public Utility	
Rocky View Gas Co-op	Rockyview Gas Co-op Ltd. has no objections to this redesignation proceeding. Rocky View Gas Co-op Ltd. will require notification when/if a subdivision application is to



AGENCY	COMMENTS
	follow the redesignation application.
ATCO Gas	No objections.
ATCO Pipelines	No objections.
AltaLink Management	No comments.
FortisAlberta	No concerns.
Telus Communications	No objections.
TransAlta Utilities Ltd.	No comments
Other External Agencies	
EnCana Corporation	No comments
CN Rail (Email correspondence provided by the Applicant)	CN is very supportive of the G3 rail project at Irricana AB and are very pleased to be working with G3 Canada Limited in the future at this site.
Rocky View County Boards and Committees	
ASB Farm Members and Agricultural Fieldmen	No comments
Rocky View East Recreation Board	No comments
Internal Departments	
Recreation, Parks and Community Support	The Parks office of the Recreation, Parks and Community Support department has no concerns with this land use redesignation application.
	Comments pertaining to reserve dedication to support development of parks, open spaces, or an active transportation network will be provided at any future subdivision stage.
Development Authority	No comments
GIS Services	No comments
Building Services	No comments
Fire Services & Emergency Management	Having reviewed the circulation, the Fire Service has the following comments:



AGENCY COMMENTS

- Please ensure that water supplies and hydrants are sufficient for firefighting purposes. Please contact the Fire Service to propose a design for a private hydrant systems if it is required.
- 2. Dependent on the occupancies, the Fire Service recommends that the buildings be sprinklered, if applicable, as per the Alberta Building Code.
- Please ensure that access routes are compliant to the designs specified in the Alberta Building Code and the Rocky View County Servicing Standards.
- 4. Please ensure that there is adequate access throughout all phases of development and that the access complies with the requirements of the Alberta Building Code & NFPA 1141.

There are no further comments at this time.

Development Compliance

No comments

Planning and Development Services

- Engineering

General

 The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures.

Geotechnical - Section 300.0 requirements:

- As part of redesignation, the applicant provided a geotechnical site investigation report by Stantec Consulting Ltd. dated May 2, 2019 that provided geotechnical recommendations on the proposed development. At time of future DP, the applicant will be required to provide an updated report with additional geotechnical recommendations on the storm water pond.
- As part of redesignation, the applicant provided a geotechnical investigation conducted by P.
 Machibroda Engineering Ltd. dated April 1, 2019 that provided geotechnical recommendations to support the construction of the proposed development.

Transportation - Section 400.0 requirements:

- As part of Redesignation, the applicant provided a Traffic Impact Assessment conducted by Stantec Consulting Ltd. dated March 15, 2019. The results of the TIA indicate that upgrades to the local road network are not required at this time.
- Current access to the subject lands appears to be



AGENCY COMMENTS

through an undeveloped road allowance connecting to Range Road 270. At the time of subdivision, the applicant will be required to enter into a development agreement (DA) with the County to construct a 10 m wide paved road that extends from the end of the arced road (Range Road 270 that crosses through County lands) to the south of the east lot of the subject lands (approximately 100 m in total length) as well as construct other required road infrastructure (i.e. road approaches, a cul-de-sac at the termination point of the road, etc.) in accordance with the County's Servicing Standards.

- At time of future DP, the applicant will be required to register an Access Right of Way Plan on title of lot number 1012605 in order to use the portion of Range Road 270 that crosses through County owned land.
- The applicant will be required to pay the transportation offsite levy, as per the applicable TOL bylaw at time of DP issuance.
- The road allowance along the southern border of the subject lands is part of Network B in the Long Range Transportation plan as per the applicable TOL bylaw at time of DP issuance. Since road dedication was previously taken from the land south of the road allowance, road dedication from the subject lands will not be required at this time.

Sanitary/Waste Water - Section 500.0 requirements:

- Engineering has no requirements at this time.
- The applicant indicated that the subject land will be serviced via two sanitary holding tanks and a septic disposal services.

Water Supply And Waterworks - Section 600.0 & 800.0 requirements:

- Engineering has no requirements at this time.
- The applicant indicated that the subject land will be serviced via two cisterns and a potable water trucking service.

Storm Water Management – Section 700.0 requirements:

 As part of Redesignation, the applicant provided a Stormwater Management Plan conducted by Stantec Consulting Ltd. dated May 2, 2019. At time of future subdivision, the applicant will be required to provide an updated detailed design report that includes the outputs of the stormwater model analysis.



AGENCY

COMMENTS

 It is the responsibility of the applicant to obtain all required AEP approvals and licensing for the stormwater management infrastructure including registration of the facilities and discharge.

Environmental – Section 900.0 requirements:

- Please provide the environmental site assessment conducted by Stantec that was referenced in Stantec Stormwater Management Plan.
- Wetlands are located on the subject lands. It is the applicant's responsibility to ensure that wetland setbacks are met and for obtaining all required AEP licensing and approvals should the proposed development have a direct impact on any wetlands.

Transportation Services

- Applicant to contact County Road Operations with haul details for materials and equipment needed during construction/site development to confirm if Road Use Agreements will be required for any hauling along the County road system and to confirm the presence of County road ban restrictions.
- Applicant to confirm access to development / subdivided lots. TR 270 appears to cross Rocky View County owned lands.
- Site Grading, fill placement, temporary stockpile placement and berm construction are not to negatively impact existing surface drainage or direct additional surface drainage into adjacent County road allowance.
- Any on site exterior lighting to be "dark sky" compliant.
- Applicant to confirm if traffic generated from development requires upgrade of Rge Rd 270 cross section and surface to industrial standard.
- Application involves Development along Alberta
 Transportation Road Allowance. Therefore applications to
 be circulated to Alberta Transportation for review and
 comments
- Applicant to be reminded staff and clientele parking is restricted to onsite only. No parking permitted within the County road allowance.
- Applicant to be reminded no business signage to be installed within the County Road Allowance
- Applicant to be reminded to adhere to the conditions identified within the County Noise Bylaw.

NOTE: All concerns/comments have been addressed by the applicant or shall be addressed at the DP stage



AGENCY	COMMENTS
Capital Project Management	No objections.
Utility Services	No objections
Agriculture and Environment Services	No comments

Circulation Period: April 26, 2019 - May 17, 2019



BYLAW C-7894-2019

A Bylaw of Rocky View County to amend Land Use Bylaw C-4841-97

The Council of Rocky View County enacts as follows:

PART 1 – TITLE

This Bylaw shall be known as Bylaw C-7894-2019.

PART 2 – DEFINITIONS

In this Bylaw, the definitions and terms shall have the meanings given to them in Land Use Bylaw C-4841-97 and the Municipal Government Act.

PART 3 – EFFECT OF BYLAW

Bylaw C-4841-97 be amended to include 'Agricultural Processing, Major' as a Discretionary **THAT** Use affecting SE-05-27-26-W4M and a portion of SW-05-27-26-W4M as shown on Schedule 'A' attached to and forming part of this Bylaw.

PART 4 – TRANSITIONAL

Bylaw C-7894-2019 is passed when it receives third reading, and is signed by the Reeve/Deputy Reeve and the Municipal Clerk, as per Section 189 of the Municipal Government Act.

Division: 6 File: 07105003 and 07105002/ PL20190047 PUBLIC HEARING WAS HELD IN COUNCIL this day of , *20*19 READ A FIRST TIME IN COUNCIL this day of , 2019 READ A SECOND TIME IN COUNCIL this day of , 2019 UNANIMOUS PERMISSION FOR THIRD READING day of , 2019 READ A THIRD TIME IN COUNCIL this day of , 2019 Reeve CAO or Designate Date Bylaw Signed



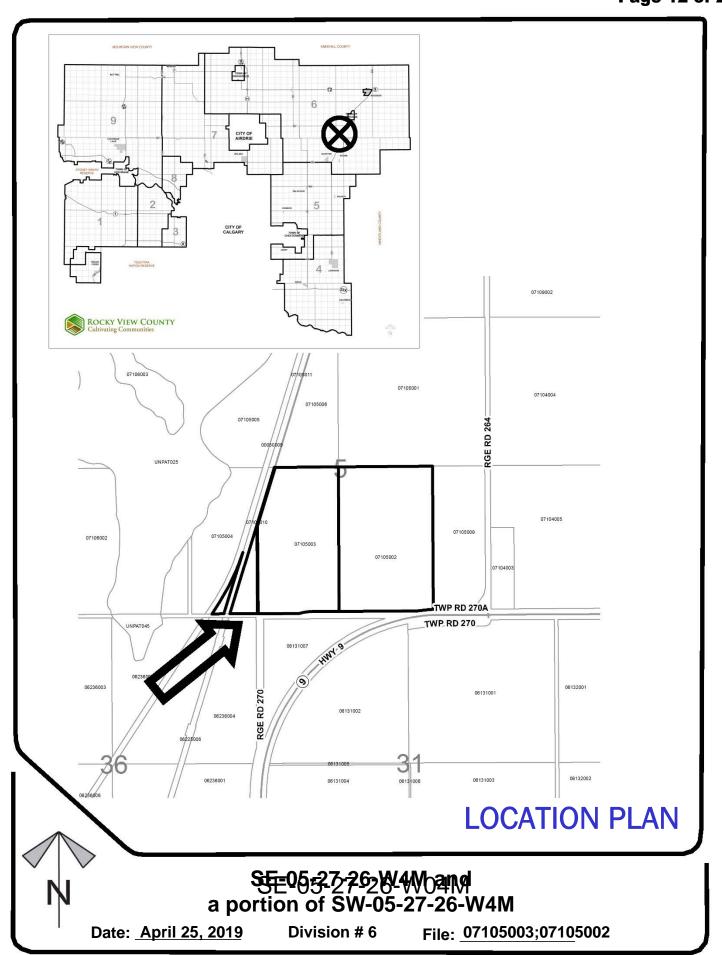
SCHEDULE 'A'

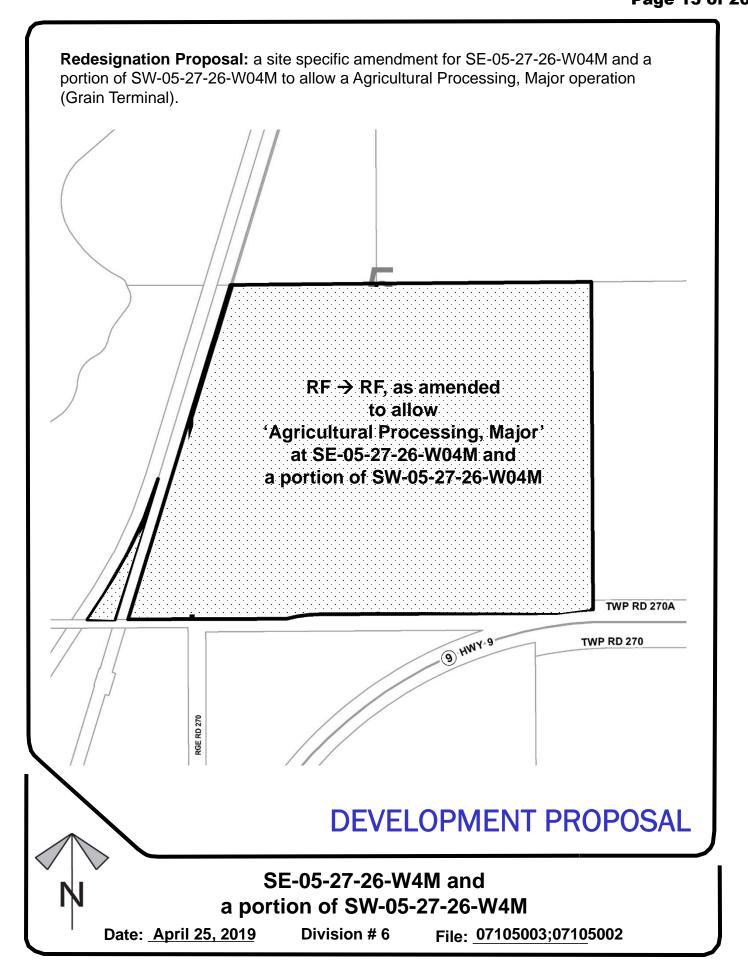
FORMING PART OF BYLAW C-7894-2019

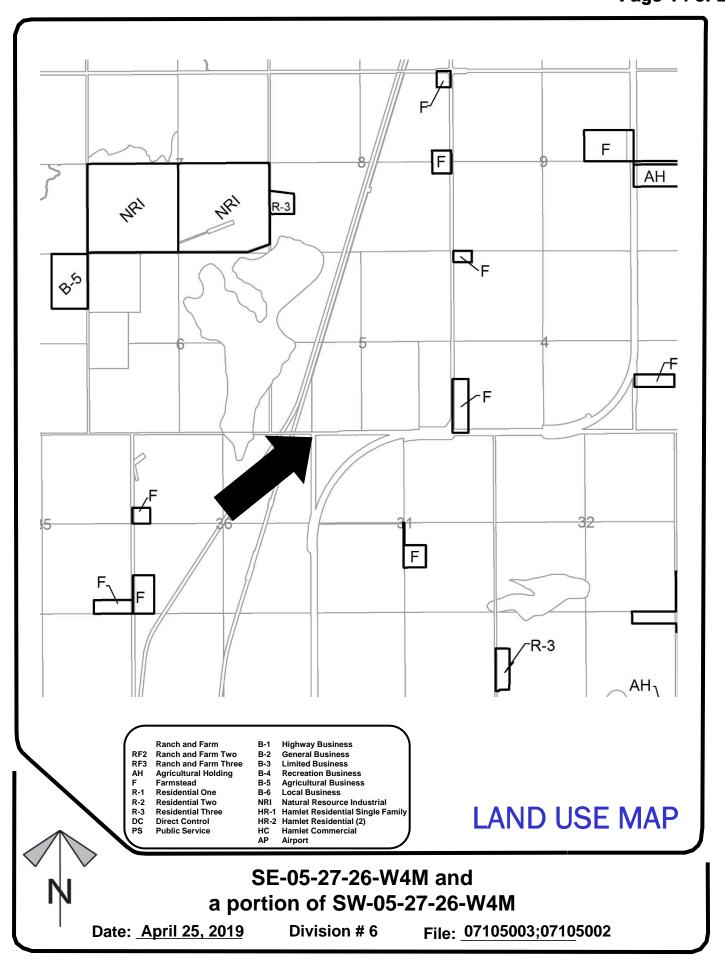
Schedule of textual amendments to Land Use Bylaw C-4841-97.

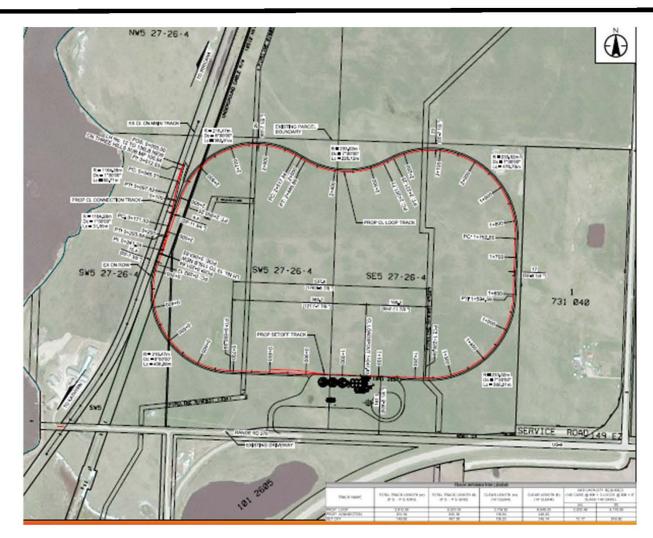
Amendments:

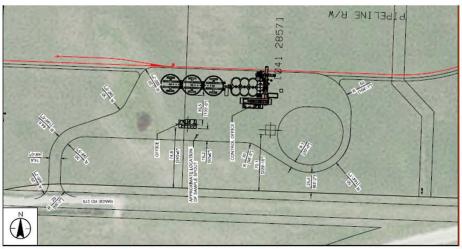
1. Add '*Agricultural Processing, Major*' as a Discretionary Use under Section 43.10 for SE-05-27-26-W4M and a portion of SW-05-27-26-W4M











TENTATIVE PLAN

Date: April 25, 2019

Division #6

File: <u>07105003;0710</u>5002



Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

AIR PHOTO

Spring 2016

SE-05-27-26-W4M and a portion of SW-05-27-26-W4M

Date: April 25, 2019 Division # 6 File: 07105003;07105002

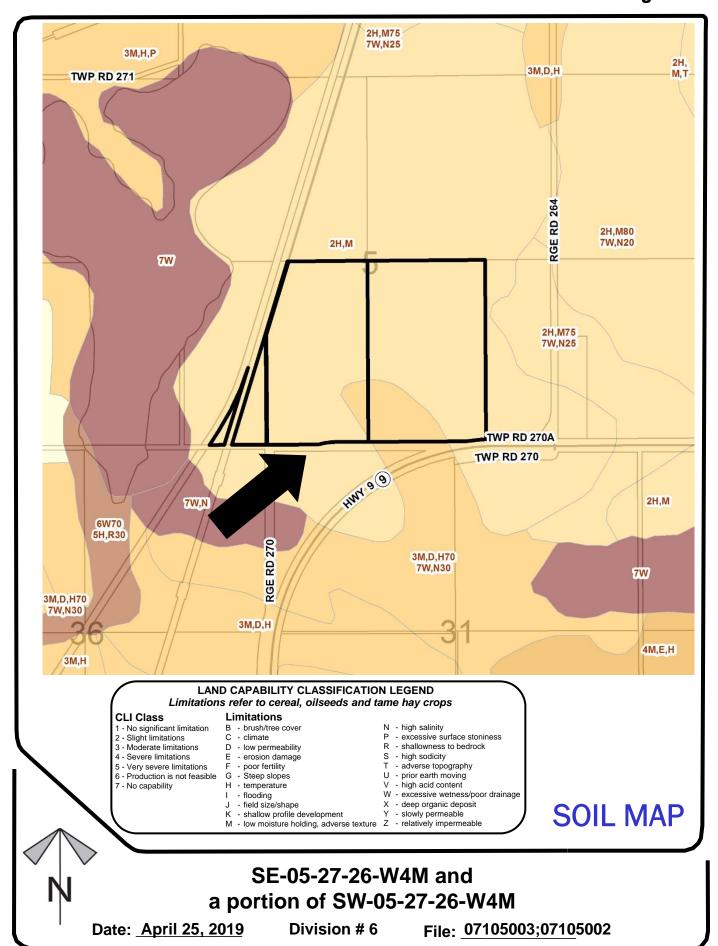


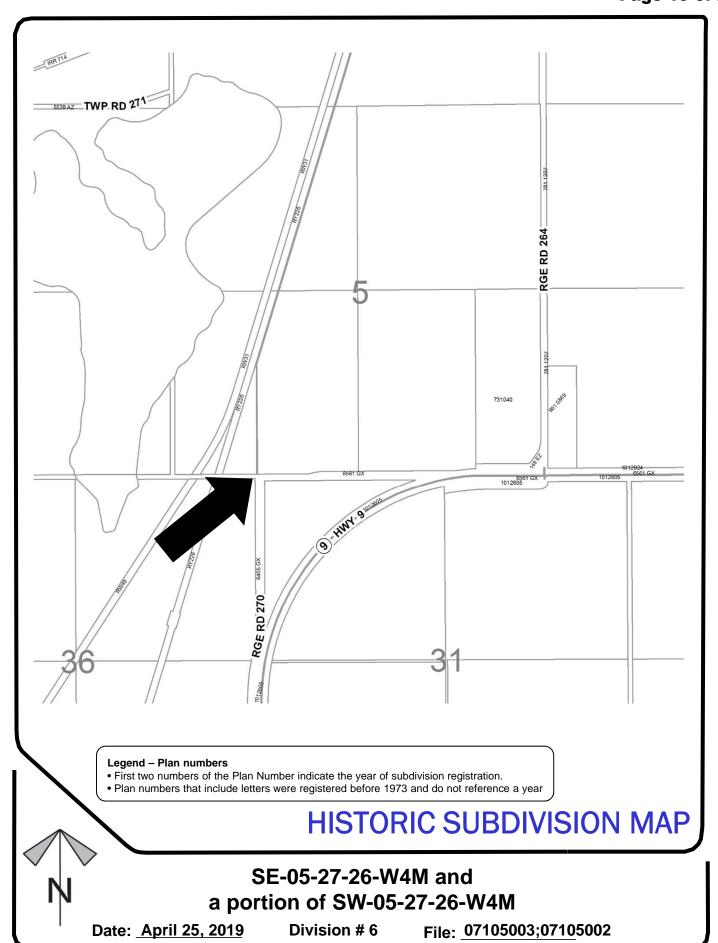
local scale cannot be guaranteed. They are included for reference use only.

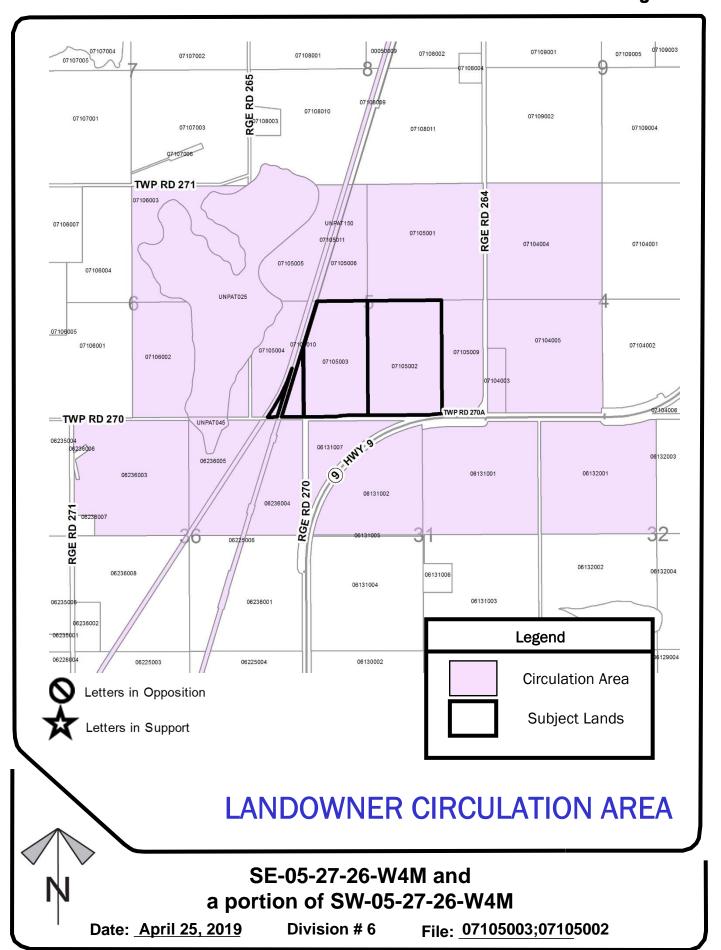
Contour Interval 2 M

SE-05-27-26-W4M and a portion of SW-05-27-26-W4M

Date: April 25, 2019 File: <u>07105003;071</u>05002 Division #6









PLANNING AND DEVELOPMENT SERVICES

TO: Council

DATE: July 23, 2019 **DIVISION:** 9

TIME: Afternoon Appointment

FILE: 07802003 **APPLICATION:** PL20190029

SUBJECT: Redesignation Item – Ranch and Farm District to Business-Industrial Campus District

Note: This application should be considered in conjunction with Cochrane Lake Gas Co-op Master Site

Development Plan application (PL20190028)

POLICY DIRECTION:

The application was evaluated in accordance with policies of the County Plan.

EXECUTIVE SUMMARY:

The purpose of this application is to redesignate \pm 10 acres of the subject land from Ranch and Farm District (RF) to Business-Industrial Campus District (B-IC) in order to facilitate the creation of three business parcels with a \pm 30.53 acre agricultural remainder.

The following is a summary of the application assessment:

- The application is consistent with relevant statutory plans, policies and bylaws, with the exception of:
 - Business Development Policy 14.9 of the County Plan that an Area Structure Plan shall be prepared prior to further development, to guide future business development in the Highway Business Area. Presently, there is no Area Structure Plan in the area, and preparation of an Area Structure Plan for this area is not on the County's work plan. Without a supportive Area Structure Plan, the proposed development is considered premature;
 - Business Development Policy 14.22 of the County Plan, as the proposed three business parcels are not considered limited in scale, which does not meet the intent of "Other Business Development", and more piecemeal development would create challenges for the preparation of an Area Structure Plan in the future; and
- All other technical matters required at this stage of the application process are satisfactory.

¹ ADMINISTRATION RECOMMENDATION

Administration recommends tabling in accordance with Option #2.

DATE APPLICATION RECEIVED: March 11, 2019 **DATE DEEMED COMPLETE:** March 11, 2019

PROPOSAL: To redesignate ± 10 acre of the subject land from Ranch

and Farm District (RF) to Business-Industrial Campus District (B-IC) in order to facilitate the creation of three business parcels with a ± 30.53 acre agricultural

remainder.

Xin Deng and Milan Patel, Planning and Development Services

¹ Administration Resources



LEGAL DESCRIPTION: Block 1, Plan 9311233, SE 02-27-04-W05M

GENERAL LOCATION: Located 1 mile east of Highway 22 and on the north side of

Highway 567.

APPLICANT: B & A Planning Group

OWNERS: Kerry Marit

EXISTING LAND USE DESIGNATION: Ranch and Farm District

PROPOSED LAND USE DESIGNATION: Business-Industrial Campus District

GROSS AREA: ± 40.53 acres

SOILS (C.L.I. from A.R.C.): Class 4H, P – The subject land contains severe limitations

for crop operation due to temperature and excessive

surface stoniness.

PUBLIC & AGENCY SUBMISSIONS:

The application was circulated to 43 landowners in the area between April 4 and April 30, 2019. One (1) letter in support and two (2) letters in opposition were received (Appendix 'D'). The application was also circulated to a number of internal and external agencies (Appendix 'A').

HISTORY:

February, 2010 Redesignation application 2010-RV-037 was received to redesignate a ± 10

acre portion of the subject lands from Ranch and Farm District to Business-Industrial Campus District to facilitate the development of an office and outdoor storage facility. However, the application was withdrawn and the file was closed.

November, 2005 Redesignation application 2005-RV-493 was received to redesignate the subject

land from Ranch and Farm District to Agricultural Holdings District in order to create a \pm 20 acre parcel with a \pm 20 acre remainder. However, the application

was withdrawn and the file was closed.

July 21, 1992 Subdivision application 1992-RV-103 was refused by the Subdivision Authority

to create one \pm 40 acre parcel with a \pm 40 acre remainder. The Owner appealed

to the Alberta Planning Board, and the Board approved the subdivision

application with Board Order 608-S-92/93. The subdivision was registered on Plan 9311233. One of the 40 acre parcels is the subject land in this application.

BACKGROUND:

The subject land contains a dwelling, a private riding arena, several barns and paddocks. The land is accessed via the existing approach off Highway 567. The property is serviced by existing water well and private sewage treatment systems.

The surrounding lands contains rural business development (such as, outdoor storage for trucks, trailers, heavy equipment and automotive and equipment services), natural resource extraction, and traditional agricultural operations. Residential developments around the Cochrane Lake are located 1 mile to the southwest.

POLICY ANALYSIS:

The application was evaluated in accordance with the Interim Growth Plan, the County Plan and the Land Use Bylaw.



Interim Growth Plan

The Interim Growth Plan (IGP) provides planning direction and guidance on certain areas of regional significance related to population and employment growth, land-use, infrastructure, and services. The Plan provides policies for four development types, with the requirement that they be planned through a Statutory Plan. One of the types is "Employment Area", which refers to multi-lot employment development such as industrial, commercial, or retail. The IGP requires a Statutory Plan for these areas to ensure efficient and cost effective use of existing and planned infrastructure and services. Given that the County Plan is a Statutory Plan, if Council is satisfied that the proposed development is consistent with the County Plan, the proposal is therefore consistent with the Interim Growth Plan.

County Plan

Section 14 Business Development provides policies for the evaluation of proposals ranging from regional business to highway business and other business development.

As the subject land is located adjacent to Highway 567, and this area is identified as a Highway Business Area on Map 1 of the County Plan, the policies of "Highway Business Areas" were considered.

Area Structure Plan requirements

Policy 14.9 states that an Area Structure Plan shall be adopted to provide the framework for highway business area development. However, there is no Area Structure Plan in the area, and preparation of an Area Structure Plan for this area is not in the County's work plan. Without a supportive Area Structure Plan, the proposed development is considered pre-mature. Even though there is some existing rural business development in the area, it was approved prior to the adoption of the County Plan. Any new development proposal should be evaluated in accordance with the current policies within the County Plan. If Council wishes to prepare an Area Structure Plan to support this application, the suggested motion is Option 2.

Business Development Outside an Area Structure Plan

Section 14 Business Development encourages new business to locate within the existing business area as identified on Map 1, but also provides flexibility for considering development that is located outside of the business area, if the proposal can justify their need and location. "Other Business Development" provides policies that can be used to evaluate the proposal that is not located in the identified business areas.

Policy 14.21 requires the applicant to provide a rationale that justifies why the proposed development cannot be located in the business area. The Applicant provided justification that the Cochrane Lake Gas Co-op plans to relocate their office in this location to utilize easy access to the highway network.

Policy 14.22 requires that the proposals for business development outside of a business area should be limited in size, scale, intensity, and scope; should have direct access to a paved County road or Provincial highway; should provide a traffic impact assessment, and should minimize adverse impact on existing residential and agricultural uses.

The Cochrane Lake Gas Co-op requires a single parcel. The proposed three lots are not considered limited in scale. The Applicant explained that the reason they need to create three business parcels is to cover the cost of extending Cook Road. It should be noted the extending Cook Road may facilitate future development on the lands to the north, and the proposed road allowance on Lot 3 may support further development within the subject land to the east. However, future development would encounter the same Area Structure Plan requirement. The more piecemeal development occurs in this area, the more challenges would be for the preparation of an Area Structure Plan in the future, and more development would not meet the intent of Other Business Development within the County Plan.

To meet the requirements of Policy 14.22, the Applicant provided Traffic Impact Assessment,



Conceptual Stormwater Management Report and Environment Feasibility Study. These reports demonstrated that the proposed development can be accommodated on the subject lands and would not have adverse impact on adjacent lands.

Land Use Bylaw

The applicant proposes to redesignate a portion of the land from Ranch and Farm District to Business-Industrial Campus District. The proposed each parcel meets the parcel size requirement, and office and warehouse are listed uses within the district.

CONCLUSION:

Administration evaluated this application based on the applicable policies. The proposed development is inconsistent with Highway Business Area policies and does not meet Other Business Development policies within the County Plan. If Council wishes to prepare an Area Structure Plan to support this application, the suggested motion is Option 2.

OPTIONS:

Option #1:	Motion #1	THAT Council sets aside Policies 14.9 and 14.22 of the County Plan with respect to redesignation application PL20190029.		
	Motion #2	THAT Bylaw C-7	7903-2019 be given first reading.	
	Motion #3	THAT Bylaw C-7	7903-2019 be given second reading.	
	Motion #4	THAT Bylaw C-7	7903-2019 be considered for third reading.	
	Motion #5	THAT Bylaw C-7	7903-2019 be given third and final reading.	
Option #2:	THAT consideration of first reading of Bylaw C-7903-2019 be tabled to October 22, 2019 and Administration be directed to return to Council with a Terms of Reference for preparation of a developer-funded Area Structure Plan.		019	
Option #3:	THAT applic	ation PL20190029	be refused.	
Respectfully s	submitted,		Concurrence,	
"	Richard Barss	,"	"Al Hoggan"	
Acting Executive Director Community Development Services		Services	Chief Administrative Officer	Chief Administrative Officer

APPENDICES

XD/IIt

APPENDIX 'A': Application Referrals

APPENDIX 'B': Bylaw C-7903-2019 and Schedule A

APPENDIX 'C': Map Set

APPENDIX 'D': Landowner Comments



APPENDIX A: APPLICATION REFERRALS

AGENCY	COMMENTS
School Authority	
Rocky View Schools	No objection.
Calgary Catholic School District	No response.
Public Francophone Education	No response.
Catholic Francophone Education	No response.
Province of Alberta	
Alberta Environment	Not required for circulation.
Alberta Transportation	The department recognizes that the land involved in this application will rely on the municipal road network for access. It appears that the additional three lots being created by this application should not have a significant impact on the provincial highway system. In addition, the department agrees with access plans as indicated in "Transportation Section 7.1" of the Cochrane Lake Gas Co-op Master Site Development Plan.
	Alberta Transportation has no objection to this proposal and is prepared to grant an unconditional variance of Section 14 of the Subdivision and Development Regulation, at the time of subdivision application.
	Also, please note, subsequent development activity at this location will require a Roadside Development Permit from the department.
Alberta Sustainable Development (Public Lands)	Not required for circulation.
Alberta Culture and Community Spirit (Historical Resources)	No response.
Alberta Energy Regulator	No response.
Alberta Health Services	Alberta Health Services, Environmental Public Health (AHS-EPH) understands that the Cochrane Lake Gas Co-op Master Site Development Plan (MSDP) and accompanying Land Use Redesignation application propose the development of a business area for light industrial uses. Based on the information provided, AHS-EPH provides the following comments for your consideration:
	The MSDP indicates that potable water will be hauled to the site and stored in cisterns. Please note that the Alberta Public Health Act specifies that:



AGENCY COMMENTS

The owner of a cistern that is used to hold a potable water supply intended for consumption by the public shall ensure that the cistern;

- a. is maintained in a clean and sanitary condition, and
- b. is not used for any other purpose (AR 243/2003s14).

Routine bacteriological sampling of the potable water supply is recommended. For more information, the Applicant may speak directly with a Public Health Inspector by contacting AHS-EPH at (403) 943-2296, or calgaryzone.environmentalhealth@ahs.ca.

AHS-EPH recommends that any development that has the potential to adversely impact surrounding receptors (e.g., noise, odours, emissions, etc.) should not be located in close proximity to residential or sensitive land use areas (e.g., food establishments, child care facilities, schools, etc.). Appropriate setback distances and/or buffers should be developed to ensure that existing and future residential receptors are adequately protected.

Public Utility

ATCO Gas No objection.

ATCO Pipelines No response.

AltaLink Management No response.

FortisAlberta has no concerns. We look forward to receiving your

subdivision application in due course as an easement will be

required.

Telus Communications No objections.

TransAlta Utilities Ltd. No response.

Other External Agencies

EnCana Corporation No response.

Rocky View County Boards and Committees

ASB Farm Members and Agricultural Fieldman

No response.

Rocky View Ranch Lands

Recreation Board

No comment.



AGENCY	COMMENTS		
Internal Departments			
Recreation, Parks and Community Support	Given the nature of the commercial land use and the overall location context; provision for public park and/or open spaces are not necessary.		
	The plan area has not been identified to support development of a regional active transportation network.		
	Future active transportation network connectivity may be contemplated for location within the adjacent road right of way.		
	Citing the above- as dedication of Municipal Reserve is not required to support park, open space or active transportation network infrastructure; taking of cash In lieu is prudent.		
Development Authority	No response.		
GIS Services	No comment.		
Development Compliance	No recommendations or concerns.		
Building Services	No response.		
Fire Services & Emergency Management	Having reviewed the circulation, the Fire Service has the following comments:		
	 Please ensure that water supplies and hydrants are sufficient for firefighting purposes. Please contact the Fire Service to propose a design for a private hydrant systems for the entire development. 		
	 Dependent on the occupancies, the Fire Service recommends that the buildings be sprinklered, if applicable, as per the Alberta Building Code. 		
	 Please ensure that access routes are compliant to the designs specified in the Alberta Building Code and the Rocky View County Servicing Standards. 		
	 Please ensure that there is adequate access throughout all phases of development and that the access complies with the requirements of the Alberta Building Code & NFPA 1141. 		
Planning and Development	General:		
Services – Engineering	 The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures 		
	 A Historical Resources Act approval has been granted to the Cochrane Lake Gas Co-op MSDP/Land use amendment applicant by Alberta Culture and Tourism with a condition to notify the Minster of Discovery, should an historic resource is 		



AGENCY

COMMENTS

discovered in the course of making an excavation.

Geotechnical:

- Based on County's GIS review, no slopes greater than 15% were observed.
- A Geotechnical Site Investigation was submitted, dated October, 2018 to determine the soil and groundwater condition within the proposed land.
- Geotechnical Site Investigations indicated the sub-surface characteristics within the MSDP area are suitable for the proposed development and doesn't present any significant constraints. Geotechnical Site Investigation provided comments and recommendation in regards to developments of the site. Engineering have no further requirements at this time.
- At the time of future subdivision, the applicant may be required to conduct further geotechnical investigation throughout the proposed development to determine the site's suitability to support the proposed development.

Transportation:

- Access will be provided by an extension of Cook Road to the northwest corner of the subject lands.
- Applicant will be responsible for obtaining public road right of ways for the extension of cook road as shown in MSDP for phase 1 development and will be required to enter into a Development Agreement with the County for the construction of the said road in accordance with the County Servicing Standards
- A Traffic Impact Assessment (TIA), prepared by Bunt & Associates Engineering Ltd was provided. Dated November 8, 2018.
- Intersections of Hwy 22 & Hwy 567 and Hwy 567 & Cook Road were studied for capacity for Opening Day and 20 Year horizons.
- The intersection of Hwy 22 & Hwy 567 fails at opening day and 20 year horizon. However, as per TIA, the intersection of Hwy 22 and Hwy 567 is planned to be upgraded to a single-lane roundabout within Alberta Transportation's ten (10) year timeframe. The intersection of Hwy 567 & Cook Road will operate within the acceptable parameters in the opening day and 20 year horizons. No additional improvements are expected to be required.
- AT is in agreement with access plans for Cochrane Lake Gas Co-op MSDP and addresses that additional three lots (Phase 1) being created by this application should not have a



AGENCY

COMMENTS

significant impact on the provincial highway system. AT has no objection to this proposal.

 As a condition of future subdivision, the applicant will be required to provide payment of the Transportation Off-Site Levy in accordance with the applicable levy at time of approval for the total gross acreage of the lands proposed to be developed.

Sanitary/Waste Water:

- Preliminary Servicing Brief was submitted, prepared by Sedulous Engineering Inc., dated February 19th.
- As per Preliminary Servicing Brief, individual pump-out tanks are likely to be provided for proposed development. This complies with recommendation of Policy #449.

Water Supply And Waterworks:

- As per the Servicing Brief, either a water well or water cistern could be provided for domestic water supply.
- At a time of future subdivision, if applicant chooses to use well for proposed industrial development, applicant will be required to obtain approvals from Alberta Environment to withdraw water from groundwater for purposes other than domestic use. Also, applicant will be required to certify by approved professional, defined under Water Act that there is a long term supply of groundwater and that there is no unreasonable impact on existing water users, to the satisfaction of Alberta Environment and County.
- As per the Servicing Brief, dedicated stormwater ponds may be required to supply water for fire suppression in accordance with NFPA 1141/1142 should it be required at the DP stage

Storm Water Management:

- Conceptual Level Stormwater Management Report was submitted, prepared by Sedulous Engineering Inc., Dated February 2019.
- Stormwater Management report considers having a dual pond system incorporating fire/irrigation ponds, infiltration basins and weir controls to manage stormwater on site. The model demonstrated that pre-development flows and volumes are not exceeded post-development.
- As a condition of future subdivision, the applicant is required to obtain/register all overland drainage right of ways and all associated agreements on a remainder lot.
- As a condition of future subdivision, the applicant is required to provide detailed stormwater design, prepared by a qualified professional in accordance with Conceptual Level Stormwater Management Report and County's Servicing Standards.



AGENCY COMMENTS

Environmental:

- A Phase I environmental site assessment report was submitted, prepared by Trace Associates, Dated September 18, 2018.
- As per the results of environmental site assessment, no actual or potential sources of contamination from on-site or off-site sources were identified.
- A Cochrane Lakes Gas Co-op Environmental Feasibility Study was submitted, prepared by Natural Resource Solutions Inc., dated October 31, 2018.
- Based on Environmental Feasibility Study, there are likely no critical environmental constraints to development present within the site. The feasibility study identified wetlands and water bodies/watercourses on site and recommended Spring Field Assessment to supplement the information of Environmental Feasibility Study. As a condition of the future subdivision, applicant will be required to complete Biophysical Impact Assessment incorporating spring field assessment.
- As wetlands or ephemeral water bodies/watercourses are impacted by proposed development, at a time of future DP or subdivision, the applicant will be required to obtain all necessary approvals from AEP under the Water Act.

Utility Services No concerns.

No concerns. Capital Project Management

Transportation Services Applicant to confirm access to development / subdivided lots.

> Application involves Development along Alberta Transportation Road Allowance. Therefore applications to be circulated to Alberta

Transportation for review and comments.

Proposed public road ban identified as private road. Access to be confirmed.

NOTE: Access requirements have been addressed in the MSDP

Circulation Period: April 4, 2019 – April 30, 2019



BYLAW C-7903-2019

A Bylaw of Rocky View County to amend Land Use Bylaw C-4841-97, being the Land Use Bylaw

The Council of Rocky View County enacts as follows:

PART 1 - TITLE

This Bylaw shall be known as Bylaw C-7903-2019.

PART 2 - DEFINITIONS

In this Bylaw, the definitions and terms shall have the meanings given to them in Land Use Bylaw C-4841-97 and the *Municipal Government Act*.

PART 3 - EFFECT OF BYLAW

- THAT Part 5, Land Use Map No.78 of Bylaw C-4841-97 be amended by redesignating a portion of Block 1, Plan 9311233, SE 02-27-04-W05M, from Ranch and Farm District to Business-Industrial Campus District, as shown on the attached Schedule 'A' forming part of this Bylaw.
- **THAT** A portion of Block 1, Plan 9311233, SE 02-27-04-W05M, is hereby redesignated to Business-Industrial Campus District as shown on the attached Schedule 'A' forming part of this Bylaw.

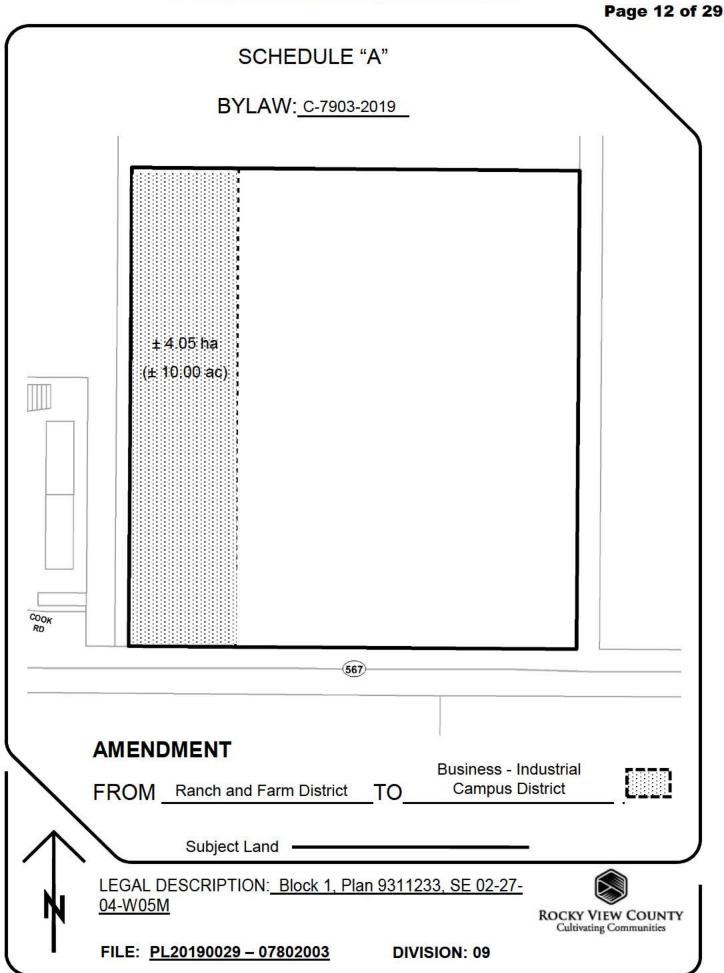
PART 4 - TRANSITIONAL

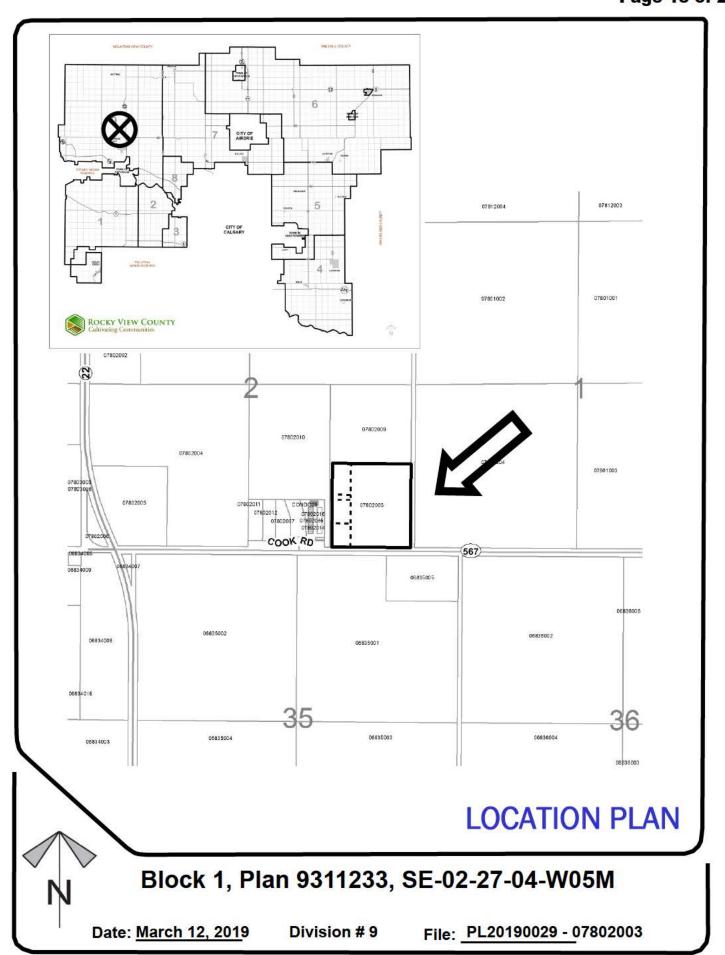
Bylaw C-7903-2019 comes into force when it receives third reading, and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the Municipal Government Act.

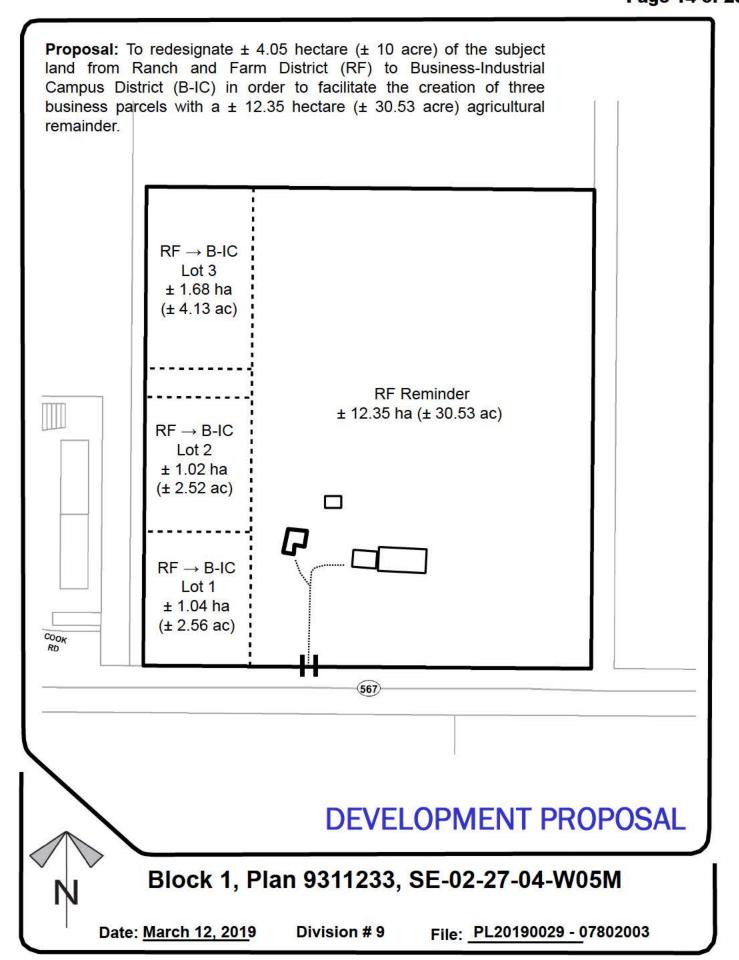
Division: 09 File: 07802003 / PL20190029

PUBLIC HEARING WAS HELD IN COUNCIL this	day of	, 2019
READ A FIRST TIME IN COUNCIL this	day of	, 2019
READ A SECOND TIME IN COUNCIL this	day of	, 2019
UNANIMOUS PERMISSION FOR THIRD READING	day of	, 2019
READ A THIRD TIME IN COUNCIL this	day of	, 2019
	Reeve	
	CAO or Designate	
	Date Bylaw Signe	d

Bylaw C-7903-2019 Page 1 of 1









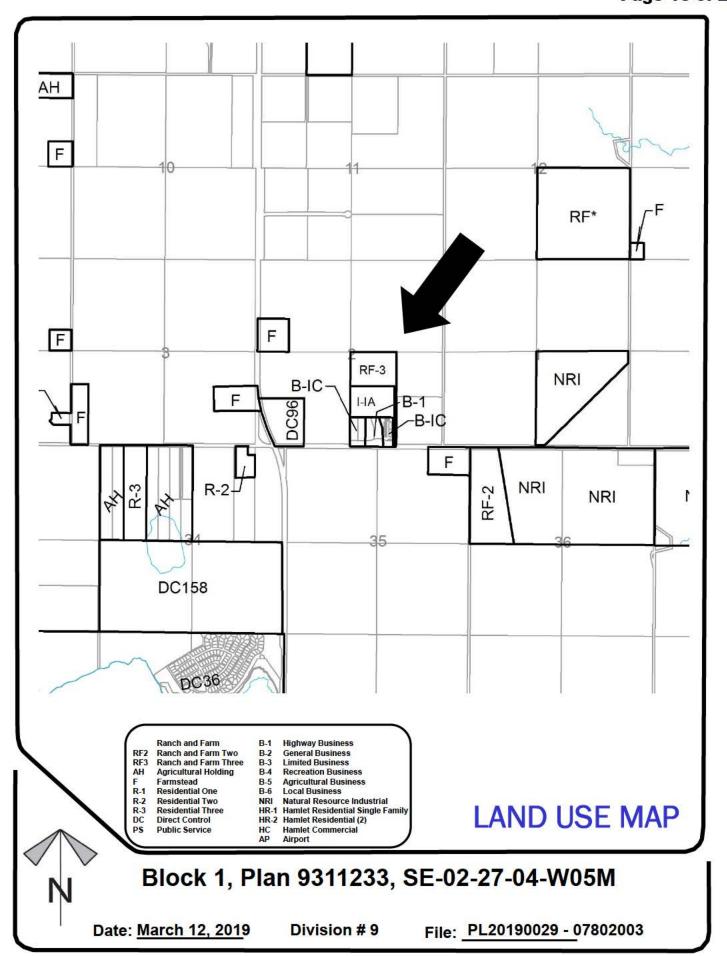
Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

AIR PHOTO

Spring 2018

Block 1, Plan 9311233, SE-02-27-04-W05M

Date: March 12, 2019 Division # 9 File: PL20190029 - 07802003





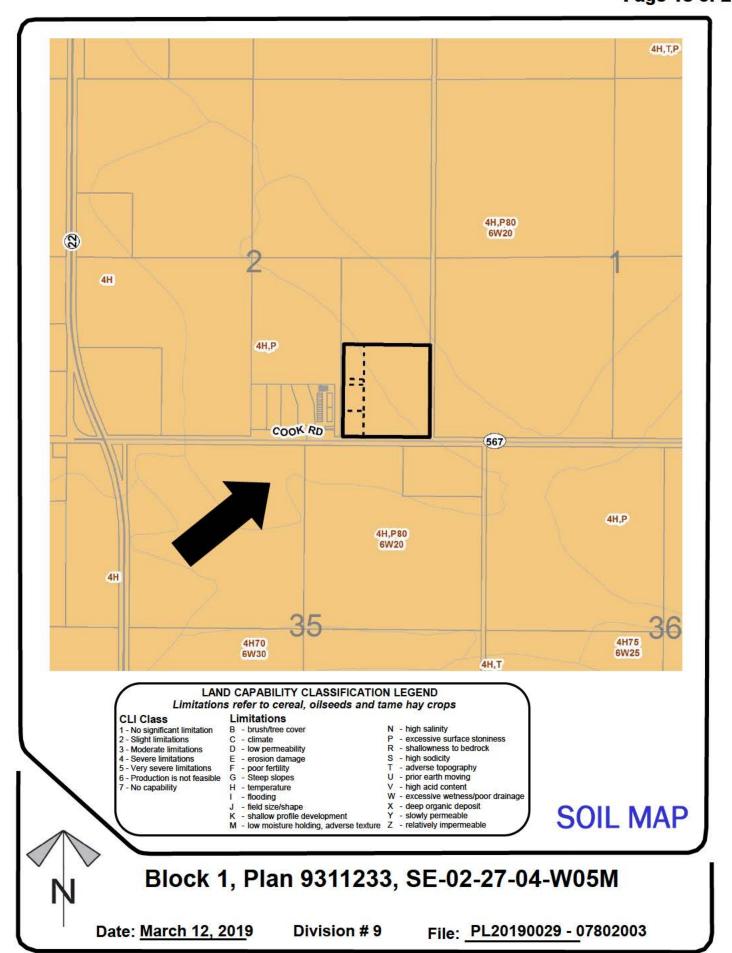
Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

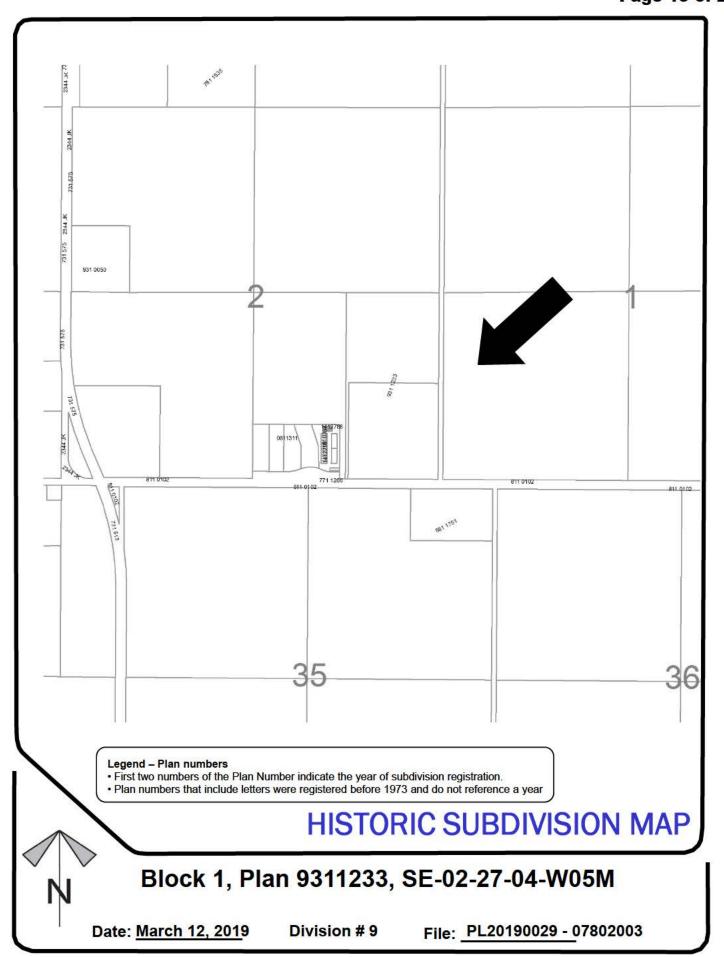
TOPOGRAPHY

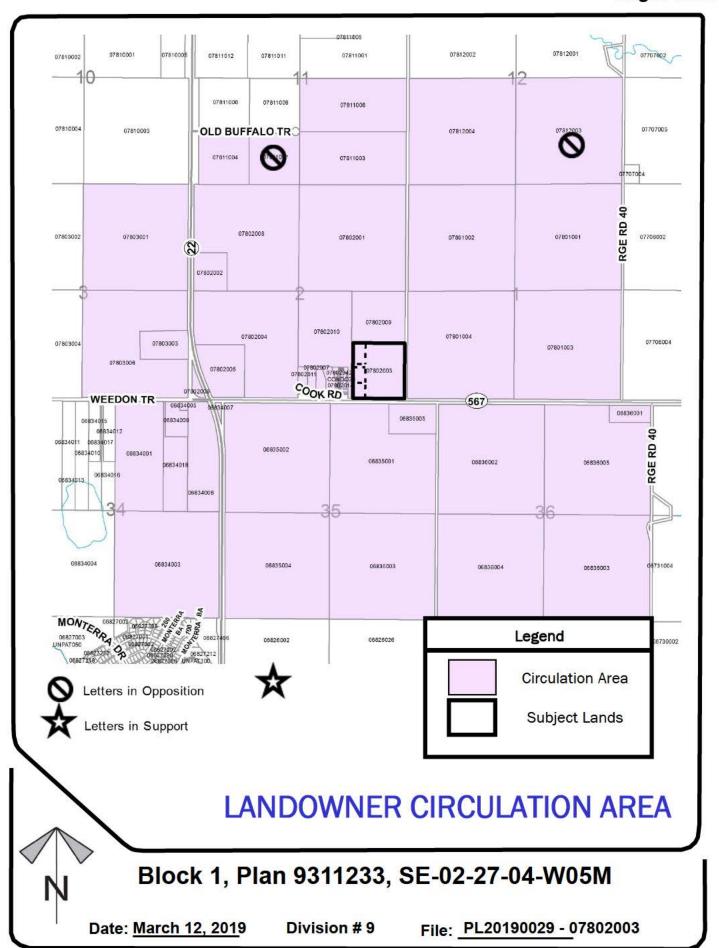
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Block 1, Plan 9311233, SE-02-27-04-W05M

Date: March 12, 2019 Division # 9 File: PL20190029 - 07802003







APPENDIX 'D': LANDOWNERS COMMENTS

Lori-Lee Turcotte

From: Keith Koebisch

Sent: Monday, April 29, 2019 12:39 PM

To: Xin Deng

Cc:

Subject: PL20190028/029 Cochrane Lake Gas Co-op MSDP

Dear Ms. Deng;

This is a very complicated application that is in my opinion, inappropriate and should not proceed. The application appears intended to misguide administration on several accounts. To begin with, the land in question is owned by Ms. Kerry Marit, so why is the application being made in the name of Cochrane Lake Gas Co-op? Is it not more typical for the landowner to make application for redesignation? My understanding is that at best, the Co-op may have made an offer for 10 acres, of which they would like to resell all but 2.56 acres. There is a lot of risk of not even being able to sell these lots. The Co-op has many options from its current Cochrane location. Optically it appears that if it were not for a personal relationship between the landowner and a few Gas Co-op board members, it is very unlikely for this application to even be coming forward.

HISTORY – The application makes a lot of the fact that there is already some business/industrial along Hwy 567 and argues that this would only contribute to what is already there. This claim ignores relevant factors of how this existing development came to be. The parcels neighbouring the subject land to the west, have a long and acrimonious relationship with the local residents. This came about after an initial plan to create a massive outdoor concert venue, which would boast a seating capacity of

over 6000 attendees! Not surprisingly, after spending about \$35,000 of their own money, residents thought that some relatively quiet, small-scale business uses would be less offensive.

With respect to this application, the important thing to consider about these earlier redesignations is that they all happened before the County Plan came in effect. As a result there was no guidance as to where business development should be placed. Therefore, this application should not be allowed to justify its appropriateness based on approvals that were given under duress and under a completely different set of rules for land use.

APPROPRIATENESS OF APPLICATION – The MSDP attempts to link the subject lands as an extension of the "highway/business" designation at the corner of #567 and #22 Hwys. This is a gross manipulation from that concept, because that designation in the County Plan, states that "highway/business" is to provide for business that "support the traveling public". On that logic, the Shell Gas Station with its campground/food services and the 24/7 trailer sales/repair make good sense. The argument that a head office for a gas utility and storage yard, almost 1.5km from the intersection is a great benefit to the traveling public is a huge stretch and indeed laughable.

It is similarly flawed to suggest there may not be another suitable area for the utility to relocate. Commercial business space is currently available right next door to the west. There is also a vacant commercial lot of about the size they are looking for 300yds to the west, between the 24/7 trailer place and Slimdor. Furthermore, the storage of utility equipment is acceptable as a "discretionary use" on any Farm and Ranch land, so it should be really easy to find alternatives without redesignating existing agriculture land. It is also what Cochrane Lake Gas Co-op had been doing previously.

The current County Plan encourages infilling and intensification of existing business areas. This is to avoid the encroachment of development on agricultural lands, for their protection. That possibility is there, but apparently it is being ignored by the applicant.

I believe it is Policy 14.4 of the County Plan that requires business areas to have an ASP in place prior to development. I do not know of such an ASP because the existing businesses were approved prior to the County Plan. I understand the County Plan is up for review, but to date we have the one is on the table and should be using it. B&A knows the County Plan. They are shirting around the facts, hence why I called out this application as being written to misguide administration.

OVERSIGHT? In the information I was sent, the proposal has a "corridor" between lots #2 and #3. It look a lot like this proposal is being staged for even more development and that the gap between these lots will in the end turn out to be the exact size requirement of a county road allowance.

MS. Deng if you find that I have given false information or misstated any facts please feel free to contact me.

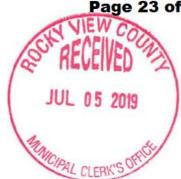
Sincerely,

Keith Koebisch

Page 23 of 29

July 2, 2019

Re: Bylaw C-7903-2019, Application #PL20190029 (07802003)



To Members of Council

We are opposed to the passing of this bylaw for the following reasons:

In the Rocky View County Plan, Map 1 – Managing Growth, a dot was placed to indicate Highway Business Area on the corner of Highway 22 and Secondary highway 567. This, we assume, because of the gas station, RV park and landscaping company that were already approved and operating at this site.

In the County Plan, Highway Business Areas are described, including the statement "they are of limited size..." Section 14.9 also states "Area structure plans shall be adopted to provide the framework for highway business area development." We believe that even at this stage the County should undertake the development of an ASP, which would include community input on the boundaries and appropriate uses of the area, "planned in a comprehensive manner and not subject to incremental expansion". Any further fracturing of land parcels should wait for the development of an Area Structure Plan.

Our other major concern is water usage. It would be interesting to determine how many of the current businesses located there have a valid commercial water license. As we know from past experience, the provincial government's monitoring of these licenses is not a high priority.

Most of the land surrounding this highway corner is designated farm, ranch and farm and country residential. Free-for-all business development at that site is a concern for all neighbours who rely on water wells for their properties.

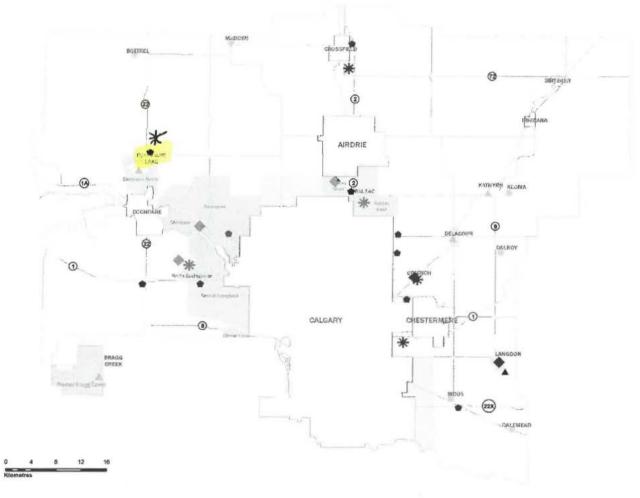
Residents who live near this Highway Business Area have a right to know what development they can expect to see near them in the future. That is why an ASP is vital before any more development is approved. To develop in ad hoc manner is not good planning nor is it fair to existing residents.

Respectfully submitted,

Margaret Milne and Paul Thebeau

SW 11-27-4W5

MAP 1-MANAGING GROWTH



Residential Communities

- Hamlet-Full Service

 Hamlet-Growth as per the adopted plan
 Small Hamlet
- Country Residential (Area Structure Plan)

Business Areas



Future Urban Growth Areas

Calgary Growth Areas (Rocky View County/Calgary Intermunicipal Development Plan)

General Legend

Rocky View Boundary

City/Town/Village

Highway



- potential of multiple transportation options (road, rail, or air); and
 - regulated by existing statutory policy, and/or identified in annexation agreements.
 - 14.7 Development of a new regional business centre should not be supported unless a need has been demonstrated, based on the following criteria:
 - a. the proposal has regional or national significance;
 - existing regional business centres within the trade area
 of the proposed development are approaching full buildout, and the County has determined the expansion of
 the existing regional business centres is not desirable;
 - c. existing regional business centres within the trade area do not meet market demand;
 - d. land uses and target markets are clearly defined;
 - e. the proposed development meets the environmental and infrastructure goals and policies of this Plan;
 - f. the proposed development has the potential to provide a substantial financial benefit to the County;
 - g. adverse impacts on existing residential communities and agriculture operations will be minimized; and
 - h. the proposed development is in close proximity to the provincial transportation network.
 - 14.8 Direct new commercial and industrial development to existing, identified regional business centres and ensure development complies with existing area structure plans.

Highway Business Areas

Highway business areas are intended to take advantage of the provincial highway system. They are of limited size and should be located in proximity to highway intersections and interchanges. The purpose of a highway business area is to contribute to the County's fiscal goals, provide destination commercial and business services, provide services to the traveling public, and offer local employment opportunities.

14.9 Area structure plans shall be adopted to provide the framework for highway business area development.

- 14.10 Highway business areas are identified on Map 1 and should have the following characteristics:
 - a. located along intersections or interchanges with the provincial highway network;
 - land uses consistent with the purpose of a highway business area;
 - c. limited development area close to one or all of the quadrants of the intersection or interchange;



- d. planned in a comprehensive manner and not subject to incremental expansion;
- e. meet the environmental, infrastructure, and financial goals and policies of this Plan;
- f. minimize adverse impacts on existing agriculture or residential development;
- g. developed in consultation with Alberta Transportation; and
- consistent with the provincial freeway and access location plans.
- 14.11 Proposed highway business areas not identified on Map 1 shall:
 - a. meet the characteristics identified in policy 14.10; and
 - demonstrate the proposed location would not adversely impact the build-out of land within nearby business areas.
- 14.12 In the Conrich area, the relationship of business to the TransCanada Highway shall be determined by the applicable area structure plan.

Hamlet Business Areas

Hamlet business areas contribute to local employment opportunities and provide services to the local area. Hamlet business areas accommodate a wide variety of retail commercial, office commercial, and light industrial uses. There are a number of different forms of commercial or industrial business parks within the County's hamlets.

- 14.13 Planning and design of a hamlet business area shall be guided by the hamlet area structure plan, conceptual scheme, the Land Use Bylaw, and any other relevant statutory plan.
- 14.14 Hamlet business areas or regional business centres are supported in, or near, the Hamlets of Conrich, Harmony, Balzac, and Langdon.

Trade area is the geographic area from which a business generates the majority of its customers.

2.1 The Municipal Government Act

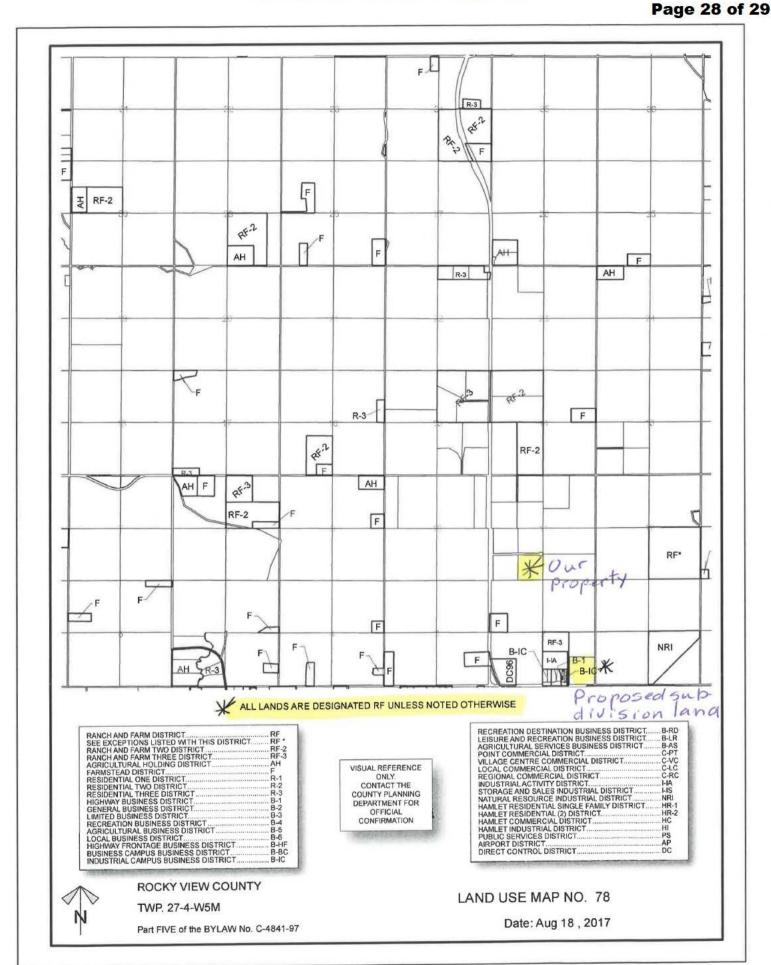
"633 (1) For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.

(2) An area structure plan



(a) must describe

- (i) the sequence of development proposed for the area,
- (ii) the land uses proposed for the area, either generally or with respect to specific parts of the area,
- (iii) the density of population proposed for the area either generally or with respect to specific parts of the area, and
- (iv) the general location of major transportation routes and public utilities, and
- (b) may contain any other matters the council considers necessary."



APPENDIX 'D': LANDOWNERS COMMENTS

Lori-Lee Turcotte

From: Brent Schartner

Sent: Tuesday, April 30, 2019 9:55 AM

To: Xin Deng

Subject: DP file 07802003, application number PL20190028/029

Hi Xin

Thanks for returning my call late last week. As mentioned, we have a purchase contract (closing May 30th) in place for the 40 acres directly north of the development proposal from the current owner Dan Nolan. We have read through the MSDP from Cochrane Lake Gas Coop and are in favor of the proposed rezoning and development. I can be reached at Thanks for your time.

Brent Schartner



PLANNING AND DEVELOPMENT SERVICES

TO: Council

DATE: July 23, 2019 **DIVISION:** 2

TIME: Afternoon Appointment

FILE: 04727003 **APPLICATION**: PL20170132

SUBJECT: Conceptual Scheme Item – Pradera Springs Conceptual Scheme – New County

Residential Community.

Note: This application should be considered in conjunction with redesignation application

PL20170130 (agenda item C-8).

POLICY DIRECTION:

The proposal was assessed in accordance with the County Plan, Central Springbank Area Structure Plan and County Servicing Standards.

EXECUTIVE SUMMARY:

The purpose of this application is to adopt the Pradera Springs Conceptual Scheme (PSCS) to provide a policy framework to guide the development of a 56 lot, villa-style condominium community on the subject lands. The PSCS was submitted in conjunction with redesignation application PL20170130 to redesignate the subject lands from Ranch and Farm District to Direct Control District, Ranch and Farm Two District (agricultural remainder), and Public Services District.

This report focuses primarily on the technical aspects of the proposal, including all development related considerations, while the associated land use report focuses on the compatibility with the relevant statutory plans.

The following is a summary of the application assessment:

- The application is consistent with the relevant statutory plans, policies and bylaws;
- The proposal is consistent with the associated land use application; and
- All other technical matters required at this stage of the application process are satisfactory.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1, which includes five amendments to proposed policies in the PSCS to clarify and further align the document with County policies and standards.

DATE APPLICATION RECEIVED: DATE DEEMED COMPLETE:July 28, 2017
February 26, 2019

PROPOSAL: To adopt the Pradera Springs Conceptual Scheme to

provide a policy framework to guide future redesignation, subdivision and development proposals on Lot 8, Plan

7710490 within the NW-27-24-03-W5M.

Jessica Anderson and Bianca Duncan, Planning and Development Services

¹ Administration Resources



LEGAL DESCRIPTION: Lot 8, Plan 7710490; NW-27-24-03-W5M

GENERAL LOCATION: Located at the southeast intersection of Township Road

245 and Range Road 33, approximately 4.50 miles west of

the City of Calgary.

APPLICANT: B&A Planning Group (Ken Venner)

OWNERS: 1194325 Alberta Ltd.

EXISTING LAND USE DESIGNATION: Ranch and Farm District (RF)

PROPOSED LAND USE DESIGNATION: Direct Control District, Ranch and Farm Two District and

Public Services District

GROSS AREA: ± 126.79 acres

SOILS (C.L.I. from A.R.C.): Class 2C, 4S – approximately 80% of the land contains

soil with slight limitations due to climate. The remaining

land has severe limitations due to high sodicity.

PUBLIC & AGENCY SUBMISSIONS:

This proposal was circulated to one hundred and one (101) adjacent landowners; eight (8) letters were received in response. The application was also circulated to a number of internal and external agencies, and those responses are available in Appendix 'A'.

HISTORY:

October 2, 2001 The Central Springbank Area Structure Plan was adopted.

BACKGROUND:

The subject land is located in the Central Springbank Area Structure Plan (CSASP) and is identified within a residential infill area. Surrounding land uses are a mix of country residential and agricultural, with Commercial Court to the north, Calaway Park to the northwest, Springbank School to the west, and the Springbank Heritage Club directly adjacent to the southwest of the subject lands.

The lands are located at the south east intersection of Township Road 245 and Range Road 33. The development proposes direct access from Range Road 33, with an internal road that provides access to the units to the north and south and ends in a cul-de-sac bulb, an emergency access road is proposed between the two cul-de-sac bulbs and a second emergency access providing a secondary means of access out of the development.

Adjacent residential development include country residential parcels directly to the south off Huggard Road, a seven lot subdivision to the east off Longway Lane, and a number of country residential parcels located approximately 0.5 mile to the east and south of the subject lands.

CONCEPTUAL SCHEME OVERVIEW:

The PSCS provides for an overview of the proposed development addressing matters such as a description of the lands, development concept, transportation, servicing, stormwater, open space, implementation and environmental considerations.

Development Concept

The purpose of this conceptual scheme is to guide the development of villa-style residential community for persons aged 55+.



The CSASP states that "the composition and diversity of the community can be enriched by providing housing options for older persons and persons with disabilities to live an independent healthy lifestyle in Central Springbank". The proposed residential development is to intended to provide housing that meets the needs of an aging population (i.e., barrier free, one storey, and close to community facilities). Through preparation and adoption of a conceptual scheme the CSASP provides policy for senior's development within Central Springbank that relaxes the density and housing forms requirements that apply to country residential development.

Based on an estimated average household population of 3.0 persons per household, it is estimated that the development will accommodate 63 units and 189 people. The units per quarter section meets the CSASP policy which states that a senior's development may develop at a higher density than traditional country residential as long as the number of units per quarter section does not exceed 64 units.

NW-27-24-03-W5M	Existing Units	New Units (DC District)	Total units	Approximate existing population	Additional Population*	Total population
Pradera Springs	n/a	56		n/a	168	
Existing Country Residential on Huggard Road	7	n/a	63	21	n/a	189

The development proposes a comprehensive conceptual scheme to guide the development of an ageing community with 28 semi-detached units (56 units total), and includes architectural controls and proposes dwelling units that are designed to a universal barrier free standard. The units are proposed to be subdivided through a bareland condominium design which will be established at the subdivision stage. The development is proposed to proceed in a single phase. A Direct Control District has been proposed, as per the CSASP policies, in order to guide the resignation of the lands.

Pradera Springs is within 1 km to the Park for all Seasons and is adjacent to the Springbank Heritage Club. The development proposes a network of local pathways which includes a series of loops around each of the two stormwater management facilities ending at the proposed pedestrian linkage to the eastern boundary of the Heritage Club. A regional pathway is proposed along Range Road 33 to implement a portion of the Active Transportation Network. A landscaped berm is proposed on the south edge of the development in order to provide screening to the adjacent neighbours located along Huggard Road.

Transportation:

The Applicant submitted a Transportation Impact Assessment (TIA) prepared by Bunt & Associates. At the time of subdivision, the Applicant will be required to pay cost recoveries to the developer that front-ends the improvements at the Highway 1/Range Road 33 interchange. Alternatively, if no Development Agreement has been entered into for this work, the Applicant will be responsible for initiation of these improvements in accordance with the comments received from Alberta Transportation or for providing an updated TIA that ensures appropriate levels of improvement are in place to accommodate traffic to the satisfaction of Alberta Transportation. Land dedication for Road Right of Way will be required at subdivision stage along Range Road 33 to accommodate future road widening.

There are no other required offsite improvements.

Pradera Springs is proposed to gain access off Range Road 33. Two internal roads are intended to service the development on the north and south sides, both roads are proposed to end with a cul-desac. An emergency access will be provided between the 2 cul-de-sacs, as well as an additional



entrance for emergency access will be provided off Range Road 33. All internal roads will be privately owned and maintained by the Pradera Springs Condominium Association. The developer will be expected to provide payment of the County's Transportation Off-Site Levy at subdivision stage.

Water:

The Applicant is proposing to service the development by a piped water system. The Applicant provided a letter confirming that capacity is available for the proposed Conceptual Scheme area from Calalta Waterworks and is in the process of acquiring the required water license capacity from Bow Water & Land pending the approval of Alberta Environment and Parks.

At future subdivision stage, the Owner shall enter into a Development Agreement for the construction of the fire protection system including, but not limited to a pond, piped distribution system, hydrants and all other required infrastructure.

An amendment to the Fire Suppression policies in section 3.3.4 is recommended to clarify that the fire suppression reservoir should be located on common property owned by the Pradera Springs Condominium Association to limit the County's liability given that the County will have no ownership of or responsibility for the infrastructure on the property.

Policy 3.3.4.3:

The reservoir shall be constructed on **common property owned by the Pradera Springs Condominium Association.** a Public Utility Lot (PUL) that will be owned by the County. The

County will authorize the placement of the reservoir on the PUL in accordance the terms of a

License of Occupation (LOC).

Options are presented below for Council's consideration.

Wastewater:

Wastewater is proposed to be provided by a decentralized wastewater system (ORENCO system). The Applicant provided a Hydrogeological Investigation of Proposed Subsurface Disposal System \Pradera Springs prepared by Groundwater Information Technologies Ltd. and a Hydrogeological Investigation of Proposed Subsurface Disposal System prepared by SD Consulting Group confirming that the site is suitable for the proposed system. In accordance with Policy 449 and Procedure 449 all treatment and disposal infrastructure is to be located on PULs.

The PSCS includes a policy 3.3.9.1 stating that the County shall register a caveat at time of subdivision on title for the PUL's associated with the on-site wastewater infrastructure to acknowledge that 1194325 Alberta Ltd. may purchase back these lands, at a nominal cost, should the development be served by regional wastewater infrastructure in the future.

Administration has reviewed this request and determined that there does not appear to be anything in the relevant legislation that would prevent registration of a caveat (Right of First Refusal) on a PUL parcel. Unlike municipal reserves, which have advertising, notice and public hearing requirements, there are no specific rules for the disposal of a PUL parcel excepting Section 70 of the Municipal Government Act, which requires advertising if the PUL is sold for less than market value.

Administration has determined that there is a process for registration of the requested caveat and disposal of the PUL should Council wish to divest itself in the future; however, there is no policy by which Administration may assess such a request. Options are presented below for Council's consideration.

In addition, the County requires that a policy be included in the conceptual scheme to indicate to future landowners that the system be designed to be expandable for possible future connections to the system. This requirement is an industry best practice to promote efficient and responsible wastewater management in the area. Further, the area is identified for further residential infill



development and by expanding existing systems the need for multiple decentralized systems to be located within proximity to each other is minimized.

Administration has recommended the following wording be included in section 3.3.9 of the Conceptual Scheme; however, the Applicant has declined to include this provision.

Proposed Policy 3.3.9.3:

To promote efficient and responsible wastewater management in the area, the wastewater system shall be designed to be expandable in order to accommodate the possibility for future connections to the system.

Two additional amendments to the wastewater collection system policies in section 3.3.7 are recommended to clarify that individual, on-site wastewater infrastructure shall be managed by the Lot Owner upon transfer to the County.

Policy 3.3.7.3:

In accordance with RVC Policy 430: Communal Wastewater System Management, the developer shall operate and maintain the wastewater collection system pending its' transfer to the County (**excluding** including the individual wastewater holding tanks) in accordance with the terms of a Cost Feasibility & Sustainability and a Transfer Agreement to be negotiated at the subdivision stage.

Policy 3.3.7.4:

The developer shall grant utility right-of-way easement to the County over the private internal road and portions of each residential unit including the wastewater holding tanks for the purposes of accessing and maintaining the wastewater collection systems should circumstances warrant.

Options are presented below for Council's consideration.

Storm Water:

Stormwater is proposed to be managed by a system of overland conveyances that will drain into two interconnected stormwater management ponds sized in accordance with the submitted Conceptual Level Storm Water Management Plan. The stormwater management facilities will be constructed by the developer within PULs, owned by the County and maintained by the Pradera Springs Condominium Corporation. The proposal is in accordance with the Springbank Master Drainage Plan and the County Servicing Standards.

Stormwater will be directed to an overland drainage swale along the south boundary of a Municipal Reserve parcel (Springbank Heritage Club). This easement may be granted subject to County approval and appropriate compensation.

An amendment to the stormwater policies in section 3.4 is recommended to clarify that the stormwater ponds should be located on common property owned by the Pradera Springs Condominium Association to limit the County's liability given that the County will have no ownership of or responsibility for the infrastructure on the property.

Policy 3.4.2.4

The stormwater ponds shall be constructed on **common property owned by the Pradera Springs Condominium Association.** Public Utility Lots (PUL) that will be owned by the County. The County will authorize the placement of this infrastructure on the PUL in accordance the terms of a License of Occupation (LOC).



Options are presented below for Council's consideration.

Solid Waste Management:

Solid waste management shall be provided by a qualified waste management operator through a contract managed by the Pradera Springs Condominium Corporation.

Open Space:

This development will include approximately \pm 7.92 ha (\pm 19.56 ac) of private open space featuring a local pathway system that promotes an active lifestyle and social interaction for residents. The pedestrian system will include a series of loops surrounding each of the two stormwater management facilities terminating at the eastern boundary of the Heritage Club and the proposed connection point with the regional trail at the main entrance to the development. The private open space may include other landscaping enhancements such as community gardens, benches and neighbourhood entrance signage.

The developer proposes to construct a landscaped berm along the south boundary of the residential area to provide a visual buffer for the existing country residential developments along Huggard Road. The private open space and related improvements will be owned and maintained by the Pradera Springs Condominium Association.

Public Open Space:

The Applicant proposes to dedicate a Municipal Reserve parcel adjacent to Lot R-9, Plan 771 0490 to accommodate potential enhancement and expansion of community-oriented buildings and uses within the existing Springbank Heritage Club site. It is anticipated that the County could make this new MR parcel available to community stakeholder groups to prepare a comprehensive park redevelopment plan subsequent to the adoption of this Conceptual Scheme.

The developer will also dedicate a Municipal Reserve parcel along the western edge of the Conceptual Scheme area and shall construct a paved regional trail in accordance with the requirements of the Servicing Standards and the Active Transportation Plan: South County Area.

The remaining amount of outstanding Municipal Reserve shall be dedicated as cash in lieu at the subdivision stage. The amount of Municipal Reserve outstanding against the agricultural remainder parcel will be deferred.

Implementation:

Given the unique form of residential housing oriented towards seniors seeking and active lifestyle with limited obligation for ongoing maintenance, this new residential neighbourhood will be established with a condominium form of ownership. The creation of a condominium is also a requirement of the senior's housing policies of the Central Springbank Area Structure Plan (CSASP).

The Pradera Springs Condominium Association will be established at the subdivision stage in accordance with the requirements of the Condominium Property Act. The condominium association shall be responsible for ownership, operation and maintenance of the key transportation & utility servicing infrastructure and all private open space and related pedestrian amenities.

Public Engagement:

In accordance with the Springbank ASP the PSCS includes a community consultation summary.

CONCLUSION:

The application was evaluated against the policies found within the County Plan and Central Springbank Area Structure Plan. Administration reviewed the proposal and determined that the proposed conceptual scheme is consistent with these plans and is demonstrated to be technically feasible.



OPTIONS:

Option #1: [Administration preferred option]

Motion#1 THAT the proposed Pradera Springs Conceptual Scheme be revised to remove:

Policy 3.3.9.1: The County shall register a caveat against the certificates of title for the PUL's associated with the on-site wastewater infrastructure to acknowledge that 1194325 Alberta Ltd. may purchase back these lands, at nominal cost, should the residential development be serviced by regional wastewater infrastructure.

Motion #2 THAT the proposed Pradera Springs Conceptual Scheme be revised to add a policy to section 3.3.9 with respect to wastewater management as follows:

To promote efficient and responsible wastewater management in the area, the wastewater system shall be designed to be expandable in order to accommodate the possibility for future connections to the system.

Motion #3 THAT the proposed Pradera Springs Conceptual Scheme be revised to amend policies 3.3.7.3 and 3.3.7.4 with respect to wastewater infrastructure as follows:

Policy 3.3.7.3:

In accordance with RVC Policy 430: Communal Wastewater System Management, the developer shall operate and maintain the wastewater collection system pending its' transfer to the County (**excluding** including the individual wastewater holding tanks) in accordance with the terms of a Cost Feasibility & Sustainability and a Transfer Agreement to be negotiated at the subdivision stage.

Policy 3.3.7.4:

The developer shall grant utility right-of-way easement to the County over the private internal road and portions of each residential unit including the wastewater holding tanks for the purposes of accessing and maintaining the wastewater collection systems should circumstances warrant.

Motion #4 THAT the proposed Pradera Springs Conceptual Scheme be revised to amend policies 3.3.4.3 with respect to fire suppression as follows:

Policy 3.3.4.3:

The reservoir shall be constructed on **common property owned by the Pradera Springs Condominium Association**. a Public Utility Lot (PUL) that will be owned by the County. The County will authorize the placement of the reservoir on the PUL in accordance the terms of a License of Occupation (LOC).

AGENDA Page 175 of 745



Motion #5 THAT the proposed Pradera Springs Conceptual Scheme be revised to

amend policies 3.4 with respect to stormwater management as follows:

Policy 3.4.2.4

The stormwater ponds shall be constructed on **common property owned by the Pradera Springs Condominium Association.** Public Utility Lots (PUL) that will be owned by the County. The County will authorize the placement of this infrastructure on the PUL in accordance

the terms of a License of Occupation (LOC).

Motion #6 THAT Bylaw C-7908-2019 be given first reading.

Motion #7 THAT Bylaw C-7908-2019 be given second reading.

Motion #8 THAT Bylaw C-7908-2019 be considered for third reading.

Motion #9 THAT Bylaw C-7908-2019 be given third and final reading.

Option #2: [Applicant Preferred Option]

Motion #1 THAT Bylaw C-7908-2019 be given first reading.

Motion #2 THAT Bylaw C-7908-2019 be given second reading.

Motion #3 THAT Bylaw C-7908-2019 be considered for third reading.

Motion #4 THAT Bylaw C-7908-2019 be given third and final reading.

Option #3: THAT Application PL20170132 be refused.

Respectfully submitted, Concurrence,

"Richard Barss" "Al Hoggan"

Acting Executive Director
Community Development Services

Chief Administrative Officer

JA/IIt

APPENDICES:

APPENDIX 'A': Application Referrals

APPENDIX 'B': Bylaw C-7908-2019 and Schedule A and B

APPENDIX 'C': Map Set



APPENDIX A: APPLICATION REFERRALS

AGENCY	COMMENTS
School Authority	
Rocky View Schools	No objections.
Calgary Catholic School District	No comments received.
Public Francophone Education	No comments received.
Catholic Francophone Education	No comments received.
Province of Alberta	
Alberta Environment	Not required for circulation.
Alberta Transportation	Further to Alberta Transportation's previous correspondence (August 23, 2017) the <i>Subdivision and Development Amendment Regulation, A.R. 188/2017</i> came into force on November 1, 2017. This amendment increased the referral distance from a provincial highway from 800 metres to 1.6 kilometres from centreline of a Highway. As a result, subdivision activity at this location must comply with Section 14 of the Subdivision and Development Regulation. Alberta Transportation's previous comments remain in effect, however now become conditions of granting a waiver of Section 14 of the Regulation. Should the upgrades to the Highway 1 and Range Road 33 interchange not be in place at the time of subdivision, the traffic impact assessment may need to be revised to ensure that appropriate levels of improvements are in place to accommodate additional traffic from the proposed subdivision.
Alberta Sustainable Development (Public Lands)	No comments received.
Alberta Culture and Tourism (Historical Resources)	Alberta Culture and Tourism has no objection to the rezoning, but the applicant should be informed that Historical Resources Act approval must be obtained prior to proceeding with any land surface disturbance associated with subdivision development by submitting a Historic Resources Application through Alberta Culture and Tourism's Online Permitting and Clearance (OPaC) system.
Energy Resources Conservation Board	No comments received.



AGENCY

COMMENTS

Alberta Health Services

Thank you for inviting our comments on the Pradera Springs Conceptual Scheme. This review was completed by Alberta Health Services (AHS) using a public health lens that includes consideration for the design of healthy communities. In addition to conventional areas of public health concern (e.g., water and sewer infrastructure and contaminated lands assessment), the following aspects were considered: healthy neighbourhood design, healthy housing, healthy transportation networks, healthy natural environments, and healthy food systems.

The comments contained within this letter include a brief review of how these considerations are incorporated into the Plans, and any related recommendations.

Background

This review considers information found in the *Pradera Springs Conceptual Scheme* (2017) and the *Central Springbank Area Structure Plan* (2001). From the information provided, AHS understands that the Conceptual Scheme plans for a compact residential subdivision designed for an aging population that will include fifty-six (56) new villa-style, semi-detached residences for those aged 55 and over. The residential area will be bounded to the north and east by an agricultural parcel that is expected to remain in active production, and will be located in proximity to some existing community amenities.

Development is expected to proceed in a single phase, and will result in a condominium form of ownership, where a board is responsible for ownership, maintenance of key transportation & utility servicing infrastructure, management of all private open space & related pedestrian amenities and provision of all other key services.

Healthy Neighbourhood Design

Neighbourhood design that is complete, compact, and where people can easily connect with each other can have a strong positive impact on the mental and physical well-being of its residents. Specifically targeting an older population, the Pradera Springs Conceptual Scheme incorporates the following features:

- Home ownership that offers an independent lifestyle without the requirement for extensive outdoor maintenance;
- Housing that incorporates universal barrier-free design considerations;
- Open spaces with pathways and other pedestrian amenities;



AGENCY

COMMENTS

- Proximity to existing community social amenities including the Springbank Heritage Club, Springbank Park for All Seasons and existing commercial services; and
- Design guidelines that respect and honor surrounding properties and land uses.

Healthy Housing

Incorporating diverse types of healthy housing options into land use planning assists in fostering good mental and physical health while also improving the overall quality of life for residents of all ages. This Conceptual Scheme was designed to meet the growing need for housing of a specific demographic within the Springbank community. The design promotes independent living and an active lifestyle for the aging population by:

- Establishing guidelines requiring all residents of this neighbourhood to be aged 55 years and over; and
- Incorporating design features that accommodate universal barrier-free design, such as:
 - Elevators and/or stair chair lifts;
 - Entranceway ramps;
 - Wider door frames;
 - Wider kitchen & bathroom areas; and
 - o Minimal grade changes between rooms.

Healthy Natural Environments

The proposed new neighbourhood will include over 5 hectares of open space, featuring a local pathway system designed to promote an active lifestyle and social interaction for local residents. The pedestrian system will include a series of internal loops and proposes a pedestrian link to the eastern boundary of the Heritage Club.

Research supports a strong relationship between exposure to natural areas and the reduction of stress, chronic disease, depression and anxiety as well as improved concentration and cognitive function.

Healthy Transportation Networks

The Pradera Springs Conceptual Scheme indicates that a new intersection will provide access to the community from Range Road 33 onto a private internal road. The internal road will be designed as a residential collector with no options for parking.

The design of transportation networks can have a direct impact on the health of the community. Promoting active transportation (walking and cycling) can help achieve an increase in physical activity which can lead to better physical and mental health. Including design initiatives such as sidewalks and pathways



AGENCY COMMENTS

could encourage active transportation and provide good linkages to other amenities such as the Springbank Heritage Club and a regional pathway system.

Healthy Food Systems

Land use decisions may impact the accessibility, quality and variety of food available to residents. AHS supports the integration of healthy food systems into the planning process. This may include increasing general access to healthy foods, consideration of location of food services in relation to other community uses and improving community-scale food infrastructure.

General Land Use

- Potable water will be provided by the Calalta
 Waterworks which, according to the Conceptual
 Scheme, has available capacity to provide this
 residential service. Wastewater service will be provided
 via a communal packaged sewage treatment plant and
 field system.
- Throughout all phases of development and operation, the property must be maintained in accordance with the Alberta Public Health Act, Nuisance and General Sanitation Guideline 243/2003, which stipulates:

No person shall create, commit or maintain a nuisance. A person who creates, commits or maintains any condition that is or might become injurious or dangerous to the public health or that might hinder in any manner the prevention or suppression of disease is deemed to have created, committed or maintained a nuisance.

Public Utility

ATCO Gas No comments received.

ATCO Pipelines No objection.

AltaLink Management No comments received.

FortisAlberta No objection.

Telus Communications No comments received.

TransAlta Utilities Ltd. No comments received.



COMMENTS

Agencies

Calgary Airport Authority

The proposed development is located within close proximity to the Springbank Airport and associated flight paths for training circuits. The County and prospective landowners must be aware that immediately over these lands, training aircraft are typically maintaining a lower altitude, in higher power settings than in a descent phase of flight. It is strongly recommended that a warning caveat be registered against the title for the land and information package provided to the potential home owner advising that the property is subject to aircraft operations on a continuous basis. The applicant is encouraged to follow acoustical requirements as set out in the Alberta Building Code for areas within Airport Vicinity Protection Areas for any buildings to be constructed.

Rocky View County Boards and Committees

ASB Farm Members and Agricultural Fieldman

Since this parcel falls within the Central Springbank ASP, and its subsequent subdivision appears to have minimal impacts to agricultural lands, we have no concerns.

Rocky View West Recreation Board

Recommend taking MR as land pending clarification of use and location of said land.

Internal Departments

Agricultural and Environmental Services

No concerns.

Recreation, Parks & Community Support

PL20170132 (Conceptual Scheme)

General comments

- All improvements considered for municipal reserve lands are to be made in accordance to the County Servicing Standards, and Parks and Pathways: Planning, Development and Operational Guidelines.
- Please be advised that as a condition of any approved future subdivision; the applicant will be required to provide a detailed landscaping plan for all open space and recreational areas associated to each proposed phase of development to the satisfaction of the County's Municipal Lands department.
- Pathways located adjacent to stormwater management ponds are to be located above the high water line.
- Utility line assignments (Buried/surface/overhead) are to be located within road right of ways and not within municipal or environmental reserve lands.



COMMENTS

Provision for and granting of overland drainage easement/right of way crossing adjacent MR (County lands) where the Springbank Heritage Club is located shall be subject to County approval. (Policy 3.4.2.7)

- Condo pathway system- Recommend asphalt or concrete walkways designed with minimal grades to accommodate users who utilize mobility aids.
- Safe pedestrian movement- specifically pathway/road interface points affecting this active lifestyle community is paramount. This includes provisions for a suitable Rge Rd 33 pedestrian crossing from the proposed development to the amenities on the west side of Rge Rd 33 and also pedestrian management into the development via the MR pathway and access road/roundabout crossing. Provisions shall be designed into linear MR and pathway to include control structures and pedestrian refuge installations. MR/Pathway alignments may require adjustment to accommodate industry standard roundabout vehicular/pedestrian friendly designs. Final active transportation network (MR and pathway) and alignment to be determined at the time of subdivision.

Detailed comments

Page 20

 Municipal Reserve reference and area calculation omitted from table- please revise table.

Page 35

 Please review terminology- "overland drainage easement" and "overland drainage right of way". Recommend using one term throughout document including text and diagrams.

Page 38

 Greater clarity is required regarding open space classifications. Is the intention for the private open space be publically accessible? Having a public open space and pathway adjacent to a private open space/pathway system lends itself to potential trespass. Recommend provision for public access within the private open space.

Page 40

Policy 3.5.2.1

 MR dedication to support future recreational/cultural amenity development as indicated is acceptable. Provisions for future access to the MR's anticipated recreational/cultural development via the entryway roundabout should be



COMMENTS

planned and designed for accordingly. Accommodations for a southern exit point should be implemented in the final design of the roundabout.

Policy 3.5.2.2

- As a regional pathway alignment has been identified along Rge Rd 33 in the RVC Parks and Open Space Master Plan; a linear MR no less than 8.0 meters in width shall be dedicated along Rge Rd 33, fronting the proposed plan area; and be inclusive of asphalt pathway construction(actual width to be determined by RVC pathway classification) and formalized peripheral landscaping at the time of subdivision. MR and pathway alignment to include provisions for movement through entryway access road roundabout and a Rge Rd 33 crossing will be required at the time of a future subdivision.
- Linear MR dedication shall be located outside of lands intended for any road widening, utility line assignments or easements/right-of-ways.

PL20170130 (Redesignation)

The Municipal Lands Office has no concerns with this application.

Development Authority

No comments received.

GIS Services

No comments received.

Building Services

No comments received.

Fire Services & Emergency Management

- 1. Please ensure that water supplies and hydrants are sufficient for firefighting purposes.
- 2. Dependent on the occupancies, the Fire Service recommends that the buildings be sprinklered, if applicable, as per the Alberta Building Code.
- 3. The Fire Service also recommends that the water co-op be registered with Fire Underwriters.
- Please ensure that access routes are compliant to the designs specified in the Alberta Building Code. Consultation with the Fire Service may be desirable so that functionality is not diminished.



COMMENTS

Development Compliance

- Recommend that County Engineering Services and I&O be consulted regarding the proposed discharge of storm water into the County owned ditch along Range Road 33, to ensure that existing infrastructure is able to support the additional water.
- Concern that Biophysical Impact Assessment quoted in Section 2.6.4 was prepared in 2007 and may be out of date. Recommend that more up to date information be provided.
- Concern that plan does not adequately address buffering between plan area and active agricultural land to the north and east. Recommend that this be further examined to prevent possible nuisance impacts (i.e. smells, sounds, stray animals, etc.) from affecting plan area.
- Recommend that Crime Prevention Through Environmental Design principles be included in any design considerations, including public access spaces.
- Recommend that all site lighting conform with "dark sky" principles, and Section 27 of the Land Use Bylaw.

Legal and Land Administration

- Legal and Land Administration are open to discussions with the Applicant to acquire the drainage easement.
- Propose an appraisal be undertaken to determine market value for the acquisition.
- Will require confirmation that this specific easement can be registered on Public Lands.

Planning and Development Services - Engineering

General

- The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures.
- As a condition of future subdivision, the Owner is required to enter into a Development Agreement pursuant to Section 655 of the Municipal Government Act respecting provision of the following:
 - a) Construction of a public internal road system (Residential Collector RC2 for new access road and Residential Local 2 Way RL2 for internal road loop) complete cul-de-sacs and any necessary easement agreements, including complete approaches to each lot, as shown on the Tentative Plan, at the Owner's expense, in accordance with the County Servicing Standards:
 - b) Construction of a new intersection at the location of the site with Range Road 33 in accordance with the final approved TIA and County Servicing Standards;



COMMENTS

- Any other offsite transportation improvements necessary to support the proposed development in accordance with the final approved TIA, Alberta Transportation and Rocky View County requirements;
- d) Mailbox locations are to be located in consultation with Canada Post to the satisfaction of the County;
- e) Construction of a piped potable water distribution system (including the registration or necessary easements);
- f) Construction of a fire suppression and distribution system, designed to meet minimum fire flows as per County Standards and Bylaws;
- g) Construction of a piped sanitary collection system (including the registration or necessary easements);
- h) Construction of storm water facilities in accordance with the recommendations of an approved Stormwater Management Plan and the registration of any overland drainage easements and/or restrictive covenants as determined by the Stormwater Management Plan.
- i) Installation of power, natural gas, and telephone lines
- As part of Conceptual Scheme, the applicant provided a Residential Subdivision Access and Utility Servicing Preliminary Analysis by Sedulous Engineering (May 2019).

Geotechnical - Section 300.0 requirements:

- As part of the CS, the applicant provided a Geotechnical Investigation by Lone Pine Geotechnical Ltd. dated February 8, 2018 that provided recommendations and direction on the construction of the proposed development.
 - At time of future subdivision, the applicant will be required to provide a revised geotechnical report that outlines the minimum pavement section thicknesses for the specific site conditions.

Transportation - Section 400.0 requirements:

 As part of CS, the applicant provided a Traffic Impact Assessment by Bunt and Associates Engineering Ltd. dated June 22, 2017. The results of the analysis show that the existing movements at Range Road 33 and HWY 1 are operating at a level of service of F.



COMMENTS

Improvements at this intersection are required prior to any significant development in the area.

- At future subdivision stage, the applicant will be required to provide payment of all applicable cost recoveries to the developer that front-ends the improvements at the Hwy 1/RR 33 interchange (potentially the Bingham Crossing or Harmony developments). Alternatively, if no Development Agreement has been entered into for this work, the applicant will be responsible for initiation these improvements in accordance with the comments received from Alberta Transportation.
- There are no other offsite improvements expected to be required as a result of the proposed development, however this will be confirmed at future subdivision stage. At future subdivision stage, the applicant will be responsible for entering into a Development Agreement with the County for the construction of the Pradera springs internal road network, intersection construction at the site entrance with Range Road 33 and any other offsite improvements identified in the final approved TIA.
- The existing right of way for Range Road 33 is 41m. In accordance with the Greater Springbank Functional Study, a future right of way of 51m is required for this roadway. As such, at future Subdivision stage, Engineering recommends that 5m be taken by dedication along the entire west boundary of the subject site. Corner cuts, as identified in the GSFS should be taken at the intersection of Township Road 245 and Range Road 33.
- The existing right of way for Township Road 245 is 30m. In accordance with the Greater Springbank Functional Study, a future right of way of 51m is required for this roadway. As such, at future Subdivision stage, ES recommends that 5m be taken by dedication along the entire north boundary of the subject site, and 3m be taken by caveat.
- As a condition to future subdivision, the applicant will be required to pay the transportation offsite levy for the total gross area of the land to be subdivided as per the applicable TOL bylaw at time of approval.



COMMENTS

Sanitary/Waste Water - Section 500.0 requirements:

- As part of CS, the applicant provided a "Preliminary Assessment for Communal On-Site Wastewater Treatment System" conducted by Groundwater Information Technologies Ltd. dated February 17, 2017 (revised on June 22, 2017). A follow up "Hydrogeological Investigation of Proposed Subsurface Disposal System Pradera Springs" conducted by SD Consulting Group dated January, 2019 (updated July 10, 2019) was provided that verified that the soil conditions within the footprint of the proposed drain field location were similar to the boreholes collected as part of the February 2017 assessment.
- At future subdivision stage, the Owner shall enter into a Development Agreement for the construction of an internal wastewater collection network complete with connection lines to the individual lots.
- At future subdivision stage, the Owner will be required to enter into a Special Improvements Development Agreement for the construction of the wastewater system including construction of a decentralized waste water system (ORENCO system) to meet the requirements of Policy 449 and Procedure 449. Related disposal infrastructure shall be located on PULs.
- The applicant will be responsible for obtaining all necessary approvals from AEP for the decentralized waste water system.
- At future subdivision stage, a Cost feasibility and Sustainability Analysis and Transfer Agreement will be required which shall set out the terms and timelines for the transfer of the wastewater infrastructure to the County.

Water Supply And Waterworks - Section 600.0 & 800.0 requirements:

- The applicant is proposing to service the development by a piped water system. The applicant provided a letter confirming that capacity is available for the proposed Conceptual Scheme area from Calalta Waterworks and is in the process of acquiring the required water license capacity from Bow Water & Land pending the approval of AEP. The applicant provided a signed letter of intent from Bow Water & Land to transfer a portion of their water license capacity to Calalta Waterworks.
 - The County Servicing Standards require that water capacity be reserved at time of land use / redesignation, which requires that the licensed



AGENCY COMMENTS

water capacity be acquired at this time. However, the applicant has demonstrated that they are actively pursuing the acquisition of the required water license and has a plan in place. The water license will be required prior to subdivision.

- As a condition of future subdivision, the Applicant/Owners are to provide confirmation of tie-in for connection to Calalta Waterworks, an Alberta Environment licensed piped water supplier for the proposed lots. This includes providing information regarding:
 - Confirmation from the water supplier that an adequate and continuous piped water supply is available for the proposed news
 - Documentation proving that water supply has been purchased and secured for proposed lots;
 - Documentation proving that water supply infrastructure requirements including servicing to the property have been installed or installation is secured between the developer and water supplier, to the satisfaction of the water supplier and the County.
- At future subdivision stage, the Owner shall enter into a
 Development Agreement for the construction of the fire
 protection system including, but not limited to a pond,
 piped distribution system, hydrants and all other
 required infrastructure.

Storm Water Management – Section 700.0 requirements:

- As part of CS, the applicant provided a Conceptual Level Stormwater Management Plan for Pradera Springs prepared by Sedulous Engineering Inc. dated July 10, 2019.
- At future subdivision / development permit stage, the applicant will be required to enter into a Development Agreement for any storm water infrastructure required as a result of the development and outlined in the final approved Storm water Management Plan. Registration of any required easements, utility right of ways and/or public utility lots is required as a condition of subdivision.
- As a condition of future subdivision, the Applicant will be required to obtain AEP approval and licensing for the



COMMENTS

storm water management infrastructure including registration of the facilities and discharge.

Environmental – Section 900.0 requirements:

- Engineering has no requirements at this time.
- As part of CS, the applicant submitted a Final Biophysical Impact Assessment by Tannas Conservational Services Ltd., dated January 2019. It is the responsibility of the owner to follow the recommendations outlined in the BIA.
- The proposed development does not appear to be impacting any wetlands. Should the owner propose development that has a direct impact on any wetlands, the applicant will be responsible for obtaining all required AEP approvals.

Utility Services

3.3.2 / 3.3.3 - Calalta Waterworks

- 1. It is understood that Calalta Waterworks has the physical capacity to supply water to this development; however, it is not understood under what regulatory licence this water will come from. It is our understanding that Calalta does not have the licence capacity to service this development and will require Pradera to supply its own water licence to be delivered through the Calalta system. Additional information is required with respect to water licencing for this development.
- 2. The Applicant should be required to enter into a Customer Service Agreement with Calalta Waterworks.

3.3.4 Fire Suppression

 As the County will not have any ownership or control of the fire suppression system, the reservoir should not be located on property owned by the County. The PUL referenced in Policy 3.3.4.3 should be owned by the Condo association not the County.

