

FOOTHILLS COUNTY



TERMS OF REFERENCE EAST HIGHWAY #2 COMMERCIAL AREA STRUCTURE PLAN

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1. BACKGROUND

The proposed ASP area was identified as an opportunity for future development during the *Town of High River / MD of Foothills Intermunicipal Development Plan (IDP)* review in 2011-2012. It was recognized by both municipalities that the location of these lands along Highway 2 between two interchanges afforded considerable opportunity for highway commercial development, with excellent visibility and highway access.

While recognizing the opportunity for this area, the Town expressed a desire to protect their tax base and the businesses within the town and to ensure the visual character of the area (adjacent to one of the gateways to the town) is managed carefully. As a result, policy was included in the IDP indicating that subdivision and development of the area should not be supported until mutually acceptable joint planning has been undertaken. The joint planning was not intended to entail a joint ASP but rather targeted joint projects to address specific interests that each municipality had in the area. It was agreed that to support future development of this area, the Town and the County would:

- Undertake a joint economic development study to determine what types of uses would be most appropriate for the area and provide the greatest mutual benefit;
- Investigate the possibility of entering into a servicing agreement relative to the area;
- Enter into negotiations for a revenue sharing agreement relative to a commercial development on the site; and
- Undertake the development of some design guidelines relative to gateway areas.

In late 2019 Foothills County and the Town of High River jointly solicited proposals for the joint economic development study. After reviewing the responses received, the Town of High River Council determined that they had no appetite to undertake the joint study. Further the Town Council approved a motion that directed the Town's Intermunicipal Committee (IMC) members support a motion at the IMC to waive the requirement of undertaking the joint economic development study for this area on the condition that an Area Structure Plan is put in place by Foothills County.

Foothills County Council recognizes that the development of these lands for Highway Commercial uses will require significant investment in transportation, water, wastewater and stormwater infrastructure. Therefore, they have decided to move ahead with the creation of an Area Structure Plan, Transportation Plan and Master Drainage Plan to provide a framework for future development. This framework will ensure that a land use concept can be implemented and that the proponents of development pay for their fair share of the cost of infrastructure.

2. PROJECT PURPOSE

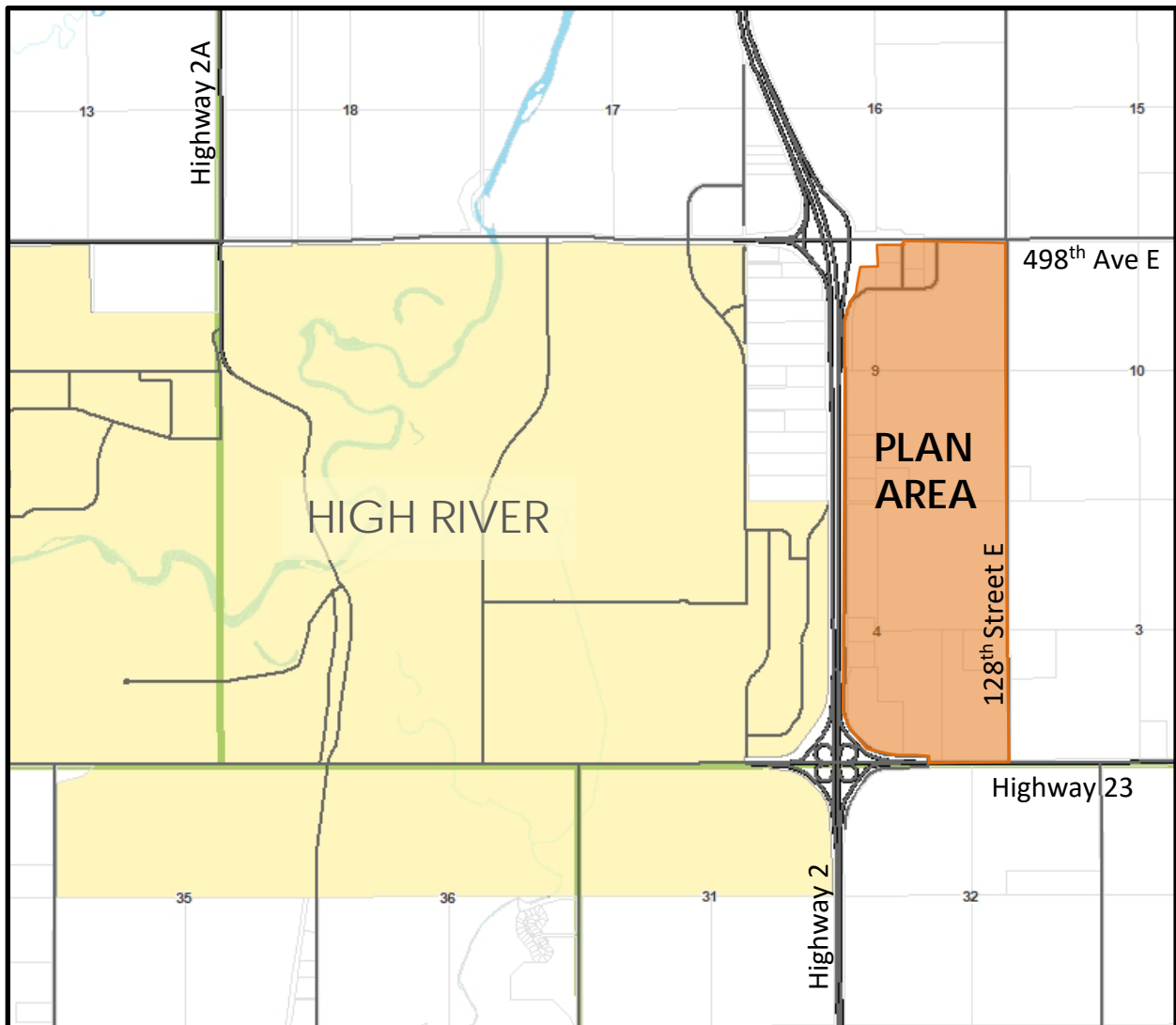
The purpose of this project is to create a planning framework to guide the future development of a highway commercial area on the subject lands. This framework will take the form of an Area

