

Terms of Reference

TOR #1015-562

Executive Summary

Direction

- On May 6, 2025, Council directed that a terms of reference be prepared to create a new Sunshine Road Area Structure Plan.

Schedule and Deliverables

Phase 1 – Options and Engagement

(Q1-Q2 2026)

- Identify potential solutions and constraints in addressing development concerns within the area.
- Complete initial public engagement.
- Engagement Summary Report
- Options Report.

Phase 2 – Area Redevelopment Plan Drafting

- ARP focus, and deliverables to be determined by revised terms of reference.

Project Focus

The Sunshine Road area is experiencing a number of ongoing development-related concerns due to the Business – Live-Work land use district. To guide future growth and ensure coordinated servicing, a statutory plan is required to establish an appropriate land use strategy and re. Administration has determined that an Area Redevelopment Plan is the most suitable planning tool to address the needs of this area.

The key project considerations are:

- Determining the appropriate land use strategy and types of uses permitted within the area.
- Determining the level of transportation and servicing requirements to accommodate the types of development.
- Demonstrating the unique locational requirements for the development's location and alignment County policies.

Project Budget

- A project budget of \$15,000 is required to complete Phase 1 of the project. It is anticipated that further budget adjustment will be required when the project moves into subsequent phases.

Principal Risks

- Lack of consensus internally amongst landowners adjacent to Sunshine Road.
- Lack of consensus from all other stakeholders within the area.
- Alignment with the ongoing OMNI and Conrich Area Structure Plan review projects.

Direction

- 1** On May 6, 2025, Council directed that a terms of reference (“TOR”) be prepared to guide the development of an area structure plan for the Sunshine Road area. Following a review of existing conditions and planning context, Administration has determined that an area redevelopment plan would be a more appropriate planning tool to address the circumstances and needs of the area.
- 2** Under Part 17, Division 4 of Alberta’s *Municipal Government Act* (“MGA”), both an area structure plan and an area redevelopment plan are statutory plans that operate under a Municipal Development Plan (“MDP”). Each serves a distinct purpose in providing land use and development direction within a defined area.
- 3** Section 634 of the MGA authorizes Council, by bylaw, to adopt an area redevelopment plan to facilitate improvements to land, buildings, and infrastructure, as well as to support other forms of development within the area.
- 4** Under the MGA Section 635(1)(a), an area redevelopment plan must describe:
 - (1)** The objectives of the plan and how they are proposed to be achieved;
 - (2)** The proposed land uses for the redevelopment area;
 - (3)** If a redevelopment levy is to be imposed, the reasons for imposing it;
 - (4)** Any proposals for the acquisition of land for any municipal use, school facilities, parks and recreation facilities or any other purposes the council considers necessary; and
 - (5)** Any other matters that Council considers necessary.
- 5** The purpose of the Sunshine Road Area Redevelopment Plan (“ARP”) is to provide statutory policy guidance to manage key matters, including, but not limited to, appropriate land uses, transportation requirements, servicing, and lot screening. Establishing statutory guidance will assist Administration in providing well-informed recommendations on redesignation applications and future development permits.
- 6** In undertaking the Sunshine Road ARP project, considerations will include, but not limited to:
 - (1)** The statutory planning framework to ensure alignment with higher-order plans;
 - (2)** Alignment with Council’s Strategic Plan objectives;
 - (3)** Community input to ensure the planning framework aligns with residents’ vision;
 - (4)** Intergovernmental input to ensure external agencies’ interests are reflected where applicable and appropriate; and
 - (5)** To ensure that developments are serviced in an adequate and efficient manner.



Subject Site Location

- 7 The extent of the area to be covered by the Sunshine Road ARP is shown below in **Figure 1: Location**.
- 8 The subject site is bounded to the north by Township Road 252 and to the west by Range Road 285. The subject site measures approximately 24.3 hectares (60 acres) in size and is located wholly within the western half of NW-08-25-28-W04M. The site is located adjacent to the OMNI ASP to the north-west and the Conrich ASP to the south.
- 9 The site is located approximately 1.6 kilometres (one mile) east of the city of Calgary.