3.3.5 General Wastewater Service Considerations

- 4. Policy 3.3.5.1 should reference Figure 11 not Figure 10.
- 5. We have concerns with adding another stand-alone wastewater treatment and disposal system to this area that the County will ultimately have to own and maintain. Efforts



COMMENTS

- should be made to leverage one of the nearby Regional Systems such as the Harmony or Bingham systems to achieve a more efficient regional servicing scenario and to meet the intent of Policy 449.
- 6. Notwithstanding 5 above, if the proposed wastewater system is approved, Policy 3.3.6.4 relating to the 300 meter setback relaxation is unreasonable. The Applicant is requiring the subdivision authority apply to Alberta Environment for basically a zero setback from the wastewater treatment facility and should the relaxation be granted, the onus will be on the County to respond to and deal with any odor or noise complaints arising from the facility. Utility Services is not comfortable taking on this responsibility. The Applicant's proposal would site the treatment facility in too close a proximity to the residential units.

3.3.7 Communal Wastewater Collection System

7. Notwithstanding 5 above, if the proposed wastewater system is approved, the individual holding tanks referred to in Policy 3.3.7.3 and 3.3.7.4 should not be included in the infrastructure to be transferred to the County. Responsibility for this on-lot infrastructure should lie with the individual lot owner. The Utility and/or County should only assume responsibility for infrastructure within common property or PUL's up to the property line, much the same way it is handled with the Bragg Creek wastewater system and as described in the County's Water and Wastewater Utilities Bylaw.

General Comments

- 8. A deferred service agreement for regional wastewater servicing should be required.
- 9. Easements will be needed to ensure proper access to utilities constructed under private roads.

Capital Project Management

No concerns.

Agriculture and Environmental Services - Solid Waste and Recycling

No concerns.

Circulation Period: August 4, 2017 – August 28, 2017



BYLAW C-7908-2019

A Bylaw of Rocky View County known as the Pradera Springs Conceptual Scheme.

The Council of Rocky View County enacts as follows:

PART 1 – TITLE

This Bylaw shall be known as Bylaw C-7908-2019

PART 2 – DEFINITIONS

In this Bylaw, the definitions and terms shall have the meanings given to them in the Pradera Springs Conceptual Scheme, the Land Use Bylaw and the *Municipal Government Act*.

PART 3 - EFFECT OF BYLAW

- THAT Bylaw C-7908-2019, being the "Pradera Springs Conceptual Scheme", affecting Lot 8, Plan 7710490 within the NW-27-24-03-W5M, be adopted as defined in Schedule 'A', which is attached to, and forms part of, this Bylaw; and,
- **THAT** The Central Springbank Area Structure Plan be amended to list the "Pradera Springs Conceptual Scheme" thereunder, as shown in Schedule 'B'.

PART 4 – TRANSITIONAL

Bylaw C-7908-2019 is passed when it receives third reading, and is signed by the Reeve/Deputy Reeve and the Municipal Clerk, as per Section 189 of the *Municipal Government Act*.

Division: 2 File: 04727003 / PL20170132 PUBLIC HEARING WAS HELD IN COUNCIL this day of , 2019 READ A FIRST TIME IN COUNCIL this day of , *20*19 READ A SECOND TIME IN COUNCIL this day of , 2019 UNANIMOUS PERMISSION FOR THIRD READING day of , 2019 READ A THIRD TIME IN COUNCIL this day of , 2019 Reeve CAO or Designate Date Bylaw Signed



SCHEDULE 'A' FORMING PART OF BYLAW C-7908-2019

A Conceptual Scheme affecting Lot 8, Plan 7710490 within the NW-27-24-03-W5M, consisting of a total of ± 51.31 hectares (± 126.79 acres) of land, herein referred to as the Pradera Springs Conceptual Scheme.



SCHEDULE 'B' FORMING PART OF BYLAW C-7908-2019

Amendments to Central Springbank Area Structure Plan (C-5354-2001)

Amendment #1

Add text under Section 3.3, which reads:

3. Pradera Springs Conceptual Scheme (C-7908-2019)



CONCEPTUAL SCHEME

A POLICY FRAMEWORK TO GUIDE THE IMPLEMENTATION OF
A NEW RESIDENTIAL NEIGHBOURHOOD WITHIN THE
CENTRAL SPRINGBANK AREA STRUCTURE PLAN
ROCKY VIEW COUNTY, AB

JUNE 2019



B

ACKNOWLEDGMENT PAGE

PREPARED FOR: 1194325 ALBERTA LTD.

PROJECT CONSULTANT TEAM

B&A Planning Group
Bunt & Associates Engineering Ltd.
Groundwater Information Technologies Ltd.
Lone Pine Geotechnical Ltd.
McDowell & Associates
SD Consulting Ltd.
Sedulous Engineering Inc.
Tannas Conservation Services Ltd.

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1.0 Introduction

1.1 Purpose of this Plan

The Pradera Springs Conceptual Scheme is prepared pursuant to the provisions of the Central Springbank Area Structure Plan (CSASP). It describes the owner's development rationale and motivation to establish a new residential neighbourhood in keeping with the intent of the CSASP.

The Conceptual Scheme includes a policy framework that describes how the residential subdivision will be implemented in a logical and sequenced manner as contemplated by the CSASP. The policies of this Plan have been prepared to inform ongoing decision-making regarding subsequent land use redesignation and subdivision applications.



1.2 Development Rationale

The subject lands are located within Rocky View County's Springbank community. The subject land is situated approximately 2 miles west of The City of Calgary within an established country residential area that has experienced subdivision activity since the early 1980's. The area's gently-rolling topography, spectacular views to the Rocky Mountains and efficient access to regional transportation systems and community amenities make it ideally suited to support residential development.

The most prevalent form of residential subdivision within Springbank community today is traditional country residential development, typically including lot sizes ranging between 2 – 4 acres. Since the country residential settlement of Springbank was initiated in the 1980's, the community's demographics have changed. Currently, the community has a significant number of residents aged over fifty-five (55) in comparison with the City of Calgary and the Province of Alberta.¹ As such, there is a growing need for housing oriented to an aging population and presently there are few options available for senior's to reside within the Springbank community.

	TOTAL POPULATION	POPULATION AGED 55 +	% OF POPULATION
CENTRAL SPRINGBANK ASP	6,870	2,185	31.80
CITY OF CALGARY	1,135,545	159,095	14.01
ALBERTA	4,004,715	998,810	24.94

¹ 2016 Federal Census by Dissemination Area, Data Table Age (in Single Years) and Average Age and Sex for the Population

The Central Springbank Area Structure Plan (CSASP) contemplates the development of traditional country residential development within the Plan's defined new and infill residential policy areas. This form of traditional rural residential subdivision is expected to include ± 2 ac minimum lot sizes developed to a maximum density of 64 lots per 160 ac (quarter section). However, the CSASP's residential policies include a provision to accommodate an alternate form of housing oriented to senior's housing described as follows:

Policy 2.9.2: Seniors Housing

- a) Notwithstanding Section 2.9.3 (b) and 2.9.4(e), through the preparation and adoption of a conceptual scheme and direct control bylaw, senior citizen and disabled housing can be developed at higher density, not exceeding 64 units per quarter, and in alternative development forms than outlined in Sections 2.9.3 and 2.9.4.
- b) Housing developments designed for older persons and people with disabilities should:
 - Be regulated by an approved conceptual scheme;
 - Be of a form conducive to independent living for senior citizens and the disabled;
 - Provide open space opportunities including pathways, garden plots, park system, visual open space and other visual & physical connections to open spaces;
 - Be located within walking distance to community meeting places or joint use facilities; and
 - Be compatible with adjacent uses.
- c) To fulfill an independent healthy lifestyle for older people and persons with disabilities, seniors housing should meet the following criteria:
 - Stair-less single storey bungalow or duplex unit (two units);
 - Condominium ownership/Life lease;
 - Development compatible for an older person such as barrier free environment; and
 - Sensitive site lighting, accessible parking, easy to read address numbers and building signage.

The proponent of The Pradera Springs Conceptual Scheme wishes to develop a new residential community in keeping with the senior's housing residential policy provision of the CSASP with the following key attributes:

- Compact development footprint with 56 residential lots sized b/w ± 0.15
 ± 0.25 ac clustered within the southwest portion of the site;
- Condominium form of ownership that offers an independent lifestyle without obligation of extensive outdoor maintenance;
- High-quality 'villa-style' semi-detached housing that incorporates universal barrier-free design considerations;
- Comprehensively-planned private open space with pathway and other pedestrian amenities;
- Proximity to existing community social amenities including the Springbank Heritage Club, Springbank Park for All Seasons and existing/ future commercial services;
- Fully-serviced with potable water, wastewater and stormwater management infrastructure;
- Sensitive architectural design guidelines that respect and honor the surrounding properties and incorporate 'dark-sky' compliant lighting features; and
- Universal barrier-free design interior design features.

1.3 Primary Development Principles

The Pradera Springs Conceptual Scheme contemplates a new residential neighbourhood that incorporates the following development considerations:

- A compact residential subdivision & housing form designed for an aging population seeking highquality and low-maintenance housing within a comprehensively planned development that offers a variety of active healthy lifestyle amenities and links to existing community facilities;
- A comprehensive subdivision design to ensure the new residential neighbourhood considers the site's
 existing topography, vegetation, views, connectivity with public roads & utility servicing in addition to
 respecting the proximity of existing established country residential developments;
- Appropriate transportation improvements to ensure the new residential neighbourhood is provided
 with an appropriate access and that the cumulative impact of additional traffic generated by the new
 subdivision respects the capacity of the surrounding regional road network;
- A potable water service to ensure the developer provides all new country residential subdivision with a water supply.
- A communal wastewater system to ensure the new residential neighbourhood is supported by an
 appropriate sewage treatment system that is designed to be integrated with a regional system if or
 when such a regional system becomes available; and
- Stormwater management system to ensure the quantity and quality of surface run-off generated within the Plan area respects requirements of the Springbank Master Drainage Plan.

The policies of this Conceptual Scheme describe how the referenced infill country residential development considerations of the Area Structure Plan will be implemented within The Pradera Springs Subdivision.



1.4 The Conceptual Scheme Objectives

The intent of The Pradera Springs Conceptual Scheme is to:

- **a.** Summarize existing conditions within the Plan area to identify development opportunities and constraints;
- **b.** Establish a future development concept with an integrated land use framework to facilitate the development of a new residential development in accordance with the provisions of the Central Springbank Area Structure Plan;
- **c.** Establish a strategy to implement appropriate transportation, utility service and stormwater management infrastructure to support the new residential development and related uses;
- d. Establish expectations for provision of emergency response within the Plan area;
- e. Establish an overall phasing strategy for development within the Plan area; and
- **f.** Summarize a community consultation program intended to inform & educate affected landowners and interested stakeholders.



2.0 Plan Area Description

2.1 Location

As shown on **Figure1: Regional Context**, the Conceptual Scheme Plan area is illustrated within the broader context of surrounding Central Springbank country residential community.

As shown on **Figure 2: Local Area Context**, the Plan area is bound to the north by Twp Rd 245, to the east by existing agricultural lands, to the south by existing country residential subdivision and to the west by Range Road 33. Rolling topography, spectacular mountain views and convenient access to services in Central Springbank and Calgary make this an ideal location for continued country residential development.

FIGURE 1 | Regional Context



Legend

---- Conceptual Scheme Plan Area

---- Municipal Boundary

FIGURE 2 | Local Area Context



Legend

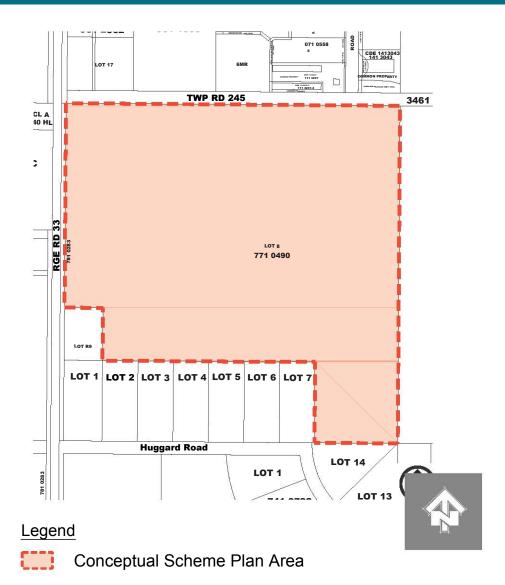
---- Conceptual Scheme Plan Area

2.2 Legal Descriptions & Ownership

As shown on **Figure 3: Legal Descriptions**, the study area includes one (1) individually-titled parcel with legal description and current ownership described as follows:

LEGAL DESCRIPTION	HECTARES (±)	ACRES (±)	OWNER
Lot 8, Plan 771 0490	51.3	126.8	1194325 Alberta Ltd.

FIGURE 3 | Legal Descriptions



2.3 Central Springbank Area Structure Plan

As shown on **Figure 4: Central Springbank ASP Infill Residential Area**, the subject lands are located within the ASP's Infill Residential Policy Area which applies to quarter sections that have previously experienced subdivision (as of the date of the ASP adoption) and establishes the expectation that these areas should build out with residential development in accordance with over-riding density provisions (i.e. 64 lots per 160 acres). All new residential development within the Infill Policy Area must be supported by an approved Conceptual Scheme.

Map 11 of the CSASP identifies future Conceptual Scheme boundary including all of the N ½ Sec 27-24-3-W5, including the existing country residential lots situated along Huggard Way and Longeway Place. This Conceptual Scheme applies specifically to the subject lands only (i.e. only a portion of NW 27). Policy 2.9.2(e) of the CSASP states the following:

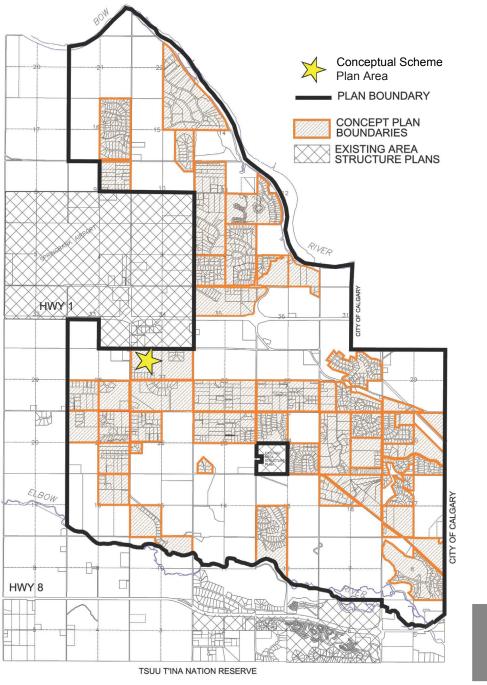
Notwithstanding the pre-determined conceptual scheme boundaries as defined on CSASP Maps 11 and 12, future conceptual scheme boundaries may be altered without amendment to this Plan, at the discretion of Council, provided:

- iii) the alternate conceptual scheme area is comprehensive in nature;
- iv) the implications of development proceeding within an alternate conceptual scheme boundary have been examined; and
- v) the Municipality determines that any on-site or off-site planning issues have been resolved pursuant to the provisions of this Plan.

The rationale for not including the NE 27 within this Conceptual Scheme boundary is as follows:

- 1 The proposed new residential subdivision will be established within a compact development footprint area situated generally within the southwest corner of the subject lands.
- 2 This residential neighbourhood's supporting transportation and servicing infrastructure will be oriented towards Range Road 33.
- 3 The portion of the subject lands not required for residential development will remain in agriculture land use and subsequently maintain a substantial buffer to the existing country residential development in NE 27 (i.e. Longeway Place).
- The existing country residential development parcels directly to the south will be appropriately buffered from the new residential development by a landscaped berm.

FIGURE 4 | Central Springbank ASP Infill Residential Area





2.4 Local Development Context

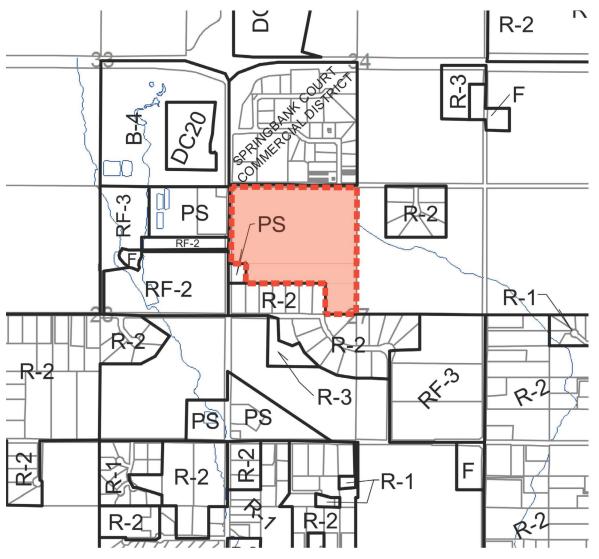
Existing subdivision surrounding the Plan area includes a mix of country residential neighbourhoods, rural business areas, institutional uses and agricultural parcels generally characterized as follows:

- Residential developments situated directly to the south includes seven (7) country residential parcels sized at ± 4 ac, containing single-family homes serviced by groundwater wells and private sewage treatment systems (PSTS).
- The agricultural parcels situated directly east of the subject lands is being used for active agriculture and supports a small-scale cultivation and grazing operations.
- Commercial Court is situated directly to the north on the opposite side of Twp Rd 245. This rural business area supports a variety of commercial operations that primarily cater to automotive & recreation vehicle storage and related uses.
- The site directly west of the subject lands includes education facilities owned and operated by the Rocky View School Division including the Springbank Middle School, Elementary School and associated athletic fields. The institutional 'campus' also includes the original Springbank School which is owned by the Springbank Community Association and presently houses a daycare.
- The Springbank Heritage Club is located directly southwest of the Conceptual Scheme area.

2.5 Existing Land Use

As shown on **Figure 5: Existing Land Use**, lands within the Conceptual Scheme boundary are currently designated Ranch and Farm District (RF) in accordance with the County's Land Use Bylaw C-4841-97. Surrounding parcels include a mix of Residential Two District (R2), Ranch & Farm District (RF), Ranch & Farm Two District (RF-2) and Public Service District (PS).

FIGURE 5 | Existing Land Use



RANCH AND FARM DISTRICT	RF
SEE EXCEPTIONS LISTED WITH THIS DISTRICT	DE
RANCH AND FARM TWO DISTRICT	
RANCH AND FARM THREE DISTRICT	
AGRICULTURAL HOLDING DISTRICT	AH
FARMSTEAD DISTRICT	
RESIDENTIAL ONE DISTRICT	D 4
RESIDENTIAL ONE DISTRICT	K-1
RESIDENTIAL TWO DISTRICT	
RESIDENTIAL THREE DISTRICT	R-3
HIGHWAY BUSINESS DISTRICT	
GENERAL BUSINESS DISTRICT.	
LIMITED BUSINESS DISTRICT	
RECREATION BUSINESS DISTRICT	
AGRICULTURAL BUSINESS DISTRICT	B-5
LOCAL BUSINESS DISTRICT	
HIGHWAY FRONTAGE BUSINESS DISTRICT	D-0
BUSINESS CAMPUS BUSINESS DISTRICT	B-E



Legend



Conceptual Scheme Plan Area

2.6 Site Conditions

As shown on **Figure 6: Site Conditions,** the subject lands include an existing cultivated area that has historically sustained a variety of cereal crops. There is no existing development or associated improvements within the site.

2.6.1 EXISTING ACCESS

As shown on **Figure 6: Site Conditions**, the subject land is presently accessed from Twp Rd 245 via an existing field approach. Range Road 33 provides legal access to site from the west but no existing approaches from this road are currently provided.



2.6.2 TOPOGRAPHY & SURFACE DRAINAGE

Generally, topographical relief within the Plan area slopes from the northeast towards the southwest. As illustrated on **Figure 7: Topography & Surface Drainage**, the Plan area is partially located within the Springbank Creek drainage basin and the Grandview drainage basin, both being tributary drainage systems that feed into the Elbow River.

The southwest portion of the Plan area, including the area proposed to contain new residential development, drains towards the southwest into a ditch within the Range Road 33 road allowance where it is conveyed southerly to eventually intersect with the Springbank Creek at a point located approximately 1 mile south of the Plan area. The northeast portion of the site drains into a defined drainage course that conveys surface flows from Commercial Court towards the southeast to the Grandview Creek.

2.6.3 GEOTECHNICAL CONSIDERATIONS

A Geotechnical Evaluation Report was completed in February 2018 as affecting Lot 8, Plan 771 0490 which concluded that the lands are considered suitable for the proposed residential development.

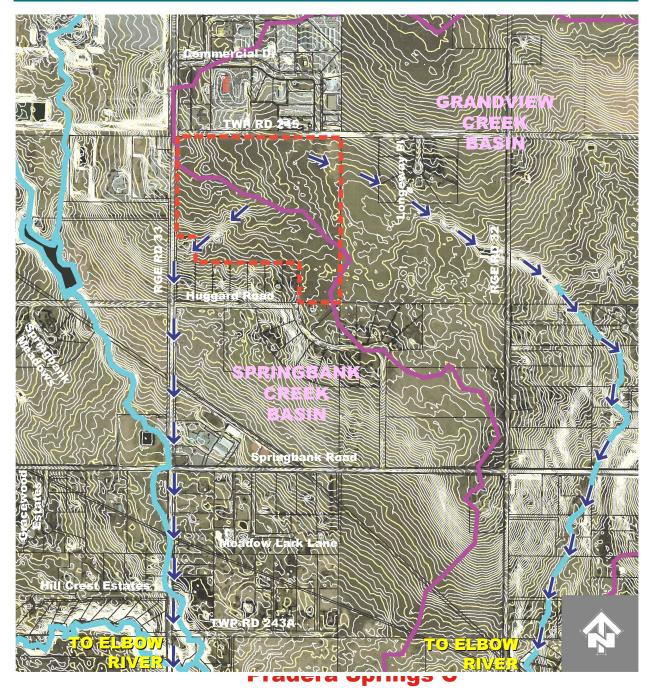
2.6.4 BIOPHYSICAL CONSIDERATIONS

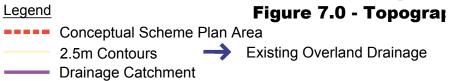
As illustrated on **Figure 6: Site Conditions**, the Plan area has been extensively disturbed by previous cultivation and related agricultural activities. A Biophysical Impact Assessment was prepared in January 2019 which concluded that the site does not contain any significant environmental features or habitat, and as such, no negative environmental consequences are likely as a result of this proposed development.

2.6.5 ARCHAEOLOGICAL & HISTORICAL RESOURCES CONSIDERATIONS

The Plan area is not likely to contain sites of archaeological and/or palaeontological significance. Confirmation of Clearance in accordance with the Historical Resources Act was provided by Alberta Culture and Tourism in November of 2017.

FIGURE 7 | Topography and Surface Drainage





3.0 Development Concept

3.1 The Pradera Springs Neighbourhood

As illustrated on **Figure 8: Development Concept**, the Plan area will accommodate a new residential neighbourhood including 'villa-style' residential dwelling units developed within a relatively compact portion of the subject lands. The motivating rationale for this proposed design is to respect and implement the senior's housing policy provisions of the CSASP.

The design of the neighbourhood will include twenty-eight (28) semi-detached units, each containing two (2) dwellings – for a total of fifty-six (56) new homes within the site. The form and character of the residential construction will reflect a high-quality architectural style. Architectural controls will be established at the subdivision stage to ensure the exterior facades of all buildings maintains a unified style, colour, finish and design theme in keeping with the surrounding development context. The architectural controls will also ensure that universal 'barrier free' design considerations are incorporated within the interior of each residential dwelling unit and guidelines will be established requiring residents of this neighbourhood to be aged 55 years and over.

Ownership of each of residential unit, transportation infrastructure and common open space areas will be in accordance with the Condominium Property Act. A Condominium Association will be established at the subdivision stage to administer these common areas.

Range Road 33 will provide access to the Pradera Springs residential neighbourhood. A new intersection will facilitate access from Range Road 33 onto a private internal road designed and constructed in accordance with the County Servicing Standards. An emergency access will link the two cul-de-sacs and an additional emergency access will be provided from the northern segment of the internal road onto Range Road 33. The internal road may be gated to provide enhanced security for local residents.

Potable Water will be provided by the Calalta Waterworks. With additional water license to be provided by 1194325 Alberta Ltd., the Calalta Waterworks system has available capacity to provide this residential service. An internal distribution line will be extended into the new residential area from the existing Calalta distribution main situated in the Range Road 33 road allowance. The alignment of the internal distribution main will generally follow the internal roadways.

FIGURE 8 | Development Concept



Given the relatively dense arrangement of housing within the Pradera Springs neighbourhood, the developer will accommodate a fire suppression system including installation of an on-site reservoir and pumping system to provide minimum fire flows to a pressurized hydrant system.

Wastewater service will be provided via a communal packaged sewage treatment plant and field system. An Orenco STEP System (Septic Tank Effluent Pumping) that includes individual holding tanks within each lot that will be pumped to a communal wastewater treatment plant where the wastewater will be treated to a secondary effluent standard. The treated effluent will subsequently be pumped into an in-ground communal field system to be situated directly northwest of the residential area.

Stormwater management will be accommodated within Pradera Springs by an interconnected system of stormwater management facilities. Ponds will be sized to accommodate the unit area release rate (UARR) and volume retention control requirements of the Springbank Master Drainage Plan. The ponds will discharge into the existing ditch along Range Road 33 which eventually drains to the Elbow River via the Springbank Creek tributary.

The Pradera Springs neighbourhood will include a significant amount of private open space owned and maintained by the Pradera Springs Condominium Association. The developer shall construct a looped pedestrian trail within the private open space that will facilitate an active lifestyle for the residents of this neighbourhood. The alignment of the trail will provide views and vistas of the stormwater management facilities and provide direct access to the Springbank Heritage Club.

Municipal Reserve (MR) will be provided as land dedication specifically designed to extend the dimensions of the existing MR parcel (Lot R9, Plan 771 0490) situated directly southwest of the Conceptual Scheme area. The purpose of this proposed MR land dedication is to facilitate the potential expansion of existing Lot R9 to accommodate additional community-oriented buildings and uses at this strategic community focal point. A regional trail is also proposed within a linear MR to be dedicated along the entire portion of the Conceptual Scheme area abutting Range Road 33.

Given the unique form of residential housing contemplated by this Conceptual Scheme, the development will be implemented in accordance with a direct control district bylaw (DC) which will establish various site-specific regulations, prescriptions and minimum/maximum requirements in accordance with the County's Land Use Bylaw.

The balance of the subject lands not required for the residential development and supporting infrastructure will remain in agricultural land use in accordance with the County's Land Use Bylaw.

The following table summarizes the allocation of specific uses and associated areas within the Conceptual Scheme:

LAND USES	HECTARES (±)	ACRES (±)
Residential Area	4.54	11.23
Road	2.19	5.40
Private Open Space	7.92	19.56
Public Open Space	1.36	3.37
Public Utility Lot Area	4.17	10.31
Agriculture Area	31.08	76.81
TOTAL	51.27	126.68

POLICIES:

- **3.1.1** The development concept will include 56 dwelling units constructed as semi-detached-housing as generally illustrated on Figure 8: Development Concept.
- **3.1.2** The number of residential dwelling units within the Conceptual Scheme area shall respect the maximum parcel density provisions of the Central Springbank Area Structure Plan (i.e. 64 units per quarter section).
- 3.1.3 The minimum parcel size for residential lots shall be permitted to be less and \pm 0.8 ha (\pm 2 ac) minimum in accordance with the Senior's Housing Policies described in Section 2.9.2 of the CSASP.

3.2 Transportation

3.2.1 GENERAL TRANSPORTATION CONSIDERATIONS

Access to The Pradera Springs Conceptual Scheme will be as generally illustrated on **Figure 9: Transportation.** The Plan area will be accessed from Range Road 33, a paved public municipal road maintained in good condition.

POLICIES:

3.2.1.1 Access will be provided to the Conceptual Scheme area as generally illustrated on Figure 9: Transportation, in accordance with the County Servicing Standards.

3.2.2 REGIONAL TRANSPORTATION NETWORK

A Traffic Impact Assessment was prepared in June 2017 to support this Conceptual Scheme. The results of this assessment concluded that the additional traffic anticipated to be generated by the 56 residential dwelling units will have a limited impact to the surrounding municipal and regional transportation network. As such, no improvements to off-site municipal roadways will be required to support this development.

- **3.2.2.1** The owner shall be required to provide applicable Transportation Off-Site Levies at the subdivision stage.
- **3.2.2.2** The developer may be required to provide payment for applicable cost recoveries related to improvements fronted by other developers.
- **3.2.2.3** If required, the developer will be required to dedicate additional Road ROW along Range Road 33 and Township Road 245 at the subdivision stage.

FIGURE 9 | Transportation



Legend

Conceptual Scheme Plan Area

Residential Collector (RC2) - No Parking (25.0m ROW) Secondary Emergency Access (8205m ROW)

Residential Local 2 Way (RL2) (20.0m ROW)

3.2.3 HIGHWAY 1 / RANGE ROAD 33 INTERCHANGE

In response to the circulation of this Conceptual Scheme, Alberta Transportation indicated the 'Stage One' interchange improvement recommended by Alberta Transportation's Functional Study should be implemented prior to or as condition to a subdivision approval associated with this project.

POLICIES:

3.2.3.1 It is acknowledged that the 'Stage One' interchange upgrade at Hwy 1/Rge Rd 33 is not in place at the time of subdivision, an update to the Traffic Impact Assessment will be required to ensure appropriate levels of improvement are in place to accommodate traffic from this proposed subdivision, to the satisfaction of Alberta Transportation.

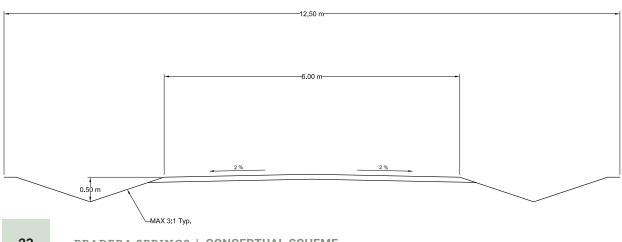
3.2.4 INTERNAL ACCESS ROADS

A Subdivision Access & Utility Servicing Preliminary Assessment was prepared in June 2017 to assess the design and configuration of internal access roads required to support the new residential neighbourhood. As illustrated on **Figure 9: Transportation**, the developer will construct a new intersection with Range Road 33 designed in accordance with the County Servicing Standards. This new intersection will provide access to an internal road system with two cul-de-sac roadway segments.

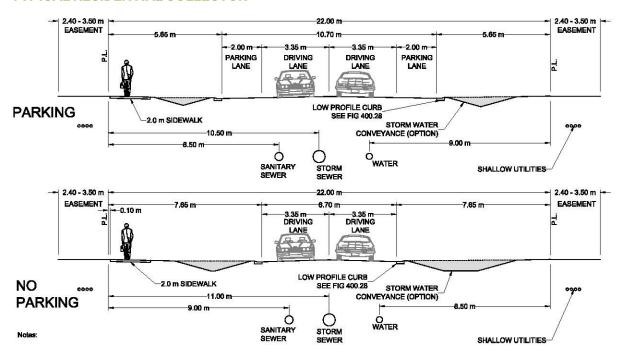
The internal road segment located at the main access to the neighbourhood will be designed as a **Residential Collector (RC2)** with no parking option in accordance with the County Servicing Standards. The two cul-de-sac segments will be designed with the **Residential Local 2 Way (RL2)** with the parking option as per the County Servicing Standards.

A secondary emergency access will link the two cul-de-sac road segments and an emergency access will be provided to accommodate access/egress to the development in the event the main access becomes impassible. Typical cross-sections of the anticipated road standards are illustrated as follows:

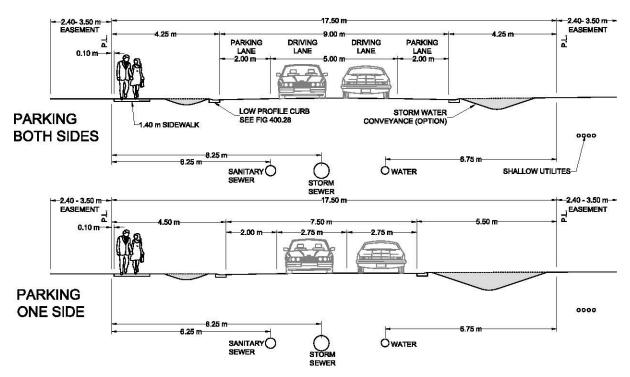
TYPICAL SECONDARY EMERGENCY ACCESS



TYPICAL RESIDENTIAL COLLECTOR



TYPICAL RESIDENTIAL LOCAL 2 WAY



3.3 Utility Servicing

3.3.1 GENERAL POTABLE WATER SERVICE CONSIDERATIONS

The Pradera Springs Conceptual Scheme will be serviced with potable water via the Calalta Waterworks as generally illustrated on **Figure 10: Potable Water Servicing**.

POLICIES:

3.3.1.1 Potable water shall be provided within the Plan area by the Calalta Waterworks as generally illustrated by Figure 10: Potable Water Servicing Plan.

3.3.2 WATER LICENSING

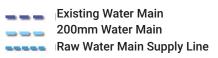
The Subdivision Access & Utility Servicing Preliminary Assessment, prepared in support of this Conceptual Scheme evaluated the water demand anticipated by this new neighbourhood. The Average daily demand for this subdivision is expected to be 67 m³/day and the maximum daily demand is expected to be 134 m³/day. To support this project, 1194325 Alberta Ltd. negotiated an agreement with Bow Water & Land to purchase a portion of a 1,200 acre feet water license currently being transferred to S 1/2 Sec. 32-24-3-W5, subject to the confirmation or approval of Alberta Environment Parks (AEP).

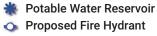
- **3.3.2.1** To support this Conceptual Scheme, the developer must provide written confirmation from Bow Water & Land of their intent to transfer a portion of their 1,200 acre feet water license as required to provide a water license within the Conceptual Scheme area at the land use redesignation stage.
- **3.3.2.2** If the water licence from Bow Water & Land is not available, the developer must provide written confirmation from another valid licence holder who intends to transfer it to provide a water licence within the Conceptual Scheme area at the land use redesignation stage.

FIGURE 10 | Potable Water Servicing



Conceptual Scheme Plan AreaProposed Development Area





3.3.3 WATER SUPPLIER

Calalta Waterworks has indicated that, subject to 1194325 Alberta Ltd. providing their own water license, the Calalta water system has capacity to provide potable water within the Conceptual Scheme area.

As illustrated on **Figure 10: Potable Water Servicing**, the developer will provide a tie-in to the existing Calalta potable water distribution main situated within the Range Road 33 ROW and extend a new distribution main into the Plan area within an alignment situated within the internal roads. All new potable water infrastructure required to provide service within the Plan area shall be provided by the developer at the subdivision stage in accordance with the requirements of applicable Provincial regulatory requirements and the County Servicing Standards. All potable water distribution infrastructure shall be owned and operated by the Calalta Waterworks under agreement with the Pradera Springs Condominium Association. The Calalta Waterworks will contract a licensed operator to maintain the potable water infrastructure under agreement with the Condominium Association.

- **3.3.3.1** The owner/developer shall extend potable water infrastructure within the Conceptual Scheme Area as generally illustrated on Figure 10: Potable Water Servicing, at the subdivision stage, in accordance with all applicable Provincial regulatory requirements and County Servicing Standards.
- **3.3.3.2** All potable water infrastructure within the Plan area shall be owned and operated by Calalta Waterworks under agreement with the Pradera Springs Condominium Association.
- **3.3.3.3** Calalta Waterworks will contract a licensed operator to maintain the infrastructure system as required under agreement with the Pradera Springs Condominium Association.
- **3.3.3.4** The developer shall be required to pay a tie-in fee to Calalta Waterworks to connect to their water system.
- **3.3.3.5** The developer shall be required to sign a potable water supply agreement with Calalta Waterworks.

3.3.4 FIRE SUPPRESSION

Given the relatively dense arrangement of housing anticipated within this new residential neighbourhood, the developer shall be required to accommodate a fire suppression system. As described in the Subdivision Access & Utility Servicing Preliminary Assessment, minimum fire flows will be provided in accordance with the County Servicing Standards. An on-site above or below grade reservoir shall be installed within the new residential neighbourhood sized with an appropriate capacity & pumping system to accommodate minimum fire flows in accordance with the County Servicing Standards as generally illustrated on **Figure 10: Potable Water Servicing**. This infrastructure will be owned and maintained by the Pradera Springs Condominium Association. The reservoir will be constructed by the developer on a Public Utility Lot (PUL) that will be owned by the County. The County will authorize the use of the PUL for the reservoir use through a License of Occupation (LOC).

- **3.3.4.1** The owner/developer shall provide a fire suppression system within the Conceptual Scheme Area, including a reservoir, pumping system and hydrants, in accordance with all applicable Provincial regulatory requirements and County Servicing Standards.
- **3.3.4.2** The fire suppression distribution infrastructure shall be constructed by the developer and owned and maintained by the Pradera Springs Condominium Association.
- **3.3.4.3** The reservoir shall be constructed on a Public Utility Lot (PUL) that will be owned by the County. The County will authorize the placement of the reservoir on the PUL in accordance the terms of a License of Occupation (LOC).

3.3.5 GENERAL WASTEWATER SERVICE CONSIDERATIONS

The Pradera Springs Conceptual Scheme will be serviced with communal wastewater system as generally illustrated on **Figure 11: Wastewater Servicing**. As described in the Subdivision Access & Utility Servicing Preliminary Assessment and the Preliminary Assessment for Communal On-Site Wastewater Treatment System, February 2017, wastewater service will be provided via a communal packaged sewage treatment plant and field system. The developer is proposing to install an Orenco STEP System (Septic Tank Effluent Pumping) that includes individual holding tanks on each lot which are pumped to a central packaged wastewater treatment plant. The treatment plant will mechanically treat the wastewater to a secondary treated effluent standard and it will subsequently be pumped into an in-ground communal field system.

POLICIES:

3.3.5.1 Wastewater shall be provided within the Plan area by a communal wastewater system as generally illustrated by Figure 10: Potable Water Servicing Plan.

3.3.6 COMMUNAL PACKAGED SEWAGE TREATMENT PLANT

As described in the Subdivision Access & Utility Servicing Preliminary Assessment, the Preliminary Assessment for Communal On-Site Wastewater Treatment System, June 2017, and the Hydrogeological Investigation of Proposed Sub-surface Disposal System, January 2019, the design of the communal treatment plant & field system is anticipated to accommodate a peak capacity of 86 m³/day of wastewater effluent and shall be generally located as illustrated on **Figure 11: Wastewater Servicing**.

In accordance with the County's Policy 430: Communal Wastewater System Management, the communal treatment plant will be constructed by the developer on a Public Utility Lot (PUL) at the subdivision stage. The developer shall initially operate and maintain the communal treatment plant and will be required to transfer the communal treatment plant & field system to the County, at no cost, on a deficiency free basis at the subdivision stage.

In accordance with Section 12(4) of the Subdivision and Development Regulations, the operating area of a wastewater treatment plant may not be closer than 300 m from any school, hospital, food establishment or existing/proposed residential building site. As illustrated on **Figure 11: Wastewater Servicing**, the siting of the communal packaged sewage treatment plant respects a 300 m setback from the existing Springbank schools, Heritage Club and adjacent country residential subdivisions along Huggard Road. It is acknowledged that a request to vary this minimum setback must be forwarded to the Alberta Environment at the subdivision stage to accommodate the residential dwelling units within the Pradera Springs neighbourhood.

FIGURE 11 | Wastewater Servicing



Legend

Conceptual Scheme Plan Area Proposed Development Area

Proposed Wastewater Servicing Main Communal Packaged Sewage Treatment Plant

- **3.3.6.1** Wastewater shall be provided within the Plan area by a communal packaged sewage treatment system to be designed and constructed by the developer at the subdivision stage in accordance with all applicable regulatory requirements and the County Servicing Standards.
- **3.3.6.2** The communal packaged sewage treatment will to be designed and constructed by the developer at the subdivisions stage within a Public Utility Lot in accordance with applicable regulatory requirements, the County Servicing Standards and Policy 430: Communal Wastewater System Management.
- **3.3.6.3** In accordance with RVC Policy 430: Communal Wastewater System Management, the developer shall contract a qualified operator to initially operate and maintain the communal packaged sewage treatment system pending its' eventual transfer to the County, at no cost, on a deficiency free basis in accordance with a Cost Feasibility & Sustainability Analysis and a Transfer Agreement to be negotiated at the subdivision stage.
- **3.3.6.4** The siting of the communal packaged sewage treatment plant will ensure the minimum 300 m setback does not impact adjacent properties as generally illustrated on Figure 11: Wastewater Servicing.
- **3.3.6.5** The County's Subdivision Authority will apply to Alberta Environment to vary the minimum 300 m setback in accordance with Section 12(5) of the Subdivision and Development Regulations. Approval of this setback relaxation shall be required as a condition of subdivision.

3.3.7 COMMUNAL WASTEWATER COLLECTION SYSTEM

As described in the Subdivision Access & Utility Servicing Preliminary Assessment, the developer shall construct a wastewater collection system within the new residential neighbourhood as generally illustrated by **Figure 11: Wastewater Servicing**. Collection lines will be installed following the internal roads to convey the effluent to the communal wastewater treatment plant. Individual wastewater holding tanks shall be installed by the developer within each bareland residential condominium unit. As per the County's Policy 430: Communal Wastewater System Management, the developer shall own and operate the wastewater collection system pending its eventual transfer to the County in accordance with the terms of a Transfer Agreement negotiated at the subdivision stage.

- **3.3.7.1** The developer shall construct a wastewater collection system within the internal private roads as generally illustrated on Figure 11: Wastewater Servicing, at the subdivision stage, in accordance with applicable regulatory requirements, the County Servicing Standards and Policy 430: Communal Wastewater System Management.
- **3.3.7.2** Each bareland residential condominium owner will install a sanitary holding tank and pumping system within each residential lot at the development permit stage. This requirement shall form part of the architectural controls to be established at the subdivision stage.
- **3.3.7.3** In accordance with RVC Policy 430: Communal Wastewater System Management, the developer shall operate and maintain the wastewater collection system pending its' transfer to the County (including the individual wastewater holding tanks) in accordance with the terms of a Cost Feasibility & Sustainability and a Transfer Agreement to be negotiated at the subdivision stage.
- **3.3.7.4** The developer shall grant utility right-of-way easement to the County over the private internal road and portions of each residential unit including the wastewater holding tanks for the purposes of accessing and maintaining the wastewater collection systems should circumstances warrant.

3.3.8 TREATED EFFLUENT DISPOSAL FIELD

As illustrated by **Figure 11: Wastewater Servicing**, the packaged sewage treatment plant will discharge into a treated effluent disposal field to be sized in accordance with the recommendations of the Hyrdogeological Investigation of Proposed Sub-Surface Disposal System and the Preliminary Assessment for Communal On-Site Wastewater Treatment System prepared in support of this Conceptual Scheme. The developer shall construct the treated effluent disposal field within a public utility lot (PUL), to be established at the subdivision stage, in accordance with all applicable regulatory requirements and County Servicing Standards.

POLICIES:

3.3.8.1 The developer shall construct a treated effluent disposal field within a public utility lot (PUL), to be established at the subdivision stage, in accordance with all applicable regulatory requirements and County Servicing Standards.

3.3.9 POTENTIAL REGIONAL WASTEWATER SERVICING

It is acknowledged that the Springbank Community could eventually be serviced by a regional wastewater provider. As such, there is potential for the on-site wastewater infrastructure contemplated by this Conceptual Scheme to be decommissioned should this residential development be serviced by regional wastewater infrastructure.

As such, the PUL's containing the communal packaged sewage treatment system and the treated effluent disposal field shall have a caveat registered against certificate of title establishing a right of first refusal (ROFR) in favour of 1194325 Alberta Ltd. to purchase the lands back from the municipality if they are no longer required to accommodate the on-site communal wastewater infrastructure contemplated by this Conceptual Scheme. 1194325 Alberta Ltd. shall enter into an agreement with the County at the subdivision stage to establish anticipated terms for the potential 'buy back' of the applicable PUL parcels subject to the removal and reclamation of all wastewater utility service infrastructure by the developer. It is expected that, under this circumstance, the PUL parcels would be sold back to 1194325 Alberta Ltd. at nominal cost.

POLICIES:

- **3.3.9.1** The County shall register a caveat against the certificates of title for the PUL's associated with the on-site wastewater infrastructure to acknowledge that 1194325 Alberta Ltd. may purchase back these lands, at nominal cost, should the residential development be serviced by regional wastewater infrastructure.
- **3.3.9.2** A deferred servicing agreement shall be registered against all residential lots advising future landowners of obligation to connect to a regional wastewater service should one become available within the Conceptual Scheme area.

3.3.10 SHALLOW UTILITIES

Shallow utilities (i.e. electricity, telecommunication, natural gas, etc.) will be provided within the Plan area by the developers at the subdivision stage in consultation with all applicable shallow utility providers.

- **3.3.10.1** Shallow utilities shall be installed and/or financed by the developer at the subdivision stage in consultation with all applicable utility providers.
- **3.3.10.2** The alignment of utility installations shall be determined at the subdivision stage in accordance with the County Servicing Standards.

3.4 Stormwater Management

Generally, topographical relief within the Plan area slopes from the northeast towards the southwest. As illustrated on **Figure 12: Stormwater Managemen**t, the southwest portion of the Plan area is located within the Springbank Creek Drainage Basin and the northeast portion is located within the Grandview Drainage Basin – both of which are tributaries of the Elbow River. The new residential neighbourhood and all associated infrastructure drains towards the southwest to the Springbank Creek.

3.4.1 SPRINGBANK MASTER DRAINAGE PLAN

The Springbank Master Drainage Plan identifies the surface drainage characteristics of the entire drainage basin and establishes targets for maximum runoff release rates and volumes which are 1.5L/sec/ha with an average volume not exceeding 45 mm (pending improvements to existing culverts situation downstream of the Conceptual Scheme area).

3.4.2 STORMWATER MANAGEMENT SYSTEM

The Plan area will be provided with stormwater management service by a major system of overland flows that will drain into two interconnected stormwater management ponds designed and sized in accordance with the conclusions of the Conceptual Level Stormwater Management Report, February 2019 prepared in support of this Conceptual Scheme.

The stormwater management facilities will be constructed by the developer within Public Utility Lots (PUL) owned by the County and maintained by the Pradera Springs Condominium Corporation. The County will authorize the use of the PUL for the stormwater management ponds through a License of Occupation (LOC).

The developer shall register an overland drainage right-of-way plan as affecting the stormwater conveyance system within the Plan area and reserve the right for the County to gain emergency access to this infrastructure or to ensure required maintenance activities are completed.

A downstream discharge will be required to drain surface flows from the Plan area to the ditch within the Range Road 33 ROW. The developer shall construct an overland drainage swale along the south boundary of Lot R9, Plan 771 0490 at the subdivision stage in accordance with the County Servicing Standards.

FIGURE 12 | Stormwater Management



Proposed Development Area

Drainage Direction

Conceptual Scheme Plan Area

Figure 12.0 - Stormwa

Figure 12.0 - Stormwa

Figure 12.0 - Stormwa

Figure 12.0 - Stormwa

Stormwater Pond (PUL)

- **3.4.2.1** Stormwater Management shall be provided within the Plan area as generally illustrated by Figure 12: Stormwater Management.
- **3.4.2.2** The developer shall provide a Stormwater Management Report at the subdivision stage to assess pre and post development surface drainage characteristics that ensure positive drainage conditions are maintained subsequent to the development proceeding.
- **3.4.2.3** The design of the stormwater management system within the Plan area shall accommodate the unit area release rates and volume retention targets as per the Springbank Master Drainage Plan.
- **3.4.2.4** The stormwater ponds shall be constructed on Public Utility Lots (PUL) that will be owned by the County. The County will authorize the placement of this infrastructure on the PUL in accordance the terms of a License of Occupation (LOC).
- **3.4.2.5** The Pradera Springs Condominium Association shall operate and maintain all stormwater management infrastructure under agreement with a licensed operator.
- **3.4.2.6** The developer shall register an overland drainage right-of-way plan affecting the stormwater conveyance system within the Plan area to reserve the right for the County to gain access to this infrastructure in the event of emergency or to ensure required maintenance activities are completed.
- **3.4.2.7** The developer shall construct an overland drainage swale along the south boundary of Lot R9, Plan 771 0490 at the subdivision stage, in accordance with the County Servicing Standards.
- **3.4.2.8** Pending downstream improvements to existing culverts, the maximum allowable unit area release rate will be 1.5 L/s/ha in accordance with the conclusions of the Springbank Master Drainage Plan and the Springbank Creek Catchment Drainage Plan.
- **3.4.2.9** The developer shall obtain all regulatory approvals from Alberta Environment Protection (AEP) for the stormwater facilities and discharge.



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3.5 Open Space Considerations

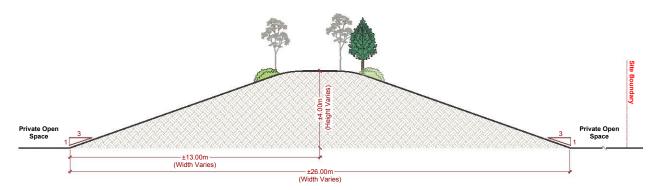
The open space system within The Pradera Springs Conceptual Scheme will include a combination of public and private open space as generally illustrated on **Figure 13: Open Space System.**

3.5.1 PRIVATE OPEN SPACE

This new residential neighbourhood will include approximately \pm 7.92 ha (\pm 19.56 ac) of private open space featuring a comprehensively designed local pathway system designed to promote an active lifestyle and social interaction for local residents. The pedestrian system will include a series of loops surrounding each of the two stormwater management facilities terminating at the eastern boundary of the Heritage Club and the proposed connection point with the regional trail at the main access to the development. The private open space may include other landscaping enhancements such as community gardens, benches and neighbourhood entrance signage.

The developer shall construct a landscaped berm along the south boundary of the residential area to provide a visual buffer for the existing country residential developments along Huggard Road.

Typical Berm Cross Section



Typical Berm Cross Section

FIGURE 13 | Open Space System



A landscaping plan shall be provided by the developer at the subdivision stage to detail the specific type and configuration of pedestrian amenities and associated landscaping enhancements within the private open space area. All plantings shall be in accordance with the County Land Use Bylaw requirements and the design of the pathway shall be in accordance with the County Servicing Standards.

The private open space and related improvements will be owned and maintained by the Pradera Springs Condominium Association.

- **3.5.1.1** The private open space area will include a comprehensively designed local pathway system designed to promote an active lifestyle and social interaction.
- **3.5.1.2** The private open space area may contain other pedestrian amenities, landscaping enhancements and neighbourhood entrance signage.
- **3.5.1.3** The developer shall construct a landscaped berm along the south boundary of the residential area to provide visual buffering for the existing country residential parcels situated along Huggard Road.
- **3.5.1.4** The developer will provide a landscaping plan at the subdivision stage to detail the type and configuration of specific pedestrian and landscaping enhancement in accordance with the County Land Use Bylaw and County Servicing Standards.
- **3.5.1.5** The private open space and all related improvements therein shall be owned and maintained by the Pradera Springs Condominium Association.

3.5.2 PUBLIC OPEN SPACE

As illustrated on **Figure 13: Open Space System**, the owner is proposing to dedicate a Municipal Reserve parcel adjacent to Lot R9, Plan 771 0490 to accommodate potential enhancement and expansion of community-oriented buildings and uses within the existing Springbank Heritage Club site. It is anticipated that the County could make this new MR parcel available to community stakeholder groups to prepare a comprehensive park redevelopment plan subsequent to the adoption of this Conceptual Scheme.

The developer will also dedicate a Municipal Reserve parcel along the western edge of the Conceptual Scheme area and shall construct a paved regional trail in accordance with the requirements of the Servicing Standards and the Active Transportation Plan: South County Area.

The remaining amount of outstanding Municipal Reserve shall be dedicated as cash in lieu at the subdivision stage.

It is noted that the amount of Municipal Reserve outstanding against the agricultural remainder parcel will be deferred.

- **3.5.2.1** The developer shall dedicate a Municipal Reserve parcel adjacent to Lot R9, Plan 771 0490 as generally illustrated on Figure 13: Open Space System.
- **3.5.2.2** The developer shall dedicate a ± 8 m linear Municipal Reserve parcel along the western boundary of the Plan area to accommodate a regional trail.
- **3.5.2.3** The developer shall construct a paved asphalt trail within the ± 8 m linear Municipal Reserve parcel in accordance with the requirement of the Servicing Standards.
- **3.5.2.4** The amount of remaining outstanding amount of Municipal Reserve associated with the Conceptual Scheme's development area shall be provided as cash-in-lieu of land at the subdivision stage.
- **3.5.2.5** The amount of Municipal Reserve outstanding against the agricultural remainder parcel shall be deferred.

3.6 Community Support Infrastructure

3.6.1 FIRE, POLICE AND EMERGENCY RESPONSE

Primary fire response will be provided to **The Pradera Springs Conceptual Scheme** from The Rocky View County Fire Station #102 located at the Springbank Airport. Secondary fire response is anticipated from The City of Calgary.

Policing will be provided by the RCMP Detachment in The Town of Cochrane with support from the Rocky View County Community Peace Officers.

Emergency Response will be addressed by the 911 system with dispatch of ambulance service from the EMS facility in Priddis and/or EMS facilities within the City of Calgary.

3.6.2 SOLID WASTE MANAGEMENT

Provision of solid waste refuse management within the new residential neighbourhood will be provided by a qualified solid waste management operator managed through a contract with the Pradera Springs Condominium Association.

POLICIES:

3.6.2.1 Solid waste management shall be provided within the Plan area by a qualified waste management operator through a contract managed by the Pradera Springs Condominium Association.

4.0 IMPLEMENTATION FRAMEWORK

4.1 The Pradera Springs Condominium Association

Given the unique form of residential housing oriented towards seniors seeking and active lifestyle with limited obligation for ongoing maintenance, this new residential neighbourhood will be established with a condominium form of ownership. The creation of a condominium is also a requirement of the senior's housing policies of the Central Springbank Area Structure Plan (CSASP).

The Pradera Springs Condominium Association will be established at the subdivision stage in accordance with the requirements of the Condominium Property Act. The condominium association shall be responsible for ownership, operation and maintenance of the key transportation & utility servicing infrastructure and all private open space and related pedestrian amenities.

- **4.1.2.1** The Pradera Springs residential neighbourhood will be established with a condominium form of ownership in accordance with the provisions of the CSASP's Section 2.9.2 Senior's Housing policies.
- **4.1.2.2** The Pradera Springs condominium association shall be responsible for ownership, operation and maintenance of the key transportation & utility servicing infrastructure, all private open space & related pedestrian amenities and the provision of all other key services as described by this Plan.

4.2 Proposed Land Use

Land use amendment (zoning) is expected to be assigned by Council in accordance with the Rocky View County Land Use Bylaw as generally illustrated by **Figure 14: Proposed Land Use** described as follows:

- The residential area, private open space, and wastewater treatment facility and portable water reservoir will be designated Direct Control District (DC);
- The Municipal Reserve and Public Utility Lots (PUL) will be designated Public Service District (PS);
- The agricultural remainder parcel will be designated Ranch & Farm Two District (RF-2).

POLICIES:

4.2.2.1 Future land use are expected to be assigned within the Plan Area as generally illustrated by Figure 14: Proposed Land Use.

FIGURE 14 | Proposed Land Use





4.3 Proposed Subdivision

Implementation of subdivision within **The Pradera Springs Conceptual Scheme** is expected to occur as generally illustrated by **Figure 15: Proposed Subdivision**.

Subdivision is expected to occur in two stages described as follows:

Part A will involve a fee simple subdivision to create:

- A ± 14.65 ha (± 36.19 ac) parcel for the future bareland condominium residential lots, private roads and private open space;
- A ± 1.36 ha (± 3.37 ac) Municipal Reserve parcel in two parts to facilitate expansion of existing Lot R9, Plan 771 0490 and the linear MR parcel for future regional pathway construction;
- A ± 31.08 ha (± 76.81 ac) agricultural remainder parcel; and
- Two Public Utility Lots totalling ± 0.41 ha (± 1.02 ac) to contain two stormwater management facilities.
- A \pm 0.21 ha (\pm 0.53 ac) Public Utility Lot to contain the communal packaged sewage treatment plant.
- A ± 3.5 ha (± 8.66 ac) Public Utility Lot to contain the treated effluent disposal field.
- A ± 0.04 ha (± 0.10 ac) PUL to contain the Potable water reservoir.

Part B will involve a bareland condo subdivision to create:

- 56 bareland condominium lots for the residential dwelling units;
- A bareland condominium unit to contain the internal roadways; and
- A bareland condominium unit to contain the private open space.

POLICIES:

4.3.2.1 Implementation of subdivision within the Plan area is expected to proceed as generally illustrated by Figure 15: Proposed Subdivision.

FIGURE 15 | Proposed Subdivision

Unit 7A

Unit 7B

Communal Packaged Sewage Treatment Plant - (PUL)

Treated Effluent Disposal Field - DC (PUL)

Potable Water Reservoir - DC (PUL)

Storm Pond - DC (PUL)

Private Open Space (DC)

Roads & Emergency Access (DC)

Conceptual Scheme Boundary Total:

Total Residential Unit Area (DC)

Municipal Reserve (MR1) - (PS)

Municipal Reserve (MR2) - (PS)

Agricultural Remainder (RF2)

0.07 0.17

0.09 0.22

31.08 76.81 0.40 0.98

0.97 2.39

0.21 0.53

3.50 8.66

0.04 0.10

51.27 126.68

0.41 1.02 7.92 19.56 3.15 7.79 Unit 14A

0.08 0.19

4.54 11.23 Unit 15A 0.08 0.21 Unit 22B 0.08 0.19

Unit 14B 0.06 0.16

Unit 21B

Unit 22A

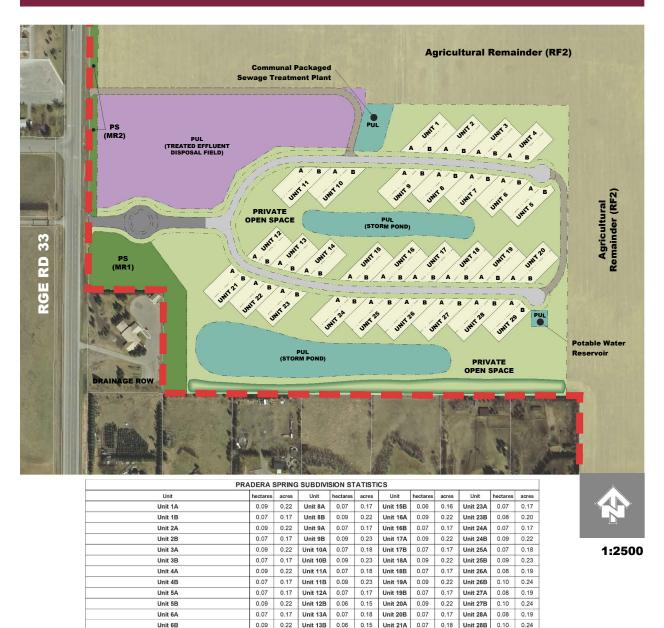
0.08 0.19

0.06

Unit 29A

0.16 Unit 29B 0.08 0.20

0.08 0.19



4.4 New Dwelling Counts & Population Projections

The number of additional dwellings and associated population projections is as per the following table:

# NEW DWELLINGS	POPULATION PER HOUSEHOLD*	TOTAL POPULATION ANTICIPATED
56	3	168

^{*} Based on Rocky View County average household size

4.5 Development Phasing

Development within The Pradera Springs Conceptual Scheme is expected to proceed in a single phase. Notwithstanding, the developer may wish to construct the development in multiple phases provided there is appropriate infrastructure available to support each development phase.

POLICIES:

- **4.5.2.1** The development of The Pradera Springs neighbourhood is expected to proceed in a single phase.
- **4.5.2.2** Notwithstanding, the developer may wish to develop the project in multiple phases provided there is appropriate infrastructure available to support each development phase.

4.6 Architectural Design Considerations

As previously described in this Plan, the configuration of residential lots shall be in accordance with the parcel size and specific development regulatory requirements as established by the Direct Control District (DC). Additionally, the following architectural guidelines will be considered at the subdivision stage.

4.6.1 ARCHITECTURAL GUIDELINES

The developer will establish and implement specific **Architectural Guidelines** to ensure all residential development reflects a consistent style and coordinated theme. Specific benchmarks for exterior building criteria will be established to consider design elements such as:

- Exterior material finishes and colours to match the palette of natural landscaping;
- · Use of natural material finishings such as stone, wood siding and timber is encouraged;
- Roof-lines with variable peaks;
- Roofing materials should reflect a natural colour palette;
- Exterior illumination will be minimized and implemented in accordance with dark-sky principles;
- Areas of extensive 'manicured' exterior landscaping should be minimized in favour of natural droughtresistant plantings that require minimal irrigation & maintenance requirements;
- Minimal fencing;
- Mandatory requirement for interior design features that accommodate universal barrier-free design considerations such as:
 - Elevators and/or stair chair lifts;
 - Entranceway ramps;
 - Wider door frames;
 - Wider kitchen & bathroom areas; and
 - Minimal grade changes between rooms.

The developer will register the Architectural Guidelines against the certificate of title for each residential property at the subdivision stage to advise the future owners of their specific development requirements.

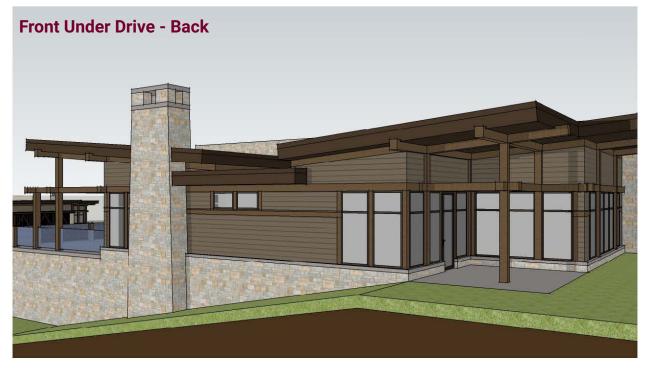
Conceptual building elevations and sample floor plans are illustrated on **Figure 16: Architectural Design Elements**. It is acknowledged that these illustrations are conceptual only and are expected to be adjusted and finalized at the development permit stage.

POLICIES:

4.6.2.1 The developer shall establish Architectural Guidelines to regulate specific residential building criteria such as material finishes, colours, landscaping, dark sky compliant exterior illumination, interior design considerations to facilitate barrier free access etc at the subdivision stage.

FIGURE 16A | Sample Exterior Architectural Design Elements





Conceptual only, subject to change.



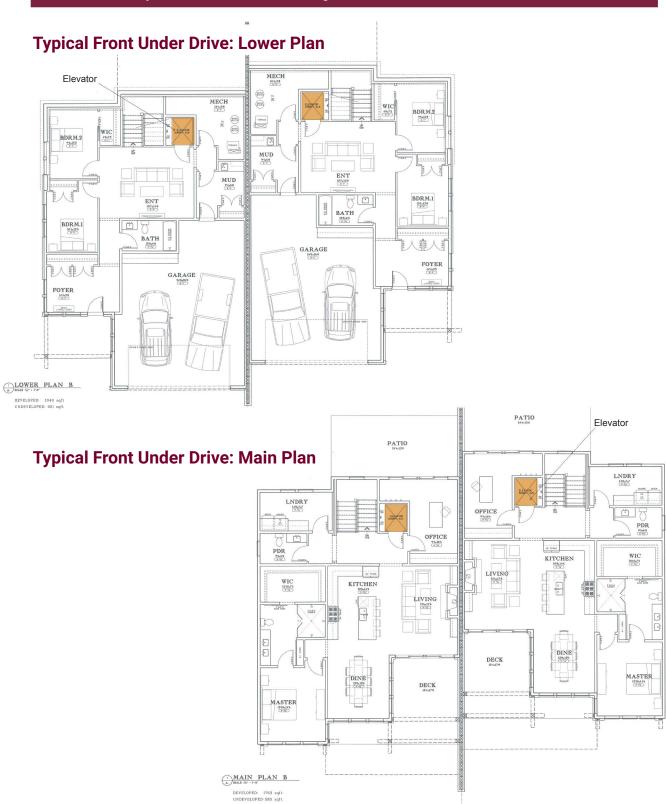


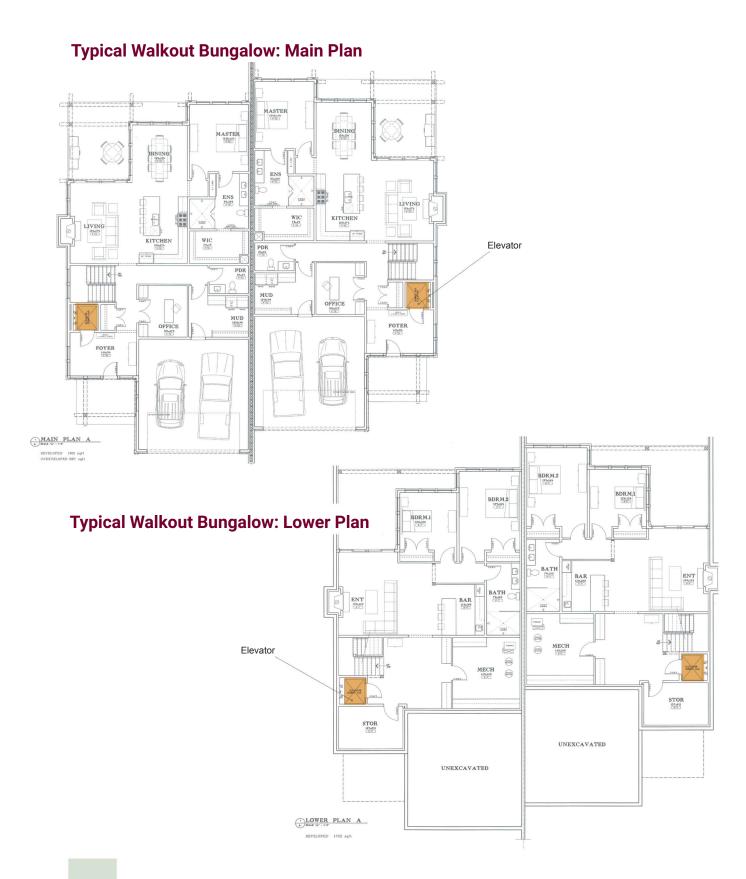
Conceptual only, subject to change.

FIGURE 16B | Sample Street Frontage Perspective



FIGURE 16C | Sample Interior Architectural Design Elements





4.6.2 AGRICULTURAL BOUNDARY DESIGN GUIDELINES

The Pradera Springs residential area will be bounded to the north and east by an agricultural parcel that is expected to remain in active production. As such, it is important to consider an appropriate design treatment along the interface between these two potentially conflicting land uses.

As illustrated on **Figure 8: Development Concept** the configuration of the public utility lot (PUL) for the treated effluent disposal field will establish a buffer between the agricultural remainder parcel and the west side of the residential area. Likewise, the private open space buffer situated along the northern edge of the residential area will also provide an appropriate transitional buffer to the balance of the agricultural remainder parcel. The eastern boundary of the residential area includes a mix of private open space and the secondary/emergency access which will maintain an appropriate interface between residential and agricultural land use.

5.0 MUNICIPAL POLICY FRAMEWORK

5.1 The County Plan, 2013

Rocky View County adopted a new Municipal Development Plan (The County Plan) in October, 2013. The County Plan includes the following vision statement:

'Rocky View is an inviting, thriving and sustainable county that balances agriculture with diverse residential, recreational and business development opportunities'.

The County Plan establishes a series of 'planning principles' which all future developments within the municipality are expected to consider including:

- Growth & Fiscal Sustainability;
- The Environment:
- · Agriculture;
- Rural Communities;
- · Rural Service; and
- Partnerships.

The County Plan's Residential Policies seek to facilitate moderate residential growth within preferred designated areas. The Country Plan encourages country residential development to continue to locate within existing communities where Area Structure Plans are adopted.

The Pradera Springs Conceptual Scheme proposes to locate new residential development within an area where it is supported by an adopted statutory plan. This Conceptual Scheme is consistent with the intent of the Central Springbank Area Structure Plan.

5.2 Central Springbank Area Structure Plan, 2001

The Pradera Springs Conceptual Scheme includes a focused and deliberate implementation strategy to facilitate infill country residential subdivision within an 'Infill Residential Area' as established by the Central Springbank Area Structure Plan (CSASP).

This Conceptual Scheme was prepared in accordance with the general land use, open space, transportation and utility servicing provisions of the CSASP. And more specifically, in accordance with the senior's housing policy provisions described in Section 2.9.2 of the CSASP.



6.0 COMMUNITY CONSULTATION SUMMARY

The proponent of the Pradera Springs Conceptual Scheme (1194325 Alberta Ltd.) wishes to initiate development of this existing ± 129 ac parcel presently designated Ranch & Farm District (RF).

The owner is committed to consulting with the adjacent landowners and key stakeholders from the broader community regarding this project. The developer's community consultation process is designed to ensure that all specific details relative to this proposed development are communicated openly and transparently with the intent of achieving the following principles:

- To ensure all internal and external stakeholders are identified and included in the process;
- To generate awareness about the Conceptual Scheme and provide an opportunity for stakeholders to and provide input;
- To present preliminary architectural design considerations (i.e. preliminary architectural style, size of homes, material finishes, proposed treatment of lighting, fencing, landscaping, etc.).
- To solicit feedback from stakeholders so that expressed concerns can be proactively addressed during the Conceptual Scheme review process;
- To ensure stakeholders are kept informed of the Conceptual Scheme and its progress, and are aware
 of how to access more information if desired;
- To ensure the engagement process is monitored and measured, and results are shared with all stakeholders;
- To conduct communications related to the Conceptual Scheme in an open, honest and respectful manner.

6.1 Community Information Session

A Community Information Session was held on September 13th, 2017 at the Springbank Heritage Club. A newsletter was mailed to all adjacent property owners situated along Huggard Road and Longeway Place with invitation to this community engagement event. Notice of the Information Session was also published in the Rocky View Weekly prior to the date of the event.

The format for the Information Session encouraged attendees sign-in upon arrival, review a series of poster-boards set up around the room, followed by a formal presentation to explain the details of the proposed development. The developer and members of the project consultant team were available to respond to questions.



Approximately 40 individuals attended the Information Session. Questions were asked regarding proposed methods of site servicing, stormwater management, traffic and pathways. Some asked about the timing of the construction associated with the project and proposed pricing of the final residential lots and units.

INFO SESSION ATTENDEES

MAP SHOWING LOCATION
OF ATTENDEES AT THE
SEPTEMBER 13, 207
COMMUNITY
INFORMATION SESSION



6.2 Springview Water Co-op

During the circulation of the initial draft of this Conceptual Scheme, the Springview Water Co-op submitted a letter of concern. This Co-op services six (6) residential lots directly south of the Conceptual Scheme area and they have concerns relative to potential impacts to groundwater conditions, stormwater drainage patterns and wildlife. The Co-op requested the developer update the preliminary technical studies submitted with the application and provide additional consultation.

6.3 Response from the Development Team

The development team acknowledged the Springview Water Co-op's expression of concern and committed to preparing the following:

- A new Biophysical Impact Assessment (replacing the older report submitted with the application)
 to demonstrate that the proposed residential development would not create negative impact to
 local and regional environmental conditions;
- A new Conceptual Stormwater Management Plan (supplementing the preliminary technical studies prepared to support the application) to establish more specific detail regarding the proposed treatment of surface drainage within the project area to ensure potential impacts to the surrounding properties are appropriately mitigated; and
- A new Hydrogeological Investigation of the Proposed Sub-Surface Disposal Area (supplementing the preliminary technical studies prepared to support the application) to demonstrate that the proposed communal wastewater treatment & disposal system would not create negative impact to groundwater supply which services the Co-op.
- The technical studies were completed and the development team met with representatives of
 the Springview Water Co-op on February 19, 2019 to share their key findings and conclusions
 which indicate the proposed residential development is not expected to create negative impacts
 to the surrounding properties and the concerns expressed by the Springview Water Co-op can be
 reasonably mitigated.

LIST OF SUPPORTING TECHNICAL STUDIES

(SUBMITTED UNDER SEPARATE COVER)

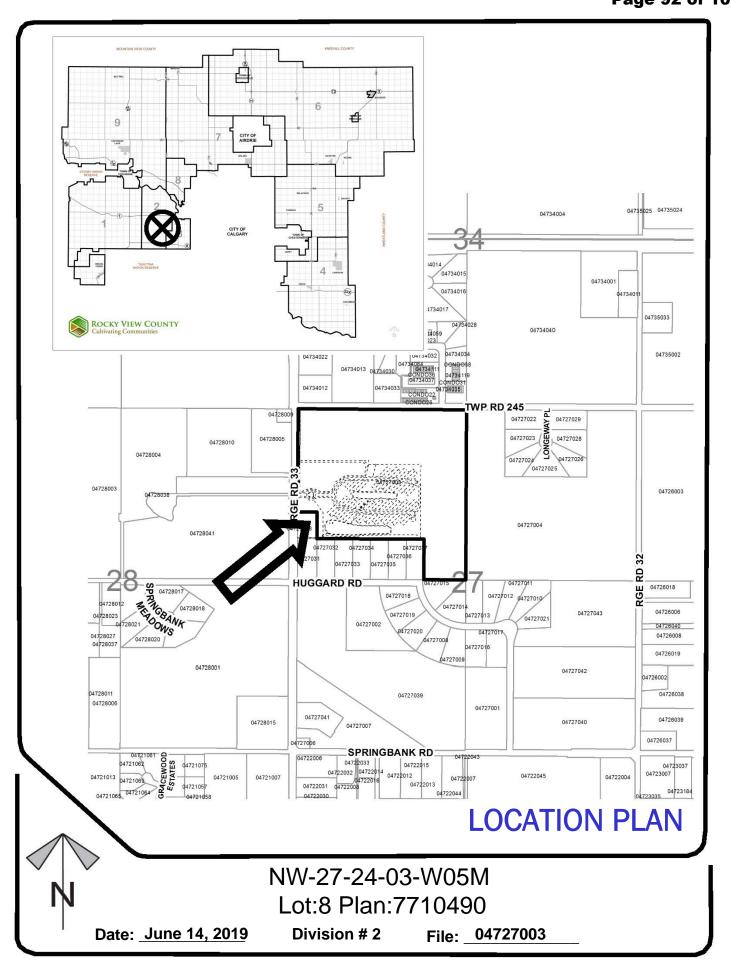
- 1. Biophysical Impact Assessment, Tannas Conservation Strategies, January 2019
- 2. Geotechnical Investigation, Lone Pine Geotechnical Ltd., February 2018
- 3. Residential Access & Servicing Analysis, Sedulous Engineering Inc., May 2019
- 4. Conceptual Level Stormwater Report, Sedulous Engineering Inc., February 2019
- 5. Hydrogeological Investigation of Proposed Subsurface Disposal System, SD Consulting, January 2019
- 6. Preliminary Assessment for Communal On-Site Wastewater Treatment System, Groundwater Information Technologies, February 2017
- 7. Traffic Impact Assessment, Bunt & Associates, June 2017

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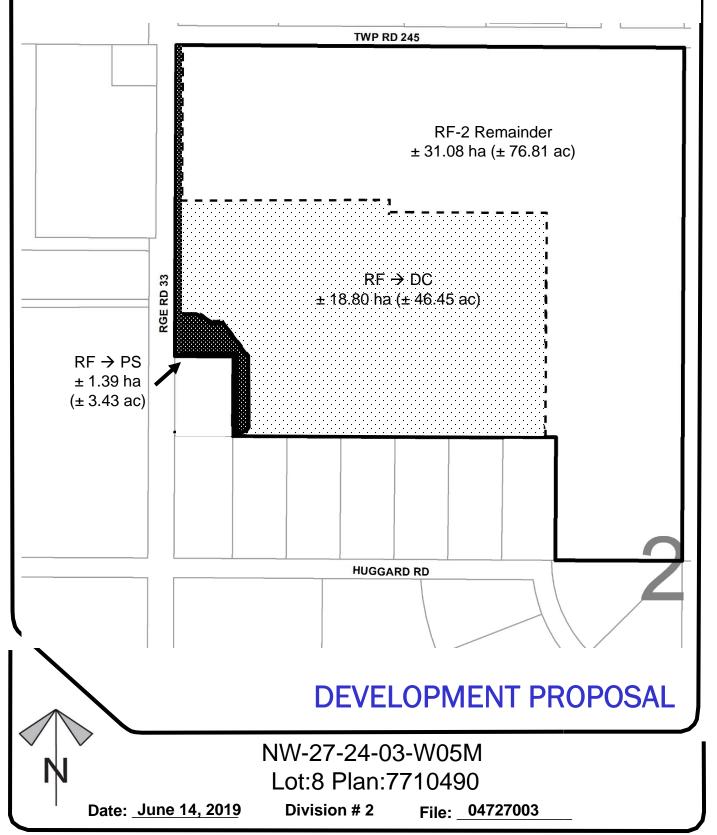
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PRADERA SPRINGS CONCEPTUAL SCHEME

MAY 2019



Redesignation Proposal:To redesignate a portion of the subject lands from Ranch and Farm District to Direct Control District, Ranch and Farm Two District and Public Services District in order to facilitate the development of 56 condominium units on lots approximately ± 0.06 hectares (± 0.15 acres) in size, together with open space and utility services, with a Ranch and Farm Two District remainder of approximately ± 31.08 hectares (± 76.81 acres).



Conceptual Scheme Proposal: To adopt a conceptual scheme to provide a policy framework to guide future redesignation, subdivision and development proposals on Lot 8, Plan 7710490 within the NW-27-24-03-W5M.

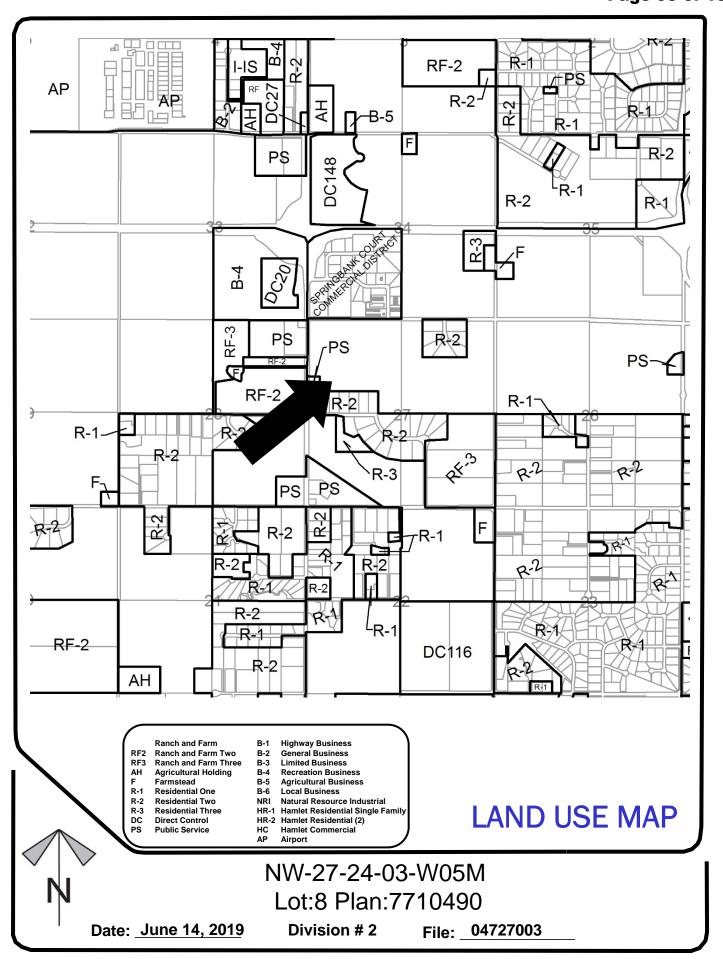


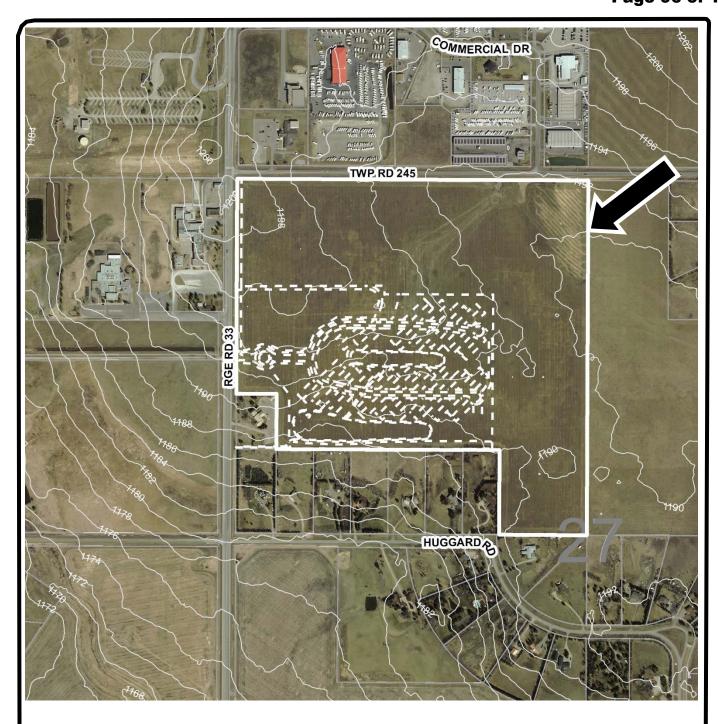
CONCEPTUAL SCHEME PROPOSAL

NW-27-24-03-W05M

Lot:8 Plan:7710490

Date: <u>June 14, 2019</u> Division # 2 File: <u>04727003</u>





Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

TOPOGRAPHY

Contour Interval 2 M

NW-27-24-03-W05M Lot:8 Plan:7710490

Date: June 14, 2019 Division # 2 File: 04727003



Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

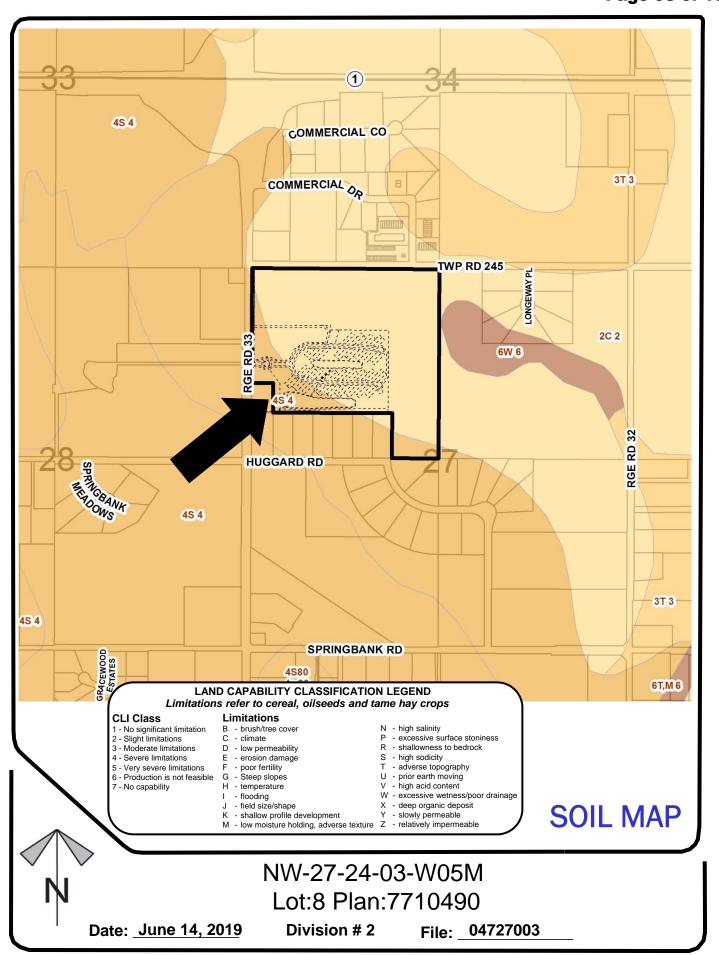
AIR PHOTO

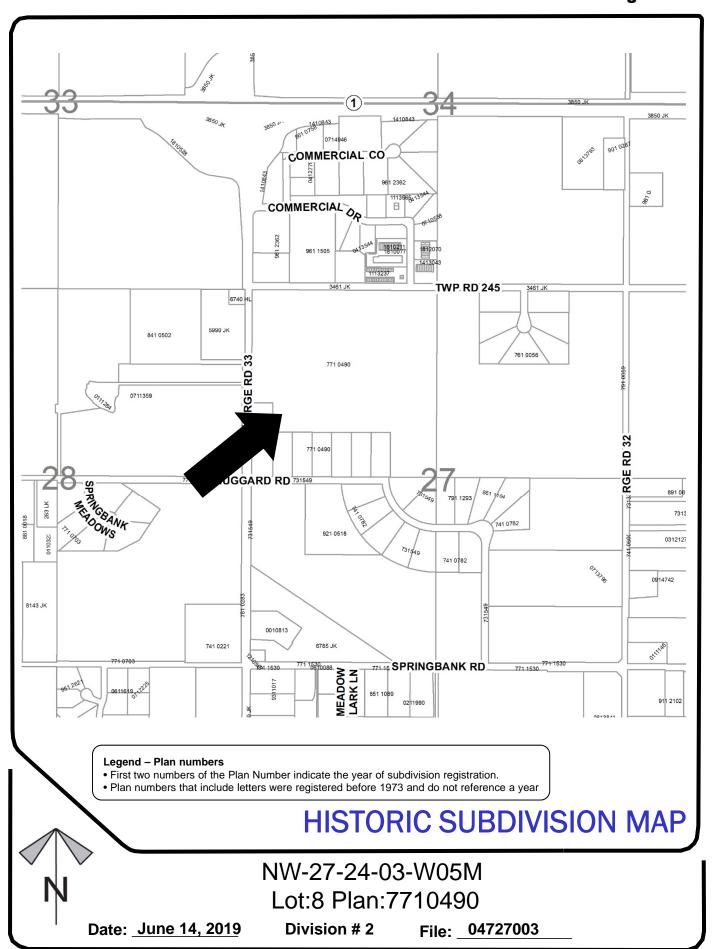
Spring 2018

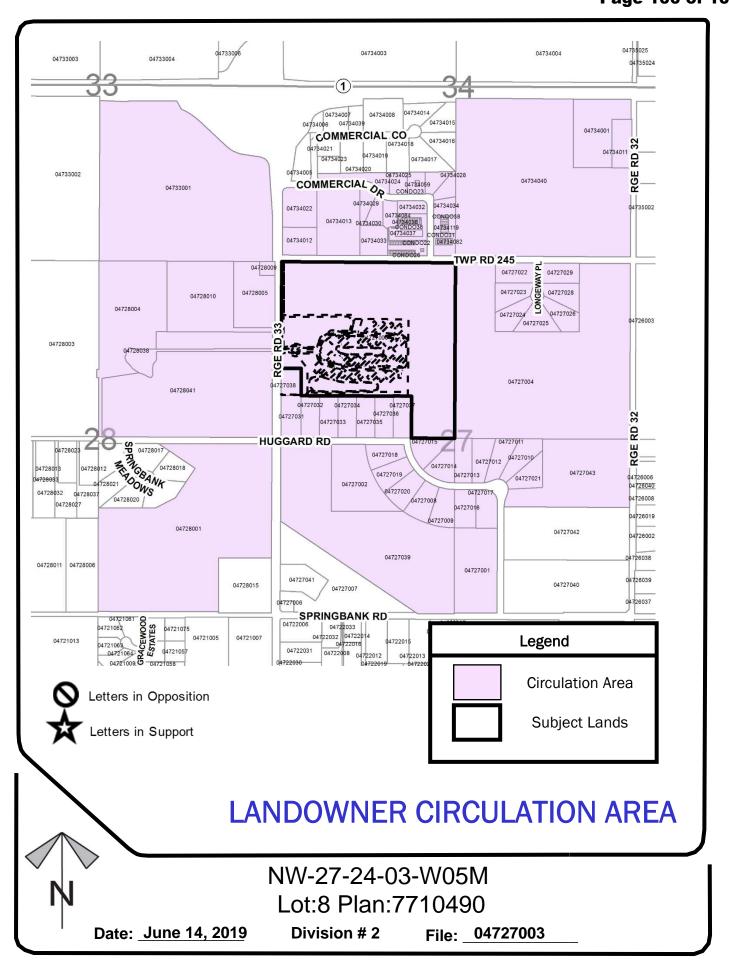
NW-27-24-03-W05M Lot:8 Plan:7710490

Date: <u>June 14, 2019</u> Division # 2

File: <u>0472700</u>3









PLANNING AND DEVELOPMENT SERVICES

TO: Council

DATE: July 23, 2019 **DIVISION:** 2

TIME: Afternoon Appointment

FILE: 04727003 **APPLICATION**: PL20170130

SUBJECT: Redesignation Item – Ranch and Farm District to Direct Control District, Ranch and Farm

Two District (agricultural remainder), and Public Services District.

Note: This application should be considered in conjunction with conceptual scheme

application PL20170132 (C-7)

POLICY DIRECTION:

The proposal was assessed in accordance with the County Plan, Central Springbank Area Structure Plan and County Servicing Standards.

EXECUTIVE SUMMARY:

The purpose of this application is to redesignate the subject lands from Ranch and Farm District to Direct Control District, Ranch and Farm Two District and Public Services District to provide for the development of a 56 lot, villa-style condominium community on the subject lands. The redesignation application was submitted in conjunction with an application to adopt the Pradera Springs Conceptual Scheme (PL20170132).

This report focuses primarily on the compatibility with relevant statutory plans while the associated conceptual scheme application focuses on the technical aspects of the proposal.

The following is a summary of the application assessment:

- The application is consistent with the relevant statutory plans, policies and bylaws;
- The proposal is consistent with the associated land use application; and
- All other technical matters required at this stage of the application process are satisfactory.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

DATE APPLICATION RECEIVED: July 28, 2017 **DATE DEEMED COMPLETE:** February 26, 2019

PROPOSAL: To redesignate the subject lands from Ranch and Farm

District to Direct Control District, Ranch and Farm Two District and Public Services District to provide for a new residential community on Lot 8, Plan 7710490 within the

NW-27-24-03-W5M.

Jessica Anderson and Bianca Duncan, Planning and Development Services

¹ Administration Resources



LEGAL DESCRIPTION: Lot 8, Plan 7710490; NW-27-24-03-W5M

GENERAL LOCATION: Located at the southeast intersection of Township Road

245 and Range Road 33, approximately 4.50 miles west of

the City of Calgary.

APPLICANT: B&A Planning Group (Ken Venner)

OWNERS: 1194325 Alberta Ltd.

EXISTING LAND USE DESIGNATION: Ranch and Farm District (RF)

PROPOSED LAND USE DESIGNATION: Direct Control District, Ranch and Farm Two District and

Public Services District

GROSS AREA: ± 126.79 acres

SOILS (C.L.I. from A.R.C.): Class 2C, 4S – approximately 80% of the land contains

soil with slight limitations due to climate. The remaining

land has severe limitations due to high sodicity.

PUBLIC & AGENCY SUBMISSIONS:

This proposal was circulated to one hundred and one (101) adjacent landowners; eight (8) letters were received in response. The application was also circulated to a number of internal and external agencies, and those responses are available in Appendix 'A'.

HISTORY:

October 2, 2001 The Central Springbank Area Structure Plan was adopted.

BACKGROUND:

The subject land is located in the CSASP and is identified within a residential infill area. Surrounding land uses are a mix of country residential and agricultural, with Commercial Court to the north, Calaway Park to the northwest, Springbank School to the west, and the Springbank Heritage Club directly adjacent to the southwest of the subject lands.

The lands are located at the south east intersection of Township Road 245 and Range Road 33. The development proposes direct access from Range Road 33, with an internal road that provides access to the units to the north and south and ends in a cul-de-sac bulb, an emergency access road is proposed between the two cul-de-sac bulbs and a second emergency access providing a secondary means of access out of the development.

Adjacent residential development include country residential parcels directly to the south off Huggard Road, a seven lot subdivision to the east off Longway Lane, and a number of country residential parcels located approximately 0.5 mile to the east and south of the subject lands.

This report focuses primarily on the compatibility with relevant statutory plans while the associated conceptual scheme application focuses on the technical aspects of the proposal.

The Applicant has proposed on-site piped services for water and wastewater and overland flows combined with storm ponds to manage stormwater. The technical aspects of the proposal are detailed in the associated conceptual scheme application report (PL20170132).



POLICY ANALYSIS:

County Plan

Policy 10.1 states that county residential development should be located in identified growth areas. The subject lands are located within the CSASP, which is identified on Map 1 of the County Plan as a County Residential Growth Area.

Central Springbank Area Structure Plan

The lands are located with the Infill Country Residential Policy Area of the CSASP. Section 2.3.2.2 of the CSASP provides direction on the development of a conceptual scheme within the CSASP area and the proposed PSCS is consistent with these policies addressing such matters as land use scenario, integration with existing community, phasing, environmental considerations, architectural controls, landscaping, drainage, reserves, open space, traffic, servicing, population densities and projections, community input and road naming.

The proposal is consistent with the policies of the CSASP, but proposes a modification of the concept plan boundaries by not including the NE-27-24-03-W5M. Policy 2.9.2 (e) of the CSASP allows Council the discretion to alter the conceptual scheme boundaries. The Applicant's rationale for not including the NE-27-24-03-W5M are:

- The proposed development will be compact development located in the southwest corner of the subject lands;
- Supporting transportation and servicing infrastructure will be oriented towards Range Road 33;
- The portion of land not proposed for residential development will remain in agricultural use; and
- The existing country residential parcels to the south will be buffered from the proposed development with a landscaped berm.

Administration has no concerns with the boundary modification.

Proposed Direct Control District

The Applicant is proposing a Direct Control District to guide future development within the subject lands.

The purpose of Direct Control Districts is to provide for developments that, due to their unique characteristics, unusual site constraints, or innovative ideas, require specific regulations that are unavailable in other land use districts. To accommodate the uses proposed in the ASP for villa-style condominium development, a DC Bylaw is required as there is no standard land use that provides for all of the uses proposed.

The following land uses are proposed:

- The residential area, private open space, and wastewater treatment facility and portable water reservoir will be designated Direct Control District (DC);
- The Municipal Reserve and Public Utility Lots (PUL) will be designated Public Service District (PS);
- The agricultural remainder parcel will be designated Ranch & Farm Two District (RF-2).

The proposed district includes provisions for permitted and discretionary uses, minimum and maximum requirements, subdivision regulations, development regulations, and definitions.

The proposed redesignation would provide the appropriate land use framework for the implementation of the PSCS.



CONCLUSION:

The application was evaluated against the policies found within the County Plan and CSASP. Administration reviewed the proposal and determined that the proposed conceptual scheme is consistent with these plans and is demonstrated to be technically feasible.

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Option #1: Motion #1 THAT Bylaw C-7909-2019 be given first reading.

Motion #2 THAT Bylaw C-7909-2019 be given second reading.

Motion #3 THAT Bylaw C-7909-2019 be considered for third reading.

Motion #4 THAT Bylaw C-7909-2019 be given third and final reading.

Option #2: THAT Application PL20170130 be refused.

Respectfully submitted, Concurrence,

"Richard Barss" "Al Hoggan"

Acting Executive Director Community Development Services Chief Administrative Officer

JA/IIt

APPENDICES:

APPENDIX 'A': Application Referrals

APPENDIX 'B': Bylaw C-7909-2019 and Schedule A

APPENDIX 'C': Map Set

APPENDIX 'D': Landowner Comments



APPENDIX A: APPLICATION REFERRALS

AGENCY	COMMENTS
School Authority	
Rocky View Schools	No objections.
Calgary Catholic School District	No comments received.
Public Francophone Education	No comments received.
Catholic Francophone Education	No comments received.
Province of Alberta	
Alberta Environment	Not required for circulation.
Alberta Transportation	Further to Alberta Transportation's previous correspondence (August 23, 2017) the <i>Subdivision and Development Amendment Regulation, A.R. 188/2017</i> came into force on November 1, 2017. This amendment increased the referral distance from a provincial highway from 800 metres to 1.6 kilometres from centreline of a Highway. As a result, subdivision activity at this location must comply with Section 14 of the Subdivision and Development Regulation. Alberta Transportation's previous comments remain in effect, however now become conditions of granting a waiver of Section 14 of the Regulation. Should the upgrades to the Highway 1 and Range Road 33 interchange not be in place at the time of subdivision, the traffic impact assessment may need to be revised to ensure that appropriate levels of improvements are in place to accommodate additional traffic from the proposed subdivision.
Alberta Sustainable Development (Public Lands)	No comments received.
Alberta Culture and Tourism (Historical Resources)	Alberta Culture and Tourism has no objection to the rezoning, but the applicant should be informed that Historical Resources Act approval must be obtained prior to proceeding with any land surface disturbance associated with subdivision development by submitting a Historic Resources Application through Alberta Culture and Tourism's Online Permitting and Clearance (OPaC) system.
Energy Resources Conservation Board	No comments received.
Alberta Health Services	Thank you for inviting our comments on the Pradera Springs Conceptual Scheme. This review was completed by Alberta Health Services (AHS) using a public health lens that includes consideration for the design of healthy communities.



In addition to conventional areas of public health concern (e.g., water and sewer infrastructure and contaminated lands assessment), the following aspects were considered: healthy neighbourhood design, healthy housing, healthy transportation networks, healthy natural environments, and healthy food systems.

The comments contained within this letter include a brief review of how these considerations are incorporated into the Plans, and any related recommendations.

Background

This review considers information found in the *Pradera Springs Conceptual Scheme* (2017) and the *Central Springbank Area Structure Plan* (2001). From the information provided, AHS understands that the Conceptual Scheme plans for a compact residential subdivision designed for an aging population that will include fifty-six (56) new villa-style, semi-detached residences for those aged 55 and over. The residential area will be bounded to the north and east by an agricultural parcel that is expected to remain in active production, and will be located in proximity to some existing community amenities.

Development is expected to proceed in a single phase, and will result in a condominium form of ownership, where a board is responsible for ownership, maintenance of key transportation & utility servicing infrastructure, management of all private open space & related pedestrian amenities and provision of all other key services.

Healthy Neighbourhood Design

Neighbourhood design that is complete, compact, and where people can easily connect with each other can have a strong positive impact on the mental and physical well-being of its residents. Specifically targeting an older population, the Pradera Springs Conceptual Scheme incorporates the following features:

- Home ownership that offers an independent lifestyle without the requirement for extensive outdoor maintenance;
- Housing that incorporates universal barrier-free design considerations;
- Open spaces with pathways and other pedestrian amenities;
- Proximity to existing community social amenities including the Springbank Heritage Club, Springbank Park for All Seasons and existing commercial services; and
- Design guidelines that respect and honor surrounding properties and land uses.



Healthy Housing

Incorporating diverse types of healthy housing options into land use planning assists in fostering good mental and physical health while also improving the overall quality of life for residents of all ages. This Conceptual Scheme was designed to meet the growing need for housing of a specific demographic within the Springbank community. The design promotes independent living and an active lifestyle for the aging population by:

- Establishing guidelines requiring all residents of this neighbourhood to be aged 55 years and over; and
- Incorporating design features that accommodate universal barrier-free design, such as:
 - Elevators and/or stair chair lifts;
 - Entranceway ramps;
 - Wider door frames:
 - Wider kitchen & bathroom areas; and
 - Minimal grade changes between rooms.

Healthy Natural Environments

The proposed new neighbourhood will include over 5 hectares of open space, featuring a local pathway system designed to promote an active lifestyle and social interaction for local residents. The pedestrian system will include a series of internal loops and proposes a pedestrian link to the eastern boundary of the Heritage Club.

Research supports a strong relationship between exposure to natural areas and the reduction of stress, chronic disease, depression and anxiety as well as improved concentration and cognitive function.

Healthy Transportation Networks

The Pradera Springs Conceptual Scheme indicates that a new intersection will provide access to the community from Range Road 33 onto a private internal road. The internal road will be designed as a residential collector with no options for parking. The design of transportation networks can have a direct impact on the health of the community. Promoting active transportation (walking and cycling) can help achieve an increase in physical activity which can lead to better physical and mental health. Including design initiatives such as sidewalks and pathways could encourage active transportation and provide good linkages to other amenities such as the Springbank Heritage Club and a regional pathway system.



Healthy Food Systems

Land use decisions may impact the accessibility, quality and variety of food available to residents. AHS supports the integration of healthy food systems into the planning process. This may include increasing general access to healthy foods, consideration of location of food services in relation to other community uses and improving community-scale food infrastructure.

General Land Use

- Potable water will be provided by the Calalta Waterworks which, according to the Conceptual Scheme, has available capacity to provide this residential service.
 Wastewater service will be provided via a communal packaged sewage treatment plant and field system.
- Throughout all phases of development and operation, the property must be maintained in accordance with the Alberta Public Health Act, Nuisance and General Sanitation Guideline 243/2003, which stipulates:

No person shall create, commit or maintain a nuisance. A person who creates, commits or maintains any condition that is or might become injurious or dangerous to the public health or that might hinder in any manner the prevention or suppression of disease is deemed to have created, committed or maintained a nuisance.

Public Utility

ATCO Gas No comments received.

ATCO Pipelines No objection.

AltaLink Management No comments received.

FortisAlberta No objection.

Telus Communications No comments received.

TransAlta Utilities Ltd. No comments received.

Westridge Utilities

Other External Agencies

The proposed development is located within close proximity to the Springbank Airport and associated flight paths for training circuits. The County and prospective landowners must be aware that immediately over these lands, training aircraft are typically maintaining a lower altitude, in higher power settings than in a descent phase of flight. It is strongly recommended that a warning caveat be registered against the title for the land and information package provided to the potential home owner



advising that the property is subject to aircraft operations on a continuous basis. The applicant is encouraged to follow acoustical requirements as set out in the Alberta Building Code for areas within Airport Vicinity Protection Areas for any buildings to be constructed.

Calgary Airport Authority

Rocky View County Boards and Committees

Since this parcel falls within the Central Springbank ASP, and its subsequent subdivision appears to have minimal impacts to agricultural lands, we have no concerns.

ASB Farm Members and Agricultural Fieldman

Recommend taking MR as land pending clarification of use and location of said land.

Rocky View West Recreation Board

Internal Departments

No concerns.

Agricultural & Environmental Services

No concerns.

Recreation, Parks & Community Support

PL20170132 (Conceptual Scheme)

General comments

- All improvements considered for municipal reserve lands are to be made in accordance to the County Servicing Standards, and Parks and Pathways: Planning, Development and Operational Guidelines.
- Please be advised that as a condition of any approved future subdivision; the applicant will be required to provide a detailed landscaping plan for all open space and recreational areas associated to each proposed phase of development to the satisfaction of the County's Municipal Lands department.
- Pathways located adjacent to stormwater management ponds are to be located above the high water line.
- Utility line assignments (Buried/surface/overhead) are to be located within road right of ways and not within municipal or environmental reserve lands.
- Provision for and granting of overland drainage easement/right of way crossing adjacent MR (County lands) where the Springbank Heritage Club is located shall be subject to County approval. (Policy 3.4.2.7)
- Condo pathway system- Recommend asphalt or concrete walkways designed with minimal grades to accommodate users who utilize mobility aids.
- Safe pedestrian movement- specifically pathway/road



interface points affecting this active lifestyle community is paramount. This includes provisions for a suitable Rge Rd 33 pedestrian crossing from the proposed development to the amenities on the west side of Rge Rd 33 and also pedestrian management into the development via the MR pathway and access road/roundabout crossing. Provisions shall be designed into linear MR and pathway to include control structures and pedestrian refuge installations. MR/Pathway alignments may require adjustment to accommodate industry standard roundabout vehicular/pedestrian friendly designs. Final active transportation network (MR and pathway) and alignment to be determined at the time of subdivision.

Detailed comments

Page 20

 Municipal Reserve reference and area calculation omitted from table- please revise table.

Page 35

 Please review terminology- "overland drainage easement" and "overland drainage right of way". Recommend using one term throughout document including text and diagrams.

Page 38

 Greater clarity is required regarding open space classifications. Is the intention for the private open space be publically accessible? Having a public open space and pathway adjacent to a private open space/pathway system lends itself to potential trespass. Recommend provision for public access within the private open space.

Page 40

Policy 3.5.2.1

 MR dedication to support future recreational/cultural amenity development as indicated is acceptable. Provisions for future access to the MR's anticipated recreational/cultural development via the entryway roundabout should be planned and designed for accordingly. Accommodations for a southern exit point should be implemented in the final design of the roundabout.

Policy 3.5.2.2

 As a regional pathway alignment has been identified along Rge Rd 33 in the RVC Parks and Open Space Master Plan; a linear MR no less than 8.0 meters in width shall be dedicated along Rge Rd 33, fronting the proposed plan area; and be inclusive of asphalt pathway construction(actual width to be determined by RVC pathway classification) and formalized



peripheral landscaping at the time of subdivision. MR and pathway alignment to include provisions for movement

through entryway access road roundabout and a Rge Rd 33 crossing will be required at the time of a future subdivision.

Linear MR dedication shall be located outside of lands intended for any road widening, utility line assignments or easements/right-of-ways.

PL20170130 (Redesignation)

The Municipal Lands Office has no concerns with this application.

Recreation, Parks & Community Support

No comments received.

Development Authority

No comments received.

GIS Services

No comments received.

Building Services

- 1. Please ensure that water supplies and hydrants are sufficient for firefighting purposes.
- Dependent on the occupancies, the Fire Service recommends that the buildings be sprinklered, if applicable, as per the Alberta Building Code.
- 3. The Fire Service also recommends that the water co-op be registered with Fire Underwriters.

Please ensure that access routes are compliant to the designs specified in the Alberta Building Code. Consultation with the Fire Service may be desirable so that functionality is not diminished.

Fire Services & Emergency Management

- Recommend that County Engineering Services and I&O be consulted regarding the proposed discharge of storm water into the County owned ditch along Range Road 33, to ensure that existing infrastructure is able to support the additional water.
- Concern that Biophysical Impact Assessment quoted in Section 2.6.4 was prepared in 2007 and may be out of date. Recommend that more up to date information be provided.
- Concern that plan does not adequately address buffering between plan area and active agricultural land to the north and east. Recommend that this be further examined to



AGENCY	COMMENTS
Development Compliance	 Legal and Land Administration are open to discussions with the Applicant to acquire the drainage easement. Propose an appraisal be undertaken to determine market value for the acquisition. Will require confirmation that this specific easement can be registered on Public Lands.
Legal and Land Administration Planning and Development	 Legal and Land Administration are open to discussions with the Applicant to acquire the drainage easement. Propose an appraisal be undertaken to determine market value for the acquisition. Will require confirmation that this specific easement can be registered on Public Lands. General
Services - Engineering	 The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures.
	 As a condition of future subdivision, the Owner is required

provision of the following:

a) Construction of a public internal road system (Residential Collector RC2 for new access road and Residential Local 2 Way RL2 for internal road loop) complete cul-de-sacs and any necessary easement agreements, including complete approaches to each lot, as shown on the Tentative Plan, at the Owner's expense, in accordance with the County Servicing Standards;

to enter into a Development Agreement pursuant to Section 655 of the Municipal Government Act respecting

- b) Construction of a new intersection at the location of the site with Range Road 33 in accordance with the final approved TIA and County Servicing Standards;
- Any other offsite transportation improvements necessary to support the proposed development in accordance with the final approved TIA, Alberta Transportation and Rocky View County requirements;
- d) Mailbox locations are to be located in consultation with Canada Post to the satisfaction of the County:
- e) Construction of a piped potable water distribution system (including the registration or necessary easements);
- f) Construction of a fire suppression and distribution system, designed to meet minimum fire flows as per County Standards and Bylaws;



- g) Construction of a piped sanitary collection system (including the registration or necessary easements);
- h) Construction of storm water facilities in accordance with the recommendations of an approved Stormwater Management Plan and the registration of any overland drainage easements and/or restrictive covenants as determined by the Stormwater Management Plan.
- i) Installation of power, natural gas, and telephone lines
- As part of Conceptual Scheme, the applicant provided a Residential Subdivision Access and Utility Servicing Preliminary Analysis by Sedulous Engineering (May 2019).

