



## GOVERNANCE COMMITTEE MEETING AGENDA

Date: Tuesday, July 16, 2024  
Time: 9:00 AM  
Location: Council Chambers  
262075 Rocky View Point  
Rocky View County, AB T4A 0X2

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	Pages
A. CALL MEETING TO ORDER	
B. UPDATES/APPROVAL OF AGENDA	
C. APPROVAL OF MINUTES	
1. June 18, 2024 Governance Committee Meeting Minutes	2
D. GENERAL BUSINESS	
1. Asset Management Project Update	5
2. Langdon Commercial Property Servicing – SDAB Decision	40
E. COUNCILLOR UPDATES	
F. MANAGEMENT REPORTS	
1. Resolution Tracker	67
G. FINANCIAL REPORTS	
H. CLOSED SESSION	
1. RVCGC2024-02 - Prairie Economic Gateway Initiative Deal Agreement Update	
<p>THAT the Governance Committee move into closed session to consider the confidential item "Prairie Economic Gateway Initiative Deal Agreement Update" pursuant to the following sections of the <i>Freedom of Information and Protection of Privacy Act</i>:</p> <p>Section 21 – Disclosure harmful to intergovernmental relations Section 24 – Advice from officials Section 25 – Disclosure harmful to the economic or other interests of a public body</p> <p>Note: supporting materials for this item were confidentially distributed to the Governance Committee prior to the closed session under separate cover</p>	
I. ADJOURN THE MEETING	



## ROCKY VIEW COUNTY

### GOVERNANCE COMMITTEE MEETING MINUTES

Tuesday, June 18, 2024

9:00 AM

Council Chambers  
262075 Rocky View Point  
Rocky View County, AB T4A 0X2

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Present: Deputy Reeve D. Kochan, Chair  
Councillor Boehlke, Vice-Chair  
Reeve C. Kissel  
Councillor K. Hanson  
Councillor S. Samra  
Councillor S. Wright

Absent: Councillor A. Schule

Also Present: B. Riemann, I/Chief Administrative Officer  
M. Boscariol, Executive Director, Community Services  
J. Lee, A/Executive Director, Operations  
K. Robinson, Executive Director, Corporate Services  
L. MacRae, Director, Strategy & Performance  
G. van den Burg, Director/Municipal Clerk, Legislative Service  
A. Zaluski, Director, Intergovernmental Services and Regional Planning  
B. Beach, Manager, Building Services  
D. Kazmierczak, Manager, Planning  
J. Rebello, Supervisor, Planning  
T. Andreasen, Lead Legislative Officer, Legislative Services  
B. Manshanden, Intergovernmental Strategist, Intergovernmental Services and Regional Planning  
M. Nakonechny, Policy Coordinator, Legislative Services  
K. Tuff, Legislative Officer, Legislative Services

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#### **A Call Meeting to Order**

The Chair called the meeting to order at 9:03 a.m.

#### **B Updates/Approval of Agenda**

MOVED by Councillor Boehlke that the June 18, 2024 Governance Committee meeting agenda be approved as presented.

Carried



**C-1 May 21, 2024 Governance Committee Meeting Minutes**

MOVED by Councillor Wright that the May 21, 2024 Governance Committee meeting minutes be approved as presented.

Carried

**D-1 Rocky View County Q1 2024 Accountability Report**

MOVED by Councillor Wright that the Governance Committee receives the Rocky View County Q1 2024 Accountability Report for information.

Carried

**D-2 Regional Transportation Off-site Levy Bylaw Update**

MOVED by Councillor Hanson that the Governance Committee receives the Regional Transportation Off-site Levy Bylaw Update for information.

Carried

The Chair called for a recess at 10:09 a.m. and called the meeting back to order at 10:20 a.m.

**D-3 Vacation Rental and Bed and Breakfast Use Review**

MOVED by Councillor Boehlke that the Governance Committee receives the Vacation Rental and Bed and Breakfast Use Review report for information.

Carried

The Chair called for a recess at 11:08 a.m. and called the meeting back to order at 11:14 a.m.

**D-4 Calgary Metropolitan Region Board Projects Update**

MOVED by Reeve Kissel that the Governance Committee receives the Calgary Metropolitan Region Board Projects Update for information.

Carried

The Chair called for a recess at 11:54 a.m. and called the meeting back to order at 12:32 p.m.

**D-5 Building Services Information Update**

MOVED by Councillor Samra that the Governance Committee receives the Building Services Information Update for information.

Carried

**D-6 Policy Program Update**

MOVED by Councillor Wright that the Governance Committee receives the Policy Program Update for information.

Carried



**E      Councillor Updates**

Councillor Hanson provided an update. There were no other Councillor updates for the June 18, 2024 Governance Committee meeting.

**F-1    Resolution Tracker**

The June 18, 2024 resolution tracker was provided to the Governance Committee as information.

The Chair called for a recess at 1:34 p.m. and called the meeting back to order 1:35 p.m.

Councillor Hanson did not return from the recess.

**I      Adjourn the Meeting**

MOVED by Councillor Samra that the June 18, 2024 Governance Committee meeting be adjourned at 1:35 p.m.

Carried  
Absent: Councillor Hanson

\_\_\_\_\_  
Chair or Vice-Chair

\_\_\_\_\_  
Chief Administrative Officer or designate



## Governance Committee

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Subject:	Asset Management Project Update
Date:	July 16, 2024
Presenter:	Steven Hulsman, Manager, Asset Management
Department:	Asset Management

### REPORT SUMMARY

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The purpose of this report is to update the Governance Committee on the progress undertaken as part of the Corporate Asset Management Plan (CAMP), which was initiated in Q4 of 2023.

The project is focused on supporting Council's Strategic Plan Objective of Financial Prosperity, ensuring the County remains financially sustainable for future generations. This requires that our assets are managed consistently and effectively, are captured into an asset management plan which will comprehensively track, manage, and maintain them. Effectively managing assets is vital to organizational financial health and would mitigate significant financial risks to the County.

Lee Anne Harder, Senior Asset Management Consultant with WSP will be presenting project results to date and will be available for further discussion and questions from the committee.

### ADMINISTRATION'S RECOMMENDATION

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THAT the Governance Committee receive the Asset Management Project Update for information.

### BACKGROUND

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The CAMP Project was initiated in Q4 of 2023 following the selection of a consulting partner (WSP) to assist the County in completing their Corporate Asset Management Plan.

The project is defined by four steps with the following deliverables:

1. Asset Management Maturity Assessment (completed)
  - Deliver an Asset Maturity report
2. Develop Asset Management Maturity Target (*completed*)
  - Define the future state of asset management maturity
3. Identify and Prioritize Improvement Tasks (*in progress*)
  - Implement a prioritized improvement task list
4. Create an Asset Management Road Map (*Q4 of 2024*)
  - Data Gap Analysis
  - State of Infrastructure Report (SOI)
  - Financial Gap Analysis

## DISCUSSION

### Asset Management Maturity Assessment

An assessment of the current state of asset management practices was completed using a comprehensive list of practice elements in each of the following categories:

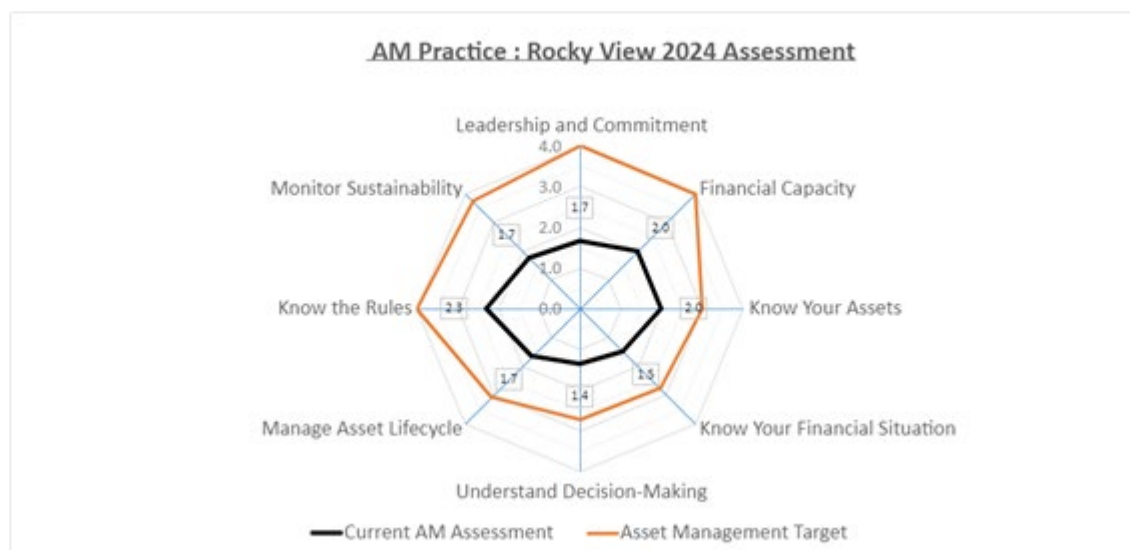
- Leadership and governance
- Financial capacity
- Know your assets
- Know your financial situation
- Understand decision-making
- Manage asset lifecycle
- Know the rules (legislation & regulation)
- Monitor sustainability

The assessment was completed separately for utilities, transportation, municipal lands, facilities, and fleet. The results for these asset groups provided an overall result for the County.

