



## Terms of Reference Bergen Area Structure Plan Review

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

### 1.0 INTRODUCTION

The current Bergen Area Structure Plan Bylaw No. 03/15 was approved on June 24, 2015, in compliance with the Municipal Development Plan Bylaw No. 09/12. Subsequently, Council have approved two Amendments being Bylaw No. 10/21 on April 14, 2021, and Bylaw No. 04/22, on April 13, 2022. In 2019, Mountain View County and the M.D. of Bighorn adopted Intermunicipal Development Plan Bylaw No. 02/19 and in 2020 the County adopted a new Municipal Development Plan, Bylaw No. 20/20, rescinding the previous MDP Bylaw No. 09/12. Most recently the Province finalized the Upper Red Deer River Hazard Study.

The ASP is a policy document that guides future redesignation, subdivision and development of lands within the ASP area as shown in the attached map.

As part of the 2024 Operating Budget, Council approved on December 13, 2023, the Bergen ASP Review (PD-24-01) for a total of \$5,000.00.

### 2.0 ENABLING LEGISLATION

The *Municipal Government Act* (MGA) establishes 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.

In addition to Section 3 of the MGA that sets out the purposes of a municipality, Section 633(1) of the MGA provides the purpose of an ASP and sets out what must be included (s.633(2)). 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**

Two (2) key review topics:

- 1) Review of the ASP compliance with the Municipal Development Plan
- 2) Review of the changes in land use and development as well as population growth since the adoption of the ASP in 2015 to determine appropriate subdivision potential and densities for residential, recreational and other uses.

### **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 in January 2025.

#### **4.2 Responsibilities of the Steering Committee**

- Provide broad policy direction and assist in identifying issues and opportunities with respect to key review topics;
- Participate in any community consultation/engagement;
- Direct Administration to draft ASP policies;
- Review and provide input to agendas; and
- Finalize the Review and recommend the ASP to Council.

#### **4.3 Responsibility of Administration**

Administration is a resource to the Steering Committee, by assisting in the ASP Review, preparing the Steering Committee agendas, preparing community consultation/engagement materials and drafting the ASP.

#### **4.4 Responsibility of Council**

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

### **5.0 SCOPE OF WORK AND PROJECT STAGES**

The scope of work is organized into four stages, with a completion date to be determined through the planning process. The four 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 the scope and targeted deadlines.
- At the direction of the Steering Committee, preliminary community consultation(s) will be prepared for the community to provide input on key review topics within the plan area.
- If necessary, engage internal departments or external departments to provide input or feedback on specific topics.

#### **Stage 2 Community Consultation to Engage the Public**

- At the direction of the Steering Committee, community consultation(s) will be prepared for the community to provide input on the key review topics.

#### **Stage 3 Draft ASP for Steering Committee's Review:**

- Administration will draft policies for the ASP based on input from the meetings and the community engagement. 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.

Stage 4 Public Review of the Draft ASP:

- At the direction from the Steering Committee, the community will have an opportunity to review and comment on the Draft ASP. The Steering Committee will consider if edits are required to clarify and better align policy with the intended direction of the ASP. A final draft ASP will be prepared in preparation of 1<sup>st</sup> Reading of a bylaw to adopt the ASP.

The anticipated timeline:

TOR Approval by Council	December 11, 2024
Advertising for Steering Committee members	December 31, 2024 – January 24, 2025
Council appointment of Steering Committee members	January 29, 2025
First Steering Committee (Orientation)	February 2025
Steering Committee to determine meeting frequency	
Estimated 1 to 1.5 year to complete the ASP Review by the Steering Committee	August 2026

## 6.0 PUBLIC AND STAKEHOLDER INVOLVEMENT

In accordance with the Public Participation Policy 1030, the manner in which the community will be “Consulted” as part of the ASP Review, is based on Appendix A: 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 or comments) on the draft ASP by landowners and those impacted by the ASP.