Geotechnical - Section 300.0 requirements:

- As part of the CS, the applicant provided a Geotechnical Investigation by Lone Pine Geotechnical Ltd. dated February 8, 2018 that provided recommendations and direction on the construction of the proposed development.
 - At time of future subdivision, the applicant will be required to provide a revised geotechnical report that outlines the minimum pavement section thicknesses for the specific site conditions.

Transportation - Section 400.0 requirements:

- As part of CS, the applicant provided a Traffic Impact
 Assessment by Bunt and Associates Engineering Ltd.
 dated June 22, 2017. The results of the analysis show
 that the existing movements at Range Road 33 and HWY
 1 are operating at a level of service of F. Improvements at
 this intersection are required prior to any significant
 development in the area.
 - At future subdivision stage, the applicant will be required to provide payment of all applicable cost recoveries to the developer that front-ends the improvements at the Hwy 1/RR 33 interchange (potentially the Bingham Crossing or Harmony developments). Alternatively, if no Development Agreement has been entered into for this work, the applicant will be responsible for initiation these improvements in accordance with the comments received from Alberta Transportation.
 - There are no other offsite improvements expected to be required as a result of the proposed



development, however this will be confirmed at future subdivision stage. At future subdivision stage, the applicant will be responsible for entering into a Development Agreement with the County for the construction of the Pradera springs internal road network, intersection construction at the site entrance with Range Road 33 and any other offsite improvements identified in the final approved TIA.

- The existing right of way for Range Road 33 is 41m. In accordance with the Greater Springbank Functional Study, a future right of way of 51m is required for this roadway. As such, at future Subdivision stage, Engineering recommends that 5m be taken by dedication along the entire west boundary of the subject site. Corner cuts, as identified in the GSFS should be taken at the intersection of Township Road 245 and Range Road 33.
- The existing right of way for Township Road 245 is 30m.
 In accordance with the Greater Springbank Functional Study, a future right of way of 51m is required for this roadway. As such, at future Subdivision stage, ES recommends that 5m be taken by dedication along the entire north boundary of the subject site, and 3m be taken by caveat.
- As a condition to future subdivision, the applicant will be required to pay the transportation offsite levy for the total gross area of the land to be subdivided as per the applicable TOL bylaw at time of approval.

Sanitary/Waste Water - Section 500.0 requirements:

- As part of CS, the applicant provided a "Preliminary Assessment for Communal On-Site Wastewater Treatment System" conducted by Groundwater Information Technologies Ltd. dated February 17, 2017 (revised on June 22, 2017). A follow up "Hydrogeological Investigation of Proposed Subsurface Disposal System Pradera Springs" conducted by SD Consulting Group dated January, 2019 (updated July 10, 2019) was provided that verified that the soil conditions within the footprint of the proposed drain field location were similar to the boreholes collected as part of the February 2017 assessment.
- At future subdivision stage, the Owner shall enter into a Development Agreement for the construction of an internal wastewater collection network complete with connection lines to the individual lots.
- At future subdivision stage, the Owner will be required to



enter into a Special Improvements Development Agreement for the construction of the wastewater system including construction of a decentralized waste water system (ORENCO system) to meet the requirements of Policy 449 and Procedure 449. Related disposal infrastructure shall be located on PULs.

- The applicant will be responsible for obtaining all necessary approvals from AEP for the decentralized waste water system.
- At future subdivision stage, a Cost feasibility and Sustainability Analysis and Transfer Agreement will be required which shall set out the terms and timelines for the transfer of the wastewater infrastructure to the County.

Water Supply And Waterworks - Section 600.0 & 800.0 requirements:

- The applicant is proposing to service the development by a piped water system. The applicant provided a letter confirming that capacity is available for the proposed Conceptual Scheme area from Calalta Waterworks and is in the process of acquiring the required water license capacity from Bow Water & Land pending the approval of AEP. The applicant provided a signed letter of intent from Bow Water & Land to transfer a portion of their water license capacity to Calalta Waterworks.
 - The County Servicing Standards require that water capacity be reserved at time of land use / redesignation, which requires that the licensed water capacity be acquired at this time. However, the applicant has demonstrated that they are actively pursuing the acquisition of the required water license and has a plan in place. The water license will be required prior to subdivision.
- As a condition of future subdivision, the Applicant/Owners are to provide confirmation of tie-in for connection to Calalta Waterworks, an Alberta Environment licensed piped water supplier for the proposed lots. This includes providing information regarding:
 - Confirmation from the water supplier that an adequate and continuous piped water supply is available for the proposed news
 - Documentation proving that water supply has been purchased and secured for proposed lots;
 - Documentation proving that water supply infrastructure requirements including servicing to the property have been installed or installation is



secured between the developer and water supplier, to the satisfaction of the water supplier and the County.

 At future subdivision stage, the Owner shall enter into a Development Agreement for the construction of the fire protection system including, but not limited to a pond, piped distribution system, hydrants and all other required infrastructure.

Storm Water Management – Section 700.0 requirements:

- As part of CS, the applicant provided a Conceptual Level Stormwater Management Plan for Pradera Springs prepared by Sedulous Engineering Inc. dated July 10, 2019.
- At future subdivision / development permit stage, the applicant will be required to enter into a Development Agreement for any storm water infrastructure required as a result of the development and outlined in the final approved Storm water Management Plan. Registration of any required easements, utility right of ways and/or public utility lots is required as a condition of subdivision.
- As a condition of future subdivision, the Applicant will be required to obtain AEP approval and licensing for the storm water management infrastructure including registration of the facilities and discharge.

Environmental – Section 900.0 requirements:

- Engineering has no requirements at this time.
- As part of CS, the applicant submitted a Final Biophysical Impact Assessment by Tannas Conservational Services Ltd., dated January 2019. It is the responsibility of the owner to follow the recommendations outlined in the BIA.
- The proposed development does not appear to be impacting any wetlands. Should the owner propose development that has a direct impact on any wetlands, the applicant will be responsible for obtaining all required AEP approvals.

3.3.2 / 3.3.3 - Calalta Waterworks

Utility Services

 It is understood that Calalta Waterworks has the physical capacity to supply water to this development; however, it is not understood under what regulatory licence this water will come from. It is our understanding that Calalta does not have



the licence capacity to service this development and will require Pradera to supply its own water licence to be delivered through the Calalta system. Additional information is required with respect to water licencing for this development.

2. The Applicant should be required to enter into a Customer Service Agreement with Calalta Waterworks.

3.3.4 Fire Suppression

 As the County will not have any ownership or control of the fire suppression system, the reservoir should not be located on property owned by the County. The PUL referenced in Policy 3.3.4.3 should be owned by the Condo association not the County.

3.3.5 General Wastewater Service Considerations

- 4. Policy 3.3.5.1 should reference Figure 11 not Figure 10.
- 5. We have concerns with adding another stand-alone wastewater treatment and disposal system to this area that the County will ultimately have to own and maintain. Efforts should be made to leverage one of the nearby Regional Systems such as the Harmony or Bingham systems to achieve a more efficient regional servicing scenario and to meet the intent of Policy 449.
- 6. Notwithstanding 5 above, if the proposed wastewater system is approved, Policy 3.3.6.4 relating to the 300 meter setback relaxation is unreasonable. The Applicant is requiring the subdivision authority apply to Alberta Environment for basically a zero setback from the wastewater treatment facility and should the relaxation be granted, the onus will be on the County to respond to and deal with any odor or noise complaints arising from the facility. Utility Services is not comfortable taking on this responsibility. The Applicant's proposal would site the treatment facility in too close a proximity to the residential units.

3.3.7 Communal Wastewater Collection System

7. Notwithstanding 5 above, if the proposed wastewater system is approved, the individual holding tanks referred to in Policy 3.3.7.3 and 3.3.7.4 should not be included in the infrastructure to be transferred to the County. Responsibility



AGENCY	COMMENTS		
	for this on-lot infrastructure should lie with the individual lot owner. The Utility and/or County should only assume responsibility for infrastructure within common property or PUL's up to the property line, much the same way it is handled with the Bragg Creek wastewater system and as described in the County's Water and Wastewater Utilities Bylaw.		
	General Comments		
	A deferred service agreement for regional wastewater servicing should be required.		
	Easements will be needed to ensure proper access to utilities constructed under private roads.		
Capital Project Management	No concerns.		
Agriculture and Environmental Services - Solid Waste and Recycling	No concerns.		

Circulation Period: August 4, 2017 - August 28, 2017



BYLAW C-7909-2019

A Bylaw of Rocky View County to amend Bylaw C-4841-97, being the Land Use Bylaw

The Council of Rocky View County enacts as follows:

PART 1 - TITLE

This Bylaw shall be known as Bylaw C-7909-2019.

PART 2 – DEFINITIONS

In this Bylaw, the definitions and terms shall have the meanings given to them in the Land Use Bylaw (C-4841-97), County Plan (C-7280-2013), Central Springbank Area Structure Plan (C-7564-2016), and the Municipal Government Act.

Party wall - means a dividing partition between two adjoining buildings that is shared by the occupants of each residence.

Private Open Space - means the development of parks, pathways and other pedestrianoriented recreational amenities within privately-owned lands that are maintained by a Condominium Association.

Community Sign - means a sign displaying the name of the community.

PART 3 – EFFECT OF BYLAW

- **THAT** Part 5, Land Use Map No. 47 and 47-NE be amended by redesignating Lot 8, Plan 7710490 within the NW-27-24-03-W5M from Ranch and Farm District to Direct Control District, Ranch and Farm Two District and Public Services District, as shown on the attached Schedule 'A' forming part of this Bylaw.
- **THAT** Lot 8, Plan 7710490 within the NW-27-24-03-W5M is hereby redesignated to Direct Control District, Ranch and Farm Two District and Public Services District, as shown on the attached Schedule 'A' forming part of this Bylaw.
- **THAT** The regulations of the Direct Control District comprise:
 - 1.0.0 General Regulations
 - 2.0.0 Land Use Regulations
 - 3.0.0 Variances
 - 4.0.0 Subdivision Regulations
 - 5.0.0 Development Regulations

1.0.0 GENERAL REGULATIONS

- 1.1.0 The policies of the Pradera Springs Conceptual Scheme shall be considered in all applications for subdivision and development.
- 1.2.0 Parts 1, 2 and 3 of the Land Use Bylaw C-4841-97 shall apply to all uses contemplated by this Bylaw except where noted as otherwise in this Bylaw.
- 1.3.0 The Subdivision Authority shall be responsible for decisions regarding subdivision applications affecting the Lands subject to this Bylaw.
- 1.4.0 The Development Authority shall be responsible for the issuance of Development Permits for the Lands subject to this Bylaw.



1.5.0 Notwithstanding, the following listed uses are 'deemed approved' when all other criteria of this Bylaw are met:

Accessory Buildings

Dwelling, Single-Detached

Home-Based Business, Type I

- 1.6.0 *Agriculture, General* is a permitted use until such time a subdivision for residential development has been endorsed by the Subdivision Authority.
- 1.7.0 All development upon the Lands shall be in accordance with all licenses, permits and approvals pertaining to the Lands required from Alberta Environment and any other Provincial Agencies.1.6.0 No Plan of Subdivision shall be endorsed and no Development Permit shall be issued for any purpose until the applicable Subdivision (4.0.0) and Development Regulations (5.0.0) have been met.

2.0.0 LAND USE REGULATIONS

2.1.0 Purpose and Intent

The purpose and intent is to accommodate a comprehensively planned residential development with a subdivision design and a form of housing that caters to a population aged 55 and over to be established with a condominium form of ownership as contemplated by the Pradera Springs Conceptual Scheme.

2.2.0 Uses

- 2.2.1 Accessory Buildings
- 2.2.2 Community Sign
- 2.2.3 Dwelling, Semi-Detached
- 2.2.4 Home Based Business, Type I
- 2.2.5 Private Open Space
- 2.2.6 Show Home
- 2.2.7 Signs
- 2.2.8 Temporary Sales Centre
- 2.2.9 Utilities

2.3.0 Minimum and Maximum Requirements

- 2.3.1 Maximum number of bare-land units to contain a dwelling: 56
- 2.3.2 Maximum number of dwellings per bare-land unit: 1
- 2.3.3 Minimum area of residential bare-land unit: 0.06 ha (0.15 ac)
- 2.3.4 Minimum habitable floor area (principal building): 140 m² (1,507 ft²)
- 2.3.5 Maximum building height (principal building): 10.0 m (32.8 ft.)
- 2.3.6 Maximum number of accessory buildings: 2
- 2.3.7 Maximum building height (accessory building): 7.0 m (22.97 ft.)
- 2.3.8 Maximum parcel coverage (all buildings): 35%

2.4.0 Building Setbacks

- 2.4.1 Minimum front yard: 6.0 m (19.69 ft.)
- 2.4.2 Minimum rear yard: 6.0 m (19.69 ft.)

APPENDIX 'B': BYLAW C-7909-2019 AND SCHEDULE A



2.4.3 Minimum side yard: 6.0 m (19.69 ft.); 0 m (0 ft.) on a property line including a party wall; 0.6 m (1.97 ft) for accessory buildings

3.0.0 VARIANCES

- 3.1.0 The Development Authority may grant a variance to the minimum building setbacks by a maximum of 5%.
- 3.2.0 The Subdivision Authority may vary Section 12 Subsections (2) and (4) of the Subdivision and Development Regulations (Distance from Wastewater Treatment) with the written consent of the Deputy Minister of Environment and Sustainable Resource Development.

4.0.0 SUBDIVISION REGULATIONS

Unless otherwise provided for by this Bylaw, no subdivision for residential purposes shall be endorsed within the Lands for any purpose, until:

- 4.1.0 The County has reviewed and endorsed all Condominium Bylaws associated with this development in accordance with the Pradera Springs Conceptual Scheme.
- 4.2.0 The County has reviewed and endorsed architectural guidelines and development standards relative to architectural style & theming, landscaping, lighting, interior 'barrier-free' design considerations and minimum age for residents.
- 4.3.0 The County has reviewed and endorsed engineering plans relative to the provision of roadway access, potable water, wastewater treatment and stormwater management utilities in accordance with the policies of the Pradera Springs Conceptual Scheme.
- 4.4.0 Municipal Reserve (MR) and Public Utility Lots (PUL) are provided in accordance with the Pradera Springs Conceptual Scheme and applicable County policies.

5.0.0 DEVELOPMENT REGULATIONS

- 5.1.0 Notwithstanding 1.6.0, the County may issue a Development Permit for Stripping and/or Grading, Temporary Sales Centre and Show Homes within any portion of the development provided the County has endorsed a Construction Management Plan and a Stormwater Management Plan.
- 5.2.0 Approval from the County for any use contemplated by this Bylaw may be subject to approval from all relevant Federal and/or Provincial Authorities.

PART 4 – TRANSITIONAL

Bylaw C-7909-2019 comes into force when it receives third reading, and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the Municipal Government Act.

Division: 2 File: 04727003 / PL20170130

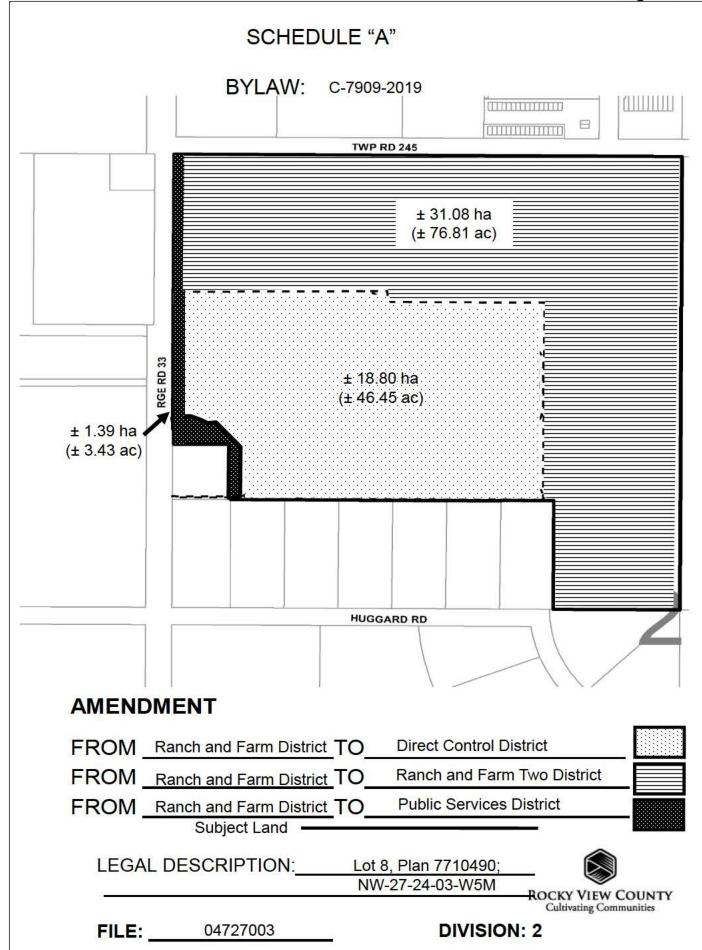
PUBLIC HEARING WAS HELD IN COUNCIL this day of , 2019

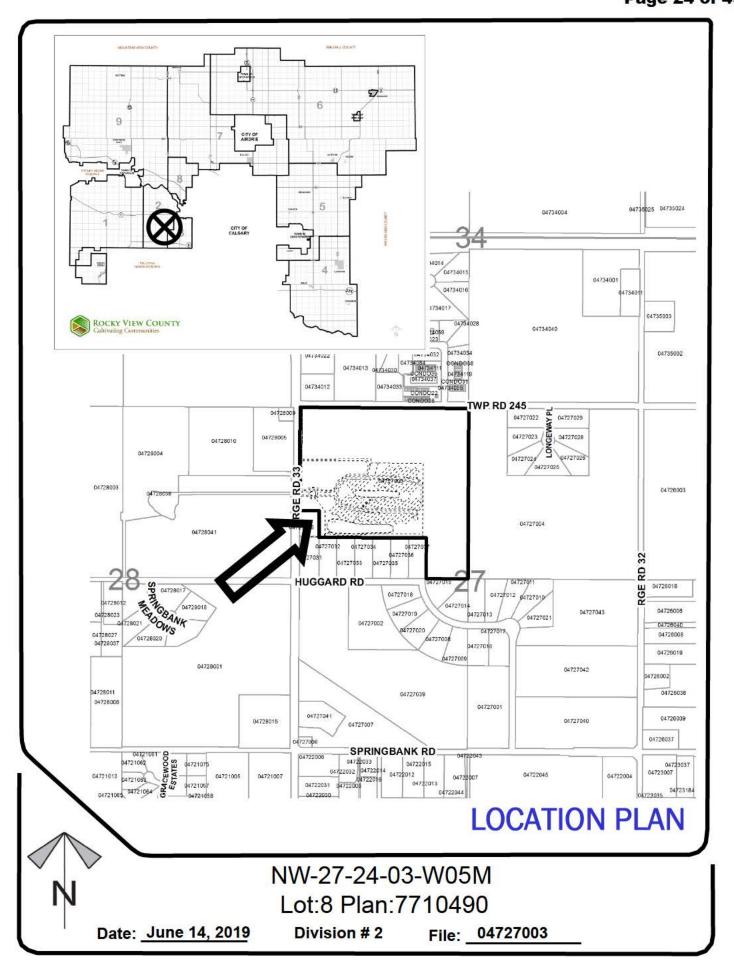
READ A FIRST TIME IN COUNCIL this day of , 2019

APPENDIX 'B': BYLAW C-7909-2019 AND SCHEDULE A

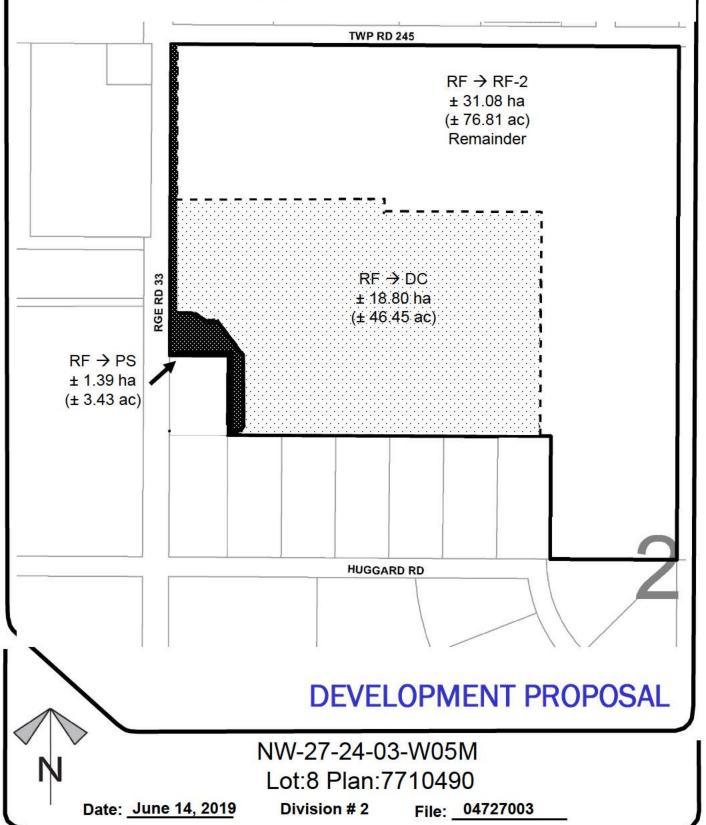


READ A SECOND TIME IN COUNCIL this	day of	, 2019
UNANIMOUS PERMISSION FOR THIRD READING	day of	, 2019
READ A THIRD TIME IN COUNCIL this	day of	, 2019
	Reeve	
	CAO or Designate	9
	Date Bylaw Signe	ed .





Redesignation Proposal:To redesignate a portion of the subject lands from Ranch and Farm District to Direct Control District, Ranch and Farm Two District and Public Services District in order to facilitate the development of 56 condominium units on lots approximately ± 0.06 hectares (± 0.15 acres) in size, together with open space and utility services, with a Ranch and Farm Two District remainder of approximately ± 31.08 hectares (± 76.81 acres).



Page 26 of 49

Conceptual Scheme Proposal: To adopt a conceptual scheme to provide a policy framework to guide future redesignation, subdivision and development proposals on Lot 8, Plan 7710490 within the NW-27-24-03-W5M.

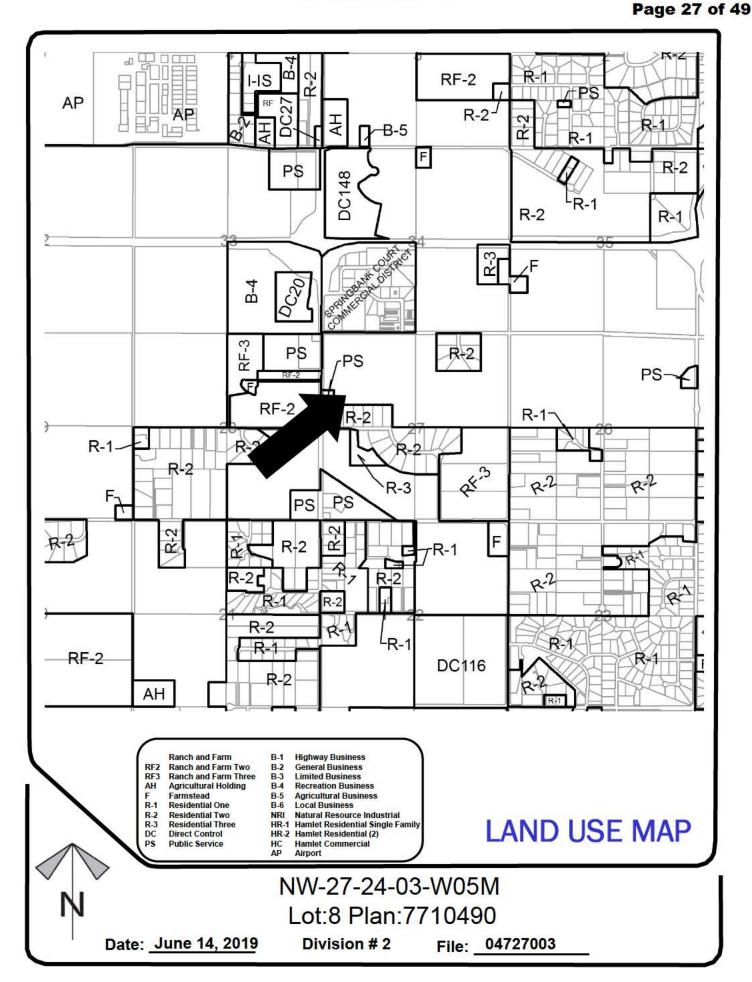


CONCEPTUAL SCHEME PROPOSAL

NW-27-24-03-W05M

Lot:8 Plan:7710490

Date: June 14, 2019 Division # 2 File: 04727003





Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

TOPOGRAPHY

Contour Interval 2 M

NW-27-24-03-W05M

Lot:8 Plan:7710490

Date: <u>June 14, 2019</u> Division # 2 File: <u>04727003</u>



Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

AIR PHOTO

Spring 2018

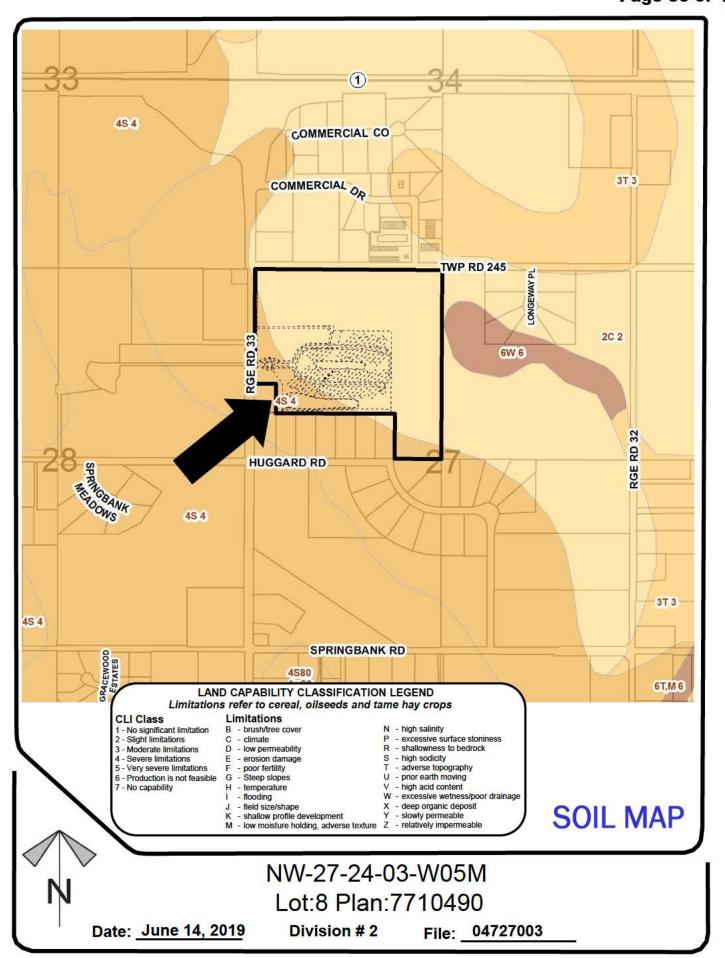
NW-27-24-03-W05M

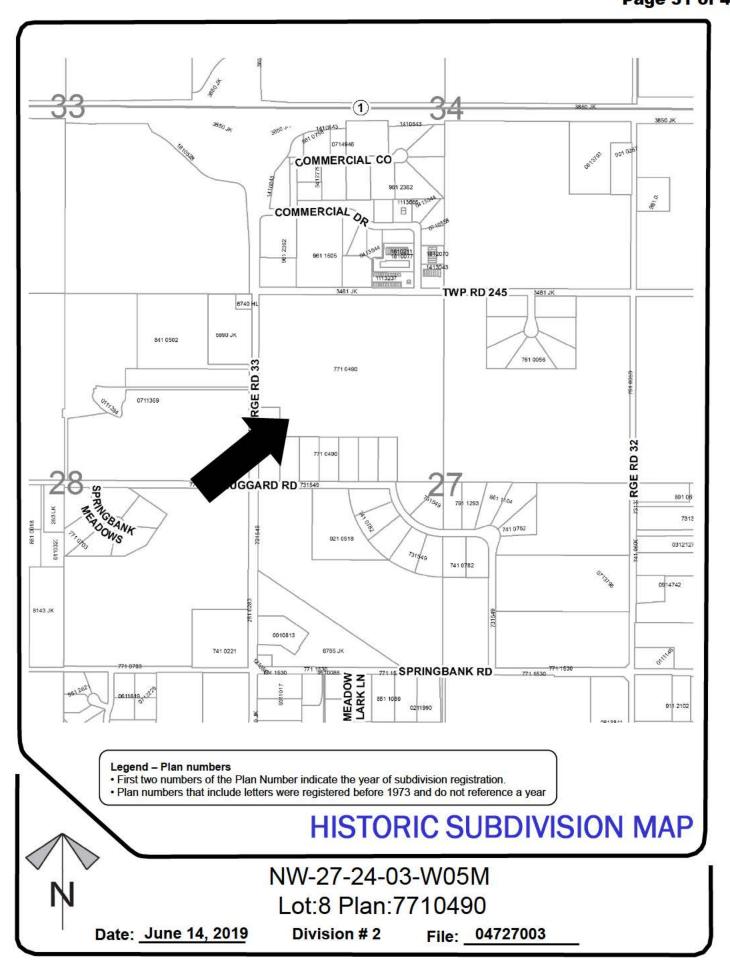
Lot:8 Plan:7710490

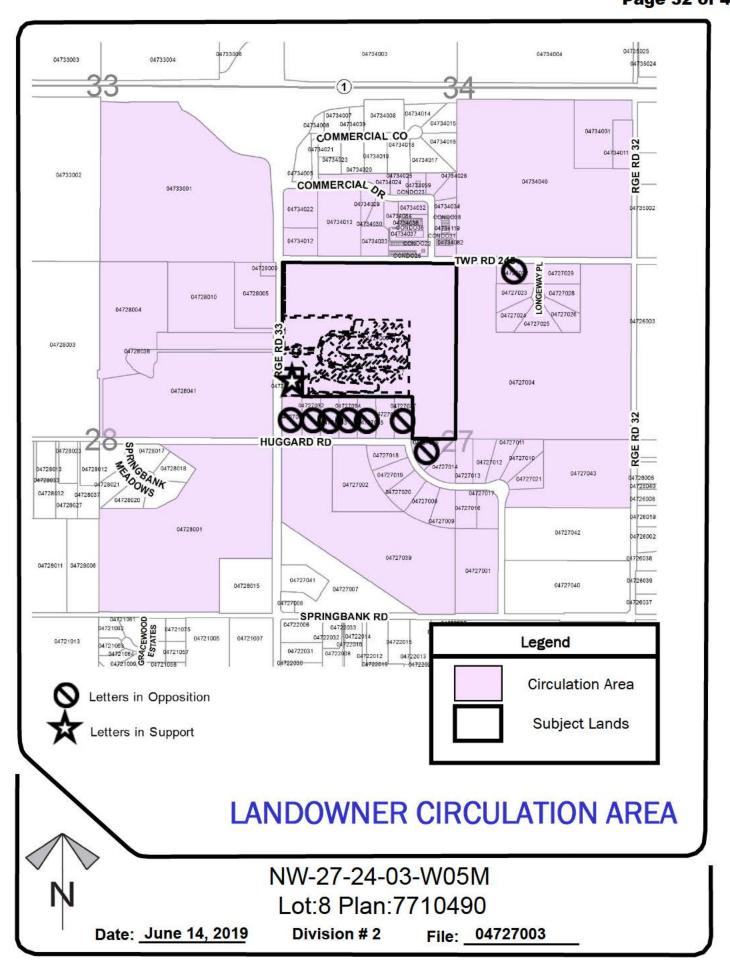
Date: June 14, 2019

Division # 2

File: <u>04727003</u>







APPENDIX 'D': LANDOWNER COMMENTS

Springview Estates Water Co-op Servicing our members for over 40 years

July 10, 2019

Legislative Services Rocky View County

Re: Bylaw C-7908-2019 to adopt the Pradera Springs Conceptual Scheme

We have reviewed the Pradera Springs Conceptual Scheme document dated June 2019 and are opposed to the proposed by-law.

We appreciate that that technical studies on the Pradera Springs lands have been updated, as we requested in September 2017. However, no technical studies were performed on the Water Cooperative lands, as we requested at that time. The goal of these studies was to create a baseline of existing conditions to ensure future changes resulting from the proposed development could be measured.

The Springview Estates Water Co-op's opposition to the currently proposed Conceptual Scheme is due to the risk of contamination of our drinking water. Our water source is at significantly lower elevation than the proposed development. One of the storm ponds is now much larger and very close to the Water Cooperative well. As a result, we believe there is significant risk of water flowing from the storm water ponds to the Cooperative's water catchment area. The proposed development is for seniors, with an expected higher than average use of pharmaceuticals. There is a potential for toxic substances from the septic system to migrate into the storm water ponds [see Figure 12 in the proposal]. Similarly, toxic run-off from the proposed paved areas will flow into the storm water ponds [see Figure 12 in the proposal]. The southern-most storm water pond is immediately adjacent to our water catchment area, with a high risk therefore of leaching these toxic substances into our drinking water source [see topographical map in Figure 7 in the proposal]. Our water has been regularly tested to show no contamination for over 40 years, and this record should not be put at risk.

The proposed development will import a massive amount of water into the lands immediately north of our water catchment area. There are already existing problems with standing water in the western most zone of our water cooperative, which is where the storm water ponds outflows are planned in a surface ditch [Figure 12 in their proposal]. If the current proposal is approved, we can expect significantly more standing water in this area of the cooperative lands, creating further potential of contaminating our drinking water.

The Springview Estates Water Coop believes the following changes are essential to ensuring the risk to our potable water is mitigated:

- Move any storm water pond a significant distance back from the Water Coop's northern property lines.
- Preparation of ground water, overland drainage, and environmental impact studies for the residential lands bordering the proposed development to establish a baseline for future comparisons (subject to landowner approval)
- Development of contingency plans by the developer/condominium association/County for any future water outages
 resulting from contamination from overland flooding or seepage from the storm water ponds

Thank you,

Curtis Cann, President

Springview Estates Water Co-op

c/o 234 Huggard Rd, Rocky View County

APPENDIX 'D': LANDOWNER COMMENTS

Jessica Anderson

From: Jacquie Baker

Sent: Wednesday, July 10, 2019 1:41 PM

To: PAA_ LegislativeServices
Cc:

Subject: BYLAW C-7909-2019

July 10, 2019 Legislative Services Rocky View County

Re: Bylaw C-7909-2019 - A Bylaw of Rocky View County to Amend Land Use Bylaw C-4841-97

We have review Bylaw C-7909-2019 to amend land use Bylaw C-4841-97 and are **OPPOSED** to this proposed Bylaw.

We will be making a presentation to Council at the scheduled Public Hearing on July 23, 2019.

Please Confirm receipt of this e-mail.

Owen Baker, Winifred Baker, and Jacqueline M Baker Property Owners of: 190 Huggard Road Calgary, Alberta T3Z 2C3

Tyler Andreasen

From: Anne Bury

Sent: Tuesday, July 09, 2019 8:53 PM **To:** PAA_ LegislativeServices

Cc:Barry JohnsonSubject:Bylaw C-7908-2019

Re the public hearing on this bylaw scheduled for July 23.

I am an adjacent landowner to the Pradera Springs Conceptual Scheme and I oppose the proposed bylaw. My partner Barry Johnson will address Council in person on July 23 on my behalf.

Patricia Anne Bury 218 Huggard Rd., Calgary, AB T3Z 2C3 July 10, 2019

Legislative Services Rocky View County

Re: Bylaw C-7908-2019 to adopt the Pradera Springs Conceptual Scheme

We have reviewed the Prader Springs Conceptual Scheme document dated February 2019 and are <u>OPPOSED</u> to the proposed by-law.

- We have concerns with the integrity of our water supply as we are one of six residents' part of the Springview
 Estates Water Coop. We would like to see Rockyview County acknowledge that a contingency plan needs to
 be put in place so that if this Development causes our water source to have any change in depletion or quality
 that we would be provided with good quality water from another source. As a household with small kids we
 feel that our water must remain contestant, reliable and safe.
- We have concerns with overland flooding. Having a massive storm water pond just meters uphill from our
 North property line being held in by only a berm may have major issues if this water were to be released. This
 amount of water could cause massive flooding not only to our property but our home as well. This area in
 Springbank (RR33 and Huggard) already has storm water issues with flooding happening every year and
 getting worse every year.
- We have concerns with sewage treatment plant and its disposal field. We feel that having 56 new homes on
 one very large system could cause issues. We being downhill from this system have concerns of leakage onto
 our land. The proposed housing is for seniors, with an expected higher than average use of pharmaceuticals.
 There is a potential for toxic substances from the septic system to migrate into the storm water ponds.
- We have concerns with losing our ability to subdivide our lot if in the future we decide to apply for. With this
 development asking to build 56 homes this would meet the maximum amount out dwellings on a quarter
 section of land as per the Central Springbank Area Structure Plan. Also, the developer isn't showing
 transparency in their proposal which shows they are developing 58 units in their illustrations.
- We have concerns that this development could apply for additional phases on their Agriculture Area in the
 future. We have been told that a New Area Structure Plan is in the works but has not been released. We
 would have opposition against adding more then 64 units to a quarter section if special approval were to be
 granted.

We feel that one way to address most of our concerns would be to move this development away from the residents of Huggard Road father to the North on their property. We feel that a base line soil testing should be complete on our property before this development is started to give us a solid base line of our current soil conditions. And contingency should be put in place to protect our property from all concerns mentioned above.

Thank you,

Curtis Cann, Meredith Cann 234 Huggard Rd

APPENDIX 'D': LANDOWNER COMMENTS

Jessica Anderson

From: Jan Erisman

Sent: Wednesday, July 10, 2019 2:26 PM

To: PAA_ LegislativeServices **Subject:** Pradera C-7909-2019

Re; C-7909-2019

Future Connectivity of pathways for safe passage for children to school is a goal of this community. Every new subdivision is to connect to existing and future subdivisions so that we can safely connect our residents off the busy main roads. This shows a pathway along the main roadway but no connections on the other three sides and to the Heritage Club. The connecting pathways need to be accessible to the public and we just need to see where the future pathway connections will be to provide safe future pathways. This does not require a regional path standard as a smaller less expensive design would serve the purpose.

Otherwise, I am in support of the development and appreciate the cooperation with the Heritage Club and the placement of the mr land for the use of the Heritage Club.

Thankyou
Jan Erisman
3154 Springbank Heights Way,
Calgary, Albert

Jessica Anderson

From: Tyler Andreasen

Sent: Wednesday, July 10, 2019 4:15 PM

To: Jessica Anderson **Subject:** FW: Bylaw C-7908-2019

Another one...

TYLER ANDREASEN

Deputy Municipal Clerk | Municipal Clerk's Office

ROCKY VIEW COUNTY

262075 Rocky View Point | Rocky View County | AB | T4A 0X2

Phone: 403-520-8197

tandreasen@rockyview.ca | www.rockyview.ca

This e-mail, including any attachments, may contain information that is privileged and confidential. If you are not the intended recipient, any dissemination, distribution or copying of this information is prohibited and unlawful. If you received this communication in error, please reply immediately to let me know and then delete this e-mail. Thank you.

----Original Message-----

From: Andrea Fugeman-Millar

Sent: Wednesday, July 10, 2019 4:07 PM

To: PAA_ LegislativeServices < legislativeservices@rockyview.ca>

Subject: Bylaw C-7908-2019

I am the owner of 250 Huggard Rd and I am opposed to bylaw C-7908-2019. I will be making a presentation at the meeting.

Thank you.

Kindly acknowledge receipt of this email. Best regards, Andrea Fugeman-Millar

Sent from my iPhone

Response to Proposed Bylaw C-7908-2019 - A Bylaw of Rocky View County to Amend Land Use Bylaw C-4841-97

Application #: PL 20170132 (04727003)

Pradera Springs Conceptual Scheme and Future Redesignation

Public Hearing Date: July 23, 2019

I have some concerns regarding this application:

1) I'm rather disappointed that the Applicant is bringing this proposal to Council without having notified all the residents in the circulation area.

AGENDA

2) The notification of affected residents has been done in an inconsistent manner. Two res Rage 307 of 745

Springview Water Co-op on Huggard Road who live immediately south of the proposal, appeared of 49 with the Applicant on February 19, 2019. They were updated on the results of studies done.

As a resident to the east of this proposal, and within the circulation area, it appears that the residents of Longeway Place were excluded from an integral part of the consultation process and have had no access to the information provided to the residents on Huggard Road.

3) Five of the 7 Studies to support this application were completed after the only Open House held Sept 13, 2017, so it is obvious to me that there is new information in these studies that has not been passed on to all the affected landowners. (PSCS p. 62)

This lack of information makes it difficult for the seven residences on Longeway Place to assess the proposal, but I am going to provide some comments based upon information I do have, from the Conceptual Scheme.

I have requested access to these studies from Rocky View Planning but haven't yet seen them.

Re: the Conceptual Scheme (CS)

The mandatory Open House was almost 2 years ago, so if changes have taken place how are we to adequately assess it?

Their initial Conceptual Scheme was created about 10 years ago, and has changed dramatically from dense housing and retail to very high-end retiree clustered housing.

While their current CS does conform to the Central Springbank ASP in terms of density per quarter section (64 units per quarter), there are some questions that do need to be asked and answered.

This plan is not exactly Seniors' Housing.

The Pradera Springs proposal is based on the definition of a Senior being 55 years old. That does not coincide with the general perceived idea of a senior, as most people are still working until just before or after 65. According to the CSASP, seniors' housing should be designed "for older persons and people with disabilities....and be stairless." (CSASP 2.9.2, p 64).

The proposed duplexes are not typical of seniors' housing, with walkouts with square footage of 3000 sq feet (more or less), 3 bedrooms, 2 levels and a double garage. Most seniors, me included, are trying to downsize, not upgrade.

<There are elevators but they could be problematic in the event of a power outage>

The population projection for each duplex is 3, again not typical of a senior. How many seniors live in a home with 3 people?

To the best of my knowledge, the proposed duplexes are most likely in the range of \$800,000 and up, and I will suggest that price is likely beyond what Springbank seniors want to pay.

Let's call this what it is: Cluster Housing, possibly gated, with private pathways.

As cluster housing, it must comply with the CSASP density of 64 units per quarter section. There are already 7 acreages on that quarter along Huggard Road as well as the Heritage Club, so the maximum number of units on the remainder 1/4 section is 56, which is exactly the number they are proposing. If the proposal is for retirement living, let's just call it that, which is fine with me.

Re: Development Rationale

The proponent has cited a federal study regarding demographics in Springbank (2016 Federal CensuAGENDA by Dissemination Area. Data Table Age (in Single Year) and Average Age and Sex for the Page 309 of 745

It can be viewed here: https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/dt-td/RpPageff42 of 49

TABID=2&LANG=E&A=R&APATH=3&DETAIL=0&DIM=0&FL=A&FREE=0&GC=8250200.05&

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While the CS states the number of seniors in Springbank is high at 31% of its population, compared to 16% in Calgary, it fails to note that the average age in Springbank is 39.9 years, as opposed to 37.6 years in the city of Calgary. This shows that Springbank is not an "aged" population.

In Springbank, the age ranges are:

55-59 years - 505 residents.

50-54 years - 405 resident, 45-49 years - 370 residents, over 65 years - 540 residents.

1400 residents of 4440 are over 55.

Clearly, this proposal is being marketed to younger retirees, not the more elderly seniors who would like to downsize and be part of a social group at the Heritage Club.

Let's not confuse seniors' housing with retirement living.

What do the "Real Seniors of Springbank" want? In 2009, they wanted a coffee shop, small grocery store, pharmacy, post office, bookstore/library, small heritage museum, doctor, dentist, physio/massage, dry cleaner and barber/hair salon.

What does this proposal have for "seniors"? They need a few basic services.

Re: Open Space

All interior pathways are private, which excludes the community, other than a piece – 3.37 acres - of a short regional trail along Range Road 33. 46 acres should be providing 4.6 acres of publicly accessible land (10%).

How will the private pathways enhance the community at large or provide connectivity?

Can the 76 acre remainder be turned into a **Conservation Easement** – because 64 lots (ie: fully built out according to the CSASP) have been created on it already? Could it be a public park?

Re: Agricultural Boundary Design Guidelines

76 acres are "expected to remain in active production". PSCS p. 56
If this quarter section is **now built out** with the density described in the CSASP with 64 lots, what mechanism is going to be put into place to keep the remainder agricultural?
Will this remain undeveloped because of the wastewater treatment facility and its required 300m perimeter?

Re: Servicing

I'm a strong advocate of Water In = Water Out.

Pipes in the ground have become necessary; it is the only sensible and sustainable way to protect property.

Springbank soil is saturated because of the cumulative effects of piping in potable water and then using private sewage treatment systems (PSTS) and/or (yet to be tested) spray irrigation. In many if not most 2 acre subdivisions, there are issues with a high water table with some of the newer homes having up to 4 sump pumps to remove water.

How is piping in 134 cubic metres/day of additional water going to affect the water table and aquifers?

General Drainage:

If using the ditch along Range Road 33 is the only way to remove excess storm pond drainage, the size of the development needs to be re-thought. This ditch already holds standing water at the corner of Huggard Road and RR 33 and when it does eventually drain, it goes to the Park for All Seasons which also experiences drainage problems. It then moves southward down RR 33, to join Springbank Creek, passing several homes south of the Park that also have overland drainage issues and a very high water table.

What can the developer do to improve this?

Storm water ponds with evaporation and/or drainage may or may not work, regardless of what engineering reports and studies indicate. As an example: Country Meadows Place. Spring Meadows Lane and Morgan's Rise had a drainage issue in 2011/12 which involved 3 separate engineering assessments by DA Watt, Jubilee and RVC. and all had different reports. The RVC engineering department created the solution to that \$800.000 problem and to my knowledge is still working.

Two developments that were approved in Springbank – Bingham Crossing (adopted in September 2012) because of unnamed issues, and Springbank Creek (adopted in October 2013) because of issues

with drainage and soil permeability. Would these developments have been approved had Council known about these problems? I will leave that question with you.

So we now have another proposal with water being piped in and an 8 acre dispersal field. A watershed runs diagonally NW to SE on this property. A Hydrologist report from Worley Parsons in 2009 (Mike Harris) indicated that the soils were not suitable for intense development as there is little percolation,

Any Storm water pond built should be lined and have a direct release via an underground pipe directly to the RR 33 ditch. The Morning Vista development created drainage and reverse flooding up Grandview Creek shortly after its SW ponds were built, causing some upstream properties to become impassable in places. RVC had to install almost 400m of underground pipe in the ditch along RR 32 to resolve this issue.

Re: Wastewater

Orenco STEP System

Silverborn has 4 systems running → 12 at full build-out for 96 homes

How many systems will be installed in Pradera Springs?

Will they be built into the 8 acre infiltration field? If so, will they not need more area?

How often do the solids have to be trucked out?

What is the mass load in litres that an 8 acre infiltration field can accommodate?

What is the depth to groundwater there?

What is the depth to bedrock there?

How deep is the infiltration field?

Where does the treated wastewater flow once in the dispersal field?

How is the treated wastewater going to affect the water table of the agricultural land to the SE and NE? How will the treated wastewater affect the water table of the residences along Huggard Road?

In the case of a system failure, what is being done to protect the drinking water sources (wells) that are in close proximity, eg: within 1 km?

What is the likelihood that Alberta Environment and Parks will waive the 300 m setback requirement?

If Rocky View County is going to continue approving residential developments in Springbank, let's do it properly and install the underground infrastructure - wastewater pipes and stormwater drains - in order to protect the properties in this area. Water In = Water Out.

Should our water sources be jeopardized, adjacent residents will retain the right to obtain damages from the developers, the County and individual members of Council who vote in favour of this proposal.

Thank you for your time and consideration,

Kim Magnuson

3 Longeway Place Calgary P3Z 2CT

Response to Proposed Bylaw C-7908-2019 – A Bylaw of Rocky View County to Amend Land Use Bylaw C-4841-97

Application #: PL 20170132 (04727003)

Pradera Springs Conceptual Scheme and Future Redesignation

July 8, 2019

To Whom It May Concern:

I am an owner of 170 Huggard Rd, which sits adjacent to the proposed Pradera Springs Development. I attended one open house for the development, but have had no direct contact with the developers where they have listened to any of my concerns. I have concerns, which are indicated below:

1) There has been little consultation for this development, and the speed at which responses were requested for the Public Hearing is unreasonable.

The last time I am aware that Pradera Springs held an Open House, which I attended, was Sept 13, 2017. Until late last week (July 5, 2019), I had no news about the Pradera Springs development, nor what changes were made to the plan. The consultation process has been extremely poor.

The public hearing (and/or written responses) occurs during a period of the summer when many families are on vacation. Indeed, my family is on vacation, and with almost no preparation time (<week) I have had to take precious vacation time to try and figure out the technicalities of the plan, and provide a written response (for July 10, 2019). Who is RVC trying to support?

2) I am concerned about the Agricultural Remainder parcel, and the failure to accommodate this land into the conceptual scheme in any manner (e.g. park, pathways, conservation easement, etc.). The conceptual scheme needs to incorporate this land into the plan, and have it be part of the development.

The plan concentrates 56 units in a small portion of the conceptual scheme. This feature allows Pradera Springs to be compliant with the existing Springbank ASP. However, to close the door to high-density housing, in a community that does not have the infrastructure (waste management, water, roads) to support it the entire quarter section needs to be designated so that it cannot be developed at a later date.

3) Waste water management will be an issue, and depends on the community trusting in the developers' reports that the water levels and wells in surrounding properties will not be impacted. I hereby wish to notify that I

will seek to obtain damages from the developers, the County and individual members of Council who vote in favour of this proposal in the circumstances that flooding to my property occurs, or my well water is impacted.

My concerns include:

The effect that piping in 134 cubic metres/day of additional water will have on the water table and aquifers. Water will be piped in, and yet we only an 8 acre dispersal field. A prior hydrologist report (Worley Parsons, 2009, Mike Harris) indicated that the soils of this land were not suitable for intense development as there is little percolation.

It appears as though the ditch along Range Road 33 is the only way to remove excess storm pond drainage. If true, the size of the development needs to be re-thought as this ditch already holds standing water, and the impact on downstream buildings (Park for all Seasons) and houses may be devastating for overland drainage and water table.

The reliability of storm water ponds with evaporation and/or drainage for dealing with water is unclear. It will be costly for RVC to deal with issues retroactively, as they have had to do for other communities in the area.

2) The Orenco STEP System. How many of these systems will the Pradera Springs development require, and will the 8 acre infiltration field be sufficient? The initial conceptual scheme presented by the developers utilized most of the Agricultural Remainder land to accommodate the waste water. Why has this changed?

Where will the treated wastewater flow once in the dispersal field, and how will this affect the water table and wells of neighbouring properties? How will the wells of the Huggard Road residences be protected, and what will happen in the case that this system fails?

In the absence of pipes in the ground (input and drainage), concentrating residences on a small piece of the land is fool-hardy.

3) Traffic in and out of the Springbank Elementary and Middle Schools at peak hours is difficult. Adding to the congestion, as the exit/entrance to Pradera Springs will be onto Range Road 33, ultimately will impact the safety of the kids attending the schools.

Thank you for considering these issues. We need to make this a community that works for Springbank, not just for the developers, and not just for the next five years.

Sincerely,

Drs. Sarah McFarlane and Richard Wilson

170 Huggard Road

Calgary, AB T3Z2C3 ----Original Message-----

From: Dan Smith

Sent: Wednesday, July 10, 2019 2:59 PM To: Questions <<u>questions@rockyview.ca</u>> Subject: Prayers Springs development.

My name is Dan Smith whose property borders the Pradera Springs Development. I am strongly opposed to the this development for a few reasons. The pond which is to be part of the Pradera Springs development is very close to our property and might affect the water table which is already high due to the widening of Range Road 33 which redirected underground springs onto our property and although RV attempted to remediate it three years ago this coming fall our property is still flooded.

The proposed pond will only make it worse. Then there is the possibility of our well being contaminated or even running dry from all of the additional families using the underground water. If RV is unable to properly remediate the current flooding on my property caused by their road widening contractor then it would only make sense that if this development does go ahead and caused additional water table issues or flooding in general that RV would also be unable to correct the problem.

Dan Smith

264 Huggard Road Springbank

Sent from my iPhone

Jessica Anderson

From: Tyler Andreasen

Sent: Wednesday, July 10, 2019 3:04 PM

To: Jessica Anderson

Subject: FW: Bylaw C-7908-2019

Follow Up Flag: Follow up Flag Status: Completed

Another one...

TYLER ANDREASEN

Deputy Municipal Clerk | Municipal Clerk's Office

ROCKY VIEW COUNTY

262075 Rocky View Point | Rocky View County | AB | T4A 0X2

Phone: 403-520-8197

tandreasen@rockyview.ca | www.rockyview.ca

This e-mail, including any attachments, may contain information that is privileged and confidential. If you are not the intended recipient, any dissemination, distribution or copying of this information is prohibited and unlawful. If you received this communication in error, please reply immediately to let me know and then delete this e-mail. Thank you.

From: Springbank Heritage Club <springbankhc@telus.net>

Sent: Wednesday, July 10, 2019 2:47 PM

To: PAA_ LegislativeServices < legislativeservices@rockyview.ca>

Cc: Bill Tajcnar

Subject: Bylaw C-7908-2019

We are the Springbank Heritage Club at 244168 Range Rd 33 T3Z 2E7, a small 2.83 acre parcel adjacent to the Bylaw C-7908-2019 proposed development.

We are an Alberta seniors club in a facility that was built in 1986 and would like to do a renovation plus an addition to our existing facility. This additional space is required by our Club and for various community events held at this Club. This planned expansion will require additional parking stalls which we do not have space for even after removing trees. The addition of about one acre of land from the Pradera MR adjacent to our back property line and our current parking area would provide this parking requirement. We ask that some of the MR land from the proposed Pradera development be allocated to accommodate our parking requirements.

Thank you for your consideration of our request.

Bill Tajcnar President Springbank Heritage Club Val Finch Vice President Springbank Heritage Club



TRANSPORTATION SERVICES

TO: Council

DATE: July 23, 2019 DIVISION: All

FILE: 4050-100

SUBJECT: Quarterly Report – Transportation Services

EXECUTIVE SUMMARY:

The intent of this update is to provide Council with a general briefing of activities completed during the first half of 2019, and forecast the activities expected through to 2019-year end.

The core function of Transportation Services is to manage the operations and delivery of County road maintenance, operations and pathway/trail services and programs. The department's scope of service requires the team to collaborate extensively with the public, non-County service providers, government regulators, and with a variety of other County departments, particularly Planning and Development, Capital Project Management, Corporate Properties, Finance, and Health and Safety.

¹ADMINISTRATION RESOURCES:

Administration recommends Option #1.

BACKGROUND:

General Operations

- Oversight and maintenance of County road network and associated rights-of-way, including bridge structures and pathways.
- Snow and Ice Control (SNIC); all hard-surfaced and gravel roads.
- Regular grader maintenance of gravel roads, typical 3 to 4-week rotation.
- Liaise with customers and non-County service providers and provide a high level of service.
- Research and develop new technologies and methods for infrastructure maintenance.
- Support internal departments on key transportation and administrative initiatives.
- Present Council and the public with information on Transportation Services projects and programs.

Significant Advancements

Over and above the performance of core functions and general operations, the Transportation Services department completed the following projects during the reporting period:

Significant Advancements (Completed)

Hybrid Snow and Ice Control methods utilizing contractual services

Gravel road reshaping utilizing contractual services

Steven Hulsman, Transportation Services

¹Administration Resources:



Evaluation of alternative dust abatement treatment technologies
Pathway retaining wall rehabilitation

Transportation Services has initiated the following projects during the reporting period, and will continue to work towards completion of these projects throughout 2019:

Significant Advancements (On-going)
Evaluate alternative surface stabilization products
Pathway rehabilitation and asphalt overlay
Field level asset management data collection
Gravel Tracker Program implementation

BUDGET IMPLICATION(S):

All projects described have received funding through the approved 2019 operating budget.

OPTIONS:				
Option #1	THAT the Utility Ser information.	THAT the Utility Services Quarterly report to Council be received as information.		
Option #2	THAT alternative dir	THAT alternative direction be provided.		
Respectfully submi	itted,	Concurrence,		
"Byron Rien	mann"	"Al Hoggan"		
Executive Director		Chief Administration Officer		



OPERATIONAL SERVICES

TO: Council

DATE: July 23, 2019 DIVISION: All

FILE: 4030-100

SUBJECT: Quarterly Report – Operational Services Update

¹EXECUTIVE SUMMARY:

The intent of this update is to provide Council with a general briefing of activities completed during the first half of 2019, and forecast the activities expected through to September 2019.

The core function of the Operational Services is to provide a variety of services to the staff of Rocky View County, our rate payers and surrounding municipalities. The services delivered by the department are through Fleet Services, Corporate Properties, and Cemetery Services, and have impacts on all County department's service levels.

The reach of the department's scope of service requires Operational Services to collaborate with all County departments, and to work with department's to ensure they can provide service to the staff and ratepayers of Rocky View County.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends Option #1.

BACKGROUND:

Cemetery Services

New Initiatives and Special Projects (completed)

Cemetery Services Contract Conversion to Fulltime Groundskeeper.

Cemetery Services Temp Contract Admin – initiative to bring on consistent administrative support for Garden of Peace Cemetery, Finance and Operations.

Current Servicing

Rotational mowing and maintenance across the County is in full production from weekly to monthly servicing.

Solid Waste and Recycling County Work Requests completed on a weekly basis.

Completed the Memorial Tree Garden at Rocky View County Hall.

Provide service to the public for Cemetery Services.

Sheldon Racz, Operational Services

¹Administration Resources



Looking Forward

Working with external agencies to occupy the crematorium portion of the Chapel.

Working with Capital Projects to understand how to better utilize the Cemetery Chapel building.

Corporate Properties

New Initiatives and Special Projects (completed)

Decommissioning of 911 32 Ave NE has been completed.

Phase II Environmental Assessment for Airdrie property completed and awaiting report.

All Indoor Air Quality assessments completed.

Chemical storage shed completed for Agricultural Services.

Pump House Project Completed for Garden of Peace Cemetery.

Current Servicing

Summer Projects for painting.

Summer Landscaping projects.

On going preventative and reactive maintenance programs.

Looking Forward

Snow Removal contracts for various locations.

Office and staff moves to provide better internal customer service.

Construction work for creation of a parts counter in Fleet Services Building.

Fleet Services

New Initiatives and Special Projects (Completed)

Capital Purchases are completed for 2019.

Offset Hitches are being set up.

Water Tender for Fire Services is in progress.

Working with Transportation Services for new plow truck.

Tandem recovery truck and new grader ordered.



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Fleet Services hours extended to cover 0600-16:30.

New design truck mount that uses a capture and 2 pins.

Ongoing preventative and reactive maintenance for fleet vehicles.

Looking Forward

Consolidation of parts department.

Commercial driving compliance development.

BUDGET IMPLICATION(S):

All projects described have received funding through Council.

OPTIONS:

Option #1 THAT the Operational Services Quarterly report be received as

information.

Option #2 THAT alternative direction be provided.

Respectfully submitted,	Concurrence,		
"Byron Riemann"	"Al Hoggan"		
Executive Director	Chief Administrative Officer		



PLANNING AND DEVELOPMENT SERVICES

TO: Council

DATE: July 23, 2019 **DIVISION**: All

FILE: N/A APPLICATION: N/A

SUBJECT: Quarterly Report – Planning and Development Services

EXECUTIVE SUMMARY:

Planning & Development Services has prepared a quarterly report for Council's information. The report and numbers presented are representative of the year to date, and will be updated on a quarterly basis going forward.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends that the Planning and Development Services Quarterly report be received as information.

BACKGROUND:

The purpose of this report is to provide quarterly reports the Community Development Services Division. To implement this process, this installment highlights the year-to-date statistics from Planning and Development Services. This report is provided as information, and no further direction is required of Council.

BUDGET IMPLICATIONS:

There are no budget implications at this time.

O	Pī	10	٧S	:

Option #1 THAT the Planning and Development Services report, as presented in

Attachment A, be received as information.

Option #2 THAT alternative direction be provided.

Respectfully submitted, Concurrence,

"Richard Barss" "Al Hoggan"

Acting Executive Director Chief Administrative Officer Community Development Services

Matthew Wilson, Planning and Development Services

¹ Administration Resources



ATTACHMENTS:

Attachment 'A': 2019 Year-to-date report summary – Planning & Development Services



ATTACHMENT 'A': 2019 Year-to-date report – Planning & Development Services

INTRODUCTION:

Key statistical reporting during the first half of this year include:

- 1. Planning applications (Redesignation, Subdivision, Conceptual Schemes, Master Site Development Plans):
 - a. 76 planning applications were received; and
 - b. 60 planning applications were brought to Council for decision.
- 2. Development Permit applications:
 - a. 223 development permit applications were received;
 - b. 291 development permit applications were approved and xxx refused;
 - c. 32 matters were heard by the Subdivision & Development Appeal Board.
- 3. Development Compliance matters:
 - a. 98 development complaints were received and processed in quarter 1.
 - b. 106 development complaints were received and processed in quarter 2.
- 4. Development Agreements:
 - a. Five (5) Development Agreements signed (Springbank, Harmony) Estimated construction cost of \$26,000,000
 - b. Three (3) Final Acceptance Certificates (FAC) issued (CN Logistics, Langdon bank site)

Table 1: Planning Application Statistics Part 1

Redesignation Applications	80% of Applications are processed in:	90% of Applications are processed in:	10% (unique files) of Applications are processed in:
Fragment Qtr. Section – Country Residential & New/Distinct Ag Use (7 Applications)	6.26 months	6.26 months	25.41 months
All other Residential Applications (7 Applications)	4.70 months	4.70 months	7.96 months
Commercial/Industrial/ Institutional (13 Application)	3.36 months	3.92 months	8.65 months

Subdivision Applications	80% of Applications are processed in:	90% of Applications are processed in:	10% (unique files) of Applications are processed in:		
Fragment Qtr. Section – Country Residential & New/Distinct Ag Use (4 Applications)	3.67 months	4.11 months	5.42 months		
All other Residential Applications (16 Applications)	3.91 months	4.17 months	8.91 months		
Commercial/Industrial/ Institutional (2 Applications)	5.68 months	5.68 months	6.35 months		



Table 2: Planning Application Statistics Part 2

Statutory/Non- Statutory Plans	atutory Plans are processed in:		10% (unique files) of Applications are processed in:	
Concept Schemes/ASP Amendments/MSDP (8 Applications)	3.47 months	3.90 months	8.09 months	

Total Number of Delegated Subdivision Decisions	Average Processing Times
0	N/A

Total Number of RPRs in Q1 & Q2	226
Total Number of RPRs in Q1 & Q2	226

Total Working Endorsement Files (Actively communicating with Applicant)	Total Subdivisions Endorsed in Q1 & Q2	Total Approved Subdivisions Waiting for Conditions to be Met (less currently active files)
23	14	73



Table 3: Development Compliance – Issues Reported

TYPE	NUMBER	PERCENTAGE
Undefined	18	8.5%
Accessory Building	11	5.5%
Commercial Operation	11	5%
Home-Based Business Type II	11	5.5%
Kennel (General)	1	0.5%
Kennel (Hobby)	1	0.5%
Lighting	7	3.5%
Mobile Home	0	0%
Operating Outside DP	41	20%
Outside Storage (General)	12	6%
Outside Storage (Recreational Vehicles)	6	3%
Outside Storage (Unregistered Vehicles)	4	2%
Signage	21	10%
Single Family Dwelling	14	7%
Stripping/Filling/Excavation & Grading	19	9%
Too Many Animal Units	11	5.5%
Too Many Dogs	3	1.5%
Information Only	14	7%
	,	-
TOTAL	204	
Average Number of Issues per DCO*	27.5	

Department initiatives implemented or worked on during the first half of the year include:

- 1. Real property report streamlining;
- 2. Report template review & redevelopment.

POLICY & STATUTORY PLAN UPDATE:

The following projects were planned for 2019 and are underway:

- 1. Springbank Area Structure Plan review:
 - A working draft of the ASP was released for community input on May 21, 2019 and the feedback period has now closed. Technical reports (servicing, environmental, transportation) are ongoing and are expected to be completed in August. Revisions will be made to the ASP over the summer and a revised draft will be presented at an open house to be held in the early fall. The final draft plan is expected to be put before Council for consideration by the end of 2019.



- 2. Bearspaw Area Structure Plan review:
 - An open house and coffee chat meetings were held in June, 2019 to introduce the
 project and obtain initial input from the community. A questionnaire is available for
 completion by residents and stakeholders until July 31, 2019. The feedback received
 will be used to help form a vision for the community and potential land use scenarios.
 The final draft is expected to be presented to Council in Q2, 2020.
- 3. Conrich Area Structure Plan amendments:
 - Public engagement was held in June, 2019 and a land use concept is now being finalized for the Future Policy Area, including the hamlet boundary. Technical reports shall be undertaken based on the land use concept and a first draft is expected to be released in fall 2019. The final ASP amendment is anticipated to be presented to Council before by the end of 2019.
- 4. Bragg Creek Area Structure Plan amendments:
 - An open house and coffee chats meeting were held in May and June, 2019 to gain feedback on appropriate land uses in the proposed hamlet expansion lands. A draft vision, objectives and potential land use scenarios will be prepared over summer based on community input. Technical studies will also be commenced to assess the land use scenarios. The next round of engagement is expected to be held in fall 2019, with presentation of the final draft to Council by the end of 2019.

The following additional projects were added to the work plan during 2019:

- 1. Janet Area Structure Plan review (future policy area):
 - Work has recently started on preparing the project plan and engagement strategy for the ASP review. The first round of public engagement is expected by fall 2019, with the final draft being presented to Council in early 2020.
- 2. County Plan Targeted Amendments:
 - Second reading was given to the Bylaw on June 11, 2019 and the amendments have been referred to the Calgary Region Metropolitan Region Board for a decision.
- 3. New Municipal Development Plan preparation:
 - A workshop has been scheduled, and several departmental meetings have been set up to review the current policies.

The following additional projects are under considerations for inclusion on the work plan:

- 1. Hwy 1 Corridor Area Structure Plan review;
- 2. Janet Area Structure Plan Expansion.



Planning & Development Services' Statistical Report (to June 11, 2019) Planning Call Stats:

	Call Type/ Month	Jan.	Feb.	Mar.	April	May	June	Total
DP	Exisiting [D]P/RD/SD [S]tatus	55	29	48	58	81	75	346
Z	What is my [z]oning?	63	48	82	47	53	60	353
DP	[DP] application - other	64	75	70	30	23	19	281
1	General [i]nfo	52	26	22	25	39	45	209
BS	[B]uilding [S]ervices question	14	12	25	19	32	16	118
х	Not applicable	9	8	4	11	23	12	67
EF	[E]n[f]orcement concern	9	2	14	11	9	7	52
EN	[En]gineering	7	5	17	17	9	11	66
М	Pre-app [m]eeting	11	13	12	13	25	13	87
DL	[D]P Application - [L]ivestock/Ag	5	5	3	16	4	9	42
DA	[D]P Application [A]B/ADU	n/a	n/a	10	28	22	13	73
DC	[D]P Application - [C]ommercial	6	7	4	15	3	4	39
DQ	[D]A [Q]uestion (RPR Status, etc.)	10	4	6	15	16	23	74
SR	[S]D/[R]D question	31	26	38	29	38	37	199
BL	[B]usinsess [L]icense (HBB, etc.)	12	9	15	16	20	16	88
DR	[D]P [R]equired?	n/a	n/a	n/a	17	17	17	51
	Total	348	269	370	367	414	377	2145

Call Averages	Avg# of Calls/ workday	Highest # calls/ day	Lowest # calls/day	Total Calls
2018*	11.21	33	0	1447
2019	17.3	37	7	2145
% △	54.33%	12%		48.24%

Resolution Statistics	#	%
Within 30 mins.	893	41.63%
Within 7.5h	1530	71.33%
Avg. Resolution Time [ART]	3:12:07	
Resolution Rate	2145	100.00%

Pre- Application Meetings	# Requested	# Deferred	Cancel/ No- Show	# Attended
Total # of Pre- Apps requested	143	26	10	107
Subdivision Pre-Apps	47	4	6	37
Redesignation Pre-Apps	35	3	1	31
Development Permit Pre- Apps	61	20	3	38

Type of Contact	Jan.	Feb.	Mar.	April	May	June	# of calls	% of calls
Live	153	145	172	179	175	206	1030	48.02%
Voicemail	192	119	188	179	223	164	1065	49.65%
Email	3	5	10	9	16	7	50	2.33%
Total # of Calls	348	269	370	367	414	377	2145	100.00%

*2018 stats are full year, compared to YTD for 2019

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RECREATION, PARKS AND COMMUNITY SUPPORT

TO: Council

DATE: July 23, 2019 **DIVISION:** 5

FILE: 6060-350 **APPLICATION:** N/A

SUBJECT: Chestermere Regional Community Association – Emergency Funding Request

POLICY DIRECTION:

On May 28, 2019, Council directed that Administration work with and investigate an emergency funding request from the Chestermere Regional Recreation Centre. This funding request was evaluated using Policy C-317 (Community Recreation Funding Program).

EXECUTIVE SUMMARY:

On May 27-2019, Rocky View County received a letter from Chestermere Regional Community Association (CRCA) to request funding to assist with the repair of the parking lots, and three of the arena compressors; a subsequent application for an emergency request in the amount of \$632,510.00 in order to complete the required repairs was received. The parking lot has been temporarily patched and provides no immediate hazard. It is, however, recognized that without comprehensive repair, further deterioration that is more costly to repair will occur and other hazards may arise.

Under the terms of the CRCA operating agreement, the Association is responsible for operational repairs. In addition, Administration reviewed the funding application against Policy C-317 and found the request to be non-compliant as there is no cost-sharing opportunity proposed by the applicant.

¹ADMINISTRATION RECOMMENDATION:

Administration assessed the emergency request through the Community Recreation Funding Policy C-317 and has provided the following options for Council's consideration:

- 1. The County tables the request for repairs until such time as the Facility Report is completed; or,
- As per Policy 317, the County contributes 25% of the cost to repairs to the parking lot and compressor, contingent on funding from the CRCA and City of Chestermere.
 It is recommended that funds come from the Chestermere-Conrich Recreation District Public Reserve.

Administration recommends tabling this request in accordance with Option #1.

BACKGROUND:

On May 27, 2019, Rocky View County received a letter from the Chestermere Regional Community Association (CRCA) requesting funding assistance for the Chestermere Recreation Centre. It indicated that the centre requires multiple repairs, including the parking lot where there are cracks on the asphalt causing pot holes. CRCA felt it was important to complete these repairs immediately due to a recent incident where a user tripped on one of the potholes and was hospitalized. Furthermore, the visibility of the parking lot is quite poor at night, requiring installation of additional lighting. For a complete restoration of the entire parking lot, the quotes received range from \$600,000 to \$1.5 million. In the interim, the CRCA fixed a few of the main potholes.

Althea Panaguiton, Recreation, Parks and Community Support

¹ Administration Resources



In addition, the CRCA is completing an overhaul on three of the four arena compressors, which are over hours. It is critical to complete this work as the arena is the main source of revenue for the organization. Funding was received in the amount of \$12,917.63 through the City of Chestermere to assist towards half the cost of one of compressors. The CRCA is requesting assistance of up to \$18,200 to rebuild the remaining two.

On May 28, 2019, Council made a motion to direct Administration to work with and investigate an emergency request from the Chestermere Regional Community Association.

An application was submitted to the County for emergency funding in the amount of \$632,510.00.

For emergency requests, applications are reviewed against the criteria of the Community Recreation Funding Program Policy C-317. As the facility is located in another municipality, Policy 317 states that CRCA is eligible for up to 25% of the project cost for emergency funding from the County with a minimum amount of 50% of the total cost provided by the CRCA and 25% from the municipality in which the property is located (City of Chestermere). Upon reviewing the application, it was determined that this does not meet Policy C-317 as CRCA is not providing matching funds. It is, however, recognized that the facility is to be kept open as it is an important amenity in the community and the surrounding area.

The Recreation, Parks and Community Support office is currently working in collaboration with the City of Chestermere to complete a study of the facility, which will be completed by the end of July. The study aims to answer questions such as the best long-term use for the building given the facility's age, and possible options in terms of renovating, expanding, or tearing the facility down. It may be advisable to hold off on large capital improvement projects until the findings and recommendations of that report is received. As the report will provide valuable information regarding the long-term status of the facility, Administration recommends tabling the current funding request pending the results of the study.

BUDGET IMPLICATIONS:

There are no budget implications. There is currently \$1,106,508.56 available in the Chestermere-Conrich Recreation District Reserve.

CONCLUSION:

Administration assessed the emergency request through the Community Recreation Funding Policy C-317, has provided several options for Council's consideration, and recommends Option #1.

OPTIONS:

Option #1 THAT the emergency funding request be tabled until such time as the Facility

Report is completed

Option #2 THAT the County contributes 25% of the total cost of the parking lot and

compressor repairs emergency request.

Option #3 THAT alternative direction be provided.



Respectfully submitted,	Concurrence,
"Richard Barss"	"Al Hoggan"
Interim Executive Director Community Development Services	Chief Administrative Officer
ATTACHMENTS:	

Attachment 'A' - Letter of request for emergency funding

Chestermere Regional Community Association

Hockey Arenas · Curling Facilities · Ball Diamonds · Soccer Fields ·
Banquet Facilities · Hall & Meeting Rooms Rentals · Recreation Programs

May 27, 2019

Re: Emergency funding for the Chestermere Recreation Centre

Attention: Rocky View County Administration and Council

The Chestermere Recreation Centre has been faced with funding challenges for the past several years. We have been actively writing grants and coming up with unique solutions to keep the facility operational. With an aging facility such as the CRCA each year has been a challenge to ensure lifecycle upgrades and operational maintenance is taken care of with limited funding.

Our parking lot has been in disrepair for the past few years. Every spring water from snow melt seeps into the ground which cracks the asphalt making for a rough bumpy surface which eventually leads to the development of pot holes. Unfortunately, the cost to repair pot holes is quite expensive and we are limited as to how much we can do. The entire lot could use a complete overhaul and we have several quotes to do this work. These quotes range from \$600,000 to 1.5 million. The preferred vendor quote being from Volker Stevin at \$614,310.00.

We are actively doing what we can to keep the area safe. In the interm we have hired a company to fix some of the main potholes. They have started this work today and it will cost the CRCA \$4,492.53. We felt it was important to move forward with this as we recently had an elderly man trip in the lot on the crushed asphalt and fall. He was in the hospital for 3 days with a small brain bleed and he broke a few teeth as well as his glasses. We want to ensure the safety of our patrons and needed to address this quickly. If we could get assistance with the cost for these repairs, it will help our financial situation.

Another project that is being done in June is an overhaul on 3 of our 4 arena compressors. All 3 of these compressors are over hours in terms of maintenance and since the arenas are our main source of revenue generation we need to ensure that we are keeping up with this maintenance in a timely manner. It would be a huge financial loss if we lost any of our ice surfaces. This project will cost the CRCA a total of \$19,110 for both blue compressors and \$25,835.25 for the one Red compressor (however we did receive half the money for the Red compressor last year from a grant so the total cost to the CRCA for the Red compressor will be \$12,917.63. Our plan is to complete this work in June 2019.

The Chestermere Recreation Centre Administration and Board of Directors would appreciate any funding assistance that Rocky View County could supply to help us with these projects.

Thank you, Jody Nouwen General Manager Chestermere Regional Community Association



RECREATION, PARKS AND COMMUNITY SUPPORT

TO: Council

DATE: July 23, 2019 **DIVISION:** 4

FILE: 1025-500 **APPLICATION:** N/A

SUBJECT: Langdon Recreation Special Tax Funding Grant

POLICY DIRECTION:

The intake of Langdon Recreation Special Tax Funding Grant applications were evaluated in accordance with Langdon Recreation Special Tax Funding Grant C-328.

EXECUTIVE SUMMARY:

The Langdon Recreation Special Tax Funding Grant is an annual program funded through a special tax levy on households within the hamlet of Langdon. The purpose of the grant is to resource community initiatives that improve recreation services in Langdon.

Council is the approving authority under the Langdon Recreation Special Tax Funding Grant Policy C-328. Administration received five applications during the June 1, 2019, intake with a total requested amount of \$35,817.37. The following grant requests were submitted:

- 1. Langdon Community Association (LCA) requested \$10,400.00 of operational funding to go towards playground maintenance, accountant fees, organizational governance review, and replacement of potassium permanganate filter at the Langdon Fieldhouse.
- 2. LCA also requested \$3,200.00 of capital funding to install lights at the skate park and playground.
- 3. Langdon Softball Association (LSA) requested \$1,517.37 towards the remaining cost of the ball diamond improvements.
- 4. Langdon Theatre Association (LTA) requested \$20,000.00 towards the cost of attending a play in Calgary, for the rental costs of weekly meetings and the venue of the final production, and for instructor fees.
- 5. Synergy Youth and Community Development Society requested \$700.00 towards building a "Little Lending Library" addition to the Langdon Fieldhouse.

¹ADMINISTRATION RECOMMENDATION:

Grant 1 and 2: The two applications submitted by Langdon Community Association for operational and capital expenses were all found to be compliant; therefore; Administration recommends approval.

Grant 3: Langdon Softball Association's request for funding is non-compliant as their request is a retroactive expenditure, which is considered a non-eligible item as per Section 6(1) (j); Administration recommends refusal of the application.

Grant 4: The Langdon Theatre Association's funding request for the field trip and facility rentals complies with the policy; however, the request to include instructor fees is not compliant, as per Section 6(1)(h). Administration recommends approval of the field trip and facility rentals in the amount of \$15,675.00 and recommends refusal of the instructor fees.

Althea Panaguiton, Recreation, Parks and Community Support

¹ Administration Resources



Grant 5: Synergy Youth and Community Development Society did not comply with the policy as their request is considered a non-eligible expenditure as per Section 6(1) (a) and Section 6(1) (i). Administration recommends refusal of the application.

BACKGROUND:

The Langdon Recreation Special Tax Funding Grant Policy was established to provide a resource for community initiatives that improve recreation services in the hamlet of Langdon. The granting program provides a means to address gaps in community recreation facilities and programs. Applications are accepted annually on June 1 and December 1.

In 2019, \$88,590.66 was collected through the Langdon Special Tax for Recreational Services levy. In addition, there is \$103,498.34 of undispersed funds from previous year; consequently, \$192,089 is available for distribution. The requested funding from the June 1, 2019, application intake amounts to \$35.817.37.

Administration reviewed all grant applications for completeness and eligibility according to the criteria outlined in Policy C-328. The following applications are provided for Council's consideration:

Langdon Community Association requested a total of \$13,600.00 towards the operational and capital costs of their current facility.

- **Operational funding**: request of \$10,400.00 to go towards playground maintenance, accountant fees, governance review, and replacement of potassium permanganate filter at the Langdon Fieldhouse
- **Capital Funding**: request of \$3,200.00 towards the installation of lights at the skate park and playground to promote prolong use of the site even after sundown.
 - Number of residents using the facility:
 - Langdon Residents: 4,000;
 - Outside of Langdon: 1,000

Table 1: Funding Received by Langdon Community Association

Funding Year	Funding Type	Amount Received:
2017	District Capital	\$25,075.46
	LST Operational	\$15,000.00
	LST Programs	\$5,000.00
2018	District Capital	\$48,000.00
	District Capital	\$731.00
	Emergency	\$3,425.00
	LST	\$15,517.65

 The application complies with the conditions of Policy C-328, and Administration recommends approval of the funding request.



Langdon Softball Association requested \$1,517.37 towards the remaining costs of the Langdon softball diamond improvements.

- LSA was approved for funding in the amount of \$19,891.89 through the Community Recreation Funding grant for the improvements on the ball diamond. After completing the work, there were still additional costs not covered by the grant. The group is returning to request additional assistance towards the remaining balance.
- There are currently 1,000 people who use the facility within the hamlet of Langdon and approximately 500 outside of the hamlet.

Table 2: Funding Received by	/ Langdon Softball Association
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Funding Year	Funding Type	Amount Received:
2016	District Capital	\$30,000.00
	LST	\$14,962.50
2019	District Operational	\$19,891.89

 As the application is a retroactive expenditure, it is considered non-eligible for funding through this grant. Administration recommends refusal of this application as per Section 6(1) (j) of Policy C-328.

Langdon Theatre Association requested \$20,000.00 towards the cost of attending a play in Calgary, instructor fees, and renting facilities for weekly meetings and the venue of the final production.

- In 2019, LTA received \$25,000.00 of funding from FCSS. As per Section 7(1) (b), programs that have received funding from FCSS or other Social Services are considered discretionary.
- There are 47 participants in the program who residents of Langdon; three are non-residents.

Table 3: Funding Received by Langdon Theatre Association

Funding Year	Funding Type	Amount Received:
2017	District Operational	\$2,866.50
	FCSS	\$25,000.00
2018	District Operational	\$2,500.00
	FCSS	\$25,000.00
	LST	\$10,000.00
2019	FCSS	\$25,000.00

• As per Section 6(1) (g), salaries or wages are non-eligible items expenditures for this grant. The application meets all other categories of the funding stream; therefore, Administration



recommends approval of the eligible funding up to \$15,675.00 for costs associated with venue rentals and the fieldtrip only.

Synergy Youth and Community Development Society requested \$700.00 towards materials to build a "Little Lending Library" addition to the Langdon Fieldhouse.

 Synergy's head office operates in Chestermere, however they serve residents of the Langdon and SE Rocky View County through various youth programs such as YELL, SHOUT, DABBLE, and Homework Helpers. For this project, approximately 100 Langdon residents and approximately 10 non-local residents will use the amenity.

Table 4: Funding Received by Synergy Youth and Community Development Society

Funding Year	Funding Type	Amount Received:
2017	District Capital – Chestermere- Conrich	\$11,700.00
	District Operational – Chestermere- Conrich	\$1,000.00
	District Operational – Bow North	\$6,793.20
	LST	\$5,000.00
	FCSS	\$75,000.00
2018	District Capital – Chestermere- Conrich	\$10,726.44
	District Operational – Bow North	\$3,400.95
	FCSS	\$80,000.00
2019	District Operational – Bow North	\$7,731.12
	District Operational - Chestermere Conrich	\$5,944.80
	FCSS	\$81,386.00

 As per Section 6 of Policy C-328, libraries are not considered eligible under this funding program. Furthermore, many of the materials and equipment that the group is proposing to purchase such as a cordless drill, screws, paint, and hinges are considered consumable items.



The application appears to be a community enhancement project, not a recreational initiative; additionally, given the nature of the application, the project appears to be more appropriate under the Community Benefits Initiatives Grant (which has a specific category on Community Beautification) not the Langdon Recreation Special Tax Funding Grant.

Based on the above noted items, Administration recommends refusal of the application.

BUDGET IMPLICATIONS:

Should the request for \$35,817.37 be approved, a balance of \$156,271.63 for future programs and projects would remain.

CONCLUSION:

Administration reviewed the applications in accordance to the Langdon Recreation Special Tax Funding Grant C-328.

The capital and operational application submitted by the Langdon Community Association as well as the field trip and facility rentals costs of the Langdon Theatre Association all comply with the intent of the Policy. Administration, therefore, recommends the approval of the applications.

The Langdon Theatre's request for instructor fees, Langdon Softball Association's request towards the remaining costs of the Langdon softball diamond improvements, and Synergy's proposal to build a little lending library do not comply with the policy, and therefore, Administration recommends refusal of the applications.

THAT the Langdon Community Association's request for \$10,400,00 of

Option #1

Motion #1

Option #1	MOUOTI #1	operational funding for playground maintenance, accountant fees, governance review, and replacement of potassium permanganate filter at Langdon Fieldhouse be approved from the Langdon Recreation Special Tax Funding Grant.
	Motion #2:	THAT the Langdon Community Association's request for \$3,200.00 of capital funding to install lights at the skate park and playground be approved from the Langdon Recreation Special Tax Funding Grant.
	Motion #3:	That the Langdon Softball Association's request for \$1,517.37 towards the remaining cost of the ball diamond improvements be refused.
	Motion #4:	THAT the Langdon Theatre Association be approved for up to \$15,675.00 for costs associated with venue rentals and the fieldtrip only.
	Motion #5:	THAT the Synergy Youth and Community Development Society's request for \$700.00 towards building a "Little Lending Library" addition

to the Langdon Fieldhouse be refused.

Option #2 THAT alternative direction be provided.



Respectfully submitted,	Concurrence,	
"Richard Barss"	"Al Hoggan"	
Interim Executive Director Community Development Services	Chief Administrative Officer	



RECREATION, PARKS AND COMMUNITY SUPPORT

TO: Council

DATE: July 23, 2019 **DIVISION:** 4

FILE: 6070-175 APPLICATION: N/A

SUBJECT: North Bow Community Facility Board – Langdon Baseball Diamonds Project

POLICY DIRECTION:

Administration assessed the North Bow Community Facility Board's request under Policy C-317 – "Community Recreation Funding".

EXECUTIVE SUMMARY:

The North Bow Community Facility Board ("NBCFB") has fund raised \$550,000.00 towards the quad ball diamonds project, which they wish to put towards the building of one of the four proposed diamonds.

Administration met with the group and recommended at least two baseball diamonds be constructed. The NBCFB is before Council to present updates regarding the baseball diamond project and to request financial assistance towards the construction of the second ball diamond.

¹ADMINISTRATION RECOMMENDATION:

Administration found the application to be compliant with policy and recommends approval of the request in accordance with Option #1.

BACKGROUND:

In November 2015, Council approved a funding request from the North Bow Community Facility Board to assist with the purchase of a \pm 45 acre parcel in the hamlet of Langdon referred to as the Joint Use Site. Since the purchase of the parcel, the NBCFB has engaged various consultants to prepare fundraising strategies, site development concepts, and technical studies to support the development of the parcel.

In 2014 - 2015, Council approved funding requests from the NBCFB to support the detailed engineering and design of the site, preparation of construction estimates, levy payments, and wetland compensation.

In January 2016, Administration received Council approval to assume responsibility for administering the NBCFB's community recreational funding for the project. The County has since been completing servicing to the Joint Use Site for occupation.

Since launching the fundraising campaign in 2018, the NBCFB has raised \$550,000.00 towards the diamond project, which they wish to put towards constructing one diamond. Administration met with the group, and recommended that at least two baseball diamonds be constructed. The proposed field will be regulation-sized diamonds that can support adult recreation in Langdon and provide additional space to play. Constructing at least two diamonds provides opportunities for tournament hosting; furthermore, it is an appropriate use of the land complementing the services already available on the site.

Althea Panaguiton, Recreation, Parks and Community Support

¹ Administration Resources



The NBCFB is before Council to present recent updates to the project and to request financial assistance towards the building of the second ball diamond.

BUDGET IMPLICATIONS:

There are no budget implication; there is approximately \$4,112,978.45 available in the General Regional Reserve.

CONCLUSION:

Administration reviewed the proposal and recommends that Council match the group's \$550,000.00 funding, in accordance with Option #1.

OPTIONS:

Option #1 THAT the North Bow Community Facility Board's funding request of

\$550,000.00 towards the building of two baseball diamonds be approved

through the General Regional Reserve.

Option #2 THAT alternative direction be provided.

Respectfully submitted, Concurrence,

"Richard Barss" "Al Hoggan"

Interim Executive Director Chief Administrative Officer

Community Development Services

ATTACHMENTS:

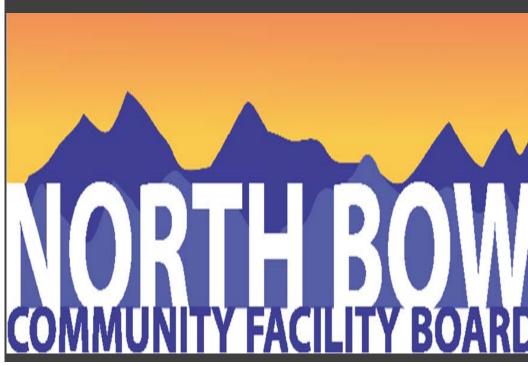
Attachment 'A' - NBCFB Presentation

Attachment 'B' - NBCFB Case for Support - Quad Diamond Project

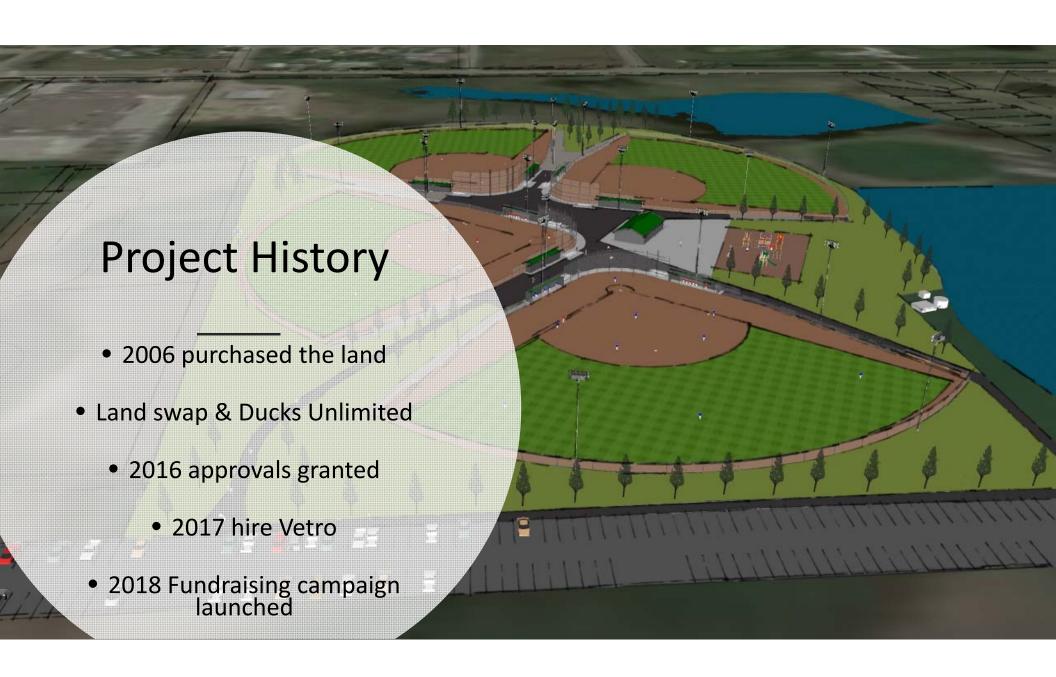
Attachment 'C' - NBCFB Langdon Community Campus information

Attachment 'D' - Site Plan





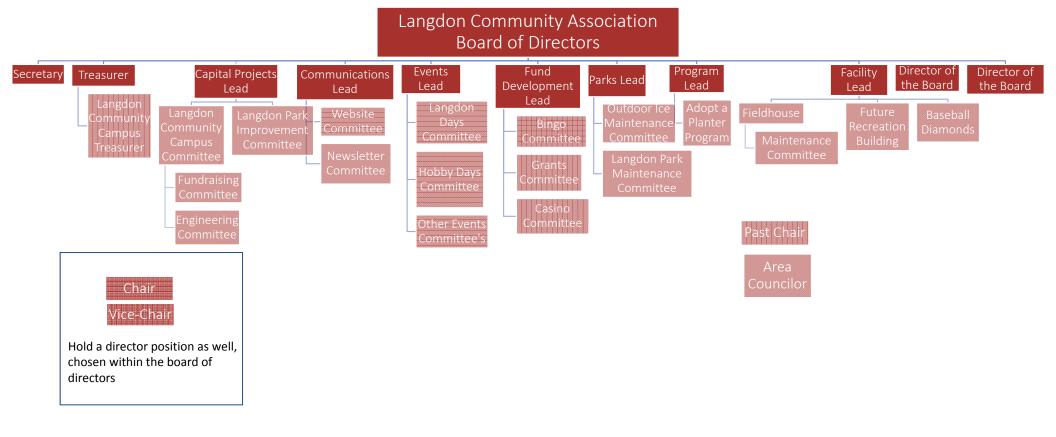
Langdon Community Campus







Unity is strength. When there is teamwork and collaboration, wonderful things can be achieved.
-Mattie Stepanek





The Quad Diamonds will:

- Increase community engagement
- Enhance health and wellness
- Contribute to quality of life
- Promote the desirability of the community
- Ensure recreational activities and opportunities are available
- Enhance Family life
- Improve safety
- Generate Sustainable revenue

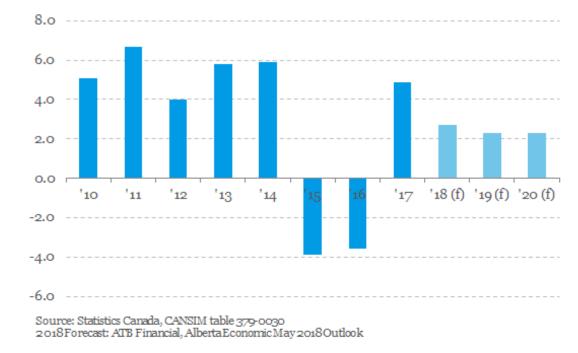
In 2018 we saw:

- Carbon Tax was full introduced
- Alberta's GDP dropped dramatically

Yet we still managed to raise \$550,000 in a year

Alberta real GDP growth

Annual per cent change





ATB Financial

















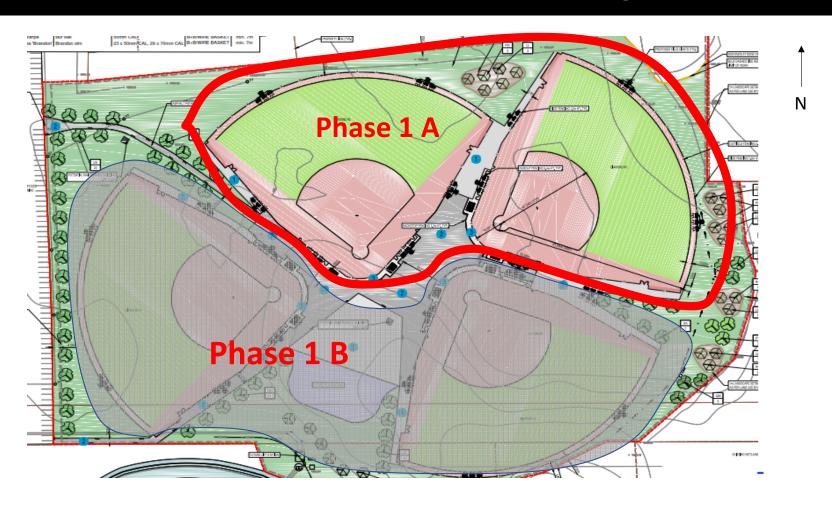




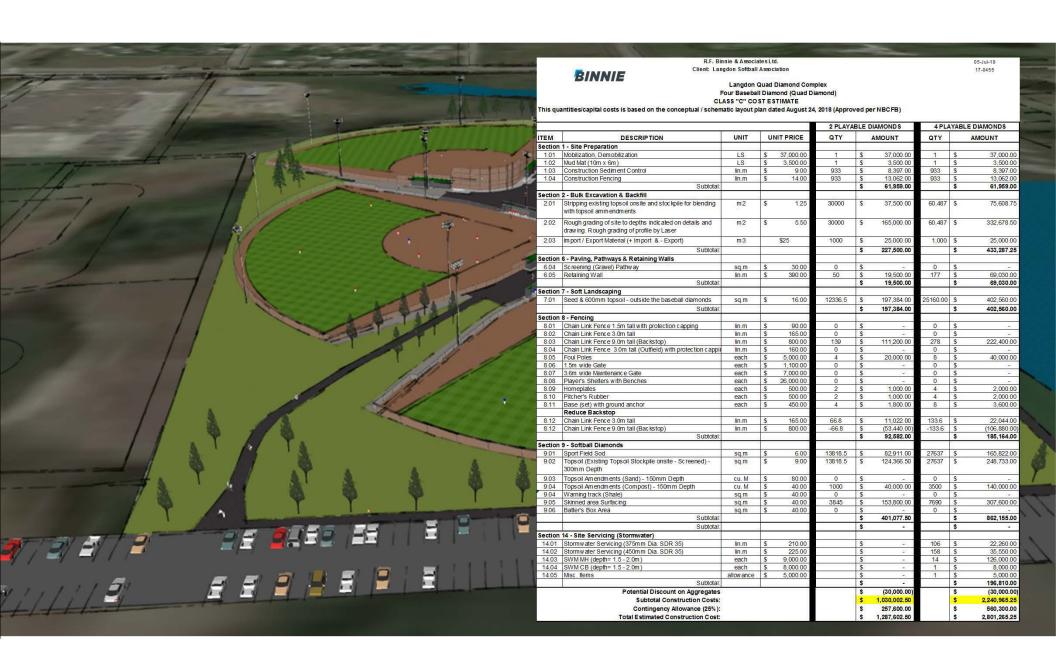




Quad Baseball Diamonds Site Design







- We have the money to build one diamond this summer. \$550, 000
- We are requesting funding for a second diamond with the support of Administration.
- We also are requesting Council to waive securities and application fees.









Located just 16 km east of Calgary's city limits within Rocky View County, Langdon is a unique and vibrant community of residential acreages and a rural town - ideal for families looking for a higher standard of living in a safe and secure rural area. Langdon's population has grown to 5,060 residents - a 20% increase since 2011, almost double of Alberta's 11% population increase! Remarkably, almost 30% of the current population is aged 15 years or younger and projections anticipate Langdon's future population to exceed 13,000 residents.

This growth will drive increased demand for a variety of amenities that will be critical to ensure residents have sufficient access to healthy living opportunities. Unfortunately, Langdon currently has little recreational amenities to adequately serve the community – let alone welcome the expanding population. In fact, families are leaving Langdon because of the limited recreational opportunities for kids and all ages.

And yet, even in spite of the lack of sufficient recreational facilities, Langdon has a thriving baseball community and is quite well known and popular in Southern Alberta for baseball. Imagine what would be possible if more and updated facilities were added?

There is an urgent need to build recreational facilities to meet the current and growing population and demand. We are seeking supporters like you who join us in believing in the importance of creating vibrant community gathering places where we can all be active, healthy and connected, together.

Let's build it, so they come: the Quad Ball Diamond Project.

The Opportunity: Building Community

Community spirit is strong in Langdon. We have a bold vision to build on our baseball excellence and potential by adding four new baseball diamonds. Plans call for additional and more permanent facilities. The enhancements will include a superior playing surface, shale infield and warning track, fencing, tournament board and shelter area, lighting, permanent bleachers and a kids' play area. It will include a supporting building that will house a concession stand and permanent washrooms. This development will occur on a 45-acre site on the south side of Langdon that will become the Langdon Community Campus.

Many partners are working together to realize this big dream of creating a Quad Ball Diamond, spearheaded by the North Bow Community Facility Board. Together, we share the vision to offer the high quality of life that people and families expect in a vibrant community like ours. The Quad Ball Diamond project is a critical first step as part of the Langdon Community Campus development, which is expected eventually to include a High School and indoor community/recreation facility.

More than a facility

The impact of these new recreation spaces in Langdon will be felt well beyond mere facility or field. Recreation promotes healthy lifestyles that boost self-esteem, engagement and positive behaviours that create "community" in the truest sense of the word.

The Quad Baseball Diamonds will:

Increase community engagement

by helping to bring people together to forge strong bonds

Enhance health & wellness

for people of all ages, by providing an accessible and convenient way to take part in recreational physical activities

Enhance family life

as parents cut back on travel time now necessary to take their kids to sports facilities outside Langdon

Promote the desirability of the community

attracting residents and business people, and supporting property values

Improve safety

for residents who are now forced to travel outside Langdon on sometimes dangerous roads to participate at other sports facilities

Ensure recreational activities & opportunities are available

for the local and regional community

Contribute to the quality of life

of residents who call Langdon home

Generate sustainable revenue for Langdon

through hosting a wider range of tournaments and events including external renters of facility spaces, program registrations, annual membership/user fees, on-site concessions/ kiosks, and child care and other services



Baseball is big and growing in Langdon. We need to respond to the demand and build healthy community opportunities, now.

The current two diamonds are limited and outdated, yet are being used to their fullest capacity during peak season. The Langdon Little League (youth) and the Langdon Softball Association (adult) work closely together to try to make sure there is time for everyone to practice and play games of baseball, fastball and slow-pitch. But, the space limitations of the existing diamonds means players are being turned away or stop playing, teams must travel to other and better facilities outside Langdon and seasons are stretched.

In 2016-17, the Langdon Softball Association (adult) has 18 members teams representing approximately 220 players. There are waitlists of new members and numerous outside teams wanting to join the Langdon league if the facilities expand.

The largest tournament of the year takes place during the annual Langdon Days celebration, where 24 teams are hosted in a three-day competition. Because of Langdon's lack of amenities, organizers were forced to put 22 games on diamonds in nearby Indus – not ideal for safety and logistical reasons. Having four baseball diamonds with proper enhancements means Langdon could accommodate 48 teams in a single weekend and generate up to \$40,000 in revenues, plus concession and beer garden sales.

In 2016, the Langdon Little League (LLL) had 21 teams with about 200 players ages 4-16 from the communities of Langdon, Indus, Carseland, Dalemead, and rural areas within Rocky View County. Reflecting the community's young demographics and the growing popularity of ball, it is anticipated that LLL will add teams in the Minor, Major and Junior levels and also field a Senior team (ages 15 – 16) for the first time. Unfortunately, the current diamonds will not sustain this growing recreational community. Langdon has a strong reputation as a baseball destination and attracts teams from across southern Alberta. Building a Quad Ball Diamond will strengthen and expand the draw.

Project Status

A dedicated group of volunteers – the North Bow Community Facility Board (NBCFB) – has been diligently spearheading this project for the past 15 years. Understanding the importance of ensuring that the Quad Ball Diamond facility project is aligned with local and regional needs, much careful planning has taken place, strong partnerships and regional collaborations have been formed and progress has been made.

The site has been purchased by the North Bow Community Facility Board in partnership with Rocky View County and the Rocky View School Division. Required provincial government approvals for the site have been obtained.

However, the need is so great that we can't wait. The land is serviced and waiting to be built on.

The estimated capital cost of the first phase of the Quad Ball Diamond facility project is \$3M (excluding site servicing and preparation). The project is planned in two phases as success is fully contingent on financial support from the community.

The North Bow Community Facility Board has raised **\$550,000** towards this project with many grants applied for that are awaiting notification.

"The current Langdon and Indus ball fields do not meet Little League specifications for our Junior and Senior divisions. We are forced to rent Calgary fields to use as "home fields" and consequently have a hard time retaining players at these divisions. The new quad diamonds are vital to the growth of Langdon Little League."

- Brendan Connolly, President of Langdon Little League 2017



Project Partners

North Bow Community Facility Board, Langdon Softball Association, Langdon Little League, Langdon Recreation Centre, Rocky View County, Rocky View School District, Langdon Community Collaborative (a collaborative group consisting of 12 local organizations formed to better align future initiatives and priorities).

Donor Recognition Program

The NBCFB believes it is important to recognize all donors, from individual gifts to multi-year sponsorship agreements. The NBCFB donor recognition program sets out guidelines for recognizing donors based on gift amount.



GIFT AMOUNT (CDN)	DONOR LEVEL	RECOGNITION
\$100-\$499	Baseball Fan Package	Name on donor recognition wall - small recognition space
\$500 - \$999	VIP Fan Package	Name on donor recognition wall – medium recognition space
\$1000 - \$2499	Base Hit Package	Name on donor recognition wall – large recognition space PLUS Opportunity to name one row of bleachers (32 rows available)
\$2500 - \$14,999	Home Run Package	Base Hit Package PLUS Outfield Banner (specifications below)
\$15,000 - \$24,999	Grand Slam Package	Home Run Package PLUS Weekday corporate event (specifications below) PLUS Printed Sponsor Board at all public NBCFB events
\$25,000 - \$99,999	Perfect Game Package	Grand Slam Package PLUS Opportunity to name one dugout (8 available)

Join Us

Langdon and its surrounding neighbors have a strong tradition of community spirit. We respond to calls for help and share a sense of community pride. All members of the community will realize the benefits of these new facilities, and share the responsibility of transforming this exciting project into a reality.

We invite you to join us in supporting community spirit in Langdon. With the support of individuals, businesses and organizations like you, we can realize this exciting new project to enhance our community - together.





"With four new ball diamonds built to Little League Canada specifications, including removable pitching mounds, Langdon will have a dual-purpose facility that will give our youth and adults a first-class complex. This facility will give the local ball community the ability to hold significant baseball and softball fundraising events, with anticipated revenues well over \$20,000 per weekend. A large portion of these funds can be funnelled back into the community as we look to build additional recreational amenities on the Langdon Community Campus." – Tony Baker (Vice President of Langdon Softball Association)

- Rob Lehman, Former President of the Langdon Softball Association





ENHANCING RECREATION & CREATING

OPPORTUNITIES IN LANGDON, ALBERTA



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Engineering Drawings

CASE FOR SUPPORT

1.0 Introduction

Located just 16 km east of Calgary's city limits within Rocky View County, Langdon is a unique and vibrant community of residential acreages and a rural town - ideal for families looking for a higher standard of living in a safe and secure rural area. Langdon's population has grown to 5,060 residents - a 20% increase since 2011, almost double of Alberta's 11% population increase! Remarkably, almost 30% of the current population is aged 15 years or younger and projections anticipate Langdon's future population to exceed 13,000 residents.

This growth will drive increased demand for a variety of amenities that will be critical to ensure



residents have sufficient access to healthy living opportunities.
Unfortunately, Langdon currently has little recreational amenities to adequately serve the community – let alone welcome the expanding population. In fact, families are leaving Langdon because of the limited recreational opportunities for kids and all ages.

And yet, even in spite of the lack of sufficient recreational facilities, Langdon has a thriving baseball community and is quite well known and popular in Southern Alberta for baseball.

1.1 The Opportunity

Many partners are working together to realize this big dream of creating a Quad Ball Diamond, spearheaded by the North Bow Community Facility Board. Together, we share the vision to offer the high quality of life that people and families expect in a vibrant community like ours. The Quad Ball Diamond project is a critical first step as part of the Langdon Community Campus development, which is expected eventually to include a High School and indoor community/recreation facility.