While this assessment has highlighted improvements that can be put into place to strengthen the County's asset management practices, there is clearly a desire to identify and implement an asset management system.

### Develop Asset Management Maturity Target

For most categories of asset management practice, the County is in the range between “started” and “progressing”. The least mature areas of practice are in understanding decision-making (having robust, transparent, repeatable, evidence-based decision processes) and managing asset lifecycle. The most mature areas are knowing the rules, knowing the assets, and financial capacity. The results are illustrated graphically below.



A 3-year target level of 3.0 (progressing) is recommended for asset management maturity by 2027. As asset management continues to be better understood and implemented, the County will review and adjust their future target level of asset management maturity post 2027.

## **Identify and Prioritize Improvement Tasks**

Following the maturity assessment and development of the desired state target, a comparison between the initially defined desired state and the current state of asset management practice at the County was completed. From this comparison a prioritized improvement task list, or key areas for improvement was developed. This gives the County a practical “plan of attack” in terms of advancing our asset management journey.

## **Create an Asset Management Road Map**

Three deliverables will be completed by Q4 of 2024.

A data gap analysis will identify required improvements of asset data that will directly translate to more complete and accurate analysis of the state of infrastructure and more reliable forecast of timing and cost of asset renewals.

A SOI report presents an overall summary of the assets that make up the service areas and includes statistics for average age, average condition, total value, and an annual average renewal cost over a 30-year period.

A financial gap analysis will develop a 30-year financial forecast. It will use the asset renewals information developed in the SOI analysis, and where appropriate cost information is available, it will include a reasonable forecast of operational costs (OMI) and any planned capital improvements (new assets). It gives decision-makers a clearer picture of the timing and costs of capital renewals and replacements that are forecast to occur beyond the 5-year or 10-year horizon and indicates the level of funding required to operate in a financially sustainable manner long-term.

## **ALTERNATE DIRECTION**

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Administration does not have an alternate direction for the Governance Committee’s consideration.

## **ATTACHMENTS**

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Attachment A: Maturity Assessment & Improvement Report

Attachment B: WSP Presentation





# Asset Management Program

## MATURITY ASSESSMENT & IMPROVEMENT PLAN



May 2024





# Asset Management Program

## MATURITY ASSESSMENT & IMPROVEMENT PLAN

ROCKY VIEW COUNTY

FINAL REPORT (VERSION 1.0)

Project No.: CA0020788.3543

Date:

WSP.com



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## Appendices

Appendix A – Detailed assessment results

Appendix B – Improvement schedule

# 1 Introduction

## 1.1 Rocky View County's Asset Management Program

Rocky View County (the County) provides a wide range of services to the community that require the ownership and responsible operation, maintenance, and rehabilitation of physical assets.

Asset management is a business model for management of assets and delivery of services in a way that achieves required level of service, for least overall cost, and within acceptable risk boundaries. The County has identified asset management as a keyway forward in achieving sustainable service delivery.

## 1.2 Key Outcomes from Maturity Assessment

The key outcomes from this assessment are to:

- Obtain a complete overview of the current state of the County's asset management Objectives;
- Understand which asset management practices will be of greatest help to the County for supporting asset management and investment decisions;
- Identify, prioritize, and plan for asset management business improvements; and
- Incorporate the outcomes of this assessment into the Asset Management Strategy to support staff in achieving business improvements.

## 2 Assessment of Asset Management Practices

Assessing asset management practices help identify the practices and processes that are currently in place, how they work together, and how effective they are. It also identifies areas where the County has good practices and areas where there is room for improvement. The table below provides some prompts used to initiate the assessment process, across the four core elements of the Framework.

People	Assets
<ul style="list-style-type: none"> <li>Is there a cross-functional team in place?</li> <li>What is the level of asset management knowledge of relevant staff?</li> <li>Are roles and responsibilities clear?</li> <li>How do we communicate across departments and ensure our priorities are aligned?</li> </ul>	<ul style="list-style-type: none"> <li>Do we have the data we need about our engineered and natural assets?</li> <li>Is the asset data complete, accurate, and reliable?</li> <li>Is asset data compiled into a format that is accessible?</li> </ul>
Information	Finance
<ul style="list-style-type: none"> <li>Have we processed our asset data into information that can be used for decision-making?</li> <li>Have we developed asset management policies, strategies, and plans?</li> <li>Are we using our asset management policies, plans, and strategies?</li> </ul>	<ul style="list-style-type: none"> <li>Do we have policies and practices in place related to: <ul style="list-style-type: none"> <li>Long-term financial planning?</li> <li>Infrastructure backlog?</li> <li>Cost recovery?</li> <li>Reserves?</li> <li>Debt?</li> <li>Financial tracking?</li> </ul> </li> </ul>

### 2.1 Assessment of Current Process

A high-level assessment of the asset management “maturity” of the County’s current business practices has been completed by WSP. Key information used to complete this assessment includes:

- Outcomes from a series of workshop sessions held with County staff to review what information the County has about its assets, how are things currently done and the desired state of asset management practice to be achieved at the County.

- One-on-one or group conversations with County staff
- Review of applicable County documents and asset information inventories.

Current business practice was rated against a designed set of asset management questions. They integrate relevant components of three key asset management documents including:

- ISO 55001 (the international standard for asset management)
- The Asset Management British Columbia Roadmap
- The British Columbia Framework for Sustainable Service Delivery

This integrated framework is shown in Figure 1.

The assessment questions are grouped into the following categories:

- Leadership and governance
- Financial capacity County
- Know your assets
- Know your financial situation
- Understand decision-making
- Manage asset lifecycle
- Know the rules (legislation & regulation)
- Monitor sustainability

An assessment of the current state of asset management practices was made using a comprehensive list of practice elements in each of the above categories (i.e. statements and questions relating to asset management Information, and the People and Finances to support Asset Management Practices).

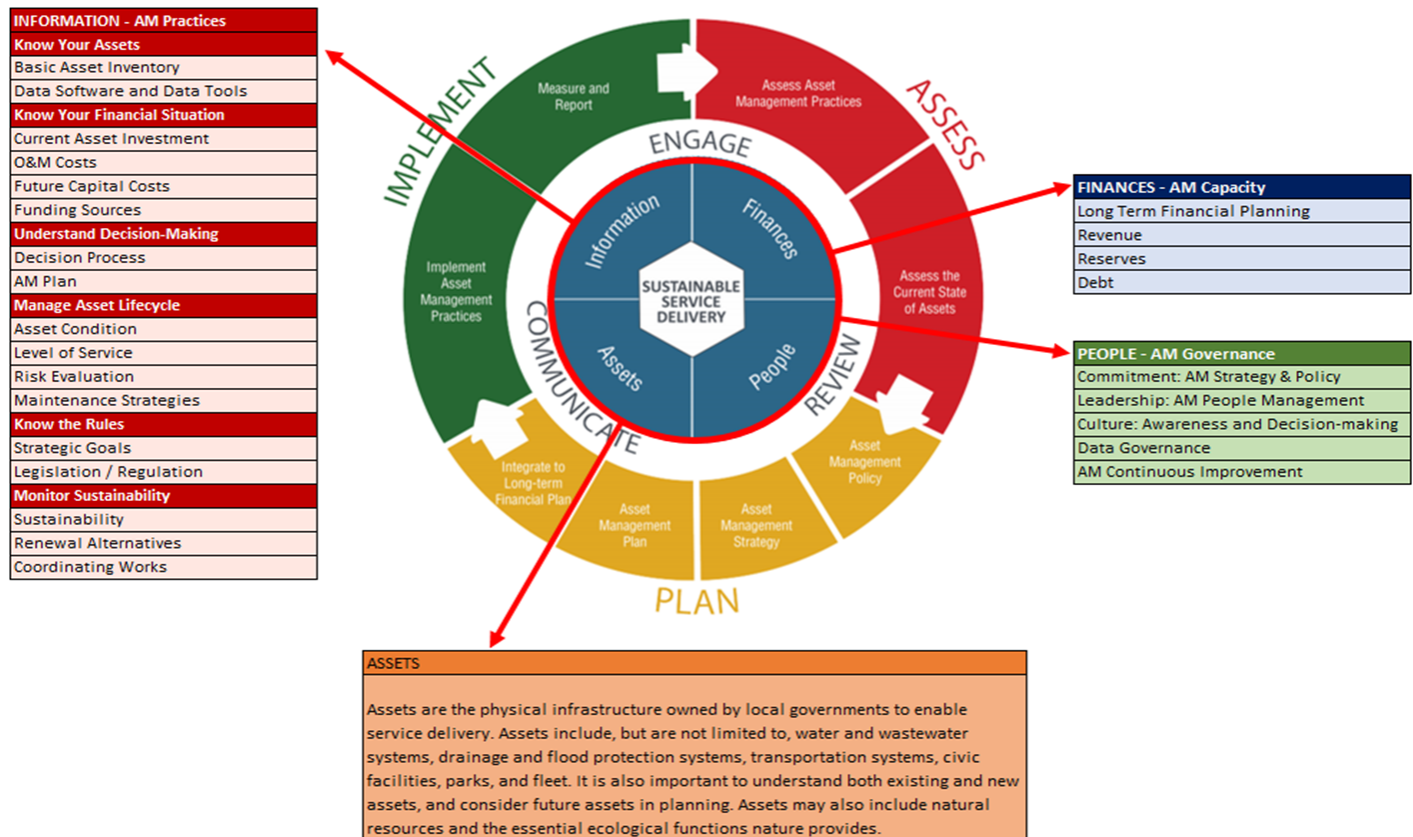


Figure 1 - Asset management framework and assessment

The method used for rating asset management maturity scored each element of asset management practice using the scale in Table 1.

