

Project Terms of Reference

Executive Summary

Direction

- On June 23, 2026, Council directed that a Terms of Reference be prepared for the Conrich Neighbourhood Plan project.

Schedule and Deliverables

Phase 1 – Initiation

July – August 2026

- Prepare Project Workplan and Engagement Plan
- Project Initiation and Invitation for Stakeholder Participation
- Initial Stakeholder Engagement and Planning Background/Needs Analysis

Phase 2 – Project Refinement

August – November 2026

- Collaborative Hamlet Design Preparation
- Servicing Strategy and Technical Studies

Phase 3 – Public Engagement

December 2026 – March 2027

- Circulation
- Presentation of Final Plan to Council

Project Focus

This outcome of this project will be a detailed development strategy for the Hamlet of Conrich, specifically for the two neighbourhood areas identified in the ASP (Northwest Neighbourhood and Southwest Neighbourhood). The key objectives are:

- To distribute the uses to achieve the 5.0 UPA average residential density;
- To determine the land use arrangement that includes all necessary uses to achieve a complete community, particularly with provision for public and institutional uses.
- To set out a cohesive road and servicing network.

Stakeholder Involvement

Several landholders within the project area have indicated desire to develop their lands. Due to the varied nature of the land holdings, a key role for the County in this project is to facilitate the collaboration of all the landowners to create a development plan that has consensus agreement of all landowners.

Principal Risks

- The variety of stakeholders may make consensus a challenge. The County will set a clear understanding of outcomes at the outset of the project.
- Water, wastewater, and transportation requirements may be more complex or costly than anticipated, affecting land use layout, development feasibility, and project timing.

Direction

- 1 The purpose of the Conrich Neighbourhood Plan Project is to prepare a comprehensive land use plan and servicing strategy for the Hamlet of Conrich in alignment with the Conrich Area Structure Plan.

- 2 Section 8.0 of the Conrich Area Structure Plan sets out the following vision for the Hamlet:

“The purpose of the hamlet development policies is to create a cohesive development vision for the Hamlet by providing a framework for comprehensive planning that establishes a strong community character. There are existing residential uses in the Hamlet area, such as Cambridge Park (South Conrich), lots from the historic hamlet boundary, and country residential lots with potential for further subdivision.

The hamlet will develop an urban form providing for local services, parks and open space, and local commercial uses, with access to these amenities through an interconnected transportation network and pathway system. Single detached housing remains the primary development form, with housing forms such as rowhouses, semi-detached units, multi-unit or similar forms of development providing other residential options.

Within the community of Conrich there is a general trend of multi-generational living. Taking advantage of large country residential lots, extended families have built large houses in which several generations live together. This means that the average household size in Conrich is larger than the average in other parts of the County, and so even though the residential density (measured in dwelling-units-per-acre) is typical of other country residential communities, the population density (measured people-per-square-kilometre) may be higher.”

- 3 At the June 23, 2026 Council meeting, Council directed that terms of reference be prepared for the Conrich Neighbourhood Plan.



Project Area

- 4 The Hamlet of Conrich encompasses approximately 1,700 acres (5688 ha), centered around the intersection of Conrich road and the CN railway line. The Plan area is identified as all the lands within the boundary identified as “Hamlet” on Map 6 of the Conrich ASP (Figure 1 below).