The impact of these new recreation spaces in Langdon will be felt well beyond mere facility or field. Recreation promotes healthy lifestyles that boost self-esteem, engagement and positive behaviours that create "community" in the truest sense of the word. The Quad Baseball Diamonds will:

- increase community engagement by helping to bring people together to forge strong bonds
- enhance health and wellness, for people of all ages, by providing an accessible and convenient way to take part in recreational physical activities
- contribute to the quality of life of residents who call Langdon home

- promote the desirability of the community, attracting residents and business people, and supporting property values
- ensure recreational activities and opportunities are available for the local and regional community
- enhance family life as parents cut back on travel time now necessary to take their kids to sports facilities outside Langdon
- improve safety for residents who are now forced to travel outside Langdon on sometimes dangerous roads to participate at other sports facilities
- generate sustainable revenue for Langdon through hosting a wider range of tournaments and events including external renters of facility spaces, program registrations, annual membership/user fees, on-site concessions/kiosks, and childcare and other services.

1.2 The Need

Baseball is big and growing in Langdon. We need to respond to the demand and build healthy community opportunities, now. The current two diamonds are limited and outdated yet are being used to their fullest capacity during peak season. The Langdon Little League (youth) and the Langdon Softball Association (adult) work closely together to try to make sure there is time for everyone to practice and play games of baseball, fastball and slow-pitch. But, the space limitations of the existing diamonds mean players are being turned away or stop playing, teams must travel to other and better facilities outside Langdon and seasons are stretched.

In 2019, the Langdon Softball Association (adult) has 18 members teams representing approximately 220 players. There are waitlists of new members and numerous outside teams wanting to join the Langdon league if the facilities expand.

The largest tournament of the year takes place during the annual Langdon Days celebration, where 24 teams are hosted in a three-day competition. Because of Langdon's lack of amenities, organizers were forced to put 22 games on diamonds in nearby Indus – not ideal for safety and logistical reasons. Having four baseball diamonds with proper enhancements means Langdon could accommodate 48 teams in a single weekend and generate up to \$40,000 in revenues, plus concession and beer garden sales.



In 2019, the Langdon Little League (LLL) had 25 teams with 280 players ages 4-16 from the communities of Langdon, Indus, Carseland, Dalemead, and rural areas within Rocky View

County. Reflecting the community's young demographics and the growing popularity of ball, it is anticipated that LLL will add teams in the Minor, Major and Junior levels and field a Senior team (ages 15 - 16) for the first time.

Unfortunately, the current diamonds will not sustain this growing recreational community. Langdon has a strong reputation as a baseball destination and attracts teams from across southern Alberta. Building a Quad Ball Diamond will strengthen and expand the draw.

1.3 The Project

A dedicated group of volunteers – North Bow Community Facility Board (NBCFB)- has been diligently spearheading this project for the past 17 years. Understanding the importance of ensuring that the Quad Ball Diamond facility project is aligned with local and regional needs, much careful planning has taken place, strong partnerships and regional collaborations have been formed and progress has been made.

We have a bold vision to build on our baseball excellence and potential by adding four new baseball diamonds. Plans call for additional and more permanent facilities. The enhancements will include a superior playing surface, shale infield and warning track, fencing, tournament board and shelter area, lighting, permanent bleachers and a kids' play area. It will include a supporting building that will house a concession stand and permanent washrooms. This development will occur on a 45-acre site on the south side of Langdon that will become the Langdon Community Campus.

The site has been purchased by the North Bow Community Facility Board in partnership with Rocky View County and the Rocky View School Division. Required provincial government approvals for the site have been obtained.

The land has been serviced and graded and is ready to build on. The project is planned in phases as success is fully contingent on financial support from the community.

The first phase is playable baseball diamonds which include:

- Site Preparation
- Site Grading
- Skinned infield including warning track
- Backstop and perimeter fencing (outfield)
- Sod & topsoil within outfield
- Irrigation
- Gravel Pathway

The second phase includes all the nice to have amenities such as:

- Playground
- Concession
- Scoreboards
- Bleachers
- Lighting



Both phases may be broken into subphases depending on the financial support.

Langdon and its surrounding neighbors have a strong tradition of community spirit. We respond to calls for help and share a sense of

community pride. All members of the community will realize the benefits of these new facilities, and share the responsibility of transforming this exciting project into a reality

2.0 History

The NBCFB was formed in 2004. It is comprised of a dedicated group of volunteers who are committed to the development of playing fields and a sustainable recreation facility in Langdon, Alberta.

Since its inception, the NBCFB has achieved several milestones as the project has progressed. These include:

- The NBCFB was incorporated under the Societies Act of Alberta in 2005
- A Recreation Facility Needs Assessment and Feasibility Study was conducted in 2006 which generated the first plan for a North Bow Community Facility.

- A 45-acre site on the south side of Langdon was acquired in partnership with Rocky View County and the Rocky View School Division for the development of this project
- The NBCFB retained the services of Ketchum Canada Inc. (KCI) in 2008 to conduct a
 Feasibility Study to determine internal and community capacity to embark on an
 initial
 \$10 Million fundraising campaign.
- Since 2008, the Joint Planning Committee consisting of the North Bow Community Facilities Board, Rocky View County and the Rocky View School Division have been engaged in the site planning and configuration of the 45-acre site. GEC Architecture was contracted to facilitate the development of a site Master Plan.
- Rocky View School Division has pledged \$2.4 Million for construction of site services at the future high school site.
- The next phase of the project was identified as development on the 45-acre site
 for initial site servicing as well as the construction of four baseball diamonds with
 available space for future development. The total cost of this phase is estimated
 at \$2.2 Million. Initial servicing will be completed by Rocky View County and
 Rocky View School Division.
- In June of 2014, Langdon Community Collaborative (LCC) was formed. This group consists of individuals from 16 different user groups within Langdon that are working together to promote a healthy community through multi-use facilities and programs for all ages and abilities
- In 2017, all the provincial approvals were completed as well as the land swap
- In 2018, the land was graded and serviced, and the Quad Baseball Diamond Fundraising Campaign was launched.

3.0 Langdon Community Association Merger

The North Bow Community Facility Board objective has always been to secure the land and build the recreation facilities. This board does not have experience in the operating and maintain of recreation facilities.

The Langdon Community Association has been successfully operating and maintaining the only recreation facilities in Langdon for over 20 years. They have all the policies and procedures and the experience to operate recreation facilities.

By merging the two groups, it eliminates two operating boards within a small community, which simplifies everything for the community and the county.

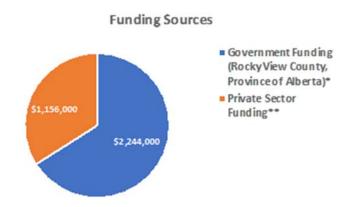
This merger has been voted on by both boards to proceed and will happen over the next year to allow for commitments made financially to be transferred over or used.

4.0 Campaign Strategy

4.1 Campaign goal and focus

To develop Phase 1 of the Langdon Community Campus (quad ball diamonds) it is anticipated that \$3.4 million in funding will be required. Based on discussions to date and the identification of prospective major donors, reaching this goal will require support from government sources along with private gifts and investments:

- 1/3 comes from the Private Sector
- 2/3 comes from Government Funding



^{*} Anticipated funding as a total from Rocky View County (RVC)and the Province of Alberta. Early contributions have been received from RVC. The project is actively seeking additional funding from the Province of Alberta.

** Anticipated funding from the private sector (corporations, individuals, associations, foundations)

Private Support: Lead Gifts Determine Success

Giving from the top is a matter of impact. Those who are financially able to consider a major investment in the campaign will be looked upon as leaders. In addition, \$100,000+ gifts have a visible impact on the goal.

Lead Gifts activity will be critical to advancing the campaign in this phase. Several gifts of \$100,000+ are essential. Strategically focused solicitations targeting potential gifts at the \$100,000+ level is critical to finalizing the campaign objectives. The strategy for the remainder of the campaign will flow from the achievements of this phase.

Several individual donor prospects at the \$100,000+ level have been identified to date and are currently in negotiations with them for donations.

Government Relations

At the county level, NBCFB's regular meetings with Langdon's representative, as well as continued engagement in Joint Committee meetings and other opportunities to meet with county officials to discuss this project, this is key to understanding protocols and processes toward securing financial support for this project from this level of government.

At the provincial and federal level, regular engagement with and updates to MLA's and MP's have secured credibility and support for this project. Applications for grants and other funding support at these levels of government require this endorsement to move them through the assessment process. This has been stalled up to this point as we haven't had a voted representative in power in the government.

Community Campaign

At the community level, several strategies have been initiated to keep the community active and engaged through this campaign. Many community members and business have taken on leadership roles and created and successfully ran many fundraising events and opportunities. NBCFB will continue to encourage the community and support these events.

4.2 Chart of giving standards

The chart of giving standards outlines the size and number of gifts sought for the campaign. In a general sense, it represents the actual gift levels attained in successful past campaigns of this size.

The strategy for success will be to secure a small number of gifts that will achieve 90% of the campaign goal. Throughout, we will continue to explore funding at all levels of

government. This support will be necessary to reduce the size of the request to the community and is required to provide a significant leveraging opportunity for other funders during a public campaign.

5.0 Project Status

The estimated total capital cost of the Quad Ball Diamond facility project is \$6M. The estimated capital cost for the first phase of the Quad Ball Diamond facility project is \$3.4 M.

Since the fundraising campaign was launched 1 year ago, the NBCFB has raised \$550,000 with Rockyview County Grants and private sector funding. This is commendable in a province in which there is so much economic and political turmoil.

The community of Langdon is at a crisis point for ball for our youth. Next year we will have 2-3 junior level teams with nowhere for them to play. These children must either quit playing ball or join teams in a different town/city.

The NBCFB is phasing out phase 1 into 3 sub- phases:

- Phase 1 A: North Playable Fields
- Phase 1 B: South Playable Fields
- Phase 1 C: Dugouts, perimeter fencing, warning tracks, irrigation

By phasing out this first phase, this will allow us to build one diamond at a time and allow the children to stay within their community to participate in recreation.



6.0 Supporting Documents



R.F. Binnie & Associates Ltd.
Client: Langdon Softball Association

05-Jul-19 17-0455

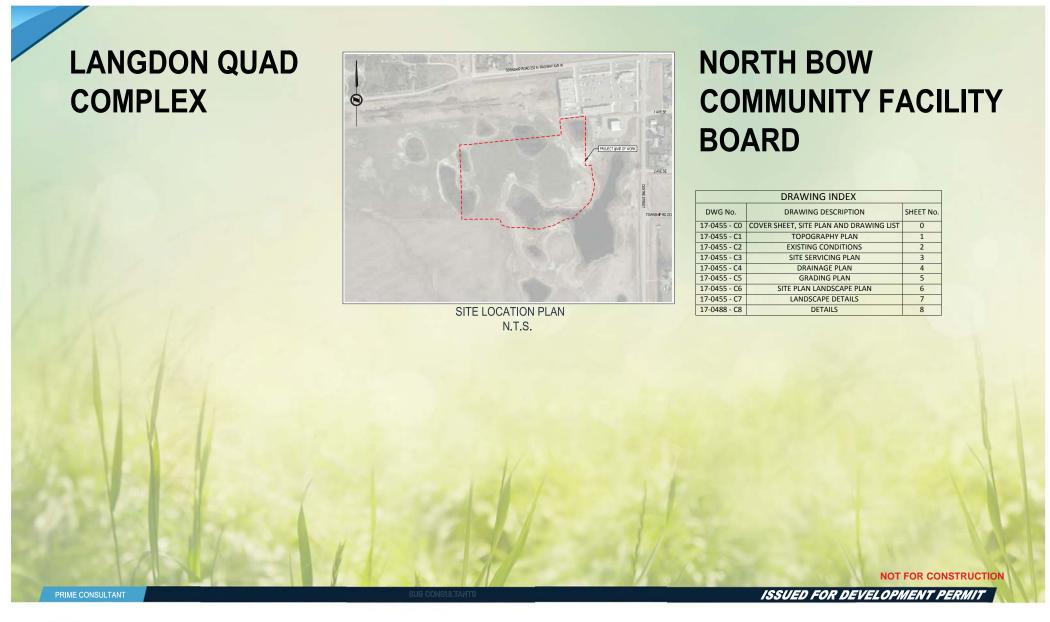
Langdon Quad Diamond Complex Four Baseball Diamond (Quad Diamond) CLASS "C" COST ESTIMATE

This quantities/capital costs is based on the conceptual / schematic layout plan dated August 24, 2018 (Approved per NBCFB)

ſŢ.					2 PLAYA	BLE	DIAMONDS	4 PLA	YABI	E DIAMONDS
ITEM	DESCRIPTION	UNIT	U	NIT PRICE	QTY		AMOUNT	QTY		AMOUNT
Section	1 - Site Preparation							2		
1.01	Mobilization, Demobilization	LS	\$	37,000.00	1	\$	37,000.00	1	\$	37,000.00
1.02	Mud Mat (10m x 6m)	LS	S	3,500.00	1	\$	3,500.00	1	\$	3,500.00
1.03	Construction Sediment Control	lin.m	\$	9.00	933	\$	8,397.00	933	\$	8,397.00
1.04	Construction Fencing	lin.m	S	14.00	933	\$	13,062.00	933	\$	13,062.00
Ù.	Subtotal:		12		2	\$	61,959.00	17	\$	61,959.00
Section	2 - Bulk Excavation & Backfill									
2.01	Stripping existing topsoil onsite and stockpile for blending with topsoil ammendments	m2	S	1.25	30000	\$	37,500.00	60,487	\$	75,608.75
2.02	Rough grading of site to depths indicated on details and drawing. Rough grading of profile by Laser	m2	S	5.50	30000	\$	165,000.00	60,487	S	332,678.50
2.03	Import / Export Material (+ Import & - Export)	m3		\$25	1000	S	25,000.00	1,000	\$	25,000.00
2 2233	Subtotal:	2885	1	-355	A MESTEL	\$	227,500.00	88,1985.2	\$	433,287.25
Castian				-		9	221,300.00		9	400,201.20
	6 - Paving, Pathways & Retaining Walls	100000000				-				
6.04	Screening (Gravel) Pathway	sq.m	\$	30.00	0	\$	-	0	\$	
6.05	Retaining Wall	lin.m	\$	390.00	50	\$	19,500.00	177	\$	69,030.00
	Subtotal:					\$	19,500.00		\$	69,030.00
	7 - Soft Landscaping									
7.01	Seed & 600mm topsoil - outside the baseball diamonds	sq.m	S	16.00	12336.5	\$	197,384.00	25160.00	\$	402,560.00
	Subtotal:		100	9	15	\$	197,384.00		\$	402,560.00
Section	8 - Fencing									
8.01	Chain Link Fence 1.5m tall with protection capping	lin,m	S	90.00	0	\$	12.1	0	\$	-
8.02	Chain Link Fence 3.0m tall	lin.m	S	165.00	0	S	- 10	0	\$	
8.03	Chain Link Fence 9.0m tall (Backstop)	lin.m	\$	800.00	139	\$	111,200.00	278	\$	222,400.00
8.04	Chain Link Fence 3.0m tall (Outfield) with protection cappir	lin.m	\$	160.00	0	\$	111,200.00	0	\$	222,400.00
8.05	Foul Poles	each	\$	5,000.00	4	\$	20.000.00	8	\$	40,000.00
8.06	1.5m wide Gate	each	S	1,100.00	0	\$	20,000.00	0	\$	40,000.00
8.07	3.6m wide Maintenance Gate		S	7,000.00	0	\$	-	0	\$	-
		each	_	26,000.00	0			0		
8.08	Player's Shelters with Benches Homeplates	each	S	500.00	2	\$	1 000 00	4	\$	2 000 00
8.09		each		The state of the s		S	1,000.00		\$	2,000.00
8.10	Pitcher's Rubber	each	S	500.00	4	\$	1,000.00	8	\$	2,000.00
8.11	Base (set) with ground anchor Reduce Backstop	each	10	450.00		S	1,800.00			3,600.00
8.12	Chain Link Fence 3.0m tall	lin.m	S	165.00	66.8	\$	11,022.00	133.6	\$	22,044.00
8.12	Chain Link Fence 9.0m tall (Backstop)	lin.m	\$	800.00	-66.8	\$	(53,440.00)	-133.6	\$	(106,880.00
	Subtotal:		_			\$	92,582.00		\$	185,164.00
	9 - Softball Diamonds								-10	
9.01	Sport Field Sod	sq.m	\$	6.00	13818.5	S	82,911.00	27637	\$	165,822.00
9.02	Topsoil (Existing Topsoil Stockpile onsite - Screened) - 300mm Depth	sq.m	S	9.00	13818.5	\$	124,366.50	27637	\$	248,733.00
9.03	Topsoil Amendments (Sand) - 150mm Depth	cu. M	S	80,00	0	\$	128	0	\$	1/27
9.04	Topsoil Amendments (Compost) - 150mm Depth	cu. M	S	40.00	1000	\$	40,000.00	3500	\$	140,000.00
9.04	Warning track (Shale)	sq.m	S	40.00	0	\$	7.0	0	\$	
9.05	Skinned area Surfacing	sq.m	\$	40.00	3845	\$	153,800.00	7690	\$	307,600.00
9.06	Batter's Box Area	sq.m	\$	40.00	0	\$		0	\$	
	Subtotal:					\$	401,077.50		\$	862,155.00
	Subtotal:					S	- 27		\$	141
Section	14 - Site Servicing (Stormwater)									
	Stormwater Servicing (375mm Dia. SDR 35)	lin.m	s	210.00		S	4:	106	\$	22,260.00
14.02	Stormwater Servicing (450mm Dia, SDR 35)	lin.m	S	225.00		S	41	158	\$	35,550.00
14.03	SWM MH (depth= 1.5 - 2.0m)	each	S	9,000.00		S	45	14	\$	126,000.00
14.04	SWM CB (depth= 1.5 - 2.0m)	each	\$	8,000.00		S	3	1	\$	8,000.00
14.05	Misc. Items	allowance	\$	5,000.00		\$		1	\$	5,000.00
14.03	Subtotal:	allowance	9	3,000,00		\$	7		\$	196,810.00
	Potential Discount on Aggregates		100				(30,000.00)	- 0		(30,000.00
						\$			\$	
	Subtotal Construction Costs:					\$	1,030,002.50		\$	2,240,965.25
	Contingency Allowance (25%):					\$	257,600.00		\$	560,300.00
	Total Estimated Construction Cost:					\$	1,287,602.50		\$	2,801,265.25

Engineer Drawings:



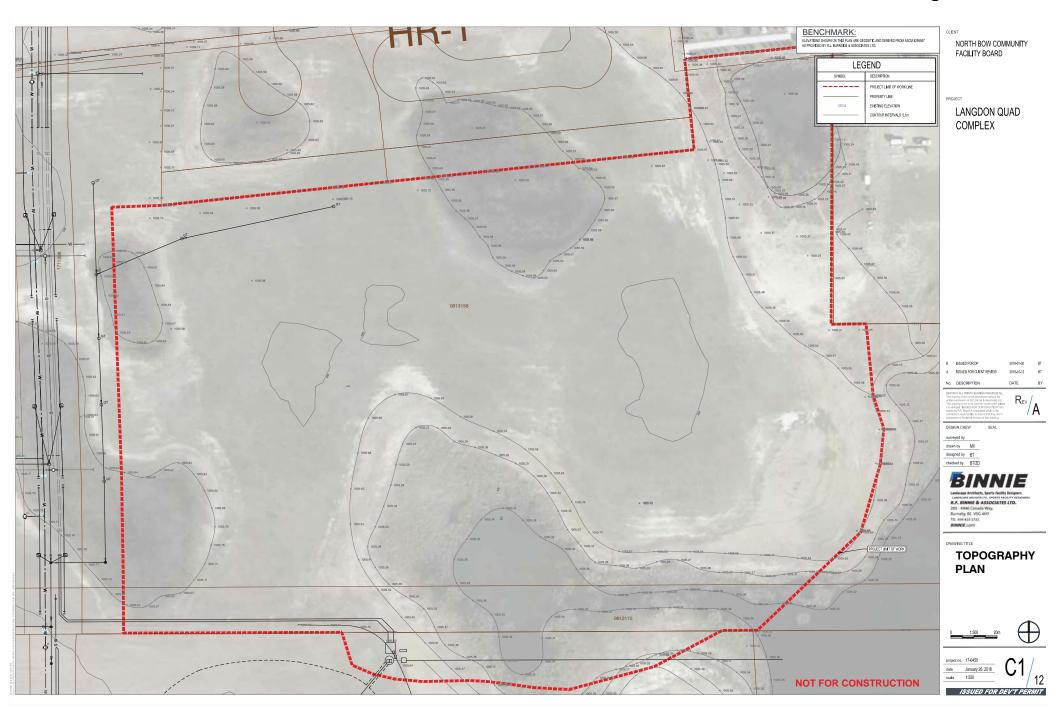


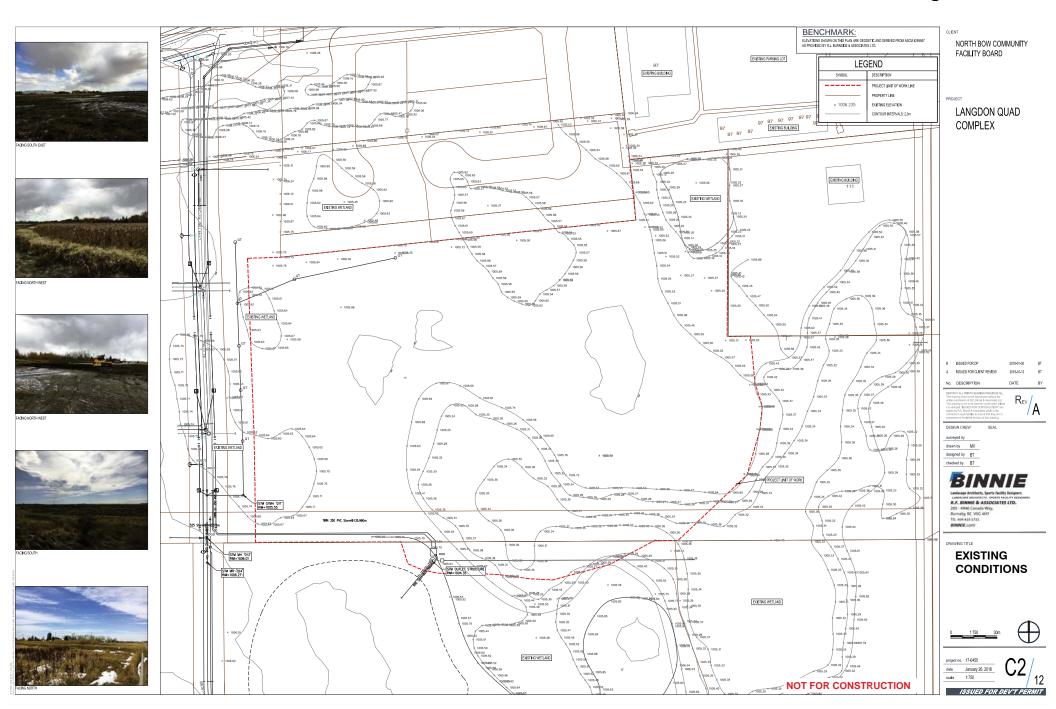


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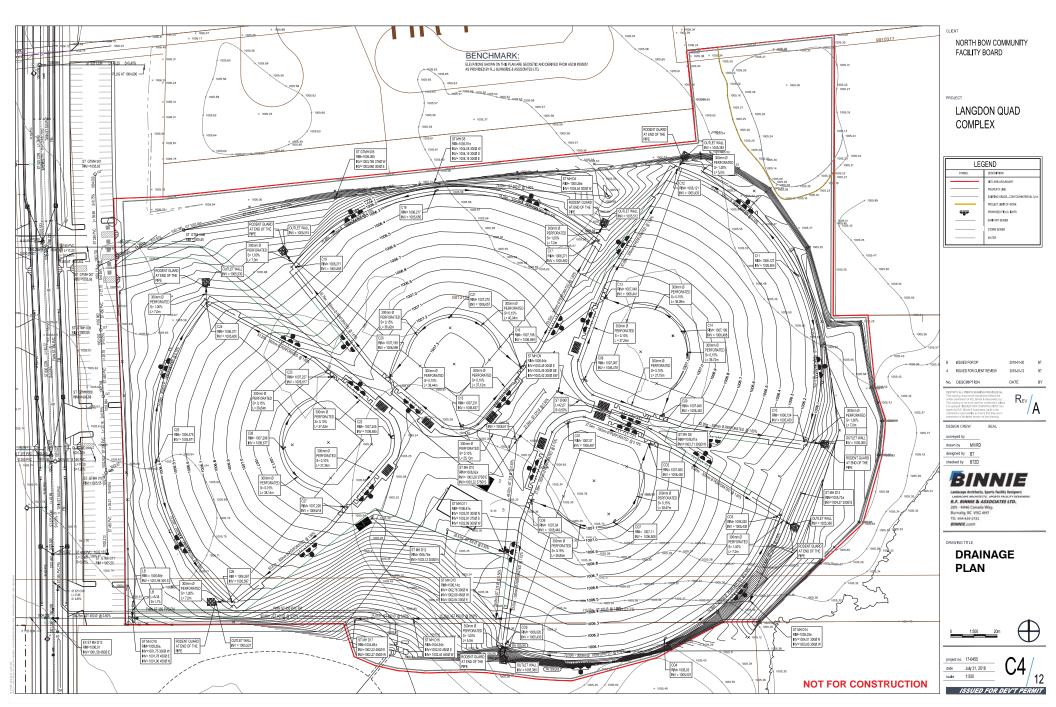
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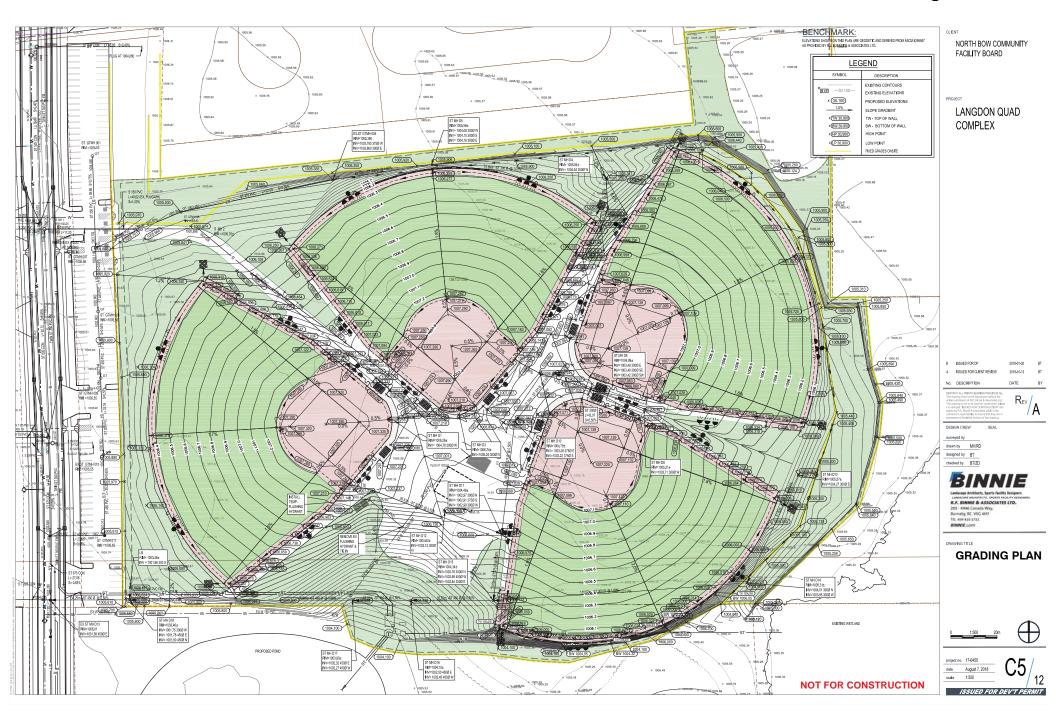
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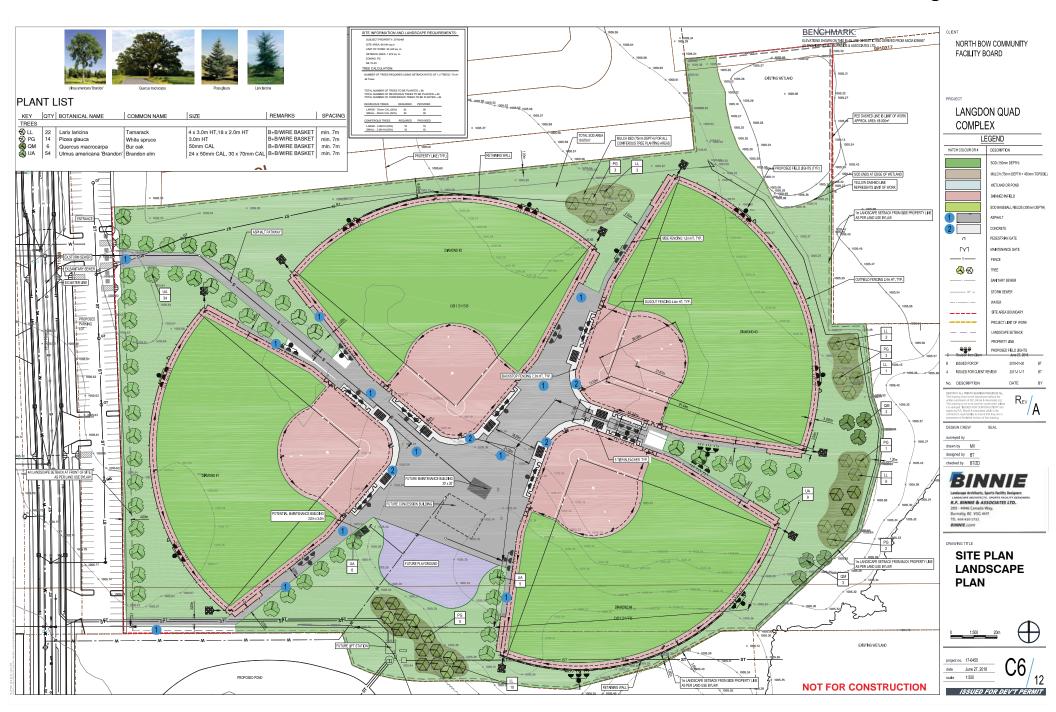


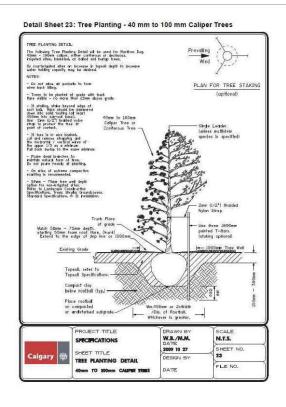


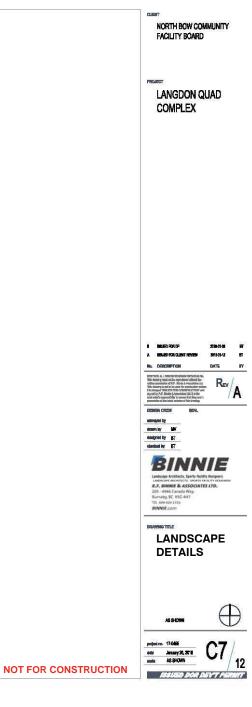


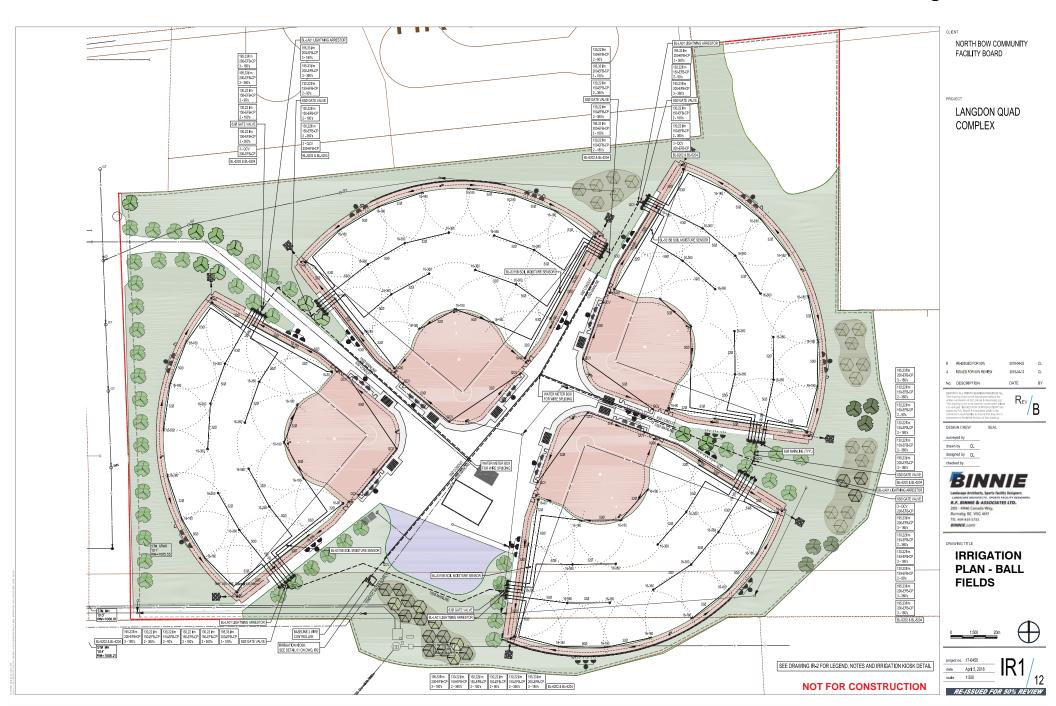


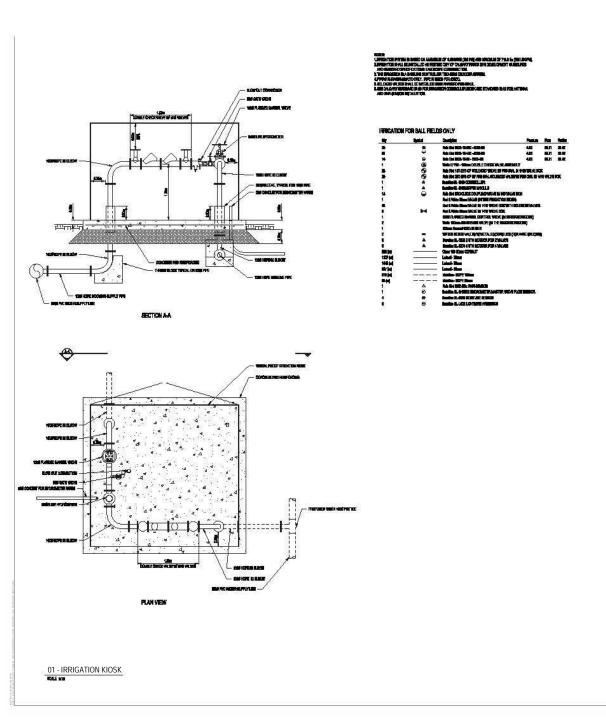














NOT FOR CONSTRUCTION



RECREATION, PARKS AND COMMUNITY SUPPORT

TO: Council

DATE: July 23, 2019 **DIVISION:** 9 and 4 **FILE:** 1075-600 **APPLICATION:** N/A

SUBJECT: Rocky View Schools Request for Capital Funding

POLICY DIRECTION:

As per the April 23, 1998, Reserves Agreement between Rocky View County and the Board of Trustees of Rocky View School Division No. 41 (Rocky View Schools) and The Board of Trustees of the Calgary Roman Catholic Separate School District No. 1, cash-in-lieu monies allocated to each School Authority are held and maintained in a reserve fund that is administered by the Municipality. Subject to Council being informed, and upon written request by the School Authority, payment can be made from that School Authority's reserve.

EXECUTIVE SUMMARY:

Rocky View Schools notified the County of:

- 1. The revised demolition and replacement costs for Westbrook School; and
- 2. Their support of the Indus School Playground project.

They have requested the draw of \$1,215,000 from their cash-in-lieu funds to assist with these expenditures.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends that Council approve capital funding, up to a maximum of \$1,215,000 from Rocky View Schools Public Reserve to fund the demolition and replacement of Westbrook School and the Indus School Playground project in accordance with Option #1.

BACKGROUND:

At their meeting on June 20, 2019, the Board of Trustees of Rocky View School Division No. 41 (Rocky View Schools) approved motion #477-2019:

The Board of Trustees approves the revised expenditure amount from \$6,000,000 to \$7,200,000 from cash-in-lieu funds to assist in the construction costs of replacing Westbrook School and award the tender, for the Westbrook Replacement School, to Maple Reinders Inc. in the amount of \$7,132,950.

On June 27, 2019, Rocky View County received a letter (dated June 24, 2019) from Rocky View Schools Associate Superintendent of Operation, Larry Paul, requesting the draw of \$1,200,000 to fund the above-noted Westbrook School demolition and replacement.

On July 8, 2019, Rocky View County received a letter (dated July 3, 2019) from Rocky View Schools Associate Superintendent of Operation, Larry Paul, requesting the draw of \$15,000 to fund the Indus School Playground project.

Susan de Caen, Recreation, Parks and Community Support

¹ Administration Resources



BUDGET IMPLICATIONS:

As of July 4, 2019, Rocky View Schools held \$2,589,992.97 in their Uncommitted Capital Reserve Account.

As these funds are held in the Rocky View Schools Public Reserve Account, there are no implications for the County's budget.

CONCLUSION:

Administration recommends that Council approve capital funding, up to a maximum of \$1,215,000 from Rocky View Schools Public Reserve to fund the demolition and replacement of Westbrook School and the Indus School Playground project, in accordance with Option #1.

OPTIONS:

Option #1 Motion 1: THAT capital funding up to a maximum of \$1,200,000 from Rocky

View Schools Public Reserve to fund the demolition and replacement of

Westbrook School be approved.

Motion 2: THAT capital funding up to a maximum of \$15,000 from Rocky View Schools Public Reserve to fund Indus School Playground project be approved.

Option #2 THAT alternative direction be provided.

Respectfully submitted,	Concurrence,			
Richard Barss	"Al Hoggan"			
Interim Executive Director Community Development Services	Chief Administrative Officer			

ATTACHMENTS:

Attachment 'A' – June 24, 2019 Letter from Rocky View Schools Attachment 'B' – July 3, 2019 Letter from Rocky View Schools



2651 Chinook Winds Drive SW, Airdrie, Alberta T4B 0B4
403.945.4000 p 403.945.4001 f
www.rockyview.ab.ca

June 24, 2019

Mr. Kent Robinson
Executive Director of Corporate Services
Rocky View County
262075 Rocky View Point
Rocky View County, AB, T4A 0X2

Re: Rocky View Schools' Request for Cash-in-Lieu Funds

Dear Mr. Robinson:

The Board of Trustees of Rocky View School Division No. 41 (dba Rocky View Schools (RVS)) approved the following motion at its June 20th, 2019, Board meeting:

WESTBROOK REPLACEMENT SCHOOL

#477-2019 MOTION BY TRUSTEE JUDI HUNTER:

The Board of Trustees approves the revised expenditure amount from \$6,000,000 to \$7,200,000 from cash-in-lieu funds to assist in the construction costs of replacing Westbrook School and award the tender, for the Westbrook Replacement School, to Maple Reinders Inc. in the amount of \$7,132,950.

CARRIED

Rocky View Schools requests the draw of \$1,200,000 to fund the above noted Westbrook School demolition and replacement.

If you require further information, please do not hesitate to contact Karyn Golem at 403.945.4040 or kgolem@rockyview.ab.ca.

Your truly,

Larry Paul

Associate Superintendent of Business and Operations

LP/sd

CC Karyn Golem, Director of Finance (RVS)
Cindy Stuart, Accountant (RVS)
Colette Winter, Director of Planning (RVS)

AGENDA Page 391 of 745



2651 Chinook Winds Drive SW, Airdrie, Alberta T4B 0B4
403.945.4000 p 403.945.4001 f
www.rockyview.ab.ca

July 3, 2019

Mr. Kent Robinson
Executive Director of Corporate Services
Rocky View County
2ó2075 Rocky View Point
Rocky View County, AB T4A 0X2

Re: Rocky View Schools' Request for Cash-in-Lieu

Dear Mr. Robinson:

Rocky View School Division No. 41 (RVS) supports the Indus School Playground project. RVS authorizes the use of \$15,000 from its cash-in-lieu account, held by Rocky View County, to help fund this very worthwhile project.

The project, which has included the creation of a barrier free inclusive playground, is intended to support students and community. The outside space allows exploration and play for students but also for community after school hours.

If any further information is required, or if you have any questions, please do not hesitate to contact me at (403) 945-4008.

Yours very truly,

Larry Paul

Associate Superintendent of Business and Operations

LP/sd

PC Chael Wyper, Principal, Indus School Patty Sproule, Trustee, Ward 2 Sheila Jenkins, Grounds Coordinator Karyn Golem, Director of Finance



RECREATION, PARKS & COMMUNITY SUPPORT

TO: Council

DATE: July 23, 2019 DIVISION: All

FILE: N/A APPLICATION: N/A

SUBJECT: County-Wide Recreation Governance Model

POLICY DIRECTION:

At the March 12, 2019, Council Meeting, Council directed Administration to "draft a County-wide recreation model, taking into specific account governance responsibilities, operational accountability, and financial controls."

EXECUTIVE SUMMARY:

Administration has prepared a Recreation Governance report that includes research, discussion, and recommendations on a new governance model for recreation. The report includes:

- A review of the current recreation board model and the grant distribution processes; and
- A review of the regionally categorized facilities in Rocky View County.

Significantly, the report identifies two new options for Recreation Governance, and a number of process steps and future Council decision points to implement a change to the governance model. Both options provide the following benefits:

- County-wide recreational project prioritization and consistency in funding allocations based on a County-wide Recreation Master Plan for the benefit of all residents;
- Continued opportunities for public participation;
- Enhanced community engagement and improved service delivery;
- Simplification of funding processes; and
- Alignment with County bylaws and MGA requirements.

The report identifies the Recreation Governance Committee (Model 2) as the preferred governance model as all of Council is involved and administrative process is reduced. It also provides enhanced transparency, communication, and fiduciary responsibility. Furthermore, this model improves service delivery, strategic alignment, and collaboration amongst communities.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends the report be adopted for information, and that the process steps necessary to implement Recreation Governance Committee (Model #2) be undertaken, in accordance with Option #1.

DISCUSSION:

Between 1972 and 1981, ten Recreation Boards were established in Rocky View County. These boards provided an opportunity for the public to provide input into the resources provided to groups, programs, and facilities offered to County residents. The model for recreation has evolved to its current state where Recreation Boards provide an understanding of community opinions on recreation

Theresa Cochran, Manager, Recreation, Parks & Community Support

¹ Administration Resources



matters, advise on service levels, and make recommendations to Council on how best to support their local community and allocate recreational funds.

Heightened resident expectations for recreation service provision as well as population changes over the last 40 years necessitate a thorough review of the current state of recreation governance and needs in the County. The work is timely, as a number of other Alberta counties, not-for-profit recreational organizations, and the provincial government are struggling with the same questions about provision standards for the 21st Century. As such, Rocky View County is leading the way.

Population growth, aging facilities, and amenities, and the need for ongoing maintenance and upgrades to existing facilities continues to be a constant demand on the Counties limited tax base. In addition, larger hamlets and ethnically diverse communities require consideration for future recreational planning. Consequently, long-term strategic planning is required, planning for future facilities needs to be prioritized, and funding needs to be allocated.

In the next 20 years, transformational change will be required to ensure the County can manage the diverse and growing needs for recreation, parks, and community support. In order to meet those needs, to plan for future growth, and to avoid facing a wider gap in recreational services, now is the time to consider changes to the Recreation Governance Model.

A need for a new governance model is required as the County's current structure allows for neither long-term recreational planning, nor for funding to be based on the County-wide priority. Many requested amenities are beyond what can be sustained by the current or anticipated tax base. Moreover, the granting process is outdated, complicated, and difficult to communicate to partners. The time from application to approval takes at least three months, thereby impacting our ability to provide efficient and effective customer service.

Lastly, current revenue sources are inadequate to support service delivery for parks and recreation in the County. In order to meet current and future demands, it is critical that the County reviews its funding approach and its funding allocation to recreation services.

To address the above-identified shortcomings, Administration has reviewed current County practices and assessed recreation models in use by other rural and specialized municipalities in Alberta to craft a "made in Rocky View" solution. The complete review is found as Attachment 'A' to this report. Below are the highlights from the board governance review report:

Recreation Governance Guiding Principles

Administration has completed significant best practice research and, based on the findings, has developed guiding principles to support the development of the Recreation Governance model. These principles are outlined in the report provided in Attachment A.

Two options for a new County-wide Recreation Governance Model were explored. Both models require a rewrite of the Community Recreation Grant Policy C-317, to allow for strategic plans and priorities and transparent, well-documented, proactive, and equitable distribution of recreation dollars. Both models provide improved strategic alignment and collaboration amongst communities, considers regional planning, opens opportunities for County-wide recreational project prioritization and consistency in funding allocations, and ultimately, improves service delivery. The key characteristics and benefits of each model are outlined in Attachment A.

Administration assessed both options and recommends the implementation of a Recreation Governance Committee (Model 2) as it not only exhibits the benefits outlined above, but also allows all of Council to be involved in the planning and implementation of Recreation. This model also promotes efficiency in the granting process as the Committee can approve all grant applications without reference to another committee. Moreover, this model enhances Council's and Administration's presence in the community, providing opportunities to directly support community organizations while fulfilling Council's fiduciary responsibility.



PROCESS STEPS:

In order to ensure a seamless and well-managed transition to a new board structure, the following activities will take place once a Recreation Governance model is approved:

- Develop a change management and communications strategy to inform current board members of the changes (Q3, 2019)
- Rescind current Board Bylaws (Q3, 2019)
- Develop and present new Board Terms of Reference and Bylaw (Q3, 2019)
- Communicate the new Recreation Board to public through various channels (Q3, 2019)
- Plan a Board member recognition event (Q3, 2019)
- Develop and present new Recreation Grant Policy 317 (Q4, 2019)
- Communicate and implement new granting process to community members (Q4, 2019)

BUDGET IMPLICATIONS:

There are no budget implications at this time.

COMMUNICATIONS PLAN:

There are two elements to communication for the recreation governance initiative. This report details proposed processes. Any Council decisions regarding the report will be communicated to current recreation board stakeholders as the primary audience, with communication through the media, the County's website, and social media for any members of the public who are interested.

The second communication element focuses on the results achieved in strengthening and expanding the County's recreation service offering as a result of any Council decisions on new recreation models. These results are of far more interest to Rocky Viewers than the process used to achieve them. Moving forward, the County will develop enhanced communication and, where appropriate, engagement strategies for new and existing recreation, culture, and community-building initiatives.

CONCLUSION:

Administration recommends the report be adopted for information, and that the process steps necessary to implement Recreation Governance Committee (Model #2) be undertaken, in accordance with Option #1.

OPTIONS:

Option 1: Motion #1 THAT the County Wide Recreation Governance report be received for

information.

Motion #2 THAT the process steps necessary to implement Recreation

Governance Committee - Model #2, as identified in this Staff Report, be

undertaken.

Option 2: THAT alternative direction be provided.



Respectfully submitted,	Concurrence,			
"Richard Barss"	"Al Hoggan"			
Interim Executive Director Community Development Services	Chief Administrative Officer			

ATTACHMENTS:

Attachment 'A': RVC Governance Report

RVC Recreation Governance Report



Theresa Cochran
Rocky View County
7/23/2019

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Executive Summary

Rocky View County (RVC) does not provide direct recreational programs or facilities, and depends on non-profit community groups and municipal partners to provide recreational opportunities to residents. Since 1972, RVC has relied on district recreation boards, composed of members of the public and elected officials, to foster and support recreation programs, facilities, and services for Rocky View communities, and to advise Council on recreational grant allocations.

This model distributes funding to ten recreation districts based on population and has the following shortcomings:

- No equitable distribution of amenities and opportunities;
- Recreation needs in the larger and growing hamlets are not supported;
- Administration is focused on district board management rather than providing support services to community organizations;
- Does not allow for long-term strategic recreational planning; and
- Does not allow funding to be based on county-wide prioritization.

Consequently, many County residents' recreational needs are not met, resulting in additional requests for RVC support for community recreational opportunities and amenities beyond what is allocated in the recreational budget.

To develop a new way forward, RVC Council has directed Administration to develop a new model for recreation governance. The goals of the model are to support recreation in RVC communities; align with the Council's vision, mission, and values; be focused on service delivery; and achieve long-term sustainability.

Administration has reviewed the current recreation model and best practice research, and has developed two new models for Recreation Governance for Council's consideration. Both models remove the nine District Recreation Boards and replaces them with one board. These models allow for County-wide strategic recreation decision-making, prioritization of recreation funding, and better use of Administration resources to support community recreation needs. Additionally, the proposed models create a long-term plan utilizing a community development approach, and support Council's priorities for service excellence, financial health, and responsible growth.

Recreation Advisory Board (Model 1) breaks the County into five district zones and includes a **Recreation Advisory Board** made up of five members of the public and three Councillors. This Advisory Board has limited grant approval authority and continues to rely on Council to approve grants.

Recreation Governance Committee (Model 2) does not identify district zones; instead, it consists of a *Committee of Council* as a whole. Including all of Council allows for enhanced transparency, communication, and fiduciary responsibility; reduced redundancy in funding approval process at the Committee level; and increased engagement with RVC residents and communities through their local Councillor and Administration. For these reasons, Administration is recommending Model 2.

Finally, this report also addresses the implementation stage that focuses on how the County will enhance support to community groups and local recreation facilities, through streamlined funding processes. As part of the governance model review, Administration has initiated an assessment of the current granting process and researched best practices from other municipalities in Alberta, which provides consideration for revisions to Community Recreation Funding – Policy C-317.

Introduction

Since 1972, RVC has entrusted and depended upon community volunteers (through district recreation boards, composed of members of the public and elected officials) to foster and support recreation programs, facilities, and services for Rocky View communities, and to advise Council on recreational grant allocations. Currently, RVC does not provide direct recreational programs or facilities and depends on non-profit community groups and municipal partners to provide recreation opportunities in and adjacent to County communities.

At the March 12, 2019, Council Meeting, Council directed Administration to a "draft County-wide recreation model, taking into specific account governance responsibilities, operational accountability, and financial controls."

To support Council in their decision-making, Administration has developed two models for Recreation Governance that result in a complete change in the board governance structure, an overhaul of the granting process, a focus on how to support our community recreation in a more effective and sustainable manner, and consideration for how Administration will work differently in County communities.

Background

Between 1972 and 1981, ten Recreation Boards were established in RVC (Table 1). These boards provided an opportunity for the public to provide input into the programs and facilities offered to County residents and the financial resourcing provided to recreation groups. Originally working at arms-length from the County, the model for recreation provision has morphed in the last 40 years to the current state of nine District Recreation Boards that:

- provide an understanding of community opinions on recreation matters;
- · advise on recreation and community service levels; and
- make recommendations to Council on how to best support local community needs and allocate County recreational funds.

Although the model has worked reasonably well for the last 47 years, the nature of RVC has changed significantly over this period of time from a predominantly rural municipality with small hamlets and summer villages and a total population of 10,433 to a municipality of 39,407 with 11 hamlets ranging in population from 13 to 5,364 residents. In the medium term, it is anticipated that at least four hamlets will develop populations in excess of 10,000 residents ((Table 1 & 2 - Langdon, Harmony, Glenbow, and Conrich) (Government of Alberta, 2019)).

Table 1: RVC Recreation Board History

Board	Established
Bearspaw-	
Glendale	1995*
Ranch Lands	1997*
Beiseker	1972
Bow North	1978
Chestermere-	
Conrich	1976***
Crossfield	1972
Madden	1981
Rocky View	
Central	1973
Rocky View	
East	2006**
Rocky View	
West	1975

^{*}Preceded by the Cochrane Regional Rec Dist, which was established in 1982 to replace the 1973 Town of Cochrane and District Rec Board

Table 2: Population Growth

	1972	2018
RVC	10,433	39,407
Chestermere		20,732
Calgary	412,777	1,267,344
Airdrie	1,160	68,091
Cochrane	1,101	27,960
Beiseker	407	819
Crossfield	618	3,308
Irricana	127	1,216

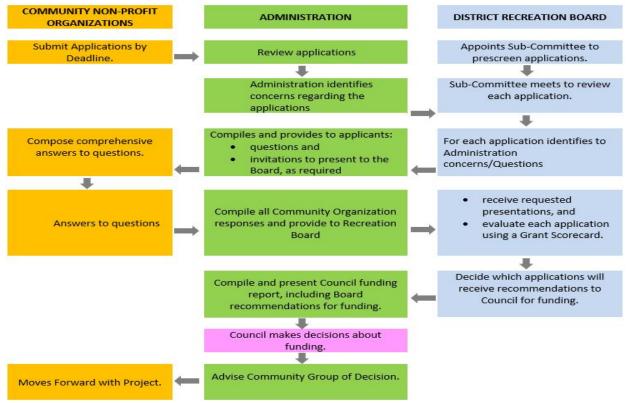
^{**}Preceded by the Irricana Regional Recreation District, which was established in 1973

^{***}This Board was formally dissolved on January 2019.

Recreation Grants

The Recreation District Boards support grant funding allocation across RVC. Recreation grant funding for each district is allocated at \$150 per household with opportunities to apply offered twice per year. Applications are submitted to the County for review to ensure compliance with Community Recreation Funding Policy C-317. Following submission, the recreation boards review, and recommend or decline funding. Decisions from the Board are then presented by Administration to Council for approval (Figure 1). The process takes about three months for community members to secure funding.

Figure 1: Current Grant Allocation Process



Why Change?

Rocky View County's recreation board structure and granting process has a number of challenges, including:

- Addressing changing demographics, urbanization, and projected population growth;
- Short-term decision making and a lack of long-range planning that allows for prioritization;
- Community desire for improved service delivery;
- Aging facilities and amenities that require life-cycle planning and secured funding;
- Limited tax base and inadequate revenue sources; and
- Board structures that are unsustainable due to volunteer time demands, lack of turnover, and multiple, differing board bylaws.

As discussed, RVC is becoming increasingly urbanized. According to recent population predictions, the County's population will grow to over 50,000 residents (Rennie Intelligence,

2018). Conrich, Langdon, Glenbow, and Harmony are expected to become full service communities with populations that would classify them as a City under the MGA, and there are other potential unapproved communities that that may increase the growth of the County.

In addition to funding demands for new amenities for a growing population, the County has many aging facilities and amenities that are in need of upgrades that place demands on a limited tax base.

Other shortfalls of the current board structure include the following:

- Does not allow for long-term strategic alignment between Recreation Boards;
- Board priorities that may not align with County-wide recreational priorities and planning;
- Multiple and differing Board bylaws that cause administrative problems;
- Revenue sources that are inadequate to support the requested service;
- Many requested amenities are beyond what can be sustained by the current or anticipated tax base;
- Funding/grant process that are outdated, time consuming, and difficult to communicate to partners;
- A lack of consistency in funding allocations and the spreading out of funding to many groups, not based on any type of prioritization, limits RVC's ability to plan and fulfill the needs of future recreation amenities and programs; and
- Considerable staff time spent in board meetings instead of on facilitation of services. Finally, the dated board structure has resulted in a limited volunteer turnover and a challenge in recruiting new members. Administration is unsure if some boards accurately represent the County's dynamic and changing communities.

In summary, all of these challenges reduce the County's ability to provide efficient and effective customer service.

Recreation Governance Best Practice Research

In support of a new Recreation Governance model, Administration conducted primary and secondary research with both recreation associations and other municipalities. Detailed results not presented in the body of this report can be found in Appendices 1 and 2.

Rocky View County's review of its recreation model is timely as there are many recreation organizations, including the Alberta Recreation and Parks Association (ARPA) and the Government of Alberta, that have the objective to review and develop a new path forward on how to manage recreation (Wells, 2019) (Schwerman, 2019). In fact, RVC may set the standard for other Alberta municipalities moving forward as a number of other Counties, not-for-profit recreational organizations, and the provincial government are all struggling with the same questions about provision standards.

Alberta Recreation and Parks Association's CEO, Bill Wells, has observed that over the last 25 years, a more corporate model of recreation has replaced a number of Alberta's recreation boards (Wells, 2019). This notion was validated through research where it was identified that 50% of the municipalities studied have no recreation boards, and that there has been a change in governance from community Recreation Boards to a Council Recreation Board with support from Administration.

Rural Alberta Recreation Overview

Rural recreation provision in Alberta is as varied in its approach as the communities each of the municipalities serve. As with RVC, some rural municipalities make use of recreation boards that are remnants of a model established in the early 1970s, where boards are provided with per capita funding for rural municipal recreation projects. The number of recreation boards in a County can vary from one to as many as ten or more, depending on a municipality's division of their lands.

According to the Zama Recreation Society, Some municipalities have Recreation Boards that are independent not-for-profit organizations receiving funding from local municipalities through operational agreements that enable their provision of facilities and services for residents. Yet others, such as in Clearwater County, operate without recreation boards at all, ensuring residents have access to recreational programs and facilities and programs through a combination of grants paid out to local community groups, and cost-sharing agreements with adjacent municipalities.

Rural and Specialized Alberta Municipalities Recreation Survey

In April and May 2019, the County sent out a survey request to 21 rural Alberta municipalities with populations of 10,000 or more; this list also includes the province's six Specialized Municipalities. Figure 2 provides information that details the subject municipalities' population and presence of recreation boards. Of the 21 municipalities surveyed, 14 responses were received, 11 of which are from municipalities and three of which are from specialized municipalities. Survey results indicate that 10 have recreation boards and are council-appointed¹.

The following findings are summarized below:

- Six of these ten municipalities have only one board; the remaining four have divided the municipality into districts, and have corresponding boards for each of these districts.
- All but one of the recreation boards have representation from community residents.
- Nine of the ten are council-appointed; one county has community-elected boards.
- All boards, with the exception of one municipality, are advisory to Council, while the remaining is operational.
- Five of the six specialized municipalities do not have recreation boards; instead, they have Administration or Council administering and approving grants.
- Only one municipality has School Board representation on their Recreation Boards.

¹ Wood Buffalo is unique in that it has a Regional Recreation Corporation Board (RRC). Given its structure, Wood Buffalo has been represented as not having a recreation board.

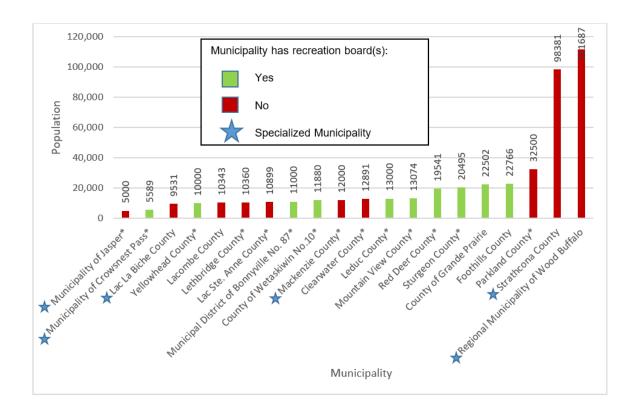


Figure 2: Implementation of Recreation boards by Rural Alberta municipalities with populations over 10,000 and specialized municipalities.

A New Way Forward for Rocky View County

Recreation Governance Guiding Principles

Aligning with best practice research, Administration developed eight guiding principles to support the development of two Recreation Governance models:

1. Provide Strategic Recreation Leadership

- Short/medium/long-range recreation planning
- Facilitated and guided approach to planning

2. Align with Council's Vision and Mission

- Service Excellence
- Financial Health
- Responsible Growth

3. Ensure Community

Engagement & Partnerships

- Reduce cost of service delivery
- Create capacity for recreation opportunities

4. Expanded Community Service Delivery

- Inclusive
- Open & timely communication
- Early Involvement
- Planned engagement
- Easy to follow processes

5. Create a Diversity of Recreation Opportunities

- Provide a wide range of programs and services
- Support the development of future programs
- Enhance the types of services RVC provides as RVC grows

6. Ensure Transparency & Accountability

- Transparent grant evaluation & distribution
- Operational sustainability

7. Evaluate and Improve the selected model

- Balanced Scorecard approach
- Clear outcomes and key performance indicators
- Performance measurement to drive decision-making

8. Create the conditions for Sustainable & Responsible Growth

- Coordinated approach (regional planning)
- Soft service levies
- County-wide recreation needs assessment
- Long-range master plan

Figure 4 – Recreation Governance Guiding Principles



Aligning with Council's Vision and Mission

Recreation, Parks and Community Support must align with Council's vision and mission, and key County planning documents. Recreation programs, facilities, and amenities must "grow intelligently" by supporting the unique and diverse recreation needs across RVC through short, medium, and long-term strategic planning.

Further, taking an active and facilitating role in the development of recreation programs and facilities to support the diverse lifestyles of residents so that they can flourish and thrive within their communities will allow RVC to "lead with integrity".

Lastly, leading recreation planning and community development with a systems thinking approach, with a focus on proactive community leadership, will allow County residents to "*live harmoniously*" with the understanding that RVC is supporting their local community needs.

Options for Recreation Board Governance

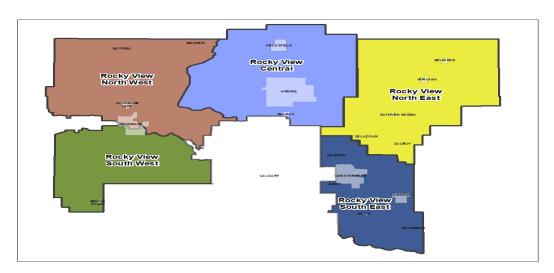
Research shows that each municipality has its own unique challenges in meeting resident expectations for recreation facility provision and programs. Ultimately, any model that RVC implements must be able to accommodate the diverse needs of the residents.

In order to provide Council a comprehensive look at governance options, Administration developed two models for Recreation Board Governance. As outlined below, the considerable difference between each model is the composition of the Board members, as Model 1 will include members of the public, while Model 2 will be strictly composed of Council, with optional community members or ad-hock sub-committees added as needed.

Model 1 – Recreation Advisory Board

The first model explored includes the collapse of the 10 District Recreation Boards into one Recreation Advisory Board (RAB). This advisory board would consist of eight members, of which there would be three serving Councillors and five members at large representing the five recreational districts.

Rocky View County - Recreation District Map for Model 1

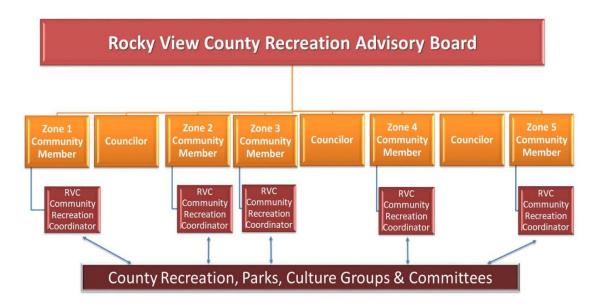


Advisory Board Considerations

Model 1 is shown in Figure 5. Considerations for having a Recreational Advisory Board composed of active Councillors and members of the community include:

- 1. **Public representation:** public representation provides on-the-ground insight into local recreation needs and challenges.
- 2. **Equitable decision-making:** diversity of board membership allows for equitable decision-making as each community member represents his or her respective zone.
- 3. **Term Limits:** defined limits for community members ensure continued introduction of fresh ideas and points of view.

Figure 5 – Recreation Advisory Board - Model 1



Selection Process & Board Term

In this model, members at large would go through a selection process, vetted by Administration, with recommendations to Council for appointment. Appointment to the RAB requires the applicant to have personal knowledge of their community, experience in recreation to add to the dialogue at Board meetings, and the ability to think strategically on behalf of the County as a whole, beyond the interests of sub-sector or geography.

Members at large would serve for a three-year term, and Councillors for a two-year term. Training would be provided in order for members to exercise their official duties, as would mileage remuneration, allowances for further training and development, and meal reimbursement during the duration of their term.

To ensure active community involvement and collaboration across community groups, the board members would work closely with Administration through the Community Recreation Coordinator assigned to their zone. This position would act as a liaison between the Board and the community groups, non-profit organizations, and public within their own recreation division.

Model 1 - RAB - Recreation Grant Approval Responsibility

Both models for Recreation Governance would include a rewrite of the current Recreation Grant Policy 317 to allow Council to revise how recreation funds are allocated. The rewrite would consider strategic plans and priorities and would allow for transparent, well-documented, proactive, clear and concise, and non-biased distribution of recreation dollars.

In this first model (Figure 6), it is proposed that Administration would review grants for compliance to the new policy. Administration would provide a list of grants under \$50,000 that are in line with the policy to the RAB to determine if they would like a presentation. The RAB would review and ensure grants meet the County-wide priorities as identified in the Recreation Master Plan (to be developed in Q1, 2020) and would vote in favour, seek more information, or decline the application.

Grants above \$50,000 would require the community group to provide a presentation to Council for the requested funds, where Council would approve, seek more information, or decline the request.

Figure 6 - Recreation Grant Approvals - Model 1



RAB - Roles and Responsibilities:

In this proposed Recreation Board Governance Model, Council, the Advisory Board, and Administration, would have varying roles and responsibilities. Council would develop the overall County strategy and vision, appoint advisory board members, participate in the advisory board, set and approve the budget, and review and approve grants above a certain threshold.

The RAB would foster the creation, development, and maintenance for the provision of open spaces and recreation programs, facilities, and services (according to the County-wide recreation master plan) and would review and approve grant applications according to Council approved guidelines and budget.

Administration would work as a liaison between the RAB and the community, providing support services to community organizations, as well as planning, coordinating, and communicating recreation, sport and cultural interests, and opportunities. In addition, Administration would

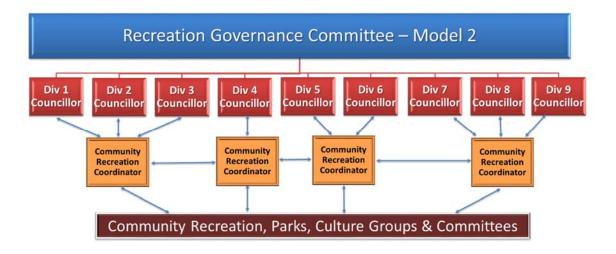
advise Council on policy to support the vision of an active, healthy community, to develop new community partnerships, and to support the implementation of the Recreation Master Plan.

Model 2 – Recreation Governance Committee

The second, and recommended, model for Recreation Governance in RVC includes a Committee of Council, as show in Figure 7. Components of this model have been drawn from a variety of Alberta municipalities to provide an approach to Recreation that is unique to RVC and provides improvements to the challenges currently faced by RVC (including, but not limited to):

- improved connection and collaboration between Administration and RVC recreation community groups;
- enhanced transparency and communication;
- improved service delivery in communities;
- consistency in funding allocations;
- improved strategic alignment and collaboration amongst communities; and
- Grant allocations based on the County-wide Recreation Master plan.

Figure 7 – Recreation Governance Committee



A Made in Rocky View Solution

To best support the needs of RVC residents, key components of the Recreation Governance Committee (RGC) Model include:

- 1. Single Recreation Governance Committee of Council.
- 2. Reduced redundancy in reviewing and approving grants.
- 3. Public participation capacity.
- 4. Enhanced community service and support.
- 5. Strategic alignment and prioritization.

As opposed to the first model presented, this new approach to recreation decision-making allows all of Council to be involved in Recreation planning and decision-making, aligns with Council's Strategic Plan (Rocky View County, 2019), and includes enhanced:

Customer service and community support through:

- More direct engagement with community organizations by Administration;
- Streamlined granting processes with more objective consideration of applicant group needs and how they fit into the County's Recreation Master Plan;
- Recreation provision decisions made to benefit RVC as a whole, moving away from a district-centric model to one that is more considerate of regional facility and service availability; and
- Continued engagement of residents when ad hoc recreation-centered committees are required and established per the County's Public Participation Policy.

• Transparency and communication through:

 Fiduciary responsibility exhibited through Councillor involvement in decision making at a county-wide level with consideration of the Municipal Government Act's intermunicipal collaboration agreement requirements in the provision of recreation.

The County-wide Recreation Master Plan, along with information provided by Administration engaged with community organizations, would provide the RGC with a balanced understanding of the dynamic recreation needs and challenges across the County. Subsequently, regional provision and intermunicipal cost-sharing can be considered by Councillors from a County-wide perspective, such that the County's top recreation priorities can be identified and addressed.

Recreation Governance Committee Membership

In this model, the Committee membership would be restricted to County Councillors, with public participation incorporated as necessary. Unlike the first model, this would allow each Councillor to participate in constructing and supporting Recreation across the County and would allow for improved first-hand knowledge of the recreation needs in each Division.

To support the RGC, Administration would embed itself in the community, both providing enhanced community support and better familiarizing the Committee with the true community needs. This would provide the Committee with objective information required to make informed decisions about recreation provision. As Councillors are required to consider the welfare of the municipality as a whole, decisions made by a Committee composed of Councillors alone would better represent the needs of RVC.

Keeping the Community Involved

As RVC moves forward with a "made in Rocky View solution", the focus would be on providing services for RVC residents as a whole. Clearly, it is essential to keep the community groups involved, as they are the link between the County and the community, they have a sense of ownership and investment in their communities, they inform and collaborate with the County, and they understand the needs of their communities.

Consequently, as suggested above, in this recommended model, community needs would be brought to the RGC through the Community Recreation Coordinators. The Recreation Coordinators, working with the community groups, are "the boots on the grounds", and bring with them the expertise and understating of the residents' needs. Moreover, the Recreation Coordinators would support recreation programs, facilities, and services for communities, linking RVC with its people.

Public Participation Capacity

The RGC would have the flexibility to reach out to residents to inform them of changes in recreation, request feedback, or establish sub-committees with public membership to address recreation-specific questions that require public input as defined in the County's *Public Participation Policy* (Rocky View County, 2019). In addition, community committees that work together to support their communities would be able to request the opportunity to present to the RGC.

As required by the Municipal Government Act, RSA 2000, c-M-26 (Part 7, Section 216) (Government of Alberta, 2019), Council is bound by the County's Public Participation Policy C-191, which ensures meaningful stakeholder engagement to enrich Council's and Administration's decision-making when there is an opportunity for stakeholders to shape action or policy. Public Participation is undertaken in the following circumstances:

- 1. When new programs or services are being established;
- 2. When existing programs and services are being reviewed or changed in significant ways:
- 3. When RVC examines services and service standards as part of budgeting, capital, or financial plans;
- 4. When gathering input or formulating recommendations with respect to the County's strategic or business plans;
- 5. When required by legislation;
- 6. When deemed necessary by the CAO; or
- 7. When directed by Council.

The policy ensures that, as required, a Committee composed of Councillors alone will continue to engage the public. More information on the International Association for Public Participation's spectrum for public participation is found in Appendix 3.

Enhanced Community Support

In this model of Recreation Governance, Administration would be actively involved in the community, working with non-profit organizations and community groups to better understand the dynamic needs of the community and, where possible, to enable service delivery. This information would be provided to the RGC to ensure they have the accurate and relevant information required to make responsible and informed decisions. These activities may include:

- 1. Engagement and collaboration with recreation provision stakeholders to understand their needs and challenges through:
 - a. Open houses;
 - b. Educational outreach;
 - c. One-on-one meetings to address good governance and strategic financial planning in partnered community groups;
 - d. Support for strategic business planning.
- 2. Program planning and implementation where appropriate.
- 3. Community planning and development with local groups and interested stakeholders.
- 4. Liaison with other divisions to support capacity building and sharing of best practices.
- 5. Liaison with neighboring cities, towns etc., to partner on programs, events and services.
- 6. Project management and support for larger capital projects.

Model 2 – RGC Recreation Grant Approval Responsibility

As with Model 1, the grant funding process would be updated and would include the rewrite of the current Community Recreation Grant Policy C-317 to allow Administration to revise how recreation funds are allocated.

Once the policy review is complete, the updated grant review process for Model 2 involves the following (shown in Figure 8):

- Administration would review operational or capital grant applications for compliance with the new policy. Grants under a defined threshold (e.g.\$150,000.00 or as determined in the policy) would be compiled and submitted to the RGC to determine if a presentation is required, with the exception of the pre-approved list of organizations mentioned below. The Committee would review the applications submitted and vote to allocate funding, seek more information from the applicant, or decline the application.
- Any grants above the determined threshold would require the organization to provide a
 presentation to the RGC for the requested funds, where the Committee would determine
 if the application should be approved, whether further information should be requested,
 or whether the request should be declined.
- 3. To streamline the grant review process, Administration also proposes to create a list of preapproved recreational providers who would receive an annual contribution from the County as part of the Recreation, Parks, and Community Support's operational budget. Additional analysis regarding this proposal is explained in the next section.
- 4. Lastly, to reduce the burden on our groups and allow for a more streamlined and efficient process, Administration would create a preapproved list of recreation providers that would be able to access recreation grant funds by securing multi-year grants and not having to apply for funding annually.

Figure 8 – RGC Grant Approval Process



RVC Regional Recreation Facilities

In 2008, it became apparent that the ten District Recreation Boards were struggling with understanding the complexities of the larger and more complex facilities within RVC. For

example, facilities like the Springbank Park For All Seasons would request project-based funding from the District Recreation Board, which would be a substantial financial grant request in comparison to the smaller amenities. It was becoming difficult for the Recreation Boards to understand why these larger facilities were requiring large grants to support life cycle replacement and enhancements. As a result, the Recreation Boards were not necessarily supporting the large financial requests and either recommending a smaller amount, or not recommending the request at all.

As well, the smaller community centers were expressing concern that the larger facilities were taking all the grant dollars, with little left for them. Further, as the approving body, Council was faced with challenges as they wanted to support the larger facilities but did not want to disregard the recommendations of the Recreation Boards.

After conducting research on best practices across multiple municipalities in Canada, Administration developed the regional funding model, which was initially administered through the Regional Recreation Board; however, recommendations for approval of regional funding was delegated to the Governance and Priorities Committee.

With the 2017 revision of Policy C-317, Regional Facilities were redefined as

a facility that is determined by the County to be qualified as such, is owned or co-owned by the County, or is financially supported by the County but resides in another municipality and must provide public access without discrimination to County residents.

Further, a regional facility is a public facility designed and operated to include an integrated range of recreational interests, skill levels, and service areas. It is responsive to the needs of all ages and abilities, and contributes to a sense of community. It incorporates multiple indoor and outdoor components, participation and opportunities for both structured and organized sport, as well as unstructured and spontaneous recreational activities. Facility services may be provided through an alternative municipal service provider with public access negotiated through an inter-municipal cost sharing agreement.

Further to the definition above, on September 5, 2017, additional revisions were made to the Policy to include "Joint Regional Facility" which is defined as:

A classified regional recreational facility designed and operated in synergy under shared funding with other regional facilities within a service planning catchment area established and classified by Policy & Priorities Committee by Schedule A – Procedure 317.

The inclusion of a Joint-Regional classification allowed the Indus Recreation Centre and the future Langdon Joint Use Facility access to funding allocated for regionally designated facilities. To this date, the following are considered regional facilities:

1. City of Airdrie - Group of Amenities

Through a cost-sharing agreement, the City of Airdrie receives \$200,000 towards facilities such as the Bert Church Theatre, Genesis Place, and various parks around the City.

- 2. Indus Recreation and Langdon Joint Use Facility Both groups receive a total of \$100,000 annually.
- 3. Springbank Park For All Seasons

Receives \$400,000 of annual funding to go towards capital or operational costs. It is assumed that this amount was committed previously as it was the only facility located in the County, and was not linked to a cost-sharing agreement; therefore, it did not have matching funding from another municipality.

4. Spray Lake Sawmills Recreation Society

This facility is co-owned with the Town of Cochrane and receives \$200,000 through a cost-sharing agreement.

As a component of the governance review, Administration proposes examining partnerships with recreational providers who regularly return to RVC for operational assistance – this includes both regional and district facilities. Depending on the funding model ultimately chosen, amenities available for County residents may have to be grouped based on facility types.

Administration is currently researching the appropriate means to classify facilities; findings from initial research show that municipalities like Lacombe County (Lacombe County, 2014) and Leduc County (Leduc County, 2012) have proposed identifying facilities as regional, district, specialized, and local facilities. To ensure that funding is being allocated appropriately, considerations for the type of facility is critical. An introduction of a classification system to categorized the different type of facilities and allocation of funding will be examined at the implementation process. Further information regarding the changes to the operational grants are outlined in the following section.

Operational Support for Facilities in RVC

Currently, the Community Recreation Funding granting process provides two opportunities a year for applicants to submit their funding requests to help them operate recreational facilities, parks, programs, and events. During the spring intake, organizations can apply for both operational and capital applications, while in the fall, only capital requests are considered.

The County recognizes the importance of this granting program and the impact that it has to these community groups. Nonetheless, there are also limitations to the granting process; examples of these include the following:

 demands for the facilities are increasing; however, financial commitments to regional facilities have not changed for many years;

- both district and regional facility operators are required to apply every year, limiting their ability to plan long-term for their organization; and
- It may take as many as three months for an application to go through the grant review and approval process.

Applicants throughout the years have expressed their concerns about the timeline of the granting process and how the funds are allocated and distributed. As RVC continues to grow, demands for these facilities and programs increase, putting stress on these organizations.

Many of the organizations in RVC rely on the Community Recreation Funding grant to keep their doors open, returning annually for operating assistance. These same applicants often request regular annual funding for operational costs; most often, the same amount year after year. Regional facilities are an example of this, as are larger district facilities like the Bearspaw Lifestyle Centre, Bragg Creek Community Centre, Springbank Equestrian Centre, Bragg Creek Snowbirds Seniors Fellowship, and Madden and District Agricultural Society. In 2019, 29 of the 34 applicants requesting operational grants had previously received funding from RVC through the Community Recreation Funding program—this includes both regional and district applications as shown in Figure 9.

Figure 9 – Community Centre Recreation Funding

Average of Funding from 2016-2019

earspaw Glendale Community Association ragg Creek Community Association ragg Creek Snowbirds Seniors Fellowship utler Park Community Association hestermere Regional Community Association alroy U.F.A. Association elacour Agricultural Society and Community Club reater Bragg Creek Trails Association umping Pound Community Hall Society eoma Community Society (Hall) angdon Community Association rairie Royal Estates Community Association harp Hill Preservation Society pringbank Equestrian Society pringbank Heritage Club Distr degional Facilities pringbank Park for All Season dus Recreation Centre (Bow Valley Ag Society)	Facility Type	Average Operating ant Received
District Facilities		
Bearspaw Glendale Community Association	Community hall	\$ 110,705.00
Bragg Creek Community Association	Community hall	\$ 166,200.00
Bragg Creek Snowbirds Seniors Fellowship	Community hall	\$ 9,131.50
Butler Park Community Association	Park	\$ 11,525.00
Chestermere Regional Community Association	Recreation Centre	\$ -
Dalroy U.F.A. Association	Community hall	\$ 6,700.00
Delacour Agricultural Society and Community Club	Community hall	\$ 5,000.00
Greater Bragg Creek Trails Association	Pathways/Trails	\$ 5,000.00
Jumping Pound Community Hall Society	Community hall	\$ 10,333.33
Keoma Community Society (Hall)	Community hall	\$ 5,250.00
Langdon Community Association	Community hall	\$ 15,258.83
Prairie Royal Estates Community Association	Park	\$ 3,157.60
Sharp Hill Preservation Society	Park	\$ 15,762.50
Springbank Equestrian Society	Community hall/equestrian facility	\$ 10,500.00
Springbank Heritage Club	Community hall	\$ 24,000.00
Distr	ict Facilities Total	\$ 398,523.76
Regional Facilities		
Springbank Park for All Season	Regional Facility	\$ 400,000.00
Indus Recreation Centre (Bow Valley Ag Society)	Regional Facility	\$ 100,000.00
Spray Lake Sawmill Family Sports Centre	Regional Facility	\$ 200,000.00
Langdon Joint Use Site	Regional Facility	\$ 100,000.00
Genesis Place	Regional Facility	\$ 200,000.00
	Regional Facility Total	\$ 1,000,000.00

Chestermere - not requested operational grants since 2013 / Langdon - total includes grants from Langdon Special tax

Using an analysis of the district grants distributed from the last five years (2015-2019), it was noted that approximately 60% of the funds available annually for operational grants are

distributed to community groups (many of which are returning applicants), with the remaining 40% being rolled over to the Capital Reserve. The value remains the same annually for regional groups as they are committed to set amounts.

Once the Recreation Governance model is approved, to streamline the process and alleviate the need for community groups to apply annually, Administration is proposing that RVC partner with these organizations on a fixed term and include the funding amounts as line items in the Recreation, Parks, and Community Support operating budget for three-year terms. This would allow these not-for-profit groups to plan for their facilities on a longer-term basis.

In order to continue to receive regular funding, these groups would be required to report to the County annually as to the expenditure of these allocated funds. This annual commitment would only be applicable to operational costs of recreational centres. Groups applying for capital or program costs would still be required to apply on an annual basis through the standard recreational grant process mentioned above. There would be various considerations for eligibility to ensure that County funds are being used as intended, which will be defined during the implementation of the new model.

Further, when designating preapproved facilities, RVC would consider the groups' historical operational grants, and impose requirements to submit strategic plans and operational budgets to be reviewed annually. Administration is currently assessing how other municipalities process their operational grants to identify best practices that RVC can implement to allocate annual recreation funding. Findings from this initial review show that grants administration practices vary from municipality to municipality; options are outlined below:

Funding based on specific amounts

This option provides maximum amounts depending on the type of facility. For example, in Red Deer County, halls and emergency reception centres with operating expenses over \$20,000.00 are eligible for up to \$7,500.00 of annual funding. Further to this, they offer up to \$50,000.00 of operating assistance for Agricultural Societies that operate arenas (Red Deer County, 2015). This type of model is also used in Lacombe County with similar funding thresholds (Lacombe County, 2014). Should RVC choose this option, the maximum funding thresholds will have to be determined depending on the type of facility.

Funding based of percentage of operational cost

This option commits to funding operational costs up to a certain percentage. In Yellowhead County, registered not-for-profits organizations or hall boards are given the opportunity to request funding up to 50% of their operating expenses up to a maximum of \$10,000.00 (Yellowhead County, 2017). Insurance and utility costs are the only eligible expenses included in this grant. This model may be limited as the operating costs may vary depending on the facility with the potential to deplete the limited funding available through the County budget.

Funding based on size of facility

This option allows for funding to be distributed based on the size of the facility. Strathcona County distributes financial assistance to community halls according to the size of the facility. In their model, the size of the 14 facilities and four senior centres are combined and the funding is

based on the percentage from the total. Funding consideration for this process would have to account for the different type of facilities available, meaning that the larger recreation facilities should be accounted for differently than smaller facilities such as community halls or parks.

All of the examples above provide a consistent process of administering funding; however, it is limited in that it does not account for the impact that the facility provides – these formulas do not necessarily answer questions such as number of residents using the facility. Is it all local residents, or is it being used predominantly by non-residents? As there are various options for funding considerations, prior to committing that a specific dollar amount be provided to organizations on an annual basis, Administration requires that further analysis of the available options be completed to determine the most appropriate way to allocate grants. This will take place as part of the implementation process, and coincides with the review of policy C-317 – Community Recreation Funding.

At this stage, Administration will complete external engagement with community organizations to better understand their financial needs and consult with them to discuss other (non-fiscal) ways in which Administration can provide assistance. These ideas include capacity building workshops, and assisting organizations with their strategic planning or facility life cycle planning². Completing further analysis is critical as these changes can heavily impact the operation of these organizations. This ensures that the model ultimately implemented will result in funding that is distributed in a fair, equitable, and transparent manner.

Tracking Success towards Outcomes

With either model of recreation governance proposed, utilizing performance management information to improve decision-making that includes performance measures linked to results, has the potential to focus RVC on continuous improvement of services, thereby creating greater value for taxpayers. Accordingly, in order to ensure continual improvement and to evaluate success, it is proposed that key performance indicators are developed using a balanced scorecard approach (shown in Appendix 5). Therefore, in the implementation phase of the new Recreation Governance Model and grant funding program development, Administration will develop a performance management program to track success toward outcomes.

Implementation Plan

In order to ensure a seamless and well-managed transition to a new board structure, the following activities will take place once a Recreation Governance model is approved. The Gantt chart located in Appendix 4 identifies timelines for implementation.

- Develop a change management and communications strategy to inform current board members of the changes (Q3, 2019)
- Rescind current Board Bylaws (Q3, 2019)
- Develop and present new Board Terms of Reference and Bylaw (Q3, 2019)
- Communicate the new Recreation Board to public through various channels (Q3, 2019)
- Plan a Board member recognition event (Q3, 2019)
- Develop and present new Recreation Grant Policy 317 (Q4, 2019)

² The Recreation, Parks and Community Support has already began to provide to some community groups assistance in good governance and planning.

• Communicate and implement new granting process to community members (Q4, 2019)

Further implementation considerations include:

- Eliminating unnecessary processes and touchpoints;
- Improving coordination amongst communities;
- Standardizing work, where possible, to reduce variance in processes and performance;
- Reviewing potential gaps in service delivery and possible revenue generation;
- Moving staff from administrating to coaching, facilitating, and planning with community members:
- No longer doing things our citizens do not value and boost efficiency;
- Creating a culture of continuous improvement; and
- Developing clear roles for staff to allow for more time spent on value-added activities.

Conclusion / Recommendations

Rocky View County is a mix of rural and urban communities. Residential growth predictions require RVC to plan now for future growth to provide current and future recreation service demand. In the next 20 years, substantial change will be required to ensure RVC can manage the wide-ranging and every growing needs for recreation services. The ability to respond appropriately will be shaped by the County's willingness to embrace change and respond proactively to the diverse communities throughout RVC.

To mitigate the current and future challenges, RVC needs to move forward by taking a strategic and active role in community recreation development through active Council and Administration involvement. Rocky View County can no longer rely on the current district model of recreation boards to develop the long-range strategic plans and deliver upon Councils strategic goals.

Further, future recreation needs should meet a priority-based grants/fund allocation priority that aligns with the County-Wide Recreation Master Plan. Consequently, in order to meet current and future demands, it is critical that RVC reviews its funding approach and the funding allocation to recreation services.

Accordingly, developing and adopting a new model for recreation board governance, and a renewed and efficient granting process, will ensure transparent and priority-based recreation funding that will support the development of the long-range County-Wide Recreation Master Plan.

Administration assessed both options and recommends the implementation of Model 2 - Recreation Governance Committee as it not only exhibits the benefits outlined in the report, but also allows all of Council to be involved in the planning and implementation of Recreation. It also promotes efficiency in the granting process as the Committee can approve all grant applications. Moreover, this model enhances Council's and Administration's presence in the community, providing opportunities to directly support community organizations while fulfilling Council's fiduciary responsibility.

Appendix 1 – RVC Rural and Specialized Alberta Municipalities Recreation Survey Results

Recreation Survey Board Composition Details

1. Survey Results:

Of the 26 municipalities invited to complete the survey, 14 municipalities provided responses, eight of which have recreation boards. The data provided by the eight municipalities with recreation boards provided a detailed picture of rural recreation board composition.

The composition of recreation boards in Rural Alberta municipalities with populations over 10,000 and Specialized Municipalities* is provided below.

												61 15	
			Public Me	embers		Counci		Ad	jacent Mil	inicipality		School B	oard
Municipality	Population	# of Boards	Term (years)	Maximum Consecutive Terms	# of Boards	Term (years)	Maximum Consecutive Terms	# of Boards	Term (years)	Maximum Consecutive Terms	# of Boards	Length of Term (years)	Maximum Consecutive Terms
Municipality													
of													
Crowsnest													
Pass*	5,589	7	3	unlimited	2	1	unlimited	0			0		
Yellowhead													
County	10,000	8	3	2	1	unlimited	unlimited	0			0		
MD of													
Bonnyville													
No. 87	11,000	0			2	1	unlimited	6	1	unlimited	0		
County of													
Wetaskiwin													
No.10	11,880	6	1	2	4	1		0			0		
Leduc													
County	13,000	7	2	2	2			0			0		
Mountain													
View													
County	13,074	5			1			1			0		
Red Deer													
County	19,541	9	3	3	0			0			0		
Sturgeon													
County	20,495	6	3		2	1		0			1	1	

Interview Feedback from County Recreation Specialists

Strathcona County (population 98,381)

Strathcona County had a Recreation and Parks Advisory Committee with public representation until about 2005. The committee was disbanded as it was no longer required by legislation. Strathcona's Recreation and Culture Strategy Advisory Committee (an administrative committee) was established in 2017. It is made up of community members and stakeholders that offer input and strategic advice for the Steering Committee to consider as it works to ensure that the strategy for recreation, parks, and culture meets the needs of the County and is realistic and feasible to implement. The committee is due to disband by no later than October 2019.

The bulk of Strathcona's major recreation facilities are owned and operated by the County. These facilities are located on County lands, and although a number of them were originally built and operated in the 1960s by community organizations, the County took them over in the 1970s.

Many of the County's community halls are located on County lands. Non-profit organizations have licenses with the County to operate these facilities. Annual funding provided to these organizations for hall operations is based on the facility's square footage. Any facility upgrades are carried out by the County.

When the County doesn't have the expertise to run a facility, non-profits do so. Though the County may subsidize costs for facility use, it does not provide direct programming subsidies. In addition to facility funds, resourcing is provided to the community for events. Normally, recreation decisions and grants default to Administration. Public engagement is carried out when more detailed input is required from the community (Cunningham, 2019).

Regional Municipality of Wood Buffalo (population 111,687)

Wood Buffalo is unique in that it has a Regional Recreation Corporation Board (RRCB). This is a not-for-profit organization registered under Section 9 of the Companies Act, with the municipality as the single shareholder; public members are vetted and appointed by Council with the aid of a skills matrix.

The RRCB operates the municipally-owned recreation facilities and is subsidized with 40% of operational costs through a line item in the Council budget. Grants are provided to other facilities in Wood Buffalo, but not for programs (Council gets funding recommendations from Administration).

In addition to the major recreation facilities operated by the RRCB, Wood Buffalo also provides sustaining grants to not-for-profits that operate other recreation amenities (e.g. ball diamonds, trails, cross-country ski trail, AJHL, and minor hockey), community impact grants, Games Legacy Grants, and Development Grants. None of these grant support programs. All are focused on facilities.

(Elliott, 2019)

Foothills County (population 22,766)

Foothills County was unable to provide a survey response; however, it was noted that, similar to Rocky View County, the bylaws for their nine Council-appointed boards date back to the mid-1970s with very few amendments. Foothills Administration anticipates that these bylaws will be readdressed in the next couple of years (Foothills County, 2019).

Appendix 2 – Recreation Governance Board Secondary Research

The following information was retrieved from the websites of municipalities adjacent to RVC as well as municipalities of similar size and with models that may provide components applicable to RVC recreation.

Chestermere

The City of Chestermere recently removed their representation from Rocky View County's Chestermere-Conrich Recreation Board. Currently, Chestermere does not have a recreation board. All of their grant applications are reviewed by an ad hoc committee made up of Councillors and staff.

Town of Cochrane

The Town's Parks and Recreation Committee is "an advisory body to Council and Administration regarding matters pertaining to community parks, and recreation". The board has public, Council, and school board representation.

Airdrie

Airdrie's Community Services Advisory Board has both Council and Community representation. The Board oversees leisure services, social services (including FCSS allocations and Transit) and Parks.

City of Calgary – Standing Policy Committee on Community and Protective Services

Though the City of Calgary does not have recreation boards, they do have a standing committee of Council that addresses recreation concerns.

The role of Calgary's Standing Policy Committees (SPC) is outlined in their Procedure Bylaw 35M2017 (per section 145 of the MGA), wherein they establish the Standing Policy Committee on Community and Protective Services as one of four SPCs.

SPC Mandates B.3: The mandate of the SPC on Community and Protective Services: parks, recreational, cultural and social services; civic partners; affordable housing; grants related to such services provided or allocated by The City;

Per Part 4 – Roles and Conduct, section C. 31. (2) – members of the public can provide their input when a Standing Policy Committee is considering proposed recommendations on matters contained in their agendas, the SPC must hear from members of the public who wish to speak to those matters prior to debating the proposed recommendations (City of Calgary, 2019).

Parkland County (population 32,500)

Parkland County does not have a recreation board. Their Community Sustainability Committee provides recommendations to Council on higher-level matters relating to Complete Communities and Respected Environment, and their alignment with the Strategic Goals set out in the Strategic Plan. Recreation facilities and provision are but two of a larger number of considerations.

Administration provides recommendations to Council regarding funding allotments for recreation grant applicants.

Grande Prairie (population 22, 502)

The County of Grande Prairie did not respond to the survey, however, according to their website, a Recreation Advisory Committee exists. It is composed of all Council members with no public representation, and their model incorporates the use of six regional recreation boards across the County.

Saskatoon (pop 273,010)- Standing Policy Committee on Planning, Development and Community Services

The committee consists of five City Councillors, with the Mayor as ex officio. With respect to all matters within the committee's policy areas, the mandate of this committee is:

- To provide advice and recommendations to Council;
- To oversee the implementation of approved policy decisions by the civic Administration;
 and
- To exercise every power delegated by Council.

The policy areas for this committee includes (amongst others):

- arts, culture, recreation and immigration;
- parks;

Delegated Authority:

The following power or duties are delegated to this committee (amongst others):

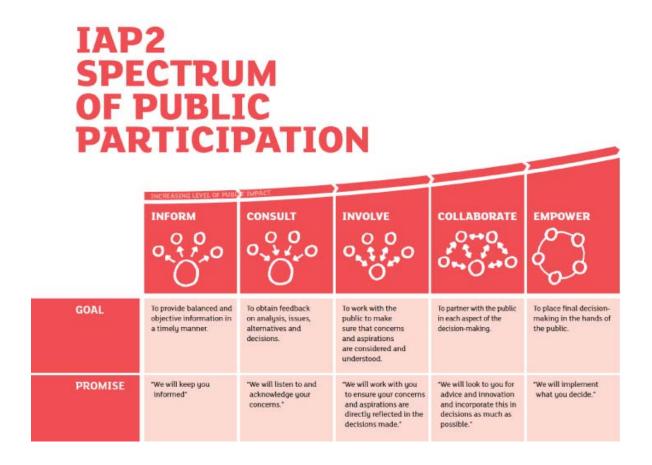
- The receipt and final consideration of any reports and status updates respecting any program or business line within the committee's policy areas;
- the approval of assistance for special events;
- the establishment of the list of standard facilities to be used in calculating neighbourhood, local and district parks, and recreation levies;
- the approval of assistance for community groups:
- the approval of leasing of civic buildings to outside organizations;
- the approval of special occasion licences if the application does not comply with policy;
- the designation of specific City-operated recreational facilities where advertising signs promoting the sale and consumption of beverage alcohol will be permitted;

(City of Saskatoon, 2019)

Appendix 3 – Community Engagement Strategies

The engagement strategies are based on International Association for Public Participation's spectrum for public participation (International Association For Public Participation Canada, 2019), and include:

- 1. Inform: Communicate decisions and actions to Stakeholders.
- 2. Consult: Gather and understand Stakeholder feedback.
- 3. **Involve:** Work with Stakeholders to ensure that their input is directly reflected in the alternatives developed.
- 4. **Collaborate**: Consider Stakeholders to be partners in decision-making process.
- 5. **Empower**: Aspects of the decision-making process are delegated to Stakeholders.



Appendix 4 – Implementation Plan

Recreation Governance Timeline		2019	Aug		2019 Sep						2019 Oct				2019	Nov			2	019 De	эс		2020 Jan				2020 Feb					2020 Mar			
		12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30													
Recreation Governance Implementation Plan																																			
Recreation Board Bylaws Rescind Report						10																													
New Recreation Board Bylaw to Council						10																													
New Recreation Grant Program / Policy Development																																			
New Recreaiton Grant Policy 317 to Council																			10																
Communicate new Grant Program to Public (café's, community meetings etc.)																																			
New Grants in Place for Spring Grants																																			
Board Communications & Recognition																																			
New Board Development																																			
New Board Reviews & Approves Grants																																			
Recreation Master Plan																																			
County Wide Recreation, Culture, Parks Needs Assessment																																			
Recreation Master Plan Development																																			

Strategic Alignment

In 2020, to support current recreation needs and address future Recreation development in the County, a Recreation Master Plan will be developed. Creating a long-term vision and strategic master plan utilizing a community development approach (Figure 7) will support Council's priorities for Service Excellence, Financial Health, and Responsible Growth in our communities.

Creating an environment where there is clarity on the path forward that includes strategic long-range planning, community inspiration and ownership, and key performance metrics to track successes will ensure community members appreciate the way recreation is provided and that service is delivered on time. Residents will know how and why their money is spent, and understand that Administration is considering the county as a whole in planning and development of future recreation facilities and amenities.

Figure 7 – Planning Approach for Community Leaders



Appendix 5 – Balanced Scorecard Approach to Performance Management

Developed by the Balanced Scorecard Institute

The Balanced Scorecard approach to Performance Management includes developing goals and measures in each of the quadrants that include:

- 1. *The financial perspective*, considering how we are spending tax dollars;
- The internal business perspective, including what we must excel at in our communities;
- 3. *The innovation and learning perspective*, which includes how can we continue to improve and create value;
- 4. **The citizen or customer perspective**, which considers how we are perceived by our citizens. Performance measures include customer satisfaction, customer service targets, public awareness, and customer utilization.



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INTERGOVERNMENTAL AFFAIRS

TO: Council

DATE: July 23, 2019 DIVISIONS: 2 and 8
FILE: N/A APPLICATION: N/A

SUBJECT: Bearspaw Reservoir Tri-Lateral Task Force Consensus Report

POLICY DIRECTION:

In April 2018, Council provided direction to Administration, through the adoption of the Bearspaw Reservoir Tri-Lateral Task Force Terms of Reference, to collaboratively explore governance and management strategies for the Bearspaw Reservoir that proactively address source water quality protection.

EXECUTIVE SUMMARY:

The Bearspaw Reservoir Tri-Lateral Task Force (the Task Force), the membership for which includes Administration from The City of Calgary (the City), Rocky View County (the County), and the TransAlta Corporation, has collaboratively developed the *Bearspaw Reservoir Task Force Consensus Report* (Attachment A). The recommendations and proposed next steps were created to proactively address source water quality protection in the Bearspaw Reservoir.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

BACKGROUND:

The Bearspaw Reservoir is the source of drinking water for approximately 1.4 million customers in the Calgary region, including approximately 9,000 Rocky View County customers. As build out of Harmony, Springbank, and Bearspaw proceeds, this number will continue to grow. As such, the protection of the Bearspaw Reservoir's (the Reservoir) source water quality is critical to the health and well-being of both County and regional residents. The Reservoir is primarily located within the County, with a portion on the southeast side located within the City. A large portion of the land surrounding the Reservoir, and the Bearspaw Dam, is owned by the TransAlta Corporation.

In 2017, at the invitation of the City, the County and TransAlta agreed to participate in a Bearspaw Reservoir Task Force (the Task Force). County participation was also confirmed by the mediated agreement between the City and the County regarding the Glenbow Ranch Area Structure Plan.

Beginning in April 2018, the Task Force set out to identify risk factors and explore management and governance strategies to achieve the following objectives:

- 1) Balance human activities on or near the Bearspaw Reservoir to protect source water quality;
- Balance human activities on or near the Bearspaw Reservoir to protect public safety and access; and
- 3) Delineate roles and responsibilities for the purpose of implementing source water protection.

¹ Administration Resources



Engaging in a total of six workshops, and additional research on source water quality protection, the Task Force developed the *Bearspaw Reservoir Task Force Consensus Report* (Attachment A). Potential risks to source water protection were examined, as were uses of the Reservoir and the jurisdictional authority required to manage the Reservoir. The resulting report recommendations represent a holistic, innovative, and collaborative approach to source water quality protection in the Reservoir.

If adopted by both Calgary and Rocky View County Councils, the Report's recommendations provide direction to both Administrations to engage with the public prior completing a Bearspaw Reservoir Risk Management Strategy. City and County Administrations recommend jointly engaging residents of both jurisdictions by equally dividing the cost of consultation. The estimated cost for public consultation is approximately \$100,000. If agreed by Council, the County's share would be \$50,000. Further discussion is included in the budget implications section below. Evenly dividing the cost of engagement would allow both jurisdictions to have equal say in the level and type of engagement activities to ensure proper engagement of potentially affected residents and stakeholders.

Report Recommendations

- 1. All three parties adopt the outcomes and principles that form the basis for an effective risk management strategy for the Bearspaw Reservoir.
- Conduct public consultations to obtain input on options and tools for a Bearspaw Reservoir Risk Management Strategy. The public consultations should be co-led by the two municipalities, with input from TransAlta.
- 3. Draft a recommended Bearspaw Reservoir Risk Management Strategy and report on progress to both Councils no later than June 2020.

Proposed Next Steps

- 1. Develop public education materials on the importance of the Bearspaw Reservoir as a drinking water source and as a hydroelectric facility.
- 2. Continue to explore the process for exemption under the *Canadian Navigable Waters Act* and the *Canadian Shipping Act* to enable enforcement authority regarding boating on the Bearspaw Reservoir.
- 3. With respect to the regional study area, address source water quality risks related to storm water quality:
 - (a) by evaluating, with the invited participation of the Town of Cochrane, and the Province of Alberta, tools and strategies to advance the treatment of storm water and/or
 - (b) with regional direction of the Calgary Metropolitan Region Board (CMRB).

BUDGET IMPLICATIONS:

The County will share the costs associated with planning and delivering a public consultation at 50%. It is estimated that the cost for public consultation for the County will be \$50,000; \$20,000 is currently available from Intergovernmental Affairs' 2019 budget. Administration is requesting a \$30,000 budget adjustment from the Tax Stabilization Reserve for the remaining funds.

OPTIONS:

Option #1 Motion #1 THAT the Bearspaw Reservoir Task Force Consensus Report be

received for information.

Motion #2 THAT the recommendations in the Bearspaw Reservoir Task Force

Consensus Report be adopted.



Motion #3 THAT a \$30,000 Budget Adjustment from the Tax Stabilization Reserve

for public consultation for the Bearspaw Reservoir Risk Management

Strategy be approved as per Attachment 'B'.

Option #2 THAT alternative direction be provided.

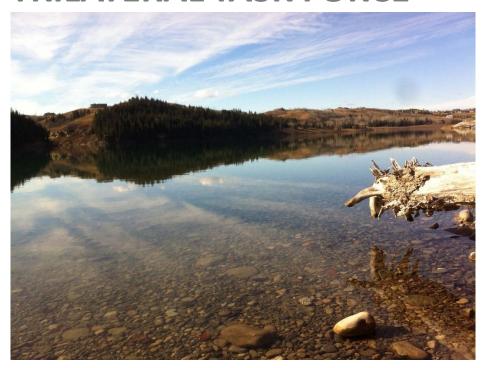
Respectfully submitted,	Concurrence,
"Richard Barss"	"Al Hoggan"
Acting Executive Director Community Development Services	Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Bearspaw Reservoir Task-Force Consensus Report

Attachment 'B' – Budget Adjustment Form

BEARSPAW RESERVOIR TRILATERAL TASK FORCE



2019 Consensus Report *June, 2019*

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1. INTRODUCTION

The Bearspaw Reservoir (Reservoir) along the Bow River is formed by the Bearspaw Dam. Originally constructed in 1954, TransAlta owns the dam and most of the shoreline surrounding the Reservoir. The Reservoir is the source for drinking water used by approximately 1.4 million customers in the Calgary region. This relatively pristine water source is at risk of pollution due to urban growth, increased recreational use, and other hazards. Safety hazards due to increasing reservoir access and use also pose concerns. To proactively address these emerging issues, representatives from The City of Calgary, Rocky View County, and TransAlta formed a Task Force in 2018. The Task Force worked together to identify and discuss risks, issues, and management options for the Bearspaw Reservoir. This report provides a summary of the work and recommendations from the Task Force.

1.1 TASK FORCE SCOPE

The **purpose** of the Task Force was to collaboratively identify key risk factors and then explore management and governance strategies to mitigate these risks. The specific **objectives** for the Task Force were to:

- Explore governance and management structures, and identify actions and methods to achieve the following:
 - Balancing human activities on or near the Bearspaw Reservoir with the protection of water quality
 - Balancing human activities on or near the Bearspaw Reservoir with the protection of public safety, access, and liability issues
 - Clearly delineating roles and responsibilities and enhanced working relationships between the parties, for the purposes of implementing source water protection

1.2 REPORT ORGANIZATION

This report summarizes the work completed by the Task Force and recommended next steps for consideration by decision makers. Section 2 below provides additional context and background information, including jurisdictional and regulatory considerations, gaps in current planning and policy, existing Reservoir uses and access, and a summary of potential risks to water quality and public safety. Section 3 summarizes the consensus achieved on outcomes, management principles, and recommended next steps for the Bearspaw Reservoir.

2. CONTEXT AND BACKGROUND

2.1 STUDY AREA

The Task Force defined both local and regional study areas (Appendix A), to separate key topics based on geography. The local study area discussions focused on recreation on the Reservoir and the immediate shoreline. The regional study area facilitated discussions of broader stormwater and land development issues affecting Reservoir water quality. Key attributes of the local and regional study areas are shown in Table 1. Of note, the Glenbow Ranch Provincial Park - established in 2008 - is prominent within both the Regional and Local Study Areas.

TABLE 1. LOCAL AND REGIONAL STUDY AREAS DEFINED BY THE BEARSPAW TRILATERAL TASK FORCE

Criteria	Local Study Area	Regional Study Area
Geographic Area	Bearspaw Reservoir and shoreline	Bow River watershed sub-catchments, from Cochrane to the Bearspaw intake at Stoney Trail
Primary Issue	Recreation management	Stormwater management
Total Area (approx.)	3 km ²	330 km ²
Municipalities present	Rocky View County, City of Calgary (majority of NE shoreline)	Rocky View County, Town of Cochrane, City of Calgary
Existing and future subdivisions	Emerald Bay (Rocky View County), Haskayne	Calgary: Crestmont, Valley Ridge RVC: Springbank, Harmony, Cochrane Lakes, Lynx Ridge, Watermark, Glenbow Cochrane: All neighbourhoods

2.2 OWNERSHIP, JURISDICTION AND LEGISLATION

As shown in Figure 3 & Figure 4 (Appendix A), the Bearspaw Reservoir's southwestern bank and a small portion of the north-east bank are within the jurisdiction of Rocky View County. The City of Calgary's jurisdiction ends along the northeastern bank of the Reservoir. The regional study area includes a small portion of The City of Calgary, a sizeable area of Rocky View County, the Glenbow Ranch Provincial Park, and the Town of Cochrane (Appendix A, Figure 3 & Figure 4). Figure 5 indicates which subwatersheds in the area drain upstream from the Bearspaw Reservoir.

2.2.1 LAND OWNERSHIP

The local and regional study areas include a mix of privately and publicly owned lands. TransAlta owns the majority of the shoreline of the Reservoir and is the owner of the Bearspaw Dam site. Major subdivisions in the area are indicated above in Table 1. A large proportion of the study area still remains within large, undeveloped privately-owned quarter sections.

Publicly owned parks include the Haskayne and Bearspaw Legacy Parks owned and operated by The City of Calgary, the Glenbow Ranch Provincial Park (Alberta Environment and Parks), as well as various Environmental Reserve and Municipal Reserve parcels owned and operated by Rocky View County, and the Town of Cochrane (Appendix A).

