

SOUTH MCDOUGAL FLATS AREA STRUCTURE PLAN REVIEW

TERMS OF REFERENCE

February 09, 2022

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

1.0 INTRODUCTION

The current South McDougal Flats ASP Bylaw No. 02/10 was approved on March 24, 2010 with subsequent Amendment Bylaw No. 17/12 to align with parcel density on a per quarter section basis in accordance with the newly adopted Municipal Development Plan Bylaw No. 09/12. In addition, subsequent amendments were made on June 24, 2015, to insert the finalized Alberta Environment and Parks (AEP) McDougal Flats Flood Hazard Study, and included maps, policies and definitions. The ASP is a policy document to guide future development of lands within the ASP as shown in the attached map.

The Intermunicipal Development Plan Between Mountain View County and the Town of Sundre (Bylaw No. 18/21) was approved on May 26, 2021 and the current Municipal Development Plan (MDP) (Bylaw No. 20/20), approved in December 2020. As part of the 2022 Budget, Council approved the South McDougal Flats ASP Review (DP-22-01) for a total of \$5,000.00

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

Four (4) key review topics:

- 1) Review the change in land use since the adoption of the ASP; population growth to determine if the Future Land Use map to determine appropriate future land uses, subdivision potential and densities.
- 2) Review policy sections.
- 3) Flood Hazard Areas: Flood Fringe and Floodway as the Upper Red Deer River Hazard Study is being finalized by the Province.
- 4) Review the ASP compliance with the Intermunicipal Development Plan (IDP) and Municipal Development Plan (MDP)

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 assist in identifying issues and opportunities with respect to key topics;
- Participate in the Open Houses; and
- 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, assist 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 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 scope and targeted deadlines.
- Engage internal departments as may engage the Municipal Planning Commission (MPC), Agricultural Service Board (ASB) to provide input or feedback on the specific topics.

- Stage 2: Open House to engage the Public
- An initial Open House will engage the public and focus 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 public participation from Open House. 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: Open House to share the draft ASP
- A Open Houses will provide the public with an opportunity to review and comment on the draft ASP. Following the 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 in preparation of 1st Reading of a bylaw to adopt the ASP.

The anticipated timeline:

TOR Approval by Council	February 09, 2022
Advertising of Steering Committee members	February 14 – March 4, 2022
Council appointment of Steering Committee members	March 9, 2022
First Steering Committee (Orientation)	End of March 2022
Steering Committee to determine meeting frequency	
One (1) year to complete the ASP Review by the Steering Committee	End of March 2023

6.0 PUBLIC AND STAKEHOLDER INVOLVEMENT

In accordance with the Public Participation Policy 1030 the ASP Review will be “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

6.3 Communication

- Dedicate a webpage on the County's website with information and updates on the process that will include agenda and minutes.
- Advert in the newspaper and the on the website to advertise Steering Committee positions.
- County app for targeted updates.