Table 1: Maturity assessment scoring

Score	Description
1	<b>None</b> – does not exist or has not been started at this stage
2	<b>Started</b> – some work has begun, or some parts of the asset management practice are available, but progress is less than 40% complete
3	<b>Progressing</b> – work is underway, and progress is more than 40% complete but there is still work to do
4	<b>Complete</b> – the required targets, standards, and/or outcomes for the asset management practice are completed, available, and in use in the business

The assessment was completed separately for utilities, transportation, municipal lands, facilities, and fleet. The results for these asset groups provided an overall result for the County.

## 2.2 Assessment Results

Assessment results were recorded in a spreadsheet, designed for benchmarking the maturity in asset management practices, in a way that allows County staff to re-evaluate each year and report progress.

The results indicate that for most categories of asset management practice, the County are in the range between “started” and “progressing”. The least mature areas of practice are in understanding decision-making (having robust, transparent, repeatable, evidence-based decision processes) and managing asset lifecycle with reason being the lack of documentation resulting in a lot of reactive processes and data from several sources. The most mature areas are knowing the rules, knowing the assets and financial capacity. The results are illustrated in graphically in Figure 2.

In discussions with County staff, it was agreed that a 3-year target level of 3.0 (progressing) be set for asset management maturity for 2026. Past this point, it is not expected that the County can or desires to reach full maturity (score of 4) in all asset management elements. As asset management continues to be more well understood and implemented, the County will review and adjust their future target level of asset management maturity post 2026.

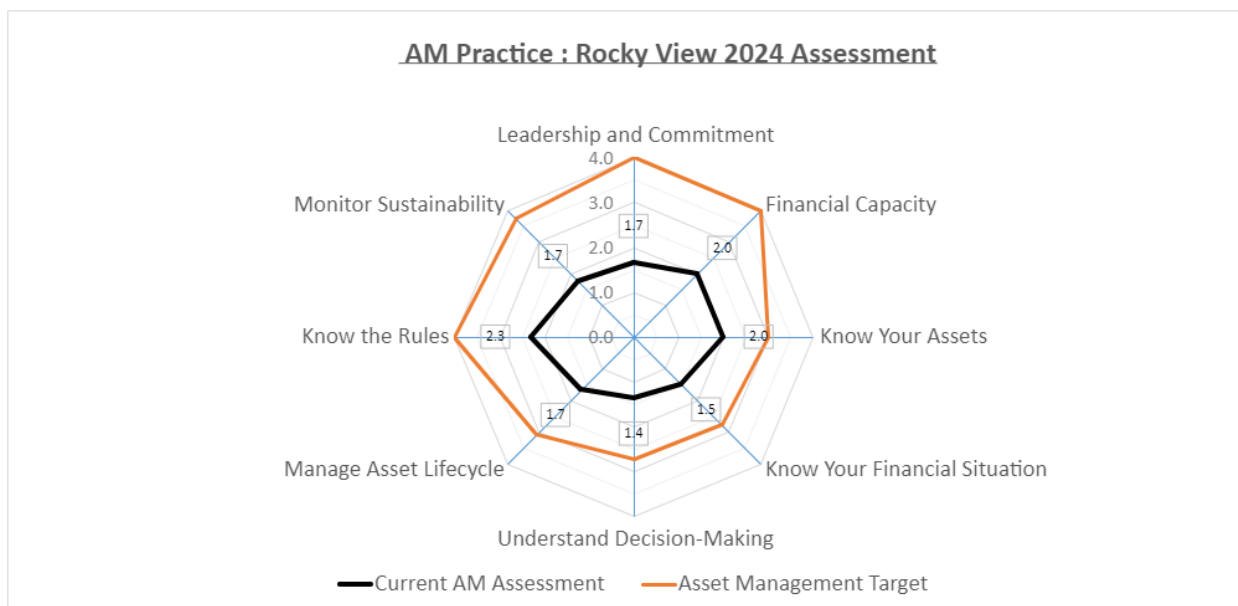


Figure 2 – Maturity assessment results

The assessment results for each asset group will be shown in graphical form. A copy of the detailed spreadsheet will be provided to the County’s Asset Management Team.

The following sections provide a high-level discussion on the assessment results of the current asset management maturity.

### Leadership And Governance

**Commitment: AM Strategy & Policy** - The County has identified the need for key asset management guidance and governance documents. This includes development of an Asset Management Policy and an initial Asset Management Strategy.



**Leadership: AM People Management** - The County has a clear corporate culture for teamwork and strong leadership for asset management, through creation and allocation of resources to establish an Asset Management pillar. The staff is working toward gaining the necessary knowledge, skills and training to achieve asset management outcomes.

**Culture: Awareness and Decision-making**- However, the asset management governance structure and roles and responsibilities are in early stages of development, along with building awareness of asset management issues. The current project is a good foundation for building asset management leadership and commitment. Awareness of asset management issues and how to apply asset management practices to improve decision-making are identified as improvement tasks.

**Data Governance** - Improvements are planned for asset data. Currently there is no formalized data governance document or data structure model, and the organizational awareness of what data sets are being used for what purposes and the accuracy and completeness of these datasets is in development.

**AM Continuous Improvement** – Development of an Asset Management Program is a priority for the County. Developing a roadmap to identify actions and will the County to identify and prioritize gaps in AM and improvement tasks to address those gaps.

## Financial Capacity

The County manages a 5-year capital financial plan, there is a need to develop a longer-term (10 years or more) financial plan which considers revenue sources, renewal need, and the use of debt. Like the existing 5-year plan, the longer-term plan should include the range of likely revenue scenarios and the risks which will affect revenue. The longer-term plan will fund reserves at a rate appropriate to meet asset renewal needs. The longer-term plan will also use debt prudently to ensure rate increases are sustainable and renewal needs can be funded appropriately.

A financial strategy should also be developed to guide the development of the longer-term financial plan. The financial strategy will include guidance on the term, use of debt, reserves, and other funding sources in the financial plan.

Current work being undertaken through the development of the State of Infrastructure reports will allow for an understanding of renewal needs over the long term. This provides the ability to forecast budget requirements based on asset and service delivery needs; based on asset management practices and inventory data.

## Know Your Assets

There are different levels of knowledge across service areas. Datasets exist for key assets, but few have controlled data structures and no formal data management processes in place. The County has worked hard to implement a corporate GIS database as a primary repository for asset inventory data. Reasonably good basic asset information exists for some asset groups, including utilities, roads, and parks, however, the asset data is generally managed separately at department level. Consistent data records and processes will need to be developed to ensure that asset information for all groups is consistent, current, and accurate to be able to utilize the information reliably for asset management analysis and forecasting. The GIS database has significant functional capability that is not currently being utilized for analysis.

## Know Your Financial Situation

There is variability in the quality and quantity of asset information available to evaluate current and future financial situation for service delivery. This is particularly true regarding the availability of asset replacement costs and estimated useful life information. There is cost information regarding operations and maintenance activities, but costs are not recorded at the asset level and categorized which limits what analysis can be done. This means there is not a clear understanding of future long-term renewal costs. Up to date replacement value estimates are used in the evaluation of funding needs and the balancing of service levels, costs, and risks.

## Understand Decision-Making

Many decision-making processes are informal or reactive and are not always documented for lower priority decisions. An appropriate level of structure and control should be developed to ensure transparency and consistency.

Decision-making processes across most asset groups are informal and based on the knowledge and expert judgment of experienced staff on a combination of new priorities, professional recommendations, new growth and operations feedback. Most decision processes and criteria are not documented, although the outcome of decisions and some rationale is reported on a case-by-case basis. Processes need to be developed to ensure that consistent, informed, comparable decision-making occurs.

Asset Management Plans (AMP) need to be developed for each service area. The AMPs will provide information and guidance for the sustainable delivery of the services and management of the assets throughout their useful life. Currently, there are no Asset Management Plans in place.

