

OLDS DIDSBURY AIRPORT AREA STRUCTURE PLAN

REVIEW

TERMS OF REFERENCE

February 22, 2023

The purpose of this *Terms of Reference* is to guide the Review of the Olds Didsbury Airport Area Structure Plan (ASP), in accordance with the requirements of the *Municipal Government Act*.

1.0 INTRODUCTION

The airport was originally constructed by the Government of Alberta in 1982 and then ownership was transferred to Mountain View County on January 01, 2005. The current Olds Didsbury Airport ASP Bylaw No. 26/06 was approved on August 9, 2006 and provided the framework for future subdivision and development within the airport.

The airport is located along the Highway 2A corridor, in between the Towns of Olds and Didsbury and presents excellent future growth opportunities. The original ASP viewed the Olds-Didsbury Airport as a high-end air supported business park that included a wide variety of opportunities, such as charter/business flights, small cargo and just in time delivery for the oil and gas industry.

The review of the ASP aligns with Council's Strategic Direction (2022-2027) Priorities that are further defined by the Economic Development Strategy 2022-2027's objectives that focus on business growth, business retention and expansion as well as business attraction. As part of the 2023 Budget, Council approved the Olds Didsbury ASP Review (PD23-02) for a total of \$30,000.

2.0 ENABLING LEGISLATION

The *Municipal Government Act* (MGA) established the hierarchy of statutory plans with the Intermunicipal Development Plans (IDPs) as the highest, followed by Municipal Development Plan (MDP) and then Area Structure Plans (ASPs). In the event of a conflict or inconsistency, the higher statutory plan prevails.

Section 633 of the MGA provides the purpose of an ASP (s.633(1)) and sets out what must be included and (s.633(2)) what may be included. In addition, the ASP must be consistent with other Statutory Plans (s.638(2)).

- 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.
- 638(2) An area structure plan and an area redevelopment plan must be consistent with
 - (a) any intermunicipal development plan in respect of land that is identified in both the area structure plan or area redevelopment plan, as applicable, and the intermunicipal development plan, and
 - (b) any municipal development plan.

3.0 REVIEW TOPICS

Five (5) key review topics:

- 1) Review changes in land uses and development since the adoption of the original ASP to identify appropriate future land uses, subdivision potential and densities and to ensure Aerodrome Standards have been met and are protected for the future development of the airport.
- 2) Review the Land Use Bylaw's Aerodrome Protection Zone's Height Limitations and Noise Exposure Projection for accuracy.
- 3) Review the current runway configuration and potential future options for its expansion.
- 4) Review options and limitations for servicing future development within the airport.
- 5) Review the ASP compliance with the Municipal Development Plan (MDP).

4.0 PROJECT ORGANIZATION

4.1 Steering Committee

The Steering Committee will be Mountain View County's current Aviation Advisory Committee, which consists of the Reeve, one (1) Councillor member and six (6) Members at Large. The existing Terms of Reference (TOR) for Aviation Advisory Committee can be used for the ASP review process.

The existing TOR identify quorum as four (4) members, however typical ASP Steering Committees include a provision that that quorum shall not be required to ensure that the business of the Committee for the ASP Review is not unnecessarily delayed. The Committee may always determine to cancel a meeting or not proceed if no quorum is present, but it is not required to do so.

4.2 Responsibilities of the Steering Committee

- Provide broad policy direction and will assist in identifying issues and opportunities with respect to key topics;
- Participate in the Open House(s);
- Direct Administration to draft ASP policies and review;
- Finalize the Review and recommend the ASP to Council

4.3 Responsibility of Administration

Administration is a resource to the Steering Committee to assist in the ASP Review, prepare the Steering Committee agendas, Open House materials and drafting the ASP.

4.4 Responsibility of Council

Council will be responsible for approval of the ASP Bylaw after a Public Hearing.

5.0 SCOPE OF WORK AND PROJECT STAGES

The scope of work is organized into three stages, with a completion date to be determined through the planning process. The three stages of the work program include:

Stage 1: Steering Committee Meetings

- Steering Committee meetings will be held to orientate members and review key topics to further define scope and targeted deadlines.

- Receive an overview of technical documents prepared since the adoption of the ASP in 2006.
- Identify technical support required from external sources.

Stage 2: Draft ASP for Steering Committee's Review

- Administration will draft policies for the ASP based on input from the meetings. The Steering Committee will review the draft ASP and provide feedback to Administration regarding necessary edits. Upon acceptance of the draft ASP by the Steering Committee, the document will be prepared for public review.
- Engage internal departments and may engage the Municipal Planning Commission (MPC) and Agricultural Service Board (ASB) to provide input or feedback on the specific topics.

Stage 3: Open House to Share the Draft ASP

- An Open House will provide the public with an opportunity to review and comment on the draft ASP. Following the final Open House, Administration will consider edits to clarify and better align policy with the intended direction of the ASP. A final draft ASP will be prepared for 1st Reading of a bylaw to adopt the ASP.

The anticipated timeline:

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| • TOR Approval by Council | February 08, 2023 |
| • Council appointment of the Aviation Advisory Committee as the Steering Committee | February 08, 2023 |
| • First Steering Committee (Orientation) Meeting | March 2023 |
| ➤ Steering Committee to determine meeting frequency | |
| • One (1) year for Steering Committee to complete review | March 2024 or earlier |

6.0 PUBLIC AND STAKEHOLDER INVOLVEMENT

In accordance with the Public Participation Policy 1030 the ASP Review will “Consult” on the Public Participation Spectrum.

6.1 Public Participation

The purpose of public participation is to:

- Inform and educate the public and stakeholders on the nature and requirements of the ASP;
- Gather public input (suggestions and representations) on the draft ASP by landowners and those impacted by the ASP.

6.2 Stakeholder Involvement

Stakeholders to be involved in ASP review:

- Internal Departments;
- Provincial Agencies;
- Public utilities;
- Transportation Canada

6.3 Communication

- Dedicate a webpage on the County's website with information and updates on the process that will include agenda and minutes.
- County app for targeted updates.

