

SUNDRE AIRPORT CONCEPT PLAN

TERMS OF REFERENCE

September 18, 2024

The purpose of this *Terms of Reference* is to guide the Review of the Sundre Airport Concept Plan, in accordance with the policies within the South McDougal Flats Area Structure Plan (ASP), Bylaw No. 01/24.

1.0 INTRODUCTION

The Sundre Airport was originally constructed by the Government of Alberta in 1984 to 1985 and then ownership was eventually transferred to Mountain View County. The airport is located southwest of the Town of Sundre, and is accessed from Highway 584 via Range Road 55. The airport is also located within an area of the County that has an Area Structure Plan.

The South McDougal Flats ASP Bylaw No. 01/24 was adopted by Council on March 27, 2024. The ASP contains policies for the development of the Sundre Airport Concept Plan that will guide future land use, subdivision and development of the airport. One of the Guiding Principles within Section 5.2 of the updated South McDougal Flats ASP is “to enhance the airport’s ability to support economic development through a Concept Plan.”

The current footprint of the airport is located within the NW 29-32-5-5 and a portion of SW 29-32-5-5, however, the ASP designates five of the neighbouring quarters to the north, east and south as part of the future expansion area of the airport. The airport is used by aviation enthusiasts, those seeking recreational opportunities and charter flights, as well as Alberta Sustainable Resource, Forestry and West Country Emergency Operations. The ASP highlights how the airport provides unique opportunities for recreation, tourism and economic development.

Currently, there are 17 lots that have been developed within the airport, all located within the NW 29-32-5-5, while the runway is located east of the hangar development and extends into the SW 29-32-5-5 to the south. There is an operating gravel pit within the quarter to the north and a future gravel pit that has approvals in the quarter to the northeast. Provincial Flood Hazard Mapping shows that much of the current airport lands and the areas to the south are within flood hazard areas from the Red Deer River. Although these surrounding land uses and environmental hazards create some limitations, there are opportunities that can be considered to develop the airport in the future.

The review of the Sundre Airport Concept Plan aligns with Council’s Strategic Direction (2022-2027). Priorities that are further defined by the Economic Development Strategy 2022-2027’s objectives focus on business growth, business retention and expansion as well as business attraction. Council approved the development of the Sundre Airport Concept Plan (RC24-423) on August 28, 2024.

2.0 ENABLING LEGISLATION

Section 633 of the *Municipal Government Act* (MGA) provides the purpose of an ASP (s.633(1)) and sets out what must be included and what may be included within the plans (s.633(2)). The ASP must include policies that guide how development should occur in the future, as well as suitable land uses, however, other matters that are deemed necessary can be included within the policies of the ASP.

633(1) *For the purpose of providing a framework for subsequent subdivision and*

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- 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,*
 - (b) *may contain any other matters, including matters relating to reserves, as the council considers necessary.*

The South McDougal Flats ASP contains the policies that support the creation of a Concept Plan to address land use and future development for lands designated for airport use. The development of the Concept Plan will help guide how the Sundre Airport is developed in the future and what may be included within the surrounding lands that may compliment airport operations and economic opportunities, while also taking into account existing surrounding land uses and environmental conditions.

ASP Policy 7.4.3 states:

- a) *A Concept Plan shall identify detailed policies for future land uses and development for the lands identified as Airport in Figure 8 taking into account aviation requirements, offsite impact as well as environmental restrictions.*

The approval of the Concept Plan will be by Bylaw to amend the South McDougal Flats ASP.

3.0 REVIEW TOPICS

Six (6) key review topics:

- 1) Prepare updated technical maps including the Height Limitations, Noise Exposure Projection and Outer Surface.
- 2) Review options and limitations for servicing future development within the airport.
- 3) Consider Flood Hazard Areas: Flood Fringe and Floodway as the Upper Red Deer River Hazard Study.
- 4) Review and consider the options laid out within the Sundre Airport Development Plan (Explorer Solutions, 2018) and identify future land uses.
- 5) Review compliance with the Area Structure Plan, the Municipal Development Plan (MDP) and the Intermunicipal Development Plan (IDP).
- 6) Review the Land Use Bylaw Aerodrome Protection Zone Overlay and the S-AP Airport District.

4.0 PROJECT ORGANIZATION

4.1 Steering Committee

A Steering Committee will be established by a separate Terms of Reference and appointed by County Council.

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 the Concept Plan and review;
- Finalize the Concept Plan and recommend its approval to Council

4.3 Responsibility of Administration

Administration is a resource to the Steering Committee to assist in the Concept Plan development, prepare the Steering Committee agendas, Open House materials and drafting the Concept Plan.

4.4 Responsibility of Council

Council will be responsible for approval of the Concept Plan 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 for the Sundre Airport or within the South McDougal Flats area.
- Identify technical support required from external sources within budget.

Stage 2: Draft Concept Plan for Steering Committee's Review

- Administration will draft the Concept Plan based on input from the meetings. The Steering Committee will review the Concept Plan and provide feedback to Administration regarding necessary edits. Upon acceptance of the draft Concept Plan by the Steering Committee, the document will be prepared for public review.
- Engage internal departments and may engage Committees of Council to provide input or feedback on the specific topics.

Stage 3: Open House to Share the Draft Concept Plan

- An Open House will provide the public with an opportunity to review and comment on the draft Concept Plan. Administration will prepare any necessary edits for the Steering Committee's consideration. A final draft Concept Plan will be recommended by the Steering Committee to prepare for 1st Reading of a bylaw to adopt the Concept Plan.

Anticipated Timeline:

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| • TOR Approval by Council | September 18, 2024 |
| • Council appointment of the Airport Concept Plan Committee | November 2024 |
| • First Steering Committee (Orientation) Meeting | November 2024 |
| ➤ Steering Committee to determine meeting frequency | |
| • Steering Committee to complete review | April 2025 |

6.0 PUBLIC AND GOVERNMENT AND REFERRAL AGENCY INVOLVEMENT

In accordance with the Public Participation Policy 1030, the Concept Plan 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 government and referral agencies on the proposed future plans of the Sundre Airport;

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- Gather public input (suggestions and representations) on the Concept Plan by airport lot owners, surrounding landowners and those impacted by the airport.

6.2 Government and Referral Agency Involvement

- Internal Departments;
- Provincial Agencies;
- Public utilities;
- Transportation Canada;
- Town of Sundre

6.3 Communication

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