## Manage Asset Lifecycle

Current condition data and condition ratings are known for some assets but not recorded for all assets and a consistent condition rating system has not been established, across all service areas. There are some asset groups that have no condition information and where decision-makers would benefit from knowing condition. Service statements do not exist and need to be developed for monitoring and measurement purposes. There is some information for some service areas on criticality and risk but there is no formal risk assessment process or evaluation of critical assets and limited information on current and future demands.

Lifecycle strategies are not documented by asset type. i.e., what kind of activities are done for roads during O&M, what kind of interventions are done. This will be directly related to LOS (e.g interventions are done more often to bring up condition overall, or more snowplowing to reduce disruption to provided service etc.). Lifecycle strategies will help determine the cost of providing levels of service.

Similarly, level of service understanding and linking desired level of service to operations and maintenance tasks and costs has many gaps. The County recently conducted service capacity reviews and has identified review and setting of service levels for programs and services provided by the County. This goal will be recognized once the improvement tasks are completed for knowing your assets and knowing your financial situation.

Understanding risks and developing maintenance strategies will also be future areas for improvement. There are improvement tasks to address the current gaps.

## Know The Rules

The County's staff have a good understanding of legislation, regulations, and stakeholder needs, relating to the services they deliver and assets involved. In terms of awareness and understanding how the County's strategic goals link to business level goals, there are some gaps. This linkage needs to be made clear at the department and even the operational level to ensure that the County's strategic goals, service mandate, and stakeholder needs influence service delivery.

## Monitor Sustainability

Sustainability goals are yet to be developed. Asset management assessments for environmental, financial, and social sustainability will be undertaken in the future when suitable measured information is available.

## 2.3 Summary

While this assessment has highlighted improvements that can be put into place to strengthen the County's asset management practices, there is clearly a desire to identify and implement an asset management system that works for the County and for each department. The relatively low scores resulting from this assessment are not a reflection of County's ability to implement asset management but more that the County is only starting its journey to establish an asset management system. Based on our review, and the conversations we carried out with the various department staff, we believe that the County is in a good position to start implementing improvement actions that will lead to more effective decision-making processes and achievement of organizational objectives.

### 3 Improving asset management

Following the maturity assessment and desired state discussions in the initial workshop, we have completed a comparison between the initially defined desired state and the current state of asset management practice at the County. From this information we have prioritized improvement tasks to provide an initial improvement strategy. This gives the County a practical “plan of attack” in terms of advancing on your asset management journey.

#### 3.1 Key areas for improvement

During our introductory workshop session, County staff identified priority areas for development of asset management practice. These key areas for improvement were incorporated along with gaps highlighted during the maturity assessment to determine the top 10 asset management improvement tasks relevant to the Rocky View County as detailed in Table 2.

Table 2: Top 10 asset management improvement tasks

Priority tasks		Improvement action	Key deliverable(s)
1	Asset Data	Complete inventory datasets in appropriate electronic formats for analysis and decision-making (i.e. GIS, MS Excel, or approved database software). Complete data for all key attribute fields used in major decision-making and including accuracy ratings.	Data Inventory
		Where possible start consolidating existing asset inventories, to provide one primary asset inventory (GIS). Identify data gaps and develop a prioritized data capture and improvement plan.	Sate of the Infrastructure
2	Governance	Develop a Data Governance document and supporting business processes to appropriately manage the development, maintenance, analysis, and accessibility of asset data.	Data Governance Strategy
		Develop a draft AM Policy that demonstrates organizational commitment to AM, and is aligned with ISO 55001, and corporate strategy.	Asset Management Policy
		Develop and be in the process of implementing an AM Strategy including to define and document AM Objectives.	AM Strategy
		Develop an AM Framework and appropriate Guidance documents as necessary to manage a consistent, structured, and integrated approach to AM across the organization, including to align	Business goals (in departments' business plans)

Priority tasks		Improvement action	Key deliverable(s)
		with and/or connect to relevant RVC documents, policies, and management systems.	
<b>3</b>	People	<p>Definition of roles and responsibilities for asset management. Along side this the County will need to identify resource needs for short-term and longer-term implementation of asset management as well as training needs.</p> <p>Develop communication strategies and implement communication plan for communicating AM outcomes and issues to relevant internal staff, elected representatives, and external stakeholders, to the level of detail appropriate.</p>	<p>Resource Plan</p> <p>Communication Plan</p>
<b>4</b>	Corporate decision processes	Progress toward evidence-based decision-making. Review and document decision processes for all high priority decisions. Evaluate the decision process for fairness, transparency, repeatability, and robustness.	<p>Facilitated decision making workshop (with SME)</p> <p>Decision making prioritization matrix</p>
<b>5</b>	Levels of service	Undertake a detailed analysis of the relationship between cost of service, level of service and risk, to establish a foundation for identifying options and trade-offs to attain a financial, socially and environmentally sustainable level of service.	<p>Facilitated levels of service workshop (with SME)</p> <p>Customer and technical levels of service for each service</p> <p>Align with service profiles</p>
<b>6</b>	Cost tracking	Complete a high-level assessment of total cost of service, and design procedures to update the assessment as and when improved asset and cost data is available. Implement procedures to track and assess true cost of service and to communicate outcomes as appropriate.	Cost of Service
<b>7</b>	Lifecycle management	Develop (or review and improve existing) lifecycle strategies. Document information regarding roles and responsibilities; maintenance goals; typical maintenance options, methods, and protocols; decision criteria and rules for evaluating maintenance options; what maintenance performance indicators are to be tracked and reported; and the review timeline	Lifecycle management strategies

Priority tasks		Improvement action	Key deliverable(s)
		and protocol for keeping the strategy document up-to-date and relevant to current business.	
8	Financial management	Assessment of asset replacement cost valuations through unit rate tables and asset lifespan. This will help to support the development of long term renewal plans for assets and services, and long-term revenue forecasts to measure financial sustainability.	Documented asset valuation process and data
9	Condition assessment guide	Develop a Condition Assessment Plan. Identify and prioritize asset groups that need condition measurement and monitoring. Define condition assessment procedure (or use of proxy for condition) for each asset group. Document and implement (or review existing) method for rating asset condition (whether based on visual inspection, age. Or measured condition) and electronically record the condition rating for each asset listed in the asset inventory. Include a method to indicate the confidence of the condition rating.	Condition assessment strategy
10	Asset management plans	<p>As improvement tasks are completed and when the relevant asset data is available, begin developing Asset Management Plan(s).</p> <p>These plans can be used to document outcomes from improvement actions above, as well as lifecycle management and planning procedures.</p> <p>Considerations in developing the asset management plan(s) should include:</p> <ul style="list-style-type: none"> <li>• The optimum number of plans and whether they are service based, asset based etc.</li> <li>• Their scope in terms of containing lifecycle asset strategies.</li> <li>• How the plans should evolve and mature over time keeping in mind it is desirable to get interim plans as quickly as possible.</li> </ul>	Asset Management Plans

## 3.2 Improvement schedule

A more detailed schedule of improvement tasks will be provided to achieve the desired improvement in the Rocky View County's asset management practices listed in Table 2. It sets out general proposed timing of tasks over the next 1-5 years.

Completion within the desired timeframe will be subject to funding and resources. Many tasks will be one-off, start-up tasks that require an initial high level of effort and subject matter guidance to successfully and efficiently complete. Once completed these tasks will require a low level of effort to maintain and can be incorporated into usual business practice. These start-up tasks are suitable for completion as distinct projects and can be completed using external resources, provided County staff are fully involved in the direction and the review of outcomes, and any decision-making. Staff involvement is critical to successful implementation post project.

It will be critical to the improvement process to identify a senior asset management champion who can be assigned the responsibility to ensure that asset management practices throughout the organization are implemented, reviewed and improved.

### 3.3 Implementation Program

The next step is to prepare a detailed **Implementation Program** that takes the priorities and improvement recommendations outlined in this report and sets out the specific activities, timeframes, resources, budgets and accountability required to achieve them.

Costs for implementation are dependant on resourcing and procurement options, and there are many options and variations for resourcing asset management improvement tasks. The Implementation Program should provide estimated costs, based on agreed resourcing approach.

Once estimated costs have been established, it will be important to ensure that the estimated funding requirements are included within Council budgets and approval of staff time (or external resources as appropriate) is given to implement high priority improvement tasks.



Rocky View County Asset Management Program

# Asset Management Update



# Agenda

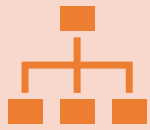
- About the Current AM Project
- Maturity Assessment AM Results
- Recommended Improvement Tasks
- Questions



# Rocky View County Asset Management Program AM Project



# Asset Management Maturity Assessment



An Asset Management (AM) maturity assessment enables RVC to document current AM practices, identify desired AM maturity level, identify gaps, develop improvements, and report on AM maturity levels.



An AM improvement roadmap for RVC including a project plan with information to undertake the top 8 to 10 AM improvement tasks was developed from the AM maturity assessment.



Identified tasks and outline the logic for why the task is needed and the expected benefits and outcomes from doing the task as well as a high-level estimate for level of effort (internally), cost of external resources if recommended, and any key risks to be managed.