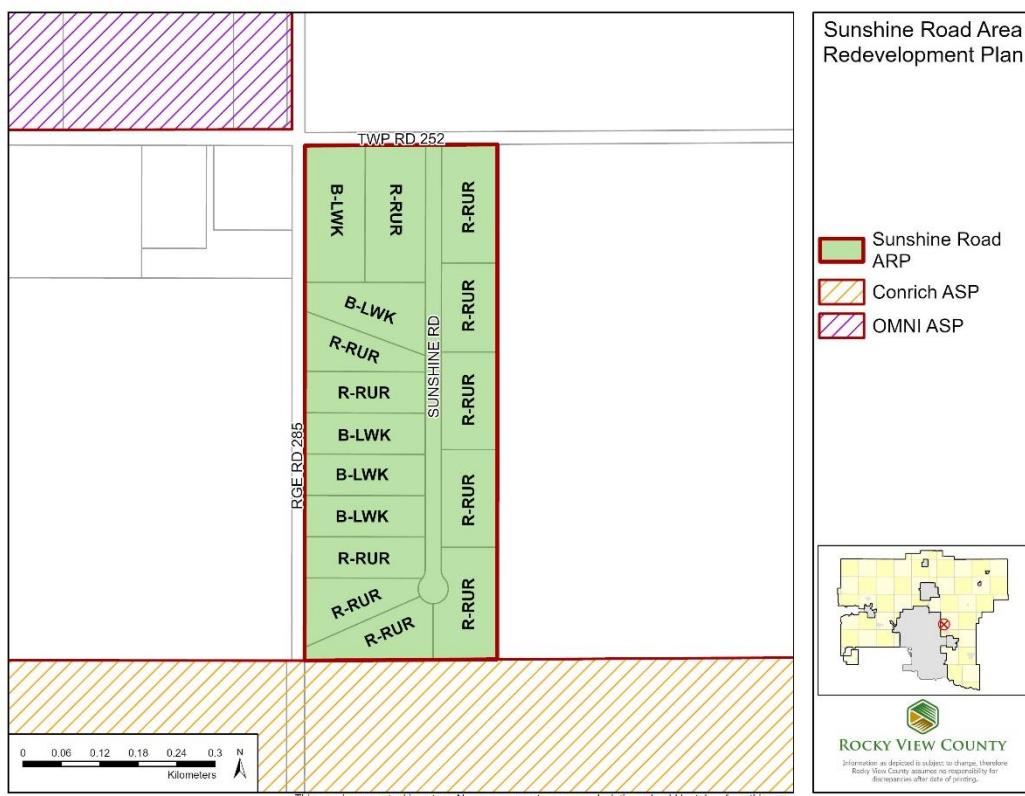


Figure 1: Location



Background

- 10 Following a public hearing on October 31, 2023, Council approved an amendment to the County's Land Use Bylaw that removed the option for parcels to be redesignated to the Business, Live-Work District. Exceptions to this amendment were granted for parcels located along Sunshine Road and within the South Glenmore area.

11 The subject lands are made up of 16 individual lots. The land use districts are as follows:

Land Use District	Number of Lots
Business, Live-work ("B-LWK")	5
Residential, Rural ("R-RUR")	11

12 Administration is currently reviewing seven new redesignation applications submitted to the County to redesignate lots from the R-RUR to the B-LWK district within the Sunshine Road ARP boundary.

13 There are currently three approved business development permits that are not subject to renewal—two for the outdoor storage of trucks and trailers, and one for an industrial medium use. A Notice of Decision was issued for a development permit for a home-based auto repair business; however, the prior-to-release conditions were not met before the permit expired. A new development permit application for truck and trailer storage has since been submitted, but no decision has been made at this time.

14 The Sunshine Road area has been a longstanding focus for the County, particularly regarding the enforcement of land use regulations under the B-LWK designation. Over time, County departments have identified several recurring contraventions within the area.

15 In the summer of 2025, the County commissioned a Traffic Impact Assessment to evaluate existing and projected impacts on Range Road 285 and Sunshine Road. The assessment considered multiple development scenarios, each indicating a need for road upgrades to accommodate anticipated traffic volumes.

16 In response to a memorandum sent to all landowners within the subject lands, several letters were received in response acknowledging the County's intention of developing a statutory plan for the Sunshine Road area.



Municipal Development Plan

17 On September 16, 2025, Council adopted a new MDP (Bylaw C-8635-2025). The MDP emphasizes area structure plans and does not provide specific policy guidance for the preparation of area redevelopment plans. In the absence of such guidance, Administration will endeavor to follow the requirements outlined in Appendix B of the MDP for area structure plans wherever feasible.



Project Principles and Objectives

Project Principles

18 The Sunshine Road ARP will be developed around the following principles:

- (1)** Significant engagement with both the Sunshine Road landowners and wider community, to understand concerns and to identify agreed upon solutions;
- (2)** Identification of opportunities to rectify transportation and other servicing concerns within the area;
- (3)** Confirmation of the funding mechanism to complete any servicing upgrades within the area;
- (4)** Determination of appropriate land uses, development regulations, and mitigation measures; and
- (5)** Delivery of statutory policy guidance to aid Council and the Development Authority in making well-informed decisions.