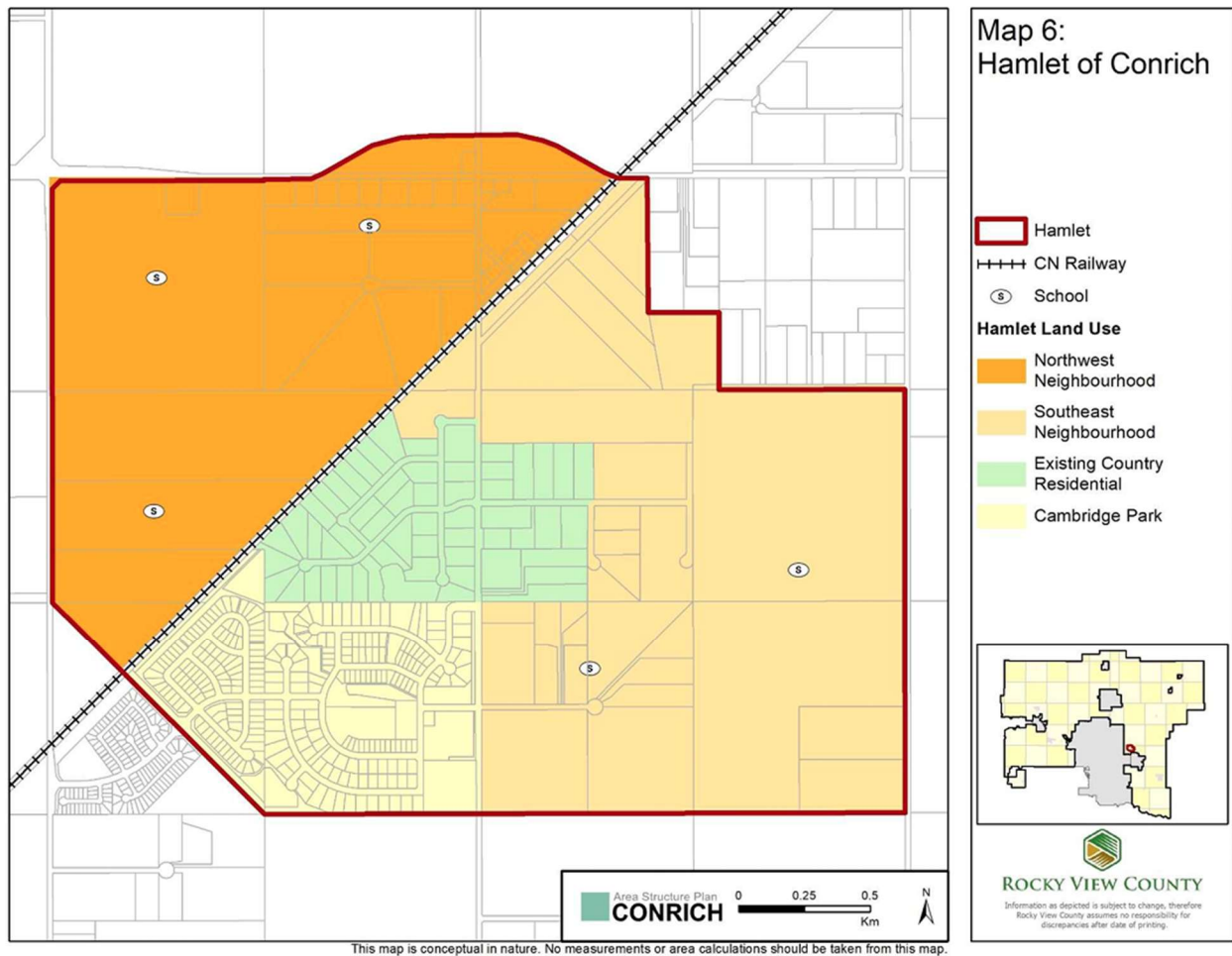


Figure 1. Plan Area – The plan area is all the lands within the Hamlet boundary as per Map 6 of the Conrich ASP



Background

- 5 The Conrich Area Structure Plan was amended on July 15, 2025. This amendment expanded the Hamlet area to cover 1,700 acres (688 hectares), and set out principles for the Hamlet to be developed as a complete community.
- 6 There are four Conceptual Schemes of which portions are in the Hamlet boundary. These are the South Conrich Conceptual Scheme, the Buffalo Hills Conceptual Scheme, the Overland Open Park Conceptual Scheme, and the Conrich Crossing Conceptual Scheme. This project will consider the approved land use strategies within these Conceptual Schemes, and may adjust those conceptual schemes as deemed necessary to achieve the objectives of the Hamlet Plan.



Project Principles and Objectives

7 The objectives for this project are set out in section 8.0 of the Conrich Area Structure Plan:

- (1)** Support the development of comprehensively designed residential neighbourhoods that offer a range of lot sizes and housing types to accommodate the varying needs and incomes of current and future Rocky View County residents.
- (2)** Provide a mix of residential development forms to offer diverse housing choice, while supporting single detached dwellings as the predominant form.
- (3)** Provide for a community core to establish community amenities and services in a mixed-use area that offers commercial, office, institutional and medium-density residential uses in a compact pedestrian and transit friendly environment.
- (4)** Develop an integrated parks, open space, and trail system that promotes walking and cycling and provides for a positive recreational and/or cultural experience for residents.
- (5)** Ensure that open space, wetlands, riparian areas, and other areas of environmental significance become an identifying feature of the community and a place for residents to enjoy passive recreational pursuits.
- (6)** Develop an interconnected street network to support all modes of transportation including pedestrian and transit.
- (7)** Provide for human scale design and attractive hamlet areas along with minimizing the impact of new development on existing residential development through interface policies and design guidelines.
- (8)** Encourage innovative design for new neighbourhood residential areas and for the Community Core.