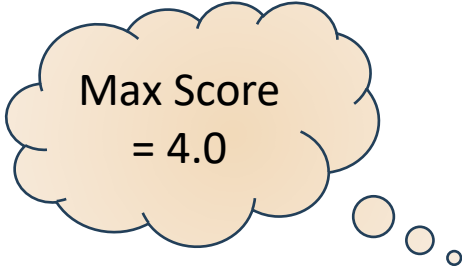


# Assessment Results

Max Score =  
4.0

## AM Practice : Rocky View 2024 Assessment





Max Score  
= 4.0

# Assessment Results

Description	Overall Score	Buildings	Transportation	Muni Land	Fleet	Utilities
<b>Overall</b>	<b>1.8</b>	<b>1.2</b>	<b>2.0</b>	<b>2.5</b>	<b>1.7</b>	<b>1.5</b>
Leadership and Commitment	<b>1.6</b>	-	-		-	-
Financial Capacity	<b>2.5</b>	-	-		-	-
<b>Asset Management Practices:</b>						
Know Your Assets	<b>2.0</b>	1.3	2.4	2.5	3.0	1.2
Know your Financial Situation	<b>1.5</b>	1.4	1.4	3.6	1.1	1.0
Understand Decision Making	<b>1.4</b>	1.0	1.1	2.4	1.3	1.5
Manage Asset Lifecycle	<b>1.7</b>	1.2	1.8	2.8	1.7	1.3
Know the Rules	<b>2.3</b>	1.4	2.8	1.7	1.8	2.5
Monitor Sustainability	<b>1.7</b>	1.0	2.5	1.8	1.4	1.3



# Data & Financial Gap Analysis



Having the right data available and knowing the accuracy of that data is critical to making good decisions.



The purpose of the data gap analysis task for this project, is to establish whether there is sufficient information to analyze the current state of infrastructure and generate a long-term financial forecast for asset renewals.



Improvement of asset data will directly translate to more complete and accurate analysis of the state of infrastructure and more reliable forecast of timing and cost of asset renewals.





# State of Infrastructure (SOI)



A state-of-infrastructure (SOI) analysis provides an objective assessment of the physical and financial status of infrastructure assets.



SOI answers the following fundamental AM questions:

- What assets do we own (asset types and quantity/extent)?
- What are they worth (replacement value)?
- What is their condition (asset age and condition distribution)?



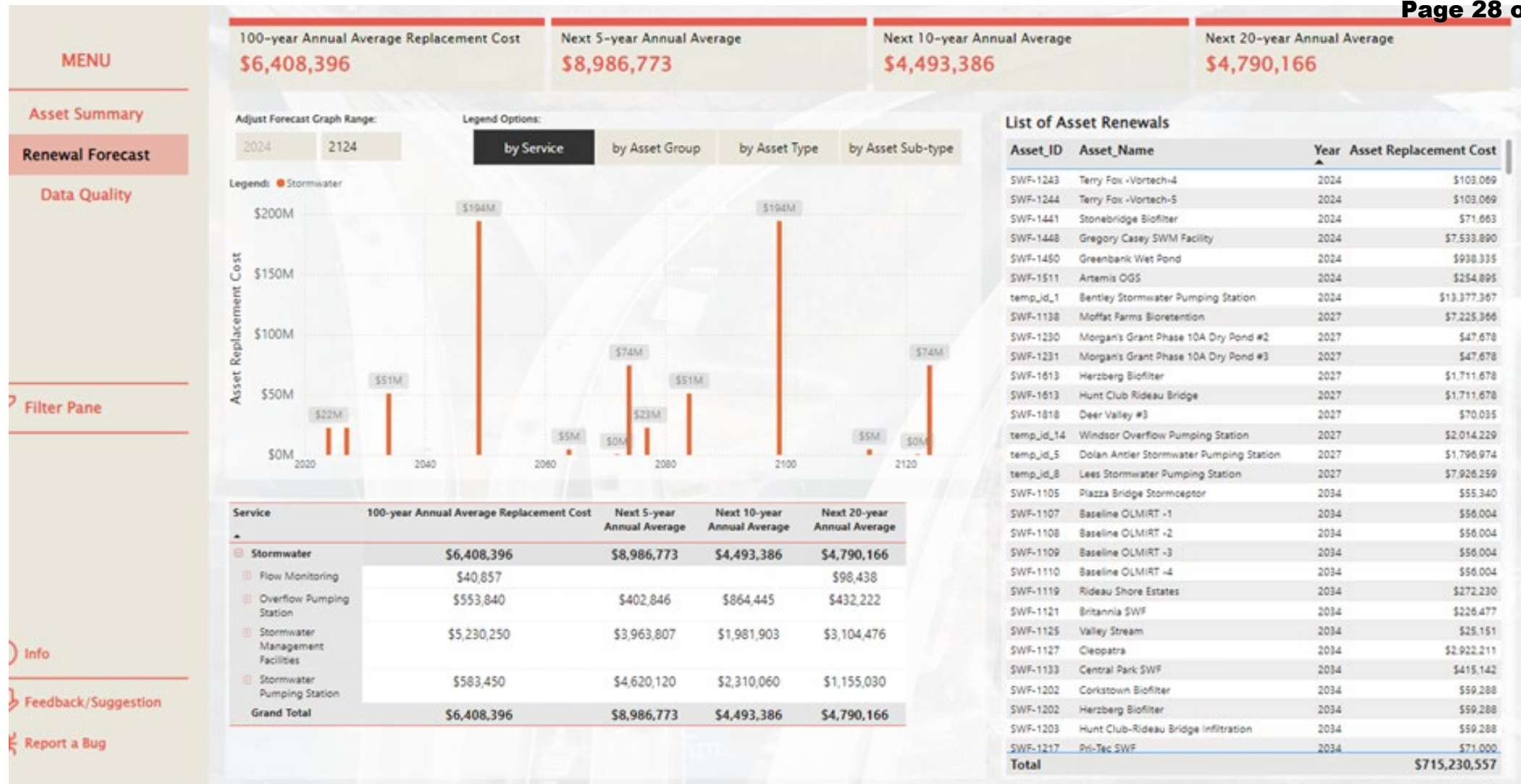
The results provide an objective assessment of infrastructure types, quantity, age, value, and condition, along with a long-term forecast for asset replacements. This information provides insights for investment and lifecycle management decisions to achieve required levels of service for the optimum lifecycle cost





## State of Infrastructure Data Analysis





## State of Infrastructure Financial Analysis



Rocky View County Asset Management Program

# Recommended Improvement Tasks



# Asset Levels of Service

Advance Service Capacity Review to build on the Community/Customer Levels of Service that include details on Technical Levels of Service, Asset Levels of Service and Operational Levels of Service and consider both current and future states.

- Cost of service vs level of service - track relationship between true total cost of service, the required level of service, and the achieved level of service.

***Provides recommendations for investment planning, level of service targets, and performance metrics.***





# Asset Levels of Service

## Service

- Defined by the Service Management Framework

## Service Objective

- What is the intended service

## Community/Customer Levels of Service

- What the customer sees or experiences with the service

## Asset/Operational Levels of Service

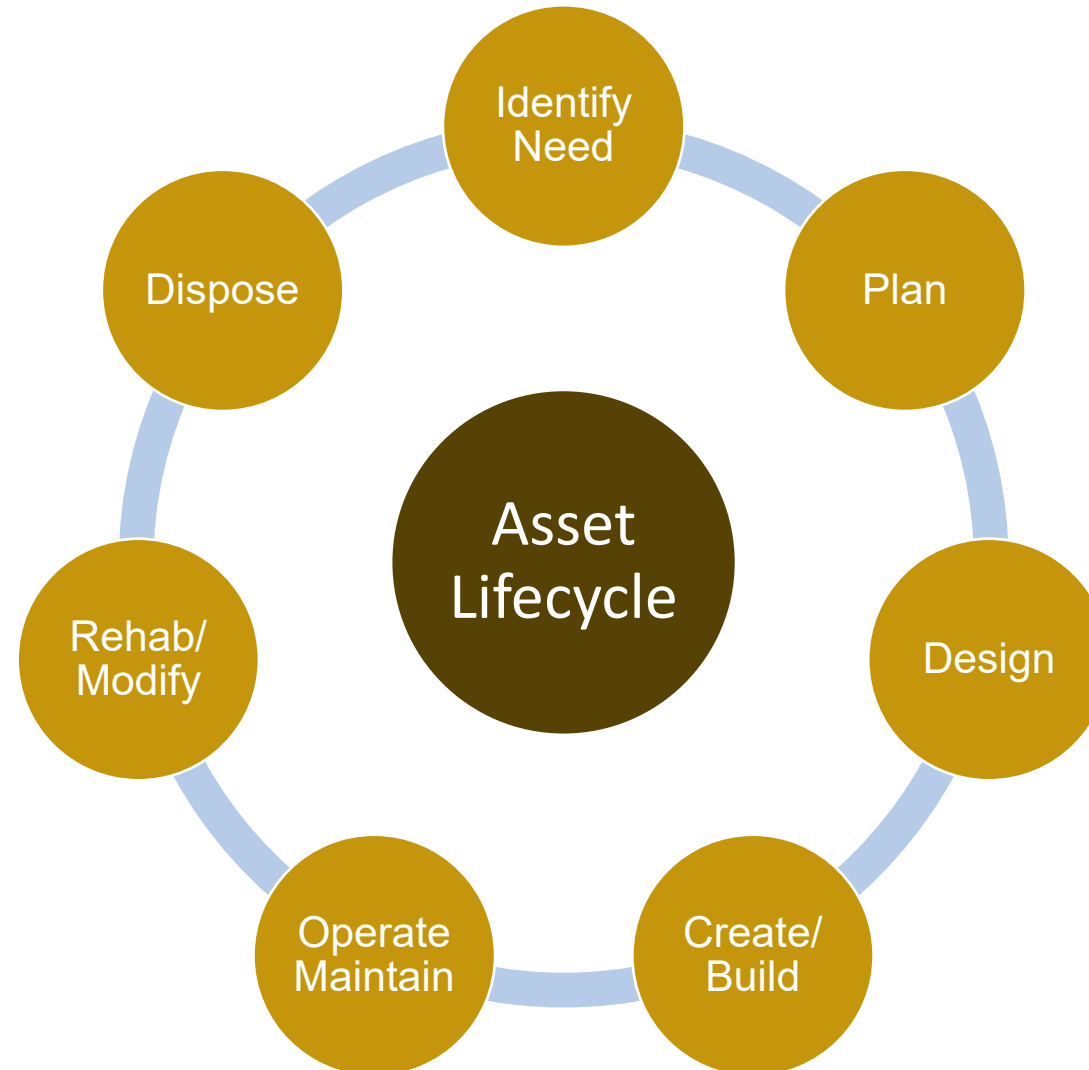
- What assets do and what is needed for the duration of the asset lifecycle to deliver on the customer level of service