19 The development of the Sunshine Road ARP will involve a comprehensive review of existing development patterns, proposed redesignation applications, and relevant regulations outlined in County Plans, bylaws, procedures and standards. The following factors will also significantly influence this process:

- (1)** Community and stakeholder input;
- (2)** Intergovernmental collaboration;
- (3)** Agency collaboration;
- (4)** Baseline technical studies;
- (5)** Benefit to the community;
- (6)** Compatibility and integration with the surrounding area; and
- (7)** Direction and intent of higher-level policies (e.g. Municipal Development Plan, etc.).

Project Objectives

20 The County will prepare the Sunshine Road ARP to align with the community's vision, higher-level policy documents, and recommendations from technical studies to make a cohesive land use strategy. The new Sunshine Road ASP will seek to achieve the following goals:

- (1)** Undertake extensive engagement with both the landowners adjacent to Sunshine Road, and the surrounding community;
- (2)** Establish a land use strategy taking into account all feedback received;

- (3) Ensure the project vision balances the interests of the ARP landowners and surrounding agricultural community;
- (4) Provide statutory policy guidance on how to manage any transportation concerns raised with the area;
- (5) Provide statutory policy guidance on how to manage any water and wastewater concerns raised in the area;
- (6) Ensure an appropriate funding mechanism is established to provide funding for any required infrastructure upgrades required;
- (7) Provide statutory policy guidance on how to manage off-site nuisance factors;
- (8) Identify best practices to screen lots from public roadways;
- (9) Identify best practices to limit off-site nuisance impacts including noise, air and light pollution; and
- (10) Demonstrate sensitivity for critical environmental and natural features.



Project Team

21 The Sunshine Road ARP project is an extensive undertaking to create the eventual Sunshine Road ARP. Direction will be required from Executive Leadership and Council throughout the project. Additional internal/external resources will be required throughout the project. Below are the project team roles and responsibilities:

Project Sponsor	Executive Director of Community Services
-----------------	--

Provide resources, support, and organisational coordination to support the project goals and objectives.

Project Manager	Supervisor, Policy Planning
-----------------	-----------------------------

Set and monitor project direction, coordinate project tasks and timelines, liaise with the Project Sponsor, Council, and other key stakeholders.

Planning Support Team	Planning Department Staff
-----------------------	---------------------------

Undertake project tasks such as drafting deliverables, carrying out engagement activities, and conducting relevant research, among others.

Subject Matter Expertise	Internal Departments
Engage in the project, provide technical advice, and review as required. Support the drafting of the ESS deliverables to meet the needs of the County.	
Third-Party Consultants	To be determined through procurement process



Mapping

22 As part of the Sunshine Road ARP, mapping will include:

- (1)** Land use strategy;
- (2)** Transportation network;
- (3)** Storm water conveyance; and
- (4)** Environmental features.



Statutory Plan Alignment

23 The Sunshine Road ARP will be drafted to align with the following statutory plans as guided by the MGA:

- (1)** South Saskatchewan Regional Plan;
- (2)** Municipal Development Plan; and
- (3)** Adjacent Conrich and OMNI Area Structure Plans.



Initial Timeline and Deliverables

24 The initial timeline for the Sunshine Road ARP project is outlined below. The results of the Phase 1 work to identify potential solutions and constraints in addressing the development concerns and subsequent engagement with landowners will guide subsequent project phases.

- 25** Upon completion of Phase 1, Administration will return to Council by the end of June 2026 with a Phase 1 Summary Report and an Options Report outlining potential solutions to identified development concerns, taking into consideration community feedback to help guide subsequent phases of the project.
- 26** Upon receiving the Options Report, Council may determine how to proceed with the potential solutions presented to address the identified development concerns.
- 27** Following further direction from Council, Administration will return with a proposed amendment to this TOR with revised phasing, schedule, and budget request to address Council's decisions on how to move the project forward.

Phase 1: Options and Engagement (Q1-Q2 2026)
<ul style="list-style-type: none"> • Identify potential solutions and constraints in addressing development concerns within the area. • Complete initial public engagement. • Engagement Summary Report • Options Report
Phase 2: ARP Drafting (to be determined)
<ul style="list-style-type: none"> • ARP focus, and deliverables to be determined by revised terms of reference

Internal Research

- 28** Administration will identify and evaluate potential approaches to address key issues within the area, including transportation, servicing, and consistent site performance measures (landscaping, access, storage, etc.). Options to finance any required infrastructure will also be evaluated.

Stakeholder Engagement

- 29** Following the completion of initial research, Administration will engage directly with landowners adjacent to Sunshine Road to present potential approaches and gather feedback on possible solutions. Broader engagement with the surrounding community will also be undertaken to ensure the views of impacted agricultural and residential landowners are considered in developing the Sunshine Road ARP.