2.2.2 SUMMARY OF JURISDICTIONAL ASSESSMENTS

Federal, provincial, and municipal governments all play a role in the governance of water resources within their legislative scope. This section aims to paint the interjurisdictional picture of water resource governance focusing on key components of the most important pieces of legislation.

Federal Jurisdiction

The federal *Navigation Protection Act* (NPA)¹ governs the use of navigable waterways in Canada, including the Bearspaw Reservoir. There are constitutional doctrines that govern the relationships between federal, provincial and municipal legislation, which means that a municipal bylaw cannot:

- Conflict with federal constitutional power
- Have an adverse impact on a federal power
- Create a scenario where compliance with a municipal by-law results in non-compliance with a federal law

For a municipal bylaw to affect navigation, which is under Federal Jurisdiction, a municipality would have to include their specific body of water for a new restriction under the *Canadian Shipping Act* (CSA) – *Vessel Operation Restriction Regulations*.

In addition to the above, the *Fisheries Act*, the *Canada Environmental Protection Act*, and the *Transportation of Dangerous Goods Act* are additional pieces of federal legislation that govern matters related to water and watershed protection.

¹A newer *Canadian Navigable Waters Act* (CNWA) has been drafted and the federal government intends to repeal and replace the existing NPA with the CNWA; however, as of April 2019 this had not occurred.

Provincial Jurisdiction

The provincial government's *Water for Life Strategy* provides direction for water management in Alberta, and helped to guide the Bearspaw Task Force's work. The Strategy has three broad goals:

- Safe, secure, drinking water
- Healthy aquatic ecosystems
- Reliable, quality water supplies for a sustainable economy

Provincial jurisdiction related to water focuses mainly on the use, protection, and stewardship of water resources. Key provincial legislation related to source water protection includes²:

- *Environmental Protection and Enhancement Act* municipal and industrial point-source discharges, pesticide use, etc.
- *Water Act* management and stewardship of water resources
- Alberta Safety Code for private sewage systems
- Public Health Act nuisance and sanitation regulation
- Various regulations that require setbacks from water bodies for various activities or structures that could adversely affect water quality

Several other pieces of provincial legislation play indirect roles in maintaining watershed quality and water resource sustainability. The *Public Lands Act* indirectly affects land conservation and stewardship in and around water bodies and watersheds, and by extension source water protection. The *Provincial Parks Act* also affects watershed conservation and is particularly relevant in the context of the Glenbow Ranch Provincial Park which falls within the Bearspaw Reservoir study area.

Municipal Jurisdiction

The role of municipalities in environmental management is important and has recently been expanded. The *Municipal Government Act* states that the purpose of a municipality is (Section 3):

- a.1) to foster the well-being of the environment
- b) to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality,
- c) to develop and maintain safe and viable communities, and
- d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services

In addition, Section 60 (1) of the MGA states that: "Subject to any other enactment, a municipality has the direction, control and management of the bodies of water within the municipality, including the air space above and the ground below."

² As summarized at the provincial website: https://www.alberta.ca/drinking-water-protection.aspx

In summary, municipalities are authorized to manage environmental and surface water resource issues within their boundaries, provided they do not conflict with higher orders of government legislation. In practice, this means that municipalities are authorized to integrate regulation of environmental resources within their plans, land uses, and activities within their boundaries, in order to pursue excellence in environmental management and water quality³.

In addition to the above, The City of Calgary also has new powers through the recently adopted City Charter, which includes the ability to adopt bylaws for "the well-being of the environment, including bylaws providing for the creation, implementation and management of programs respecting... iii) environmental conservation and stewardship."

2.2.3 PLANNING AND POLICY CONTEXT

Existing planning and policy documents (Table 2 & Appendix B) are overwhelmingly clear on a general commitment to maintain source water quality, while balancing development and recreational opportunities to meet the needs of the Region's growing population. However, these policies and plans do not provide specific, clear direction on how to approach source water protection to achieve the appropriate balance at the Bearspaw Reservoir. To address this gap, the Task Force felt a more specific, focused version of the preceding policy advice would be critical for moving forwards.

The following plans and policies provide key guiding direction, while lending support to source water protection and recreation management at the Bearspaw Reservoir:

TABLE 2. SUMMARY OF KEY GUIDING POLICIES AND PLANS

Provincial	Water for Life Strategy
	South Saskatchewan Regional Plan (SSRP)
Regional	Calgary Metropolitan Region Board (CMRB)
	Bow River Basin Watershed Management Plan
Intermunicipal	Rocky View County/City of Calgary Intermunicipal Development Plan (IDP)
	Rocky View County/Town of Cochrane Intermunicipal Development Plan (IDP)
	County Plan (Rocky View County Municipal Development Plan)
Rocky View County	Riparian Land Conservation and Management Policy
	Glenbow Area Structure Plan
	Springbank Central Area Structure Plan
	Harmony Conceptual Scheme

³Interpretation confirmed by each of the three parties, including legislative experts and literature

	Springbank Master Drainage Plan
	Glenbow Master Drainage Plan
	Parks and Open Space Master Plan
	City of Calgary Municipal Development Plan
	Haskayne Area Structure Plan
	Haskayne Master Drainage Plan
City of Calgary	Sport for Life Policy
	City of Calgary Source Water Protection Plan

Appendix B provides additional summaries of relevant policies for each of the above as well as additional relevant policies and plans.

2.3 RESERVOIR USES

This section summarizes existing uses of the Reservoir, including hydropower, source water supplies for drinking water systems, and recreation. Potential future increasing demands for source water and recreation are also discussed.

2.3.1 HYDROPOWER

Constructed in the early 1950s, the Bearspaw dam and reservoir helps limit ice jams and winter flooding in Calgary, as well as generate power. Today, the Bearspaw Dam site is owned and operated by TransAlta and continues to generate hydroelectricity. The plant's output provides enough electricity to power approximately 10,000 homes in the Calgary region.

2.3.2 SOURCE SUPPLIES FOR DRINKING WATER

One of the primary uses of the Bearspaw Reservoir and adjacent reaches of the Bow River is a water source for drinking water systems. In total, eleven water intake structures used by drinking water utilities are located in the Bearspaw regional study area (Figure 4). The City of Calgary draws water for the Bearspaw Water Treatment Plant at the Bearspaw Dam site, and from a second site directly in the Bow River near Stoney Trail (Figure 4). Under normal conditions, the Bearspaw plant satisfies about 60-65% of the water demand for The City of Calgary and its' regional customers. However, Calgary's water mains are all inter-connected and The City maintains the capability to supply virtually all of its customers

(> 1.3 million people) with water from the Bearspaw Reservoir on a temporary basis to meet operational needs in the event of a shut-down of the Glenmore Water Treatment Plant.

Rocky View County residents are also supplied with potable water from privately owned water utilities drawing from the Bearspaw Reservoir or adjacent reaches of the Bow River. The largest water provider in the County is the Rocky View Water Co-op, which draws water from intakes directly in the Bearspaw Reservoir, and provides water services to approximately 6,000 people⁴. Smaller water utilities drawing water from the Bearspaw Reservoir include the North Springbank, Salt Box Coulee, and Emerald Bay systems. Private water utilities drawing water directly from the Bow River downstream of the Reservoir include the Blazer Water System (servicing Watermark and Lynx Ridge), and the Poplar View Co-Op (servicing Artist's Ridge and Burnco). These water withdrawal locations would also be affected by water contamination in the Bearspaw Reservoir immediately upstream. In addition, the Harmony Advanced Water Systems Corporation draws its water from the Bow River just upstream from the Bearspaw Reservoir. All Rocky View County water intakes are indicated on Figure 3 and Figure 4 (Appendix A). The estimated total County population currently serviced by water utilities drawing from the Bearspaw Reservoir and vicinity is 9,000 people and growing.

2.3.3 RECREATION

The Bearspaw Reservoir is an attractive water body with amenity and recreation values. Current recreational activities include swimming, fishing, non-motorized boating (e.g., canoeing), and motorized boating. The main public access for boat use is upstream at the Town of Cochrane. Within the County, a small private motorized boat launch and dock on the southwest side of the Reservoir (Emerald Bay) is used by local residents. There are no formal public access points on the Reservoir.

A number of informal access points in Rocky View County provide access to the Reservoir. In the Rocky View County Parks and Open Space Master Plan (2011) the County heard the desire from residents for the development of on-water recreation activities that include designated river access points for non-motorized recreational activities (i.e. paddling, fishing), as well as marked roads to river access points.

The City of Calgary owns two large parks adjacent to the Reservoir: Haskayne Legacy Park on the northeastern side of the Reservoir, and Bearspaw Legacy Park directly across from Haskayne Legacy Park on the southwestern side (Figure 3). The two parks preserve the area's natural features and provide a range of active and passive recreational activities for Calgary area residents. The visitor facilities for Haskayne Park north of the CP railway tracks are currently under construction. The Haskayne Park Master Plan has future plans for a below-grade railway crossings to the south side, a regional pathway

⁴Brad Mason, General Manager of Rocky View Water Co-Op, estimates a current serviced population of 6000 people from 1450 active connections, a sold capacity for 2100 connections, and licensed capacity to eventually serve 3000 connections in the future (personal communications, November 2018)

connection, and eventual development of a riverside recreation area with terraced seating, picnic spaces, and non-motorized boating access.

Although recreational demand remains relatively low, it is expected to grow rapidly in the future along with urban growth and land use change in Calgary, Cochrane, and Rocky View County. Appendix C includes additional details on recreational use and access.

2.4 RISK SUMMARY

The following section explores the risks and hazards related to both source water contamination and the safety of recreational users.

2.4.1 SOURCE WATER CONTAMINATION RISKS

In the context of drinking water, risk is the chance of a threat causing harm to the drinking water system or human health. Providing safe drinking water requires an integrated set of risk reduction measures, including source water protection, treatment, controls in the water distribution system, monitoring, and emergency response (Figure 1). These measures are designed to avoid and reduce risks to public health and the drinking water system. The use of multiple barriers provides redundancy and system resilience.

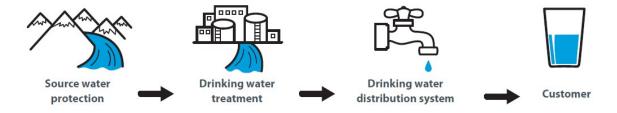


FIGURE 1. A MULTI-BARRIER APPROACH TO PROVIDING SAFE, CLEAN DRINKING WATER

Growth and Land Use Change

In 2018, the estimated population residing in drainage basins upstream from the Bearspaw Reservoir drinking water intakes was 77,000⁵. At the scale of the Bearspaw Regional Study Area, there are approximately 43,000 residents including those from Cochrane (27,960), Rocky View County (7,542⁶), and Calgary (7,410). Growth in this area is expected to add an additional 89,000 residents to the Regional Study Area over the next 30-40 years, representing an increase of almost 200% from today⁷.

⁵ Includes >31,000 people further upstream from the Regional Study Area in the Bow watershed (e.g., Canmore, Banff, Morley, M.D. of Bighorn)

⁶ These include all County residents located within the subwatersheds that drain into the Bow River, as shown on Figure 5, Appendix b

⁷Future estimates are based on growth and development projections for Cochrane (+30,000), as well as new communities planned in Rocky View County including Harmony, Glenbow, and Cochrane North (+29,000), and new communities planned in Calgary including Haskayne/Rowan Park, Calgary West, Crestmont, and Westview (+29,700).

Stormwater Risks

Stormwater runoff from developed land uses contain a wide range of contaminants that can pose threats to water quality downstream. As upstream growth continues, stormwater runoff from developed lands poses increasing risks to source water quality in the Bearspaw Reservoir and Bow River. Many contaminants found in stormwater – including hydrocarbons, pesticides, herbicides, and complex organic compounds – cannot be effectively removed at water treatment plant facilities. In addition, monitoring in the Calgary region shows that stormwater contains surprisingly high amounts of faecal matter and pathogens, which is of concern for public health. Land development in the watershed is also growing and projected to increase significantly with the addition of 89,000 residents in the Regional Study Area.

Stormwater inputs to the watershed have the potential to result in chronic risks to public health from low concentrations of pollutants, or more acute impacts due to chemical spills entering storm sewers. The relatively fast movement and cycling of water in the Bearspaw reservoir also creates challenges, as it can be difficult for plant operators to receive notice and react to spills due to rapid travel times as low as one hour or less during spring high flow events⁸. For these reasons, pollution related to stormwater is considered to be a "High" risk to source water quality at the Bearspaw Reservoir⁹.

Recreation

Recreational activities pose varying risks to source water quality, including:

HIGH RISK

Unmanaged illegal campfires on both sides of the Bearspaw Reservoir trigger escape fires. In addition to the threats fire poses to life and property, runoff from burn-affected areas is known to be a significant contaminant of source water.

MODERATE RISKS

 Motorized boating, which poses risks of toxic hydrocarbon release into surface waters, either through spills or general operations.

Spill Travel Times

Spills entering the Bearspaw Reservoir travel quickly downstream. The average time for water to travel from a spill about 500 m from the dam site to the intake is 3 hours. During a 1:20 year high flow, this is reduced to under 10 minutes. This poses challenges for water treatment plant operators to react in time to close water intakes.

⁸Kerr Wood Leidal, MPE Engineering Ltd., Tetra Tech EBA (2016). Haskayne Master Drainage Plan Source Water Protection Study.

⁹ Based on technical risk assessments that were used to inform The City of Calgary's Source Water Protection Plan (2018): http://www.calgary.ca/UEP/Water/Documents/Water-Documents/Source-Water-Protection-Plan.pdf

Swimming or other body contact recreation by people or pets, which can introduce faecal matter and chemicals, including sunscreen, insect repellant, or personal care products into surface waters.

LOW RISKS

- Non-motorized recreational activities that don't involve direct contact with the water, such as canoeing, fishing, etc.
- Land-based recreational activities and sports

Recreational activities on and near the Bearspaw Reservoir remain largely unregulated. This contrasts sharply with the *Glenmore Park Bylaw*, which restricts swimming, motorized boating, pets, pump-out sanitary systems, as well as access points to the Glenmore Reservoir within Calgary (Appendix B).

Other Risks to Water Quality Additional high and moderate risks to water quality in the Bearspaw Reservoir include¹⁰:

HIGH RISK

 Runoff after major wildfires upstream

MODERATE RISK

- Train derailment spills
- Hazardous goods spills on adjacent highways/roadways
- Oil pipeline spills
- Wastewater / sewage
- Pesticides or herbicides applied to farms, lawns, or golf courses
- Livestock or manure spreading activities
- Industrial discharges
- Runoff from construction sites
- Algae blooms

Risk of Train Derailment Spills in the Bearspaw Reservoir

The Task Force discussed the risk of a train derailment spilling toxic materials into the Reservoir, and the Calgary Emergency Management Agency and Calgary Fire Department were also consulted to discuss this scenario.

Emergency planning and response procedures for train derailments and response protocols are in place. Federal requirements for CP Rail to plan and respond to incidents have also increased since the 2013 Lac Megantic disaster in Quebec. In April 2018, Calgary emergency responders collaborated with CP Rail as a "lead agency" for a train derailment scenario. TransAlta and Rocky View County have both been identified as part of emergency operations and communications protocol for a train derailment scenario affecting the Bearspaw Reservoir. While the ability to respond to a derailment is robust, resources are based on availability and delays may occur in spill containment, requiring ongoing vigilance for this scenario.

2.4.2 PUBLIC SAFETY RISKS

Where there is water, there is risk to public safety. With increased use it is anticipated there will be increased risk to individual users. The importance of safety on waterways in the Calgary region cannot be understated.

The RCMP are responsible for water rescue services on the Reservoir as well as upstream on the Bow River. Rocky View County also contracts to the Town of Cochrane Fire Department to assist when fire services are involved in rescue operations. Through the South Central Mutual Aid agreement, mutual support between municipalities would also be provided if a State of Local Emergency is activated. However, resources to enable day to day surveillance or potential enforcement measures are currently unavailable at the Bearspaw Reservoir. This contrasts with the river downstream from the Bearspaw Dam, where the Calgary Fire Department (CFD) is designated as an enforcement agency under federal

¹⁰Based on technical risk assessments that were used to inform The City of Calgary's Source Water Protection Plan (2018): http://www.calgary.ca/UEP/Water/Documents/Water-Documents/Source-Water-Protection-Plan.pdf

legislation for reaches of the Bow River in Calgary. Additional information regarding public safety on Calgary's waterways can be accessed at calgary.ca here.

Existing fire stations in proximity to the Bow River are shown on Figure 4. Rocky View County maintains fire stations at the Springbank airport and in the Bearspaw community along Highway 1A. The Town of Cochrane's Fire Department and Rocky View County work together to deliver on-water rescue that is dispatched through 911. Cochrane's fire station is located approximately 20 km upstream. CFD maintains fire stations in the community of Valley Ridge south of the Bow River, and a new station in the community of Tuscany north of the Bow River. Current CFD emergency response times to the Bearspaw reservoir do not meet Calgary City Council's approved response times. The RCMP has jurisdiction to respond within the Reservoir and is responsible for water rescue services.

There are some constraints to emergency response access to the Reservoir. The existing emergency access route is from Bearspaw Dam Road NW, through the restricted security gate, across the Canadian Pacific (CP) Rail line, and along the access road to the Dam site. As part of the development of Haskayne Legacy Park, a new public at-grade crossing of the Canadian Pacific (CP) Rail line will be installed, with planning underway for a future below-grade crossing to be installed soon after the park opening. Both of these crossings will accommodate emergency access to the Reservoir.

3. MANAGEMENT OPTIONS & RECOMMENDATIONS

This section focuses on guiding themes and outcomes to improve the governance and management of the Bearspaw Reservoir for the future. It identifies outcomes, key issues, management principles, options and recommended next steps.

3.1 OUTCOMES

The Task Force recognizes that an effective reservoir management strategy is required to achieve the following two main outcomes:

Protection of Water Quality: The high quality of water in the Bearspaw Reservoir is maintained, to protect public health through a multi-barrier approach to the provision of safe, clean drinking water.

Management of Public Safety: The risk of death or injury to recreational users of the Bearspaw Reservoir is reduced.

3.2 PRINCIPLES FOR RESERVOIR MANAGEMENT

The Task Force conducted an iterative process to generate the following draft "Principles for the effective management of the Bearspaw Reservoir":

Collaborative Management – A comprehensive, integrated, collaborative approach is needed to effectively manage the Bearspaw Reservoir.

Long-Term Sustainability – Decisions shall be proactive and forward-thinking, to avoid incremental impacts resulting in risks to public health and aquatic environments for future generations.

Precautionary Approach – Where scientific uncertainty on the risk of harm from activities or land uses persist, a precautionary approach to risk management shall be applied.

Accommodate Low Risk Uses – Low risk uses that will not diminish source water quality shall be accommodated in a balanced manner, in recognition of recreational, amenity, and hydropower values.

Reservoir Uses	Source Supplies for Drinking Water	Recre	eation	Hydropower
Outcomes	Protection of Water Quality Management		nt of Public Safety	
Collal		llaborative N	/lanagement	
Principles	Long-Term Sustainability			
, , morpies	Precautionary Approach			
	Acc	ommodate l	ow Risk Uses	;

FIGURE 2. SUMMARY OF USES, OUTCOMES, AND PRINCIPLES FOR EFFECTIVE RESERVOIR MANAGEMENT

3.3 EXPLORING OPTIONS

To achieve effective reservoir management, a number of management and governance options were explored by the Task Force. Each option was associated with a set of potential tools to improve source water protection, while balancing and accommodating land use change and increasing demands for recreational uses, as summarized below.

Issue	Tools Explored
Public Education and User Awareness	Information CampaignsPublic engagement
Access Points	 Defined and centralized public access / egress Restrictions on water access near the dam and water intake infrastructure Emergency responder access
Emergency Response	Jurisdictional options for emergency response
Types of Recreational Uses	Prohibiting higher risk uses, while including permissions and limitations at the reservoir, considering but not limited to each of the following types of use: O Motorized boating O Docks/marina development O Uses that involve human body-contact O Pets O Non-motorized boating O On-land recreational activities/sports
Stormwater Pollution	 Evaluating and implementing enhanced stormwater design requirements in source water areas to reduce the risk of polluting drinking water supplies Regional approaches to stormwater management New stormwater outfalls to discharge downstream of drinking water intakes where feasible Prohibiting high risk land uses or activities near water intakes (e.g., industrial, gas stations/automotive, waste management, dry cleaners, chemical storage facilities, etc.)
Monitoring and Enforcement	 Enhancing protective services, ability to monitor and enforce bylaws using appropriate staff (police, fire department, bylaw services)
Jurisdiction and Authority	 Transfer of management authority to regulate and enforce water activities from Federal jurisdiction Bylaw options and requirements

3.4 TASK FORCE RECOMMENDATIONS AND NEXT STEPS

A. Recommendations

The Task Force makes the following recommendations with respect to the local study area:

- 1. All three parties adopt the outcomes and principles that form the basis for an effective risk management strategy for the Bearspaw Reservoir.
- Conduct public consultations to obtain input on options and tools for a Bearspaw Reservoir Risk Management Strategy. The public consultations should be co-led by the two municipalities, with input from TransAlta.
- 3. Draft a recommended Bearspaw Reservoir Risk Management Strategy and report on progress to both Councils no later than June 2020.

B. Proposed Next Steps

- 1. Develop public education materials on the importance of the Bearspaw Reservoir as a drinking water source and as a hydroelectric facility.
- 2. Continue to explore the process for exemption under the *Canadian Navigable Waters Act* and the *Canadian Shipping Act*, to enable enforcement authority regarding boating on the Bearspaw Reservoir.
- 3. With respect to the **regional** study area, address source water quality risks related to storm water quality through:
 - (a) evaluating tools and strategies to advance the treatment of storm water, with the invited participation of the Town of Cochrane and the Province of Alberta.
 - (b) regional direction from the Calgary Metropolitan Region Board (CMRB).

3.5 CONCLUSIONS

Representatives from The City of Calgary, Rocky View County, and TransAlta have collaborated on identifying and characterizing risks at the Bearspaw Reservoir, and providing options and recommendations to achieve effective reservoir management over time.

By taking action today, we can help protect the quality of our drinking water, while maintaining the safety of Reservoir users for generations to come.

APPENDIX A - STUDY AREA MAPS



FIGURE 3. LOCAL STUDY AREA MAP

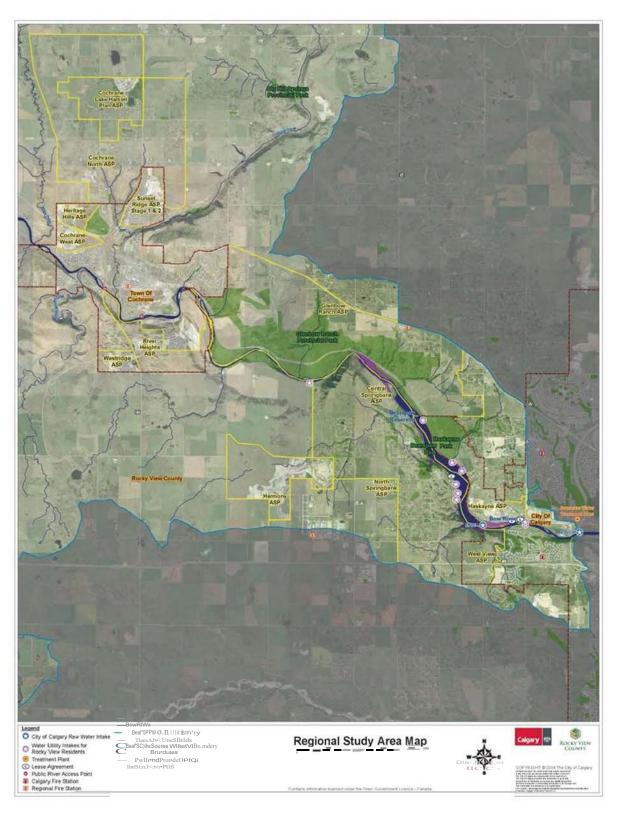


FIGURE 4. REGIONAL STUDY AREA MAP

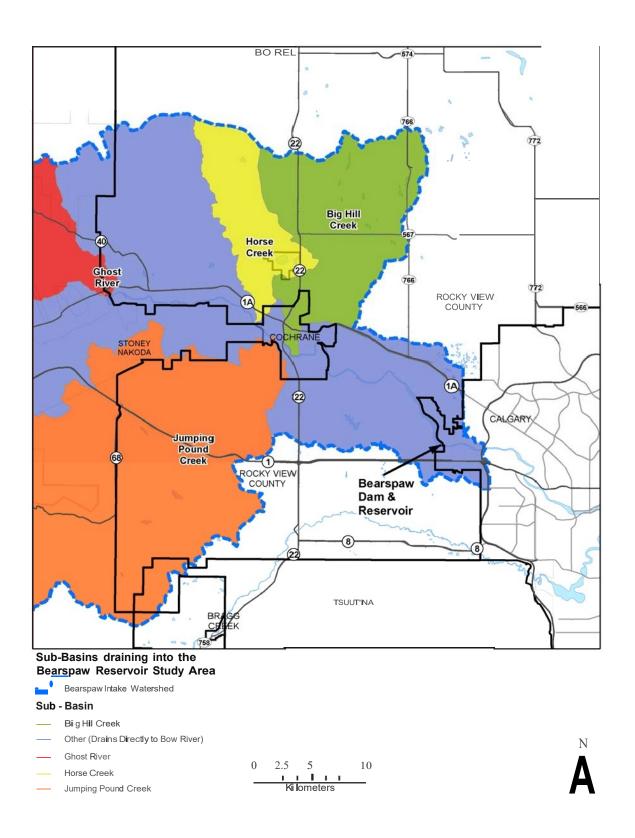


FIGURE 5. MAP OF UPSTREAM SUBWATERSHEDS THAT DRAIN INTO THE BEARSPAW RESERVOIR STUDY AREA

APPENDIX B - ADDITIONAL PLAN AND POLICY DETAILS

Key existing guiding policies and plans at the regional and municipal scales were reviewed and synthesized as part of the work of the Task Force. The table below provides additional summaries of all key relevant policies found within each of these.

Alberta Water for Life	Provides direction for water management in Alberta and underpins this work. The	
Strategy	Strategy has three broad goals:	
Active Alberta Policy	Safe, secure, drinking water Healthy aquatic ecosystems Reliable, quality water supplies for a sustainable economy Albertans enjoy a high quality of life, improved health and wellness, strong communities, economic benefits and personal fulfillment, through recreation, active living and sport. Active Alberta will inspire Albertans to become more active every day, through	
	sustainable, province-wide activities that generate awareness and motivate action through collaboration.	
	Government of Alberta Policy Framework; Outcomes Identified	
	Active Albertans: More Albertans are more active, more often.	
	Active Communities: Alberta communities are more active, creative, safe and inclusive.	
	Active Outdoors: Albertans are connected to nature and able to explore the outdoors.	
	Active Engagement: Albertans are engaged in activity and in their communities.	
	Active Coordinated System: All partners involved in providing recreation, active living and sport opportunities to Albertans work together in a coordinated system.	
	Active Pursuit of Excellence: Albertans have opportunities to achieve athletic excellence.	
Land Use Framework	The SSRP was approved by the Government of Alberta in 2014. All municipalities	
& South Saskatchewan	must comply with the SSRP. The plan includes environmental management	
Regional Plan (SSRP)	frameworks for surface water quality, and emphasizes the importance of source	
	water protection planning and implementation (<i>Policy 4.7</i>), and collaboration with upstream stakeholders to identify and mitigate watershed risks (<i>Policy 4.8</i>).	
	This plan also emphasizes the importance of enhancing quality of life of residents through increased opportunities for outdoor recreation by supporting current and future projects for the public to access recreational water bodies (<i>Policy 6.4</i>), and	

	delivering education, awareness and compliance programs to promote and support responsible land use and shared stewardship (<i>Policy 6.5</i>).
Calgary Metropolitan Region Board (CMRB)	The mandate of the CMRB is to develop a Growth Plan and associated Servicing Plan by January 1, 2021. In order to facilitate continued development in the region, the CMRB adopted an Interim Growth Plan in late 2019. A principle in the interim plan directs members to "Protect Water Quality and Promote Water Conservation" by managing the risks to water quality, quantity, and drinking water sources in accordance with federal and provincial legislation and regulation. All statutory planning in the region must be consistent with the Growth Plan.
Bow River Basin Watershed Management Plan	The Bow River Basin Watershed Management Plan (2012) has developed the following key outcomes that are considered highly relevant for the Bearspaw Reservoir:
	9.2 Water Quality – Maintain or enhance surface water quality for human consumption
	9.4 Land Use – Lands are managed with source water protection as a high priority
	The Plan was developed by the Bow River Basin Council (BRBC), a multistakeholder charitable organization designated as a Watershed Planning and Advisory Council (WPAC) by the province. The BRBC maintains a forum to share perspectives, exchange information, prioritize issues, and develop plans, reports, and pilot projects.
Rocky View County / City of Calgary Intermunicipal Development Plan (IDP)	The IDP has a goal to "partner in studies to inform coordinated planning across the municipal boundary." Specific objectives direct both municipalities to manage "watersheds for water quality and quantity" and to "work collaboratively to mitigate negative impacts on watersheds" in the IDP Policy Area.
Town of Cochrane / Rocky View County Intermunicipal Development Plan	The IDP includes specific policies and objectives that address natural areas and water quality. These two policy areas have specific relevance to the governance and management of the Bearspaw Reservoir, as they characterize how the Town and County will may choose to move forward with collaborative governance and management. There is a focus on cooperation, and preservation of the natural areas for the benefit of residents.
	"2.8 Water Quality2.8.1 OBJECTIVES 1. To strive for a naturally clean water supply for agricultural and domestic use. 2. To pursue water quality which sustains a healthy ecosystem and

	provides high quality recreational opportunities. 3. To promote public awareness and educational programs that protect water quality and quantity and support water conservation. 4. To minimize the threat to public health and reduce economic loss in the event of a flood."
One Calgary 2019-2022	Released in 2018, includes a Council Directive on Integrated Watershed
Service Plan	Management which states: "Integrated watershed management is essential to
	protect public health and the environmentAccomplishing sustainable watershed
	management within Calgary and the region will require working collaboratively
	with other orders of government, adjacent municipalities, residents, landowners,
	developers, businesses, and First Nations."
City of Calgary	Multiple relevant policies on watershed management and ecological networks,
Municipal	including but not limited to:
Development Plan	2.6.2h Drotost and integrate critical application areas such as wetlands
(2009)	 2.6.3b. Protect and integrate critical ecological areas such as wetlands, floodplains and riparian corridors into development areas.
	2.6.3c. Create watershed overlay maps to achieve water quality and
	quantity objectives and integrate the principles and policies of relevant
	watershed management plans into Local Area Plans.
	In addition, a policy on recreational access to water bodies to help make leisure
	and recreation activities available to all Calgarians states:
	2.3.4p. Ensure public access is maintained or improved to major water
	bodies, including the Bow and Elbow Rivers and Nose Creek, where
	appropriate access can be acquired and maintained across public lands or
	from public roads and pathways
City of Calgary Sport	The City of Calgary's Sport for Life Policy (CP 2018-03), Section 5.1.3 states that:
for Life Policy	"The City will strive to enable the health, well-being and active lifestyles of all
	Calgarians when developing, amending, maintaining and reviewing municipal
	plans, policies, and bylaws
City of Calgary	Recreation encourages environmental responsibility. Outdoor recreation
Recreation Master	opportunities enhance our appreciation for the environment, increasing citizens'
Plan	sense of responsibility for caring for the environment and for addressing
i idii	community issues that threaten environmental stability.
	Community issues that the catch environmental stability.
Rocky View County	County Plan Principles
Municipal	#2. The Environment
Development Plan	#2. The Environment
(County Plan)	Rocky View County will develop and operate in a manner that maintains or
	improves the quality of the environment The County will:

	 Manage stormwater and wastewater systems in a manner that does not adversely impact surface or groundwater, while providing for a safe and reliable drinking water supply. Undertake a wide range of measures to support the conservation of land, water, watersheds, energy, and other natural resources. Maintain the rural landscape and character of dark skies, open vistas, and working agricultural lands. Provide a variety of well-designed parks, open spaces, pathways, and trails that connect communities and accommodate residents' recreation and cultural needs. 	
	Environmental goals:	
	Providing for a safe, secure, and reliable drinking water supply.	
	Treating and managing stormwater and wastewater to protect surface water, riparian areas, and wetlands.	
	Managing private development and County operations in a way that maintains and improves the quality of the natural environment.	
	Encouraging partnerships and public education initiatives that contribute to environmental awareness and management.	
Rocky View County's	Includes a "Blue Way" guideline outlining the potential of the Bow River for	
Parks and Pathways: Planning,	recreational paddling and angling, and the need to promote responsible use and conservation of the waterway within the County.	
Development and	conservation of the water way within the country.	
Operational Guidelines		
Glenbow Area	The Glenbow ASP uses land use and conservation design to provide the permanent	
Structure Plan	protection of riparian and sensitive ecological lands while locating urban	
	development in areas that are lower risk to the Bearspaw Reservoir. By locating development on the upper escarpment and adopting a multi-barrier treatment	
	approach for stormwater, the plan supports source water protection through	
	engineering design requirements as well as land use strategy and built form.	
Bearspaw Area	The Bearspaw ASP's policy the County requires developers to include a	
Structure Plan	Stormwater Management plan that includes a forecast of the quality of runoff	
	water to the Bow River. This ASP is currently being reviewed and updated.	
Springbank Central	The Springbank Central ASP recognizes that the creation of new or the expansion of	
Area Structure Plan	existing intensive livestock operations shall be in accordance with any Provincial	
	regulations and shall be sensitive to the proximity of residential uses, and any potential impacts on the City of Calgary and the Bow and Elbow River watersheds.	

	The Bow and Elbow Rivers are significant watercourses throughout the Plan Area that provide natural beauty, a drinking water source, wildlife corridors, fisheries and open space. In the Bow and Elbow River Valleys Special Planning Areas, additional requirements in the preparation of a conceptual scheme include regard for the maintenance of drinking water quality and supply in the Bow and the Elbow rivers, and open space connections to the rivers. This ASP is being updated (see below)
Springbank Area	Draft ASP policies will be completed by early 2019, this includes further technical
Structure Plan	study of watershed management. The Vision and goals of the ASP prioritizes the
{currently under	watershed management of the natural environment in Springbank. The ASP's goals
development}	set out to provide potable water, waste water, and storm water infrastructure
	within the Plan in a safe, cost effective and fiscally sustainable manner. As well, to
	demonstrate sensitivity and respect for environmental features include the Bow
	and Elbow rivers, groundwater resource and drainage patterns within this area.
Rocky View County	Source Water protection is identified as a constraint of storm water management.
Springbank Master	Key parts of the plan are focused on managing the amount of phosphorous that
Drainage Plan	impacts the Bow River and Bearspaw Reservoir. It also identifies the Reservoir as
	critical infrastructure for stormwater drainage.
Bearspaw / Glenbow	Requires a multiple barrier/treatment approach to enhance post development
Master Drainage Plan	stormwater in Glenbow to address Source Water Protection, including Land Use
	location considerations (restricting high risk activities such as fuel stations, etc.),
	Oil/Grit Structures, Low Impact Development BMP's, Source Controls, Water
	Reuse, Wet Pond Detention Facilities, and proposes 2 "end of pipe" Regional
	Wetlands that will further enhance water quality prior to entering the Bearspaw
	Reservoir. The plan also requires comprehensive erosion and sediment controls
	that address post development stormwater flow velocities.
Rocky View County	Policy Statement 2: The County will investigate and, where appropriate, utilize
Riparian Land	source water protection strategies identified in provincial policies and laws to
Conservation and	maintain source water quality and quantity for downstream users and the aquatic
Management Policy	environment.
Haskayne Area	The City of Calgary's Haskayne Area Structure Plan is of note, as it includes the
Structure Plan	following statutory policies applying for an area that may eventually house 13,000 residents and 1,400 jobs:
	3.7.2. Provision of access for the public to the Bow River is encouraged. The City acknowledges that to achieve access to the Bow River for the public, safety, ownership and maintenance issues must be resolved.

<u> </u>	Ţ		
	6.6.3. Proposed land uses with potential for source water contamination		
	shall not be permitted in any areas with a surface or subsurface		
	connection to The City's raw water supplies on the Bearspaw Reservoir		
	and the Bow River, as identified in the Master Drainage Plan.		
Haskayne Master	Requires any stormwater discharges from developments in the area to occur		
Drainage Plan	downstream of The City's Bearspaw water treatment plant intakes, in order to		
	protect source water		
Calgary Open Space	Provide a continuous integrated river valley park system that reflects the		
Plan	city's unique prairie and foothills setting		
	Promote connected open space systems and the protection of natural		
	areas and water quality in areas of future urban growth.		
	Provide a healthy, well-managed urban forest and ensure that road rights-		
	of-way are designed to contribute to urban aesthetics, as well as to the air		
City of Calgary Source	and water quality of the city. Finalized in 2018, this Plan includes a Vision, Goals, and key Actions for		
Water Protection Plan	implementation nested under each goal. Of note, the first action specified under		
water Protection Plan	this Plan is to "Develop and implement recreation management strategies and		
	, , ,		
	actions for the Bearspaw Reservoir." Separate actions related to land use planning		
	in source watershed areas, stormwater management, partnerships with other		
	agencies, and education were included in the Plan. The Plan can be accessed at		
	calgary.ca here (http://www.calgary.ca/UEP/Water/Documents/Water-		
	Documents/Source-Water-Protection-Plan.pdf).		
City of Calgary	In the 1930s, the first bylaw governing the Glenmore Reservoir excluded all public		
Glenmore Park Bylaw	access and use to protect Calgary's drinking water supply. As The City grew around		
#9018	the reservoir throughout the 1950s, public pressure for access and use of the		
	reservoir as an amenity increased. Illegal swimming and other activities began to be		
	common occurrences.		
	The current Glenmore Park Bylaw #9018 - originally established in 1974 - allowed		
	for the establishment and management of Glenmore Park, while also achieving the		
	intent of not "adversely impacting the supply of pure, wholesome and potable water		
	to the residents of the City" (Sec. 2. (2)). Key highlights of the bylaw include strict		
	rules to manage recreation for source water protection, including:		
	Restrictions on any recreational access north of the Glenmore Trail		
	Causeway (in the vicinity of the City's water intakes) (Sec. 13.2)		
	Severe restrictions on swimming or any other human contact with the		
	reservoir (Sec. 16). "No person shall enter the waters of the Glenmore		
	Reservoir for any purpose whatsoever."		
	Boating restrictions (Section 11)		
	 Restrictions on motorboating (Sec. 11.1) 		

	 Restrictions on sailboats with pump-out sanitary systems (Sec. 11.3)
	Restrictions on animals inside boats (Sec. 13.3)
	The bylaw also includes sections dedicated to public safety for boating and stipulates enforcement authorities and fines.
	A 1984 amendment to the <i>Glenmore Park Bylaw</i> addressed stormwater risks as follows: "No drain connected to any structure erected in Glenmore Park shall drain into Glenmore Reservoir or to any water lying West of the dam at the East end of Glenmore Reservoir." (Sec. 17)
City of Calgary Water Safety Bylaw # 9084	Calgary's Water Safety Bylaw #9084 - originally established in 1974 - requires life jacket / personal flotation device use by anyone boating within city limits.
City of Calgary Riparian Action Program	The City of Calgary's Riparian Action Program (RAP) sets out a systems approach to program design and implementation, to help maintain and restore riparian "green infrastructure" in our urban watersheds and their related services and values, which includes source water protection values for all downstream users. The RAP is focused on three program areas and related outcomes: Land Use Planning: Further loss of riparian areas is minimized Riparian Health & Restoration: City-wide riparian health is improved Education & Outreach: Stakeholders and citizens value riparian areas An overview/summary website of the RAP is available here: http://www.calgary.ca/UEP/Water/Pages/Watersheds-and-rivers/Riparian-areas.aspx The full RAP report .pdf can be accessed here: http://www.calgary.ca/UEP/Water/Documents/Water-Documents/Riparian-Action-Program-Report.pdf
City of Calgary	Provides guidance to administration for determining setbacks from water bodies,
Environmental Reserve Setback	to be dedicated as Environmental Reserve at subdivision in accordance with the
Guidelines	Municipal Government Act. The current guidelines (UE 2007 -15 Environmental Reserve Setbacks – Att2) include variable setbacks based on stream order, wetland
	class, slope, cover type, and hydraulic connectivity.
City of Calgary River	Created in response to a Notice of Motion (NM2016-20), the purpose of this
Access Strategy	strategy was to allow for better access to river sport and recreation, while
	protecting riparian habitats and increasing appreciation of our river environments, without compromising water management and environmental objectives.

The Bearspaw Dam and Reservoir was out of scope for this strategy, but the
process used for identifying the best sites for public access with consideration for
water management, environmental protection and public safety.

APPENDIX C – ADDITIONAL DETAILS ON CURRENT RIVER AND RESERVOIR ACCESS

The main public access route to the Bearspaw Reservoir is currently via canoe or other boats launched from underneath the Highway 22 bridge in Cochrane, about 18 km upstream from the north end of the Bearspaw Reservoir. A second river access point is located in Cochrane at the River Avenue bridge about 16 km upstream from Bearspaw.



Several formal or informal private access points to the Reservoir or river also currently exist. The most notable of these is the private access point on the south side of the reservoir in Emerald Bay, where a road, boat launch, and dock is located.

Desktop assessments (not physically verified through comprehensive site visits) based on high resolution air photo review conducted by The

City of Calgary identified strong evidence of multiple additional trail access points, as well as hand launches or boat launches that are **not** sanctioned by either The City of Calgary, Rocky View County, or TransAlta.

There is also a relatively well-used foot path accessing the Reservoir through Bearspaw Legacy Park, on the south end of the Reservoir approximately halfway through the area. Informal and unmanaged uses are occurring at the shoreline at this location. Campfires are banned in this area and signage is present indicating this fire ban, although enforcement has been a challenge in the area.

With respect to public access to the immediate vicinity of the Bearspaw Dam site, foot access is constrained by the railway and hydroelectric facilities. In 2008, a chain link barbed wire fence to restrict public access to the CP rail line and Reservoir in the vicinity of the Bearspaw Dam was erected. This was in response to a number of near-miss safety incidents involving CP Rail trains and the public. Despite this, some people still illegally access this area, as shown by remains from campfire pits.

With respect to access to the dam site from the water, there are virtually no controls restricting river and Reservoir user access to the dam, spillway, and The City's primary water intake in the dam. An existing portage route allows for safe passage of river users through the dam site.

The City of Calgary Parks is currently developing access and visitor facilities in the 145 ha Haskayne Legacy Park on the north side of the Bearspaw Reservoir. Park developments will be concentrated north of the railway tracks and access to the



Bearspaw Reservoir shoreline for the time being will remain limited. However, there are plans to develop a pedestrian underpass crossing the CP Rail line and to eventually create a shoreline access point including a "Riverside Recreation Area" with terraced seating and picnic spaces with panoramic views, and non-motorized boating access to allow park users to interact with the Bow River / Bearspaw Reservoir. Agreements with CP Rail and TransAlta would be needed, and timing for this remains

uncertain. However, it is generally assumed that the eventual opening of the planned waterfront access will accelerate use of and access to the Reservoir and stimulate demand for a wide variety of activities. All agencies and parties will need to be ready for this well in advance of increased usage.

ROCKY VIEW COUNTY BUDGET ADJUSTMENT REQUEST FORM BUDGET YEAR: 2019

Description		Budget Adjustment		
EXPENDITURES:		Aujustillelit		
Public Consultation for t	30,000			
2 22 25.05.5.0	22,222			
TOTAL EXPENSE:	30,000			
REVENUES:				
Transfer from Tax Stabil	(30,000)			
TOTAL REVENUE: (30,000)				
NET BUDGET REVISION:				
REASON FOR BUDGET REVISION:				
The budget adjustment for public consultation for the Bearspaw Reservoir Risk Management Strategy				
AUTHORIZATION:				
Chief Administrative				
Officer:	Council Meeting Date:			
Francistica Dinastra	Al Hoggan			
Executive Director Corporate Services: Council Motion Reference				
corporate services.	Council Motion Reference: Kent Robinson			
Manager:				
	Budget AJE No:			
	Posting Date:			



PLANNING AND DEVELOPMENT SERVICES

TO: Council

DATE: July 23, 2019 **DIVISION:** 7

SUBJECT: GPC Recommendations for Balzac West Servicing Study Scope and Budget Adjustment

POLICY DIRECTION:

The County Plan identifies Balzac West as a Full Services Hamlet with Highway Business Area.

EXECUTIVE SUMMARY:

On July 2, 2019, the Governance & Priorities Committee (GPC) directed Administration to prepare a scope and budget adjustment for Council's consideration to commission the necessary engineering studies to proceed with the extension of water and wastewater servicing from Balzac East to Balzac West.

The scope of the servicing analysis would include, but not be limited to, preliminary design and route optimization considerations for the extension of water and sewer services to the West Balzac area. The estimated cost for undertaking this scope of work is \$50,000.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends Option #1.

BACKGROUND:

On July 2, 2019, Administration presented a report to the GPC, describing a potential option for providing water and wastewater serving for Balzac West from the East Rocky View water and wastewater system.

The GPC directed Administration to prepare a scope and budget adjustment for Council's consideration to commission the necessary engineering analysis needed to proceed with the evaluation of extending water and wastewater servicing from Balzac East to Balzac West.

The preliminary design analysis would include an evaluation of pipeline routing, confirm land requirements, obtain crossing feedback from Alberta Transportation (multiple pipeline crossings of Highway 2 required), evaluate existing utility crossing/conflicts, provide staging options and develop a detailed cost estimate for the infrastructure needed to provide municipal water and sewer to the area.

Once the preliminary engineering evaluation is completed, Administration would bring a report with detailed cost estimates as well as the proposed funding models for Council's consideration.

BUDGET IMPLICATION(S):

The Balzac West Servicing Study would be funded by the County reserve fund up to the amount of \$50,000.

OPTIONS:

Option #1 Motion #1 THAT Council directs Administration to commission the necessary

engineering review to proceed with extension of County water and

waste water servicing from Balzac East to Balzac West;

Johnson Kwan, Planning and Development Services

¹ Administration Resources



Motion #2 THAT Council approves a Budget adjustment of \$50,000 to fund the

Balzac West engineering studies as per attachment 'B'.

Motion #3 THAT Administration presents the findings of the engineering studies to

Council within three months of completion of those studies.

Option #2 THAT alternative direction be provided.

Respectfully submitted, Concurrence,

"Richard Barss" "Al Hoggan"

Acting Executive Director Chief Administrative Officer

Community Development Services

JKwan/IIt

APPENDICES:

APPENDIX 'A': Governance and Priorities Committee Report 2019

APPENDIX 'B': Budget Adjustment Request Form 2019



PLANNING & DEVELOPMENT

TO: Governance & Priorities Committee

DATE: July 2, 2019 **DIVISION**: 7

FILE: N/A

SUBJECT: Balzac West Area Structure Plan Servicing Option

¹POLICY DIRECTION:

The Balzac West Area Structure Plan (2007) identifies the area west of QEII, between Airdrie and Calgary, as a residential growth area for Rocky View County.

EXECUTIVE SUMMARY:

On November 6, 2018, the Governance & Priorities Committee (GPC) directed Administration to:

- Explore water and wastewater servicing options for the Balzac West area;
- Explore a joint economic development initiative agreement with the City of Airdrie and/or City of Calgary; and
- Report back to the Committee on or before the July 2, 2019 meeting.

This report describes a potential option for providing water and wastewater servicing for Balzac West from the East Rocky View water and wastewater systems. Additional research on Joint Economic Development Initiatives (JEDI) was also undertaken and is described in the context of Balzac West. Several options have been prepared for the Committee's consideration.

BACKGROUND:

The Balzac West area of Rocky View County is located between the cities of Airdrie and Calgary, on the west side of the QEII (Map 1). Balzac West has long been envisioned as a higher density residential area where the County could offer smaller lots, greater housing options, and more affordability than traditional acreage development. The area would complement the business development in Balzac East, giving workers options to live in the County.

When planning was originally undertaken in Balzac West in 2005, water and wastewater servicing were expected to come from the City of Calgary. Unfortunately, that did not come to fruition. As a result, development has not been able to proceed in Balzac West due to servicing constraints.

In 2013, Council initiated a review of the existing Area Structure Plan to determine if the County could service development in Balzac West. As part of that planning process, significant technical work was undertaken to explore options for water and wastewater. Table 1 outlines the options that were examined. For more detail on these options and the opportunities and constraints of each, please see Appendix A.

Administration Resources
Amy Zaluski, Intergovernmental Affairs



Map 1: Balzac West Area Structure Plan

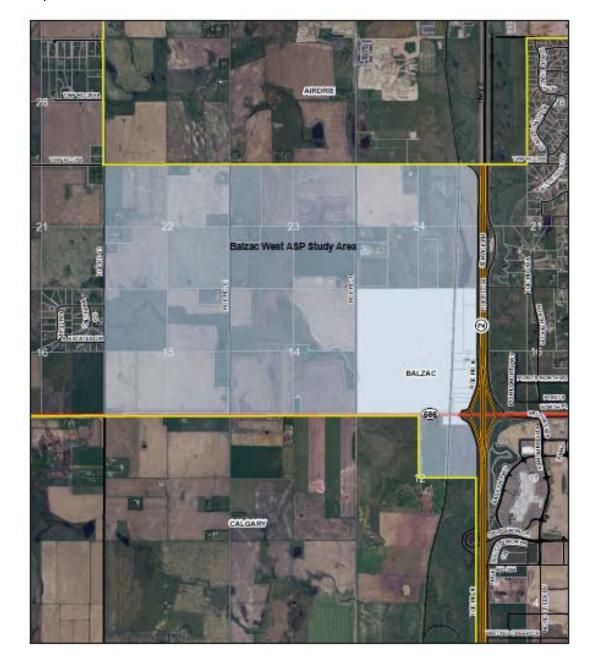




Table 1: Options explored in 2014 for servicing Balzac West (source: Balzac West Water and Wastewater Feasibility Study, MPE Engineering Ltd., 2014)

Options	Water	Wastewater
1	East Rocky View Water System	East Rocky View Wastewater System
2	Rocky View Water Co-op	New Regional Wastewater Treatment System with disposal to either Nose Creek or by Spray Irrigation
3	Mountain View Water Commission	Regional Servicing from the City of Calgary
4	Regional Servicing from the City of Calgary	n/a

The key limitation at that time was wastewater servicing. Water was not as much of a concern because there were a number of options for providing potable water service, even though no single source could service the entire build out of the Plan.

The main issue with wastewater was that building a new treatment plant for the area was not feasible because there is no water body large enough to dispose of the treated effluent. Since the City of Calgary was not willing to provide wastewater services, the only feasible solution was connection to the East Rocky View Wastewater system. At that time, the treatment plant and Weed Lake were nearing capacity and there was not sufficient wastewater capacity to allocate to Balzac West. Given these constraints, Council decided to cease the review of the Balzac West ASP in 2015.

New Options for Servicing

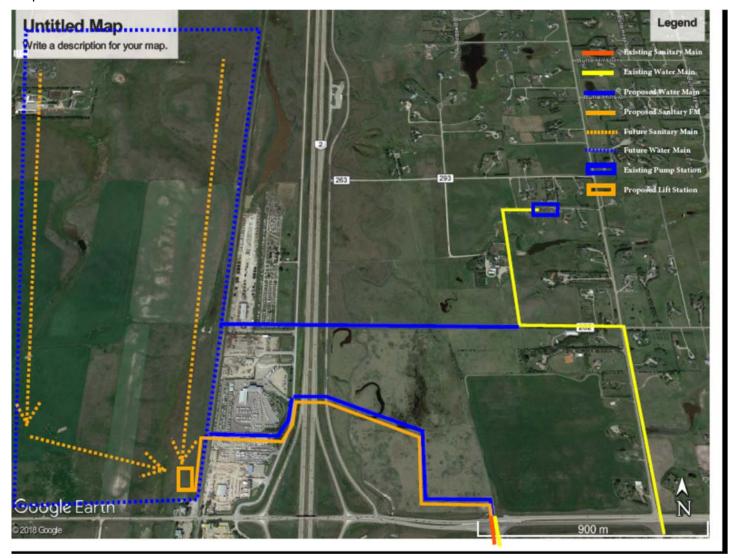
Since that time, there have been changes and new investments in the water and wastewater systems that may provide new opportunities for portions of Balzac West. In March of 2019, Council approved funding to upgrade the Langdon Wastewater Treatment Plant. These upgrades will increase the plant capacity to $6,500 \, \mathrm{m}^3$ per day. $3,845 \, \mathrm{m}^3$ /day are already allocated to planned development, which leaves $2,655 \, \mathrm{m}^3$ /day of capacity. This translates to capacity for approximately $2,655 \, \mathrm{homes}$, to be shared among several service areas including Langdon, Conrich, Balzac East, and Omni. In addition, new technologies and modeling have indicated that Weed Lake has more capacity than was previously understood, which means further expansion of the system is feasible.

Using the 2014 servicing information, Administration had a third party consultant prepare some additional, high-level analysis to determine a scenario with cost and capacity estimates for extending water and wastewater servicing from Balzac East to West Balzac. This analysis is a high-level exercise to provide Council with a general idea of the capital costs for an initial phase of development. If Council is interested in pursuing this investment, further detailed engineering work would be required to provide a construction budget estimate that would include geotechnical investigations, land routing, wetlands review, and required approvals.

Map 2 illustrates the proposed scenario: the extension of piped infrastructure to service Balzac West by using existing capacity in the Balzac East system. This would provide looped water mains to deliver fire flows using the pressure/flow of the Balzac East system.



Map 2: Scenario for extension of water and wastewater services to Balzac West



The Map 2 scenario is estimated at approximately **\$8 million dollars** and includes:

- Extension of looped water and wastewater pipes across Highway 2; and
- Water and wastewater capacity for roughly 1,000 homes (80 l/s of peak sewage flow).

The cost estimate does not include:

- Extension of pipes to individual developments or homes;
- Costs for expanding the Graham Creek reservoir the estimate uses existing capacity estimated for Balzac East and Conrich;
- Land acquisition costs; and
- · Payment of levies from developers.



Estimated developer levies, based on the 2019 Water & Wastewater Offsite Levy Bylaw, are:

- Water Offsite Levy Costs estimated at: 1,000 m³/day x \$15,079.13/m³/day = \$15,079,130
- Wastewater Offsite Levy Costs estimated at 1,000m³/day x \$14,790.31/m³/day = \$14,790,310
- Total levy owing for 1,000 units is roughly \$30M.

Total costs for the initial stage of 1,000 homes is approximately \$38 million (\$8 million pipe extension + \$30 million levies). Note: this cost gets the pipes only to the property line and does not include subdivision servicing. It is anticipated that the \$8M capital investment would be incorporated into future levy updates if no grant funding is secured, meaning a total levy cost of \$38M.

Estimated Tax Revenue from homes serviced by Map 2 scenario:

Administration also did a high level calculation of potential tax revenue for 1,000 homes in West Balzac. Potential tax revenue would range from \$2,451,190 - \$3,560,676 assuming:

- Range of house prices from \$475,000 \$690,000 (based on density and form from the ASP);
- 2019 tax rates.

Administration also factored in the estimated per capita expenditures for Rocky View County (this includes general governance, protective services, transportation, environment, and recreation). As of 2018, this rate was estimated at \$1,608 per person. For 1,000 homes, this would translate to approximately:

- 1,000 homes x 2.7 persons/household = 2,700 people
- 2,700 people x \$1,608/person = \$4,341,600 of expenditures

Current taxation policy within the County (non-residential tax rates @ 3 times residential rates) along with non-residential assessment growth have resulted in the non-residential sector paying approximately 50% of the municipal property tax. Assuming there will be non-residential growth to offset the residential growth estimated above, 50% of the expenditures would be paid for by the non-residential assessment base.

Using an average tax revenue number, the net tax is estimated at:

• \$3,005,933 - \$2,170,800 = **\$835,133**

The original vision of the Balzac West ASP was to provide more affordable housing options in Rocky View County, offset by the business/industrial development in Balzac East.

Joint Economic Development Initiative (JEDI)

The committee's motion of November also asked Administration to further explore possibilities of a Joint Economic Development Initiative (JEDI). This is an agreement between two or more municipalities in which they agree to share revenues from business taxes. The example provided to the Committee in November was an agreement between the County of Wetaskiwin and the Town of Millet. Administration did some further research on this agreement, which can be found in Appendix B.

When considering the feasibility of a JEDI agreement in the Balzac context, Administration looked at the current Balzac West ASP. The primary development form in the ASP is residential, with some local commercial and highway business along the QEII corridor. When compared to Balzac East, the business component is minimal.

This may not lend itself well to a JEDI agreement as business tax revenues may not be significant when compared to the costs for providing amenities and services to the residential areas. If the goal was to gain servicing through a JEDI agreement, then discussions would need to continue with the City of Calgary, as Airdrie cannot provide servicing.



If the County does not require servicing, then the JEDI would be an agreement to share tax revenues. As illustrated above, residential development only generates a positive net tax assuming that offsetting non-residential assessment growth occurs. Should Council wish to pursue a JEDI type agreement, it is recommended that a different vision for Balzac West be created that focuses on higher tax generating uses, in collaboration with Calgary and/or Airdrie.

SUMMARY:

Additional investments made by Council in the Langdon Wastewater Treatment Plant, along with better technology and modeling of the capacity of Weed Lake, have decreased the wastewater constraints limiting development in Balzac West. A high level analysis has indicated that it would be possible, at this time, to service approximately 1,000 homes in Balzac West by bringing piped water and wastewater services from Balzac East, for approximately \$8 million in capital costs. Levies from developers for connection to the existing Balzac East system would be around \$30 million dollars, collected over time as development progresses. The initial \$8 million capital expenditure could also be recovered by updating the levies, so that developers would repay approximately \$38 million in County capital investment over time.

Should the Committee wish to pursue staged servicing in this manner, additional engineering work will be required to determine a more accurate cost estimate. Administration has prepared an option for Council's consideration if it is desired to further investigate the opportunity to bring services into Balzac West (Option #1).

BUDGET IMPLICATIONS:

Should the Committee pursue Option #1, Administration would return to Council with budgetary considerations associated with additional engineering studies to support the expansion of Rocky View County's piped service network to Balzac West.

OPTIONS:

Option # 1: THAT Administration be directed to prepare a scope and budget adjustment for Council's consideration to commission the necessary engineering studies to proceed with the extension of water and wastewater servicing from Balzac East to Balzac West.

Option # 2: THAT the Governance and Priority Committee provide alternate direction.

Respectfully submitted,	Concurrence,	
"Richard Barss"	"Al Hoggan"	
Acting Executive Director Community Development Services	Chief Administrative Officer	
AZ/rp		



APPENDIX A Servicing Options Explored During Balzac West Area Structure Plan Review (2015)

Balzac West ASP Water Servicing Options

Table 1: Conceptual Cost Estimate to Supply Potable Water and Service Balzac West

Servicing Options	Staging	Full Build Out
Option 1) East Rocky View Water System	\$65M to \$67M	\$126M
Option 2) Rocky View Water Co-op	\$71M to \$83M	Shortage of water license availability
Option 3) Mountain View Water Commission	≥ \$90M	≥ \$100M
Option 4) Regional Servicing from the City of Calgary	Not Available. Requ	

Source: Balzac West Water and Wastewater Feasibility Study, MPE Engineering Ltd., 2014

Option 1) East Rocky View Water System

The initial phases of development in Balzac West could be serviced from the East Rocky View system. This would require the extension of the Balzac East Water System with the addition of a transmission crossing Highway 2. As development progressed beyond initial phases, the East Rocky View water system would require a second highway crossing, upgrades to the major components of the water treatment system, and the use of the lease agreement with WID to obtain more diversion capacity.

The estimated costs of servicing using the East Rocky View water system was reliant on both the downstream infrastructure captured in the current Water and Waste Water Levy, as well as new infrastructure locally in the service area. An approximated build out cost of the East Rocky View System to service the plan area is \$122M, which includes:

- Graham Creek Water Treatment Plant and Raw Reservoir Expansion (current levy);
- East Rocky View Transmission and Potable Storage (current levy);
- East Rocky View Back Up Loop (current levy);
- Proposed West Balzac Community Potable Reservoir and Pump Station;
- Proposed West Balzac Feeder main Pipelines (2); and
- Proposed West Balzac Distribution System.

Option 2) Rocky View Water Co-op System

Rocky View Water Co-op had licensed capacity to service approximately 20% of the projected water demand for the proposed Balzac West development. To achieve further capacity from their system, upgrades would be required, including 25 km of piping and acquisition of additional licenses. Servicing would also require approval of the Water Co-op and Franchise Agreement(s).



Option 3) Mountain View Water Commission

The significant costs of this option were primarily due to the installation of 75 km of pipes that would be required to transmit the water from Olds to Balzac West.

Option 4) Regional Servicing from the City of Calgary

Both water and wastewater services from Calgary to Airdrie run directly through the Balzac West ASP plan area; however, City of Calgary servicing requires City of Calgary Council approval. This option was not explored in detail, and would require further regional discussion. This may still be a viable option to explore through discussion at the Calgary Metropolitan Region Board and the development of the Regional Growth and Servicing Plan.

Balzac West ASP Wastewater Servicing Options

Table 2: Conceptual Cost Estimate to Collect and Treat Sewage from Balzac West

Servicing Options	Staging	Full Build Out
Option 1) East Rocky View Wastewater System	\$89 M	Exceeds Weed Lake Receiving Capacity
Option 2) New Regional Wastewater Treatment System with disposal to either Nose Creek or by Spray Irrigation		
Option 3) Regional Servicing from the City of Calgary	Not Available. Would require further discussion for regional servicing.	

Source: Balzac West Water and Wastewater Feasibility Study, MPE Engineering Ltd., 2014

Option 1) East Rocky View Wastewater System

Wastewater disposal to the East Rocky View Wastewater System presented the least challenges for initial phases of development in Balzac West. However, the concern was that as development progressed beyond initial phases, the Balzac East system may have limitations that would require further investments to expand the system.

The estimated costs of services using the East Rocky View wastewater system are staged to provide the remaining system capacity captured in the current Levy. Significant infrastructure costs include the following:

- Langdon Waste Water Treatment Plant Upgrades (current levy);
- East Rocky View Waste Water Transmission Main & Lift Stations (current levy);
- Proposed West Balzac Lift Station;
- Proposed West Balzac Force main;
- Proposed West Balzac Collection System; and
- Weed Lake Solution & Possible Outfall Required for Build Out.



Option 2) A New Regional Wastewater Treatment System with effluent disposal to either Nose Creek or by spray irrigation locally

Building a new Wastewater Treatment Plant for this area was another option; however, the most significant constraint was the discharge of treated effluent. Nose Creek is too small to handle the volume of treated discharge.

Spray irrigation was also investigated as a way to discharge effluent. The estimated amount of land required for spray irrigation for the service area was approximately five sections of land (3,200 acres). Although not explored fully at the time (insitu soils testing, land acquisition costs, etc.), the County could explore acquiring areas of land for spray irrigation to support the development.

Option 3) Regional Servicing from the City of Calgary

Both water and wastewater services from Calgary to Airdrie run directly through the Balzac West ASP plan area; however, City of Calgary Council approval would be required in order to access wastewater services from the City of Calgary. This option was not explored in detail, and would require further regional discussion. This may still be a viable option to explore through discussion at the Calgary Metropolitan Region Board and the development of the Regional Growth and Servicing Plan.



APPENDIX B: Example of a Joint Economic Development Initiative (JEDI)

The County of Wetaskiwin and Town of Millet (located in central Alberta, outside of the Edmonton Metropolitan Region Board boundaries) have an economic partnership under the Joint Economic Development Initiative (JEDI). (See Appendix C – for reference map).

The two municipalities have a cost and revenue sharing agreement under the Joint Economic Development Initiative that is structured to support industrial development in the following manner:

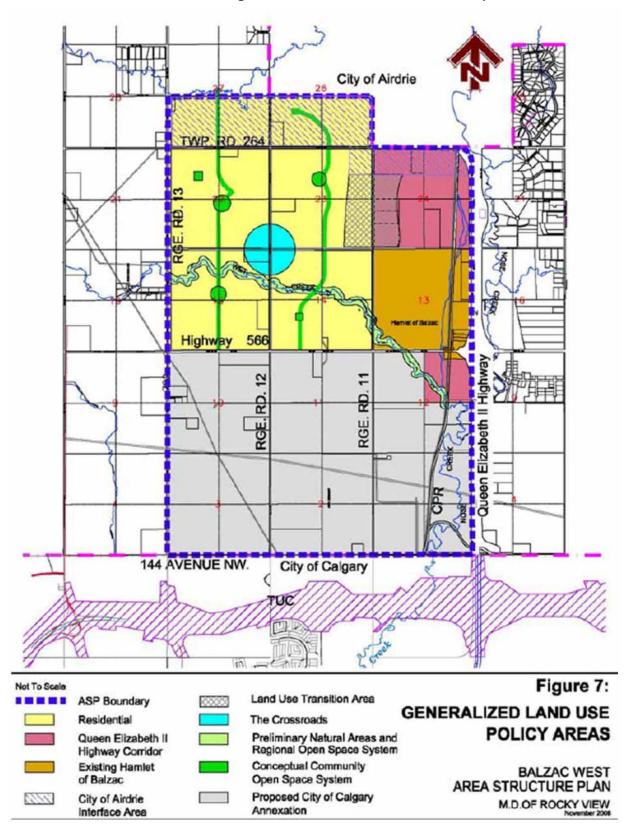
- All tax revenues from industrial land developments registered and developed after 2006 are shared between the two municipalities regardless of the development's location.
- The land tax revenues are distributed between each municipality by weight, based on the proportion of population of each municipality. The population weight is measured by the existing figures provided by Statistics Canada for each municipality.
- To account for the initial servicing costs of the municipality where the development resides. that municipality is given priority in the initial tax revenues until its costs are recovered:
 - o From the beginning of the development, 75% of the tax revenues are given to the resident municipality until its installation and servicing costs are recovered, while the remaining 25% is allocated to the shared municipal pool.
 - Once the resident municipality has recovered its costs through this process, 100% of the tax revenues are returned to the shared municipal pool.

Under the Joint Economic Development Initiative, the two municipalities also provide the following services to land developers, investors, realtors and businesses:

- A full inventory of listed commercial/industrial land and buildings in the region;
- Guidance with the land development process in the region;
- Expedited services to move new land developments to completion and selling stage;
- Prospective tenants for new land developments and existing sites;
- Analysis of regional zoning and development opportunities; and
- A listing of regional area structure plans and municipal development plans.



APPENDIX C: Existing Balzac West ASP Land Use Concept



ROCKY VIEW COUNTY BUDGET ADJUSTMENT REQUEST FORM BUDGET YEAR: 2019

Description			Budget Adjustment
EXPENDITURES:			
Balzac West Area Struct	50,000		
	0 ,		,
TOTAL EXPENSE:			0
REVENUES:			
Transfer from Tax Stabil	ization Reserve		(50,000)
Transfer from rax stass.	12dtion Reserve		(30,000)
TOTAL REVENUE:			0
NET BUDGET REVISION:			0
REASON FOR BUDGET REVISIO		and Councille divention	
Baizac West Area Struct	ture Plan Servicing Study as	per Council's direction	
AUTHORIZATION:			
Chief Administrative			
Officer:		Council Meeting Date:	
Executive Director	Al Hoggan		
Corporate Services: Council Motion Reference:			
·	Kent Robinson		
Manager:		Date:	
		Budget AJE No:	
		Posting Date:	



TRANSPORTATION SERVICES

TO: Council

DATE: July 23, 2019 DIVISION: All

FILE: 4050-100

SUBJECT: Replacement of Street Lights in Pinebrook Estates Subdivision – Budget Adjustment

POLICY DIRECTION:

Under the *Municipal Government Act*, Council is the approving authority for the County's budget and for adjustments to the budget. The proposed budget adjustment of \$200,000 is required to carry out replacement of street lights in Pinebrook Estates Subdivision.

EXECUTIVE SUMMARY:

There are 27 existing street lights along the road system in Pinebrook Estates Subdivision that have reached their life expectancy and require replacement for the purposes of maintaining public safety. The street lights were installed in 1979 as part of the original subdivision development and have since remained under the care and control of Rocky View County pursuant to Council Policy #C-417 Installation and Operation of Street Lighting.

Administration is seeking a 2019 budget adjustment of \$200,000 for the replacement of the 27 street lights in Pinebrook Estates Subdivision from the Tax Stabilization Fund.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends Option #1.

BACKGROUND:

As part of the original Pinebrook Estates Subdivision development in 1979, 27 street lights were installed along the subdivision's internal road system. Pinebrook Estates Subdivision is located off Lower Springbank Road in Division 3. The street lights are now 40 years old and in recent years are showing signs of reduced performance requiring annual repairs.

To address this, Administration is proposing to replace the outdated High Pressure Sodium (HPS) street lights with more energy efficient Light Emitting Diode (LED) street lights which will provide improved illumination for public safety. The total estimated cost for the replacement work is \$200,000 and includes trenching and backfilling for new underground conduit and wiring, salvaging and reusing existing precast pole bases, supplying and installing new street light poles and LED fixtures.

Administration is seeking a 2019 budget adjustment of \$200,000 for the replacement of the 27 street lights in Pinebrook Estates Subdivision from the Tax Stabilization Fund.

BUDGET IMPLICATION(S):

Approval of Option #1 will increase the County's 2019 Operating Budget by \$200,000 by drawing \$200,000 from the Tax Stabilization Fund.

Steve Hulsman – Manager, Transportation Services

¹Administration Resources



OPT	IONS:
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Option #1: THAT the 2019 Operating Budget be amended as described in Attachment 'A'

to allocate \$200,000 for the replacement of the 27 street lights in Pinebrook

Estates Subdivision.

Option #2 THAT alternative direction be provided.

Respectfully submitted,	Concurrence,	
"Byron Riemann"	"Al Hoggan"	
Executive Director	Chief Administrative Officer	

ATTACHMENTS:

ATTACHMENT 'A' – Budget Adjustment for Replacement of Street Lights in Pinebrook Estates

ROCKY VIEW COUNTY BUDGET ADJUSTMENT REQUEST FORM BUDGET YEAR: 2019

Description	Replacement of Street L	ights in Pinebrook Estates	Budget Adjustment
EXPENDITURES:		-	
Estimated Cost for Rep	lacement of Street Lights ir	Pinebrook Estates	200,000
TOTAL EXPENSE:			200,000
REVENUES:			,
Municipal Tax Stabiliza	tion Fund		(200,000)
TOTAL REVENUE:			(200,000)
NET BUDGET REVISION:			(200,000)
REASON FOR BUDGET REVISION.	N·		0
The street lights are no requiring annual repair	w 40 years old and in recer	nt years are showing signs of reduct ached their life expectancy and re ic safety.	-
Chief Administrative Officer		Council Meeting Date:	July 23, 2019
- D	Al Hoggan		
Exec Director	Kent Robinson	Council Motion Reference:	
Manager:		Date:	
		Budget AJE No:	
		Posting Date:	



CAPITAL PROJECT MANAGEMENT

TO: Council

DATE: July 23, 2019 **DIVISION**: 9

FILE: 4020-200

SUBJECT: Acquisition of Monterra Drive (Phase I Roads)

POLICY DIRECTION:

Road acquisitions are completed by registration of a Road Plan pursuant to Section 62 of the *Municipal Government Act*.

EXECUTIVE SUMMARY:

Rocky View County (County) has been working with MCL Development Corporation to take over ownership of Monterra Drive (Phase I).

Acquiring Monterra Drive will relieve the existing Condominium Corporation of current and future responsibilities, and provide the County with the ability maintain the road to the same standard seen within similarly styled developments when future development to the west and north occur.

The road is up to County standards and does not have any noted deficiencies. It is recommended that Council direct Administration to execute the attached Road Acquisition and Transfer Agreement.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends **Option #1**.

DISCUSSION:

In order to facilitate the completion of the intent of the subdivision and development comprising Monterra Drive, and in order to implement a consistent treatment of public and private roads, the County is pursuing ownership of that portion of the Phase I roads within the Development (consisting of a portion of Unit 125, Condominium Plan 051 3169).

The roads to be acquired by the County will also include all structures and improvements within the roadway. The process previously proposed will relieve the Condominium Corporation of current and future responsibilities for Monterra Drive and provide for a road network and respective responsibilities that is reflected throughout the County with similarly styled developments.

Legal counsel for the County has obtained a Road Acquisition and Transfer Agreement from MCL Development Corp., the current registered owner of the units containing the Phase 1 roads, as well as a transfer of land respecting the balance of the road units within Phase I in favour of the Condominium Corporation.

Road acquisitions are completed by registration of a Road Plan pursuant to Section 62 of the *Municipal Government Act*, and once registered will carve out the identified area as a roadway and leave the balance of Unit 125 (consisting of cul-de-sacs and road entries) as a privatively owned unit within the Condominium Plan.

Doug Hafichuk, Capital Project Management

¹Administration Resources



The Condominium Corporation has also provided executed copies of all documents to complete the acquisition of Monterra Drive by the County, and the final conveyance of the balance of Unit 125 comprising private roads to the Condominium Corporation.

The final steps to complete the acquisition of Monterra Drive by the County are as follows:

- 1. Execution of the Road Acquisition Agreement by the County;
- 2. Preparation of a Road Plan, providing for the depiction of the central Monterra Drive only, running through the Phase I Condominium Plan;
- 3. Delivery of notices to property owners and interest holders on title in the vicinity of Monterra Drive pursuant to Section 62 of the MGA (i.e. all those within 40 meters of Monterra Drive); and

Concurrent registration of the Road Plan and the Transfer of Land.

BUDGET IMPLICATION(S):

The acquisition of Monterra Drive (Phase I roads) does not require the County to complete any capital improvements, and general maintenance obligations will be completed through existing Transportation Services budgets.

OPTIONS:		
Option #1	THAT Council directs Administration to execute the Road Acquisition and Transfer Agreement, as described in Attachment 'A'.	
Option #2	THAT alternative direction	on be provided.
Respectfully subm	itted,	Concurrence,
"Byron Riemann"		"Al Hoggan"
Executive Director	_	Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Road Acquisition and Transfer Agreement

Attachment 'B' – Executed Agreements by Condominium Corporation



THIS AGREEMENT made this day of, 2019.			, 2019.	
--	--	--	---------	--

BETWEEN:

ROCKY VIEW COUNTY

a municipal corporation, (the "County")

and

MACDONALD COMMUNITIES LIMITED

a corporation incorporated, or otherwise authorized to carry on business, in the Province of Alberta (the "Owner")

ROAD ACQUISITION & TRANSFER AGREEMENT

WHEREAS:

- **A.** The Owner is the registered owner of the lands described in **Schedule "A"** (the "**Lands**"), including the private roadways contained within Unit 125 within Condominium Plan 051 3169 (the "**Road Unit 125**");
- **B.** Pursuant to Subdivision Approval No. 2006-RV-182 (File No. 06827001/002/003) (the "**Subdivision Approval**"), Medallion Cochrane Lakes Development Corp. (the "**Developer**") intended to construct a subdivision development upon the Lands as more particularly described within the Subdivision Approval (the "**Development**");
- C. Pursuant to a Development Agreement dated November 23, 2007 (the "**Development Agreement**"), entered into between the County and the Developer pursuant to Section 655 of the <u>Municipal Government Act</u> RSA 2000, c. M-26 (the "**MGA**"), the Developer agreed to construct or pay for the construction of improvements and services required in order to properly service and access the Lands or the proposed Development;
- **D.** Pursuant to the Development Agreement, as well as the applicable land use bylaw, conceptual scheme, and condominium plan respecting the Development, the Lands including Road Unit 125 is to be transferred to Condominium Corporation No. 051 3169;
- **E.** Due to the Developer's failure to perform its obligations under the Development Agreement, the Lands including Road Unit 125 remain registered in the name of the Owner, and have not been transferred to Condominium Corporation 051 3169;
- **F.** There is contained within Road Unit 125 certain bridge and related works which are required to be maintained in order to complete access to and throughout the Development, as well as adjacent lands, in accordance with the County's standards (the "**Bridge Works**"); and
- G. The County is willing to commit to the acquisition of all that portion of Road Unit 125 contained within the roadways designated as Monterra Drive as particularly shown within the plan attached as **Schedule "B"**, including all structures and improvements contained within that portion of Road Unit 125 including, without restriction, the Bridge Works ("Monterra Drive"), subject to the Owner transferring ownership of Monterra Drive and the remainder of the Lands, as contemplated within this Agreement;

NOW THEREFORE, in consideration of the premises and mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the County and the Owner agree as follows:

1. County Road Acquisition

1.1 The Owner hereby conveys to the County all of its right, title and interest in and to that portion of Road Unit 125 comprising Monterra Drive.



- 1.2 This Agreement constitutes an agreement with the County to acquire land for the purpose of a road within the meaning of Section 62 of the MGA.
- 1.3 The County or any one of its employees, representatives or agents shall be at liberty to execute the documentation and file the plan of survey contemplated by Section 62 of the MGA with respect to the Monterra Drive, the timing of registration of which shall be at the discretion of the County and subject to receipt of all required documentation no later than concurrently with transfer of ownership of the remainder of the Lands to Condominium Corporation No. 051 3169.
- 1.4 The County shall be entitled to vacant possession to Monterra Drive as of the date of the registration of the required plan of survey pursuant to Section 62 of the MGA.
- 1.5 Documents necessary to transfer title to Monterra Drive shall be prepared by the County at the County's expense, and registration of such documents at the appropriate Land Titles Office shall be at the expense of the County.

2. General

- 2.1 The parties to this Agreement shall execute and deliver all further documents and assurances necessary to give effect to this Agreement and to discharge the respective obligations of the parties.
- 2.2 A waiver by either party hereto of the strict performance by the other of any covenant or provision of this Agreement shall not, of itself, constitute a waiver of any subsequent breach of such covenant or provision or any other covenant or provision of this Agreement.
- 2.3 Whenever under the provisions of this Agreement any notice, demand or request is required to be given by either party to the other, such notice, demand or request may be given by delivery by hand to, by courier, or by registered mail sent to, the respective addresses of the parties being:

ROCKY VIEW COUNTY

262075 Rocky View Point Rocky View County, AB T4A 0X2 Phone: 403-230-1401

Fax: 403-277-5977

Attention: Byron Riemann,

Executive Director of Operations

MACDONALD COMMUNITIES LIMITED

Suite 104, 122 17th Avenue SE, Calgary, AB T2G 1H2

Tel: 403.269.9444 Fax: 403.269.9109

Attention: Ken Till P. Eng.

Senior Development

Manager

provided, however, that such addresses may be changed upon ten (10) days notice. In the event that notice is to be served at a time when there is an actual or anticipated interruption of mail service affecting the delivery of such mail, the notice shall not be mailed but shall be delivered by courier or by hand.

- 2.4 In addition to the provisions contained in the text of this Agreement, the parties shall be bound by the additional provisions found in the Schedules of this Agreement as if the provisions of the Schedules were contained in the text of this Agreement. This Agreement shall not amend, vary, waive or in any way discharge the obligations of the Developer under the Development Agreement respecting the Lands.
- 2.5 The Agreement shall be governed by the laws of the Province of Alberta.
- 2.6 Time shall in all respects be of the essence in this Agreement.
- 2.7 The Owner and the County each hereby acknowledges that they are hereby executing this Agreement having been given the full opportunity to review the same and seek proper and independent legal advice and that each is executing this Agreement freely and voluntarily and of its own accord without any duress or coercion whatsoever and that each is fully aware of the terms, conditions and covenants contained herein and the legal effects thereof.



2.8 Notwithstanding anything contained within this Agreement, this Agreement may be executed by the parties in counterpart and conveyed by facsimile or by other electronic means (including, without restriction, electronic mail) with originals to follow by courier, such that upon the unconditional delivery a counterpart copy of this Agreement by each party to the other the said counterparts shall form one and the same Agreement dated effective as of the date provided within this Agreement.

IN WITNESS WHEREOF, the parties hereto have affixed their corporate seals, duly attested by the hands of their respective proper officers in that behalf, as of the day and year first above written.

	ROCKY VIEW COUNTY
, D	Per:
(corporate seal)	Per:
	MACDONALD COMMUNITIES LIMITED
	Per:
(corporate seal)	Per:



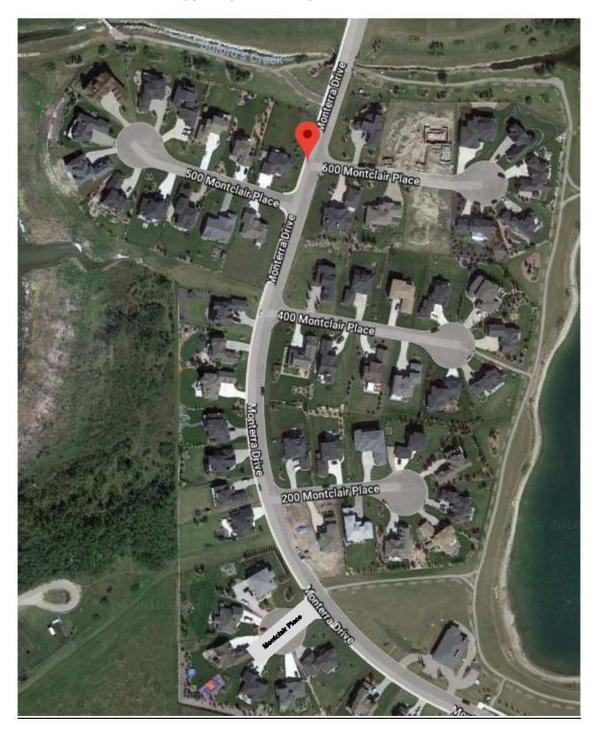
SCHEDULE "A" - THE LANDS & ROAD UNIT 125

CONDOMINIUM PLAN 051 3169 UNIT 125 AND 1 UNDIVIDED ONE TEN THOUSANDTH SHARES IN THE COMMON PROPERTY EXCEPTING THEREOUT ALL MINES AND MINERALS

CONDOMINIUM PLAN 051 3169 UNIT 52 AND 2 UNDIVIDED ONE TEN THOUSANDTH SHARES IN THE COMMON PROPERTY EXCEPTING THEREOUT ALL MINES AND MINERALS



SCHEDULE "B" - MONTERRA DRIVE



	AF	FIDAVIT OF TRANSFEREE	COCHRANE MET
CANADA)	I, MARK THOMAS	, of Calgary,
Province of Alberta)	Alberta,	
TO WIT:)	MAKE OATH AND SAY AS F	OLLOWS:

- I am the transferee, or the agent of the transferee, named in the within instrument 1. or annexed transfer and I know the lands therein described.
- 2. I know the circumstances of the said transfer and the true consideration paid by the transferee as follows:

Cash \$10.00.

3. The current value of the land, in my opinion is \$10.00. This land consists of common area units which comprise components of this project outside the boundaries of the residential units and in my opinion has no marketable value.

***"value" means the dollar amount that the land might be expected to realize if it were sold on the open market by a willing seller to a willing buyer.

*** "land" includes buildings and all other improvements affixed to the land.

SWORN BEFORE ME at the City of Cochrane, in the Province of Alberta, this a day of

A Commissioner for Oaths in and for Alberta

NOTE: The land which is the subject of the within Transfer is comprised of a remainder or common property unit with a nominal value only. It is neither a residential nor a commercial property and has no market value. If further information is required, please see Condominium Plan and Surveys Department personnel.

JAMES E. POLLEY Barrister & Solicitor

IRREVO	CART	E DIR	ECTI	ON

To:

ROCKY VIEW COUNTY

AND TO:

MCL DEVELOPMENT CORP.

RE:

PORTION OF CONDOMINIUM PLAN 051 3169 UNIT 125

CONDOMINIUM PLAN 051 3169 UNIT 52

IN CONSIDERATION of the sum of One (\$1.00) Dollar and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned hereby irrevocably authorizes and directs as follows:

- 1. The title to Condominium Plan 051 3169 Unit 125, specifically excluding all that portion of Unit 125 contained within Monterra Drive, and Condominium Plan 051 3169 52 (collectively, the "Road Lands"), be transferred to the name of Condominium Corporation No. 051 3169;
- 2. The above-noted parties, and/or their respective agents, shall be authorized to register a transfer of land respecting the Road Lands in the name of Condominium Corporation No. 051 3169, subject to:
 - receipt of an Affidavit of Transferee duly executed by Condominium Corporation No. 051 3169, or the written authorization of Condominium Corporation No. 051 3169 to execute the necessary Affidavit of Transferee as its agent; and
 - (b) concurrent registration of a road plan respecting all that portion of Unit 125 contained within Monterra Drive.

THE UNDERSIGNED HEREBY AGREES that this direction is and shall remain irrevocable for the purposes aforesaid.

c/s

CONDOMINIUM CORPORATION No. 051 3169

Per:



MUNICIPAL CLERK'S OFFICE

TO: Council

DATE: July 23, 2019 DIVISION: All

FILE: N/A

SUBJECT: Municipal Planning Commission

¹POLICY DIRECTION:

Section 626 of the *Municipal Government Act* (MGA) states that Council may, by bylaw, establish a Municipal Planning Commission (MPC).

EXECUTIVE SUMMARY:

The purpose of this report is to seek Councils direction to report on a Municipal Planning Commission (MPC), draft an MPC Bylaw, and provide an implementation plan for Councils consideration by September 24, 2019.

The MGA provides the legislative framework to guide the operations of municipalities in Alberta and empowers municipalities with the authority and flexibility to develop an MPC.

Municipal planning authorities are responsible for reviewing subdivision and development applications and issuing decisions that are reflective of planning policies that have been established by the municipality, through statutory plans and land use bylaws. The MGA provides several types of planning authorities that can be established by Municipal Council, including subdivision and development authorities, Municipal Planning Commissions, and subdivision and development appeal boards.

Currently, the County's planning authorities are established by the following bylaws:

- Subdivision Authority Bylaw C-7546-2015
- Development Authority through the Land Use Bylaw C
- Subdivision and Development Appeal Board Authorities through the Appeal and Review Panels Bylaw C-7717-2017

A municipality may, by bylaw, establish a MPC to exercise subdivision and development powers. If established by Council, the MPC would approve all or certain subdivision and development permits. As a committee of Council, the MPC would allow the MPC members to have a greater window into and control of critical development permit decisions.

When contemplating the creation of a Municipal Planning Commission, Council will need to consider and provide direction such as frequency of meeting for scheduling purposes, training of members for decision making, staff resources, terms of appointment, level of authority delegated to the commission, increased workload, member composition, procedures, bylaw creation, and existing bylaw amendments. These matters would be addressed in the September 24th report.

ADMINISTRATION RECOMMENDATION:

That Council direct administration to report on a Municipal Planning Commission (MPC), draft an MPC Bylaw, and provide an implementation plan for Councils consideration for the September 24, 2019 Council meeting.

BUDGET IMPLICATIONS:

¹ Administration Resources

None at this til	me		
OPTIONS:			
Option #1:	Motion #1:	THAT Administration be directly Planning Commission (MPC) provide an implementation planet september 24, 2019.	•
Option #2:	otion #2: THAT Council provide alternative direction.		ative direction.
Respectfully s	ubmitted,		Concurrence,
"Kent Robinso	n"		"Al Hoggan"
Executive Dire	ector, Corporat	e Services	Chief Administrative Officer

cs/rb



FIRE SERVICES & EMERGENCY MANAGEMENT

TO: Council

DATE: July 23, 2019 **DIVISION**: All

FILE: N/A

SUBJECT: 2019 Emergency Services Budget Adjustment

POLICY DIRECTION:

Under the *Municipal Government Act*, Council is the approving authority for the County's budget and for adjustments to that budget.

EXECUTIVE SUMMARY:

The proposed budget adjustment is required due to the County receiving emergency services grant funding for \$1,568,400.00 after the approval of the 2019 budget. These adjustments (Attachment 'A') are composed of special initiatives that enhance County Emergency Services.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends that Council approve the proposed adjustments to the Emergency Services budget in accordance with Option #1.

BACKGROUND:

The Regional Resilience Program will increase community capacity and build relationships before, during, and after a disaster at the residential, business, and community levels in Rocky View County. The program will support a range of activities, including a community needs assessment, identification and engagement of key stakeholders, exercises and training, and identification and capacity building of existing resources and programs. The Regional Resilience Program has been funded under the Canadian Red Cross Community Organization Partnership grant program.

The County has also received grant funding through the Forest Resource Improvement Association of Alberta (FRIAA) for three fuel modification projects in the Greater Bragg Creek area.

- 1. Bragg Creek Provincial Park Detailed Vegetation Management study.
- 2. Bragg Creek Resident Debris Chipping Project.
- 3. Bragg Creek Municipal Lands Vegetation Management

BUDGET IMPLICATION(S):

Grant funding for \$1,568,400.00 has been received.

OPTIONS:

Option #1: THAT the Emergency Management budget adjustment be approved as per

Attachment 'A'.

Option #2: THAT alternative direction be provided.

Administration Resources Randy Smith, Fire Services



Respectfully submitted,	Concurrence,
"Richard Barss"	"Al Hoggan"
Acting Executive Director Community Development Services	Chief Administrative Officer
ATTACHMENTS:	

ATTACHMENT 'A' - 2019 Emergency Services Budget Adjustment

ROCKY VIEW COUNTY BUDGET ADJUSTMENT REQUEST FORM BUDGET YEAR: 2019

Description Adjustment EXPENDITURES:	
EXILENDIT ONES	
Regional Resilience Program 1,404,	900
	000
Bragg Creek Resident Debris Chipping Project 16,	000
Bragg Creek Municipal Lands Vegetation Management 137,	500
TOTAL EXPENSE: 1,568,	400
REVENUES:	
Red Cross Grant - Regional Resilience Program (1,404,	900)
FRIAA Firesmart Program Grant (163,	
TOTAL REVENUE: (1,568,	400)
NET BUDGET REVISION:	0
REASON FOR BUDGET REVISION:	
The budget adjustment is due to grant funding received for the Regional Resilience Program	
and FireSmart Programs.	
ALITHODIZATIONI	
AUTHORIZATION:	
Chief Administrative	
Officer: Council Meeting Date:	
Al Hoggan	
Executive Director	
Corporate Services: Council Motion Reference:	
Kent Robinson	
Manager: Date:	
Manager: Date:	
Budget AJE No:	
Posting Date:	



PLANNING AND DEVELOPMENT SERVICES

TO: Council

DATE: July 23, 2019 **DIVISION:** 9

FILE: 07802003 **APPLICATION:** PL20190028

SUBJECT: Master Site Development Plan Item - Cochrane Lake Gas Co-op

Note: This application should be considered in conjunction with Redesignation application (PL20190029)

POLICY DIRECTION:

The application was evaluated in accordance with policies of the County Plan.

EXECUTIVE SUMMARY:

The purpose of this application is to adopt the Cochrane Lake Gas Co-op Master Site Development Plan that guide future redesignation and subdivision for creation of three business parcels on \pm 10 acres of the land with a \pm 30.53 acre agricultural remainder.

The following is a summary of the application assessment:

- The application is consistent with the Master Site Development Plan requirements outlined in the County Plan; however, the proposed business development does not meet the Business Development Policy 14.9 and Policy 14.22 within the County Plan.
- All other technical matters required at this stage of the application process are satisfactory.

¹ ADMINISTRATION RECOMMENDATION

Administration recommends refusal in accordance with Option #2.

DATE APPLICATION RECEIVED: March 11, 2019 **DATE APPLICATION DEEMED COMPLETE:** April 2, 2019

PROPOSAL: To adopt the Cochrane Lake Gas Co-op Master Site

Development Plan that guide future redesignation and subdivision for creation of three business parcels on \pm 10

acres of the land with a ± 30.53 acre agricultural

remainder.

LEGAL DESCRIPTION: Block 1, Plan 9311233, SE 02-27-04-W05M

GENERAL LOCATION: Located 1 mile east of Highway 22 and on the north side of

Highway 567.

APPLICANT: B & A Planning Group

OWNERS: Kerry Marit

EXISTING LAND USE DESIGNATION: Ranch and Farm District

PROPOSED LAND USE DESIGNATION: To be considered in the redesignation application

Xin Deng and Milan Patel, Planning and Development Services

¹ Administrative Resources



GROSS AREA: ± 40.53 acres

SOILS (C.L.I. from A.R.C.): Class 4H, P – The subject land contains severe limitations

for crop operation due to temperature and excessive

surface stoniness.

PUBLIC SUBMISSIONS:

The application was circulated to 43 landowners in the area between April 04 and April 30, 2019. One (1) letter in support and one (1) letter in opposition were received (Appendix 'D'). The application was also circulated to a number of internal and external agencies (Appendix 'A').

HISTORY:

February, 2010 Redesignation application 2010-RV-037 was received to redesignate a ± 10 acre

portion of the subject lands from Ranch and Farm District to Business-Industrial Campus District to facilitate the development of an office and outdoor storage

facility. However, the application was withdrawn and file was closed.

November, 2005 Redesignation application 2005-RV-493 was received to edesignate the subject

land from Ranch and Farm District to Agricultural Holdings District in order to create a \pm 20 acre parcel with a \pm 20 acre remainder. However, the application

was withdrawn and file was closed.

July 21, 1992 Subdivision application 1992-RV-103 was refused by the Subdivision Authority to

create one \pm 40 acre parcel with a \pm 40 acre remainder. The Owner appealed to the Alberta Planning Board, and the Board approved the subdivision application with Board Order 608-S-92/93. The subdivision was registered on Plan 9311233.

One of the 40 acre parcels is the subject land in this application.

BACKGROUND:

The subject land contains a dwelling, a private riding arena, several barns and paddocks. The land is accessed via the existing approach off Highway 567. The property is serviced by existing water well and private sewage treatment systems.

The Applicant provided a Master Site Development Plan (MSDP) to support their redesignation application (PL20190029), even though a Master Site Development Plan is not required by the County Plan.

MASTER SITE DEVELOPMENT PLAN OVERVIEW:

The MSDP was evaluated in accordance with the criteria of a MSDP outlined in the County Plan. The proposed MSDP provides an overview of the proposed development, transportation, servicing, public consultation and other technical studies.

Development Concept

The Applicant proposes to create three business parcels: one \pm 2.56 acre parcel (Lot 1), one \pm 2.52 acre parcel (Lot 2), and one \pm 4.13 acre parcel (Lot 3). The Cochrane Lake Gas Co-op will purchase these three parcels, build new office and warehouse facilities on Lot 1, and sell the rest two parcels to other business users.

The proposed Lot 1 will contains office, shop, future storages, potable water cistern, wastewater storage tank, parking/loading area, stormwater pond, landscaping area, perimeter/security fencing with access gate, waste management bins and pylon sign. The proposed buildings, landscaping,



parking and lighting will be assessed at the future development permit stage in accordance with the Land Use Bylaw.

<u>Transportation</u>

Two existing panhandles that belong to the adjacent parcels to the north will be upgraded by the applicant to an industrial paved road, as the extension of Cook Road. The proposed new parcels will be accessed via the new approaches off the extension of Cook Road. The remainder land will be accessed through a new panhandle. The existing approach off Highway 567 will be removed and reclaimed at the future subdivision stage.

The Applicant prepared a Traffic Impact Assessment (TIA) in support of the proposed MSDP. The TIA evaluated the existing intersection of Highway 567 and Cook Road and concluded that the intersection can accommodate the increased traffic expected by development proposed within the MSDP area. Further, the TIA assessed the intersection of Highway 22 & Highway 567 which indicated that it is failing at opening day. Alberta Transportation intends to develop a roundabout at the intersection of Highway 567 and Highway 22 in the future (beyond 10 year time frame). Alberta Transportation reviewed the proposal and has no objection at this time.

Water Supply

The proposed new lots will be serviced with water cistern system with truck in. Water storage cisterns will be installed within each lot to accommodate the potable water demand and provide water supply for fire suppression purposes – which may require an onsite reservoir and dry hydrant system.

The remainder land where the dwelling is situated will continue using the existing water well for water supply.

Wastewater Treatment

Wastewater will be provided by sanitary holding tanks to be installed within each lot and will be sized in accordance with the requirements of new business owner's water demand. A licensed contractor will transfer sanitary effluent to an approved wastewater disposal facility at the expense of the lot owner.

Stormwater Management

The Applicant prepared a Conceptual Stormwater Management Report. Stormwater will be managed by an overland drainage system that directs surface flows into private stormwater ponds that will be operated and maintained by each lot owner.

An overland drainage plan and associated easement agreement will be provided at the future subdivision stage to specify a right for the County to access the lands to maintain the stormwater management facility if emergency circumstances warrant.

Geotechnical Evaluation

The Applicant prepared a Geotechnical Evaluation which assessed the general subsurface soil conditions at the site for the design and construction of the proposed development. The report concluded that subsurface conditions at the site are suitable for the proposed business development. The recommendations of the study would be implemented at the future development stage.

Environment Assessment

An Environmental Feasibility Study was provided by the Applicant. The purpose of the study is to describe the feasibility of the development from the environmental aspect, identify any potential environment constraints and provides recommendations for future biophysical studies. The site is currently partially developed into an equestrian facility and the remainder land is disturbed by overgrazing. As the site and immediate surrounding areas do not contain any features of interest



(i.e., large wetlands, forests, migratory stop-over points), it is unlikely that the development of the land will affect wildlife.

Historic Resources:

The Historical Resources Act approval was granted by the Alberta Cultural and Tourism for the proposed development in November, 2018.

Public Consultation:

On November 8, 2018, Cochrane Lake Gas Co-op hosted a Community Information Session to present the proposed MSDP to the area landowners and key stakeholders. Seven (7) landowners attended the information session. The team presented information and responded to questions. No significant concerns were expressed by those in attendance.

CONCLUSION:

The proposed MSDP summarizes the development concept and servicing strategies, and provides supportive information to guide future development. Even though those technical submissions concluded that the site is suitable for the proposed development, the proposed business development in inconsistent with the business policies within the County Plan.

OPTIONS:

OPTION # 1: Council adopt the Cochrane Lake Gas Co-op Master Site Development Plan that guide future redesignation and subdivision for creation of three business parcels on \pm 10 acre of the land with \pm 30.53 acre agricultural remainder.

OPTION # 2: The application PL20190028 be refused.

Respectfully submitted,	Concurrence,
"Richard Barss"	"Al Hoggan"
Acting Executive Director Community Development Services	Chief Administrative Officer

XD/IIt

APPENDICES:

APPENDIX 'A': Application Referrals

APPENDIX 'B': Proposed Cochrane Lake Gas Co-op Master Site Development Plan

APPENDIX 'C': Map Set

APPENDIX 'D': Landowner Comments



APPENDIX A: APPLICATION REFERRALS

AGENCY	COMMENTS
School Authority	
Rocky View Schools	No objection.
Calgary Catholic School District	No response.
Public Francophone Education	No response.
Catholic Francophone Education	No response.
Province of Alberta	
Alberta Environment	Not required for circulation.
Alberta Transportation	The department recognizes that the land involved in this application will rely on the municipal road network for access. It appears that the additional three lots being created by this application should not have a significant impact on the provincial highway system. In addition, the department agrees with access plans as indicated in "Transportation Section 7.1" of the Cochrane Lake Gas Co-op Master Site Development Plan.
	Alberta Transportation has no objection to this proposal and is prepared to grant an unconditional variance of Section 14 of the Subdivision and Development Regulation, at the time of subdivision application.
	Also, please note, subsequent development activity at this location will require a Roadside Development Permit from the department.
Alberta Sustainable Development (Public Lands)	Not required for circulation.
Alberta Culture and Community Spirit (Historical Resources)	No response.
Alberta Energy Regulator	No response.
Alberta Health Services	Alberta Health Services, Environmental Public Health (AHS-EPH) understands that the Cochrane Lake Gas Co-op Master Site Development Plan (MSDP) and accompanying Land Use Re-designation application propose the development of a business area for light industrial uses. Based on the information provided, AHS-EPH provides the following comments for your consideration:



AGENCY COMMENTS

The MSDP indicates that potable water will be hauled to the site and stored in cisterns. Please note that the Alberta Public Health Act specifies that:

The owner of a cistern that is used to hold a potable water supply intended for consumption by the public shall ensure that the cistern:

- a) is maintained in a clean and sanitary condition, and
- b) is not used for any other purpose (AR 243/2003s14).

Routine bacteriological sampling of the potable water supply is recommended. For more information, the Applicant may speak directly with a Public Health Inspector by contacting AHS-EPH at (403) 943-2296, or calgaryzone.environmentalhealth@ahs.ca.

AHS-EPH recommends that any development that has the potential to adversely impact surrounding receptors (e.g., noise, odours, emissions, etc.) should not be located in close proximity to residential or sensitive land use areas (e.g., food establishments, child care facilities, schools, etc.). Appropriate setback distances and/or buffers should be developed to ensure that existing and future residential receptors are adequately protected.

Public Utility

ATCO Gas No objection.

ATCO Pipelines No response.

AltaLink Management No response.

FortisAlberta FortisAlberta has no concerns. We look forward to receiving

your subdivision application in due course as an easement will

be required.

Telus Communications No objections.

TransAlta Utilities Ltd. No response.

Other External Agencies

EnCana Corporation No response.



AGENCY	COMMENTS
Rocky View County Boards and Committees	
ASB Farm Members and Agricultural Fieldman	No response.
Rocky View Ranch Lands Recreation Board	No comment.
Internal Departments	
Recreation, Parks and Community Support	Given the nature of the commercial land use and the overall location context; provision for public park and/or open spaces are not necessary.
	The plan area has not been identified to support development of a regional active transportation network.
	Future active transportation network connectivity may be contemplated for location within the adjacent road right of way.
	Citing the above- as dedication of Municipal Reserve is not required to support park, open space or active transportation network infrastructure; taking of cash In lieu is prudent.
Development Authority	No response.
GIS Services	No comment.
Development Compliance	No recommendations or concerns.
Building Services	No response.
Fire Services & Emergency Management	Having reviewed the circulation, the Fire Service has the following comments:
	 Please ensure that water supplies and hydrants are sufficient for firefighting purposes. Please contact the Fire Service to propose a design for a private hydrant systems for the entire development.
	Dependent on the occupancies, the Fire Service recommends that the buildings be sprinklered, if applicable, as per the Alberta Building Code.
	 Please ensure that access routes are compliant to the designs specified in the Alberta Building Code and the Rocky View County Servicing Standards.
	4. Please ensure that there is adequate access throughout all phases of development and that the access complies with the requirements of the Alberta Building Code & NFPA 1141.



AGENCY

Planning and Development Services - Engineering

COMMENTS

General:

- The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures.
- A Historical Resources Act approval has been granted to the Cochrane Lake Gas Co-op MSDP/Land use amendment applicant by Alberta Culture and Tourism with a condition to notify the Minster of Discovery, should an historic resource is discovered in the course of making an excavation.

Geotechnical:

- Based on County's GIS review, no slopes greater than 15% were observed.
- A Geotechnical Site Investigation was submitted, dated October, 2018 to determine the soil and groundwater condition within the proposed land.
- Geotechnical Site Investigations indicated the sub-surface characteristics within the MSDP area are suitable for the proposed development and doesn't present any significant constraints. Geotechnical Site Investigation provided comments and recommendation in regards to developments of the site. Engineering have no further requirements at this time.
- At the time of future subdivision, the applicant may be required to conduct further geotechnical investigation throughout the proposed development to determine the site's suitability to support the proposed development.

Transportation:

- Access will be provided by an extension of Cook Road to the northwest corner of the subject lands.
- Applicant will be responsible for obtaining public road right of ways for the extension of cook road as shown in MSDP for phase 1 development and will be required to enter into a Development Agreement with the County for the construction of the said road in accordance with the County Servicing Standards
- A Traffic Impact Assessment (TIA), prepared by Bunt & Associates Engineering Ltd was provided. Dated November 8, 2018.
- Intersections of Hwy 22 & Hwy 567 and Hwy 567 & Cook Road were studied for capacity for Opening Day and 20 Year horizons.



AGENCY

COMMENTS

- The intersection of Hwy 22 & Hwy 567 fails at opening day and 20 year horizon. However, as per TIA, the intersection of Hwy 22 and Hwy 567 is planned to be upgraded to a single-lane roundabout within Alberta Transportation's ten (10) year timeframe. The intersection of Hwy 567 & Cook Road will operate within the acceptable parameters in the opening day and 20 year horizons. No additional improvements are expected to be required.
- AT is in agreement with access plans for Cochrane Lake Gas Co-op MSDP and addresses that additional three lots (Phase 1) being created by this application should not have a significant impact on the provincial highway system. AT has no objection to this proposal.
- As a condition of future subdivision, the applicant will be required to provide payment of the Transportation Off-Site Levy in accordance with the applicable levy at time of approval for the total gross acreage of the lands proposed to be developed.

Sanitary/Waste Water:

- Preliminary Servicing Brief was submitted, prepared by Sedulous Engineering Inc., dated February 19th.
- As per Preliminary Servicing Brief, individual pump-out tanks are likely to be provided for proposed development. This complies with recommendation of Policy#449.

Water Supply And Waterworks:

- As per the Servicing Brief, either a water well or water cistern could be provided for domestic water supply.
- At a time of future subdivision, if applicant chooses to use well for proposed industrial development, applicant will be required to obtain approvals from Alberta Environment to withdraw water from groundwater for purposes other than domestic use. Also, applicant will be required to certify by approved professional, defined under Water Act that there is a long term supply of groundwater and that there is no unreasonable impact on existing water users, to the satisfaction of Alberta Environment and County.
- As per the Servicing Brief, dedicated stormwater ponds may be required to supply water for fire suppression in accordance with NFPA 1141/1142 should it be required at the DP stage.



AGENCY COMMENTS

Storm Water Management:

- Conceptual Level Stormwater Management Report was submitted, prepared by Sedulous Engineering Inc., Dated February 2019.
- Stormwater Management report considers having a dual pond system incorporating fire/irrigation ponds, infiltration basins and weir controls to manage stormwater on site. The model demonstrated that pre-development flows and volumes are not exceeded post-development.
- As a condition of future subdivision, the applicant is required to obtain/register all overland drainage right of ways and all associated agreements on a remainder lot.
- As a condition of future subdivision, the applicant is required to provide detailed stormwater design, prepared by a qualified professional in accordance with Conceptual Level Stormwater Management Report and County's Servicing Standards.

Environmental:

- A Phase I environmental site assessment report was submitted, prepared by Trace Associates, Dated September 18, 2018.
- As per the results of environmental site assessment, no actual or potential sources of contamination from on-site or off-site sources were identified.
- A Cochrane Lakes Gas Co-op Environmental Feasibility Study was submitted, prepared by Natural Resource Solutions Inc., dated October 31, 2018.
- Based on Environmental Feasibility Study, there are likely no critical environmental constraints to development present within the site. The feasibility study identified wetlands and water bodies/watercourses on site and recommended Spring Field Assessment to supplement the information of Environmental Feasibility Study. As a condition of the future subdivision, applicant will be required to complete Biophysical Impact Assessment incorporating spring field assessment.
- As wetlands or ephemeral water bodies/watercourses are impacted by proposed development, at a time of future DP or subdivision, the applicant will be required to obtain all necessary approvals from AEP under the Water Act.

Utility Services

No concerns.