## Lifecycle Management

- Documentation of current and future lifecycle activities that occur throughout the life of the assets.



# Asset Lifecycle





# Lifecycle Costing

***To determine the sum of all expenses associated with a product or project, including acquisition, installation, operation, maintenance, refurbishment, discarding and disposal costs.***

Objective of lifecycle costing is to determine the total cost of ownership to:

- Evaluate options for the procurement of new assets
- Support ongoing management decision-making throughout the life of asset
- Benchmark the cost performance of the asset and
- Review the process for future design and acquisition decisions



# Financial Management

ISO 55000 highlights

**“Integration of an organizations strategic asset management plan with its long-term financial plans can enable the balancing of short-term financial needs with the needs of medium-term activity plans with the longer-term plans that some assets required.”**

Determining infrastructure funding options:

- **user fees and charges** (This revenue stream is directly related to the quantity of services received)
- **rates and levies**, particularly for local governments providers of infrastructure services
- **subsidies or grants** from provincial or federal government particularly for capital items
- **contributions from property developers** for infrastructure upgrades required as a result of development
- **reserves** held by the organization and borrowing or debt



# Questions





## Governance Committee

Subject:	Langdon Commercial Property Servicing – SDAB Decision
Date:	July 16, 2024
Presenter:	Steve Altena, Supervisor, Planning Policy
Department:	Planning

### REPORT SUMMARY

The purpose of this report is to inform the Governance Committee about a recent decision made by the Subdivision and Development Appeal Board (SDAB) (the Board) and the wider implications that this may have for area structure plan policies relating to utility servicing in several of the County's established growth areas.

The appeal related to the development of a multi-tenant commercial building, with associated Care Facility (Clinic) and Establishment (Eating) uses adjacent to Centre Street in Langdon. The Applicant appealed the conditions set out in the Development Authority's development permit approval, which required connection to the Langdon Waterworks piped water network, some 300 metres (± 984 feet) away.

The Board amended the approval conditions to defer the connection requirements and support the use of a cistern for the interim period. Permanent conditions were added to require a connection to the piped water system by such time as when the proposed eating establishment receives tenancy approval, or such time where the water system is brought up Centre Street, whichever occurs first. The decision of the SDAB is included in Attachment A.

This decision is the most recent of three similar appeal decisions that have allowed deferral of connection to piped servicing, despite the relevant area structure plans stating that development shall connect to such servicing. The decisions have highlighted that there is scope for discretion in interpretation of the timing of required servicing connections in subdivision and development approvals, and that policies could be amended in several area structure plans to be more explicit in setting out the County's expectations.

In undertaking future amendments to area structure plans, Administration will explore the potential for policy to offer more clarity on servicing requirements, where immediate connection to piped servicing is considered important to the efficient operation and orderly expansion of available utility services.

### ADMINISTRATION'S RECOMMENDATION

THAT the Governance Committee receives the Langdon Commercial Property Servicing – SDAB Decision report for information.

### BACKGROUND

The Development Authority issued a notice of decision on November 28, 2023, to conditionally approve PRDP20223318 for the development of a multi-tenant commercial building located at 143 Centre Street NW in Langdon. The condition set included requirements to connect to the piped water and wastewater systems in Langdon as per the policies of the statutory Langdon Area Structure Plan (ASP). The Applicant filed an appeal with the SDAB against the Development Authority's decision, contesting the requirement to connect to the piped water system due to the cost of extending service to the parcel.

## Langdon Commercial Property Servicing – SDAB Decision

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The Appellant's argument focused on the expense of connecting to the Langdon Waterworks system. The water distribution line is not adjacent to the parcel and approximately 300 metres (± 984 feet) of pipe would need to be installed at a cost of approximately \$250,000 to service the development. The Appellant argued that this cost was prohibitive to the development and would result in financial hardship. Furthermore, the Appellant asserted that a water cistern system would be adequate for the site as it would operate only as a clinic until such time where the Establishment (Eatery) obtained tenancy. The Appellant was willing to defer the connection to the water line until the eating establishment opened or the water line was constructed along Centre Street to the Lands.

Following the hearing on January 25, 2024, the Board issued its decision on February 9, 2024, with the following findings:

- The connection to the water infrastructure is mandatory under the Langdon ASP, however, there is no established time frame of when that connection is required; and,
- At the present time, connection to the Langdon Waterworks water system is not necessary for the proposed development, provided a connection is made at a time specified within the conditions of the development permit.

The Development Permit was approved with amendments including the addition of the following condition:

“That upon the tenancy approval of the Establishment (Eating) use, through a development permit application (change of use or New business tenant), or the piped water service is brought up Centre Street to the Lands, the Applicant/Owner shall provide confirmation from Langdon Waterworks that servicing capacity is available and that the piped water service connection has been established to the Lands, in accordance with Section 23.4 of the ASP, the County's Servicing Standards and County Policy #449, or as per alternate Council direction.”

## DISCUSSION

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### SDAB Decision

The Board determined that there were two issues to be decided:

- Does the proposed development comply with the applicable statutory plan?
- Is the water service connection necessary to serve the proposed development as required by section 650(1) of the MGA?

Policy 23.4 of the Langdon Area Structure Plan states that “all new developments shall connect to piped water and wastewater services” while Policy 23.8 requires that “all new development shall connect to the potable water system”.

In weighing the legislative requirements, the Board determined that it must comply with the mandatory Policies 23.4 and 23.8 under section 687(3)(a.2) of the MGA. At the same time, under section 650 of the MGA, the Board concluded that it cannot direct that the Appellant enter a development agreement to construct or pay for the connection to the utility services if they are not necessary to service the proposed development.

### Considerations

Connecting all new development to piped water servicing within the County's growth areas is considered important to provide communities with a safe, reliable, and cost-effective water supply. Both municipal and private piped water systems are regulated by Alberta Environment and Protected Areas (AEPA) and there are strict requirements for water quality and testing. Expansion of piped systems across a community also supports fire suppression capabilities. For cisterns and wells, the responsibility is with the landowner to inspect and maintain the system, and fire suppression may need to be provided through alternate means.

## Langdon Commercial Property Servicing – SDAB Decision

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Piped wastewater systems in the County's growth areas are similarly regulated by the Province and provide residents and businesses with reliable wastewater treatment services that remove the maintenance obligation from the landowner. They offer a sustainable approach to accommodate more comprehensive development patterns and efficient land use, while also minimizing the cumulative environmental impacts that would otherwise be caused in the use of private sewage treatment systems to support development.

Deferring or exempting individual developments from connecting to the piped water or wastewater systems may:

- Impact the ability to expand the system to service the subject property and others. Expansion of servicing systems often relies upon new development.
- Affect the consistency of decisions and requirements for developers. Administration will include connection requirements for subdivisions and development permits in accordance with statutory policies, however, each developer will need to determine whether to appeal those requirements to the SDAB. Those who do not appeal, or who are not successful at the SDAB, may be required to construct infrastructure benefitting others.

The Board's recent decision has highlighted that the servicing policies in the Langdon ASP and many other County ASPs do not specify a timeframe for connection and this leaves some ambiguity for decision-makers over the necessity of servicing connections.