Structure Plan and the supporting technical information required to give the municipality an understanding of the transportation and stormwater servicing requirements for the area as well as the costs associated with constructing the transportation infrastructure to service the area.

3. PROJECT LOCATION & PLAN AREA

The Plan Area is located on the east side of Highway 2, east of High River. It extends from Highway 2 on the west to 128th Street E on the east, between the Highway 23 and 498th Avenue interchanges (See Map 1 - Plan Area). Legal descriptions, size and ownership information for all of the parcels in the Plan Area can be found in Appendix A.

Map 1 – Plan Area



4. REGULATORY CONTEXT

The ability of a municipality to adopt an ASP is provided for under Section 633 (1) of the Municipal Government Act (MGA). Section 633 (2) of the MGA outlines the requirements for all Area Structure Plans.

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, including matters relating to reserves, as the council considers necessary.

This ASP will meet the requirements for Area Structure Plans in the MGA and will be in compliance with all other provincial and municipal regulatory documents including:

- The South Saskatchewan Regional Plan (SSRP)
- The Calgary Metropolitan Region Interim Growth Plan (and the Fulsome Plan once approved)
- The Town of High River/MD of Foothills Intermunicipal Development Plan
- Foothills County's Municipal Development Plan
- Foothills County's Land Use Bylaw

It should be noted, that as a statutory document that provides for an employment area, the completed ASP will likely require approval by the Calgary Metropolitan Region Board (CMRB). This is to be confirmed based on the version of the Regional Evaluation Framework that is in place at the time of First reading of the bylaw approving the ASP

5. PROJECT GOALS

The Goals of the project are as follows:

- a) Gain an understanding of the subject lands, including the opportunities and constraints relative to their development.

- b) Craft a vision for the future development of the subject lands.
- c) Create a land use concept for the future development of the subject lands.
- d) Develop a logical phasing plan for the subject lands.
- e) Develop an Area Structure Plan that meets all requirements of the regulatory framework.
- f) Develop a transportation and stormwater servicing concept for the subject lands.
- g) Explore water and wastewater servicing options for the plan area and to develop policy to implement utility connectivity.
- h) Gain an understanding the transportation and stormwater infrastructure investment that would be required in support of the development of the subject lands.
- i) Engage with stakeholders and the public in accordance with Foothills County's Public Participation Policy.
- j) Engage with the Town of High River as a primary stakeholder through the planning process.
- k) Develop an Implementation Plan outlining the future actions that should be taken in order to implement the plan.