AGENCY	COMMENTS
Capital Project Management	No concerns.
Transportation Services	Applicant to confirm access to development / subdivided lots.
	Application involves Development along Alberta Transportation Road Allowance. Therefore applications to be circulated to Alberta Transportation for review and comments.
	Proposed public road ban identified as private road. Access to be confirmed.
	NOTE: Access requirements have been addressed in the MSDP.

Circulation Period: April 4, 2019 - April 30, 2019







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section 1.0

Introduction

This Master Site Development Plan (MSDP) proposes the development of a limited-service business area to accommodate a variety of light industrial uses that benefit from highway exposure and efficient access provided by the regional transportation network.

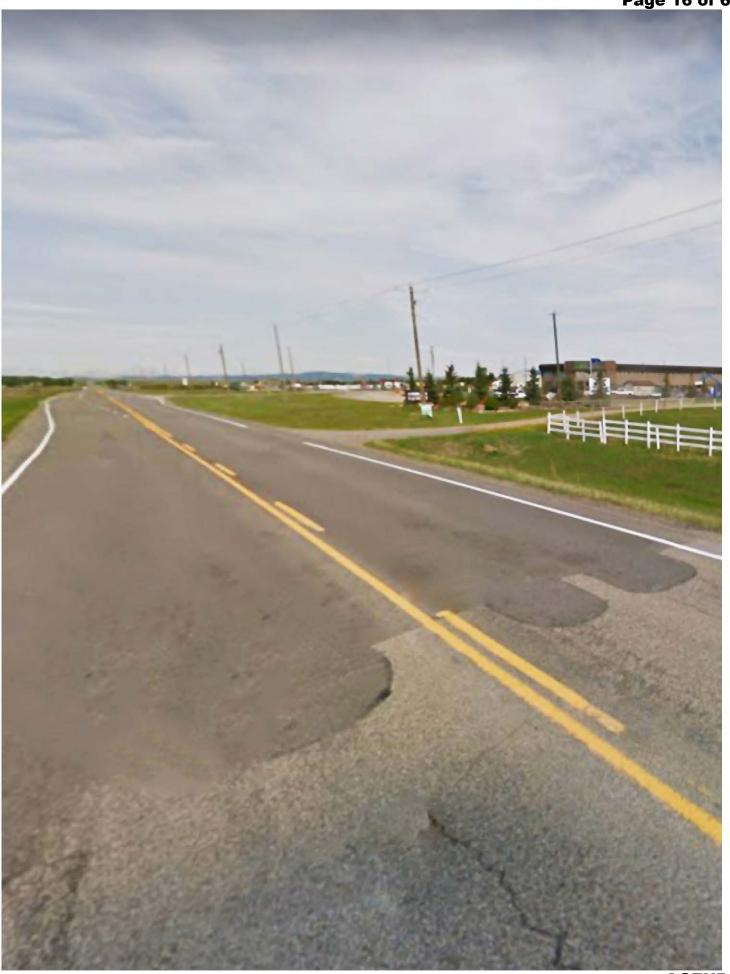
The MSDP is intended to establish an implementation framework for this proposed development within the context of the County's Municipal Development Plan (The County Plan) in addition to the recently adopted Calgary Metropolitan Region Board Interim Growth Plan (IGP).

This MSDP describes a strategy to provide transportation and utility servicing infrastructure to support the proposed development which demonstrates how the project could be proceed without negatively impacting existing adjacent businesses or the surrounding agricultural parcels.

Specific provisions within this MSDP illustrate proposed placement of a new combined administrative office and warehouse facility to be constructed by Cochrane Lake Gas Co-op Ltd. (CLGC). The preliminary Lot 1 Site Plan is intended to establish initial expectations regarding how CLGC intends to situate buildings and landscaping within the MSDP area.

This MSDP is prepared in accordance with the "Other Business Development" policies of County Plan (Bylaw C-7280-2013).

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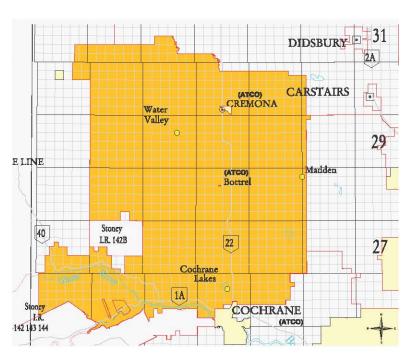
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section 2.0

The Project Vision & Rationale

Cochrane Lake Gas Co-Op Ltd. (CLGC) is a franchise utility service provider that has supplied natural gas to its franchise service area for over 40 years. CLGC incorporated in 1972 and currently services ± 2,700 customers situated within an area covering ± 1,927 km2, including much of the northwest quadrant of Rocky View County.

CLGC presently operates from a \pm 5,000 ft² combined administrative office/industrial warehouse facility situated on a \pm ¼ ac parcel within the Town of Cochrane's East End Industrial Area. Continued growth



within the Town is constraining CLGC's capacity to deliver services to their rural customer base, mainly due to the effects of traffic congestion within the Town. For this reason, CLGC is seeking to relocate its base of operations to a strategic location within Rocky View County so as to provide more efficient and timely service to their rural customer base.

The MSDP is situated directly east of an existing rural business area which is accessed from Highway 567, a paved regional highway under the jurisdiction of Alberta Transportation. CLGC's proposal to develop additional business lots at this location contemplates the logical extension of the existing paved highway service road referred to as Cook Road. Proximity to existing business development combined

with the opportunity to leverage the existing transportation infrastructure provides the fundamental rationale that addresses the question 'why this location for this type of development'?

The MSDP area will be serviced by potable water cisterns and sanitary holding tanks that will not require support from the County's utility infrastructure systems. Stormwater management will be accommodated by individual on-site retention facilities constructed within each business lot. The overall design of the drainage system will mitigate potential negative impacts to the surrounding regional drainage pattern.

The MSDP area is expected to be developed with three (3) business development parcels situated within the western portion of the MSDP area. CLGC will develop a new combined administrative office and warehouse facility within the parcel abutting Highway 567, and market the remaining two (2) parcels to other industrial users.

section 3.0

Area Context

As illustrated by **Figure 1: Regional Context,** the MSDP area is located ±1.2 km east of Highway 22, north of Highway 567 and directly east of the paved highway service road referred to as Cook Rd.

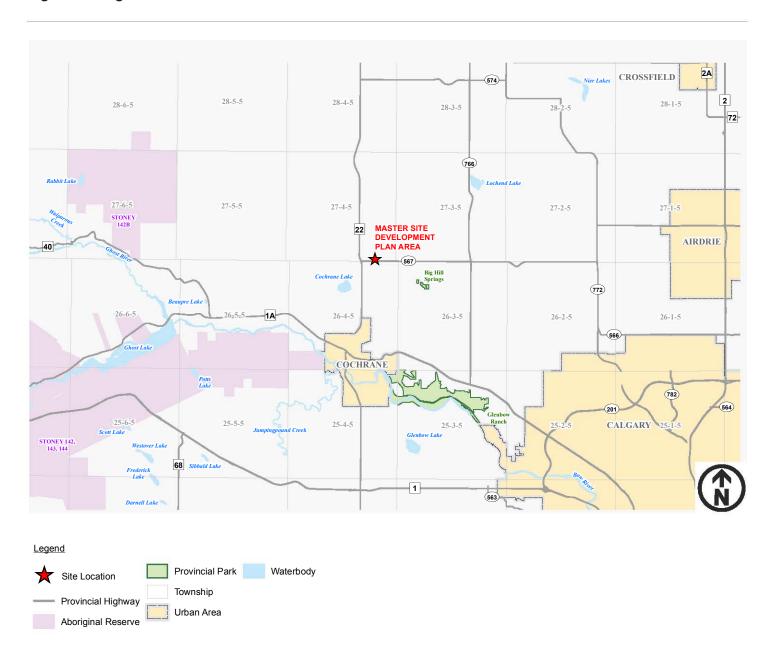
The pattern of existing land use and development within the surrounding area is characterized by an evolving mix of rural business developments, natural resource extraction (aggregate), extensive agricultural operations and small-holdings agricultural parcels.

Highway 567 provides convenient access to an arrangement of existing highway-oriented business developments including a fuel service centre / restaurant, a recreation vehicle campground / storage facility, several equipment rental facilities, a livestock feed store and a landscaping nursery. These existing businesses are predominantly serviced by stand-alone water cisterns, sanitary pump-outs and stormwater management facilities. As such, this evolving highway business area is 'self-sufficient' and does not require the support of municipal utility servicing infrastructure.

The MSDP area is located \pm 1.2 km east of the existing 'at-grade' intersection of Highways 22 and 567. Alberta Transportation is expected to upgrade the existing highway intersection with a rural roundabout; however, no specific budget or timeline has been announced by the Province for this improvement.

The County has recently approved three (3) land use amendment applications for aggregate extraction operations on lands situated along Hwy 567 ± 0.8 km east of the subject lands.

Figure 1: Regional Context



SECTION 4.0

Existing Conditions

As illustrated by **Figure 2: Local Area Context**, the MSDP area is situated directly north of Highway 567 approximately 1.2 km east of Highway 22. The subject land includes an active equestrian facility referred to a Marit Stables containing a private riding arena, various barns & paddocks and a single-family dwelling. Access is provided from Hwy 567 via an existing approach and gravel driveway. Utility Servicing is provided via groundwater well(s) and private sewage treatment systems (PSTS).

As illustrated by **Figure 3: Site Conditions**, the MSDP area is legally described as Block 1, Plan 931 1233, is situated within SE 2-27-4-W5M and contains \pm 16.4 ha (\pm 40.53 ac). The subject lands contain undulating topography that slopes generally from west to east including a mix of pasture and cultivated lands.

4.1 Historical Resource Considerations

The likelihood of the MSDP area containing historical and/or archaeological significance is considered low. An application for project clearance under the Historical Resources Act was submitted to Alberta Culture and Tourism in accordance with the Online Permitting and Clearance system (OPaC). On November 7, 2018, the Province granted clearance for the project.

4.2 Phase One Environmental Site Assessment

A Phase One Environmental Site Assessment (ESA) was prepared to identify and describe sources of past/ existing soil contamination present within the MSDP Area. This report concluded that the site does not contain any significant environmental impairments that would prevent the proposed development proceeding.

4.3 Biophysical Considerations

An Environmental Feasibility Assessment (EFA) was prepared to consider the environmental significance and ecological sensitivity of habitat conditions within the site. The subject land includes existing agricultural lands that have been previously disturbed by the development of an equestrian facility with associated pasture and cultivated areas. As illustrated by **Figure 3: Site Conditions**, the site contains a number of seasonal marshes situated within the northeast portion of the MSDP area. As such, the EFA recommends that a Wetland Assessment Impact Report (WAIR) be prepared at the subdivision stage to that delineate proposed areas of disturbance and establish anticipated compensation amounts that must be paid by the owner to Alberta Environment in accordance with the Provincial Wetland Policy.

Figure 2: Local Area Context

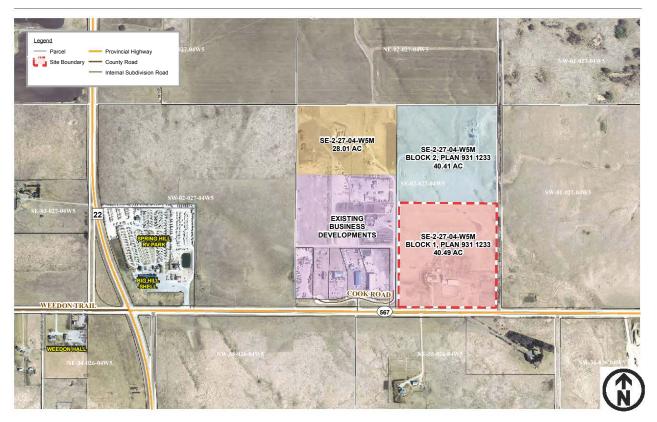


Figure 3: Site Conditions



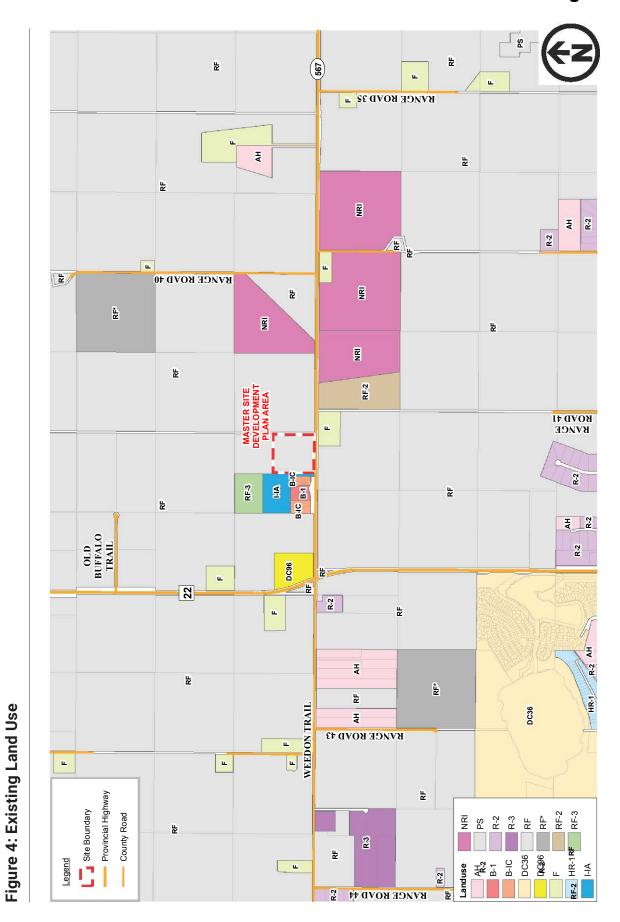


4.4 Geotechnical Considerations

A Geotechnical Investigation was completed to assess conditions underlying the site and to establish specific mitigation recommendations that might be required to facilitate development within the MSDP area. The report's conclusions indicate that the sub-surface characteristics within the MSDP area are considered suitable for the proposed development and do not present any significant constraints that might restrict the development proceeding.

4.5 Existing Land Use

As illustrated by **Figure 4: Existing Land Use**, the subject lands are presently designated Ranch and Farm District (RF) in accordance with the County's Land Use Bylaw (C-4841-97). The equestrian facility within the MSDP area is supported by this existing agricultural land use designation.



section 5.0

The Development Concept

5.1 The Development Concept

As illustrated by **Figure 5: Development Concept,** the Development Scenario contemplates the developer (Cochrane Lake Gas Co-Op Ltd.) creating three (3) business development lots and a \pm 30.53 ac remainder parcel.

Access will be provided by an extension of the public road (Cook Road) to the northwest corner of the subject lands. CLGC will secure road ROW affecting portions of the existing panhandles that provide access to the two parcels situated north and northwest of the MSDP area (SE 2-27-4-W5M). The developer will construct an industrial paved road within the public road ROW in accordance with the County Servicing Standards. All existing approaches from Highway 567 will be removed. Access to the new and existing lots will be provided by approaches from the internal subdivision road. Access to the ± 30.53 ac remainder will be provided by an approach and driveway situated within a ± 12.5 m panhandle abutting Highway 567. An access easement will be required to accommodate a temporary turn-around at the northern terminus of the public road ROW. A 'Future Road Acquisition Agreement' will be registered via caveat against titles to Lot 3 to facilitate potential ROW extension should additional development of the remainder parcel ever be warranted.

Potable water will be provided by a trucked in water service. Water storage cisterns will be installed within each lot to be appropriately-sized to accommodate the potable water demand for each business lot and provide water supply for fire suppression purposes – which may require an on-site reservoir and dry hydrant system. A licensed contractor will be engaged by the future owner to transport potable water to each lot on an as-needed basis.

Wastewater will be provided by sanitary holding tanks to be installed by the future owner within each lot and sized in accordance with the requirements of each business lot's potable water demand. A licensed contractor will be engaged by the future owner to transport sanitary effluent to an approved wastewater disposal facility.

Stormwater will be managed by individual stormwater management facilities (SWMF) to be constructed by the developer within each lot. The design of each SWMF will limit the impact of the surface drainage on downstream lands and water bodies in accordance with the County's Servicing Standards.

Figure 5: Development Concept







5.2 The CLGC Preliminary Site Plan (for Lot 1)

As illustrated by **Figure 6: The CLGC Preliminary Site Plan (for Lot 1)**, CLGC intends to develop a new combined administrative office and warehouse facility within Lot 1 with key considerations described as follows:

- Administrative office
- Warehouse facility
- Potential Pole Shed (for future storage);
- Potable water cistern;
- Wastewater storage tank;
- Parking/loading area(s);

- Stormwater management facility (SWMF);
- Landscaped area(s);
- Perimeter/security fencing with access gate;
- · Pylon sign; and
- · Waste management bins.

The maximum building heights & yard setback requirements will be addressed at the development permit stage in accordance with the requirements of the County's Land Use Bylaw.

Landscaped buffer areas will be constructed along the internal subdivision road frontages and within the yard facing Hwy 567 to include drought-resistant native plantings in accordance with the requirements of the County's Land Use Bylaw.

Lot 1 is expected to be enclosed with a chain-link fence in accordance with the requirements of the County's Land Use Bylaw.

Figure 6: The CLGC Preliminary Site Plan (for Lot 1)



SECTION 6.0

Architectural & Landscaping

6.1 Architectural Design Objectives

Detailed site plans for development within each lot will be provided by the developer at the development permit stage to address the following considerations:

- Orientation of building elevations relative to the internal subdivision road and Highway 567 (where applicable);
- · Size, setbacks and building heights of all new structures in accordance with the requirements of the County's Land Use Bylaw (C-4841-97);
- Building material finishes and exterior colours that complement the area's ambient natural vegetation; and
- Treatment of parking, loading, signage and lighting in accordance with the County's Land Use Bylaw requirements (C-4841-97).

6.2 Landscaping Objectives

Landscaping treatments should enhance building architecture, define outdoor spaces, frame views and coordinate structures within the MSDP area in accordance with the following objectives:

- Soft landscaping should be concentrated in areas along the internal subdivision road frontage;
- Use of native plant materials is encouraged;
- Plantings should be organized in groupings rather than situated individually or in lineal rows;
- Where practical, site grading should divert surface runoff to benefit landscaping elements within the MSDP area; and
- A landscaping plan shall be prepared by a qualified professional at the development permit stage.

6.3 Lighting Objectives

Development within the MSDP area will establish and maintain an outdoor lighting system that respects 'dark skies' within the rural area in accordance with Section 27 of the County's Land Use Bylaw (C-4841-97). The overall lighting design imperative will ensure that fixtures within the MSDP area minimize light pollution, glare and light trespass onto adjacent properties.

6.4 Signage Objectives

The implementation of signage within the MSDP area shall be consistent with the regulations established by Section 35 of the County's Land Use Bylaw (C-4841-97). Given that portions of the MSDP area are visible from Highway 567, and the primary purpose of the highway business development is to cater to the travelling public travelling by the site on a 24 hour basis, it is expected that signage elements adjacent to Highway 567 frontage may be interiorly illuminated to provide enhanced visibility to the travelling public during the night-time hours.

6.5 Fencing Objectives

It is expected that each business lot will be enclosed with security fencing in accordance with the prescribed regulations established by Section 35 of the County's Land Use Bylaw (C-4841-97).

6.6 Agricultural Boundary Design Considerations

The MSDP area is bounded to the south by a significant regional highway and to the west includes existing business development parcels oriented toward Cook Road. However, the lands situated directly east and north of the MSDP area are expected to remain in agricultural land use indefinitely. As such, specific design considerations should be implemented along the agricultural interfaces to minimize the potential for conflict between the existing agricultural and proposed business land uses.

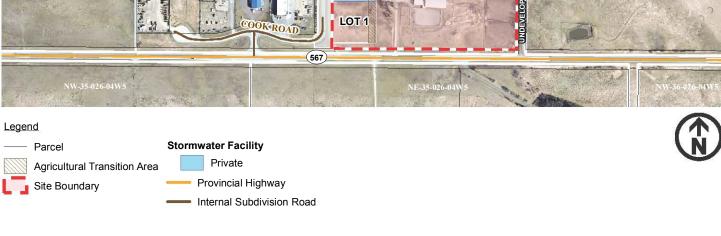


As illustrated on **Figure 7: Agricultural Boundary Design Considerations,** the site specific design criteria may be considered at the development permit stage such as:

- · barrier fencing;
- vegetated berms;
- stormwater management facilitates;
- ecological/vegetative buffers; and
- increased setbacks for buildings.

Figure 7: Agricultural Boundary Design Considerations





SECTION 7.0

Transportation

7.1 Traffic Impact Assessment

A Transportation Impact Assessment (TIA) was prepared to evaluate the functionality of the regional & local transportation network to accommodate opening day and long-term (20 year) traffic horizons relative to development contemplated by this MSDP.

The TIA evaluated the existing Highway 567 / Cook Road intersection and concluded its' design can accommodate increased traffic expected by development proposed within the MSDP area. The TIA concluded that all existing roadways and intersections that service the MSDP area will continue to operate within acceptable parameters at the opening day of this proposed development extending out to the 20 year development horizon.

As illustrated by Figure 8: Transportation, the developer will construct the extension of the paved internal subdivision road to facilitate access within the MSDP area. Temporary access easements will be provided to accommodate turn-around cul-de-sacs in accordance with the County Servicing Standards. A Future Road Acquisition Agreement will also be registered via caveat to facilitate extension of the internal subdivision road if ever required to facilitate future development of the remainder parcel. Secondary/ emergency access is not expected to be required to support this MSDP's development concept.

All existing approaches from Highway 567 will be removed and new approaches from the internal subdivision road will be provided to all new business lots and the surrounding agricultural parcels.

The County's applicable Transportation Levy shall apply at the subdivision and/or development permit stage.

Figure 8: Transportation







SECTION 8.0

Utility Servicing

8.1 Potable Water

A Utility Servicing Brief was prepared to support this MSDP. The conclusions and recommendations of this report indicate that this proposed development will be provided potable water service by a trucked-in service to be stored within underground holding tank/cistern to be installed within each lot. The conceptual location of water cisterns is illustrated on **Figure 9: Utility Servicing** and will be confirmed by detailed engineering design and review at the development permit stage.

8.2 Fire Suppression

There is no municipal water service available to supply the MSDP area. As such, the requirements for fire suppression will have to be provided by the developer. As such, the developer will provide an on-site reservoir sized in accordance with the requirements of NFPA 1142 Standards on Water Supplies for Suburban and Rural Fire Fighting and the RVC County Servicing Standards.

The developer will be required to install a dry hydrant that will allow RVC fire apparatus to connect should a fire response be required. The sizing and location of the onsite reservoir and associated infrastructure will be confirmed by detailed engineering design and review at the development permit stage.

8.3 Wastewater Storage & Disposal

The MSDP area will be provided wastewater service by an in ground sanitary holding tank. The developer will contract the removal of sanitary effluent by engaging a licensed waste management provider to transport to an approved disposal site. The conceptual location of the sanitary holding tanks within each lot is illustrated on **Figure 9: Utility Servicing** and the specific sizing and location will be confirmed by detailed engineering review and design at the development permit stage.

Figure 9: Utility Servicing



SECTION 9.0

Stormwater Management

9.1 Stormwater Management

Topography slopes generally from northwest towards southeast. The design of this MSDP's stormwater management system will respect existing topography, where appropriate, to minimize the extent of site grading.

A Stormwater Management Report was prepared in support of this MSDP to establish expectation for managing stormwater within the development area. The report identifies a strategy to accommodate the collection, safe conveyance, storage and irrigation of surface drainage to landscaped areas.

As illustrated on Figure 10: Stormwater Management, stormwater is to be managed within the MSDP area by an overland drainage system that directs surface flows from impervious areas into private stormwater management facilities (SWMF) which will be operated and maintained by the owner.

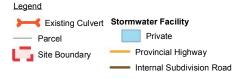
The stormwater management report demonstrates that release rates and volumes from the postdevelopment conditions can be controlled to those defined by the pre-development conditions.

9.2 Overland Drainage Plan & Easement Agreement

An overland drainage plan and associated easement agreement will be prepared at the subdivision stage to specify a right for the County to access the lands to maintain the stormwater management facility if emergency circumstances warrant.

Figure 10: Stormwater Management







SECTION 10.0

Country Plan Policy Framework

10.1 The County Plan Business Area Policy Framework

The County Plan promotes various types of business areas that provide multiple benefits to the social, economic and environmental fabric of the municipality. The County Plan includes a hierarchy of business development categories including three (3) types of business development opportunities described as regional business centres, highway business areas and hamlets as illustrated by

Figure 11: County Plan - Map 1 Managing Growth.

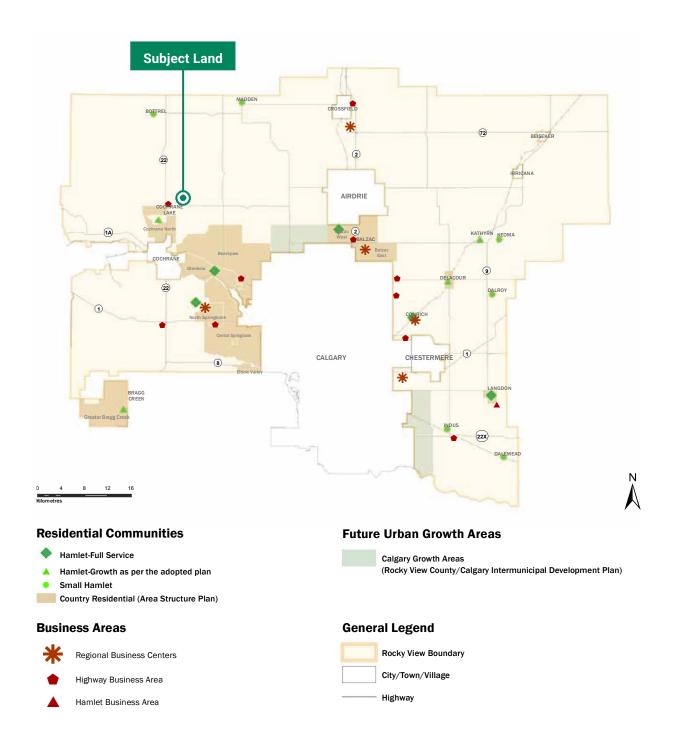
10.2 Highway Business Area

The County Plan notionally identifies the northeast corner of the intersection of Highway 22 / 567 as a Highway Business Area intended to support destination business services to the traveling public and provide local employment.

Section 14.9 and 14.10 of the County Plan establish the following policy considerations for Highway

- 14.9 Area Structure Plans shall be adopted to provide the framework for highway business area development.
- **14.10** Highway Business Areas identified should have the following characteristics:
 - located along intersections or interchanges with the provincial highway network;
 - **b.** land uses consistent with the purpose of a highway business area;
 - c. limited development area close to one or all of the quadrants of the intersection or interchange;
 - d. planned in a comprehensive manner and not subject to incremental expansion;
 - e. meet the environmental, infrastructure, and financial goals and policies of this Plan;
 - f. minimize adverse impacts on existing agriculture or residential development;
 - developed in consultation with Alberta Transportation; and
 - consistent with the provincial freeway and access location plans.

Figure 11: County Plan - Map 1 Managing Growth



As described in Section 2 of this MSDP, the County has not prepared an Area Structure Plan to guide land use decisions relative to proposals for highway business development within this area. Additionally, the location of this proposed MSDP is situated outside the four quadrants of the Highways 22 / 567 intersection.

As such, interpreted and applied literally, the County Plan's Highway Business Area policies do not apply to this MSDP.

10.3 Other Business Development

The County Plan's Other Business Development policies establish a framework to consider new business development within areas not specifically identified on **Figure 11: County Plan - Map 1 Managing Growth.**

Proposals for Other Business Development must include a rationale for why it cannot be located in an identified business area and shall be evaluated in accordance with the following criteria:

- a. Be limited in size, scale, intensity and scope;
- **b.** Have direct access to a paved County road or Provincial highway;
- c. Supported by a Traffic Impact Assessment (TIA); and
- **d.** Minimize adverse impacts on existing adjacent developments.

This MSDP has been prepared in accordance with the County Plan's "Other Business Development" provisions and responds to the above-referenced evaluation criteria as follows:

- CLGC is not able to locate a readily-developable parcel to support the construction of a new
 combined administrative office & warehouse facility within an identified business area as
 illustrated by Figure 11: County Plan Map 1 Managing Growth;
- The MSDP contemplates a small-scale development to occur within a relatively discreet ± 4 ha
 (± 10 ac) area which is limited in size, scale, intensity & scope and located outside the boundary
 of an adopted Area Structure Plan;
- The proposed highway business development area will be accessed by a paved County road serviced by an intersection with Highway 567;

- The Traffic Impact Assessment (TIA) prepared with this MSDP concludes that the proposed development can proceed without requiring off-site upgrades to the regional transportation network; and
- Development within the MSDP area will not create negative impact to the existing adjacent developments. Furthermore, specific considerations have been contemplated to accommodate potential for future development within the remainder parcel, while at the same time, respecting the continued use and enjoyment of the surrounding lands.

10.4 Master Site Development Plan Requirements

The County Plan provides a framework regarding specific design considerations that a Master Site Development Plan is expected to address including the following:

- 1. A general introduction to the proposed development including a discussion of the vision and purpose of the proposal;
- **2.** A description of the following:
 - a. building placement & setbacks;
 - b. building height and general architectural appearance;
 - c. parking & public lighting;
 - **d.** landscaping for visual appearance and/or mitigating measures;
 - e. agriculture boundary design guidelines; and
 - f. development phasing;
- 3. A summary of the Applicant's community consultation and results; and
- **4.** Technical issues identified by the County that are necessary to determine the project's viability and offsite impacts including (but not necessarily limited to) a geotechnical investigation, biophysical investigation, stormwater management plan, traffic impact assessment and utility servicing brief.

This MSDP addresses these specific County Plan policy requirements.

SECTION 11.0

Calgary Metropolitan Region Board Policy Framework

The Calgary Metropolitan Region Board (CMRB) recently approved the Interim Growth Plan (IGP) and Interim Regional Evaluation Framework (IREF). The IGP is intended to promote the long-term sustainability of the Calgary Region to ensure environmentally responsible land use planning & growth management, coordinate regional infrastructure investment & service delivery, and promote economic wellbeing and competitiveness.

As of October 4th, 2018, any new statutory plan and/or existing plan amendments must be reviewed and approved by the CMRB in accordance with the provisions of the IGP and the IREF. The IGP establishes key principles & objectives intended to provide high-level planning direction for regionally-significant development matters. The IREF establishes criteria to determine when new statutory plans and amendments must be submitted to the CMRB for approval and approval procedures for submission.

The following provisions of the IGP are relevant to the evaluation of this MSDP:

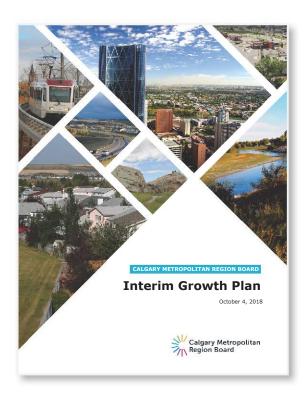
Section 3.4.5.1: Employment Areas shall be planned and developed to make efficient and cost effective use of existing and planned infrastructure services.

Section 4.2.1: Employment Areas shall be planned through statutory plans or amendments to existing statutory plans.

Section 6 (glossary): Employment Areas means lands predominately providing for multi-lot employment development that may include but is not limited to: industrial, institutional, office, commercial, and retail uses.

It is noted that this MSDP contemplates the development of a multi-lot business area in accordance with the Employment Area definition of the IGP. Likewise, it is also noted that an adopted Area Structure Plan is not in place to guide land use decisions within this area.

However, this MSDP is prepared pursuant to the "Other Business Development" provisions of the County Plan, which is an adopted statutory plan in place as of the date the CMRB approved the IGP and IREF. And the relatively limited scope, size and intensity of this proposed business development is not considered regionally significant. As such, the consideration of this MSDP by the CMRB is not anticipated.



3.4.3.2 In addition to Policy 3.4.3.1, new freestanding settlement areas with 500 or greater dwelling units shall also address the following:

- provide employment uses, and community services and facilities;

- e. protect environmentally significant areas.

3.4.3.3 Where it is not possible for a member municipality to plan for all components outlined in Policy 3.4.3.2 a), b), and c), a member municipality shall provide a rationale to the satisfaction of the CMRB for all the components that are not achievable or appropriate in the local scale and context.

3.4.4 Country Residential Development

3.4.4 Country Residential Development, New country residential development, and intensification and first of existing country residential areas with 50 new dwelling units or greater shall be jamented and developed accordance with the Region-vide (Section 3.2), Flood Prone Areas (Section 3.3) and Regional Corridors (Section 3.5) policies.

Planning for employment and job growth is an important component of long-term regional prosperity. Aligning employment growth and infrastructure will contribute to the economic competitiveness of the Region.

- b. Incorporate community mode(s), planned and/or future local and/or regional transit;

 c. connect to existing, planned and/or future local and/or regional transit;

 c. make the existing planned and/or regional transit;
- future local and/or regional transk;

 d. provide for a range of housing forms and options; and and options; and another environmentally significant states and options to existing and/or planned transit, where appropriate.

4 IMPLEMENTATION

4.1 Statutory Plans

4.1 Statutory Plans
Established through the Municipal Government
Act (MSA), statutory plans (e.g., ID/S, MDFs,
AFS and ARFs) are the intermunicipal and local
planning mechanisms by which municipalities
functed long-term growth through land-use policy.
As such, manuspalities will implement it intermined the control of the properties of

IDPs are statutory planning tools for municipalities to implement the Interim Growth Plan and future Growth Plan. New IDPs, and amendments to existing IDPs will be subject to the IREF process (see Section 4.3 of this Plan), in accordance with the IREF procraor face in the IREF procraor face with the IREF submission and evaluation criteria.

MDPs are essential means of implementing the Interim Growth Plan and future Growth Plan. New MDPs, and amendments to existing MDPs will be subject to the IREF process (see Section 4.3 of this Plan), in accordance with the IREF submission and evaluation criteria.

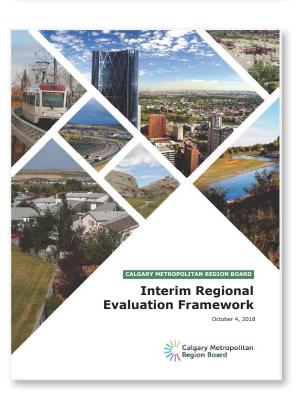
Area Structure Plans and Area Redevelopment Plans

- 4.2.1 The following development types shall be planned through statutory plans or amendments to existing statutory plans as defined by the MGA:

 Employment Areas;
 - Expansion of Settlement Areas;
 - New Freestanding Settlement Areas; and
- 4.2.2 Intensification and infill development in existing settlement areas may require statutory planning at the discretion of the member municipality.

4.3 Interim Regional Evaluation Framework (IREF)

The IREF only applies to new statutory plans and certain amendments to existing statutory plans. The CMB uses IREF as the evaluation mechanism for the conformance of new statutory plans and certain amendments to existing statutory plans with the Interim Growth Plan. The IREF evaluation criteria are based on the Principles, Objectives, and Policies of the Interim Growth Plan.



12.0

Implementation

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12.1 Proposed Land Use

As illustrated by **Figure 12: Proposed Land Use**, the MSDP area is expected to be redesigated from agricultural to business land use as follows:

 An application to redesignate portions of the subject land from Ranch & Farm District (RF) to Business – Industrial Campus District (B-IC) and Ranch & Farm Three District (RF-3) to facilitate creation of three business lots and a ± 30 ac remainder parcel.

The redesignation application is expected to be considered concurrent with the MSDP proposal.

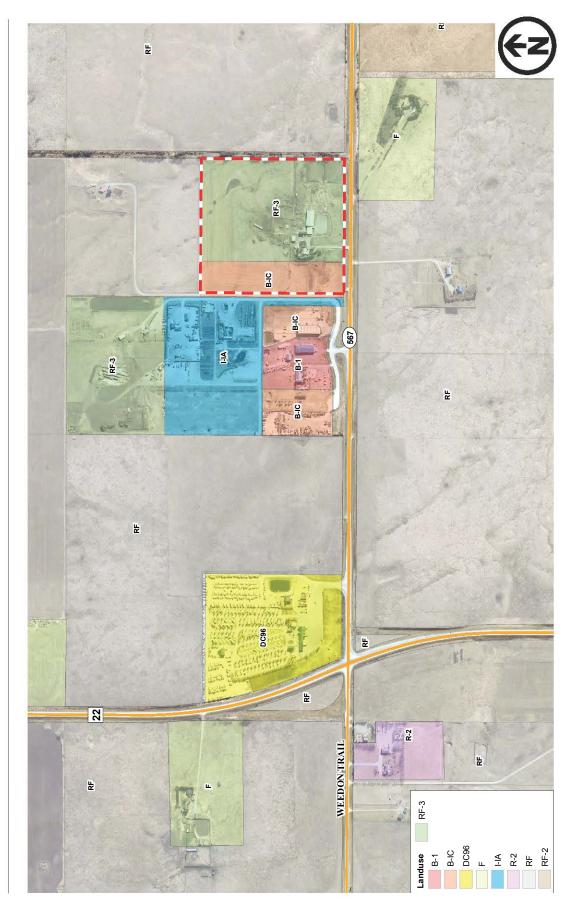


Figure 12: Proposed Land Use

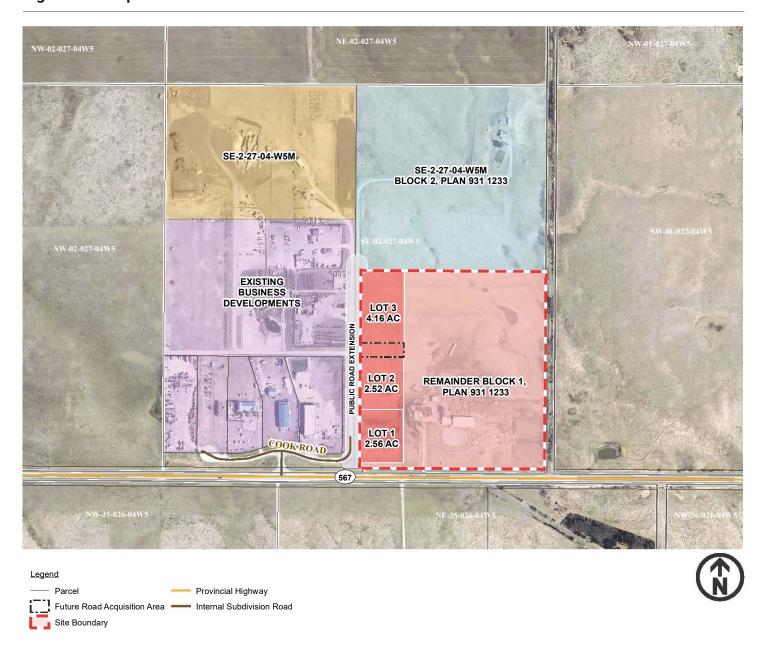


12.2 Proposed Subdivision

As illustrated by Figure 13: Proposed Subdivision, the MSDP area is expected to be subdivided as follows:

- An application to create three business lots and a ± 30 ac remainder parcel with the following key considerations:
 - Road ROW plan registered over portions of the existing panhandles for the two SE 2-27-4-W5M parcels;
 - Cook road to be extended with an industrial standard public road constructed in accordance with the County Servicing Standards;
 - · Construction of a temporary turn-around within a portion of the road ROW and within an access easement affecting the two SE 2-27-4-W5M parcels and Lot 3;
 - · A Future Road Acquisition Agreement affecting Lot 3 to accommodate the extension of the internal subdivision road:
 - · Overland drainage easements and rights-of-way to accommodate the stormwater management facilities and conveyance system within each business lot;
 - · Payment of cash-in-lieu of MR as affecting the area of business lots created with deferral of MR as affecting the agricultural balance parcel; and
 - · Payment of Transportation Off-Site Levy as affecting the area of business lots created.

Figure 13: Proposed Subdivision





12.3 The Development Permit Process

The majority of infrastructure required to support this project will be constructed by the developer in accordance with a development agreement process initiated as an approval of subdivision. However, the specific construction within each business lot will be evaluated in accordance with the development permit process to address matters such as:

- · Site plan & building elevations;
- Detailed engineering drawings for private utility infrastructure;
- Access Plan:
- · Landscaping Plan;
- Signage Plan;
- Lighting Plan (in accordance with the County's LUB dark sky requirements);
- Confirmation of potable water supply;
- · Confirmation of fire suppression;

- · Confirmation of wastewater supply;
- Confirmation of stormwater management (including overland drainage ROW and easements);
- Erosion & sediment control plan;
- · Construction management plan;
- · Weed management plan;
- · Securities (if required); and
- Other matters as may be required by the RVC Development Authority.

It is noted that **Figure 6: The CLGC Facility Preliminary Site Plan (For Lot 1)** included within this MSDP is intended to be illustrative only and may not represent exactly what will be proposed by CLGC at the development permit stage.



12.4 Community Recreation Fund

The developer appreciates the County's desire to foster the unique recreational and cultural characteristics of Rocky View's diverse communities. As such, the developer acknowledges the County's community recreation funding process and is prepared to consider contributing to the RVC community recreation fund at the development permit stage.



AGENDA Page 546 of 745

13.0

Community Consultation

As illustrated by **Figure 14: Stakeholder Consultation Areas**, CLGC engaged adjacent landowners and local stakeholders to discuss the proposed business development contemplated by this MSDP.

On November 8th, 2018, CLGC hosted a Community Information Session to present the MSDP proposal to a broad base of area landowners and key stakeholders. Notice of the Information Session was advertised in the October 30th and November 6th editions of the Rocky View Weekly newspaper. CLGC had representatives from their Board of Directors and the project's technical consultants on hand to present information and respond to questions. Approximately 7 landowners attended the meeting and no significant concerns were expressed by those in attendance.

Prior to submitting the MSDP proposal to RVC, CLGC met with the two (2) owners of the SE 2-27-4-W5M parcels situated north and northwest of the MSDP area to review the general nature of the proposed development and specifically discuss the requirement to convert portions of each of the two existing panhandles to public road ROW. These conversations were positive and well received. In December 2018, an agreement in principle was completed between CLGC and the two affected landowners contemplating the registration of a public road over portions of the affected panhandles subject to CLGC's construction of a new road.

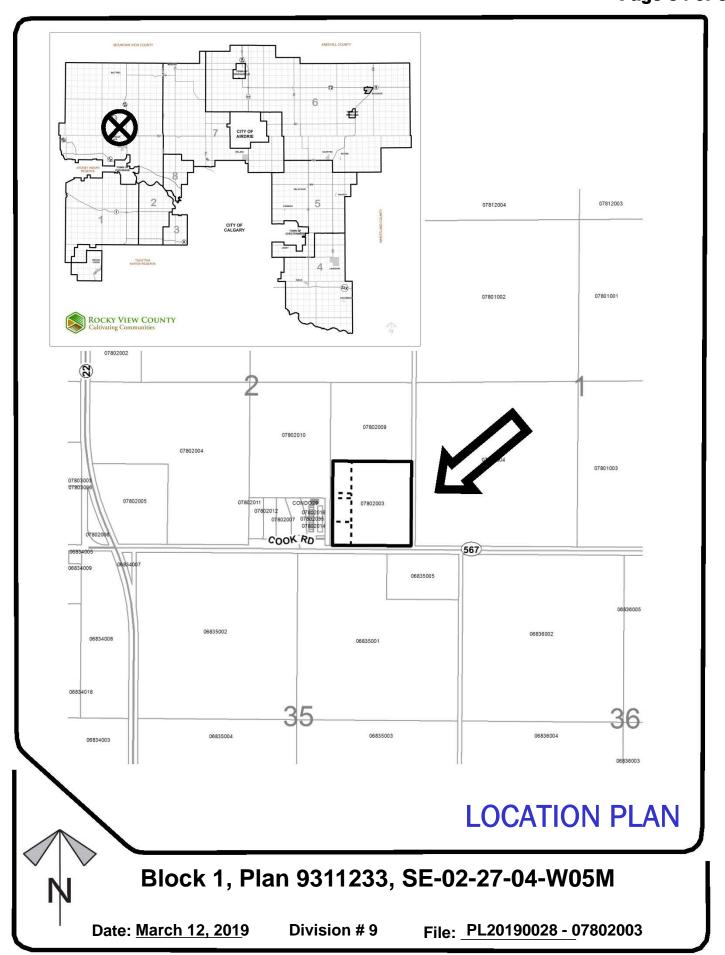


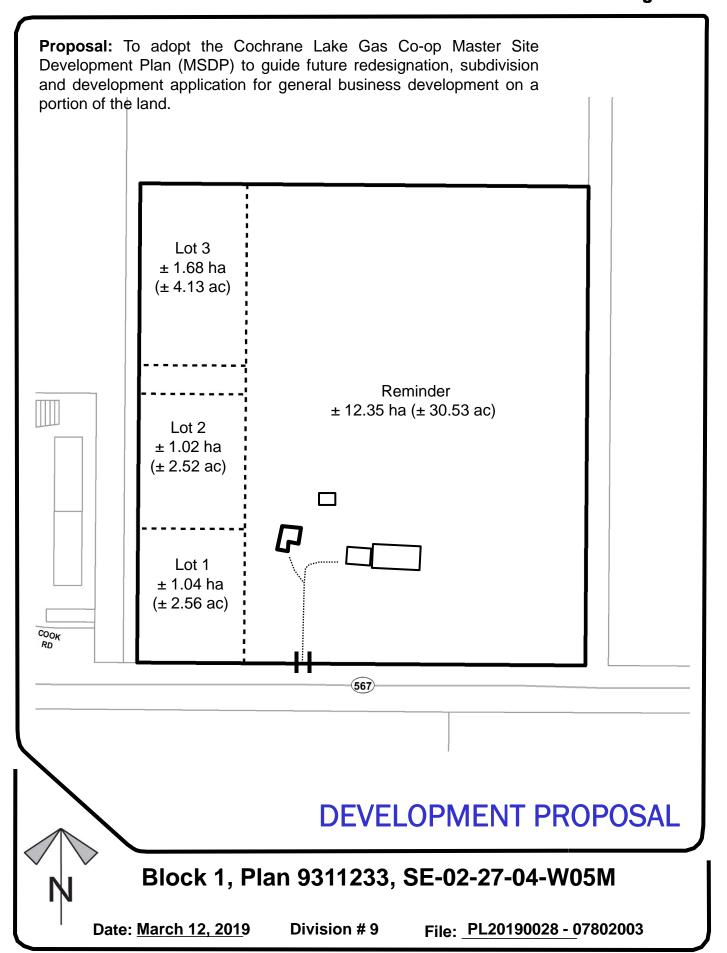
Figure 14: Stakeholder Consultation Area

SUPPORTING TECHNICAL STUDIES

(SUBMITTED UNDER SEPARATE COVER)

- 1. Phase One Environmental Site Assessment, Trace Associates, September 18th, 2018
- 2. Environmental Feasibility Assessment, Natural Resource Solutions Inc., October 31, 2018
- 3. Geotechnical Report, E2K Engineering Ltd., October 1st, 2018
- 4. Conceptual Stormwater Management Report, Sedulous Engineering Inc., February 20, 2019
- 5. Preliminary Servicing Brief, Sedulous Engineering Inc., February 20, 2019
- 6. Traffic Impact Assessment, Bunt & Associates, November 8, 2018







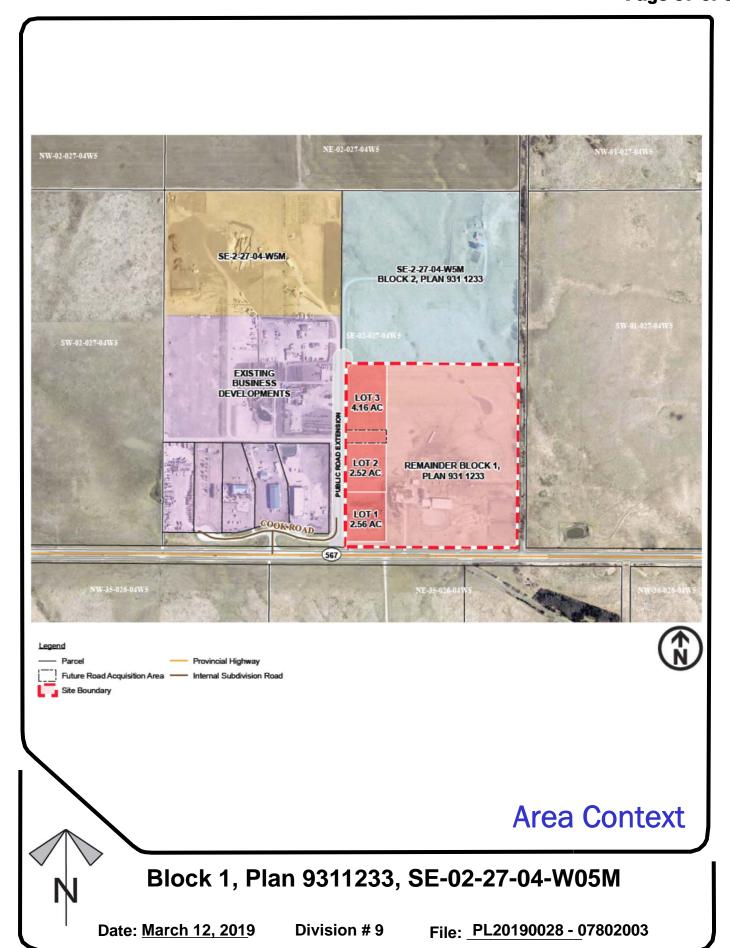
Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

AIR PHOTO

Spring 2018

Block 1, Plan 9311233, SE-02-27-04-W05M

Date: March 12, 2019 Division # 9 File: PL20190028 - 07802003

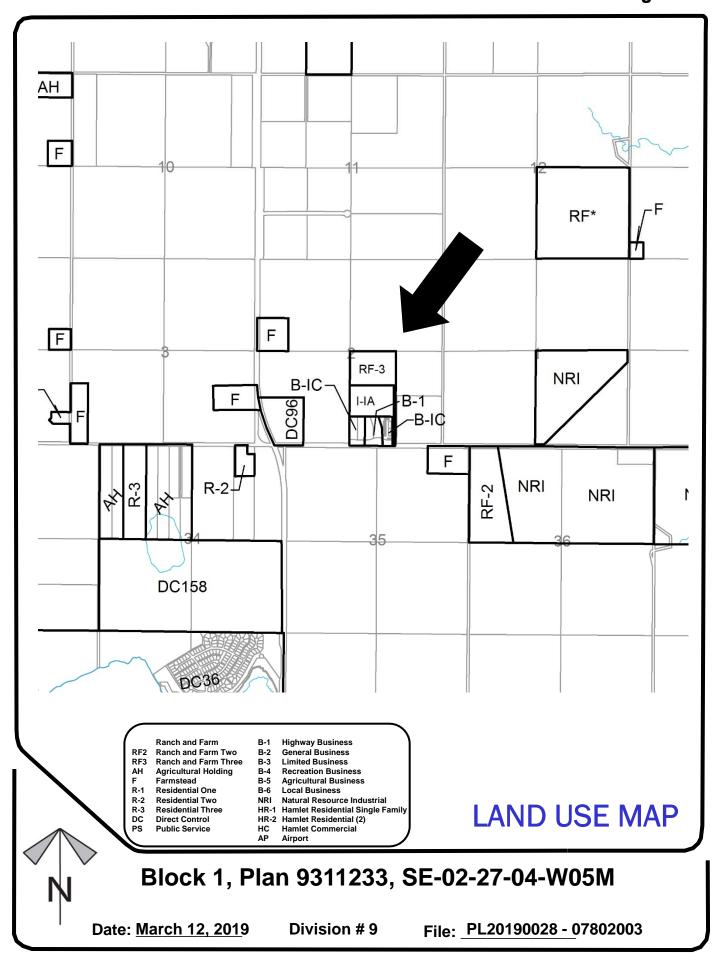




Site Plan for the proposed Lot 1

Block 1, Plan 9311233, SE-02-27-04-W05M

Date: March 12, 2019 Division # 9 File: PL20190028 - 07802003





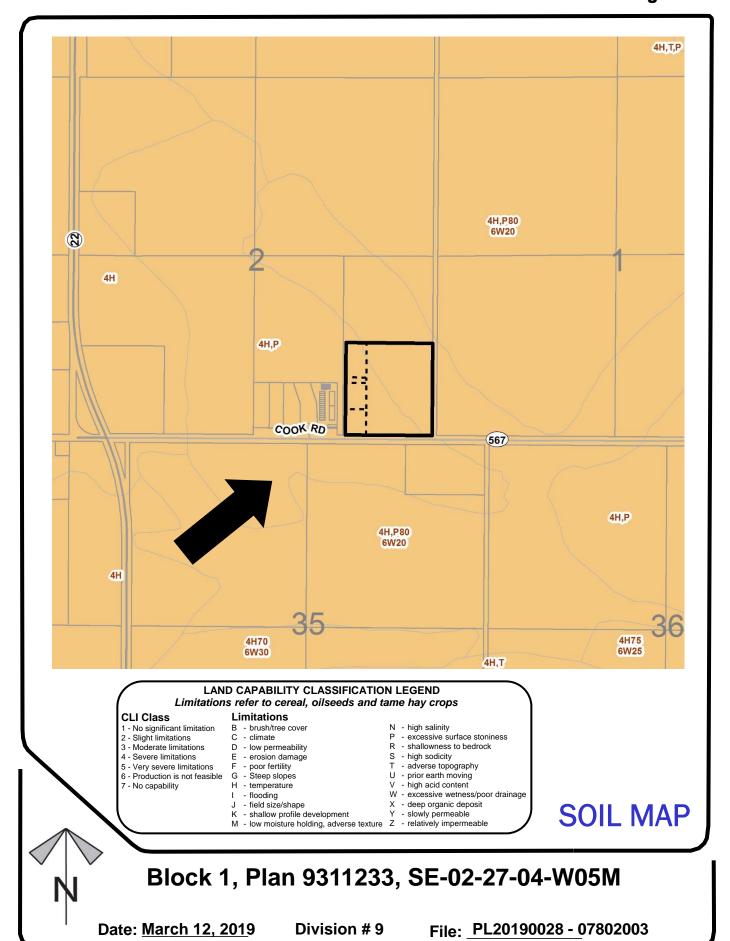
Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

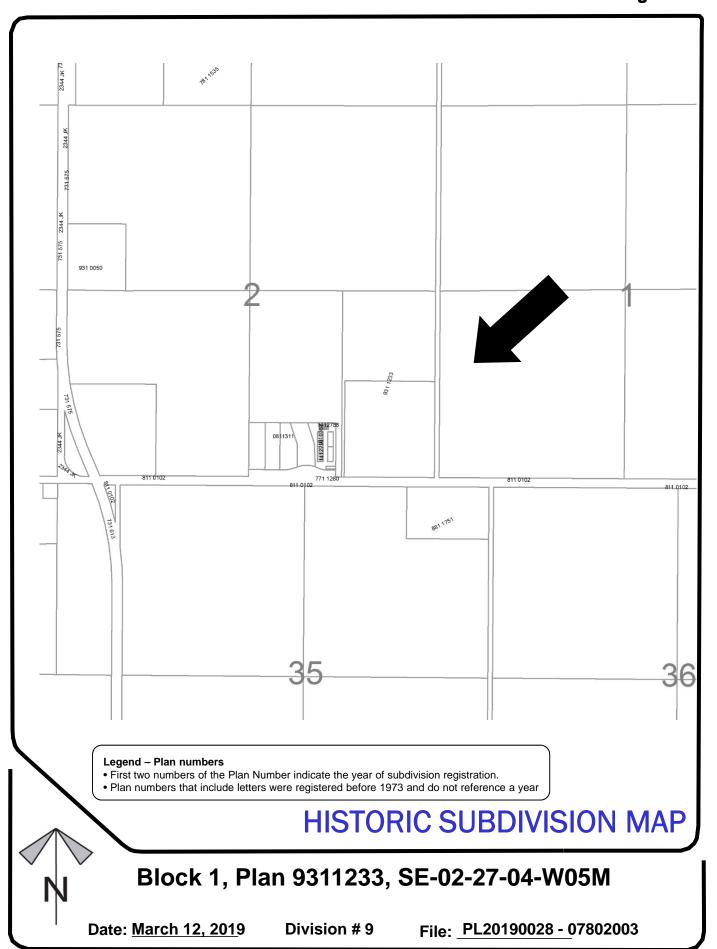
TOPOGRAPHY

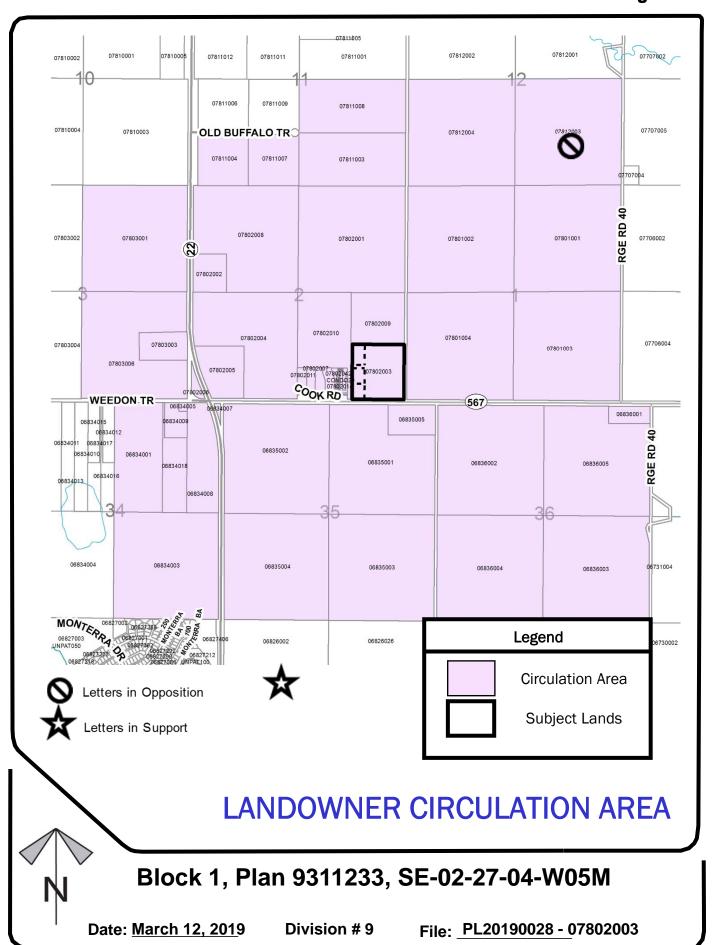
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Block 1, Plan 9311233, SE-02-27-04-W05M

Date: March 12, 2019 Division # 9 File: PL20190028 - 07802003







Lori-Lee Turcotte

From: Keith Koebisch

Sent: Monday, April 29, 2019 12:39 PM

To: Xin Deng

Cc:

Subject: PL20190028/029 Cochrane Lake Gas Co-op MSDP

Dear Ms. Deng;

This is a very complicated application that is in my opinion, inappropriate and should not proceed. The application appears intended to misguide administration on several accounts. To begin with, the land in question is owned by Ms. Kerry Marit, so why is the application being made in the name of Cochrane Lake Gas Co-op? Is it not more typical for the landowner to make application for redesignation? My understanding is that at best, the Co-op may have made an offer for 10 acres, of which they would like to resell all but 2.56 acres. There is a lot of risk of not even being able to sell these lots. The Co-op has many options from its current Cochrane location. Optically it appears that if it were not for a personal relationship between the landowner and a few Gas Co-op board members, it is very unlikely for this application to even be coming forward.

HISTORY – The application makes a lot of the fact that there is already some business/industrial along Hwy 567 and argues that this would only contribute to what is already there. This claim ignores relevant factors of how this existing development came to be. The parcels neighbouring the subject land to the west, have a long and acrimonious relationship with the local residents. This came about after an initial plan to create a massive outdoor concert venue, which would boast a seating capacity of

over 6000 attendees! Not surprisingly, after spending about \$35,000 of their own money, residents thought that some relatively quiet, small-scale business uses would be less offensive.

With respect to this application, the important thing to consider about these earlier redesignations is that they all happened before the County Plan came in effect. As a result there was no guidance as to where business development should be placed. Therefore, this application should not be allowed to justify its appropriateness based on approvals that were given under duress and under a completely different set of rules for land use.

APPROPRIATENESS OF APPLICATION – The MSDP attempts to link the subject lands as an extension of the "highway/business" designation at the corner of #567 and #22 Hwys. This is a gross manipulation from that concept, because that designation in the County Plan, states that "highway/business" is to provide for business that "support the traveling public". On that logic, the Shell Gas Station with its campground/food services and the 24/7 trailer sales/repair make good sense. The argument that a head office for a gas utility and storage yard, almost 1.5km from the intersection is a great benefit to the traveling public is a huge stretch and indeed laughable.

It is similarly flawed to suggest there may not be another suitable area for the utility to relocate. Commercial business space is currently available right next door to the west. There is also a vacant commercial lot of about the size they are looking for 300yds to the west, between the 24/7 trailer place and Slimdor. Furthermore, the storage of utility equipment is acceptable as a "discretionary use" on any Farm and Ranch land, so it should be really easy to find alternatives without redesignating existing agriculture land. It is also what Cochrane Lake Gas Co-op had been doing previously.

The current County Plan encourages infilling and intensification of existing business areas. This is to avoid the encroachment of development on agricultural lands, for their protection. That possibility is there, but apparently it is being ignored by the applicant.

I believe it is Policy 14.4 of the County Plan that requires business areas to have an ASP in place prior to development. I do not know of such an ASP because the existing businesses were approved prior to the County Plan. I understand the County Plan is up for review, but to date we have the one is on the table and should be using it. B&A knows the County Plan. They are shirting around the facts, hence why I called out this application as being written to misguide administration.

OVERSIGHT? In the information I was sent, the proposal has a "corridor" between lots #2 and #3. It look a lot like this proposal is being staged for even more development and that the gap between these lots will in the end turn out to be the exact size requirement of a county road allowance.

MS. Deng if you find that I have given false information or misstated any facts please feel free to contact me.

Sincerely,

Keith Koebisch

APPENDIX 'D': LANDOWNER COMMENTS

Lori-Lee Turcotte

From: Brent Schartner

Sent: Tuesday, April 30, 2019 9:55 AM

To: Xin Deng

Subject: DP file 07802003, application number PL20190028/029

Hi Xin

Thanks for returning my call late last week. As mentioned, we have a purchase contract (closing May 30th) in place for the 40 acres directly north of the development proposal from the current owner Dan Nolan. We have read through the MSDP from Cochrane Lake Gas Coop and are in favor of the proposed rezoning and development. I can be reached at Thanks for your time.

Brent Schartner



PLANNING AND DEVELOPMENT SERVICES

TO: Council

DATE: July 23, 2019 **DIVISION:** 9

FILE: 06826041/042 **APPLICATION**: PL20170012

SUBJECT: Redesignation Item – Residential Two District to Residential One District

POLICY DIRECTION:

The proposal was evaluated against the residential infill policies found within the Cochrane North Area Structure Plan (CNASP).

EXECUTIVE SUMMARY:

Note: This application was considered at a public hearing on July 9, 2019. Council approved the first two readings, but permission to proceed to third reading was not granted.

The purpose of this application is to redesignate the subject lands from Residential Two District to Residential One District in order to facilitate the creation of two \geq 1.98 acre parcels with two \geq 1.98 acre remainders.

The following is a summary of the application assessment:

- The application is consistent with the relevant statutory plans, policies and bylaws, with the exception of:
 - Policy 6.1.10 of the Cochrane North Area Structure Plan, because connection to a regional municipal or co-op water utility system is not provided;
- Council has the ability to waive the requirement for a regional municipal or co-op water utility connection;
- If Council elects to waive the requirement for connection, it is suggested that the policy is set aside by motion (Option # 2) to ensure the Subdivision Authority is able to approve the subdivision application.
- All other technical matters required at this stage of the application process are satisfactory.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends completion of Bylaw readings.

DATE APPLICATION RECEIVED:	October 10, 2018
PROPOSAL:	To redesignate the subject lands from Residential Two District to Residential One District in order to facilitate the creation of two \geq 1.98 acre parcels with two \geq 1.98 acre remainders.
LEGAL DESCRIPTION:	Lots 7 & 8, Block 23, Plan 0812064, SW-26-26-4-W5M

Stefan Kunz & Angela Yurkowski, Planning and Development Services

¹ Administration Resources



GENERAL LOCATION: Located east of the Hamlet of Cochrane Lake, 0.4 km

(0.25 mile) north of Camden Lane, on the west side of

Camden Drive.

APPLICANT: Warnock, Alan & Lucinda

OWNERS: Warnock, Alan & Lucinda

Zieman, Eric & Mardelle

EXISTING LAND USE DESIGNATION: Residential Two District **PROPOSED LAND USE DESIGNATION:** Residential One District

GROSS AREA: ± 11.88 acres

SOILS (C.L.I. from A.R.C.): Class 3, C, W - Moderate limitations due to adverse

climate and excessive wetness/poor drainage.

Class 4, T - Severe limitations due to adverse topography

(steep and/or long uniform slopes).

PUBLIC & AGENCY SUBMISSIONS:

The application was circulated to 148 adjacent landowners, and two responses were received (Appendix 'D'). The application was also circulated to a number of internal and external agencies and responses are available in Appendix 'A'.

HISTORY:

2008 Plan 0812064 is registered, resulting in the creation of 12 lots within Block 2 of Plan

7510615. The lots range in size between 3.95 acres and 8.33 acres, and are serviced by

an internal subdivision road (Camden Drive).

1975 Plan 7510615 is registered, resulting in the creation of a 40.00 acre parcel.

BACKGROUND:

The subject lands are located east of the Hamlet of Cochrane Lake, 0.4 km (0.25 mile) north of Camden Lane, on the west side of Camden Drive. This is an area of the County that features mixed land uses, but primarily consists of residential uses in the immediate vicinity of the lands. Aside from country residential development, smaller residential parcels are located within the Hamlet to the west. Agricultural parcels in the area vary in size from unsubdivided quarter sections to 20 acre Agricultural Holdings parcels.

The lands currently contain two parcels. The southern parcel contains a dwelling, with servicing provided by means of a water well and private sewage treatment system. The northern parcel is currently undeveloped. Access to both lots is provided by separate approaches accessing Camden Drive. Although the northern lot is currently undeveloped, the approach providing access to this lot is used by an adjacent parcel. The application proposes the creation of two new parcels, one from each of the existing lots. These parcels are also proposed to be serviced by means of water wells and private sewage treatment systems.

The topography of the lands slopes gradually from east to west, from Camden Drive towards Highway 22. The slopes are not significant enough to pose concern with regard to developability of the site. There are no waterbodies or drainage courses that would inhibit further development.



POLICY ANALYSIS:

The lands are located within the policy area of the Cochrane North Area Structure Plan, and as such, the application has been evaluated in accordance with the policies and guidance within that document. The Land Use Bylaw has also been evaluated.

Interim Growth Plan

The *Municipal Government Act* includes provisions to ensure that municipalities are making decisions that are in line with a growth plan for the region. Section 708.12(1) states that;

"No participating municipality shall take any of the following actions that conflict or are inconsistent with a growth plan:

(c) Make a bylaw or pass a resolution."

The effect of a redesignation is to pass a bylaw amending the land use of a parcel of land. There is the potential that the effect of the bylaw in question could be inconsistent with a growth plan for the region, resulting in increased risk for the County for any subsequent development activities that may take place.

Cochrane North Area Structure Plan

The CNASP identifies three Residential Infill Policy Areas that are intended to, "protect the existing rural acreage character while providing for comprehensively designed infill development of lower density residential uses." The subject lands are identified within the Residential Infill B Policy Area on Figure 6: Land Use Concept, and as such have a minimum parcel size of 2 acres.

Policy 6.1.6 states that Council may require the preparation of conceptual schemes in accordance with the requirements within Section 5.3. Policy 5.3.1 outlines criteria that may be taken into consideration when determining whether or not a conceptual scheme is required.

As the lands are the first to propose R1 parcels within the Camden Drive development, a Conceptual Scheme would benefit the area. Comprehensive planning would allow for infill of the area in a manner that is sensitive to existing development, and would ensure that the newly created parcels can be effectively and efficiently provided with piped servicing infrastructure.

Servicing in the area is provided by water wells and Private Sewage Treatment Systems. While this is considered an appropriate means of servicing the existing lots, Policy 6.1.10 states that "new lots less than four (4) acres in size shall be required to connect to a regional, municipal or co-op water utility system, as a condition of subdivision approval." This means that the proposed method of servicing the new lots is not supported by the CNASP.

As currently proposed, the application does not comply with policies of the Cochrane North Area Structure Plan. As the required piped servicing is most effectively managed in the context of a comprehensive plan, an option to table the application pending submission of a Conceptual Scheme has been provided as Option #3.

Land Use Bylaw

The lands are proposed to be redesignated to Residential One District (R-1). The minimum parcel size of the R-1 District is 1.98 acres, which means that there would be the potential for the creation of two new lots to be created on the subject lands.

CONCLUSION:

This Land Use Amendment proposes the redesignation of the subject lands from Residential Two District to Residential One District in order to facilitate the creation of two \geq 1.98 acre parcels with two \geq 1.98 acre remainders. The proposal was evaluated against the Cochrane North Area Structure Plan, which allows for the creation of Residential One District parcels in the Residential Infill B Policy Area, provided that



they are serviced by a regional, municipal or co-op water utility system. As the application proposes the use of private sewage treatment systems and individual water wells, it is inconsistent with County Policy.

OPTIONS:

Motion #1 THAT Council concludes that the proposed development is consistent Option # 1:

with Cochrane North Area Structure Plan policy for the Residential Infill B

Policy Area.

Motion #2 THAT Bylaw C-7869-2019 be given third and final reading.

Option # 2: Motion #1 THAT Council sets aside Policy 6.1.10 of the Cochrane North Area

Structure Plan.

Motion #2 THAT Bylaw C-7869-2019 be given third and final reading.

Option #3: THAT application PL20170012 be refused.

Respectfully submitted, Concurrence,

> "Richard Barss" "Al Hoggan"

Acting Executive Director Chief Administrative Officer

Community and Development Services

SK/IIt

APPENDICES:

APPENDIX 'A': Application Referrals

APPENDIX 'B': Bylaw C-7869-2019 and Schedule A

APPENDIX 'C': Map Set

APPENDIX 'D': Landowner comments



APPENDIX A: APPLICATION REFERRALS

AGENCY	COMMENTS
School Authority	
Rocky View Schools	No objection.
Calgary Catholic School District	No comment.
Public Francophone Education	No comment.
Catholic Francophone Education	No comment.
Province of Alberta	
Alberta Environment	No comment.
Alberta Transportation	Alberta Transportation has no objection to this proposal and is prepared to grant an unconditional variance of Section 14 of the Subdivision and Development Regulation at the time of subdivision.
Alberta Sustainable Development (Public Lands)	No comment.
Alberta Infrastructure	No comment.
Alberta Energy Regulator	No comment.
Alberta Health Services	No concerns.
Public Utility	
ATCO Gas	No objection.
ATCO Pipelines	No comment.
AltaLink Management	No comment.
FortisAlberta	No concern, no easement required.
Telus Communications	No objection.
TransAlta Utilities Ltd.	No comment.
Other External Agencies	
EnCana Corporation	No comment.
City of Calgary	No comment.



AGENCY	COMMENTS
Rocky View County Boards and Committees	
ASB Farm Members	No concerns.
Agricultural Fieldmen	No concerns.
Ranch Lands Recreation Board	As municipal reserves were previously provided on Plan 0812064, Ranch Lands Recreation Board has no comments on this circulation.
Internal Departments	
Recreation, Parks and Community Support	There are no concerns with the land use redesignation application as presented.
Development Authority	No comment.
GIS Services	No comment.
Building Services	No comment.
Development Compliance	No concerns.
Fire Services & Emergency Management	No concerns.
Planning and Development Services – Engineering	General:
	 The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures;
	 As a condition of future subdivision, a Deferred Services Agreement shall be registered against each new certificate of title (lot) created, requiring the owner to tie into municipal services when they become available.
	Geotechnical:
	 Engineering has concerns that one contiguous acre of developable land would not be available for future subdivision of Lot 8 due to an overland drainage right of way on the subject lands.
	 At future subdivision stage, the applicant will be required to demonstrate 1 contiguous acre is available for development for the proposed subdivision of all lots in accordance with the County Servicing Standards.
	 The Applicant submitted a Shallow Subsurface Conditions report prepared by Almor Engineering Associates Ltd dated May 22, 2007 which indicated that the onsite soils are generally suitable to support the proposed development



AGENCY

COMMENTS

Transportation:

- The Applicant is proposing to access the future subdivision via panhandles accessing Camden Drive, a paved local Country Residential Road. The proposed panhandles are less than 12.5m which is the minimum requirement per the County Servicing Standards. Engineering therefore cannot support the current proposal and recommends that at future subdivision stage:
 - The proposed panhandles be revised to 12.5m in width to comply with the Engineering Servicing Standards, or
 - 25m of road right of way be dedicated (12.5m from each of the existing Lot 7 and 8) and the applicant enter into a Development Agreement for the construction of a Country Residential Road to provide access to the proposed lots.
- Transportation offsite levy has previously been collected on the subject lands.

Sanitary/Waste Water:

- At the future Subdivision stage, prior to going to Council, the Applicant/Owner is required to submit a Level 3 PSTS assessment in accordance with the Model Process for Subdivision Approval and Private Sewage and the County Servicing Standards for the newly proposed lots. As well, the applicant will be required to submit a Level 1 Assessment Varation reports for the existing systems.
- In accordance with Policy 449, a Packaged Sewage
 Treatment Plant which meets the Bureau de Normalisation
 du Quebec (BNQ) standard for treatment will be required for
 the proposed lots.

Water Supply And Waterworks:

- The subject lands are located in Residential Infill Area B of the Cochrane North ASP. Section 5.2 (Land Use Policy Areas) requires that lots less than four (4) acres in size be connected to municipal, water co-op, or regional potable water servicing.
 - o As piped servicing is not available in this area, should thr application be approved, prior to going to Council, Engineering recommended the Applicant/Owner submit an update to the Phase 1 Supply Evaluation report prepared by Sabatini Earth Technologies Inc., dated January 2008 to demonstrate adequate water supply is available for the proposed additional lots. At the time of report preparation, this information has not yet been provided therefore adequate supply of groundwater



AGENCY

COMMENTS

for the proposed change in land use has not been demonstrated.

 As a condition of future Subdivision, the Applicant/Owner will be required to provide an Aquifer Testing Phase II report with a well drilled on each lot with Well Driller's report confirming flow of 4.5 L/in (1 igpm) or greater as well as chemical and bacteriological testing water testing by a certified laboratory.

Stormwater Management:

 As a condition of future Subdivision, the applicant will be required to submit a Site Specific Stormwater Plan or provide an update to the Storm Drainage Plan prepared by Torus Engineering, dated March 2007 to demonstrate that the exisiting infrastructure can support the proposed subdivison.
 If the report requires further improvements, the Applicant will be required to enter into a Development Agreement and/or Site Improvements Servicing Improvements for the storm water infrastructure required as a result of the development.

Environmental:

Engineering has no requirements at this time.

Capital Project Management

No concerns.

Utility Services

No concerns.

Circulation Period: October 24, 2018 – November 15, 2018



BYLAW C-7869-2019

A Bylaw of Rocky View County to amend Bylaw C-4841-97, being the Land Use Bylaw

The Council of Rocky View County enacts as follows:

PART 1 - TITLE

This Bylaw shall be known as Bylaw C-7869-2019.

PART 2 – DEFINITIONS

In this Bylaw, the definitions and terms shall have the meanings given to them in Land Use Bylaw C-4841-97 and the Municipal Government Act.

PART 3 – EFFECT OF BYLAW

- **THAT** Part 5, Land Use Map No. 68 & 68-NE, of Bylaw C-4841-97 be amended by redesignating Lots 7 & 8, Block 23, Plan 0812064, SW-26-26-4-W5M, from Residential Two District to Residential One District as shown on the attached Schedule 'A' forming part of this Bylaw.
- **THAT** Lots 7 & 8, Block 23, Plan 0812064, SW-26-26-4-W5M, are hereby redesignated to Residential One District as shown on the attached Schedule 'A' forming part of this Bylaw.

PART 4 – TRANSITIONAL

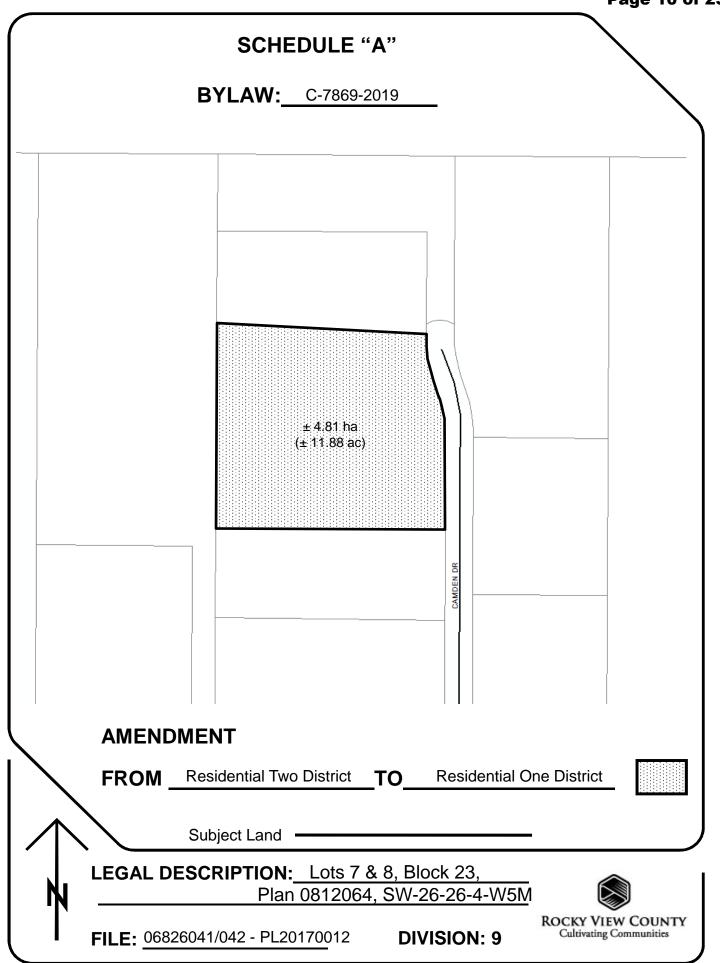
Bylaw C-7869-2019 comes into force when it receives third reading, and is signed by the Reeve/Deputy Reeve and CAO or Designate, as per the *Municipal Government Act*.

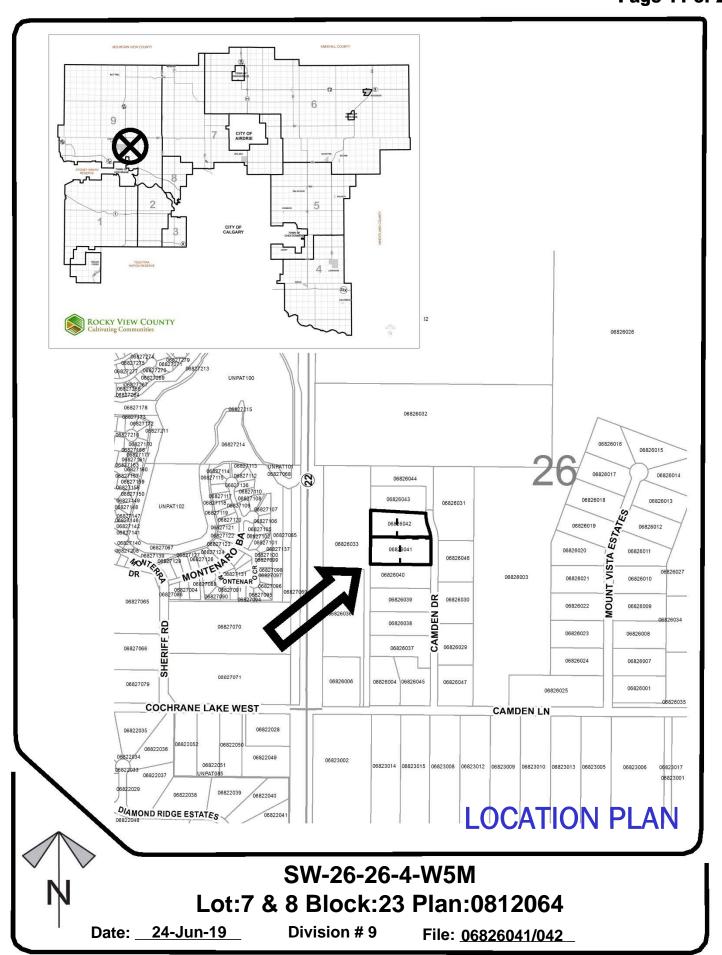
File: 06826041/042 - PL20170012 PUBLIC HEARING WAS HELD IN COUNCIL this 9th day of July , *20*19 READ A FIRST TIME IN COUNCIL this 9th day of July , 2019 READ A SECOND TIME IN COUNCIL this 9th day of July , 2019 READ A THIRD TIME IN COUNCIL this day of , 2019 Reeve CAO or Designate

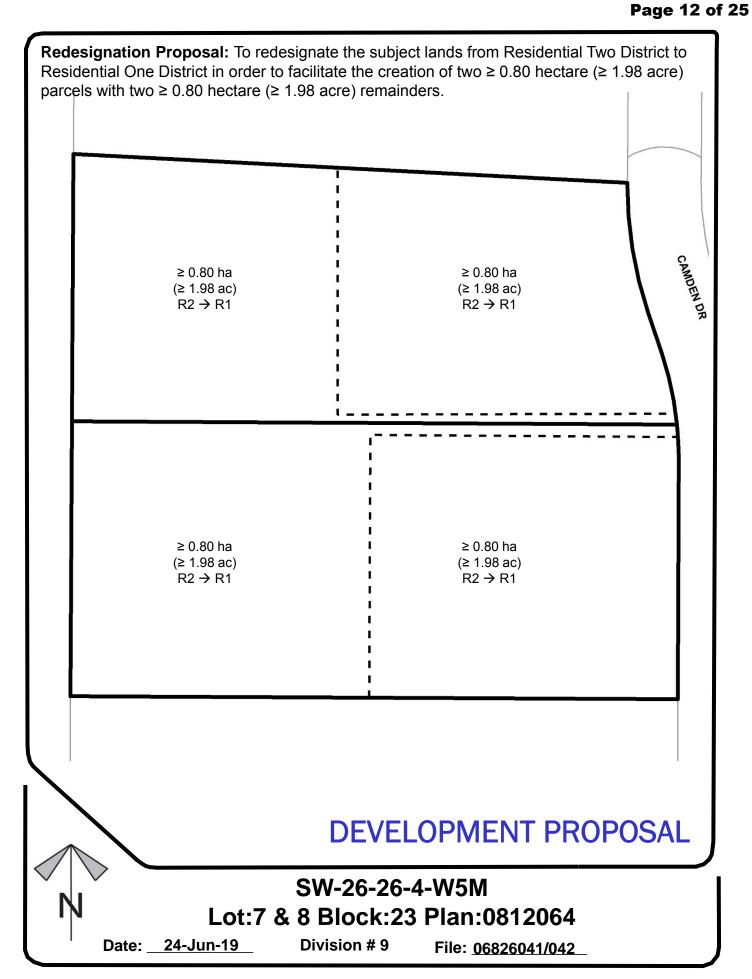
Bylaw C-7869-2019 Page 1 of 1

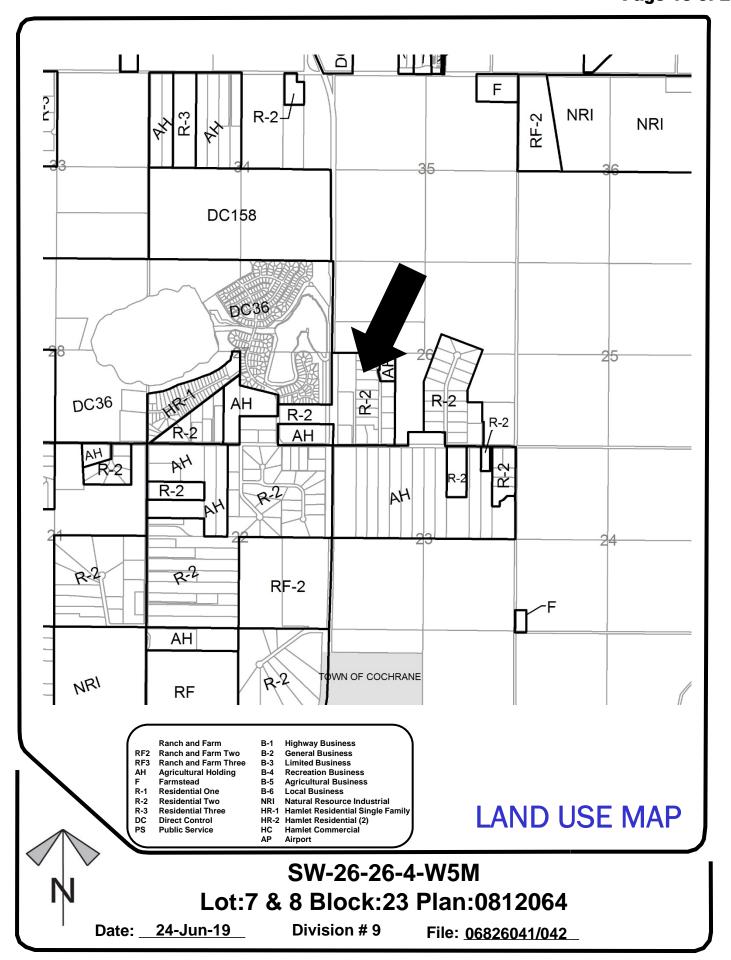
Date Bylaw Signed

Division: 9











Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

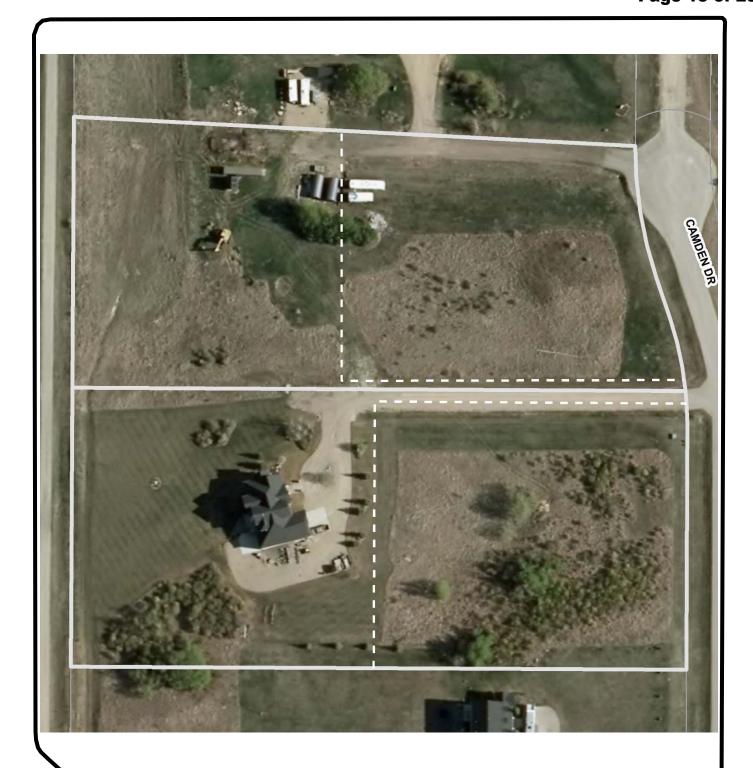
TOPOGRAPHY

Contour Interval 2 M

SW-26-26-4-W5M

Lot:7 & 8 Block:23 Plan:0812064

Date: <u>24-Jun-19</u> Division # 9 File: 06826041/042



Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

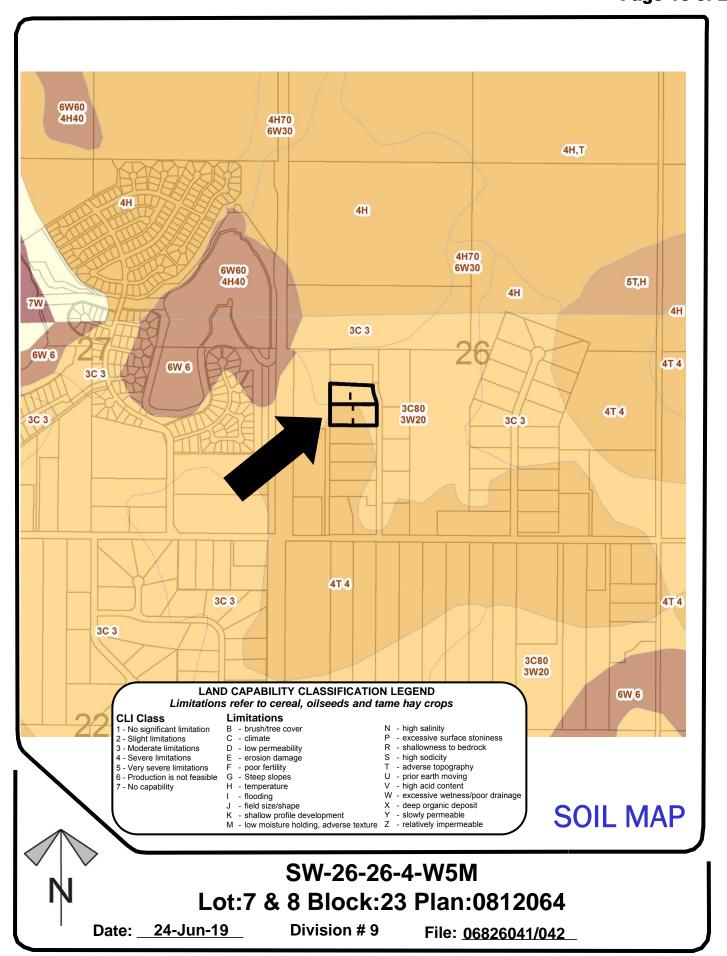
AIR PHOTO

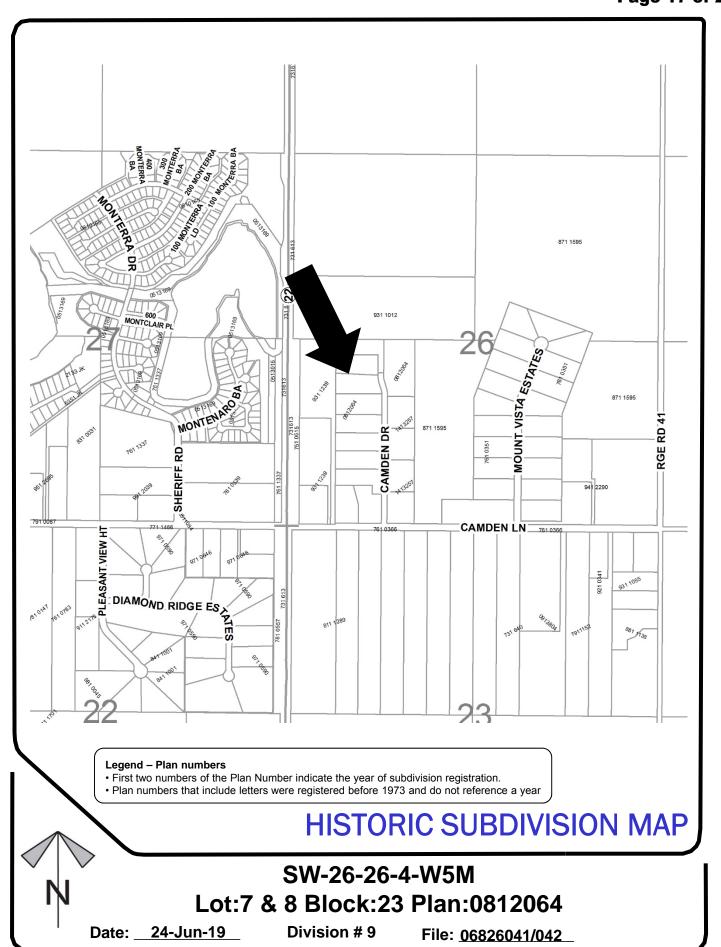
Spring 2018

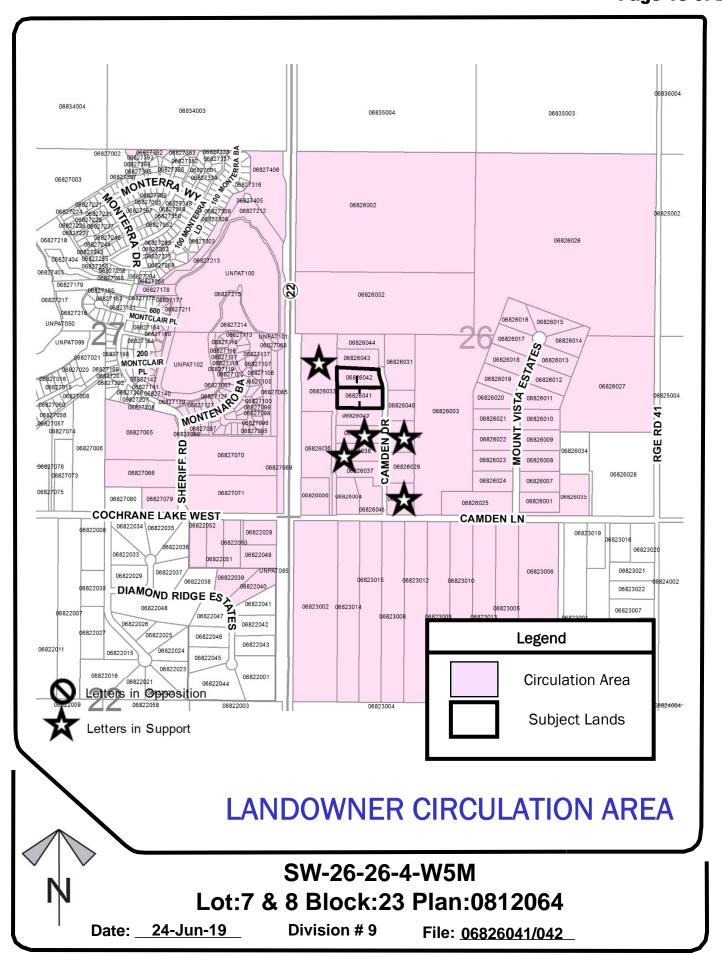
SW-26-26-4-W5M

Lot:7 & 8 Block:23 Plan:0812064

Date: 24-Jun-19 Division # 9 File: 06826041/042







Rocky View County

Attention: Stefan Kunz

via email - skunz@rockyview.ca



RE:

Application # PL20170012

Warnock/Zieman, Legal Lots 7 & 8, Block 23, Plan 0812064

Dear Mr Kunz,

Please be advised, as neighbours of the above noted applicants, and owners of lands close to the subject lands, we are supportive of the application to redesignate the lands to R1 (2+/-acre) parcels. We believe the R1 designation is consistent with the North Cochrane Area Structure Plan and is compatible with the existing uses in the neighbourhood (R2). We are supportive even if the intended provision of water for the newly created lots are individual water wells.

Name

Signature

Address

Email

Phone

Dated: / day of November, 2018

Rocky View County

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Signature
. Cochrane.
·

Dated: ____ day of November, 2018

Rocky View County

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via email - skunz@rockyview.ca

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Warnock/Zieman, Legal Lots 7 & 8, Block 23, Plan 0812064

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685	BARSI	MARIA	B. HAWR
Name			
264043	CAMDEN	DEINE	
Address			
Email			
Phone			

Dated: 10 day of November, 2018

Rocky View County

Attention: Stefan Kunz via email - skunz@rockyview.ca

RE:

Application # PL20170012

Warnock/Zieman, Legal Lots 7 & 8, Block 23, Plan 0812064

Dear Mr Kunz,

Please be advised, as neighbours of the above noted applicants, and owners of lands close to the subject lands, we are supportive of the application to redesignate the lands to R1 (2+/-acre) parcels. We believe the R1 designation is consistent with the North Cochrane Area Structure Plan and is compatible with the existing uses in the neighbourhood (R2). We are supportive even if the intended provision of water for the newly created lots are individual water wells.

MA	RIA	STRV	7 CZ	EK		c
Name					Signatu	re
RR	#10	OCHR	ANE	AB	THC	IAI
Address	41228	CAMDI	EN L	ANE		
	~					
Email			- 0			
Phone		•				

Dated: 10 day of November, 2018

APPENDIX 'D': LANDOWNERS COMMENTS

Stefan Kunz

From: Yolanda Bosma

Sent: Friday, November 9, 2018 8:17 AM

To: Stefan Kunz
Subject: Land Redesignation

Atten: Planning Services Department Rockyview County

Good Moring Stefan,

RE: File #06826041/042 Application# PL20170012

I'm writing regarding this application. My husband and my home is located in the same cul-de-sac as the applicants. I am curious as to how this subdivision of land is going to affect the way we access our water. Currently, each 4-acre property has its own well. Last I understood, if we were to subdivide, it would mean moving to a water coop. This is not something we are in favor of. However, the applicants have informed us that they may be allowed to drill a new well on each of the "new" properties. Is this the case, and will we be afforded that same permission if we decide in a few years to subdivide our property?

Warm Regards, John and Yolanda Bosma

APPENDIX 'D': LANDOWNERS COMMENTS

TO:

Rocky View County

Attention: Stefan Kunz

via email - skunz@rockyview.ca

RE:

Application # PL20170012

Warnock/Zieman, Legal Lots 7 & 8, Block 23, Plan 0812064

Dear Mr Kunz,

Please be advised, as neighbours of the above noted applicants, and owners of lands close to the subject lands, we are supportive of the application to redesignate the lands to R1 (2+/-acre) parcels. We believe the R1 designation is consistent with the North Cochrane Area Structure Plan and is compatible with the existing uses in the neighbourhood (R2). We are supportive even if the intended provision of water for the newly created lots are individual water wells.

Brent Schartner Name	
264046 Camden Address	Drive
Email	
Phone	
FIIONG	

Dated: 15 day of November, 2018



AGENDA Page 587 of 745



MUNICIPAL CLERK'S OFFICE

TO: Council

DATE: July 23, 2019 DIVISION: All

FILE: N/A

SUBJECT: Procedure Bylaw C-7907-2019

1POLICY DIRECTION:

Section 145(b) of the *Municipal Government Act* (MGA) states that Council may pass bylaws in relation to the procedure to be followed by Council, committees, and other bodies established by Council.

EXECUTIVE SUMMARY:

The purpose of this report is for Council to review suggested amendments to the proposed Procedure Bylaw as provided by various Council members. On June 25, 2019, Council was presented with the proposed bylaw C-7907-2019 which revises and updates the current procedure bylaw C-7295-2013 and sets out procedures for the orderly conduct of Council and committee meetings while balancing the requirements of legislation.

At the June 25, 2019 Council meeting, two amendments were passed by Council regarding changing the notice of motion time from 15 days to 10 days and also that all notices of motions now require a seconder. These changes are now reflected in Bylaw C-7907-2019.

Council moved first reading of the proposed bylaw and before a vote was taken on the motion for first reading, a resolution was passed to refer the bylaw back to Administration for further amendments provided by input from Council. It was then requested that Council members provide their suggested amendments directly to the Municipal Clerk's Office.

Administration received feedback from Reeve Boehlke, Councillor Henn, and Councillor Wright. All three members provided suggestions regarding section 30 and 41 of the bylaw and their comments, suggestions, and Administrations suggested motions were compiled as noted below:

- 1. Section 30 regarding Electronic Means and Voting are compiled in Attachment "C";
- 2. Section 41 regarding agenda approval are compiled in Attachment "D"; and
- 3. Suggested amendments provided by Councillor Wright are compiled in Attachment "E".

Administration has one further suggested amendment to section 55 of Bylaw C-7907-2019 wherein when a Notice of Motion is read into the record, and only when a resolution has been passed by Council directing Administration to prepare a report in response to the Notice of Motion, will Administration provide a response.

First reading of Bylaw C-7907-2019 remains on the table for Councils consideration subject to any amendments it wishes to make as suggested by members in Attachments C, D, and E.

ADMINISTRATION RECOMMENDATION:

That Procedure Bylaw C-7907-2019 be approved to take effect on September 1, 2019

¹ Administration Resources Charlotte Satink, Municipal Clerk

BUDGET IMPLICATIONS:

N/A

OPTIONS:

Option #1: Motion #1: THAT Bylaw C-7907-2019, as amended be given first reading.

Motion #2: THAT Bylaw C-7907-2019, as amended be given second reading.

Motion #3: THAT Bylaw C-7907-2019, as amended be considered for third

reading.

Motion #4: THAT Bylaw C-7907-2019, as amended be given third reading.

Option #2: THAT Council provide alternative direction.

Respectfully submitted, Concurrence,

"Kent Robinson" "Al Hoggan"

Executive Director, Corporate Services Chief Administrative Officer

cs/

ATTACHMENTS:

Attachment A: Proposed Procedure Bylaw C-7907-2019
Attachment B: Existing Procedure Bylaw C-7295-2013

Attachment C: S. 30 Combined Amendments
Attachment D: S. 41 Combined Amendments
Attachment E: Councillor Wrights Amendments



BYLAW C-7907-2019

A Bylaw of Rocky View County to provide for the orderly proceedings of meetings held by Council, boards and committees, and other bodies established by Council.

WHEREAS Rocky View County Council may, by bylaw, pass bylaws establishing procedures to be followed by Council, boards and committees, and other bodies established by Council.

NOW THEREFORE the Council of Rocky View County enacts as follows:

Title and Definitions

- 1 This Bylaw may be cited as the *Procedure Bylaw*.
- Words in this Bylaw have the same meaning as set out in the *Municipal Government Act* except for the definitions provided in Schedule 'A' of this Bylaw.

Purpose, Application, and Interpretation

- The purpose of this Bylaw is to provide for the orderly proceedings of Council and Committee Meetings.
- 4 This Bylaw applies to all Meetings and Members of Council and Committees.
- Meeting procedure is a matter of interpretation by the Chair, subject to the rights and privileges of Members.
- Notwithstanding the provisions of this Bylaw, if a Committee establishes procedures that differ from the procedures in this Bylaw, the procedures of the Committee take precedence.
- If a matter of procedure arises that is not contemplated in this Bylaw, the matter is decided by reference to the most current edition of Robert's Rules of Order. If there is a conflict between this Bylaw and Robert's Rules of Order, this Bylaw takes precedence.

Reeve, Deputy Reeve, and Acting Chair

- 8 When sitting as the Chair, the Reeve:
 - (1) presides over all Council Meetings when in attendance unless otherwise provided for in this Bylaw;
 - (2) presides over the conduct at Council Meetings, including preserving good order and decorum, ruling on Points of Order, responding to Points of Procedure, and deciding on all procedural questions, subject to an appeal of a ruling made by the Chair;
 - (3) manages and facilitates the orderly queuing of speakers, including Councillors, Administration, and members of the public;

- (4) ensures that each Councillor who wishes to speak on a debatable motion is provided the opportunity to do so;
- (5) when wishing to join in debate, move a motion, or when a matter is located in the Reeve's electoral division, the Reeve may:
 - (a) request that the Deputy Reeve or another Councillor assume the position of Chair for the duration of that matter; and
 - (b) reassume the position of Chair when consideration of the matter is complete;
- (6) opens Council Meetings and may call for recesses or for the meeting to stand at ease without requiring a motion.

9 The Deputy Reeve:

- (1) presides as the Chair over Council Meetings when the Reeve is absent or unable to perform the duties of the Chair and has all the same powers and responsibilities under this Bylaw; and
- (2) presides over all Council Meetings when the Reeve participates in the Meeting by electronic means.
- An Acting Chair presides over Council Meetings when both the Reeve and Deputy Reeve are unable to perform the duties of the Chair and the Acting Chair has all the same powers and responsibilities under this Bylaw.
 - (1) An Acting Chair is chosen by a resolution passed by the Councillors present at the Meeting.

Challenge to a Ruling of the Chair

- Any Member may challenge a ruling or decision of the Chair on a Point of Order or a Point of Privilege. If a ruling or decision is challenged, the Chair must briefly state the reason for their decision and then put to the Members the question of whether to uphold or overturn the ruling or decision.
- The Members decide on the question by voting on whether to uphold or overturn the ruling or decision of the Chair without debate. The decision of the Members is final.
- 13 Challenges to a ruling of the Chair are not recorded in the Meeting Minutes.

Meetings

Organizational Meetings

14 Council holds an annual Organizational Meeting pursuant to the *Municipal Government Act* for the purpose of electing the Reeve and Deputy Reeve, establishing Council and Committee Meeting dates, appointing Members to Committees, and any other business included on or added to the Organizational Meeting Agenda.

- 15 At Organizational Meetings, Council:
 - Elects the Reeve and Deputy Reeve for the ensuing year;
 - (2) Establishes the dates and times for regular Council and Committee Meetings as required;
 - (3) Makes Committee appointments as required, including appointments for member at large positions and Chair and Vice Chair positions;
 - a. When a Councillor is appointed to a Council Committee, Council must appoint the Chair and Vice Chair from its members;
 - (4) Conducts any other business included on or added to the Organizational Meeting Agenda.
- 16 During Organizational Meetings:
 - (1) The Chief Administrative Officer calls the Meeting to order, presides over the election of the Reeve, and administers Oaths of Office; and
 - (2) Once elected, the Reeve presides over the election of the Deputy Reeve and all subsequent business on the Organizational Meeting Agenda.
- During the election of the Reeve and Deputy Reeve, the following procedures apply:
 - (1) If only one nomination is received for the position of Reeve or Deputy Reeve, the nominee is declared elected by acclamation; or
 - (2) If more than one nomination is received for the position of Reeve or Deputy Reeve, an election is conducted by secret ballot using the following exhaustive ballot procedure:
 - (a) If no Councillor receives a Clear Majority of votes on the first ballot, the Councillor who received the least number of votes is dropped from the ballot and a subsequent ballot is conducted.
 - (b) On any subsequent ballots, the Councillor who receives the least number of votes is dropped from the ballot until a Councillor receives a Clear Majority of votes.
- 18 Committee appointments may be made by resolution or, if a vote is required, by an election using secret ballot and the exhaustive ballot procedure established in section 17 of this Bylaw.
- All ballots for elections conducted at the Organizational Meeting are destroyed after the Meeting is adjourned.

Regular Council Meetings

At the annual Organizational Meeting, Council establishes the dates and times of regular Council Meetings for the ensuing year.

- (1) Council may from time to time establish other Council Meeting dates and times by resolution.
- Councillors sit in order of their electoral division, other than the Reeve and Deputy Reeve, with any seating changes subject to approval from the Reeve.

Special Council Meetings

22 Special Council Meetings may be called in accordance with the *Municipal Government Act*.

Closed Sessions

- Council or a Committee may hold all or part of a Meeting in a Closed Session in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.
- 24 Resolutions cannot be passed by Council or a Committee during a Closed Session except for a resolution to revert back to an open Meeting.
- Information presented and any discussion occurring during a Closed Session must be held in confidence by those in attendance during the Closed Session.
- Closed Sessions are chaired by the Reeve in the case of Council and by the Chair in the case of a Committee.
- Closed Sessions may exclude members of Administration but not Members as long as the Member has not abstained or is not required to abstain from participating in the matter.
- Council or a Committee, as it considers appropriate, may allow other persons to attend Closed Sessions, and the Meeting Minutes must record the names of those persons and the reason for their attendance.