Across the County's other growth areas, the Conrich and Greater Bragg Creek (hamlet policies) ASPs have similar wording to Langdon in noting that new development shall connect to the County's water and wastewater system. However, due to the time of adoption or the mix of proposed land uses within a community, many other ASPs are less prescriptive in how and when a development should connect to available piped services. For example, some ASPs highlight the presence of existing servicing and encourage connections to piped utilities where available, or note that the overall community shall be connected to piped services, but do not specifically refer to connection requirements for individual development proposals.

Considering the differing interpretations that could be taken in relation to the timing of piped servicing connection requirements, Administration will explore ways to more explicitly identify the intent of servicing policies in current and future area structure plan projects.

## **ALTERNATE DIRECTION**

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Administration does not have an alternative direction for the Committee's consideration.

## **ATTACHMENTS**

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Attachment A: Decision of the Subdivision and Development Appeal Board

## **SUBDIVISION AND DEVELOPMENT APPEAL BOARD FOR ROCKY VIEW COUNTY**

Board Order: 2024-SDAB-004

File: PRDP20223318 Myla

Appeal by: Koti Reddy Myla

Hearing Date: January 25, 2024

Decision Date: February 9, 2024

Board Members: D. Kochan, Presiding Officer  
B. Doherty, Member  
D. Bunney, Member  
M. Dunn, Member  
P. Farrar, Member

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### **DECISION OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

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#### **INTRODUCTION**

[1] The Development Authority for Rocky View County issued a decision on November 28, 2023 to conditionally approve a development permit for a Care Facility (Clinic) and Establishment (Eating), construction of a multi-tenant commercial building and relaxation of the minimum rear yard setback requirement, located at Lot 20-24, Block 3, Plan 4444 U; SW-22-23-27-04; (143 Centre Street NW) located in the hamlet of Langdon ("Lands").

[2] On December 18, 2023 Koti Reddy Myla filed an appeal with the Subdivision and Development Appeal Board for Rocky View County ("Board") against the Development Authority's decision.

[3] A notice of hearing was circulated to the Appellant, Development Authority, and adjacent landowners in accordance with the *Municipal Government Act*, RSA 2000, c M-26 ("*Municipal Government Act*") and Rocky View County *Policy C-327 Circulation and Notification Standards*.

[4] Upon notice being given, this appeal was heard on January 25, 2024 in the Rocky View County's Council Chambers, located at 262075 Rocky View Point, Rocky View County, Alberta.

#### **DECISION**

[5] The appeal is allowed and the Development Authority's November 28, 2023 decision on development permit application PRDP20223318 is varied.

[6] The Board has varied the conditions of the Development Authority's November 28, 2023 decision and has included them in Appendix 'B' of this decision for ease of reference.

**PRELIMINARY MATTERS****Hearing Date**

[7] In accordance with the *Municipal Government Act*, RSA 2000, c M-26 ("*Municipal Government Act*") the Board must hold an appeal hearing within 30 days after receipt of a notice of appeal. Following the receipt of the notice of appeal on December 18, 2024, the Board inquired with both the Appellant (Applicant) and the Development Authority if the parties would be amenable to delaying the hearing and holding it on January 25, 2024. The Appellant (Applicant) and Development Authority agreed in writing to delay the hearing to the proposed hearing date of January 25, 2024 on December 19, 2023 and December 20, 2023, respectively.

**Board Members**

[8] At the outset of the hearing, the Board requested confirmation from all parties in attendance that there were no objections to the composition of the Board hearing the appeal. None of the persons in attendance had any objection to the members of the Board hearing the appeal and the Board members had no conflict of interest to disclose.

**Exhibits**

[9] Materials received before the hearing date were posted on Rocky View County's ("County") web page. No new materials were received on the morning of the hearing, and the persons in attendance had no objections to the Board accepting the materials already posted on the County's web page as exhibits. Those exhibits are listed in Appendix 'A' of this Board Order.

**Hearing Process**

[10] At the outset of the hearing, the Board outlined the process it wished to follow. None of the persons in attendance had objections to the hearing process outlined.

**SUMMARY OF EVIDENCE**

[11] The summaries below are of the verbal evidence provided to the Board. The verbal evidence is only a portion of the overall submissions, which includes all the written materials accepted as exhibits by the Board. The Board heard verbal submissions from:

- (1) Jacqueline Targett, Senior Development Officer, for the Development Authority;
- (2) Peter Sontrop, Municipal Engineer, for the Development Authority;
- (3) Justin Rebello, Supervisor, for the Development Authority;
- (4) Koti Reddy Myla, Appellant (who is the Applicant); and
- (5) Dinesh Burad, Synchro Architecture Inc., on behalf of the Appellant.



**Development Authority**

[12] The development permit application is for a Care Facility (Clinic) and Establishment (Eating), construction of a multi-tenant commercial building and relaxation of the minimum rear yard setback requirement (the “proposed development”).

[13] The Lands are zoned as Commercial, Local Urban District (“C-LUD district”) under *Land Use Bylaw C-8000-2020* (“*Land Use Bylaw*”) and are located within the Langdon Area Structure Plan.

[14] Care Facility (Clinic) and Establishment (Eating) are permitted uses in the C-LUD district.

[15] The Lands are currently undeveloped. The Lands were originally zoned as residential and included a single-family dwelling and an accessory building constructed in 1950 and 1979 respectively. Both structures have since been demolished from the Lands.

[16] The footprint of the commercial building shall be 6379 square feet. The Care Facility (Clinic) shall occupy 4784 square feet, which is the majority of the building; with the Establishment (Eating) conditionally occupying up to 1594 square feet. The proposed development requires a minimum rear yard setback variance from 19.69 feet to 4.65 feet.

[17] The rear yard setback variance was deemed appropriate in this specific case by the Development Authority, as all activity is required to be focused along the eastern portion of the site facing Centre Street and to restrict access and business activity in the existing residential laneway.

[18] The Lands include primary frontage along Centre Street, a residential rear laneway, and one existing paved access off Center Street.

[19] The proposed development intends to provide local medical services to the immediate hamlet and surrounding area, including physiotherapy, dental and medical services, and provide a local gathering spot for residents.

[20] The conditional approval requires the proposed development to connect to the County sanitary regional system and connect to the private water utility provider in Langdon (Langdon Waterworks Ltd). There are existing water lines adjacent to the Lands, however, the water piping is only sized to support residential uses. The applicant is required to upgrade the existing infrastructure to support the subject commercial development.

[21] The upgrades were deemed necessary and required in accordance with the County Plan (s.17.1) and the Langdon Area Structure Plan (s.23.4 and 23.8), the total estimated distance to be upgraded is around 984 feet.

[22] The Appellant is requesting that due to the expense of the upgrade the Board defer the connection to the water system and allow interim servicing of the proposed development through a water cistern. The Appellant is suggesting the connection be deferred until such time as the water infrastructure is upgraded and servicing is readily available. At that time the proposed development would connect.

[23] In response to Board's questions, the Development Authority stated:

- (1) The Development Authority is bound by policy, in this case policy requires new development connect to the water infrastructure and install any piping that is necessary to facilitate that connection. For this reason, servicing for the proposed development via a water cistern was not considered a viable option.
- (2) As Langdon is in transition to be entirely on a pipe water service there are currently commercial sites in Langdon that are not connected to the system, as well some residential that still run on residential wells. The long existing old commercial properties are currently serviced on cisterns and functioning, however, upon their new development they would also be required to connect in accordance with the statutory policy.
- (3) In the County's interpretation and assessment, the request for the proposed development to connect to the water servicing was deemed a feasible request.
- (4) The Development Authority assessed the application against Langdon Area Structure Plan that states new development shall be connected. The proposed development met the test within the policy and was conditioned accordingly.
- (5) The Langdon area has had significant problems with the use of existing water wells, with long standing commercial and residential properties alongside new development there has been additional pressure placed on those wells, leading to water issues. This has caused Alberta Environment to voice their concerns over the water issues specifically in Langdon.
- (6) Connecting to a piped system is a lot more reliable and reduces some of the issues and problems that arise when connected to a water well. There are several commercial developments in the County, especially in the more rural areas where a piped system is not available, that are able to operate on a water cistern.
- (7) There is a waterline adjacent to the Lands, however, it is a residential line and cannot meet the capacity requirements of a commercial development. Langdon Waterworks has requested the sizing of the line be increased to allow for higher flow and pressure to meet the fire suppression and capacity requirements for the proposed development.
- (8) If the Board allowed the Applicant to defer the connection the Applicant would be required to submit all documentation regarding the cistern to the Development Authority for review. The review of these documents would include an assessment of the cistern to ensure it is an appropriate size. If the Applicant is not tying into the system to handle fire suppression, they would need to have an alternative measure on site ensuring that it complies with the Alberta Building Code to meet the fire suppression requirements. Currently the applicant has not provided that information to the Development Authority.
- (9) The Development Authority has no concerns around the wastewater connection for the proposed development, as the Applicant has proposed to connect to the wastewater infrastructure adjacent to the Lands.