6. PROJECT METHODOLOGY AND WORK PLAN

It should be noted that the methodology and work plan does not include proposed stakeholder and public engagement activities. These will be outlined in the Engagement Strategy.

6.1. Project Initiation & Technical Study Scoping

Once Council has endorsed the Terms of Reference for the project, staff will create an Engagement Strategy that will comply with Foothills County's Public Participation Policy. The Engagement Strategy will identify the project stakeholders, and will outline the forms of engagement that will be used, the timing of the engagement, how the results will be used and the expected roles of Foothills Council and administration in the engagement process. Once complete, the Engagement Strategy will go before Foothills County Council for acceptance prior to initiation.

As part of the project initiation phase, administration will also develop Requests for Proposals (RFPs) or some other form of proposal to solicit the technical study that will be required in support of the plan. The RFPs (or proposals) will identify the scope of work and requirements for each of the technical studies that are proposed to support the development of the ASP. It is anticipated that a Transportation Costing Study and Master Drainage Study will be proposed. The proposals received from consultants to undertake the technical studies will be brought to Council for endorsement prior to work commencing.

Key Deliverables:

- Public Engagement Strategy
- Proposal for Transportation Costing Study
- Proposal for Master Drainage Study

6.2. Site Analysis

One of the first tasks that administration will need to undertake once the project has been initiated is a detailed site analysis and an opportunities and challenges assessment for the subject lands. The site analysis will examine the physical aspects of the site as well as the history and any planning approvals that are in place. The opportunities and challenges assessment will consider the site analysis, the existing planning framework, preliminary transportation and drainage analyses and provincial policy, to determine what the opportunities are for the development of the site, and what constraints will need to be considered or mitigated in the development of a plan for the area.

Key Deliverables:

- A short background report and contextual maps that summarize the findings of the site analysis and the opportunities and challenges assessment, the report may later be incorporated into the ASP document. This report will include preliminary transportation, and drainage analyses.

6.3. Creating a Vision & Preliminary Land Use Concept

A strong vision for the future development of the subject lands will provide the foundation for the development of the ASP. A vision for the plan area will be developed by administration in consultation with Council, identified stakeholders and the public. Once a vision has been created, it will inform a preliminary land use concept together with the opportunities and challenges assessment.

Key Deliverables:

- Vision statement for the plan area
- Preliminary land use concept

6.4. Creating Servicing Concepts

Once a vision and a preliminary land use concept have been created, the technical consultants will be asked to begin work on creating the transportation and stormwater servicing concepts. The preliminary land use concept will then be refined through an iterative process considering the site analysis, the technical work that will be ongoing as well as information obtained through stakeholder and public engagement. The result of this process will be a refined land use concept,

transportation and stormwater servicing concepts, as well as water and wastewater servicing options.

Key Deliverables:

- Refined land use concept
- Transportation servicing concept
- Stormwater servicing concept
- Water / Wastewater servicing options

6.5. Undertaking Infrastructure Costing Studies

In order to ensure the feasibility of the development of the subject lands, costing studies for transportation and necessary drainage infrastructure will be required. These studies will be used to inform the refined land use and the phasing strategy. These studies will not be included in the ASP document, but rather will be part of a package of technical support documents.

Key Deliverables:

- Transportation Costing Study.
- Master Drainage Plan.

6.6. Developing a Phasing Strategy

Utilizing the Land Use Concept, the Transportation Costing Study, and Master Drainage Plan, and in consideration of potential water / wastewater servicing options, administration will develop a strategy for the logical and efficient phasing of development on the subject lands.

Key Deliverables:

- Phasing strategy.

6.7. Policy Development

The Land Use Concept, Transportation Servicing Concept and Master Drainage Plan will inform the development of policies that will be used to implement the ASP. Policies that will be incorporated into the Plan will include the following:

- Policies related to intermunicipal cooperation.
- Policies applicable to the various land uses that are included in the land use concept.
- Policies regarding design guidelines.
- Policies regarding transportation.
- Policies regarding water and wastewater servicing.
- Policies regarding stormwater management.
- Policies regarding phasing of development in the plan area.

Draft policies will be evaluated by Council, and approved policies will be incorporated into the Area Structure Plan document.

Key Deliverables:

- ASP policies.