Meetings through Electronic Means

- Council or Committee Meetings may be conducted through electronic means, or a Member may participate in a Meeting through electronic means, in accordance with the *Municipal Government Act*.
- 30 Closed Sessions cannot be conducted through electronic means, and Members participating in a Meeting through electronic means cannot participate in any Closed Sessions held at that Meeting but are required to vote on a matter put to a vote at the meeting unless the Member is required or permitted to abstain from voting under this or any other enactment.
- 31 A Member may participate in a Council or Committee Meeting through electronic means if:
 - (1) the Member is in a location outside of Rocky View County for any reason;
 - the Member is in a location within Rocky View County but is unable to attend the Meeting for medical reasons for themselves or an immediate family member;

- (3) Quorum is met by the Members physically in attendance at the Meeting to ensure that the Meeting can continue if electronic communications fails or a Closed Session is held:
- (4) the Meeting location is able to support the use of electronic communications and that all Members participating in the Meeting are able to communicate effectively; and
- (5) the Meeting location is secure and appropriate for interaction between Members and viewing by the public and free from outside distractions.
- To participate in a Council or Committee Meeting through electronic means, a Member must advise the Chief Administrative Officer at least 48 hours prior to the start of the Meeting in order to make arrangements for the use of electronic means.
- Members participating in a Meeting through electronic means are deemed to be present at the Meeting but do not count towards Quorum.
- Unless the entirety of the Meeting is being conducted through electronic means, the Chair must be physically present at the Meeting and cannot Chair the Meeting through electronic means.
- Unless the entirety of the Meeting is being conducted through electronic means, only as many Members as are supported by the system's capacity, up to a maximum of three, may participate in a Meeting through electronic means at the same time.
 - (1) If more than three Members request to participate in a Meeting through electronic means, only the three Members who submitted their requests to the Chief Administrative Officer first will be permitted.
- The Chair must announce at the Meeting that a Member is participating through electronic means.
- The Chair has the sole authority to end the use of electronic means at any time if, in their opinion, the use of electronic means is disruptive to the Meeting, is not secure, or is not appropriate.

Notice of Council and Committee Meetings

- Notice of regular Council and Committee Meetings is provided to the public by:
 - notice in a local newspaper;
 - (2) posting on the County's website; and
 - (3) posting on the notice board at the County Hall.
- Council may by resolution change the date, time, frequency, or location of any Meeting. The Chief Administrative Officer is responsible for notifying the public of changes to the date, time, or location of any Council or Committee Meeting or the calling of a Special Meeting. Notice will be provided to the public by:

- (1) notice in a local newspaper if time permits;
- (2) posting on the County's website if time permits; and
- (3) posting on the notice board at the County Hall.

Cancellation of Council and Committee Meetings

- 40 Council or Committee Meetings may be cancelled:
 - (1) by resolution passed by the Members present at a Meeting held prior to the Meeting to be cancelled; or
 - (2) with the written consent of a Majority of Members and with not less than 24 hours' notice of the cancellation provided to the public and Members.

Agendas

Agenda Preparation and Distribution

- The Agenda for each Council Meeting is developed by the Chief Administrative Officer in consultation with Administration, the Reeve, and the Deputy Reeve.
 - (1) The Agenda for each Council Meeting is approved by the Reeve prior to distribution, and the Reeve may direct that items be removed from the Agenda prior to distribution of the final Agenda.
- The Agenda for each Committee Meeting is developed by the Chief Administrative Officer in consultation with Administration, the Chair, and the Vice-Chair.
 - (1) The Agenda for each Committee Meeting is approved by the Chair, and the Chair may direct that items be removed from the Agenda prior to distribution of the final Agenda.
- The Chief Administrative Officer distributes Council Agendas to Council no later than the Tuesday prior to each Council Meeting.
- The Chief Administrative Officer posts Council Agendas on the County's public website no later than the Wednesday prior to each Council Meeting.

Agenda Additions or Deletions

Council may add or delete items after an Agenda is published by a resolution passed at the Meeting.

Emergent Business

- An Emergent Business item is an Agenda item not included on the Agenda but due to time constraints must be brought before Council at a Meeting. Emergent Business items:
 - (1) are considered additions to the Agenda; and

- the Chief Administrative Officer provides Council with the reasons why an Emergent Business item is urgent and the degree of urgency.
- 47 Councillors or Administration may propose to add an Emergent Business item to an Agenda without prior notice subject to the following conditions:
 - (1) the matter relates to an emergency;
 - (2) the matter was not previously discussed at the same Meeting;
 - (3) the matter does not require prior written notice;
 - (4) the matter does not raise a Point of Privilege; and
 - (5) the Emergent Business item is added to the Agenda by Council by Resolution.

Standing Agenda Items and Order of Business

48 Each Council Meeting Agenda has the following standing items:

Call to Order

Updates/Approval of Agenda

- A Approval of Minutes
- B Financial Reports
- C Appointments/Public Hearings
- D General Business
- E Bylaws
- F Unfinished Business/Business Arising
- G Councillor Reports
- H Management Reports
- I Notices of Motion
- J Subdivision Applications
- K Closed Session

Adjournment

Immediately after calling a Meeting to order, the Chair calls for a motion to approve the Agenda subject to any additions or deletions.

- Immediately after approval of the Agenda, the Chair calls for a motion to approve the Minutes of the previous Meeting subject to any corrections.
- 51 Unfinished Business items are considered immediately following the approval of the Agenda and Minutes and prior to the consideration of any other business on the Agenda.
- The order of business at a Meeting is determined by the Chair subject to:
 - (1) sections 49, 50, and 51 of this Bylaw; or
 - (2) a challenge by a Councillor.

Notices of Motion

- A Councillor who wishes to introduce a new matter for consideration at a Council Meeting must submit a Notice of Motion in writing or electronically to the Municipal Clerk or their designate by 12:00 PM not less than 10 days prior to the Meeting that the Councillor wishes to introduce their Notice of Motion.
 - (1) The requirement for 10 days' notice established in section 53 of this Bylaw may be waived by a resolution of Council. The Notice of Motion would then be considered Emergent Business at the Meeting.
- The Notice of Motion must provide the following:
 - The proposed motion to be considered by Council;
 - (2) The name the Councillor who seconds the notice of motion;
 - (3) The date of the Meeting at which the Councillor will read the Notice of Motion into the record; and
 - (4) The date of the Meeting at which the proposed motion will be considered by Council after the Notice of Motion has been read into the record.
- Administration will provide a report in response to the Notice of Motion at the Meeting that the proposed motion is scheduled to be considered.
- When providing the date of the Meeting pursuant to section 54(4) of this Bylaw, the Councillor should consider the agenda preparation and distribution deadlines for that Meeting to allow Administration time to prepare its report.
- The proposed motion provided in the Notice of Motion will not be considered or debated until a Councillor moves the motion provided in the Notice of Motion.

Commencement of Council and Committee Meetings

- As soon as there is Quorum present and after the start time of a Meeting:
 - (1) the Chair calls the Meeting to order; or

- (2) if the Reeve and Deputy Reeve in the case of Council, or the Chair and Vice Chair in the case of a Committee, are not present within 30 minutes after the start time of the Meeting and Quorum is present, the Chief Administrative Officer calls the Meeting to order and the Members present by resolution choose an Acting Chair for the Meeting.
- The Reeve or Deputy Reeve in the case of Council or Chair or Vice Chair in the case of Committee may assume the Chair upon their arrival to the Meeting.

Quorum

- If Quorum is not present within 30 minutes after the start time of the Meeting, the Chief Administrative Officer records the names of the Members present and the Meeting is adjourned until the next Meeting.
- If Quorum is lost at any time during a Meeting, the Meeting is recessed and if Quorum is not achieved within 15 minutes the Meeting is adjourned until the next Meeting.

Meeting Proceedings

- 62 All discussion, questions, and debate at a Meeting must be directed through the Chair.
- No Member may speak unless and until they are recognized by the Chair.
- The Chair rules on Points of Order and Points of Privilege. A ruling by the Chair may be challenged by a Member, in which case a vote is taken by the Members to either uphold or overturn the ruling of the Chair.
- Points of Order, Points of Privilege, rulings made by the Chair, and challenges to a ruling made by the Chair are not recorded in the Meeting Minutes.
- Unless otherwise permitted by the Chair, Members may speak only twice on any Motion, once in debate and once to ask questions. The Chair may allow a Member to speak more than twice on a matter in the following circumstances:
 - (1) to clarify or further explain previous remarks by a Member if misunderstood:
 - (2) in the case of the mover of a Motion, to respond to questions about the Motion directed through the Chair; and
 - (3) to allow the mover to close debate on a Motion after the Chair has allowed for discussion on the Motion and all other Members were provided an opportunity to speak to the Motion.
- Members may speak on a matter for a maximum of ten minutes unless otherwise permitted by the Chair.
- If a Member arrives late to a Meeting, leaves before it is adjourned, or is temporary absent from the Meeting, the Meeting Minutes reflect the absence and its duration.
- If a Member is unable to attend a Meeting, that Member must advise the Chair of their absence and the reasons for their absence.

Public Conduct at Meetings

- When in attendance at a Council or Committee meeting, members of the public must maintain order, decorum, and quiet and must not:
 - (1) approach or attempt to address Council or the Committee without prior permission being granted; or
 - (2) disturb or interrupt the proceedings of Council or the Committee.
- The Chair may order that a member or members of the public be expelling from the Meeting for disturbing or interrupting the proceedings of Council or the Committee or for otherwise acting improperly during the Meeting.

Member Conduct at Meetings

- When in attendance at Meetings, Members must:
 - (1) speak respectfully and using parliamentary language;
 - (2) be acknowledged by the Chair prior to speaking;
 - (3) respect the rules and proceedings of Council or the Committee;
 - refrain from side conversations when another Member or a member of the public is speaking;
 - (5) respect the decision of the Chair on any ruling, order, question, practice, or interpretation; and
 - (6) abide by the applicable Code of Conduct Bylaw.
- When a Member appears to be in contravention of section 72 of this Bylaw, the Chair may request that the Deputy Reeve or Committee Vice Chair move a motion to remove the unruly Member from either the balance of the Meeting or until a time provided in the motion. If the motion passes, the Chair directs the Member to leave the Meeting.
- If the Chair fails to follow the provisions of this Bylaw, or of Robert's Rules of Order when necessary, a Member may request that the Deputy Reeve or Committee Vice Chair move a motion to remove the unruly Chair from either the balance of the Meeting or until a time provided in the motion. If the motion passes, the Chair must leave the Meeting.
- If a Member has been directed to leave the Meeting and that Member wishes to provide a satisfactory explanation and apology for their behavior, the Members may by resolution allow the offending Member to remain or return to the Meeting.

Public Requests to Address Council or a Committee

Members of the public wishing to address Council or a Committee on an Agenda item that is not a Public Hearing must notify the Chief Administrative Officer of the request to speak, either in writing or verbally, and state the reasons for the request.

- The Chief Administrative Officer advises Council or the Committee of the request to speak and the reasons provided by the requestor.
- Council or the Committee may by resolution permit a member of the public to speak on an Agenda item. Members of the public who are permitted to address Council or the Committee have a maximum speaking time limit of 20 minutes, which may be extended by resolution.

Pecuniary Interests

- When a Member reasonably believes that they have a pecuniary interest in a matter before Council or a Committee, the Member must declare their pecuniary interest and abstain from participating in the matter in accordance with the *Municipal Government Act*.
- The Member's declaration and abstention due to a Pecuniary Interest are recorded in the Meeting Minutes.
- A Member who has declared a Pecuniary Interest and abstained from a matter is not considered part of Quorum while that matter is being considered.

Meeting Minutes

- The Chief Administrative Officer prepares a written record of the proceedings and decisions of all Meetings that includes, but is not limited to, the following:
 - (1) the names of the Members present and absent from the Meeting;
 - the names and times of Members who arrive or leave throughout the course of the Meeting;
 - (3) the names of members of the public who speak in favour and in opposition at a Public Hearing or are permitted to speak to a matter that is not a Public Hearing;
 - (4) a brief description of each matter;
 - (5) all decisions and other proceedings on each matter;
 - (6) all motions, which Member moved each motion, whether each motion was carried or defeated, and any Members who were absent or abstained from the vote on the motion:
 - if a vote is a recorded vote, the names of which Members voted in favour and in opposition to the motion if the result of the vote is not unanimous;
 - (8) any abstentions made by Members and the reasons provided by a Member for an abstention; and
 - (9) the signatures of the Reeve and the Chief Administrative Officer in the case of Council or the signatures of the Chair and the Chief Administrative Officer in the case of a Committee.

Recording and Livestreaming Meetings

- Council Meetings are recorded and livestreamed to the public with the exception of Closed Sessions.
- Committee Meetings may be recorded and livestreamed to the public with the exception of Closed Sessions.
- At the start of a Meeting, the Chair notifies those present that the Meeting is being livestreamed and a recording will be made available on the County's public website after the Meeting is adjourned.
- The Chair may, at any time and at their discretion, direct the termination or interruption of a livestream.
- If there are technical difficulties while livestreaming, the Chair advises those present at the Meeting that the livestream is not available. Notice of the technical difficulties will be provided on the County's public website.
- 88 If there are technical difficulties while livestreaming, an audio or video recording will be used to record the Meeting.
- Meeting recordings will be retained and provided in accordance with Rocky View County's records management bylaws, policies, and procedures.
- 90 Meeting recordings will only be transcribed by Rocky View County if required by the Chief Administrative Officer in connection with any litigation, audit, or investigation or if required under the *Freedom of Information and Protection of Privacy Act*.
- The use of audio or video recording devices by the public or the media during a Meeting is prohibited.

Voting

Voting Procedures

- 92 Votes are taken as follows:
 - (1) The Chair calls the question on the Motion:
 - (2) The Chair calls for those in favour of the Motion and asks for a show of hands if the electronic voting system is unavailable; and
 - (3) The Chair calls for those opposed to the Motion and asks for a show of hands if the electronic voting system is unavailable.
- After the Chair calls for a vote on a motion, no Member may speak to the motion or move another motion until the results of the vote have been declared.
- Members must cease any distractions and remain in their seats after the voting process begins and until the vote is taken and the results declared.

- Members vote verbally, by raising their hand, through an electronic voting system, or by another method agreed upon by the Members.
- 96 Every Member present at a Meeting must vote on every matter put to a vote unless a Member is absent from the Meeting or permitted to abstain from voting on the matter.
 - (1) If a motion cannot be voted on because Quorum would be lost due to abstentions, the matter will be forwarded to the next Meeting as Unfinished Business.
- A motion is carried when a simple majority of Members present vote in favour of the motion or, when otherwise required by this Bylaw, the required number of Members vote in favour of the motion.
- A motion is defeated when it does not receive the required number of votes in favour or if the vote results in a tie.
- Members are only permitted to change their vote on a motion if the request is made by the Member at the same Meeting that the vote was held and if all Members present unanimously agree to the change.
- Unless a vote is a recorded vote, the Meeting Minutes show the name of the Member who moved the motion and whether it was carried or defeated.

Recorded Votes

- Before a vote on a motion is taken, a Member may request that the results of the vote be recorded.
- When a vote is a recorded vote, the Meeting Minutes show the names of the Member who moved the motion, who voted in favour and in opposition to the motion, who abstained or were absent from the vote, and whether the motion was carried or defeated.

Motions

General Motion Provisions

- 103 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council or a Committee unless it is in the form of a motion that has been verbally moved by a Member.
- A Member may move a motion regardless of whether the Member intends to support the motion and without requiring the motion to be seconded by another Member.
- Motions may be displayed to Council or a Committee prior to the vote on the motion, and the Chair may request that a motion be submitted by a Member in writing or electronically.
- The Chair must not call for a vote on a motion until the Members and the Municipal Clerk are clear on how the motion reads.
- Motions that bring a matter before Council or a Committee are known as main motions. When a main motion has been moved and is being considered, a Member cannot make another motion except to:

- (1) move a subsidiary motion;
- (2) move a privileged motion; or
- (3) move an incidental motion.

Withdrawing Motions

- After a motion has been verbally moved by a Member, the motion becomes the property of Council or the Committee as a whole and may only be withdrawn by the mover with the unanimous consent of the Members present.
- 109 Withdrawn motions are not recorded in the Meeting Minutes.

Severing Motions

- 110 If a motion includes two or more recommendations, the Chair or a Member may request, prior to the vote on the motion, that the motion be severed and debated and voted on individually.
- 111 The mover of the original motion is considered the mover of any severed motions.

Friendly Amendments to Motions

- After a motion has been verbally moved by a Member, the motion becomes the property of Council or the Committee as a whole. A Member may make minor changes to the wording of the motion, or accept any minor changes proposed by another Member, if the changes do not alter the intent of the Motion and the Members present must unanimously consent to the changes.
- 113 Friendly amendments may be proposed by a Member or requested by a Member while speaking on or debating a motion.
- If a friendly amendment is not accepted by the mover of the motion or does not receive the unanimous consent of the Members present, then a Member may move a motion to amend the motion.
- Friendly amendments are not recorded in the Meeting Minutes, and the mover of the original motion is still considered the mover after any friendly amendments are made to the motion.

Amending Motions

- A Member may move to amend a motion after it has been moved and prior to the vote on the motion, except for the following types of motions which cannot be amended:
 - (1) motion to refer;
 - (2) motion to postpone, except as to the time provided in the main motion;
 - (3) motion to adjourn;
 - (4) motion for the first or third reading of a bylaw; or

- (5) motion to permit the consideration of third reading of a bylaw.
- A Member cannot move an amendment to a motion that does relate to the subject matter of the motion or is contrary to the motion.
- A Member may move an amendment to an amendment provided that the amendment to the amendment is relevant to the subject matter of the amendment and not contrary to the amendment.
- Only one amendment to a motion and only one amendment to an amendment are permitted at the same time.
- The amendment to the amendment must be considered before the amendment to the motion is considered, and all amendments are considered in reverse order in which they were moved, resulting in the main motion only being considered after all pending amendments have been considered.
- A Member who moved a motion may only amend that motion through a friendly amendment and cannot move an amendment to the motion.

Motions Out of Order

- The Chair may rule that a motion or an amendment to a motion is out of order, subject to a challenge of the ruling by a Member.
- When ruling that a motion is out of order, the Chair must cite the applicable rule or authority without further comment.
- Motions that are ruled by the Chair to be out of order are not considered or voted on by Council or the Committee.
- When ruling whether a motion is out of order, the Chair may consider, but is not limited to considering, the following:
 - (1) the Chair may deem a motion to be out of order if it is a motion to refer that has the same effect as defeating the motion (for example, due to time constraints);
 - (2) the Chair may deem a motion to be out of order if a similar motion was considered and voted on within the previous six months and without first reconsidering the original motion;
 - (3) the Chair may deem a motion to be out of order if it conflicts with established procedures or is contrary to the privileges of Members; and
 - (4) a motion containing several different or distinct recommendations is not out of order for that reason alone.

Debating Motions and Closing Debate

After a motion has been moved by a Member, each Member is provided an opportunity to speak on the motion before it is voted on unless a motion is passed to end or limit debate on the motion.

- 127 Unless a resolution is passed to extend the time limit of debate, no Member may speak on a motion, including asking questions and debate but excluding any responses to those questions or debate, for longer than:
 - (1) five minutes on a main motion;
 - (2) three minutes on an amendment to a motion; or
 - (3) three minutes for closing debate on a motion or an amended to a motion.
- Members cannot interrupt while another Member is speaking except when a Member:
 - (1) has exceeded their time limit to speak;
 - (2) raises a Point of Privilege;
 - (3) raises a Point of Order; or
 - (4) challenges a ruling of the Chair.
- While a motion is being debated, no other motion may be made except for the following, which are in descending order of precedence:
 - (1) Fix the Time for Adjournment;
 - (2) Adjourn;
 - (3) Recess;
 - (4) Raise a Question of Privilege;
 - (5) Call the Question (that the vote must now be taken);
 - (6) Lay on the Table;
 - (7) Previous Question;
 - (8) Limit or Extend Limits of Debate;
 - (9) Postpone to a certain time or date;
 - (10) Refer to a Committee;
 - (11) Amend; and
 - (12) Postpone Indefinitely.
- Before debate is closed and the vote on a motion is called, and without interrupting a speaker, a Member may request that the motion be read aloud, displayed at any time during debate, or ask clarifying questions that:
 - (1) relate directly to the debate on the motion;

- (2) contain no argument; and
- (3) introduce no new material.
- The Member who moved a motion may close debate on the motion after all other Members have been provided an opportunity to speak on the motion.
- After the Member has closed debate on the motion, the Chair immediately calls for a vote on the motion. After the vote on the motion has been called, no Member may debate or speak on the motion further except to request that the motion be read aloud or displayed.

Specific Motion Provisions

Privileged Motions

- 133 The following motions are considered privileged motions:
 - (1) a motion to recess;
 - (2) a motion to adjourn;
 - (3) a motion to set a time for adjournment; and
 - (4) a point of privilege.

Motion to Recess

- The Chair may recess the meeting for a specific period of time and call the meeting back to order without requiring a motion.
- A Member may move that the meeting be recessed for a specific period of time. After the meeting is called back to order, business is resumed at the point where it was interrupted.

Motion to Adjourn

- 136 A Member may move to adjourn the meeting at any time, except when:
 - (1) a Member has the floor or is speaking on a motion;
 - (2) a vote has been called on a motion;
 - (3) a vote on a motion is being conducted;
 - (4) the Meeting is in a Closed Session; or
 - (5) a previous motion to adjourn has been defeated and no other intermediate business or proceeding has occurred since the motion to adjourn was defeated.
- Motions to adjourn are non-debatable and are voted on without comment or amendment.

Motion to Limit or End Debate

- A Member may move to limit or end debate on a motion. Motions to limit or end debate:
 - (1) are not debatable:
 - (2) must be passed by Resolution; and
 - (3) may only be amended as to the limit to be placed on debate.
- A Motion to limit or end debate takes precedence, but does not have privilege, over other motions except for a motion to table or a motion with privilege.

Motion to Refer

- A Member may move to refer any matter or motion to Administration, a Committee, or other body for further investigation, consideration, and report. A motion to refer:
 - (1) is debatable;
 - (2) precludes all further amendments to a motion;
 - (3) may only be amended as to what body the motion is to be referred or any instructions or direction included in the referral.

Motion to Receive as Information

- A Member may move to receive an item, matter, report, presentation, recommendation, or other thing as information.
- A motion to receive as information is made as acknowledgement and to retain the item, matter, report, presentation, recommendation, or other thing in the corporate record without taking additional action.

Motion Arising

- 143 A Member may move an arising motion only if:
 - (1) the motion arising is directly related to a matter or motion that has just been considered; and
 - (2) the motion arising is moved before another matter or motion is brought forward.

Motion to Table

- A Member may move to table a matter or motion and all pending amendments to the motion either temporarily or indefinitely (*sine die*) with the intention of bringing the matter or motion back for consideration at a later date or time. A motion to table:
 - (1) must include either a set date or time or be made *sine die* (without a set date or time)
 - (2) is only debatable with respect to the date or time;

- (3) takes precedence over other motions related to the matter or motion being tabled; and
- (4) cannot be amended.
- A matter or motion that has been tabled to a set date must not be considered before the date or time indicated in the motion to table except by Resolution.

Motion to Lift from the Table

- A matter or motion that has been tabled is brought back exactly as they were when they were laid on the table, including all related motions and amendments.
- If the motion to table included a set date for return, the matter or motion is added to the Meeting Agenda on that date without the requirement for a motion to lift from the table.
- If the motion to table included a set time for return later in the same meeting or was made sine die, the matter or motion must be lifted from the table by resolution before consideration of the tabled matter or motion begins. A motion to lift from the table:
 - (1) may only be made when no other motion is on the floor;
 - (2) cannot be debated or amended;
 - (3) may be made at a Regular Meeting but not at a Special Meeting, unless notice of the tabled matter or motion was provided in the notice of the Special Meeting.
- If a motion to lift from the table is defeated, a subsequent motion to lift from the table may only be made again after other business is considered.
- When a matter or motion that was tabled *sine die* is brought back to a future Meeting, it must be accompanied by a new report from Administration containing a recommendation to lift the matter or motion from the table.
- Except for matters or motions tabled *sine die*, if a tabled matter or motion is not lifted from the table within one year, or is not lifted from the table before the next Election, it cannot be lifted from the table and may only be made as a new motion.

Motion to Reconsider

- A Member may move to reconsider a motion previously passed or defeated provided that:
 - (1) the motion to reconsider is made at the same meeting that the original motion was made; and
 - (2) the motion to reconsider is moved by a Member who voted on the prevailing side of the original motion; or
 - (3) a Notice of Motion is submitted, prior to the Meeting at which it is to be considered, in which a Member sets out what special or exceptional circumstances warrant reconsideration of the original motion; and

- (4) the original motion has not already been acted upon.
- The requirement for a Notice of Motion for a motion to reconsider may be waived by Special Resolution.
- A motion to reconsider is debatable only if the motion to be reconsidered is debatable.
- 155 A motion cannot be reconsidered if:
 - (1) six months has passed since the original motion was considered; or
 - (2) an Election was held since the original motion was considered.
- 156 The following motions cannot be reconsidered:
 - (1) a motion which created a contractual liability or obligation cannot be reconsidered, altered, varied, revoked, rescinded, or replaced except to the extent that it does not attempt to void or interfere with the liability or obligation;
 - (2) a motion to adjourn, to set a time for adjournment, or to recess;
 - (3) a motion to close nominations for an appointment;
 - (4) a request to sever a motion containing multiple recommendations, proposals, or actions;
 - (5) a Point of Order, Point of Privilege, or Point of Information;
 - (6) a motion to suspend a rule or rules contained in this Bylaw:
 - (7) a motion to table or to lift from the table;
 - (8) a motion to adopt the Agenda;
 - (9) permission to withdraw a motion;
 - (10) a motion to rescind a reading of a bylaw;
 - (11) a motion to provide first or third reading of a bylaw; and
 - (12) a motion to reconsider a motion.

Motion to Rescind

- 157 A Member may move to rescind a motion previously passed. If passed, the motion to rescind renders the original motion null and void.
- A Member must submit a Notice of Motion to rescind a motion if that motion was considered at a previous Meeting and the same matter is not included on the Agenda.
- A motion to rescind does not undo any actions that have been taken as a result of the original motion being passed.

A motion to rescind is debatable only on the merits of the original motion that is proposed to be rescinded.

Motion to Move into a Closed Session

A Member may move a motion to move into a Closed Session. A motion to move into a Closed Session must be in accordance with the provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

Public Hearings

General Public Hearing Provisions

- Public Hearings are held when required by the *Municipal Government Act* or any other legislation or when Council directs that a matter be considered through a Public Hearing.
- 163 Public Hearings are held at Regular or Special Council Meetings.
- When a Public Hearing is required to be held on a proposed bylaw or resolution, the Public Hearing will be held after first reading and prior to second reading of the proposed bylaw or prior to a vote on the proposed resolution.
- Public Hearings are advertised in accordance with the *Municipal Government Act* and any applicable Rocky View County bylaws, policies, and procedures.

Written Submissions and Verbal Presentations

- Public Hearing advertisements must include an outline of the process for providing written submissions and must provide a deadline for submitting written submissions to be included in the Agenda and provided to Council as part of the Public Hearing.
- In order to be included in the Agenda and provided to Council as part of a Public Hearing, written submissions must be received prior to the advertised submission deadline and include the following:
 - (1) the name and legal or municipal address of the signatories; and
 - (2) how each signatory is affected by the subject matter of the Public Hearing.
- No written submissions received after the advertised submission deadline will be accepted by Rocky View County or provided to Council as part of the Public Hearing.
- Written submissions containing the following will not be accepted by Rocky View County or provided to Council as part of the Public Hearing:
 - (1) personal attacks or derogatory or defamatory statements; or
 - (2) statements that promote discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with provisions of the *Human Rights Act*.

An individual or group may provide a verbal presentation to Council at a Public Hearing which may include a written component as part of the presentation.

Group Submissions and Presentations

- A group may provide a written submission or verbal presentation to Council as part of a Public Hearing in accordance with the following provisions:
 - (1) the group submission or presentation is signed by three or more persons who claim to be affected by the subject matter of the Public Hearing who have agreed to put forward a common interest or concern on that subject matter;
 - (2) if a group wishes to provide a verbal presentation to Council at a Public Hearing, the group must designate one individual as its spokesperson to be solely responsible for presenting on behalf of the group; and
 - if a written submission is received from a group and the group also wishes to provide a verbal presentation at a Public Hearing, Council will only hear from the designated spokesperson of the group and will only hear new information not already contained in the group's written submission.

Presenting at a Public Hearing

- 172 Individuals or groups who wish to present at a Public Hearing should register on the designated sign-in sheet as either in support or in opposition of the proposed bylaw, resolution, or other thing subject to the Public Hearing.
- When addressing Council at a Public Hearing, the person present must state:
 - (1) their name and legal or municipal address;
 - (2) an indication as to whether they are speaking on their own behalf, on behalf of another person, or on behalf of a group;
 - (3) an indication as to whether they are speaking in support or in opposition to the proposed bylaw, resolution, or other thing subject to the Public Hearing
 - (4) how they are affected by the proposed bylaw, resolution, or other thing subject to the Public Hearing; and must
 - (5) address the Chair when responding to questions or providing information.
- An individual may authorize another individual to present on their behalf if such authorization is provided in writing and proof of such can be provided at the Public Hearing.
- 175 An individual or group may present only once at a Public Hearing.
- Presentations may include electronic components such as photos, videos, maps, PowerPoint presentations, written presentations. All presentation materials used at a Public Hearing form part of the public record and will be collected by Rocky View County and provided to the public upon request.

Public Hearing Procedures

- The Chair calls for a motion to open the Public Hearing and notes the time that the Public Hearing is opened.
- The Chair reminds any individual or group that wishes to present at the Public Hearing to register on the designated sign-in sheet either in support or in opposition of the proposed bylaw, resolution, or other thing subject to the Public Hearing.
- The Chair announces that the Public Hearing is being recorded and live-streamed and will be available to view by the public.
- The Chair announces that the use of audio or video recording devices and cameras by the public or press is prohibited.
- The Chair provides an outline of the Public Hearing process and procedures in the following sequence:
 - (1) Staff report from Administration;
 - (2) Presentation from the applicant;
 - (3) Presentations from the public in support of the proposal;
 - (4) Presentations from the public in opposition of the proposal;
 - (5) Rebuttal presentation from the applicant limited only to the comments received or heard in opposition; and
 - (6) Final questions of Administration.
- The Chair calls for the staff report from Administration to introduce the proposed bylaw, resolution, or other thing subject to the Public Hearing.
 - (1) Questions of clarification from Members to Administration are only allowed by the Chair during this portion of the Public Hearing.
- Following the staff report from Administration, the Chair calls for the applicant to present their application.
 - (1) Presentations from the applicant are limited to a maximum of 20 minutes unless Council passes a motion to extend the presentation time limit.
 - (2) Questions of clarification from Members to the applicant are only allowed by the Chair during this portion the Public Hearing.
- Following the presentation from the applicant, the Chair calls for presentations from the public, either in support or in opposition to the proposed bylaw, resolution, or other thing subject to the Public Hearing.

- (1) Presentations from individuals, whether in support or opposition, are limited to a maximum of five minutes, unless a motion is passed by Council to extend the presentation time limit.
- (2) Presentations from groups, whether in support or opposition, are limited to a maximum of 10 minutes, unless a motion is passed by Council to extend the presentation time limit.
- (3) Public presentations begin with those in support and the Chair calls upon the individuals or groups that have registered to present in support on the designated sign-in sheet in the order that they appear on the list.
- (4) After every individual or group that registered to present in support is provided an opportunity to present, the Chair asks three times whether anyone else wishes to present in support and provides them an opportunity to present.
- (5) After the public presentations in support have concluded, the Chair calls upon the individuals or groups that have registered to present in opposition on the designated sign-in sheet in the order that they appear on the list.
- (6) After every individual or group that registered to present in opposition is provided an opportunity to present, the Chair asks three times whether anyone else wishes to present in opposition and provides them an opportunity to present.
- (7) Questions of clarification from Members to the public presenters, whether in support or opposition, are only allowed by the Chair during this portion of the Public Hearing.
- Following the public presentation in support and in opposition, the Chair invites the applicant to provide a rebuttal to any points raised in opposition to their application either in a written submission or presentation provided at the Public Hearing.
 - (1) The rebuttal by the applicant is limited to a maximum of 10 minutes, unless a motion is passed by Council to extend the presentation time limit.
 - (2) The Chair allows questions of clarification from Members to the applicant during this portion of the Public Hearing only in regards to the information provided by the applicant during their rebuttal.
- Following the rebuttal from the applicant, the Chair allows for any final questions from Members to Administration.
- The Chair calls for a motion to close the Public Hearing and notes the time that the Public Hearing is closed. The Public Hearing must be closed before Council votes on the proposed bylaw, resolution, or other thing subject to the Public Hearing.
- Pursuant to the *Municipal Government Act*, Members who are absent for the whole Public Hearing must abstain from voting on the matter. Members who are absent for part of the Public Hearing may abstain from voting on the matter.

(1) If the number of Members present at the Meeting is less than Quorum after those Members have abstained from voting, the debate and vote is postponed until the next Regular Council Meeting.

Bylaws

Bylaw Requirements and Introducing Bylaws

- 189 Proposed bylaws must:
 - (1) be assigned a unique bylaw number and provide a concise title indicating the general purpose of the bylaw;
 - (2) be presented in its entirety to all Members present at the Meeting prior to considering a motion for first reading of the bylaw;
 - if amended, be presented as amended in its entirety to all Members present at the meeting prior to consideration of subsequent readings of the bylaw;
 - (4) amendments to a bylaw may only be made prior to consideration of third reading of the bylaw;
 - (5) pursuant to the *Municipal Government* Act, be provided three separate and distinct readings and not be provided more than two readings at one Meeting unless the Members present unanimously pass a motion to authorize third reading at that Meeting; and
 - (6) any bylaw that fails to receive unanimous authorization for third reading will be included on the Agenda of the next Regular Council Meeting, or on the agenda of a Special Council Meeting, for consideration of third reading.
- For bylaws that do not require a statutory Public Hearing, Administration will provide an introduction to the proposed bylaw prior to consideration of first reading of the bylaw.

Bylaws Requiring a Statutory Public Hearing

- For bylaws that require a statutory Public Hearing, Administration will provide an introduction to the proposed bylaw prior to consideration of first reading of the bylaw and prior to the Public Hearing for the proposed bylaw.
- After a motion has been made to provide first reading of a bylaw, but prior to the vote on the motion for first reading, Council may debate the substance of the bylaw and propose and consider any amendments to the bylaw.
- Any proposed amendments must be made in the form of a motion and be put to a vote. Any amendments passed are incorporated into the bylaw at first reading and apply to all subsequent readings of the bylaw
- After all proposed amendments have been voted on and either passed or defeated, the Chair calls for a vote on first reading of the bylaw or first reading of the bylaw as amended, if applicable.

- Once a bylaw receives first reading, Administration establishes a date and time to hold the Public Hearing on the bylaw. The Public Hearing must be held before consideration of second reading of the bylaw.
- 196 If a bylaw does not receive first reading, the bylaw does not proceed to a Public Hearing and is considered defeated.

Bylaw Consolidations

The Chief Administrative Officer is authorized to prepare consolidations of bylaws as required from time to time pursuant to the *Municipal Government Act*.

Severability

198 Each provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

Transitional

- Bylaw C-7295-2013, being the *Procedure Bylaw*, and all amendments thereto are repealed upon this Bylaw passing and coming into full force and effect.
- Bylaw C-7907-2019, being the *Procedure Bylaw*, is passed when it receives third reading and is signed in accordance with the *Municipal Government Act*.
- 201 Bylaw C-7907-2019, being the *Procedure Bylaw*, comes into full force and effect on September 1, 2019.

	Date Bylaw Signed	
	Chief Administrative Officer or Designate	
	Reeve	
READ A THIRD TIME IN COUNCIL this	day of	, 2019
UNAMIMOUS PERMISSION FOR THIRD READING this_	day of	, 2019
READ A SECOND TIME IN COUNCIL this	day of	, 2019
READ A FIRST TIME IN COUNCIL this	day of	, 2019

Bylaw C-7907-2019

Schedule 'A' - Definitions

- 1 **"Administration"** means the operations and staff under the direction of the Chief Administrative Officer.
- 2 "**Agenda**" means the list of items and orders of business for a Meeting along with their associated reports, attachments, appendices, and other materials.
- 3 "Bylaw" means a Bylaw of Rocky View County.
- 4 "Chair" means the person with the authority to preside over a Meeting and direct the proceedings and conduct of that Meeting.
- "Clear Majority" means more than half of the votes of the Members present at the meeting who are not required or permitted to abstain from voting. For example, if 9 votes are cast, the Clear Majority (more than 4.5) is 5.
- 6 "Closed Session" means a meeting or part of a meeting that is closed to the public in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*, or as allowed under any other enactment.
- "Code of Conduct Bylaw" means, as the context requires, either Rocky View County Bylaw C-7768-2018, being the Council Code of Conduct, or Rocky View County Bylaw C-7855-2018, being the Board and Committee Code of Conduct Bylaw, as amended or replaced from to time
- 8 **"Committee"** means a Committee, Board, or other body of Rocky View County established by Council and with Members appointed by Council.
- 9 **"Council"** means the duly elected Council of Rocky View County and includes the Reeve, Deputy Reeve, and all Councillors.
- **"Councillor"** means a duly elected member of Council and includes the Reeve, Deputy Reeve, and all Councillors.
- 11 "County" means Rocky View County.
- "Chief Administrative Officer" means the Chief Administrative Officer of Rocky View County pursuant to the *Municipal Government Act* or their authorized delegate.
- "Election" means a General Election as defined and held pursuant to the *Local Authorities Election Act*, RSA 2000, c E-21, as amended or replaced from time to time, and does not include a by-election or a vote on a bylaw or question.
- 14 **"Emergent Business"** means a time-sensitive matter that requires immediate and urgent consideration by Council or a Committee.

- 15 "Freedom of Information and Protection of Privacy Act" means the Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25 as amended or replaced from time to time.
- "Group" means three or more persons with a common interest in a matter before Council or a Committee, one of whom is designated as the spokesperson for the group and is solely responsible for presenting on behalf of the group.
- 17 "Majority" means more than half of the Members present.
- 18 "Meeting" means an Organizational, Regular, or Special Meeting of Council or a Committee.
- 19 **"Member**" means either:
 - (1) a Councillor; or
 - (2) a person appointed by Council to a Committee.
- 20 "Minutes" means the written record of the proceedings and decisions of a Meeting.
- 21 "Motion" means a proposal for action by Council or a Committee.
- 22 "*Municipal Government Act*" means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time.
- "Organizational Meeting" is an Organizational Meeting of Council held pursuant to the *Municipal Government Act*.
- 24 "Pecuniary Interest" means a pecuniary interest as contemplated in the *Municipal Government Act* or Rocky View County Bylaw C-7855-2018, being the *Board and Committee Code of Conduct Bylaw*, as amended or replaced from time to time.
- 25 **"Point of Information"** means a request raised by a Member directed through the Chair to another Member or to Administration for information relevant to the business at hand but not related to a Point of Order.
- "Point of Order" means a question or concern raised by a Member directed to the Chair to call attention to any departure from the Procedure Bylaw or to obtain information on a matter of procedure bearing on the business at hand in order to assist a Member to make an appropriate motion or to understand the parliamentary situation or the effect of a motion. When raising a Point of Order, the Member must verbally state what the departure from the Procedure Bylaw is.
- 27 "Point of Privilege" means a matter that is not related to the pending business and has to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. It affects Council or Committee collectively or the conduct of individual Members and includes, but is not limited to, the following:
 - (1) The comfort of Members;

- (2) The conduct of Members;
- (3) The conduct of Administration;
- (4) The conduct of members of the public in attendance at the meeting; or
- (5) The reputation of members or of Council or a Committee as a whole.
- 28 **"Public Hearing"** means a Public Hearing held pursuant to the *Municipal Government Act* or any other legislation, whether statutory or non-statutory.
- 29 "Quorum" is the minimum number of members who must be present at a Meeting to conduct business and is the Majority of Members. For example, Quorum for Council is five Members.
- "Regular Meeting" is a Regular Meeting of Council held pursuant to the *Municipal Government Act* or a Regular Meeting of a Committee held pursuant to Rocky View County *Bylaw C-7840-2018*, being the *Boards and Committees Bylaw*, as amended or replaced from time to time.
- 31 **"Resolution"** is a declaration of Council or a Committee's intention with respect to a particular matter at a specific time.
- "Special Meeting" is a Special Meeting of Council held pursuant to the *Municipal Government Act* or a Special Meeting of a Committee held pursuant to Rocky View County Bylaw C-7840-2018, being the *Boards and Committees Bylaw*, as amended or replaced from time to time.
- "Special Resolution" means a Resolution requiring at least two-thirds of the Members present at the Meeting who are not required or allowed by statute to abstain from voting on the Motion to vote in the affirmative. For example, if 9 votes are cast, a Special Resolution requires 6 votes.
- "Stand at Ease" means a brief pause called by the Chair of a Meeting without a declaration of a recess and Members must remain in their places.
- 35 **"Terms of Reference"** means a Terms of Reference or bylaw approved by Council that establishes the functions, procedures, membership, and other governance characteristics of a Board or Committee.
- "Unfinished Business" is business that has been raised at the same or a previous Meeting and that has not been completed.



OFFICE CONSOLIDATION

BYLAW C-7295-2013

A Bylaw of Rocky View County to provide for the orderly proceedings of meetings of Council, Council Committees and other bodies established by Council.

WHEREAS Section 145 of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 and amendments thereto authorizes Council to pass bylaws to regulate the procedure and conduct of Council, Council Committees, and other bodies established by Council, the conduct of Councillors and the conduct of members of Council Committees and other bodies established by Council;

THEREFORE, the Council of Rocky View County, duly assembled, enacts as follows:

PART ONE - INTRODUCTION

1 Title

This bylaw shall be known as "The Procedure Bylaw".

2 Definitions

In this bylaw:

"Acting Reeve" means the Councillor selected by Council to preside at a meeting when both the Reeve and Deputy Reeve are unable to perform the duties of the Reeve or if both the office of the Reeve and the office of the Deputy Reeve are vacant.

"Adjourn" means to close the Meeting.

"Administration" means the County Manager or General Manager employed by the County.

"Agenda" is the list of items and orders of business for a Meeting along with associated reports, bylaws or other documents.

"Agenda Review Committee" is the County Manager, General Managers, Municipal Clerk and Council Recording Secretary or his/her designates.

"Audio Tapes" are the tapes of Council or Council Committee meetings.

"Chair" means the person who presides over a Meeting and when in attendance at a Council Meeting, shall mean the Reeve or Deputy Reeve.

"Clear Days" means the number of days between events excluding the first and the last day.

"Committee" means a Council Committee, Board or other body established by Council pursuant to the *Municipal Government Act*.

"Committee of the Whole" refers collectively to those Councillors present when Council moves to sit In Camera.

"Council" means the Reeve and Councillors, duly elected in the County and who continue to hold office.

"Councillor(s)" means a duly elected Member of Council, including the Reeve.

"County" is the Municipality of Rocky View County.

"County Manager" is the person appointed by Council into the position of Chief Administrative Officer under the *Municipal Government Act*.

"Deputy Reeve" is the Councillor appointed by Council to act as Reeve when the Reeve is unable to perform the duties of the Reeve or if the office of Reeve is vacant.

"Emergent Business" is a time sensitive matter that requires Council's or a Committee's immediate and urgent consideration.

"Freedom of Information and Protection of Privacy Act" means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25 as amended from time to time.

"General Election" means an election held for all the Members of Council to fill vacancies caused by the passage of time in accordance with the Local Authorities Election Act, R.S.A. 2000 Chapter E-21.

"In Camera" means a meeting of Council or Committee which is held in private without the presence of the public pursuant to Section 197 of the *Municipal Government Act*.

"Meeting" means an organizational, regular or special meeting of Council or Committee.

"Member" is a duly elected member of Council or a duly appointed member of a Committee who continues to hold office.

"Minutes" are the written record of the decisions of a Meeting recorded in the English language without note or comment.

"Motion" is a proposal for action by Council or Committee.

"Municipal Clerk" means the County's Manager Legislative Services.

"Municipal Government Act" means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended from time to time.

"Notice of Motion" is a notice of intention by a Member to present a motion at a subsequent Meeting.

"Organizational Meeting" means a Meeting of Council held in accordance with Section 192 of the Municipal Government Act and Part 3 of this Bylaw.

"Pecuniary Interest" means a pecuniary interest within the meaning of the Municipal Government Act.

"Point of Information" means a request by a Member directed through the Chair to another Member or to Administration for information relevant to the business at hand but not related to a Point of Procedure.

"Point of Order" is a statement from a Member to call attention to any departure from the Meeting Procedure Bylaw.

"Point of Privilege" means matters affecting the rights and immunities of Council collectively or the propriety of the conduct of individual Members and includes, but is not limited to the following:

- (a) the organization or existence of Council or Committee;
- (b) the comfort of Members;
- (c) the conduct of Members;
- (d) the conduct of Administration or members of the public in attendance at the Meeting; and
- (e) the reputation of Members or of Council or Committee as a whole.

"Point of Procedure" is a question directed to the Chair to assist a Member to:

- (a) make an appropriate motion;
- (b) raise a Point of Order;
- (c) understand the procedure; or
- (d) understand the effect of a motion.

"Precedence" means a Motion has precedence when it can temporarily replace a Motion on the floor and can only be superseded by a Motion of higher rank or "Precedence".

"Public Hearing" means a Meeting or portion of a Meeting held for the purposes of hearing matters as prescribed by the Municipal Government Act or other legislation or hearing other matters which Council directs be considered at a Public Hearing.

"Quorum" means the majority of all Members, fifty (50) percent plus one (1), unless Council prescribes otherwise in a bylaw or Terms of Reference for a Committee.

"Recess" means an intermission or break within a Meeting but does not end the Meeting and after which, the proceedings are immediately resumed at the point where they were interrupted.

"Recorded Vote" means that where a vote is not unanimous, the Minutes shall record the Members present at the Meeting and shall show which Members voted for or against the Motion or who abstained.

"Reeve" means the Chief Elected Official of the County within the meaning of the Municipal Government Act.

"Resolution" is a declaration of Council or Committee's intention with respect to a particular matter at a specific time.

"Special Meeting" is a meeting called by the Reeve or Council in accordance with the Municipal Government Act and this Bylaw or, with respect to Committees is a meeting called by the Chair in accordance with the Committee Bylaw.

"Special Resolution" means a resolution requiring at least two-thirds of the Members present at the Meeting who are not required or allowed by statute to abstain from voting on the Motion, to vote in the affirmative.

"Statutory Hearing" means a public hearing required by the Municipal Government Act or other legislation.

"Statutory Petition" means a petition of the eligible electors of the County prepared and filed in accordance with the Municipal Government Act.

"Table" means a Motion to delay consideration of any matter to either a specific date or sine die.

"Unfinished Business" is business that has been raised at the same or a previous Meeting and that has not been completed.

3 Application

- (1) This Bylaw applies to all meetings of Council and Committees and shall be binding on all Councillors and Committee Members.
- (2) Notwithstanding Paragraph 3(1), where the Committee bylaw or Terms of Reference establishes other procedures or gives the Committee the authorization to establish its own Meeting procedure, if there is a conflict between the Committee's established Meeting procedures and this Bylaw, that Committee's established Meeting procedure will have precedence over this Bylaw for the purposes of that Committee's Meetings.

4 Interpretation

- (1) When a matter arises relating to proceedings not covered by a provision of this Bylaw, the matter shall be decided by reference to the most current edition of Robert's Rules of Order.
- (2) Procedure is a matter of interpretation by the Chair.
- (3) In the event of a conflict between the provisions of this Bylaw and Robert's Rules of Order, the provisions of this Bylaw shall apply.
- (4) In the absence of any statutory obligation, any provision of this Bylaw may be temporarily waived, altered or suspended by Special Resolution (two-thirds majority vote).

PART TWO - ROLES

Powers and Responsibilities

5 The Reeve:

(1) opens Council Meetings;

- (2) chairs Council Meetings;
- (3) subject to an appeal by a Councillor:
 - (a) maintains order and preserves decorum in Council Meetings and if necessary, calls a member to order; and
 - (b) rules on Points of Order and Points of Procedure.
- (4) ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
- (5) decides, with the permission of Council, who may address Council;
- (6) has all of the same rights and is subject to the same restrictions, as to participation in debate, as all other Councillors; and
- (7) when wishing to join in the debate or make a Motion, the Reeve shall:
 - request the Deputy Reeve or Acting Reeve assume the position of Chair;
 and
 - (b) resume the Chair when the motion on the floor has been dealt with, exclusive of any Motions Arising.

6. Deputy Reeve

(1) The Deputy Reeve chairs Council meetings when the Reeve is absent or unable to act as Reeve and shall have all the powers and responsibilities of the Reeve under this Bylaw.

PART THREE - MEETINGS OF COUNCIL

7 Organizational Meeting

(1) An Organizational Meeting shall be held not later than two weeks after the third Monday in October each year.

Agenda

- (2) At the organizational meeting the:
 - (a) County Manager or designate:
 - (i) calls the Meeting to order;
 - (ii) presides over the election of the Reeve; and
 - (iii) administers the Oaths of Office.
 - (b) Reeve:

- (i) presides over the election of the Deputy Reeve
- (c) Council:
 - (i) establishes the dates for Council Meetings;
 - (ii) appoints Council Committees and board Members;
 - (iii) appoints Council Committee Chairs;
 - (iv) conducts other business as identified within the Organizational Meeting Agenda.

Nominations

- (3) If only one nomination is received for the position of Reeve or Deputy Reeve, that nominee shall be declared elected by acclamation.
- (4) Where there is more than one nomination for Reeve or Deputy Reeve, voting shall be done by secret ballot.
- (5) If, on the first ballot, no one Councillor receives a clear majority of s, the Councillor who received the least number of votes shall be dropped from the ballot and a second ballot shall be taken.
- (6) On subsequent ballots, a Councillor who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.
- (7) Councillors shall sit in order of their Division, other than the Reeve and Deputy Reeve.
- (8) Councillors hold office from the beginning of the Organizational Meeting following the General Election until immediately before the beginning of the Organizational Meeting following the next General Election, in accordance with the Local Authorities Election Act, R.S.A. 2000 Chapter L-21.
- (9) The appointment of Members to Committees is done on an annual basis, by secret ballot, if a vote is required, and the ballots are to be destroyed at the close of the Meeting.

8 Regular Meetings of Council

(1) The date and time of all Council Meetings for the next calendar year shall be established by Resolution at the Organizational Meeting.

- (2) Regular Council meetings shall be held in Council Chambers on Tuesdays beginning at 9:00 a.m. and shall adjourn no later than 5:00 p.m. unless Council adopts a Motion to proceed past that time¹.
 - (a) A Motion to proceed past 5:00 p.m. should take into consideration the maximum working hours noted in Rocky View County Bylaw C-7085-2011 "Maximum Working Hours".
 - (b) Should there be no Motion to continue past 5:00 p.m., all Unfinished Business which appears on the Agenda shall be tabled until 9:00 a.m. at the next regular Meeting of Council.²
 - (c) If it appears that any Unfinished Business is urgent the Reeve shall call a Special Meeting to deal with such matters.
- (3) Council by Resolution may establish other Council meeting dates.

9 Special Meetings

- (1) A Special Meeting shall be scheduled when required to do so by the Reeve or a majority of Council.
- (2) Where a Special Meeting is required by a majority of Council, the Reeve shall call such meeting within 14 days of the date on which the request was made.
- (3) No less than 24-hours notice of a Special Meeting shall be provided to each Councillor and to the public. The notice shall state the time, date, place and in general terms the nature of the business to be transacted.
- (4) A Special Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.
- (5) The Agenda for a Special Meeting shall be restricted to the business stated in the notice unless all Councillors are present and a motion is passed to deal with the matter.

10 Council Review Hearing

- (1) In this Section, the following terms have the following meanings:
 - (a) "Remedial Order" means an order issued pursuant to Sections 545 or 546(0.1) of the *Municipal Government Act*; and

² Bylaw Amendment C-7404-2014 – September 9, 2014

¹ Bylaw Amendment C-7404-2014 – September 9, 2014

- (b) "Review Hearing" means a review of the Remedial Order pursuant to Section 547 of the *Municipal Government Act*.
- (2) A Review Hearing shall be heard at a regular Council Meeting as soon as practicable after receipt of a written request to review the Remedial Order.
- (3) The Applicant and Administration shall be given sufficient time to prepare for the Review Hearing.
- (4) Written submissions from the Applicant and Administration must be submitted by the Agenda deadline to be distributed as part of the Council Agenda.
- (5) As a proceeding of Council, a Review Hearing is open to the public.
- (6) At the beginning of a Review Hearing, the Reeve shall:
 - (a) introduce the parties;
 - (b) describe the hearing process; and
 - (c) deal with any preliminary matters.
- (7) The normal order of procedure in a Review Hearing is as follows:
 - (a) Applicant opening remarks and presentation [maximum of ten (10) minutes];
 - (b) questions to Applicant by Council;
 - (c) Administration opening remarks and presentation [maximum of ten (10) minutes];
 - (d) questions to Administration by Council;
 - (e) Applicant rebuttal and summation [maximum five (5) minutes].
- (8) If the Applicant fails to attend the Review Hearing despite having been given notice, Council may proceed with the hearing in the absence of the Applicant.
- (9) Council may establish such other rules of procedure by Resolution as may be necessary to conduct the Review Hearing properly and fairly.
- (10) At the conclusion of the Review Hearing, Council may confirm, vary, substitute or cancel the Remedial Order, by passing a Resolution indicating its decision and its reasons.
- (11) If Council confirms or varies the Remedial Order, the Resolution should require the Applicant to comply with the Remedial Order including any variance to the

Remedial Order) by a specific date, failing which the County may rectify the problem at the Applicant's cost or pursue other enforcement action.

(12) The Municipal Clerk shall cause a written notice of the decision of Council to be served upon the Applicant within 15 days of the conclusion of the Review Hearing.

11 In Camera Meetings

- (1) The Municipal Government Act permits Council or Committee to close all or part of the meeting to the public if a matter to be discussed is within one of the exceptions to disclosure contained in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.
- (2) Council or Committee shall pass a Resolution prior to moving to an In Camera Meeting stating the nature of the In Camera Meeting and relevant sections of the Freedom of Information and Protection of Privacy Act.
- (3) In Camera Meetings shall be chaired by the Reeve in the case of Council.
- (4) A Meeting held In Camera subject to the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act* may exclude Administration, but not Members as long as the Member is not disqualified from participating in the discussion of the matter due to Pecuniary Interest.
- (5) When an In-Camera meeting is held, Council or Committee may invite any person or persons to attend the "In-Camera" Meeting as Council or Committee deems appropriate.
- (6) When a Meeting is held "In-Camera", no resolution or bylaw may be passed except a resolution to revert to a Meeting held in public.

12 Meetings through Electronic Communications

- (1) Pursuant to the *Municipal Government Act a* meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:
 - (a) notice is given to the public of the meeting, including the way in which it is to be conducted:
 - (b) the facilities enable the public to watch and/or listen to the meeting at a place specified in the notice and a designated officer is in attendance at that place; and

- (c) the facilities enable all the meeting's participants to watch and/or hear each other.
- (3) Members participating in a Meeting held by means of electronic or other communication facilities are deemed to be present at the Meeting.

13 Notice of Regular and Special Council and Committee Meetings

- (1) Notice of regular Meetings is deemed to be given by annual:
 - (a) notice in the local newspaper;
 - (b) posting on the County's website; and
 - (c) posting on the Public Notice Board within the Administration Office.
- (2) Council, by Resolution, may change the frequency, time, date or location of any Meeting.
- (3) Notification of a change in time, date or location of any meeting of Council or Committee, or the establishment of a Special Meeting, shall be provided to the public by:
 - (a) posting a notice on the Public Notice Board at the Administration Office; and
 - (b) posting a notice on the Rocky View County website; or
 - (c) newspaper advertisement.

14 Cancellation of Regular and Special Meetings

- (1) A Council or Committee Meeting may be cancelled:
 - (a) by a majority of Members at a previously held Meeting; or
 - (b) with the written consent of a majority of the Members and by providing not less than twenty-four (24) hours' notice to all Members and the public.

15 Commencement of Meetings

As soon as there is a Quorum after the time for commencement of a Meeting:

- (1) the Chair takes the Chair and calls the Meeting to order; or
- (2) if the Reeve and Deputy Reeve in the case of Council or Chair and Vice Chair in the case of Committee are not present within thirty (30) minutes after the time set for the Meeting and a Quorum is present, the County Manager or designate shall call the Meeting to order and a Member shall be chosen by the Members present to Chair the Meeting;

(3) upon their arrival, the Reeve or Deputy Reeve in the case of Council or Chair or Vice Chair in the case of Committee shall assume the Chair.

16 Quorum

(1) No Quorum

If there is not a Quorum within thirty (30) minutes after the time set for the Meeting, the County Manager or designate shall record the names of the Members present and the Meeting shall be adjourned to the time of the next regular Meeting.

(2) Lost Quorum

If at any time during a Meeting Quorum is lost, the Meeting shall be Recessed and if Quorum is not achieved within 15 minutes, the Meeting shall be deemed to be adjourned.

PART FOUR - AGENDA

17 Agenda Preparation

(1) The Agenda for each Council Meeting is established by the County Manager in consultation with the General Managers and the Municipal Clerk.

18 Agenda Distribution

- (1) The Municipal Clerk shall distribute the Council Meeting Agenda to Members of Council and Administration on the Tuesday prior to the Council Meeting.
- (2) The Municipal Clerk shall post the Council Agenda on the County's public website and make copies of the agenda and supplementary materials (unless these must or may be withheld under the *Municipal Government Act* or other legislation) available to the public on the Wednesday prior to the Council meeting.

19 Late Submissions

- (1) Administrative reports and submissions received too late to be included with the regular Agenda shall be included on the next regular Council Agenda.
- (2) In exceptional circumstances, at the discretion of the County Manager or designate, submissions received too late to be included with the regular Agenda, may be added to the regular Council Agenda at the meeting as an emergent business item.

20 Emergent Business

- (1) Emergent Business is an Agenda item that is not on the Agenda and because of time constraints must be brought before Council. The Emergent Business item:
 - (a) shall be considered as an addendum to the Agenda; and
 - (b) the County Manager shall provide an explanation indicating the reasons and degree of urgency.
- (2) A Councillor may move, without prior notice, to bring Emergent Business before a Meeting subject to the following conditions:
 - (a) the matter proposed for discussion must relate to an emergency;
 - (b) the Chair has determined the matter is urgent prior to the start of the Meeting at which the motion is made;
 - (c) the Motion must not involve discussion of a matter which has been discussed previously in the same meeting;
 - (d) the matter must not be one which should receive written notice;
 - (e) the Motion must not raise a Point of Privilege; and
 - (f) the Motion must be adopted by Special Resolution (two-thirds majority vote).

21 Order of Business on the Agenda

(1) The Order of Business on any regular Agenda shall be:

Call to Order

Updates/Acceptance of Agenda

- A Confirmation of Minutes
- **B** Financial Reports
- C Appointments/Public Hearings
- D General Business
- E Bylaws
- F Unfinished Business/Business Arising
- G Councillor Reports
- H Management Reports
- I Notices of Motion
- J Subdivision Applications
- K Committee of the Whole In-Camera Adjourn the Agenda

22 Additions or Deletions

(1) The addition or deletion of Agenda items after a regular Agenda has been published requires a resolution of Council.

(2) The addition or deletion of agenda items after the agenda has been adopted requires a unanimous vote of Council.

23 Order of Business

- (1) Unfinished Business
 - (a) Unfinished Business after adjournment due to loss of Quorum shall be dealt with before any items on the current agenda unless a Special Meeting has been called to deal with the business of the adjourned meeting.
- (2) Approval Agenda
 - (a) Immediately after a meeting is called to order, the Chair shall call for a motion adopting the agenda, subject to any additions or deletions.
- (3) Approval of Minutes
 - (a) Immediately after agenda approval, the Chair shall call for a motion adopting the minutes of the preceding meeting or meetings, subject to the correction of any errors or omissions.
- (4) Order Determined by Chair
 - (a) The order of business shall be determined by the Chair, subject to:
 - (i) subsections (1), (2) and (3) of this section; or
 - (ii) a challenge by a Member.

24 Proceedings

- (1) Discussion Directed Through Chair
 - (a) All discussion at a Meeting shall be directed through the Chair.
- (2) Pecuniary Interest
 - (a) Where a Member has a pecuniary interest in respect of a matter before the Council or Committee, the Member of Council must adhere to the provisions of Section 172 of the *Municipal Government Act* including:
 - (i) Disclosing the general nature of the pecuniary interest prior to any discussion of the matter;
 - (ii) Abstaining from voting on the matter;
 - (iii) Abstaining from any discussion of the matter, and

- (iv) Unless otherwise permitted by Section 172(2) or (3) of the *Municipal Government Act* to remain in the room, leaving the room in which the Meeting is being held until discussion and voting on the matter are concluded.
- (b) The Member's abstention and the nature of the pecuniary interest shall be noted in the Minutes.
- (c) A Member who has a Pecuniary Interest in a matter is not considered part of Quorum for that matter.

(3) Temporary Absence

(a) If a Member arrives late, leaves before the Meeting is adjourned, or is temporarily absent from the Meeting, the Meeting Minutes shall reflect such absence and the time of the absence.

(4) Speaking to Motions

- (a) No Member shall speak unless and until recognized by the Chair.
- (b) Unless permitted by the Chair, Members may speak only twice on any Motion, once in debate and once to ask questions.
- (c) The Chair may grant further permission to a Member to speak as follows:
 - to provide an explanation of the Member's previous remarks if misunderstood;
 - (ii) in the case of the mover, to answer questions from the floor directed to the Chair; and
 - (iii) to allow the mover to close debate after the Chair has called for further discussion and all other Members have had an opportunity to be heard.

(5) Time Limit

(a) Members shall not speak on any matter for longer than 10 (ten) minutes, unless otherwise permitted by the Chair.

(6) Interruption of Speaker

- (a) A Member who is speaking may only be interrupted by another Member on:
 - (i) a Point of Privilege; or
 - (ii) a Point of Order.

- (b) A Member who is speaking when a Point of Order or Privilege is raised shall immediately cease speaking.
- (c) The Chair may grant permission:
 - (i) to the Member raising the point to explain the point briefly, and
 - (ii) to the Member who was speaking to respond briefly,

but otherwise a Point of Order or Privilege is not debatable or amendable.

(7) Ruling on Proceedings

(a) The Chair shall rule on a Point of Order or Privilege and no vote shall be taken unless there is a challenge by a Member to the ruling.

(8) Recorded Vote

(a) Any vote by Council on a Motion that is not unanimous initiates a Recorded Vote to show the names of the Members present and whether each Member voted for or against the motion, abstained or absent.

25 Minutes

- (1) The Municipal Clerk shall prepare a written record of all Council and Committee Meetings that includes:
 - (a) The names of the Members present at and absent from the meeting.
 - (b) A brief description of the subject matter.
 - (c) All decisions and other proceedings.
 - (d) The names of members of the public who speak to an item.
 - (e) The names of the Members voting for or against a Motion that is not unanimous or defeated and those who are absent for the vote.
 - (f) Any abstentions made under the *Municipal Government Act* by any Member and the reason for the abstention.
 - (g) Any abstentions made as a result of a pecuniary interest and the reason for the abstention.
 - (h) The signatures of the Reeve and the Municipal Clerk in the case of Council and the signatures of the Chair and Vice Chair in the case of Committee.

26 Audio/Video Recordings of Council Meetings

- (1) Audio/video recordings of the Council meeting are a record of routine disclosure and shall be uploaded to the County website for a period of 4 weeks.
- (2) Retention of audio/video recordings shall be in compliance with the County's Records Retention Bylaw.
- (3) Audio recordings shall only be transcribed if required by the County Manager in connection with any litigation, audit or investigation being undertaken or if required pursuant to the *Freedom of Information and Protection of Privacy Act.*

27 Public Requests to Address Council or Committee

- (1) If a member of the public wishes to address Council or Committee on a matter on an Agenda, for which a Statutory Hearing is not required, that person shall notify the County Manager prior to the Meeting and state the reason for the request to speak.
- (2) The County Manager shall advise Council or Committee of the request.
- (3) Council or Committee may, by Resolution, permit a member of the public to address Council or Committee on a matter on an Agenda.

PART FIVE - MOTIONS

28 Notices of Motion

- (1) A Member wishing to introduce a new matter for consideration, shall submit the motion in writing to the Municipal Clerk not less than seven (7) Clear Days prior to the meeting at which the member wishes to introduce his/her Notice of Motion.
- (2) All Notices of Motion received at a Meeting shall:
 - (a) be added to the Agenda of the next Meeting; and
 - (b) include an administration report in response to the proposed Motion.
- (3) The requirement for notice contained in subsection (1) may be waived by Special Resolution (two-thirds majority vote). The matter would then be considered emergent business.

(4) A Notice of Motion must give sufficient detail so that the subject of the Motion and any proposed Motion can be determined and it must state the date of the Meeting at which the Motion shall be made.

(5) No Motion bringing a new matter before Council or Committee may be made while any other Motion is pending.

29 General Provisions of Motions

- (1) Unless otherwise determined by the Chair, no matter may be debated or voted on by Council or Committee unless it is in the form of a Motion.
- (2) A Member may move a Motion whether or not the Member intends to support it.
- (3) Motions may be projected in front of Council or Committee prior to voting, and the Chair has the discretion of requesting a Motion be submitted in writing.
- (4) The Chair shall not call the question on any Motion until Council or Committee is completely satisfied that it is clear on how the Motion reads.
- (5) A Motion that has been moved shall not be required to be seconded.
- (6) When a Motion has been made and is being considered, no Member may make another Motion except to:
 - (a) amend the Motion;
 - (b) amend the amendment to the Motion;
 - (c) refer the main Motion;
 - (d) Table the main Motion;
 - (e) move a Motion that has Privilege, that is:
 - (i) a Motion to recess;
 - (ii) a Motion to adjourn;
 - (iii) a Motion to set the time for adjournment;
 - (iv) a Motion to extend the time of the Meeting; or
 - (v) a Point of Privilege.
- (7) A recommendation in a report does not constitute a Motion until it is moved by a Member.
- (8) All resolutions of Council shall be numbered and entered into a "Log Book of Motions".

30 Debate of Motions

- (1) Except as provided elsewhere in this Bylaw, the following Motions are debatable:
 - (a) a motion for adoption, refusal, or further consideration of a report;
 - (b) a motion arising;
 - (c) a motion for amendment to an amendable Motion;
 - (d) a motion for first or second reading of a bylaw;
 - (e) a motion for appointment or dismissal of a Committee or Committee Member;
 - (f) a motion to go into In Camera;
 - (g) a motion to receive for information; and
 - (h) other Motions made upon routine proceedings and required for:
 - (i) appointment or conduct of Officers of Council;
 - (j) the management of business;
 - (k) the arrangement of proceedings;
 - (I) the correctness of records; or
 - (m) the fixing of the days and times of Meetings.
- (2) Members, who have been recognized to speak, may not be interrupted by other Members except:
 - (a) when a Member has risen to speak and there is no Motion;
 - (b) when a Member has exceeded the time limit to speak;
 - (c) when a Member has a Point of Privilege;
 - (d) when a Member has a Point of Order; or
 - (e) when a Member has a Challenge to the Chairperson.
- (3) Each Member shall be given an opportunity to speak to a Motion before it is put to a vote, unless a Motion is passed to limit or end debate.
- (4) A Member may require that the Motion being considered be read at any time during debate but must not interrupt a speaker.

31 Motion to Limit or End Debate

- (1) Any Motion to limit or end debate:
 - (a) shall not be debated;

- (b) must be passed by Special Resolution (two-thirds majority vote); and
- (c) may only be amended as to the limit to be placed on debate.
- (2) The Motion to Limit or End Debate takes Precedence, but does not have Privilege, over other motions except a Motion to Table or a motion with Privilege;

32 Closing Debate

- (1) A Member who moved the main Motion, may close debate after other Members have been given an opportunity to speak.
- (2) Before the debate is closed and the vote called, a Member may, request that the motion be read aloud or ask a question that:
 - (a) relates directly to the debate:
 - (b) contains no argument: and
 - (c) introduces no new material on the Motion.
- (3) Unless a vote extends the time, no Member shall speak, including asking questions and debate, excluding responses, longer than:
 - (a) five (5) minutes on a main Motion; or
 - (b) three (3) minutes on an amendment; or
 - (c) three (3) minutes for closing debate on a main Motion or on an amendment.
- (4) When a Member has closed debate the Chair shall immediately call for a vote on the Motion.
- (5) When the vote has been called for on the Motion, no Member shall debate further on the motion or speak, except to request that the motion be read aloud or viewed on the screen.

33 Severing Motions

(1) The Chair or Member may request to sever a Motion with two or more recommendations prior to the vote and the original mover of the Motion shall remain as the mover for the severed Motions.

34 Withdrawal of a Motion

(1) After a motion has been moved and stated by the Chair, it is the property of Council or Committee and may only be withdrawn by the mover with the unanimous consent of the Members present at the Meeting.

(2) Motions withdrawn shall not be recorded in the Minutes.

35 Privileged Motions

- (1) The following Motions are privileged Motions:
 - (a) a motion to recess;
 - (b) a motion to adjourn;
 - (c) a motion to set the time for adjournment; or
 - (d) a point of privilege.

36 Motion to Recess

- (1) The Chair, without a motion, may recess the meeting for a specific period.
- (2) Any Member may move that Council recess for a specific period.
- (3) After the recess, Meeting business shall be resumed at the point where it was interrupted.

37 Motion to Adjourn

- (1) A Motion to Adjourn is a motion to bring a Meeting to an end.
- (2) A Member may move a Motion to Adjourn at any time, except when:
 - (a) another Member has the floor;
 - (b) a call for a vote has been made;
 - (c) the Members are voting;
 - (d) Members are in In Camera; or
 - (e) a previous Motion to Adjourn has been defeated and no other intermediate proceeding has taken place.
- (3) A Motion to Adjourn shall be voted on without comment, debate or amendment.

38 Motion to Refer

- (1) A Member may move to refer any motion to the appropriate Committee or Administration for investigation and report, and the Motion to refer:
 - (a) precludes all further amendments to the Motion;
 - (b) is debatable; and
 - (c) may be amended only as to the body to which the Motion is referred and the instructions on the referral.

39 Motion to Receive for Information

(1) A Motion to Receive for Information is made to acknowledge an item, report or recommendation, and have it placed in the County corporate records for reference. No additional action is taken.

40 Motion Arising

- (1) A Motion Arising must:
 - (a) be directly related to and arise from an item which has just been considered; and
 - (b) be made before another item is in front of the meeting.

41 Motion to Table

- (1) A Motion to Table is made to place a main Motion and all pending amendments to the main Motion aside temporarily, with the intention of bringing them back either later in the same Meeting or at a later date for action.
- (2) A Motion to Table:
 - (a) must either be made with reference to a set time, set date or be made sine die (no set date);
 - (b) is only debatable with respect to date; and
 - (c) may not be amended.
- (3) A matter tabled to a set date shall not be considered before that date, except by Special Resolution (two-thirds majority vote).
- (4) A Motion to Table takes precedence over other Motions related to the item being Tabled. All Motions which have been moved and are related to the Tabled Motion are Tabled along with the main Motion.

42 Motion to Lift from the Table

- (1) A Tabled item shall be brought back with all of the Motions related to it, exactly as it was when laid on the table.
- (2) An item Tabled to a set date shall be added to the agenda at that date without the requirement to lift from the table.
- (3) An item tabled *sine die* or tabled to later in the Meeting must be lifted from the table before discussion. A Motion to lift from the table:
 - (a) may be made provided no other Motion is on the floor;

- (b) may not be debated or amended;
- (c) if defeated, may only be made again after other business has intervened; and
- (d) may be made at a Regular Meeting, but not at a Special Meeting, unless prior notice was given.
- (4) An item tabled *sine* must be accompanied by a new administrative report, which must contain a recommendation to lift the tabled item from the table, when being brought back to a Meeting.
- (5) If a Tabled Motion is not lifted prior to a General Election held after it is tabled or within one (1) year of tabling, whichever period is the longest unless tabled sine die, it may not be lifted from the table, but may be made as a new Motion.

43 Motion to Reconsider

- (1) If a motion is voted on by Council or Committee, that same Motion cannot be reconsidered by Council unless:
 - (a) six months has passed since the date that the Motion was considered; or
 - (b) a Motion to Reconsider is passed.
- (2) A Member may introduce a motion asking Council or Committee to reconsider a matter dealt with in a previous Motion providing:
 - (a) the Motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover who voted with the prevailing result; or
 - (b) a Notice of Motion is submitted, prior to the Meeting at which it is to be considered, in which the Member sets out what special or exceptional circumstances warrant Council or Committee considering the matter again; and
 - (c) the Motion to which it is to apply has not already been acted upon.
- (3) If a Motion to reconsider is passed, the original Motion is on the floor.
- (4) If Notice of Motion was not given, the requirement for notice may be waived Special Resolution (two-thirds majority vote).
- (5) The following Motions cannot be reconsidered:
 - (a) a Motion which created a contractual liability or obligation, shall not be reconsidered, altered, varied, revoked, rescinded or replaced except to

the extent that it does not attempt to avoid or interfere with the liability or obligation;

- (b) a Motion to Adjourn;
- (c) a Motion to close nominations;
- (d) a request to sever of a question;
- (e) a Point of Order, a Point of Privilege or a point of information;
- (f) a Motion to Recess or extend the time for adjournment;
- (g) a Motion to suspend the Procedure Bylaw;
- (h) a Motion to lift from the table;
- (i) Motion to adopt the Agenda;
- (j) a Motion to Table;
- (k) permission to withdraw a Motion;
- (I) a Motion to rescind a bylaw;
- (m) first and third reading of a bylaw; and
- (n) a Motion to reconsider at the same Meeting.
- (6) A Motion to reconsider is debatable only when the Motion being reconsidered is debatable.

44 Motion to Rescind

- (1) A Motion to Rescind is used to cancel a previous motion.
- (2) A Motion to Rescind, if passed by a majority vote of the Members present, renders the previous motion null and void.
- (3) A Motion to Rescind is debatable into the merits of the question it is proposed to rescind.
- (4) If a Motion to Rescind relates to an action taken at a previous Meeting and the matter does not appear on the Agenda, a Notice of Motion shall precede the Motion to Rescind.
- (5) A Motion to Rescind shall not undo actions that have been taken as a result of the Motion previously passed.

45 Amending Motions

- (1) A Member may not amend a Motion or make an amendment which:
 - (a) does not relate to the subject matter of the main Motion; or
 - (b) is contrary to the main Motion.
- (2) Only one amendment to the main Motion and only one amendment to that amendment shall be allowed.

- (3) The amendment to the amendment must be voted on before the amendment.
- (4) An amendment to an amendment must be relevant to the amendment.
- (5) The main Motion shall not be debated until all amendments to it have been voted on.
- (6) Amendments shall be put in the reverse order to which they have been moved.
- (7) With the exception of a Friendly Amendment, a Member, who moved a Motion, may not move an amendment to it.
- (8) No amendments shall be made to the following Motions:
 - (a) to refer;
 - (b) to postpone, except as to time;
 - (c) to adjourn; or
 - (d) for the first and third readings of a bylaw or authorization for third reading;

46 Friendly Amendments

- (1) Except as provided elsewhere in this bylaw, a Member, after a Motion is moved, may with the unanimous consent of Members present:
 - (a) on a Member's initiative while speaking on the Motion, or
 - (b) when requested by another Member speaking on the Motion;

make minor changes to the Motion wording or agree to a minor change proposed by another Member, if the change does not alter the intent of the Motion.

(2) Friendly Amendments, agreed to by the mover, shall not be recorded in the Meeting Minutes.

47 Motions Out of Order

- (1) It is the duty of the Chair to determine what Motions are amendments to a main Motion that are in order subject to challenge by a Member, and decline to put a Motion deemed to be out of order
- (2) The Chair shall advise the Member that a Motion is out of order and cite the applicable rule or authority without further comment.
- (3) The Chair may refuse to accept a Motion to refer, that has the effect of defeating the Motion to which it refers, e.g. time constraints.

- (4) The following Motions are out of order:
 - (a) a Motion, similar to a motion voted on in the previous six (6) months, without reconsidering the original Motion;
 - (b) a Motion contrary to law or a previous Motion;
 - (c) a Motion similar to an item which has been tabled;
 - (d) a Motion to reconsider a Motion to reconsider;
 - (e) a motion referring an item to a Committee, if the final report of the Committee is complete; and
 - (f) a Motion which is out of scope of Council or Committee business.
- (5) Once a Motion has been voted on, a similar Motion may not be made for six (6) months without first reconsidering the original Motion.
- (6) If a Motion is contrary to the procedures and privileges, the Chair may refuse to accept it and must cite the rule or authority applicable without other comment.
- (7) A Motion containing several distinct recommendations is not out of order for that reason alone.

48 Motion to Suspend the Rules

- (1) A Motion to Suspend the Rules is used to temporarily suspend the rules of procedure set out in this Bylaw in order to allow Council or Committee to take up a question or do something that would be in violation of this Bylaw and is not debatable.
- (2) In the absence of any statutory obligation, any provision of this Bylaw may be waived by Special Resolution (two-thirds majority vote).
- (3) A Resolution waiving any provision of this Bylaw shall only be effective for the Meeting during which it is passed.

49 Motion to Waive Notice

- (1) A Motion to Waive Notice is presented to request the waiver of the requirements of providing written notice of a Special Meeting.
- (2) A motion to Waive Notice requires a two-thirds vote of all Members.

50. Motion to Move In Camera

(1) A Member may make a motion to move In Camera which must:

- (a) be in accordance with the *Freedom of Information and Protection of Privacy Act*;
- (b) include the title or subject of the matters(s) to be discussed; and
- (c) include the reason for the In Camera Meeting
- (2) When Council meets In Camera, it is meeting as the Committee of the Whole.

51 Voting on Motions

- (1) Unless otherwise specified in this Bylaw, a Motion shall be carried when a simple majority of the Members present at a Meeting vote in favour of a Motion.
- (2) Each Member present at a Meeting shall vote on every Motion unless the Member is required or permitted to abstain from voting by the *Municipal Government Act* or other legislation.
- (3) If a Motion cannot be voted on because there would be no Quorum due to any abstention allowed or required by the *Municipal Government Act* or other legislation, then the matter shall be dealt with as Unfinished Business and proceeded with at the next regular Meeting.
- (4) It is necessary for each Member to express a voice vote separately on a Recorded Vote. In every other case, the decision may be expressed by the raising of the hand.
- (5) No Member shall change a vote on a Motion unless:
 - (a) there is unanimous consent of the Members present; and
 - (b) the request is made at the same Meeting as the original vote.
- (6) When this or another Bylaw, Regulation, *Municipal Government Act* or other legislation requires greater than a simple majority to pass a Motion, the Motion may not be rescinded or amended by less than the majority required to pass it.
- (7) A Motion shall be declared passed when it receives the required number of votes.
- (8) A Motion shall be declared lost when it:
 - (a) does not receive the required number of votes; or
 - (b) receives a tie vote.
- (9) All Motions shall be Recorded Votes unless the Motion receives a unanimous vote.

- (10) Each Member shall vote by the raising of the hand or in the use of an electronic or computerized voting system or in the case of an electronic meeting, verbally or other method agreed to by Council.
- (11) After a Motion has been put to a vote by the Chair, no Member shall speak to the question, nor shall any other Motion be made until after the results of the vote have been declared.

PART SIX - PUBLIC HEARINGS

52 Advertising of Public Hearings

- (1) The advertised notice of the Public Hearing must allow for not less than fifteen (15) days for written submissions to be provided to the County.
- (2) The deadline for written submissions to be included in the Agenda Package shall be included in the advertised notice.

53 Written Submissions and Group Petitions

- (1) Written Submissions
 - (a) Written submissions received in response to the Notice of Public Hearing shall become a public record, and shall be made available to the public.
 - (b) Written submissions submitted after the advertised deadline or submitted during the Public Hearing by the author or spokesperson, along with twenty (20) copies for distribution, may be accepted on a Motion of Council.
 - (c) Written submissions that contain personal attacks or have a derogatory tone shall not be included in the Agenda package and if submitted at the Public Hearing shall not be received by Council.
 - (d) Individuals who have submitted a letter may only address Council on new information not contained in the letter.

(2) Group Petitions

- (a) Individuals who have signed a petition are deemed to have had their position advanced by the petition and may only address Council on new information not contained in the petition statement.
- (b) Group Petition requirements:
 - (i) statement of the purpose of the petition on each page of the petition;

- (ii) the printed surname and printed given names or initials of the petitioner;
- (iii) The petitioner's signature;
- (iv) The municipal address of the petitioner or the legal description of the land on which the petitioner lives:
- (v) the date on which the petitioner signs the petition;
- (vi) each signature shall be witnessed by an adult person who must:
 - (a) sign opposite the signature of the petitioner, and
 - (b) take an affidavit that to the best of the person's knowledge the signatures witnessed are those of persons entitled to sign the petition; and
- (vii) a signed statement attached to the petition stating that:
 - (a) the person is the representative of the petitioners, and
 - (b) the municipality may direct any inquiries about the petition to the representative.

54 Commencement of Public Hearings

- (1) Public Hearings shall be held during regular Council Meetings.
- (2) Public Hearings shall be held prior to first reading of the proposed bylaw or prior to a Motion to adopt by resolution.

55 Presenting to Council

- (1) Persons interested in speaking at a Public Hearing should register their name on the appropriate Speakers List (in support or in opposition) located in Council Chambers prior to the Public Hearing.
- (2) Persons addressing Council regarding the proposed bylaw or resolution shall state:
 - (a) their name and legal or municipal address;
 - (b) an indication as to whether they are speaking on their own behalf or for another person or for a group;
 - (c) an indication as to whether they are speaking in support of or in opposition to the proposed bylaw or resolution;
 - (d) how they are affected by the proposed bylaw or resolution; and
 - (e) address the Chair when responding to questions or providing information.

- (3) A person may authorize another individual to speak on their behalf if:
 - (a) such authorization is in writing; or
 - (b) the speaker names the individual(s) being represented.
- (4) An individual may only speak once on an item.
- (5) Presentations by the applicant and the public may be made verbally, in writing or electronically.
- (6) The use of maps, videos, Power Point presentations and written presentations shall be collected by the Municipal Clerk to be included in the Corporate Records for the meeting and may be made available to the public upon request.

56 Public Hearing Procedures

- (1) The Chair shall call for a motion to go into Public Hearing.
- (2) The Chair shall outline Public Hearing procedures.
- (3) Administration shall introduce the proposed bylaw or question.³
- (4) The Municipal Clerk or designate shall confirm the Public Hearing has been advertised in accordance with applicable legislation.
- (5) The Chair shall call upon the applicant to present the application.
- (6) The applicant shall state their name and present their application within a time period of 20 minutes. An extension may be granted by a motion of Council.
- (7) The Chair shall allow questions of clarification from Members to the applicant.
- (8) The Chair shall then open the floor to presentations from the public.
 - (a) The Chair shall call upon those persons who have registered on the Speaker's List in favour of the proposed bylaw.
 - (b) The Chair shall then call upon those persons who have registered on the Speaker's List in opposition to the proposed bylaw.
- (9) Speakers shall state their name and address and may speak for a maximum of 5 minutes. A spokesperson speaking on behalf of a group petition or group may speak for a maximum of 10 minutes.

³ Bylaw Amendment C-7351-2014 – February 11, 2014

- (10) The Chair shall allow questions of clarification from Members to the individuals speaking to the proposed bylaw or resolution.
- (11) After hearing from those persons on the Speaker's List in support or in opposition, the Chair shall ask if anyone else present wishes to speak in support or in opposition to the proposed bylaw or resolution.
- (12) The Chair shall invite the applicant for any rebuttal to the points raised by those who spoke in opposition to the application. The rebuttal period shall last no longer than 10 minutes unless approved by a motion of Council.
- (13) Following any rebuttal from the applicant the Chair shall ask for a Motion to close the Public Hearing.
- (14) Statutory Public Hearings must be close before Council votes on the bylaw.
- (15) After the Public Hearing is closed, Council may debate the proposed bylaw or resolution and may do one of the following:
 - (a) amend the bylaw or resolution;
 - (b) pass the bylaw or resolution; or
 - (c) defeat the bylaw or resolution.
- (16) Members who are absent for the whole Public Hearing must abstain from voting on the matter.
- (17) Members who are absent for a part of the Public Hearing may abstain from voting on the matter.
- (18) If the number of Members present at a Meeting is less than Quorum after those Members referred to in subsection (16) and (1) leave, the debate and vote is adjourned to the time of the next regular Meeting.

57 Record of Names at a Public Hearing

- (1) The Meeting Minutes shall record the names of all persons who:
 - (a) spoke for or against; and
 - (b) provided written submissions in response to the Notice of Public Hearing for or against

the proposed bylaw.

PART SEVEN - BYLAWS

58 Basic Requirements

- (1) All proposed bylaws shall:
 - (a) have a bylaw number assigned by the Municipal Clerk;
 - (b) have a concise title indicating the purpose of the bylaw;
 - (c) be presented in its entirety to all Councillors present at the Meeting prior to any Motion for first reading;
 - (d) have three (3) separate and distinct readings;
 - (e) be presented in its entirety including any amendments passed after first reading to all Councillors present at the Meeting prior to any Motion for third reading; and
 - (f) not be given more than two (2) readings at one (1) meeting, unless the Councillors present at the Meeting unanimously agree to a Motion authorizing third reading.

59 Introducing a Bylaw

- (1) Council shall hear an introduction of the proposed bylaw or resolution from Administration prior to first reading.
- (2) After first reading has been given, any Member may move the bylaw be read a second time.
- When a bylaw is subject to a statutory Public Hearing, the Public Hearing shall be held prior to first reading.

60 Amendments to Bylaws

- (1) Any amendments to the bylaw that are carried prior to the vote on third reading shall be considered to have been given first and second reading and shall be incorporated into the proposed bylaw.
- (2) Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this Bylaw or another enactment.
- (3) Proposed deletions to a bylaw shall be noted by "strikeout" and all proposed additions or amendments shall be reflected in red print.

61 Defeated Bylaws

(1) If a bylaw is defeated on third reading the previous readings shall be rescinded.

(2) A bylaw shall be rescinded if the bylaw does not receive third reading within two years from the date of the first reading.

62 Effective Date

(1) A bylaw is effective from the date of third reading unless the bylaw or any applicable statute provides for another effective date.

63 Bylaws Signed and Sealed

(1) The Chair and the Chief Administrative Officer or designate shall sign and seal the bylaw as soon as reasonably possible after third reading.

64 Consolidation of Bylaws

- (1) The County Manager or designate is designated to consolidate one or more bylaws as deemed convenient and in doing so, must:
 - (a) incorporate all amendments to the bylaw into one bylaw; and
 - (b) omit a provision that has been repealed or that has expired.

PART EIGHT - CONDUCT IN MEETINGS

65 Public Conduct

- (1) The members of the public during a Meeting shall:
 - (a) not approach or speak to Council or Committee without permission of the Chair;
 - (b) not speak on any matter for longer than 10 minutes unless permitted by the Chair;
 - (c) maintain order and quiet; and
 - (d) not interrupt a speech or action of Council, Committee or another person addressing the Members.
- (2) The Chair may order a member of the public who creates a disturbance or acts improperly to be expelled from the Meeting.

66 Member Conduct

- (1) During a Meeting, Members shall not:
 - (a) speak disrespectfully, use offensive words, or un-parliamentary language;
 - (b) address Members without permission;

- (c) break the rules of Council or Committee or disturb the proceedings;
- (d) leave their seat or make any noise or disturbance while a vote is being taken or the result declared; or
- (e) disobey the decision of the Chair on any question or order, practice or interpretation.

67 Breach of Conduct

- (1) A Member who persists in a breach of subsection 66(1), the Chair may request that the Deputy Reeve or in the case of a Committee the Vice Chair, to move a Motion to remove the unruly Member from either the balance of the Meeting or until a time stated in the Motion.
- (2) If the Resolution passes, the Chair shall direct the Member to leave the Meeting.
- (3) Where the Chair has directed a Member to leave the Meeting and the Member makes a satisfactory explanation and apology, the Members may, by Resolution, allow the offending Member to remain in or return to the Meeting.

68 Challenge to the Ruling of the Chair

- (1) Any Member may challenge the decision of the Chair on a point of order or privilege and if the decision of the Chair is challenged, the Chair shall briefly state the reason for the Chair's decision and then put the question to Council or Committee 'Is the ruling of the Chair upheld?".
- (2) Council or Committee shall decide the challenge without debate by voting and the decision of Council or Committee is final.

PART NINE - TRANSITIONAL

69 Bylaw C-6095-2005 is hereby repealed.

READ A FIRST TIME IN COUNCIL this	24th	day of	September, 2013.
READ A SECOND TIME IN COUNCIL this	24th	day of	September, 2013.
PERMISSION FOR THIRD READING this	24th	day of	September, 2013.
READ A THIRD TIME IN COUNCIL this	24th	day of	September, 2013.

ATTACHMENT 'B': Existing Procedure Bylaw C-7295-2013

Bylaw C-7295-2013 – Procedure Bylaw

"ROLLY ASHDOWN"	"NONA HOUSENGA"	
Reeve	Municipal Clerk	

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ATTACHMENT 'B': Existing Procedure Bylaw C-7295-2013

Bylaw C-7295-2013 – Procedure Bylaw

65	Public Conduct	33
	Member Conduct	
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	NINE - TRANSITIONAL	
	Bylaw C-6095-2005 is hereby repealed.	

JOINT PROCEDURE BYLAW SUGGESTIONS RECEIVED FROM REEVE BOEHLKE, COUNCILLOR HENN, AND COUNCILLOR WRIGHT Section 30 of Bylaw C-7907-2019

Amendment to Section 30 - Electronic Means and Voting

Three members provided feedback regarding the voting process as it exists in Bylaw C-7907-2019, as noted below:

- 1. **Reeve Boehlke** suggests that a Councillor who participates in a Council meeting by way of electronic means, that they should be exempt from voting on matters considered in closed sessions.
- 2. **Councillor Henn** suggests that should a Councillor be provided with a copy of the closed session report either electronically or printed, then they must vote.
- 3. **Councillor Wright** suggested that it makes no sense to require a member participating via electronic means to vote on items discussed in the closed session when they have not been able to participate in that closed session.

1. Reeve Boehlke Suggested Motion:

THAT section 30 of Bylaw C-7907-2019 be amended to read as "Closed Sessions cannot be conducted through electronic means, and Members participating in a Meeting through electronic means cannot participate in any Closed Sessions held at that Meeting and must abstain from voting on a matter put to a vote at the meeting.

2. Councillor Henn Suggested Motion:

THAT section 30 of Bylaw C-7907-2019 be amended to read as "Closed Sessions cannot be conducted through electronic means, and Members participating in a Meeting through electronic means cannot participate in any Closed Sessions held at that Meeting and must vote on a matter provided the member has been provided with either a printed or electronic copy of the Closed Session report."

3. Councillor Wright Suggested Motion:

That section 30 of Bylaw C-7907-2019 be amended to read as "Closed Sessions cannot be conducted through electronic means, and Members participating in the meeting through electronic means may only return to the public meeting after any motions arising from the closed session have been voted on.

JOINT PROCEDURE BYLAW SUGGESTIONS RECEIVED FROM REEVE BOEHLKE, COUNCILLOR HENN, AND COUNCILLOR WRIGHT Section 41 of Bylaw C-7907-2019

Amendment to Section 41 – Agenda Approval

Three members provided feedback regarding the agenda approval process as it exists in Bylaw C-7907-2019, as noted below:

- 1. **Reeve Boehlke** suggested to remove the authority of the Reeve from being able to remove items from the agenda.
- 2. **Councillor Henn** suggested to amend it to reflect that the Reeve and Deputy Reeve will be permitted to remove items when they find that there are too many agenda items or too complex of agenda items on an agenda, and that written reasons for the decision be provided to all of Council.
- 3. **Councillor Wright** suggested the complete removal of the Reeve from being able to remove items from the agenda as the Reeve should not have sole authority.

1. Reeve Boehlke Suggested Motion:

THAT section 41(1) of Bylaw C-7907-2019 be amended to read as "The Agenda for each Council Meeting is approved by the Reeve prior to distribution".

2. Councillor Henn Suggested Motion:

THAT section 41(1) of Bylaw C-7907-2019 be amended to read as "The Agenda for each Council meeting is approved by the Reeve prior to distribution, and the Reeve and Deputy Reeve may direct that items be removed when they find there are too many agenda items for one agenda and shall provide written reasons to Council for the removal."

3. Councillor Wright Suggested Motion:

THAT section 41 of the Bylaw C-7907-2019 be amended "The Agenda for each Council Meeting is developed by the Chief Administrative Officer in consultation with Administration and input from the Reeve and Deputy Reeve; and

THAT section 41(1) of the Procedure Bylaw be amended to read "The Agenda for each Council Meeting is approved by the Reeve prior to distribution, and the Reeve may direct that items be removed from the Agenda prior to the distribution of the final Agenda only if the agenda has to many items to fit in one Council meeting."

Administration Suggested Motion:

THAT section 41(1) of Bylaw C-7907-2019 be amended to read as "The Agenda for each Council Meeting is approved by the Reeve prior to distribution, and the Reeve may direct that items be rescheduled to maximize efficiency and effectiveness of each Council Meeting regarding quantity and complexity of agenda items;

THAT subsection 41(1)(a) be added that states "Should items be rescheduled, the Reeve will inform Council of the item and the reason for rescheduling"; and

THAT subsection 41(1)(b) be added that states "In the absence of the Reeve, the Deputy Reeve will perform approval and rescheduling of agenda items."

Further Amendment Consideration:

Given the amendments suggested in section 41, then section 42 should be amended to reflect the same.

THAT section 42(1) of Bylaw C-7907-2019 be amended to read as "The Agenda for each Committee Meeting is approved by the Chair prior to distribution, and the Chair may direct that items be rescheduled to maximize effectiveness of each Committee Meeting;

THAT subsection 42(1)(a) be added that states "Should items be rescheduled, the Chair will inform the Committee of the item and the reason for rescheduling"; and

THAT subsection 42(1)(b) be added that states "In the absence of the Chair, the Vice Chair will perform approval and rescheduling of agenda items."

Councillor Wright Suggested Amendments

Amendment #1

Rationale: Bylaw C-7907-2019 is to assist Councillors and the general public in understanding how council meetings should be conducted. By removing specific requirements that are in the MGA from Bylaw C-7907-2019, it stops being a stand-alone document making it far less user-friendly. Having a few extra words throughout the document would ensure transparency and be more user-friendly.

Amendment	Suggested Motion
1.	THAT Administration be directed to copy word for word the relevant and specific
	sections from the <i>Municipal Government Act</i> throughout Bylaw C-7907-2019, where
	applicable.

Amendment #2

Rationale: In the existing bylaw, the references are to the "CAO or designate". In the definition section, please state that all references to the CAO in Bylaw C-7907-2019 means either the CAO or designate.

Amendment	Suggested Motion
2.	None. Already included in Bylaw C-7207-2019 as presented on June 25, 2019.

Amendment #3

Rationale: Sec. 8(5) The existing bylaw in Sec. 5(7) requires that the Reeve "shall request the deputy reeve" to assume the chair if the reeve wants to join the debate or make a motion. The proposed bylaw changes the "shall" to "may" and adds "when a matter is located in the reeve's electoral division.

- "when a matter is located in" is too vague. Could be worded "when a public hearing, subdivision application, or other matter that deals specifically with the Reeve's division"
- Both the existing and proposed sections technically require the Reeve to transfer the chair to the
 deputy reeve before he speaks to any issue. This does not happen now and, in practice, would be
 awkward. Add a sub-clause to Sec. 8(5) that when the Reeve is speaking to an issue, the deputy
 reeve has this authority.

Amendment	Suggested Motion
3.	THAT section 8(5) of Bylaw C-7907-2019 be amended to read as "when wishing to join in debate, move a motion, or when a public hearing, subdivision application, or other matter that deals specifically with the Reeve's division, the Reeve shall:
	Administration Suggested Motion for further clarity: That section 8(5) of Bylaw C-7907-2019 be amended to read as "when wishing to participate in the debate on a question or motion properly before the meeting, the Reeve has all the same rights and is subject to the same restrictions, as to participate in debate, as all other Councillors, except when the matter is specifically within the Reeves division. Should the Reeve wish to join in debate or make a Motion on an item that deals specifically with the Reeve's division, the Reeve shall:

Rationale: Challenges to the chair – are these currently recorded in the minutes? If so, just wondering why the change. If not, wondering why not?

Amendment	Suggested Motion
4.	THAT section 13 of Bylaw C-7907-2019 be amended to read as "Challenges to a ruling
	of the Chair shall be recorded in the Meeting Minutes, along with the reason for the decision, and outcome of vote."

Amendment # 5

Rationale: The way it is drafted makes it unclear whether the councillors who are appointed to committees are actually appointed at the organizational meeting. Have it say "makes committee appointments as required, including appointments of councillors, members at large, and chair and vice chair positions."

Amendment	Suggested Motion
5.	THAT section 15(3) of Bylaw C-7907-2019 be amended to read as "Makes Committee
	appointments as required, including appointments of Councillors, members at large, chair and vice chair positions."

Amendment #6

Rationale: Does the intent of this sub-clause mean that whenever a councillor is appointed to a committee, then council must appoint the chair and vice chair from the councillors appointed to the committee or that for any committee where councillors have been appointed as members that council must appoint the chair and vice chair from all members of the respective committee?

Amendment	Suggested Motion
6.	THAT section 15(3)(a) of Bylaw C-7907-2019 be amended to read as "when a Councillor
	is appointed to a Council Committee, Council must appoint a Councillor as the Chair
	and Vice Chair.

Amendment #7

Rationale: The existing bylaw uses "shall" in describing the voting process options. The proposed bylaw uses "is". Solution – use "shall", legal word with better understanding.

Amendment	Suggested Motion
7.	That section 17(1)(2) of Bylaw C-7907-2019 read as "if only one nomination is received
	for the position of Reeve or Deputy Reeve, the nominee shall be declared elected by
	acclamation.
	"if more than one nomination is received for the position of Reeve or Deputy
	Reeve, an election shall be conducted by secret ballot using the following exhaustive
	ballot procedure.
	"if no Councillor receives a Clear Majority of votes on the first ballot, the
	Councillor who received the least number of votes shall be dropped from the ballot
	and a subsequent ballot shall be conducted.
	"On any subsequent ballots, the Councillor who receives the least number of
	votes shall be dropped from the ballot until a Councillor receives a Clear Majority of
	votes.

Rationale: Items dealt with in the Organizational Meeting section of the existing bylaw that are not in the proposed bylaw such as explaining the term of officer for councillors. This is useful information for the general public.

Amendment	Suggested Motion
8.	THAT a new section be added after section 19 in Bylaw C-7907-2019 that reads "A
	person elected under the Local Authorities Election Act, R.S.A. 2000 Chapter L-21,
	unless otherwise disqualified from remaining in office, holds office from the beginning
	of the organizational meeting of the elected authority following the general election to
	immediately before the beginning of the organizational meeting of the elected
	authority after the next general election.

Amendment # 9

Rationale: Sec. 8(2) of the existing bylaw provides details on when and where regular meetings are held and includes the details on requiring a motion to proceed past 5 pm. It also speaks to how to proceed if there is no motion to proceed past 5 pm and there is unfinished business.

Amendment	Suggested Motion
9:	 THAT a new section be added after section 20 in Bylaw C-7907-2019 that reads as "Regular Council meetings shall be held in Council Chambers on Tuesday's beginning at 9:00 am and shall adjourn no later than 5:00 pm unless Council adopts a Motion to proceed past that time. (a) A motion to proceed past 5:00 pm should take into consideration Alberta's Employment Standard Code. (b) Should there be no Motion to continue past 5:00 pm, all remaining agenda items shall be added to the Agenda at the next meeting of Council as Unfinished Business. (c) If it appears that any Unfinished Business is urgent the Reeve shall call a Special Meeting to deal with such matters."

Amendment # 10

Rationale: See general comment about concerns with removing requirements specified in the MGA Also, the treatment of special meetings in Bylaw C-7907-2019 is also inconsistent with the sections dealing with Closed Meetings. Those sections (23 – 28) paraphrase much of what is stated about closed meetings in the MGA Sec. 197. Lay out basic requirements for both.

Amendment	Suggested Motion
10:	See Amendment #1

Amendment # 11 & 12

Rationale: Rather than having Sec 27 exclude members of Admin and then having them invited in, as appropriate it be more straightforward to restrict Sec. 27 to councillors and committee members.

- Sec. 27 Closed sessions shall include all members as long as the member has not abstained from the matter under discussion or is not required to abstain from participating in the matter under discussion.
- **Sec. 28** Council or a committee, as it considers appropriate, may allow other persons to attend closed sessions. When other persons attend closed sessions, the meeting minutes shall record the names of those persons and the reason for their attendance.

Amendment	Suggested Motion
11:	THAT section 27 of Bylaw C-7907-2019 be amended to read as "Closed sessions shall include all members as long as the member has not abstained from the matter under discussion or is not required to abstain from participating in the matter under discussion."
Amendment	Suggested Motion
12:	THAT section 28 of Bylaw C-7907-2019 be amended to read as "Council or a committee, as it considers appropriate, may allow other persons to attend closed sessions. When other persons attend closed sessions, the meeting minutes shall record the names of those persons and the reason for their attendance."

Rationale: Sec 197(5) of the MGA requires that at the end of a closed session, "any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues."

Given that the proposed procedure bylaw reproduces all other requirements for closed meetings
from the MGA, it should also include this provision. Seems like we have some of the MGA provisions
but not all. Is this an oversight?

Amendment	Suggested Motion
13:	That a new section be added after section 28 in Bylaw C-7907-2019 to read as "After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.

Amendment # 14

Rationale: There should be flexibility in allowing for participating in meetings electronically for extenuating reasons – for example, someone may break their leg the day before a council meeting. They would not have anticipated this. If the technology can be made to work on shorter notice, why should they be excluded? The CAO could have the power to make exceptions.

Amendment	Suggested Motion
14:	THAT a subsection (a) be added to section 32 of Bylaw C-7907-2019 to read as "The Chief Administrative Officer may waive the 48 hour notice at his/her discretion".

Amendment # 15 & 16

Rationale: Sections 34 & 35, these two sections don't fit together. How can an entire meeting be conducted electronically if the maximum number of councillors who can participate electronically is 3?

Amendment	Suggested Motion
15:	THAT section 34 of Bylaw C-7907-2019 be amended to read as "The Chair must be physically present at the Meeting and cannot Chair the Meeting through electronic means."
Amendment	Suggested Motion
16:	THAT section 35 of Bylaw C-7907-2019 be amended to read as "Only as many Members as are supported by the system's capacity, up to a maximum of three, may participate in a Meeting through electronic means at the same time."

Amendment # 17

Rationale: Section 37 gives the Reeve authority to kick someone out of a meeting if they are participating electronically. This is not the authority he has if the person is on-site – Sec. 75 provides a councillor with the option of apologizing and being allowed to stay with a resolution from councillor. Why would it be different electronically?

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Amendmen	t Suggested Motion
17:	THAT section 37 of Bylaw C-7907-2019 be deleted.

Amendment # 18

Rationale: Sec. 39(2) Given that changes to meeting dates and/or dates for special meetings require at least 24 hours notice, not sure why this couldn't be posted to the website in that time frame.

Amendment	Suggested Motion
18:	None

Amendment # 19

Rationale: Denotes Tuesday, yet as per comment in sec. 20, "Tuesday prior" only works if council is always on a Tuesday which this document does not state. Solution – either include blurb about second and fourth Tuesday in section 20 or say "7 days prior..." in this section.

Amendment	Suggested Motion
19:	THAT section 43 of Bylaw C-7907-2019 be amended to read "The Chief Administrative
	Officer distributes Council Agendas to Council no later than seven days prior to each
	Council Meeting.

Amendment # 20

Rationale: Denotes Wednesday, yet as per comment in sec. 20, "Wednesday prior" only works if council is always on a Tuesday which this document does not state. Solution – either include blurb about second and fourth Tuesday or say "6 days prior" ... in this section.

Amendment	Suggested Motion
20:	THAT section 44 of Bylaw C-7907-2019 be amended to read "The Chief Administrative
	Officer posts Council Agendas on the County's public website no later than 6 days prior to each Council Meeting.

Rationale: The existing bylaw's provision provides for the municipal clerk to make copies of the agenda package and make them available to the public the Wednesday before a council meeting. Why has this been removed? Not all residents have internet access. Also, what about people who attend the council meetings? In another decade this may be possible, for now it should be left as stated in the existing bylaw.

Amendment	Suggested Motion
21:	THAT a new section be added to Bylaw C-7907-2019 after section 44 that reads "The
	Municipal Clerk shall post the Council Agenda on the County's public website and make copies of the agenda and supplementary materials (unless these must or may be withheld under the Municipal Government Act or other legislation) available to the public at least 6 days before each Council meeting."

Amendment # 22

Rationale: The format/structure of the agendas is not user-friendly. Filling up the 45 – 50 minutes before the start of public hearings with whatever agenda items the chair selects leaves residents with no idea when items will be discussed. I have heard on many occasions from residents that have missed D/J items as they assumed that they would come after C items. Solution: start the public hearings earlier – perhaps 0915. Could also move afternoon meetings to 1300 instead of 1330. Provides the extra time in the afternoon to get through D-J items.

Amendment	Suggested Motion				
22:	THAT a new section be added to Bylaw C-7907-2019 after section 52 that reads "Public				
Hearings shall commence at either 9:00 am or 1:00 pm respectively".					

Amendment # 23

Rationale: This seems redundant.

Amendment	Suggested Motion			
23:	"THAT section 56 be deleted from Bylaw C-7907-2019."			

Amendment # 24

Rationale: Should include an "if possible".

Amendment	Suggested Motion					
24:	THAT section 69 of Bylaw C-7907-2019 be amended to read as "If a Member is unable to					
	attend a Meeting, that Member must advise the Chair of their absence and the reasons for					
	their absence, if possible."					

Amendment # 25

Rationale: Sec. 67(1) of the existing bylaw only permits the expulsion of a "member who persists in a breach". The proposed Sec. 73 only requires that the member "appears to be in contravention". This is completely subjective. The old wording works better.

Amendment	Suggested Motion
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25:	THAT section 73 of Bylaw C-7907-2019 be amended to read as "A Member who persists in
	a breach of subsection 72 of this Bylaw, the Chair may request that the Deputy Reeve or
	Committee Vice Chair move a motion to remove the unruly Member from either the
	balance of the Meeting or until a time provided in the motion. If the motion passes, the
	Chair shall direction the Member to leave the Meeting."

Rationale: Per comments above – this is subjective – both Sec. 73 and 74 should only become applicable if facing persistent misbehaviour.

Amendment	Suggested Motion
26:	THAT section 74 of Bylaw C-7907-2019 be amended to read as "If the Chair persists to fail in
	following the provisions of this Bylaw, or of Robert's Rules of Order when necessary, a
	Member may request that the Deputy Reeve or Committee Vice Chair move a motion to
	remove the unruly Chair from either the balance of the meeting or until a time provided in
	the motion. If the motion passes, the Chair must leave the Meeting."