Schedule and Deliverables

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Phase 3 December 2026 – March 2027	• Circulation • Presentation of Final Plan to Council

Technical Studies and Reports

- 8 To inform policy development and to complete sound decision making, procurement for technical studies and reports will be required throughout the ASP project. Additional studies may be required as need arises and a request for budget adjustment will be completed at that time.



Stakeholder Engagement

Engagement Principles

- 9 A detailed communication and engagement strategy will be prepared in Phase 1 of the project. It will identify all relevant interest groups within project area along with internal and external stakeholders affected by the planning process outcomes. The Engagement Plan for the project will achieve the following objectives:
- (1) A key focus of the strategy will be to promote trust and collaboration between all stakeholders so that policy solutions can be explored in an open and transparent manner.
 - (2) Public and stakeholder engagement will be delivered across a range of in-person and online formats encouraging both group and individual feedback.
 - (3) In scheduling engagement opportunities, the project team shall have regard to avoiding core summer vacation months and holiday periods to maximize stakeholder participation.
 - (4) In-person public engagement venues shall have regard for proximity to the community and residents.
- 10 The primary focus of this project is to provide an opportunity for landowners within the plan area to collaborate with the County on creation of the Hamlet plan, particularly those landowners who have an interest and desire to proceed soon with development of their lands.

Landowners with development interest:

- 11** Several landowners in the area have indicated they are interested in developing their lands. These landowners have various land holdings, with parcels of various sizes. Careful collaboration between these land holders will be necessary in order to arrive at a cohesive planning framework and logical servicing and transportation layout.
- 12** This group will be invited to participate extensively so that local knowledge about development forms, market trends, development constraints, and servicing implications can be incorporated into the plan. The County will play the role of facilitator with this group, working toward consensus to the greatest extent possible.
- 13** The following engagement initiatives are expected to be undertaken for this group:
 - (1)** Workshops: Collaborative, solution-focused workshop sessions will be necessary in order for landowner groups to resolve issues together and find mutually-beneficial solutions.
 - (2)** One-on-one meetings: Some landowners may require close collaboration with County departments in order to refine their development plans.

Residents

- 14** People who live in Conrich, whether they own property or rent, will be invited to participate in the creation of the policies. The following engagement initiatives are expected to be undertaken for this group:
 - (1)** Survey: focused surveys allow for respondents to engage flexibly, and provides the project team with targeted information.
 - (2)** Open House: 2-way communication opportunity for residents to ask questions and provide more detailed input.
 - (3)** Coffee chats: 2-way communication opportunity for residents to engage in greater detail directly with the project team.

Council Communication

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



Principal Project Risks

Risk	Mitigation
Disagreement between landowners, nearby residents, and other interest groups may prevent consensus on final land use strategy, density distribution, or public amenity priorities.	Prepare and implement a structured engagement plan early in the project, including open houses, targeted workshops, and one-on-one meetings. Use clear evaluation criteria tied to the Area

	Structure Plan and County objectives to assess options.
Water, wastewater, and transportation requirements may be more complex or costly than anticipated, affecting land use layout, development feasibility, and project timing.	Undertake technical studies early, validate servicing and transportation assumptions before finalizing the preferred concept, and coordinate closely with engineering and infrastructure staff.
The timeline may be difficult to achieve due to technical study requirements, stakeholder engagement, interdepartmental review, and Council approval processes.	Establish a detailed project schedule with milestones, decision gates, and contingency time. Confirm staff and consultant resources at project initiation.
The final plan may not achieve sufficient alignment with recreation objectives, school interfaces, and broader community service needs.	Define County recreation and community service objectives at the outset and test all concept options against those objectives through internal review.
Market demand may shift and development may not materialize in the near term due to external economic conditions.	Engage with landowners and industry participants during plan preparation, and build flexibility into land use and phasing so the plan remains viable under changing market conditions.
Council may request significant revisions or may not support the proposed policy direction.	Provide Council updates at key milestones and clearly demonstrate alignment with the Municipal Development Plan, Area Structure Plan, servicing realities, and financial considerations.
After plan adoption, implementation may still be delayed if landowners cannot align on phasing, infrastructure delivery, or cost sharing.	Include clear phasing and implementation direction in the local plan and identify future mechanisms for coordination and cost recovery.



Approval Date

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Replaces

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Lead Role

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Committee Classification

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Last Review Date

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Next Review Date

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