6.8. Drafting ASP Document

Administration will be responsible for drafting the ASP document. It will meet the requirements of the MGA and be compliant with all provincial and municipal regulatory documents. The ASP will outline the vision for the future development of the subject lands, and will describe the land use concept. The ASP will also summarize the transportation servicing concept, the stormwater management concept and options for water and wastewater servicing. Finally, the ASP will layout the phasing strategy. Each section of the document will include relevant policies that will enable implementation of the plan.

As a statutory plan, the ASP will require a public hearing prior to adoption by bylaw. As previously mentioned, it may require approval by the CMRB subsequent to Foothills County Council granting first reading and prior to third reading of a bylaw adopting the plan.

Key Deliverables:

- Area Structure Plan document.

6.9. Developing Implementation Plan

Once the ASP document is complete, administration will provide a separate report (not part of the ASP, but may be included in an appendix) that provides recommendations on the next steps to be taken to facilitate the implementation of the ASP. These next steps may include the development of land use districts, off site levy bylaws, design guidelines and potentially negotiation of agreements with the Town of High River regarding servicing and revenue sharing.

Key Deliverables:

- ASP Implementation Plan

7. PROJECT SCHEDULE

Activity	2020								2021											
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Project Initiation & Technical Study Scoping	█	█																		
Site Analysis		█	█																	
Vision & Preliminary Land Use Concept				█	█	█														
Creating Servicing Concepts							█	█	█											
Infrastructure Costing Studies								█	█	█										
Developing a Phasing Strategy										█	█									
Policy Development									█	█	█									
Drafting ASP Document											█	█	█	█						
Developing Implementation Plan														█	█					
Public Hearing and First Reading																	█			
CMRB Approval Process																		█	█	
Final Readings of ASP Bylaw																				█

Appendix A - Parcels in Plan Area

List of Parcels comprising the Plan Area for the Area Structure Plan

ATS Legal	Plan, Block, Lot	Size (Ac)	L/U	Landowner
NW 4-19-28 W4		31.56	A	Alberta Infrastructure Caretaker Permit: L. Hodges
W 4-19-28 W4	3751C, Blk C	6.2	HC	T. & R. Klassen
NE 4-19-28 W4		159.88	A	P. Randle
S 4-19-28 W4	Plan 0612882 Blk 1 Lot 2	65.56	DC-18	1169459 Alberta Ltd.
S 4-19-28 W4	Plan 0612882 Blk 1 Lot 1	32.69	DC-18	1169459 Alberta Ltd.
SW 4-19-28 W4	Plan 6437HR Blk A	6.4	HC	High River Baptist Church
SE 4-19-28 W4	Plan 0714303 Blk 1 Lot 3	16.53	CR	F. Randle
SE 4-19-28 W4		63.11	A	F. & P. Randle
NW 9-19-28 W4		20.95	A	B.F.W. Holdings (2006) Ltd.
NW 9-19-28 W4	Plan 1410162 Blk A *	2.73	A	B.F.W. Holdings (2006) Ltd.
NE 9-19-28 W4		129.51	A	J & M Callahan
NE 9-19-28 W4	Plan 1312714 Blk 1 Lot 8	4.16	A	Foothills County
NE 9-19-28 W4	Plan 1110565 Blk 1 Lot 6	5.06	DC-20	Crop Production Serv Canada
NE 9-19-28 W4	Plan 1110565 Blk 1 Lot 7	3.21	DC-20	R & W Stewart
NE 9-19-28 W4	Plan 1212263 Blk 2 Lot 9	4.57	DC-20	Interstar Concrete Industries Inc.
NE 9-19-28 W4	Plan 1212263 Blk 2 Lot 8	5.36	DC-20	1932484 Alberta Ltd.
SW 9-19-28 W4		17.5	DC-20	2067559 Alberta Ltd.
SW 9-19-28 W4	Plan 0713773 Blk 1 Lot 3	6	CR	1139714 Alberta Ltd & F. & P. Randle
SW 9-19-28 W4	Plan 0610463 Blk 1 Lot 2	6	CR	G. Bruinsma & D. Callison
SW 9-19-28 W4	Plan 0113560 Blk 1 Lot 1	6	CR	J. & S. & M. Bruinsma & 1242647 Alberta Ltd.
SE 9-19-28 W4		149.99	A	J. & M. Callahan
SE 9-19-28 W4	Plan 9911805 Blk 1 Lot 1	10.01	CR	BJB Land & Cattle Ltd.

* To be Consolidated into NW 9-19-28 W4