Amendment # 27

Rationale: Having a time limit makes sense. But why 20 minutes when the time limit to speak at a public hearing is 5 minutes? Shy not 5 minutes, which can be extended by resolution?

<u> </u>							
Amendment	Suggested Motion						
27:	THAT section 78 of Bylaw C-7907-2019 be amended to read as "Council or the Committee						
	may by resolution permit a member of the public to speak on an Agenda item. Members of						
the public who are permitted to address Council or the Committee have a maximum							
speaking time limit of 5 minutes, which may be extended by resolution."							

Amendment # 28

Rationale: Again, could we not just include the relevant MGA section – makes it much more user friendly.

Amendment Suggested Motion

28: THAT section 79 of Bylaw C-7907-2019 be amended to read as "When a Member reasonably believes that they have a pecuniary interest in a matter before Council or a Committee, the Member must declare their pecuniary interest and abstain from participating in the matter in accordance with sections 170 and 172 of the Municipal Government Act."

Amendment # 29

Rationale: Sec. 88 requires that if there are technical difficulties with the livestreaming, then an audio or video recording must be used to bridge any technical difficulties. If the Chair is going to have the sole authority to stop the livestreaming, there should be a provision that has an audio or video recording for the remainder of the meeting.

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Amendment	Suggested Motion
29:	"THAT section 86 of Bylaw C-7907-2019 be deleted."

Amendment # 30

Rationale: "May be displayed" should this not be changed to "shall be displayed"?

	may are surprised on the state of the state
Amendment	Suggested Motion

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THAT section 105 of Bylaw C-7907-2019 be amended to read as "Motions shall be displaye						
to Council or a Committee prior to the vote on the motion, and the Chair may request that a						
motion be submitted by a Member in writing or electronically."						

Amendment #31

Rationale: Could we define subsidiary and incidental motions? Though it could be much simpler to list the types of motions that can be made between introducing and voting on a main motion.

Amendment	Suggested Motion					
31:	THAT section 107(1) of Bylaw C-7907-2019 be amended to read as "move a subsidiary motion which is applied to another motion for the purpose of modifying it, delaying acting on it, handing its consideration, or disposing of it."					
	THAT section 107(2) of Bylaw C-7907-2019 be amended to read as "move a privileged motion which relates to the rights or privileges of the organization or individual members rather than to particular items of business. They are of such urgency that they are entitled to immediate consideration."					
	THAT section 107(3) of Bylaw C-7907-2019 be amended to read as "move an incidental motion which are made in response to a variety of situations that may arise during the consideration of a pending question. They must be resolved before business can continue. They have no rank."					

Amendment #32

Rationale: This is a significant restriction on council's ability to speak to issues under debate. The existing bylaw provides for 10 minutes. The proposed bylaw provides only 5 minutes if there are no amendments. Also, the time limit now also includes questions, not just speaking to the motion.

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Amendment	Suggested Motion			
32:	None.			

Amendment # 33

Rationale: All of these should be defined somewhere in the bylaw – some are some aren't. They should also use the same wording as is used elsewhere in the bylaw. For example, "lay on the table" versus "motion to table". Need consistency.

versus motion	to table. Need consistency.	
Amendment	Suggested Motion	
33:	Administration Suggested Motion:	
	THAT section 129 of Bylaw C-7907-2019 be amended to read as "while a main motion is	
	being debated and considered, no other motion may be made except for the following:	
	1. Amend the motion;	
	2. Amend the amendment to the motion;	
	3. Refer the main motion;	
	4. Table the main motion;	
	5. Call the question;	
	6. Move a motion which has Privilege, that is:	
	#33 - 6 a. A motion to recess	
	b. A motion to adjourn	

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c. A motion to set the time for adjournment d. A point of privilege
THAT Administration be directed to define the motions as listed in section 129 of Bylaw C-7907-2019."

Amendment #34

Rationale: Again, can we include the MGA sections that are being referred to? Simplification so people don't have to go from document to document (section 165 and 166).

Amendment	Suggested Motion		
34:	None		

Amendment #35

Rationale: What is the logic in removing the ability for late submissions to be accepted by council resolution? Timeframes for submissions are not long. If someone is away, they can easily miss the submission window. Shouldn't we be making it easier for people to participate not harder. Sec. 167 & 168.

Amendment	Suggested Motion
35:	THAT section 168 of Bylaw C-7907-2019 be deleted and be replaced with "Written submissions submitted after the advertised deadline or submitted during the Public Hearing by the author or spokesperson, along with 20 copies for distribution, may be accepted on a resolution of Council."

Amendment # 36

Rationale: Is the intent here to limit councillors to only be able to ask Administration questions of clarification during or immediately after the staff report? Or is the intent to limit the type of questions that can be asked during or immediately after the staff report only to questions clarifying what has been presented in the staff report? It's confusing as drafted. Sec. 182(1).

Amendment	Suggested Motion
36:	None

Amendment #37

Rationale: This section only requires that the councillor are "presented with" the bylaw in its entirety before it is considered for 1st reading. This is not as strict a requirement as is provided in Sec. 187(2) of the MGA. The MGA requires that every councillor present at first reading "must be given or have had the opportunity to review the full text" before the bylaw receives 1st reading.

Amendment	Suggested Motion	
37:	THAT Administration be directed to amend section 189(2) of Bylaw C-7907-2019	
	to read as "be given or have had the opportunity to review the full text of the proposed bylaw before considering a motion for first reading of the bylaw."	

Rationale: If the change to giving 1st reading before the public hearing is going to work as marketed, Sec. 191 should be changed to read – "an introduction to the proposed bylaw that is sufficient to assess the general merits of the proposal."

- If sufficient detail is not provided under Sec. 191, then none of the other sections will be feasible not possible to debate the substance of the bylaw and/or propose amendments unless there is sufficient information to understand the basics of what is being proposed.
- Part of the rationale for this change is so more fulsome information is available to the public before the public hearing. Needs to be requirements that all the information provided to council for 1st reading is available to the public in advance of the public hearing.
- This isn't really part of the bylaw but am wondering if there could be an education component online or at the bottom of a mailout explaining what first reading means want to avoid the misconception that first reading means approval Sec. 191 195

Amendment	Suggested Motion
38:	THAT section 191 of the Proposed Procedure Bylaw be amended to read as "For Bylaws that require a statutory Public Hearing, Administration will provide an introduction to the proposed bylaw that is sufficient to assess the general merits of the proposal." THAT Administration be direction to identify and outline the definitions of bylaw readings in all notices and on the website for education purposes.



CAPITAL PROJECT MANAGEMENT

TO: Council

DATE: July 23, 2019 **DIVISION:** 1

FILE: 1025-700 / 1007-100

SUBJECT: Transfer of Lands to Rocky View County and Designation of Public Utility Lot

POLICY DIRECTION:

Administration evaluated the proposed land transfer and Public Utility Lot designation for the Bragg Creek Flood Mitigation Project, and determined that:

- 1. The application is consistent with the statutory policy;
- 2. The application is consistent with Sections 665 and 652 of the Municipal Government Act; and
- The land acquisition and ownership transfer to the County is in accordance with the Contribution Agreement signed with the Government of Alberta for the Bragg Creek Flood Mitigation Project.

EXECUTIVE SUMMARY:

In February 2017, Rocky View County (County) entered into a Contribution Agreement with the Government of Alberta to plan, design, and construct the Bragg Creek Flood Mitigation Project. The agreement included a budget of \$15.6 Million to acquire lands required for construction of the proposed flood barrier structures. These lands are to be under the ownership of the County and designated as Public Utility Lot(s).

On advice from the project legal counsel, it is recommended that land transfers should be completed through a Bylaw. The Purchase Agreements signed with landowners are exclusive to this Bylaw, and therefore, it is recommended that all three readings are considered by Council in order to complete these land acquisitions.

¹ADMINISTRATION RECOMMENDATION:

Administration recommends **Option #1**.

BACKGROUND:

The 2013 Southern Alberta floods were the most costly disaster in Canadian history and Albertan's remain vulnerable to extreme flood. Flooding of the Elbow River caused widespread damage to municipal infrastructure, flood protection works, residences, public and private property, and businesses throughout the Bragg Creek area. This damage has further been associated with long-term business loss due to an interruption in services. Although 2013 flood was a particularly severe event, the Hamlet of Bragg Creek has been subject to regular flooding, with significant events recorded as early as 1915.

¹Administration Resources



In February 2017, the County signed a contribution agreement with the Government of Alberta to project manage the planning, design, and construction of flood barrier structures for the Hamlet of Bragg Creek. Summary of highlights:

- Alberta Environment and Parks Water Act Approval June 2019.
- Department of Fisheries and Oceans Draft Authorization July 2019.
- Tentative release of tender for construction July 2019.
- Tentative start of construction September 2019.

LAND ACQUISITION:

ATTACHMENTS:

ATTACHMENT 'A' - Bylaw C-7916-2019

To date the County has acquired project lands from over 50 properties through purchase, utility right of way, and temporary workspace agreements. One property is outstanding, however, is not critical to start of construction. The County has an agreement in principle and is working with the landowner to finalize the agreement.

The County is legally empowered under the *Municipal Government Act* (R.S.A., 200, Chapter M-26) to create a Bylaw which designates land(s) under acquisition as a Public Utility Lot, and designating the subject lands as a PUL is a requirement of the Cost Contribution Agreement with the Province.

Therefore, and in conclusion, Administration is recommending that Council pass the proposed Bylaw (C-7916-2019) on the basis that:

- 1. The application is consistent with the statutory policy;
- 2. The application is consistent with Sections 665 and 652 of the Municipal Government Act,
- The land acquisition and ownership transfer to the County is in accordance with the Contribution Agreement signed with the Government of Alberta for the Bragg Creek Flood Mitigation Project.

OPTIONS: Motion #1: Option #1 THAT Bylaw C-7916-2019 be given first reading. Motion #2: THAT Bylaw C-7916-2019 be given second reading. Motion #3: THAT Bylaw C-7916-2019 be considered for third reading. Motion #4: THAT Bylaw C-7916-2019 be given third and final reading. Option #2 THAT alternative direction be provided. Respectfully submitted, Concurrence, "Byron Riemann" "Al Hoggan" Executive Director Chief Administrative Officer RO/DH



BYLAW C-7916-2019

A Bylaw of Rocky View County, in the Province of Alberta, to transfer specific lands acquired for the Bragg Creek Flood Mitigation Project to the County, and designate said lands as a Public Utility Lot.

WHEREAS pursuant to section 652(2)(f) of the *Municipal Government Act*, R.S.A., 2000, Chapter M-26, as amended from time to time, a municipal council may by bylaw create a parcel of land;

AND WHEREAS pursuant to section 665 of the *Municipal Government Act*, R.S.A., 2000, Chapter M-26, as amended from time to time, a municipal council may by bylaw require that part of a parcel of land that it is in the process of acquiring be designated as public utility lot;

NOW THEREFORE, the Council of Rocky View County, duly assembled, enacts as follows:

Short Title

1 The short title of this Bylaw is "Bragg Creek Flood Mitigation Project Transfer of Lands and Designation of Public Utility Lot."

Definitions

- In this Bylaw, unless the context otherwise requires, the definitions and terms shall have the meaning given to them in the Land Use Bylaw C-4841-97, as well as the following:
 - (a) "County" means Rocky View County or, where the context permits, the geographical area thereof;
 - (b) "Municipal Government Act" means the Municipal Government Act, RSA 2000, c M-26, as amended; and
 - (c) "Rocky View County" means Rocky View County as a municipal corporation established pursuant to the laws of the Province of Alberta and the area within the jurisdictional boundaries of Rocky View County, as the context of this Bylaw so requires.

Terms and Rates

3	In accordance with sections 652(2)(f) and 665 of the Municipal Government Act, all those
	portions of lands legally described within Schedule "A" attached to this Bylaw and
	contained within:

Filed Plan 191	$_$ $_$ $_$, Block 12, Lots 1 PUL, 2 PUL, 3 PUL, and 4 \mid	PUL
by Sara Spence, A	LS (ALS file number CL160028.RDS.PUL)	
shown within Scheo	dule "B" attached to and forming part of this Bylaw;	



And

Lots 21 and 22, Block D, Subdivision Plan 8605GT shown within Schedule "C" attached to and forming part of this Bylaw;

is hereby designated as a Public Utility Lot.

_			
Ira	ncu	-10	121
110	nsit	шоп	141
			. ~ .

signed by the Reeve or Deputy Reeve and the	Ο .
READ A FIRST TIME IN COUNCIL this	day of, 2019
READ A SECOND TIME IN COUNCIL this	day of, 2019
UNANIMOUS PERMISSION FOR THIRD READING	day of, 2019
READ A THIRD TIME IN COUNCIL this	day of, 2019
	Reeve or Deputy Reeve
	CAO or Designate
	Date Bylaw Signed



SCHEDULE "A"

The Lands

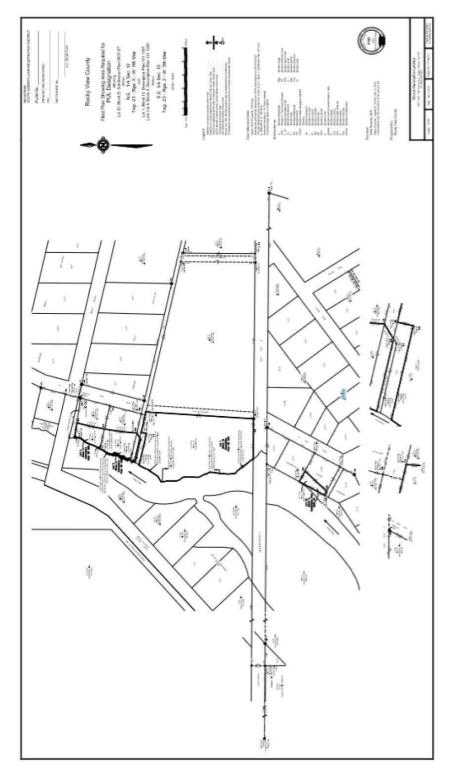
LEGAL DESCRIPTION	AREA
PLAN 8605GT BLOCK D LOT 20 EXCEPTING THEREOUT ALL MINES AND MINERALS	0.053 Hectares
PLAN 8605GT BLOCK D LOT 21 EXCEPTING THEREOUT ALL MINES AND MINERALS	0.206 Hectares
PLAN 8605GT BLOCK D LOT 22 EXCEPTING THEREOUT ALL MINES AND MINERALS	0.121 Hectares
DESCRIPTIVE PLAN 1911357 BLOCK 10 LOT 1 EXCEPTING THEREOUT ALL MINES AND MINERALS AREA: 4.7 HECTARES (11.61 ACRES) MORE OR LESS	1.45 Hectares
DESCRIPTIVE PLAN 1911358 BLOCK 5 LOT 3 EXCEPTING THEREOUT ALL MINES AND MINERALS	0.200 Hectares
DESCRIPTIVE PLAN 1911358 BLOCK 5 LOT 4 EXCEPTING THEREOUT ALL MINES AND MINERALS	0.103 Hectares



SCHEDULE "B"

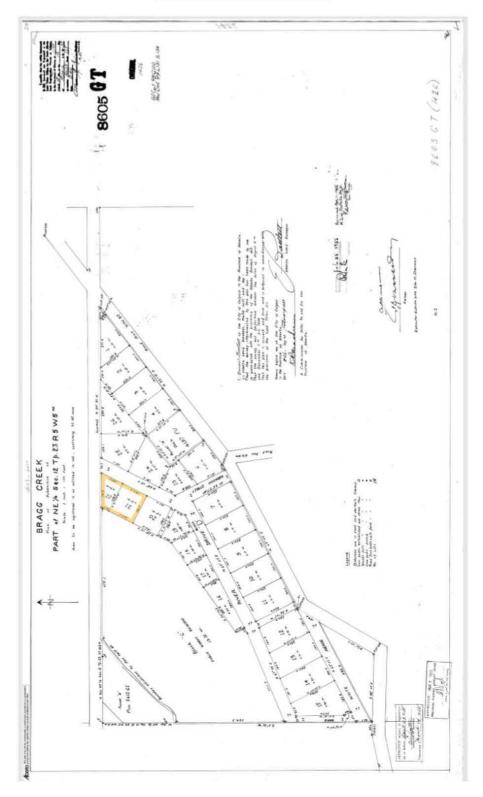
Filed Plan 191___

by Sara Spence, ALS (ALS file number CL160028.RDS.PUL)





SCHEDULE "C" Subdivision Plan 8605GT



Bylaw C-7916-2019 – Bragg Creek Flood Mitigation Project Transfer of Lands and Designation of Public Utility Lot Page 5



PLANNING AND DEVELOPMENT SERVICES

TO: Subdivision Authority DATE: July 23, 2019

DIVISION: 7 **APPLICATION**: PL20190050

SUBJECT: Subdivision Item: Industrial Subdivision

APPLICATION: To create a \pm 2.49 acre parcel with a \pm 33.30 acre remainder, dedication of municipal reserve and an internal road.

GENERAL LOCATION: Located approximately 0.41 km (1/4 mile) south of Township Road 262, on the west side of Range Road 292

LAND USE DESIGNATION: Direct Control District - 99

¹ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with **Option #1.**

OPTIONS:

Option #1: THAT Subdivision Application

PL20190050 be approved

with the conditions noted in Appendix 'B'.

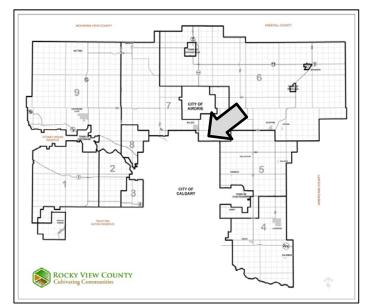
Option #2: THAT Subdivision Application PL20190050 be refused as per the reasons noted.

AIR PHOTO & DEVELOPMENT CONTEXT:



¹ Administration Resource

Paul Simon, Planning and Development Services





APPLICANT: Kellam Berg Engineering & Surveys Ltd.

OWNER: Wagon Wheel G.P. Inc.

APPLICATION EVALUATION:

The application was evaluated based on the technical reports submitted with the application and the applicable policies and regulations.

APPLICABLE POLICY AND REGULATIONS:

- Municipal Government Act;
- Subdivision and Development Regulations;
- Municipal Development Plan;
- Balzac East Area Structure Plan;
- Wagon Wheel Industrial Park Conceptual Scheme;
- Direct Control Bylaw / Land Use Bylaw; and
- County Servicing Standards.

TECHNICAL REPORTS SUBMITTED:

- Phase 1 Environmental Site Assessment prepared by Wood Environment & Infrastructure Solutions (March 2019)
- Transportation Impact Assessment prepared by Bunt & Associates (April 2019)

Payments and Levies

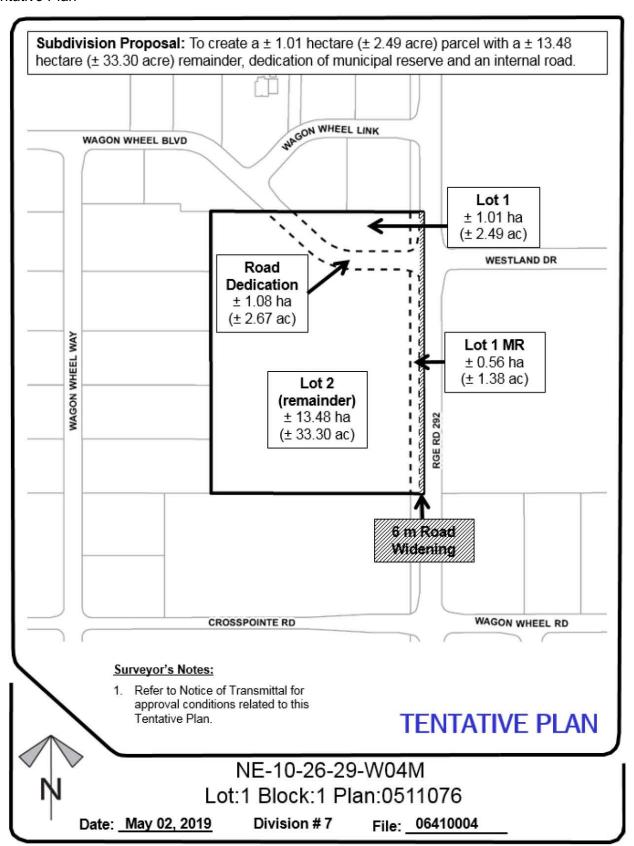
Reserves and applicable levies are required for this application. Approximate reserves owing are as follows:

- Overall area of the subject lands: 40.03 acres = 4.003 acres of reserves owing
- Municipal Reserves to be dedicated (eastern boundary of site) = \pm 1.38 acres
- Reserves to be provided for remaining site via a cash-in-lieu payment = 2.623 acres X \$204,846.37/acre = \$537,312.03 reserve payment.

Payment of the Transportation Off-site Levy as well as the Water and Wastewater Off-site Levy are required as well.



Tentative Plan





CONCLUSION:

Sub	iect to	the	proposed	conditions of	of approval.	the ap	plication is	recommended	for approval.

Respectfully submitted,	Concurrence,		
"Richard Barss"	"Al Hoggan"		
Acting Executive Director Community Development Services	Chief Administrative Officer		

PS/IIt

APPENDICES:

APPENDIX 'A': Maps and Other Information

APPENDIX 'B': Approval Conditions APPENDIX 'C': Letters



APPENDIX 'A': MAPS AND OTHER INFORMATION

DATE APPLICATION RECEIVED:

April 18, 2019

DATE DEEMED COMPLETE:

April 18, 2019

HISTORY:

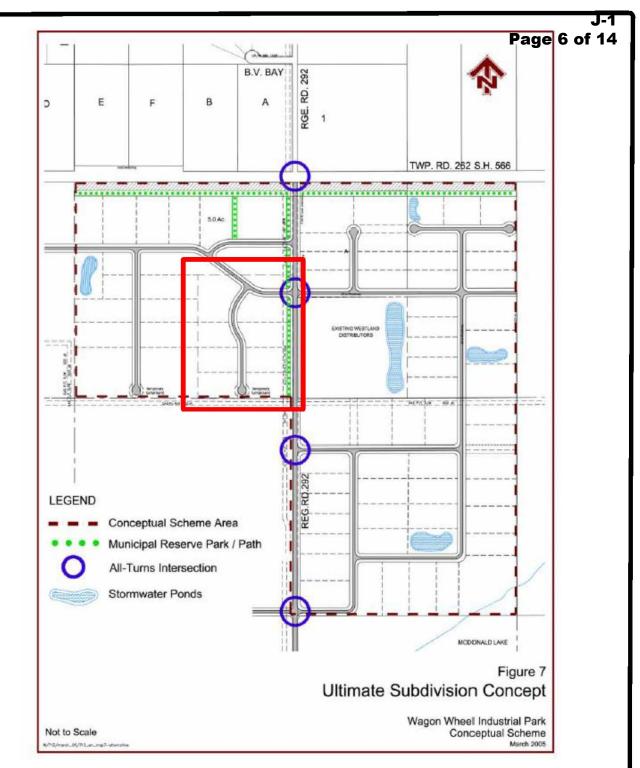
November 28, 2017: Redesignation application PL20170137 was approved, increasing maximum site coverage from 40% to 55%.

March 21, 2005: Plan 0511076 was registered, creating the subject lands.

PUBLIC & AGENCY SUBMISSIONS:

The application was circulated to 108 adjacent landowners. No letters were received in response.

The application was also circulated to a number of internal and external agencies and, where appropriate, conditions of approval have been proposed based on these comments.



WAGON WHEEL DEVELOPMENT CONCEPT

NE-10-26-29-W04M

Lot:1 Block:1 Plan:0511076

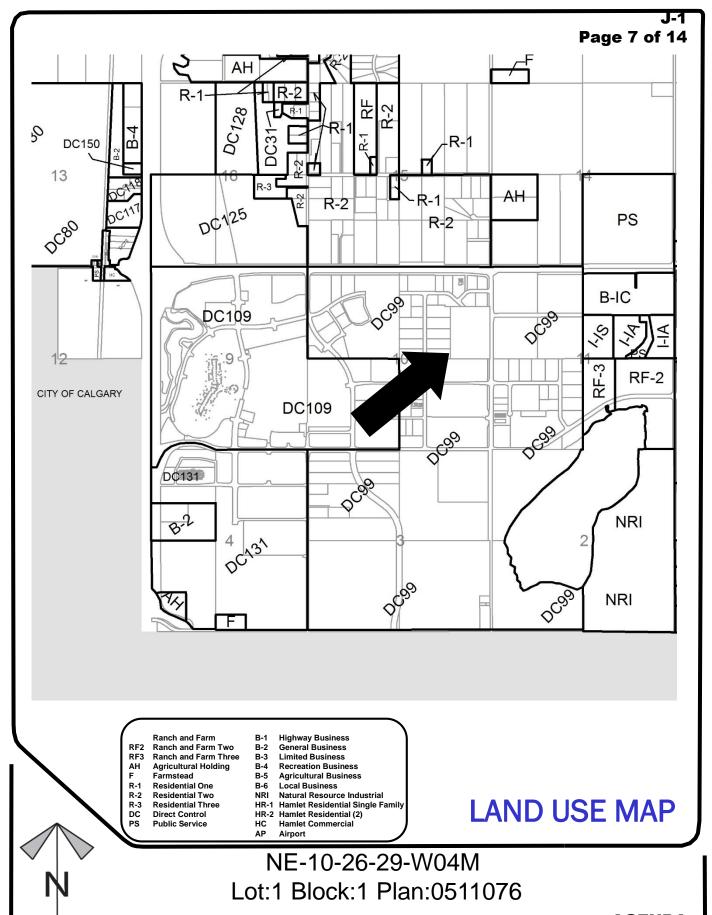
Date: May 02, 2019

Division # 7

File: 06410004

AGENDA

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Date: May 02, 2019 Division # 7 File: 06410004 AGENDA Page 683 of 745



Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

TOPOGRAPHY

Contour Interval 2 M

NE-10-26-29-W04M

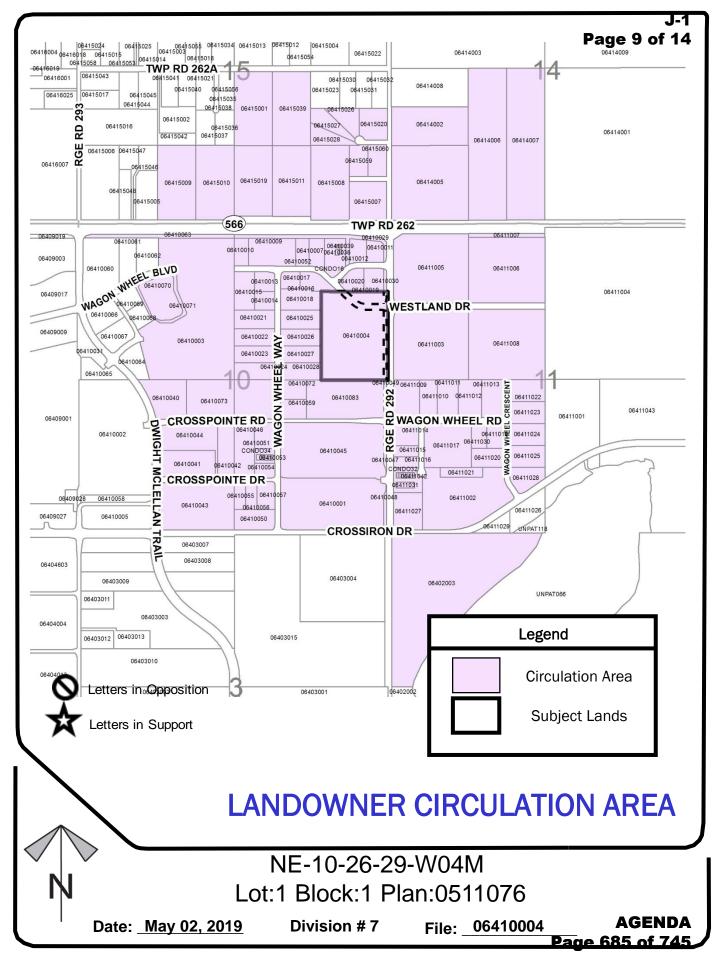
Lot:1 Block:1 Plan:0511076

Date: May 02, 2019

Division #7

File: 06410004

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APPENDIX 'B': APPROVAL CONDITIONS

- A. The application to create a ± 2.49 acre parcel with a ± 33.30 acre remainder, dedication of municipal reserve and an internal road on Lot 1, Block 1, Plan 0511076, having been evaluated in terms of Section 654 of the *Municipal Government Act* and Section 7 of the Subdivision and Development Regulations, and having considered adjacent landowner submissions, is approved as per the Tentative Plan for the reasons listed below:
 - 1. The application is consistent with the Statutory Policy;
 - 2. The subject lands hold the appropriate land use designation;
 - 3. The technical aspects of the subdivision proposal have been considered and are further addressed through the conditional approval requirements.
- B. The Applicant/Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the conditions will be met, in accordance with all County Policies, Standards, and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a qualified professional, licensed to practice in the province of Alberta within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Applicant/Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained.
- C. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application shall be approved subject to the following conditions of approval:

Survey Plans

- 1) Subdivision is to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.
- 2) The Owner is to dedicate by Plan of Survey, a 6.00 m wide portion of land for road widening along the entire eastern boundary of the subject lands.

Development Agreement

- 3) The Owner is to enter into a Development Agreement pursuant to Section 655 of the Municipal Government Act in accordance with the approved Tentative Plan and shall include the following:
 - a) Design and construction of a public road system with associated infrastructure which includes the following:
 - Extension of Wagon Wheel Boulevard to Range Road 292;
 - Intersection treatment in accordance with the approved TIA;
 - · Approaches to each lot; and
 - Sidewalks/Pathways.
 - b) Design and construction of Landscaping features for all public pathways, and public roadways and the Municipal Reserve, in accordance with the approved Landscaping Plan.
 - c) Design and construction of a piped wastewater system with connection to the East Rocky View Wastewater System and related infrastructure.



- A detailed sanitary servicing study is required in order to determine if upgrades or additional lift station capacity is required. All improvements shall be constructed as part of the Development Agreement.
- d) Design and construction of a piped water distribution system and fire suppression system.
 - A detailed hydraulic network analysis is required in order to determine if upgrades or additional infrastructure is required. All improvements shall be constructed as part of the Development Agreement.
- e) Design and construction of a fire suppression system in accordance with Bylaw C-7259-2013.
- f) Design, construction and implementation of the recommendations of the approved Stormwater Management Plan.
- g) Dedication of necessary easements and right of ways for utility line assignments.
- h) Mailboxes, if any, are to be located in consultation with Canada Post.
- i) Installation of power, natural gas and telephone lines.
- j) Implementation of the recommendations of the Construction Management Plan.
- k) Implementation of the recommendations of the Geotechnical Report.
- Implementation of the recommendations of the Biophysical Impact Assessment and Wetland Impact Assessment.
- m) Alberta Environment approvals are required for disturbance to any onsite wetlands, prior to signing of the Development Agreement.
- n) Payment of any applicable off-site levies, at the then applicable rates, as of the date of the Development Agreement.
- o) Payment of all applicable contributions to the County or third parties for oversized or excess capacity infrastructure, roads and/or services.
- p) The construction of any oversized or excess capacity infrastructure, roads and/or services benefitting the Owner's lands and development and other lands.
 - As contemplated by and in accordance with Section 650, 655, 651 and 648 of the MGA and Council policies respecting infrastructure and cost recovery.

Transportation

- 4) A Traffic Impact Assessment is to be provided in accordance with the Rocky View County 2013 Servicing Standards and the Balzac Global TIA. Any improvements identified or road right of way that is required will be at the Owner's expense.
 - a) If the recommendations of the Traffic Impact Assessment require additional improvements to the existing roadway and intersection network, then the Development Agreement shall address these improvements.

Site Servicing

- 5) The Owner is to provide a detailed sanitary servicing study that confirms the servicing capacity required for the development and determines if offsite upgrades to the regional system are required.
 - a) If offsite upgrades or additional lift station capacity are required than all improvements shall be constructed under a Development Agreement.



- b) Improvements that benefit other lands will qualify for cost recovery in accordance with Rocky View Policy 406.
- 6) The Owner is to provide a detailed potable water servicing study and a hydraulic design study to ensure the pipelines are adequately sized considering existing and future phases.
 - a) The study shall confirm servicing requirements for this phase are in place and include provision for fire protection.
- 7) The Owner shall enter into a Cost Contribution and Capacity Allocation Agreement for servicing allocation to the Lots created in this phase of development. The agreement shall be based on the detailed servicing studies.

Developability

- 8) The Owner is to provide a Stormwater Management Report and detailed stormwater servicing design, including any improvements related water re-use, low-impact development measures, purple pipe system, and irrigation system for the development.
 - a) All stormwater improvements shall be constructed under a Development Agreement.
 - b) Acquiring any related provincial licensing and registration requirements are the responsibility of the Owner.
- 9) The Owner is to provide a site specific Geotechnical Investigation to verify the site is suitable for the proposed buildings, site works, and utilities.
 - a) For any areas with greater than 1.20 m of fill, a Deep Fill Report is required.

Site Construction

- 10) The Owner is to provide a Construction Management Plan that is to include, but not be limited to, noise, sedimentation and erosion control, traffic accommodation, construction waste management, and construction management details. Specific other requirements include:
 - a) Weed management during the construction phases of the project; and
 - b) Implementation of the Construction Management Plan recommendations will be ensured through the Development Agreement.
- 11) The Owner is to provide an Erosion and Sediment Control Plan and Report.

Payments and Levies

- 12) The Owner shall pay the Transportation Off-Site Levy (including the base levy and special area levy) in accordance with Bylaw C-7356-2014, prior to entering into the Development Agreement. The County shall calculate the total amount owing:
 - a) From the total gross acreage of the Lands to be subdivided as shown on the Plan of Survey.
- The Owner shall pay the Water and Wastewater Off-Site Levy in accordance with Bylaw C-7273-2013. The County shall calculate the total amount owing:
 - a) Based on engineering assessment of the projected usage.
- 14) The Owner shall pay the County Subdivision Endorsement fee, in accordance with the Master Rates Bylaw, for the creation of one (1) new lot.



Municipal Reserve

- 15) The provision of Reserve is to be provided in part by the dedication of Lot 1 MR (± 1.38 acres), being ± 3.45% Reserve land dedication owing, to be determined by the Plan of Survey, as indicated on the Tentative Plan.
- 16) The remaining provision of Reserve in the amount of ± 6.55% of the gross area of the subject lands, as determined by the Plan of Survey, is to be provided by payment of cash-in-lieu in accordance with the per acre value as listed in the land appraisal prepared by CBRE Limited (File No. 19-APPRCAL-0041), pursuant to Section 666(3) of the *Municipal Government Act*.

Taxes

17) All taxes owing up to and including the year in which subdivision is to be registered are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.

D. SUBDIVISION AUTHORITY DIRECTION:

1) Prior to final endorsement of the subdivision, the Planning Department is directed to present the Applicant/Owners with a Voluntary Recreation Contribution Form and ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw.



No letters were received.

APPENDIX 'C': LETTERS



PLANNING AND DEVELOPMENT SERVICES

TO: Subdivision Authority DATE: July 23, 2019

DIVISION: 8 **APPLICATION**: PL20190016

SUBJECTL Subdivision Item: Residential Subdivision

APPLICATION: To create a ± 3.51 acre and a

 \pm 3.59 acre parcel with a \pm 2.17 acre

remainder.

GENERAL LOCATION: Located approximately 2.0 kilometers (1 1/3 mile) north of Highway 1A, on the west side of 12 Mile Coulee Road.

LAND USE DESIGNATION: Residential-1

¹ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with **Option #2.**

OPTIONS:

Option #1: THAT Subdivision Application

PL20190016 be approved with

the conditions noted in Appendix 'B'. (Applicants Preference)

Option #2: THAT Subdivision Application PL20190016 be approved with the conditions noted in

Appendix 'C'. (Administration Recommendation)

Option #3: THAT Subdivision Application PL20190016 be refused as per the reasons noted.

AIR PHOTO & DEVELOPMENT CONTEXT:



¹ Administration Resources

Paul Simon – Planning and Development Services



APPLICANT: Dennis & Margaret Daniels

OWNER: Dennis & Margaret Daniels

APPLICATION EVALUATION:

The application was evaluated based on the technical reports submitted with the application and the applicable policies and regulations.

APPLICABLE POLICY AND REGULATIONS:

- Municipal Government Act;
- Subdivision and Development Regulations;
- City of Calgary / Rocky View County Intermunicipal Development Plan;
- Municipal Development Plan;
- Bearspaw Area Structure Plan;
- Land Use Bylaw; and
- · County Servicing Standards.

TECHNICAL REPORTS SUBMITTED:

- Level 3 PSTS Report prepared by Sedulous Engineering. (June 2017)
- Conceptual Level SSIP prepared by Sedulous Engineering. (June 2017)
- Trip Generation Review Letter prepared by Watt Consulting. (February 2019)

Payments and Levies

Reserves and applicable levies have been paid for the lands with a previous subdivision application.

Accessibility to a Road:

The proposed panhandles which will provide direct access to a public roadway do not meet the minimum 12.5 m width of the County. However, as the subject lands and owner to the north have already entered into a Road Acquisition Agreement with the County, if further development on Lot 3 is undertaken, the minimum requirements to construct an internal roadway are available.

The subdivision will result in more than 10 lots accessing from the same internal road, without having two separate access points to an existing through road. This is in contravention of Section 411 of the County Servicing Standards. However, the standards do allow Council to waive this at the time of subdivision, at their discretion. Waiving this requirement is reflected in the approval conditions associated with Option #1. Option #2 provides conditions that require the construction of a gated emergency access road. If this road is not publically dedicated (as it crosses private land to the east), then a Public Access Easement Agreement and Right-of-Way Plan shall be registered.

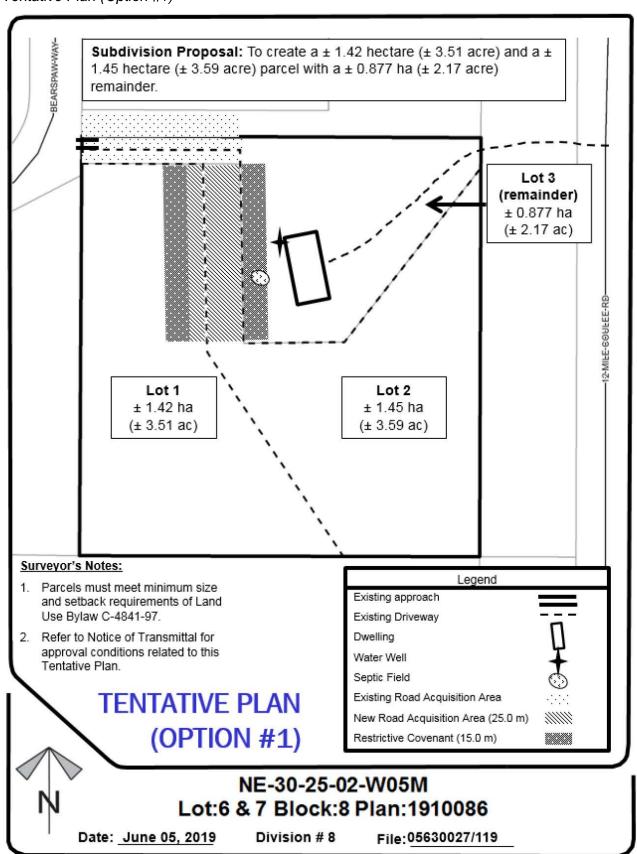
Bearspaw Area Structure Plan

Policy 8.1.20 states that the minimum parcel size should not be less than four acres, unless a conceptual scheme is prepared. The lands hold the appropriate land use to support the proposed parcel sizes, and there is a similar development pattern in the surrounding area that has proceeded in the absence of a conceptual scheme. Technical studies to address traffic, stormwater, and servicing have been submitted in accordance with County standards. At this time, a conceptual scheme would provide minimal value to achieve comprehensive development.

Policy 8.1.22 allows panhandle access to be considered where topographic conditions preclude other design solutions. Policy 8.1.23 of the ASP states that panhandles should be a minimum of 12.0 m in width (the minimum width identified in the Servicing Standards is 12.5 m). The panhandles are not proposed based on topographic constraints, and are approximately 8.0 m in size, less than the allowable limit. However, given the existing/proposed Road Acquisition Agreements, the intent of the policy is met which allows for the development of a future roadway.

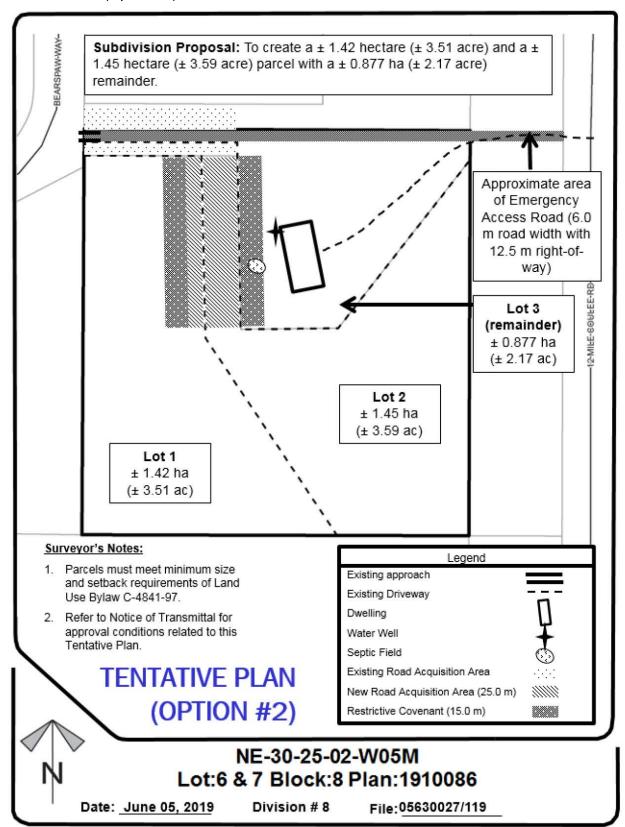


Tentative Plan (Option #1)





Tentative Plan (Option #2)





CONCLUSION:

Subject to the proposed conditions of approval, the application is recommended for approval.

Respectfully submitted,

"Richard Barss"

Acting Executive Director
Community Development Services

Concurrence,

"Al Hoggan"

Chief Administrative Officer

PS/IIt

APPENDICES:

APPENDIX 'A': Maps and Other Information APPENDIX 'B': Approval Conditions (Option #1) APPENDIX 'C': Approval Conditions (Option #2)

APPENDIX 'D': Letters



APPENDIX 'A': MAPS AND OTHER INFORMATION

DATE APPLICATION RECEIVED:

February 14, 2019

DATE DEEMED COMPLETE:

June 4, 2019

HISTORY:

June 4, 2019: Application was revised to reduce the number of lots to be created from three to two, and eliminate internal roadway.

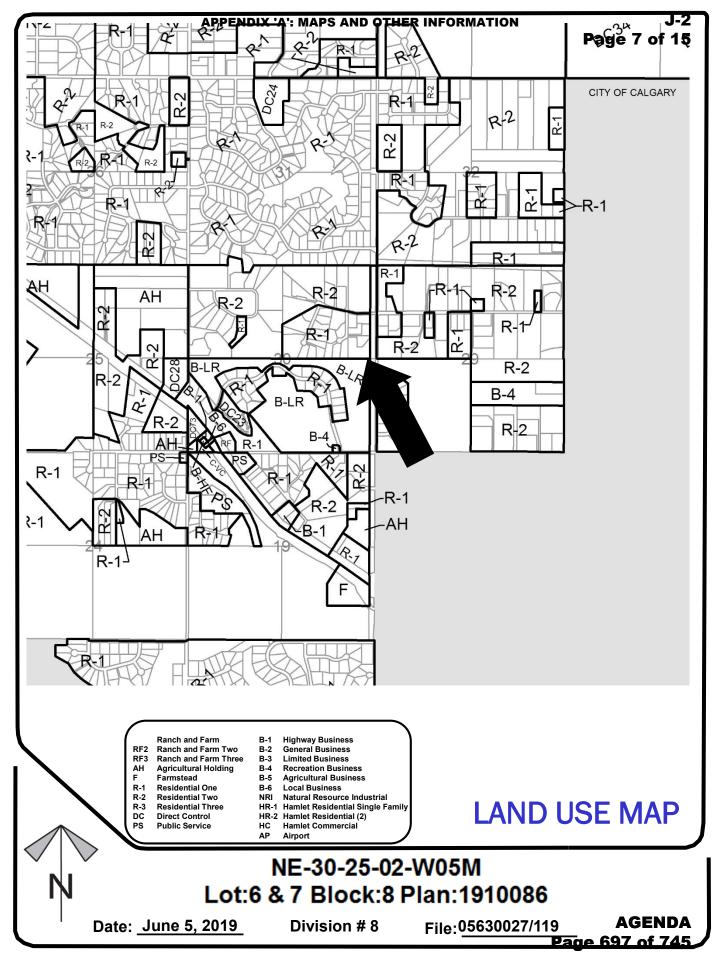
January 14, 2019: Plan 1910086 was registered, subdividing the subject lands into two parcels.

May 20, 2004: Plan 0411662 was registered, creating the subject lands.

PUBLIC & AGENCY SUBMISSIONS:

The application was circulated to 131 adjacent landowners. No letters were received in response.

The application was also circulated to a number of internal and external agencies and, where appropriate, conditions of approval have been proposed based on these comments.





Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

TOPOGRAPHY

Contour Interval 2 M

NE-30-25-02-W05M Lot:6 & 7 Block:8 Plan:1910086

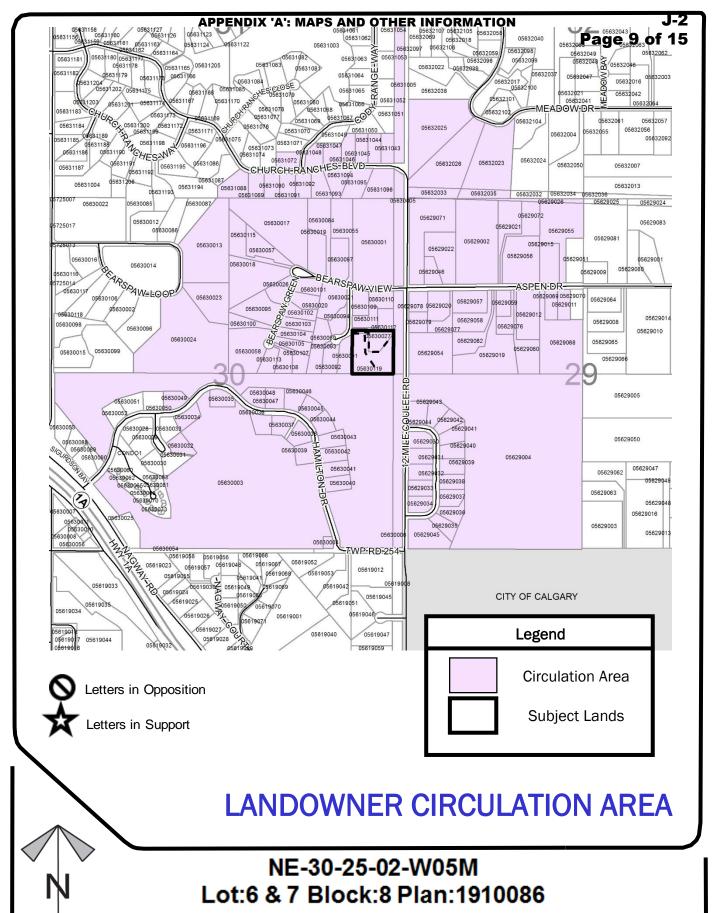
Date: <u>June 5, 2019</u>

Division #8

File: 05630027/119

AGENDA

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Date: June 5, 2019 Division # 8 File: 05630027/119

AGENDA

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APPENDIX 'B': APPROVAL CONDITIONS (OPTION #1)

- A. The application to create a ± 3.51 acre and a ± 3.59 acre parcel with a ± 2.17 acre remainder at Lots 6 & 7, Block 8, Plan 191 0086, having been evaluated in terms of Section 654 of the *Municipal Government Act* and Section 7 of the Subdivision and Development Regulations, and having considered adjacent landowner submissions, is approved as per the Tentative Plan for the reasons listed below:
 - 1. The application is consistent with the Statutory Policy;
 - 2. The subject lands hold the appropriate land use designation;
 - 3. The technical aspects of the subdivision proposal have been considered and are further addressed through the conditional approval requirements.
- B. The Applicant/Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the conditions will be met, in accordance with all County Policies, Standards, and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a qualified professional, licensed to practice in the province of Alberta within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Applicant/Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained.
- C. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application shall be approved subject to the following conditions of approval:

Survey Plans

1) Subdivision is to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.

Transportation and Access

- 2) The Owner shall construct a new mutual paved approach from Bearspaw Way in order to provide access to Lots 1, 2, & 3. The Owner shall:
 - a) Provide a mutual access right-of-way plan; and
 - b) Prepare and register respective easements on each title, where required.
- 3) The Owner is to enter into a Road Acquisition Agreement with the County, to be registered by Caveat on the title of Lots 1 & 2, to serve as notice that those lands are intended for future development as a County road, as per the approved Tentative Plan. The Agreement shall include:
 - a) The provision of 25.0 m road acquisition in accordance with the approved Tentative Plan; and
 - b) The purchase of land by the County for \$1.
- 4) The Owner is to enter into a Restrictive Covenant, to be registered by Caveat prepared by the County, on the title of Lots 1, 2, & 3, that restricts the erection of any structure on or within 15.0 metres of a future road right-of-way, as shown on the approved Tentative Plan;



Site Servicing

- The Owner is to provide confirmation of the tie-in for the connection to Rocky View Water Coop, an Alberta Environment licensed piped water supplier, for Lots 1 & 2, as shown on the Approved Tentative Plan. This includes providing the following information:
 - a) Confirmation from the water supplier that an adequate and continuous piped water supply is available for Lots 1 & 2;
 - b) Documentation proving that water supply has been purchased for proposed Lots 1 & 2; and
 - c) Documentation proving that water supply infrastructure requirements including servicing to the property have been installed or installation is secured between the developer and water supplier, to the satisfaction of the water supplier and the County.

Developability

- 6) The Owner is to provide a Site Specific Stormwater Implementation Plan. Implementation of the Plan shall include:
 - a) Registration of any required easements and / or utility rights-of-way;
 - Registration of any required encumbrances against the title of each lot to notify future owners of specific development obligations relative to the ongoing operation and maintenance
 - c) Provision of necessary approvals and compensation to Alberta Environment and Parks for wetland loss and mitigation; and
 - d) Provision of necessary Alberta Environment and Parks registration documentation and approvals for the stormwater infrastructure system.
- 7) Should the (Site Specific) Stormwater Management Plan indicate that improvements are required; the Applicant/Owner shall enter into a Development Agreement (Site Improvements/Services Agreement) with the County.
- 8) The Owner is to provide a Slope Stability Analysis report prepared by a qualified geotechnical professional engineer for slopes that are greater than 30% and 3 m in height.

Payments and Levies

9) The Owner shall pay the County Subdivision Endorsement fee, in accordance with the Master Rates Bylaw, for the creation of one new lot.

Municipal Reserve

10) That Deferred Reserve Caveat #741 073 345 be discharged from the subject lands.

Taxes

11) All taxes owing up to and including the year in which subdivision is to be registered are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.

D. SUBDIVISION AUTHORITY DIRECTION:

 Prior to final endorsement of the subdivision, the Planning Department is directed to present the Applicant/Owners with a Voluntary Recreation Contribution Form and ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw.



APPENDIX 'C': APPROVAL CONDITIONS (OPTION #2)

- A. The application to create a ± 3.51 acre and a ± 3.59 acre parcel with a ± 2.17 acre remainder at Lots 6 & 7, Block 8, Plan 191 0086, having been evaluated in terms of Section 654 of the *Municipal Government Act* and Section 7 of the Subdivision and Development Regulations, and having considered adjacent landowner submissions, is approved as per the Tentative Plan for the reasons listed below:
 - 1. The application is consistent with the Statutory Policy;
 - 2. The subject lands hold the appropriate land use designation;
 - 3. The technical aspects of the subdivision proposal have been considered and are further addressed through the conditional approval requirements.
- B. The Applicant/Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the conditions will be met, in accordance with all County Policies, Standards, and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a qualified professional, licensed to practice in the province of Alberta within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Applicant/Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained.
- C. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application shall be approved subject to the following conditions of approval:

Survey Plans

1) Subdivision is to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.

Transportation and Access

- 2) The Owner is to enter into a Development Agreement for the provision of the following infrastructure and improvements:
 - a) Construction of a gated Secondary Emergency Access road (6.0 m wide gravel standard) that would connect Bearspaw Way with 12 Mile Coulee Road in accordance with the Approved Tentative Plan, to be dedicated as a public roadway.
- 3) That if the Secondary Emergency Access road (6.0 m wide gravel standard) is not dedicated as a public roadway, the Owner shall register a Public Access Easement agreement and Right-of-Way Plan.
- 4) The Owner shall construct a new mutual paved approach from Bearspaw Way in order to provide access to Lots 1, 2, & 3. The Owner shall:
 - a) Provide a mutual access right-of-way plan; and
 - b) Prepare and register respective easements on each title, where required.
- 5) The Owner is to enter into a Road Acquisition Agreement with the County, to be registered by Caveat on the title of Lots 1 & 2, to serve as notice that those lands are intended for future development as a County road, as per the approved Tentative Plan. The Agreement shall include:



- a) The provision of 25.0 m road acquisition in accordance with the approved Tentative Plan; and
- b) The purchase of land by the County for \$1.
- The Owner is to enter into a Restrictive Covenant, to be registered by Caveat prepared by the County, on the title of Lots 1, 2, & 3, that restricts the erection of any structure on or within 15.0 metres of a future road right-of-way, as shown on the approved Tentative Plan;

Site Servicing

- 7) The Owner is to provide confirmation of the tie-in for the connection to Rocky View Water Coop, an Alberta Environment licensed piped water supplier, for Lots 1 & 2, as shown on the Approved Tentative Plan. This includes providing the following information:
 - a) Confirmation from the water supplier that an adequate and continuous piped water supply is available for Lots 1 & 2;
 - b) Documentation proving that water supply has been purchased for proposed Lots 1 & 2; and
 - c) Documentation proving that water supply infrastructure requirements including servicing to the property have been installed or installation is secured between the developer and water supplier, to the satisfaction of the water supplier and the County.

Developability

- 8) The Owner is to provide a Site Specific Stormwater Implementation Plan. Implementation of the Plan shall include:
 - a) Registration of any required easements and / or utility rights-of-way;
 - Registration of any required encumbrances against the title of each lot to notify future owners of specific development obligations relative to the ongoing operation and maintenance
 - c) Provision of necessary approvals and compensation to Alberta Environment and Parks for wetland loss and mitigation; and
 - d) Provision of necessary Alberta Environment and Parks registration documentation and approvals for the stormwater infrastructure system.
- 9) Should the (Site Specific) Stormwater Management Plan indicate that improvements are required; the Applicant/Owner shall enter into a Development Agreement (Site Improvements/Services Agreement) with the County.
- 10) The Owner is to provide a Slope Stability Analysis report prepared by a qualified geotechnical professional engineer for slopes that are greater than 30% and 3 m in height.

Payments and Levies

11) The Owner shall pay the County Subdivision Endorsement fee, in accordance with the Master Rates Bylaw, for the creation of one new lot.

Municipal Reserve

12) That Deferred Reserve Caveat #741 073 345 be discharged from the subject lands.

Taxes

13) All taxes owing up to and including the year in which subdivision is to be registered are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.



D. SUBDIVISION AUTHORITY DIRECTION:

1) Prior to final endorsement of the subdivision, the Planning Department is directed to present the Applicant/Owners with a Voluntary Recreation Contribution Form and ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw.

July 2, 2019

To: Municipal Council of Rockyview

Re: Opposition to Option #2 in Application for Sub-Division Plan 1910086

We would like to respectfully request that Council waive the Option #2 guideline as a requirement for approval of our application. We wish to divide our 7.1 existing parcel into two acreages to provide land for our son and our daughter to each build homes on the land where they grew up. However, the application seems to encompass the separate two-acre parcel on which our home sits, and implies that this affects the feasibility of the proposal.

This house is currently being sold as my husband's multiple sclerosis is advanced and we need to move to housing that meets his medical needs. A secondary road through this private land is indeed an impediment to this sale. It is unlikely that the new owners would accept a road from one side of their property to the other and, indeed, this condition could in effect negate the sale entirely.

This secondary road proposal also necessitates access across private land owned by Trans Alta Utilities. Our neighbor to the north was denied access from 12 Mile Coulee Road last year and had to access his home from Bearspaw Way. It is unlikely that they would agree to providing similar access to us just months later.

Additionally, access across private lands is deemed by Rokyview Municipality to be illegal access and is the reason why we have been required to provide access to our land through Bearspaw Way. This secondary road would therefore be open-ended to an access not recognized by the Municipality.

Our 7.1 acreage is basically land-locked by other acreages already developed, by Trans Alta Utilities and by the Bearspaw Golf Course. It does not have the possibility of any direct access to 12 Mike Coulee Road.

We have lived on our land for forty-four years, far, far longer than any other resident on Bearspaw Way. Unfortunately, we are the last applicants who wish to develop a final acreage that needs access to this roadway. As there will be no further development here and thus no further transportation issues, we hope that you can support us in light of the many positives presented.

- There are no issues with neighbors allowing an additional acreage access
- There are no public utility issues
- There is no environmental impact
- There are no safety issues affecting community
- There are no logistical transportation issues impacting the functionality of the road

We sincerely hope that you will support us in our effort to provide this family land for our children without difficult encumbrances that will halt our chances of success.

Maniels



PLANNING AND DEVELOPMENT SERVICES

TO: Subdivision Authority DATE: July 23, 2019

DIVISION: 9 **APPLICATION**: PL20190062

SUBJECTL Subdivision Item: New or Distinct

APPLICATION: To create a ± 20.60 acre parcel with a 20.60 acre remainder.

GENERAL LOCATION: Located on the west side of Highway 40 and approximately 1.6 kilometers (1.0 mile) north of Highway 1A

LAND USE DESIGNATION: Agricultural Holdings District

¹ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with **Option #1.**

OPTIONS:

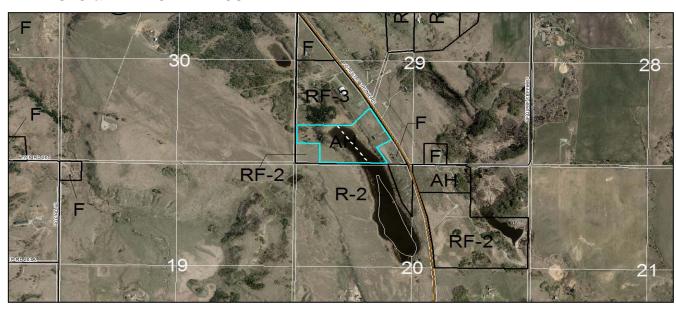
Option #1: THAT Subdivision Application

PL20190062 be approved

with the conditions noted in Appendix B.

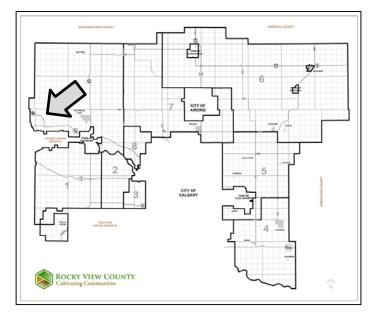
Option #2: THAT Subdivision Application PL20190062 be refused per the reasons noted.

AIR PHOTO & DEVELOPMENT CONTEXT:



¹ Administration Resources

Paul Simon, Planning and Development Services





APPLICANT: Badke Consulting Ltd.

OWNER: Giovanni Fiorino

APPLICATION EVALUATION:

The application was evaluated based on the technical reports submitted with the application and the applicable policies and regulations.

APPLICABLE POLICY AND REGULATIONS:

- Municipal Government Act;
- Subdivision and Development Regulations;
- · Land Use Bylaw; and
- · County Servicing Standards.

TECHNICAL REPORTS SUBMITTED:

- Level I Variation Private Sewage Treatment System Model Process Assessment. (March 25, 2019)
- Level I PSTS Assessment Variation. (March, 2016)
- Level III PSTS Assessment. (March, 2016)
- Phase I Groundwater Supply Evaluation. (March, 2016)

Payments and Levies

Reserves and applicable levies are outstanding.

Accessibility to a Road:

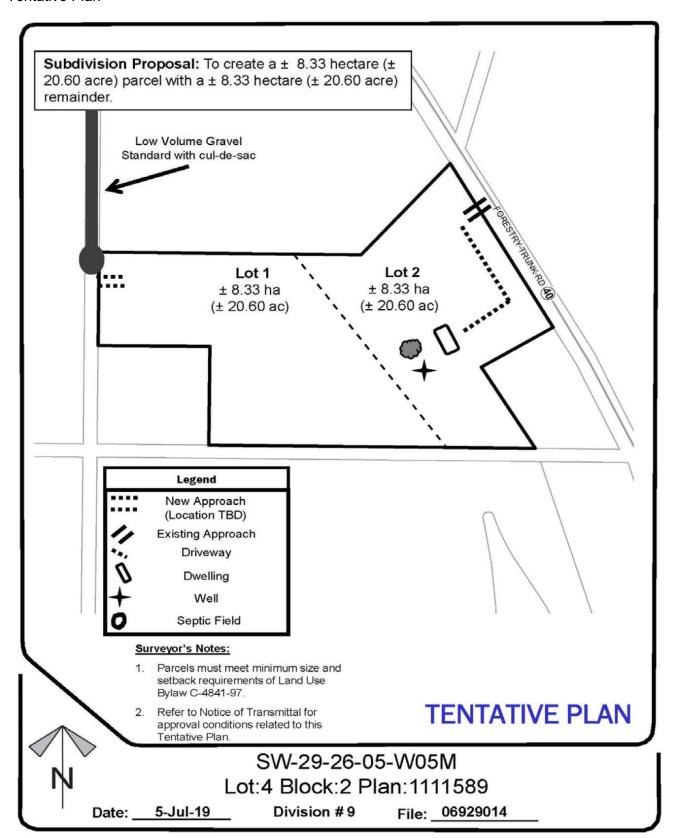
The Applicant/Owner would be required to enter into a Development Agreement for the construction of Range Road 55 to a Regional Low Volume standard from Highway 40 to the northwest corner of the lands. This road would need to be completed with the construction of a cul-de-sac and associated infrastructure in accordance with Rocky View County Servicing Standards and Alberta Transportation requirements. It is important to note, without the construction of the road, the County would be creating a parcel without access.

County Plan

This application was previously assessed and found to be in accordance with Section 8 of the County Plan. The detailed policy review was provided to Council at the redesignation stage with application PL20160128. The subject land holds the appropriate land use designation for the proposed parcel size, in accordance with the Land Use Bylaw.



Tentative Plan





CONCLUSION:

to the proposed				

Respectfully submitted, Concurrence, "Richard Barss" "Al Hoggan" Acting Executive Director **Chief Administrative Officer** Community Development Services

PS/IIt

APPENDICES:

APPENDIX 'A': Maps and Other Information

APPENDIX 'B': Approval Conditions APPENDIX 'C': Letters



APPENDIX 'A': MAPS AND OTHER INFORMATION

DATE APPLICATION RECEIVED:

May 15, 2019

DATE DEEMED COMPLETE:

May 15, 2019

HISTORY:

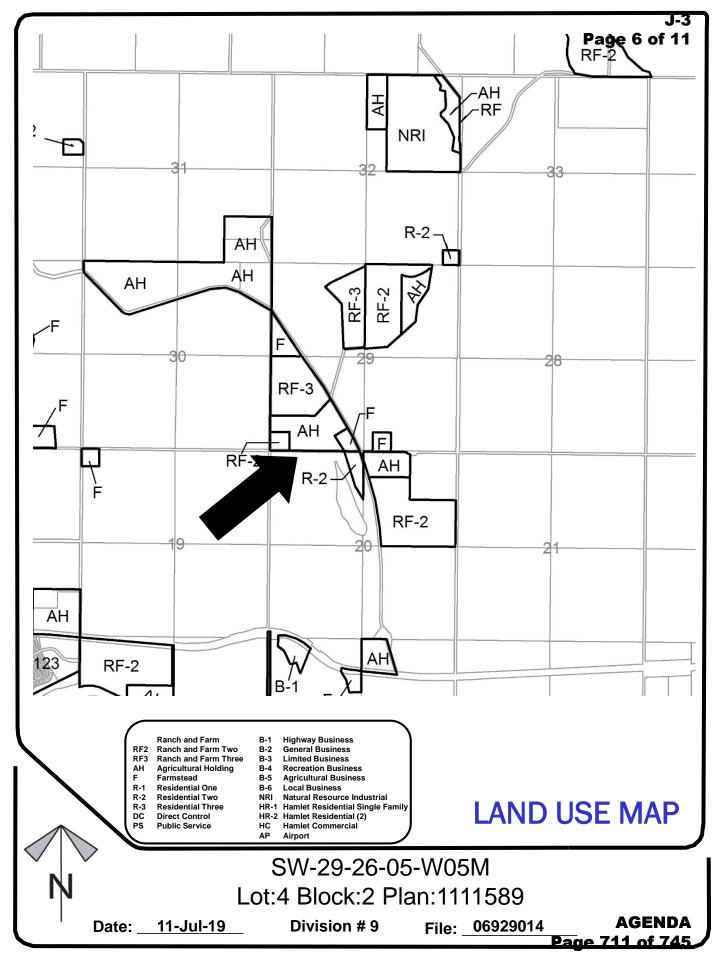
2019 - Council approved Bylaw C-7853-2018, redesignating the subject lands from Ranch and Farm Two District to Agricultural Holdings District in order to facilitate the creation of a \pm 8.33 hectare (\pm 20.60 acre) parcel with a \pm 8.33 hectare (\pm 20.60 acre) remainder.

2016 - Council refused Bylaw C-7608-2016, redesignating the subject lands from Ranch and Farm Two District to Residential Three District in order to allow for the future subdivision of a \pm 8.33 hectare (\pm 20.6 acre) parcel with a \pm 8.33 hectare (\pm 20.6 acre) remainder.

PUBLIC & AGENCY SUBMISSIONS:

The application was circulated to 16 adjacent landowners. No letters were received in response.

The application was also circulated to a number of internal and external agencies and, where appropriate, conditions of approval have been proposed based on these comments.





Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

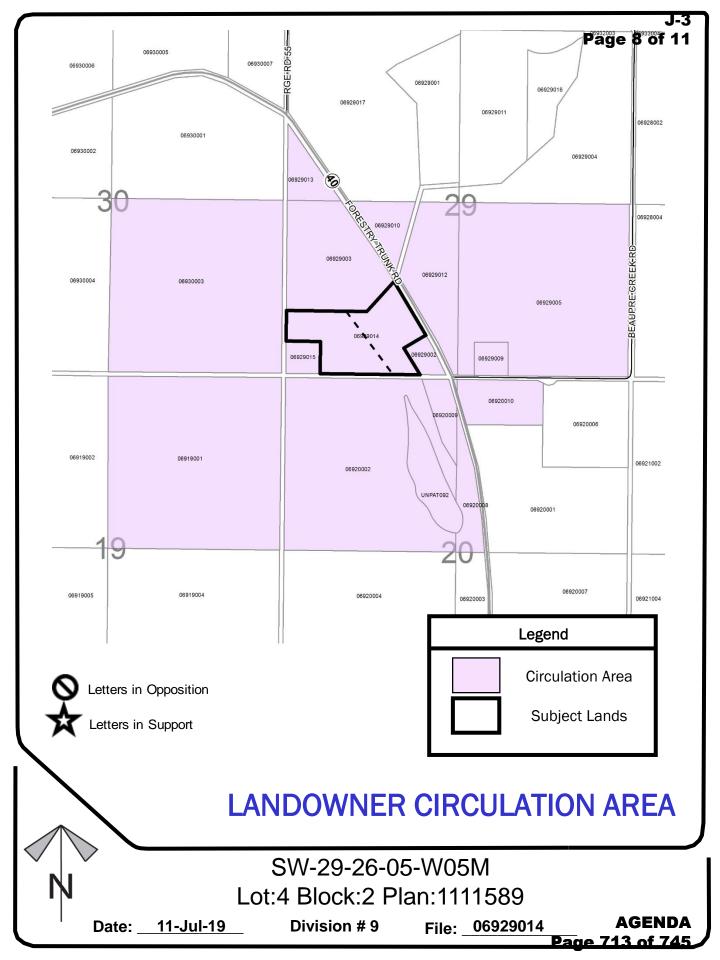
TOPOGRAPHY

Contour Interval 2 M

SW-29-26-05-W05M

Lot:4 Block:2 Plan:1111589

AGENDA
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APPENDIX 'B': APPROVAL CONDITIONS

- A. That the application to create a ± 8.33 hectare (20.60 acre) parcel with a ± 8.33 hectare (20.60 acre) remainder from Lot 4, Block 2, Plan 1111589 within SW-29-26-06-W05M has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivision and Development Regulations. It is recommended that the application be approved as per the Tentative Plan for the reasons listed below:
 - 1. The application is consistent with the County Plan;
 - 2. The subject lands hold the appropriate land use designation;
 - 3. The technical aspects of the subdivision proposal have been considered, and are further addressed through the conditional approval requirements.
- B. The Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the condition will be met, in accordance with all County Policies, Standards and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a Qualified Professional, licensed to practice in the Province of Alberta, within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Owner from ensuring all permits, licenses, or approvals required by Federal Provincial, or other jurisdictions are obtained.
- C. Further, in accordance with Section 654 and 655 of the Municipal Government Act, the application be approved subject to the following conditions of approval:

Plan of Subdivision

 Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.

Accessibility to a Road

- 2) The Owner shall enter into a Development Agreement pursuant to Section 655 of the Municipal Government Act, in accordance with the approved Tentative Plan, and shall include the following:
 - i. Construction of a Regional Low Volume Gravel Standard within the Road Right-of-Way of Range Road 55 from Highway 40 to Lot 1 in accordance with the County Servicing Standards and Alberta Transportation requirements as shown in the tentative plan which includes but is not limited to:
 - Complete with a cul-de-sac bulb at the termination point of the road;
 - · Dedication of necessary easements and rights-of-way; and
 - Appropriate signage.
- 3) The Owner shall construct a new gravel approach on the newly constructed road in order to provide access to Lot 1, as shown on the approved Tentative Plan.

Cost Recovery

- 4) The County will enter into an Infrastructure Cost Recovery Agreement with the Owner to determine the proportionate recovery of infrastructure money spent by the Owner to construct municipal infrastructure that will consequently provide benefit to other lands:
 - a) This Agreement shall apply to the construction of off-site infrastructure.



Water Servicing

- 5) Water is to be supplied by an individual well on Lot 1. The subdivision shall not be endorsed until:
 - a) An Aquifer Testing (Phase II) Report is provided demonstrating a minimum flow rate of 1.0 IGPM, and including aquifer testing and the locations of the well Lot 1; and
 - b) The results of the aquifer testing meet the requirements of the Water Act.

Payments and Levies

- 6) The Owner shall pay the Transportation Off-Site Levy in accordance with Bylaw C-7356-2014. The County shall calculate the total amount owing from the total gross acreage of the Lands to be subdivided, as shown on the Plan of Survey.
- 7) The Owner shall pay the County subdivision endorsement fee, in accordance with the Master Rates Bylaw, for the creation of one new Lot.

Municipal Reserve

8) The provision of Reserve in the amount of 10 percent of the area of Lots 1 and 2 as determined by the Plan of Survey, is to be provided by payment of cash-in-lieu in accordance with the per acre value listed in the land appraisal prepared by Elford Appraisal Services Ltd., file 20502RKE, dated June 1, 2019, pursuant to Section 666(3) of the Municipal Government Act.

Taxes

9) All taxes owing, up to and including the year in which subdivision is to be registered, are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the Municipal Government Act.

D. SUBDIVISION AUTHORITY DIRECTION:

1) Prior to final endorsement of the Subdivision, the Planning Department is directed to present the Owner with a Voluntary Recreation Contribution Form and ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw.



No letters were received.

APPENDIX 'C': LETTERS



PLANNING AND DEVELOPMENT SERVICES

TO: Subdivision Authority DATE: July 23, 2019

DIVISION: 1 **APPLICATION**: PL20190024

SUBJECTL Subdivision Item: First Parcel Out

APPLICATION: To create a \pm 80.00 acre parcel with a \pm 80.00 acre remainder.

GENERAL LOCATION: Located approximately 0.80 kilometres (1/2 mile) south of the Town of Cochrane and 1.60 kilometres (1 mile) west of Highway 22.

LAND USE DESIGNATION: Ranch and Farm District

¹ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with **Option #1.**

OPTIONS:

Option #1: THAT Subdivision Application

PL20190024 be approved with the conditions noted in Appendix B.

Option #2: THAT Subdivision Application PL20190024 be refused per the reasons noted.

AIR PHOTO & DEVELOPMENT CONTEXT:



¹ Administration Resources

Paul Simon, Planning and Development Services



APPLICANT: Edith Wearmouth

OWNER: Edith Wearmouth

APPLICATION EVALUATION:

The application was evaluated based on the technical reports submitted with the application and the applicable policies and regulations.

APPLICABLE POLICY AND REGULATIONS:	TECHNICAL REPORTS SUBMITTED:			
Municipal Government Act;	None.			
Subdivision and Development Regulations;	THORIS.			
Land Use Bylaw; and				
County Servicing Standards.				

Payments and Levies

Reserves and applicable levies are not applicable.

Accessibility to a Road:

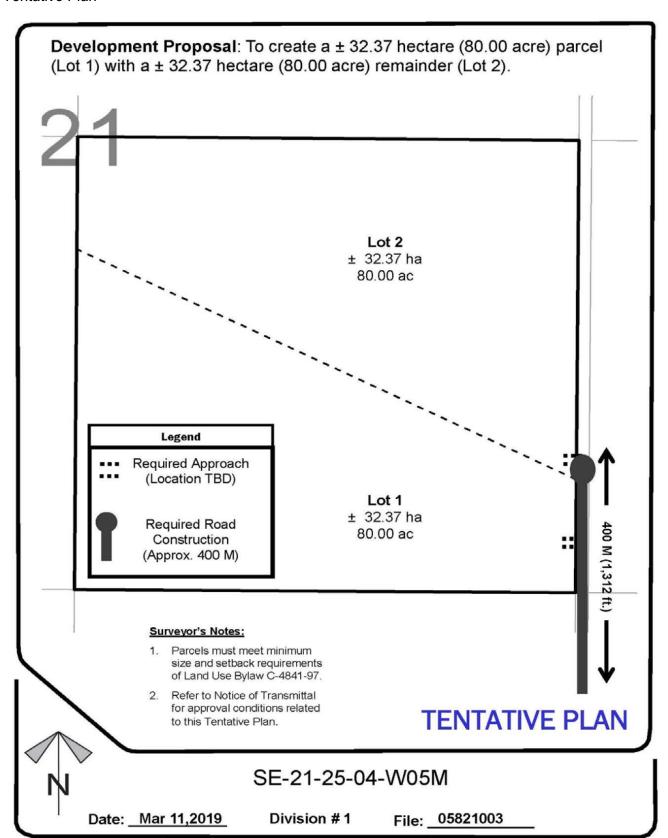
Current access to the parcel is through an undeveloped road allowance running south of the parcel and connecting to Range Road 43. The applicant has indicated they would construct a County Standard from the north end of Range Road 43 to the southeast corner of the parcel where the proposed subdivision is split. As conditions of subdivision, the Applicant/Owner would be required to enter into a development agreement for the road construction, and enter into an encroachment agreement for the portion of the cul-de-sac bulb that would encroach on the adjacent lands.

County Plan

The proposal meets the definition and intent of the Agricultural First Parcel Out Policies found within the County Plan.



Tentative Plan





CONCLUSION:

Sub	iect to	the r	proposed	conditions o	f approval.	the ar	oblication is	recommended	for approval.

Respectfully submitted,	Concurrence,		
"Richard Barss"	"Al Hoggan"		
Acting Executive Director Community Development Services	Chief Administrative Officer		

PS/IIt

APPENDICES:

APPENDIX 'A': Maps and Other Information

APPENDIX 'B': Approval Conditions APPENDIX 'C': Letters



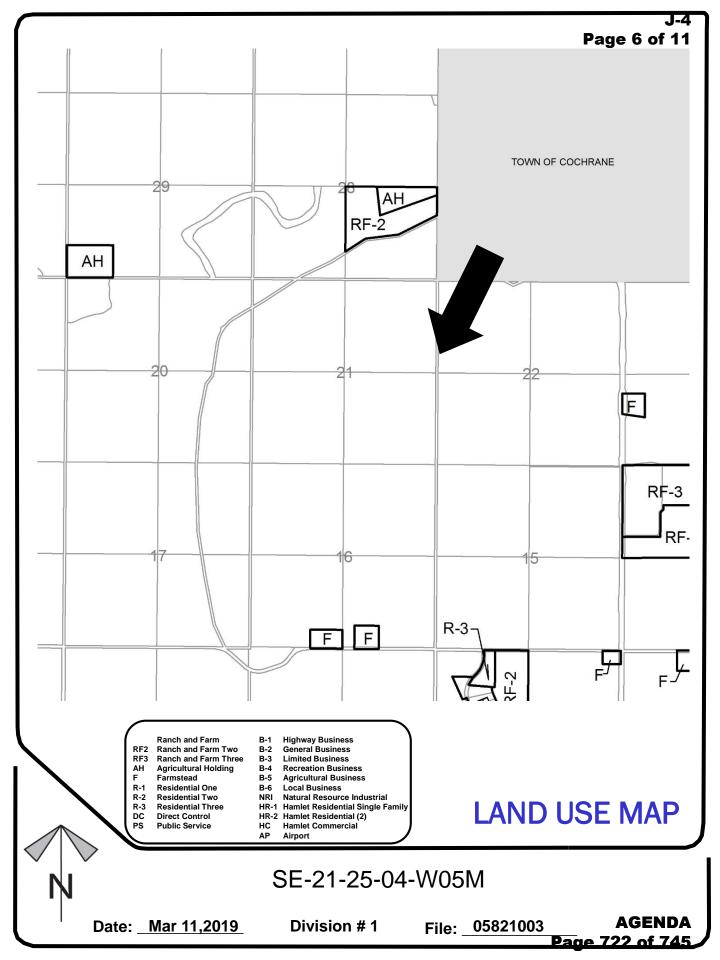
APPENDIX 'A': MAPS AND OTHER INFORMATION

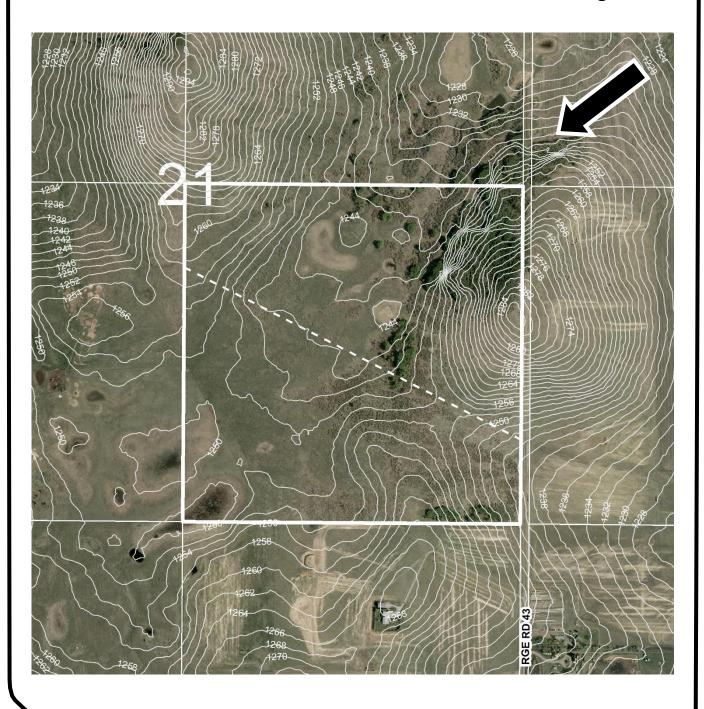
DATE APPLICATION RECEIVED: March 5, 2019	HISTORY: No development history.
DATE DEEMED COMPLETE: March 8, 2019	

PUBLIC & AGENCY SUBMISSIONS:

The application was circulated to 4 adjacent landowners. No letters were received in response.

The application was also circulated to a number of internal and external agencies and, where appropriate, conditions of approval have been proposed based on these comments.





Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

TOPOGRAPHY

Contour Interval 2 M

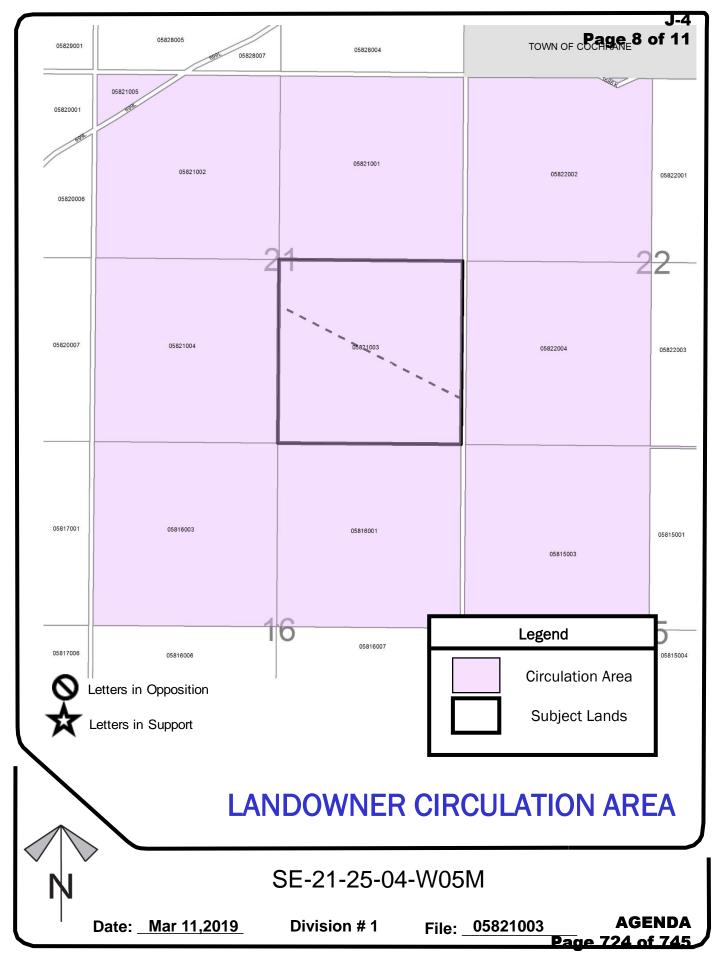
SE-21-25-04-W05M

Date: Mar 11,2019

Division # 1

File: 05821003

AGENDA
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APPENDIX B: APPROVAL CONDITIONS

- A. That the application to create a ± 32.37 hectare (80.00 acre) parcel with a ± 32.37 hectare (80.00 acre) remainder within SE-21-25-04-W05M has been evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivision and Development Regulations. It is recommended that the application be approved as per the Tentative Plan for the reasons listed below:
 - 1. The application is consistent with the County Plan;
 - 2. The subject lands hold the appropriate land use designation;
 - 3. The technical aspects of the subdivision proposal have been considered, and are further addressed through the conditional approval requirements.
- B. The Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the condition will be met, in accordance with all County Policies, Standards and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a Qualified Professional, licensed to practice in the Province of Alberta, within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Owner from ensuring all permits, licenses, or approvals required by Federal Provincial, or other jurisdictions are obtained.
- C. Further, in accordance with Section 654 and 655 of the Municipal Government Act, the application be approved subject to the following conditions of approval:

Plan of Subdivision

 Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.

Accessibility to a Road

- 2) The Owner shall enter into a Development Agreement pursuant to Section 655 of the Municipal Government Act, in accordance with the approved Tentative Plan, and shall include the following:
 - i. Construction of Range Road 43 from the current termination point to the access point of the subject lands to a Regional Low Volume Gravel Standard in accordance with the County Servicing Standards as shown in the tentative plan which includes but is not limited to:
 - Complete with a cul-de-sac bulb at the termination point of the road;
 - Dedication of necessary easements and rights-of-way; and
 - Appropriate signage.
- 3) The Owner shall enter into an Encroachment agreement for the portion of the cul-de-sac bulb that is encroaching on the subject lands.



- 4) The Owner shall construct two new gravel approaches on Range Road 43 in order to provide access to Lots 1 and 2. If a mutual approach is constructed, the Owner shall:
 - a) Provide an access right of way plan; and
 - b) Prepare and register respective easements on each title, where required.

Cost Recovery

- 5) The County will enter into an Infrastructure Cost Recovery Agreement with the Owner to determine the proportionate recovery of infrastructure money spent by the Owner to construct municipal infrastructure that will consequently provide benefit to other lands:
 - a) This Agreement shall apply to the construction of off-site infrastructure (transportation).

Payments and Levies

6) The Owner shall pay the County subdivision endorsement fee, in accordance with the Master Rates Bylaw, for the creation of one new Lot.

Taxes

7) All taxes owing, up to and including the year in which subdivision is to be registered, are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the Municipal Government Act.

D. SUBDIVISION AUTHORITY DIRECTION:

 Prior to final endorsement of the Subdivision, the Planning Department is directed to present the Owner with a Voluntary Recreation Contribution Form and ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw.



No letters were received.

APPENDIX "C": LETTERS



PLANNING AND DEVELOPMENT SERVICES

TO: Subdivision Authority DATE: July 23, 2019

DIVISION: 8 **APPLICATION**: PL20190023

SUBJECT: Subdivision Item: Agricultural Holdings District

APPLICATION: To create a \geq 20.01 acre parcel with a \pm 99.97 acre remainder.

GENERAL LOCATION: Located 1.6 kilometres (1 mile) northwest of the city of Calgary, 0.8 kilometres (0.5 mile) south of Township Road 262, and on the west side of Range Road 24.

LAND USE DESIGNATION: Agricultural

Holdings District

ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with **Option #2.**

OPTIONS:

Option #1: THAT Subdivision Application

PL20190023 be approved

with the conditions noted in Appendix 'B1'.

Option #2: THAT Subdivision Application PL20190023 be refused as per the reasons noted.

ROCKY VIEW COUNTY

AIR PHOTO & DEVELOPMENT CONTEXT:



¹ Administration Resources

Stefan Kuntz, Planning and Development Services



APPLICANT: Norman Kent

OWNER: Dale & Tracey Friesen

APPLICATION EVALUATION:

The application was evaluated based on the technical reports submitted with the application and the applicable policies and regulations.

APPLICABLE POLICY AND REGULATIONS:

- Municipal Government Act;
- Subdivision and Development Regulations;
- Municipal Development Plan;
- Bearspaw Area Structure Plan;
- · Land Use Bylaw; and
- County Servicing Standards.

TECHNICAL REPORTS SUBMITTED:

Level 1 PSTS Variation Assessment.

Payments and Levies

Municipal Reserve and the Transportation Off-Site Levy are outstanding.

Accessibility to a Road:

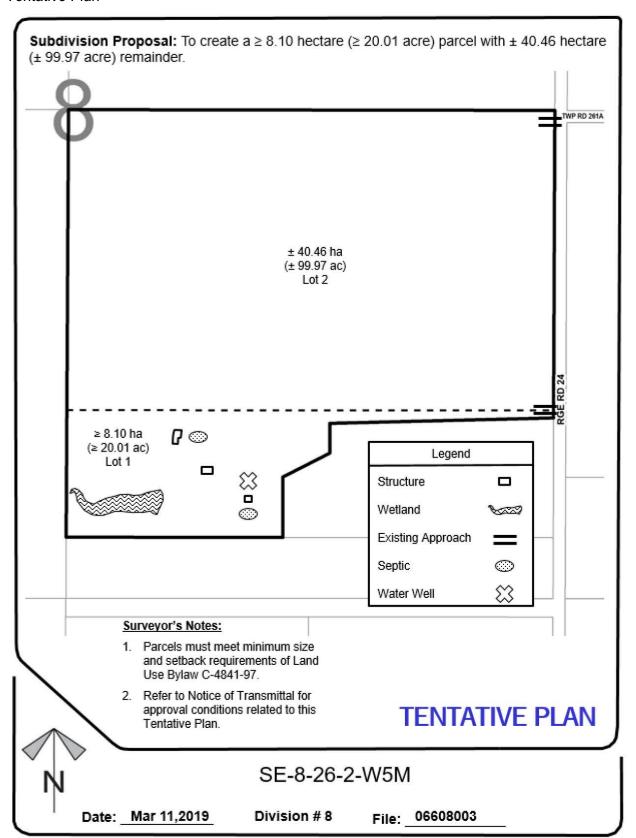
The subject land currently features one existing dwelling located within proposed Lot 1. This dwelling accesses Range Road 24 via a paved approach. Although Lot 2 does not currently contain a dwelling, a farm approach accessing Range Road 24 is located within the boundaries of the proposed parcel. No upgrades to either approach are required.

Bearspaw Area Structure Plan

Policy 8.1.22 allows panhandle access to be considered only where topographic conditions preclude other design solutions. The panhandle is not proposed based on topographic constraints, and as such the application is not in accordance with the Bearspaw Area Structure Plan. To meet policy a road should be constructed.



Tentative Plan





CONCLUSION:

Although the proposed parcel can technically be created subject to the conditions of approval, it does not meet Bearspaw ASP policy.

Respectfully submitted,	Concurrence,
"Richard Barss"	"Al Hoggan"
Acting Executive Director Community Development Services	Chief Administrative Officer

SK/IIt

APPENDICES:

APPENDIX 'A': Maps and Other Information

APPENDIX 'B': Approval Conditions APPENDIX 'C': Letters



APPENDIX 'A': MAPS AND OTHER INFORMATION

DATE APPLICATION RECEIVED:

March 4, 2019

DATE DEEMED COMPLETE:

May 23, 2019

HISTORY:

November 15, 2018: Application PL20180042 is approved, redesignating a portion of the lands from Ranch and Farm District to Agricultural Holdings District.

2015/16: Application PL20150110 is submitted in 2015, proposing to redesignate a 20 acre portion of the subject lands to Agricultural Holdings District. The rationale provided indicated that the purpose was to accommodate a new or expanded agricultural use for a tree farm. The Application was approved. The subsequent subdivision item (PL20160032) was approved in 2016.

2012: In response to the request in 2006 (2006-RV-276), the Westrock Estates and Business Park Conceptual Scheme is submitted and considered by Council (2007-RV-134 & 2010-RV-065). As the proposal concerns lands within a country residential/agricultural area of Bearspaw, the application is refused.

2006: Application 2006-RV-276 is submitted, proposing to redesignate the majority of the south half of Section 8 to a Direct Control District. The intent of this DC was to create a "residential and light industrial mixed use live/work community." Council directed the Applicant to prepare a Conceptual Scheme in order to address outstanding technical concerns prior to redesignation.

2003: Application 2003-RV-066 is submitted, proposing to redesignate a 20 acre portion of the subject lands to Agricultural Holdings District. The rationale provided indicated that the purpose was to accommodate a new or expanded agricultural use for a tree farm. Administration's assessment determined that there was already a tree farm in operation on the site, and that availability of water was a concern. Council concurred and refused the application.

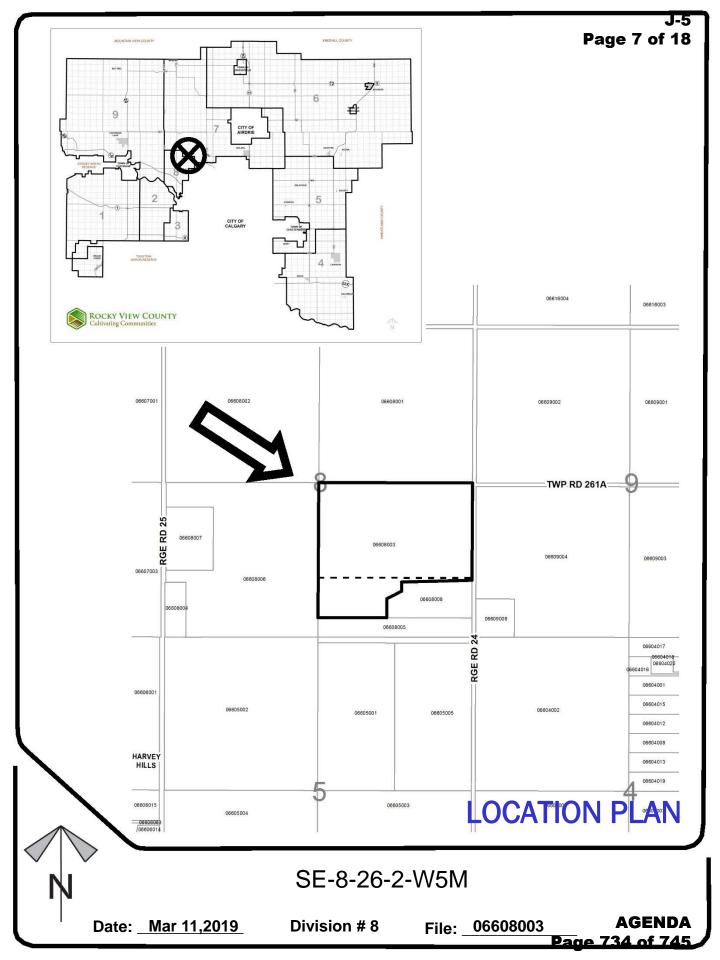
1990: A 20 acre Farmstead parcel is subdivided from the southern portion of the quarter section.

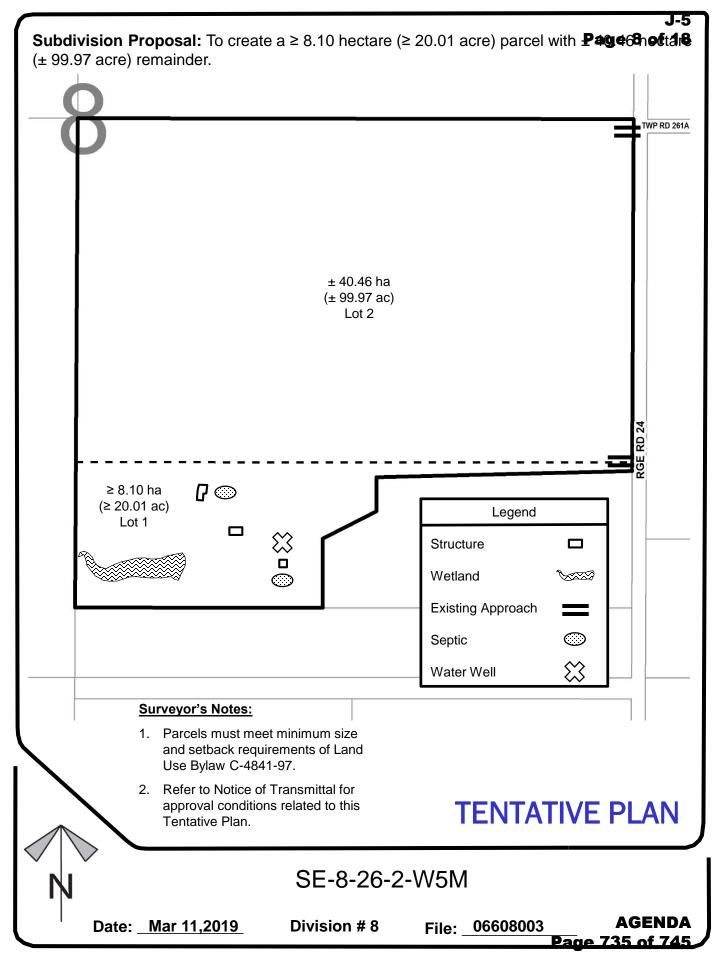


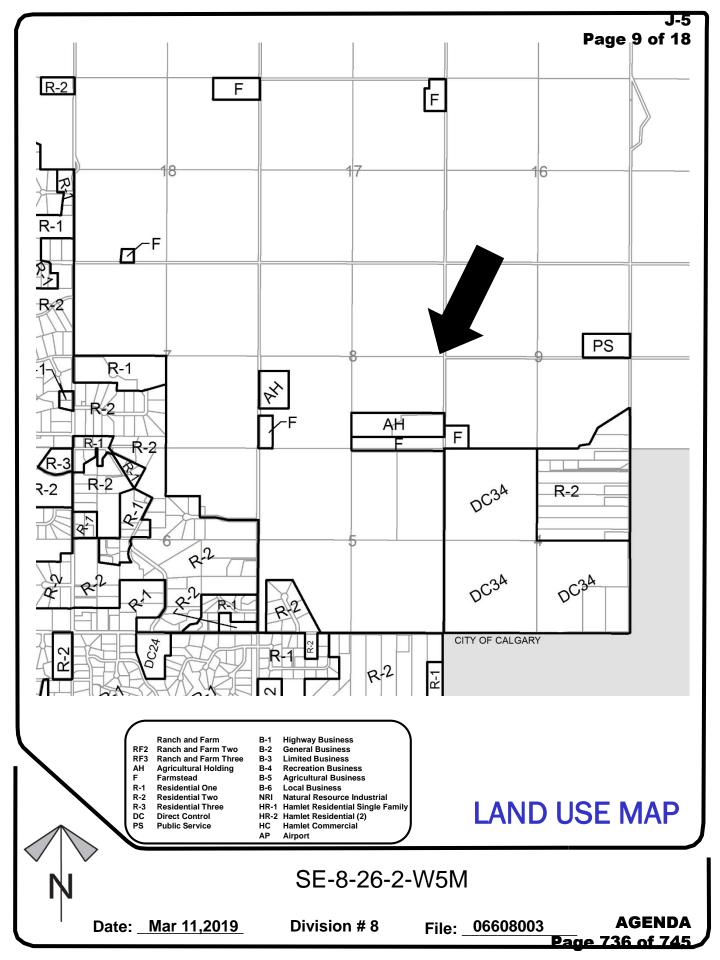
PUBLIC & AGENCY SUBMISSIONS:

The application was circulated to 14 adjacent landowners. No letters were received in response.

The application was also circulated to a number of internal and external agencies and, where appropriate, conditions of approval have been proposed based on these comments.









Contours are generated using 10m grid points, and depict general topographic features of the area. Detail accuracy at a local scale cannot be guaranteed. They are included for reference use only.

TOPOGRAPHY

Contour Interval 2 M

SE-8-26-2-W5M

Date: <u>Mar 11,2019</u>

Division #8

File: 06608003

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Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

AIR PHOTO

Spring 2018

SE-8-26-2-W5M

Date: <u>Mar 11,2019</u>

Division #8

File: 06608003

AGENDA

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Note: Post processing of raw aerial photography may cause varying degrees of visual distortion at the local level.

RIPARIAN AREAS

Spring 2018

SE-8-26-2-W5M

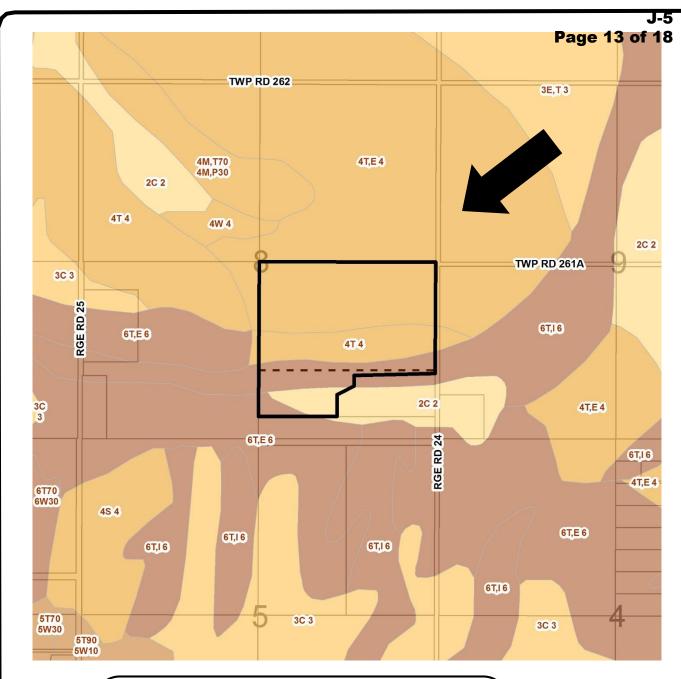
Date: <u>Mar 11,2019</u>

Division #8

File: 06608003

AGENDA

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LAND CAPABILITY CLASSIFICATION LEGEND Limitations refer to cereal, oilseeds and tame hay crops

CLI Class

Limitations

- No significant limitation
- 2 Slight limitations
- 3 Moderate limitations
- 4 Severe limitations
- 5 Very severe limitations 6 - Production is not feasible
- 7 No capability
- brush/tree cover
- С climate
- low permeability D
- erosion damage
- poor fertility G - Steep slopes
- temperature
- flooding
- field size/shape - shallow profile development
- M low moisture holding, adverse texture Z relatively impermeable
- N high salinity
- excessive surface stoniness
- shallowness to bedrock
- high sodicity
- T adverse topography
 U prior earth moving
- V high acid content
- W excessive wetness/poor drainage
- X deep organic depositY slowly permeable

SOIL MAP

SE-8-26-2-W5M

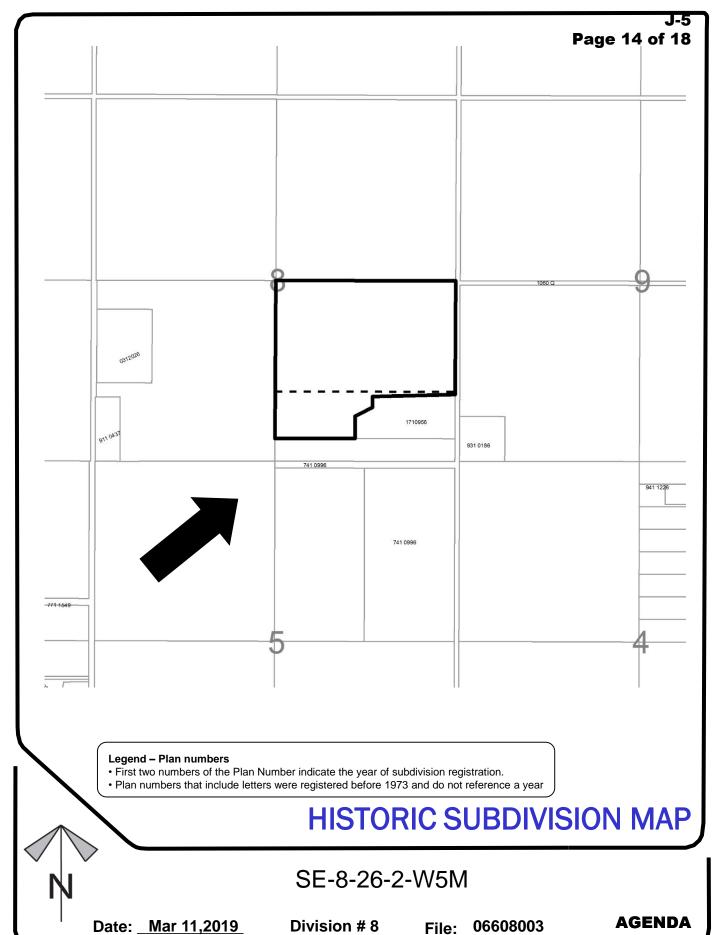
Date: <u>Mar 11,2019</u>

Division #8

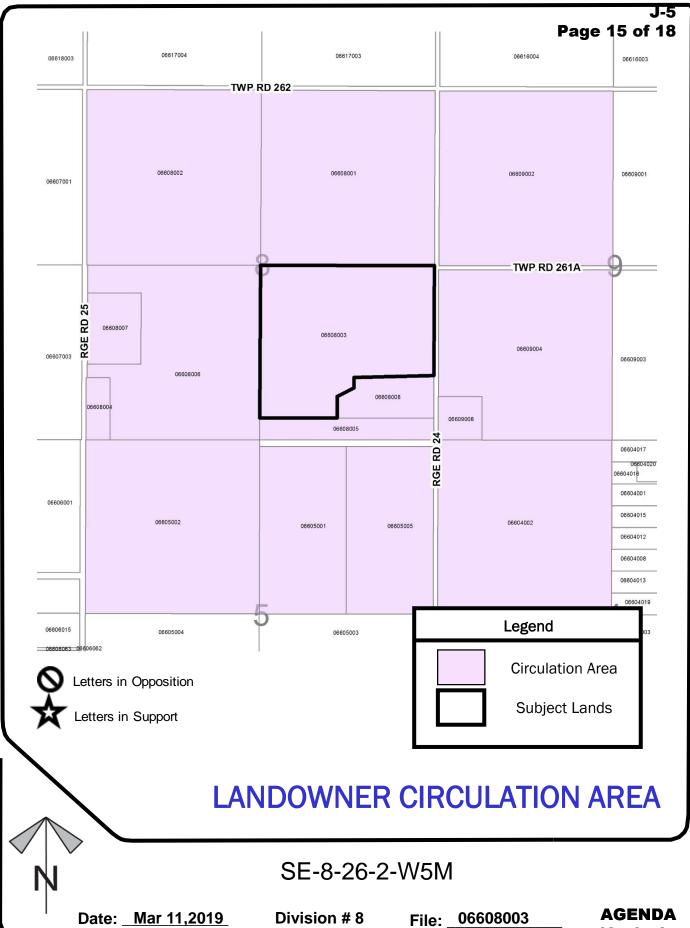
File: 06608003

AGENDA

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APPENDIX 'B': APPROVAL CONDITIONS

- A. That the application to create a ≥ 8.10 hectare (≥ 20.01 acre) parcel with ± 99.97 acre remainder from a portion of SE-8-26-2-W5M was evaluated in terms of Section 654 of the *Municipal Government Act* and Sections 7 and 14 of the Subdivision and Development Regulations, and having considered adjacent landowner submissions, it is recommended that the application be approved as per the Tentative Plan for the reasons listed below:
 - 1. The subject lands hold the appropriate land use designation;
 - 2. The technical aspects of the subdivision proposal have been considered, and are further addressed through the conditional approval requirements.
- B. The Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the condition will be met, in accordance with all County Policies, Standards and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a Qualified Professional, licensed to practice in the Province of Alberta, within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained.
- C. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application is approved subject to the following conditions of approval:

Plan of Subdivision

1) Subdivision is to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District;

Fees and Levies

- 2) The Owner shall pay the Transportation Off-Site Levy in accordance with Bylaw C-7356-2014 prior to endorsement. The County shall calculate the total amount owing:
 - a) 1.21 hectares (3.00 acres) of Lots 1 as shown on the Plan of Survey.
- 3) The Owner shall pay the County subdivision endorsement fee, in accordance with the Master Rates Bylaw, for the creation of one new lot.

Municipal Reserves

- 4) The provision of Reserve in the amount of 10 percent of the area of Lot 1, as determined by the Plan of Survey, is to be provided by payment of cash-in-lieu pursuant to Section 666(3) of the *Municipal Government Act*.
 - a) Reserves for Lot 2 are to be deferred with Caveat, pursuant to Section 669(2) of the Municipal Government Act.

Taxes

5) All taxes owing, up to and including the year in which subdivision is to be registered, are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.



D. SUBDIVISION AUTHORITY DIRECTION

Prior to final endorsement of the Subdivision, Administration is directed to present the Owner with a Voluntary Recreation Contribution Form and to ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw.



APPENDIX 'C': LETTERS

No letters were received.