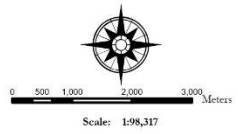
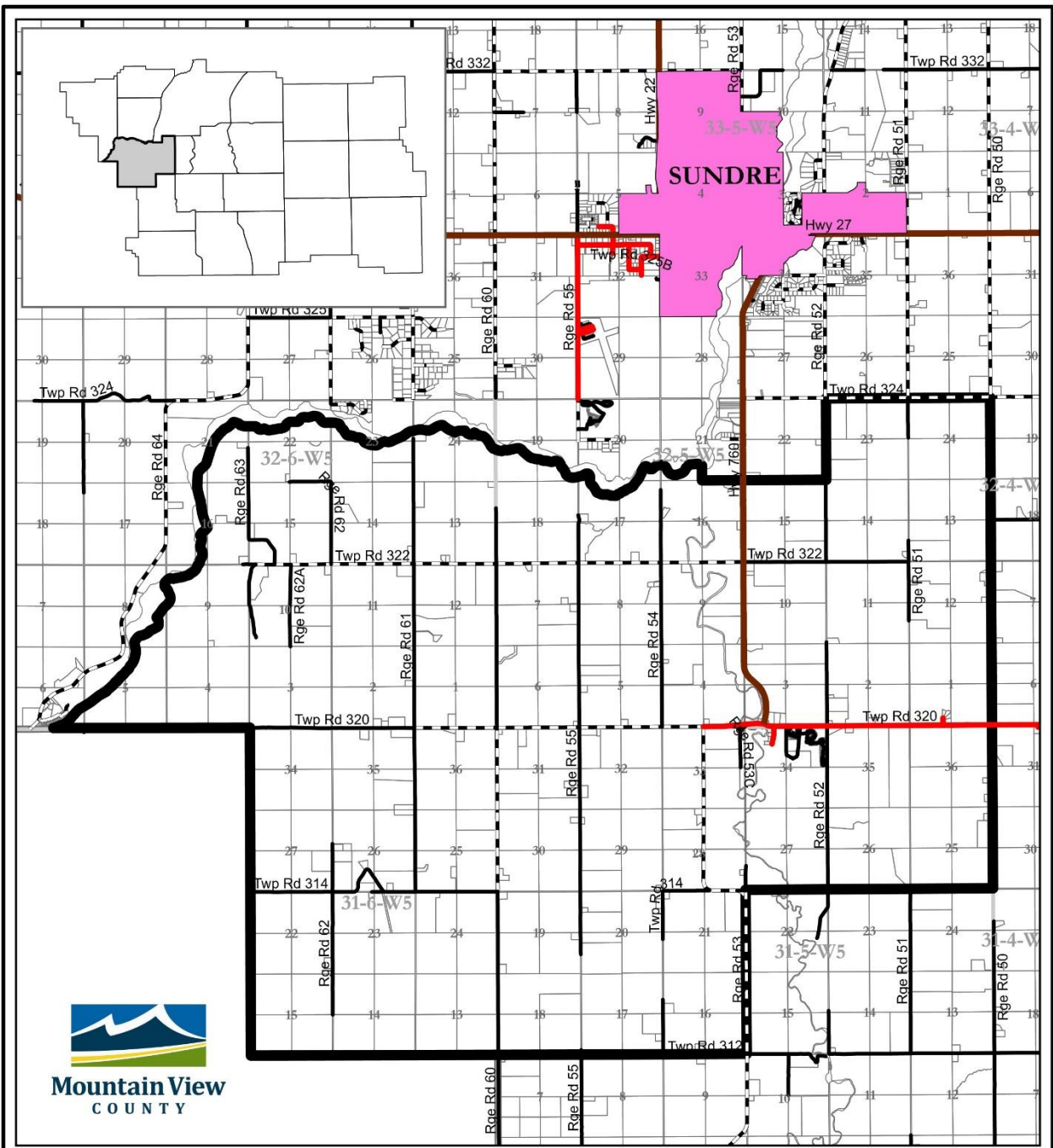
### 6.2 Stakeholder Involvement

Stakeholders that could be involved in ASP review:

- Internal Departments;
- Provincial Agencies; and
- Public utilities

### 6.3 Communication

- Dedicate a webpage on the County’s website with information and updates on the process that will include agenda, minutes and any community engagement.
- Advertise in the newspaper and on the County website on Steering Committee positions.
- County app for targeted dates for community engagement.
- Other communication tools could include radio ads and mail out letters.



## Bergen Area Structure Plan

- Legend
- Provincial Highway
  - gravel Roads
  - paved
  - unimproved
  - chip sealed
  - Bergen Area Structure Plan