Options Report

- 30** Administration will collate gathered information with public engagement feedback to identify appropriate items that will be covered within the Sunshine Road ARP. Specific consideration will be given to:
 - (1)** Results of the engagement with community;
 - (2)** Determining appropriate land uses;
 - (3)** Identifying appropriate options for infrastructure and servicing; and
 - (4)** Identifying financing options for the required upgrades.



Upgrade Financing

31 As part of the initial timeline, financing options for any potential requirements will be identified and discussed with the landowners adjacent Sunshine Road. The financing options and outcome of Phase 1 will be provided to Council as part of the Options Report.



Budget

32 The budget for completing the initial phase of the Sunshine Road ARP project is \$15,000. This amount is intended to cover all projected costs associated with engagement activities for the project.

33 A revised budget request will be prepared as part of the anticipated TOR updates to account for any required technical studies and additional community engagement.



Technical Studies

34 To align with Council direction, technical studies will be required in Phase 2 to draft the ARP in alignment with the desired project direction. It is expected that the required technical studies may include:

- (1)** Stormwater, Wastewater, & Potable Water Servicing Analysis to determine servicing options and capacity;
- (2)** Environmental Screening Report to determine environmentally significant areas;
- (3)** Visual Impact Assessment to determine any viable methods to effectively screen lots from public roadways;
- (4)** Baseline Noise Assessment to determine the existing noise level for the area; and
- (5)** Baseline Air Quality Assessment to determine the existing air quality levels for the area.

35 In the summer of 2025, Administration commissioned a Transportation Impact Assessment (“TIA”) to evaluate the impacts on Sunshine Road and Range Road 285. The TIA examined several potential scenarios and identified the road upgrades that would be required to accommodate them. As part of public engagement in Phase 1, these scenarios and findings will be shared with stakeholders.



Communication and Engagement Principles

Engagement Principles

- 36** A detailed Communication and Engagement Strategy will identify all relevant interest groups within the County, intergovernmental partners, and internal and external stakeholders affected by the planning process.
- 37** A key focus of the Communication and Engagement strategy will be to promote trust and collaboration between all stakeholders so that policy solutions can be explored in an open and transparent manner.
- 38** Engagement approaches shall aim to provide a broad range of opportunities for meaningful stakeholder input and collaboration.
- 39** The Communication and Engagement strategy will identify how and when to collaborate with our intermunicipal and provincial partners to ensure compliance with provincial acts, regulations and statutory plans.
- 40** The Communication and Engagement Strategy shall be modified as the project proceeds in response to Council direction and stakeholder feedback on the quality of opportunities offered for feedback.

Council Communication

- 41** Council will be updated throughout the project through Council briefings, Governance Committee reports, regular memorandums, and other means that Council sees fit.

Public and Stakeholder Engagement

- 42** Public and stakeholder engagement will be delivered across a range of in-person and online formats encouraging both group and individual feedback.
- 43** Administration intends to engage directly with landowners adjacent to Sunshine Road to explore collaborative solutions to the concerns in the area.
- 44** Additional opportunities will be provided to engage with the surrounding community.
- 45** In scheduling engagement opportunities, the project team shall have regard to avoiding core summer vacation months and holiday periods to maximize stakeholder participation.
- 46** In-person public engagement venues shall have regard for proximity to the community and residents.

Intergovernmental and Agency Engagement

- 47** Although the Sunshine Road area does not lie within the City of Calgary – Rocky View County Intermunicipal Development Plan, appropriate consultation will be conducted with the City of Calgary where necessary.
- 48** Appropriate consultation will be conducted with the Ministry of Transportation and Economic Corridors and the Ministry of Environment and Protected Area, and any other agency deemed necessary.



Principal Project Risks

Risks	Mitigation Strategies
Lack of consensus internally amongst landowners adjacent to Sunshine Road.	Administration will collaborate closely with Sunshine Road landowners to identify reasonable solutions.
Lack of consensus from all other stakeholders within the area.	Administration will look to communicate with all stakeholders to identify their concerns with the Sunshine Road area and integrate those concerns as part of the engagement.
Alignment with the ongoing OMNI and Conrich Area Structure Plan review projects.	Administration will ensure intradepartmental collaboration between project teams to ensure a consistent planning approach is taken.

49 It is anticipated that further project risks will be identified in the anticipated TOR amendment following Phase 1.



Variance

50 Any substantial departure from the project scope and timeline detailed within this TOR shall require approval from Council.



Approval Date	<ul style="list-style-type: none"> TBD
Replaces	<ul style="list-style-type: none"> N/A
Lead Role	<ul style="list-style-type: none"> Executive Director of Community Services
Committee Classification	<ul style="list-style-type: none"> N/A
Last Review Date	<ul style="list-style-type: none"> N/A
Next Review Date	<ul style="list-style-type: none"> N/A