- (10) The Development Authority did take into consideration section 650(1)(c) of the *Municipal Government Act* in the assessment of the proposed development. The statutory documents for the area mandate that new commercial development connect and in keeping with the overall development policies that the County is looking to grow and develop, connection of the proposed development to the water infrastructure was deemed necessary by the Development Authority.
- (11) The connection to the water infrastructure is mandatory under the Langdon Area Structure Plan, however, there is no established time frame of when that connection is required. The Development Authority, in their interpretation, feel an instant connection is necessary when the site is occupied. However, it can be interpreted as to when that connection will occur.
- (12) If interim servicing was to be considered there should be a requirement, in the form of a permanent condition, that establishes the timeline of the connection to the infrastructure to adhere to the requirements set out in the Langdon Area Structure Plan. If this condition is not added, then the development would not need to connect until a future development proposal is submitted, which may or may not be submitted in the future.
- (13) Currently, approximately 2 kilometres of the Centre Street corridor is developed, there are very few properties that remain undeveloped. The rest of the corridor is in various stages of older development versus newer development of commercial related uses; there are also some existing residences along Center Street.
- (14) Most of the newer development along Centre Street has been required to connect to the infrastructure, the existing residential is also believed to be connected. The area of the proposed development is a little bit further South of the primary Centre Street corridor and is in transition. This is why there are some developments connected and others that still need to connect.
- (15) The Langdon Area Structure Plan has an interpretation of shall/must within the plan interpretation, it is a directive term that indicates the actions outlined are mandatory and therefore must be complied with, without discretion, by Administration, the developer, the development authority, and subdivision authority.
- (16) There was no investigation beyond the requirements of the Area Structure Plan regarding servicing, as the Development Authority is bound by the policies within the Plan. However, technically speaking a water cistern could potentially be viable to provide servicing to the proposed development.
- (17) As there was no investigation past the requirements of the Area Structure Plan the size a cistern would need to be to service the proposed development is not known. However, when looking at the County Hydrant Bylaw that governs the fire flow and volumes for commercial industrial development the minimum size of a cistern ranges from 1200 to 3200 cubic meters plus the maximum daily demand. Additional design would be needed to determine the minimum and maximum size of the cistern that would be required to service the proposed development.

- (18) If the Board wishes to move forward with servicing the proposed development with a cistern a prior to release condition would be required. There are several details that would have to be determined prior to the release of the development permit including but not limited to the location and size of the cistern and if the cistern would fit on the Lands.
- (19) There is a fair amount of confidence that the size and compatibility of both the cistern and stormwater mitigation can be sorted out prior to the release of the development permit.
- (20) There are a couple of properties on private cisterns that are south of the main Centre Street corridor where the newer developments are located.
- (21) There are some properties in the area that have longstanding well usage, however, they are strictly for residential uses.
- (22) The Langdon Area Structure Plan gives clear direction that new developments must tie into the utility systems for both water and wastewater, however there is no time stipulated on when they shall connect. Grandfathering in properties that are being serviced via a cistern is challenging, the Area Structure Plan does not state when the servicing needs to take place only that it shall take place.
- (23) If a prior to release condition were to be added to allow for water servicing via a cistern, there would also need to be a requirement to have a professional engineer calculate the size of cistern that would be needed to service the proposed development. This would include the maximum demand for the possible uses of the proposed development and the fire flow associated with the building and where it would be placed on the Lands.
- (24) The Board could condition the development permit accordingly if they wished to defer the connection to a future use. For example, the Board could add a permanent condition requiring that upon the tenancy approval of the eating establishment, the Applicant provide confirmation of connection and sign off from Langdon Waterworks. Any condition that was added to defer the connection would have to be very specific as to when that requirement is happening or required for the Development Authority to ensure that the condition is enforced at time of tenancy.
- (25) If the Applicant were to consider an alternate use for any of the approved uses that are listed within the development permit an application for a change of tenancy development permit would need to be submitted for consideration by the Development Authority.

**Koti Reddy Myla, Appellant (who is the Applicant)**

[24] This is a small physiotherapy business that was started with a clinic in Medicine Hat then expanding into Taber and hopefully opening a clinic in Langdon, where there is currently no physiotherapy clinic.

[25] The main reason for the appeal is the connection to the commercial water line. This line is close to the fire hall, that is approximately 300 metres away from the proposed development. The cost to connect to the line is around \$250,000, that is the total cost of the budget for the clinic. There are no banks that will give a loan for the costs of the water connection.

[26] Langdon Waterworks has given the option of cost sharing the line with the other developments that are built along Centre Street that will connect in the future. However, there is no guarantee of when or how many businesses will come to the area.

[27] The properties around the proposed development are residential and get their water from wells, none are connected to the residential water line.

[28] The cost to connect to the water line is cost prohibitive for a small business, it will take more than 10 years to get the money back.

[29] The clinic in Taber uses around 4 cubic metres and is the same size as the proposed development. If all three units in the proposed development use around the same amount of water the proposed development will only need around 5000 gallons of water a month, that is equivalent to one tanker of water which would cost \$1000 a month.

[30] From a cost perspective a cistern is more effective.

[31] The proposed development is willing to connect to the water line when the line is brought up Centre Street, at that time it will be more economical to connect.

[32] There is currently no physiotherapy clinic in Langdon, a community of 5000 people, would like to provide the residents of Langdon a place to go instead of having to drive to Calgary, Chestermere, or Strathmore.

[33] In response to Board's questions, the Appellant stated:

- (1) There will be no dental in the proposed development as there is a big dental clinic at the end of the block. The proposed development will contain three businesses a physiotherapy clinic, a medical pharmacy, and an Establishment (Eating).
- (2) There is currently no knowledge of how much water the Establishment (Eating), which could potentially be a coffee shop, may use.
- (3) Willing to defer the connection to the water line until such time as the Establishment (Eating) is opened or the water line is brought up Centre Street, whichever comes first.

**Dinesh Burad, on behalf of the Appellant**

[34] The closest fire hydrant to the proposed development is located approximately 300 metres away, where the fire station and the connection to the water line is located, this is a 10 minute drive from the proposed development. Consideration should be made for the proximity of the proposed development to the fire station.

[35] There are other methods that can be used to disarm a fire if there was one, additionally the building that will house the proposed development will be constructed from metal and will include non-combustible materials.

[36] The Appellant spoke with the surrounding neighbours explaining to them what the proposed development was about, there was really no neighbourhood opposition.

[37] If the connection is mandatory it will result in financial hardship for the business and may result in the proposed development not going ahead.

[38] The proposed development will eventually house a physiotherapy clinic, a pharmacy, and an Establishment (Eating) which could be a coffee shop.

[39] There has been no research done to determine how much water the Establishment (Eating) will require.

[40] In response to Board's questions, Mr. Burad stated:

- (1) The Establishment (Eating) will come later and will not open at the same time as the physiotherapy clinic. A more feasible solution for the connection is to tie the connection requirement to another part of the proposed development, for example when the Establishment (Eating) opens.
- (2) The water requirements for a residential property are higher than that of a commercial business.
- (3) The Lands do not have a dwelling on them currently, they are vacant.
- (4) The 5000 gallons cistern would be strictly for the building and would not include the water necessary to fight a fire.

**REBUTTAL****Koti Reddy Myla, Appellant (who is the Applicant)**

[41] The Appellant did not wish to provide a rebuttal as they stated that they felt to have sufficiently communicated their evidence and that they had a fair opportunity to present their evidence to the Board.

## JURISDICTION, FINDINGS & REASONS FOR DECISION

### Jurisdiction of the Board

[42] The Board finds that it has the authority to make a decision on the matter pursuant to section 687 of the *Municipal Government Act*.

[43] The Development Authority's November 28, 2023 decision can be appealed pursuant to section 685(1)(b) of the *Municipal Government Act* which allows an appeal if a Development Authority issues a development permit subject to conditions.

[44] The Board notes that the Appellant is the Applicant who was issued a development permit subject to conditions and therefore has standing in front of the Board. Under section 687(1) of the *Municipal Government Act*, the Board is required to hear from the Appellant.

[45] The Development Authority's November 28, 2023 decision can be appealed pursuant to section 685(3) of the *Municipal Government Act* which allows an appeal of a development permit for a permitted use if the provisions of the land use bylaw were relaxed or varied.

[46] Under section 687(3)(a.2) of the *Municipal Government Act*, the development permit must comply with any applicable statutory plans.

[47] Under section 687(1) of the *Municipal Government Act*, the Board must hear from the Development Authority from whose order, decision or development permit the appeal is made.

[48] The Board received written materials from persons who claimed they are affected by the proposed development. After considering the written materials, the Board finds that the persons are affected by the proposed development. Under section 687(1) of the *Municipal Government Act*, the Board is required to hear from affected persons.

### Findings of Fact

[49] The Board reviewed all evidence and arguments, written and verbal, submitted by the parties and focused on the most relevant evidence and arguments. The Board also considered the context of the proposed development permit, consideration of impacts, the merits of the application, and all applicable legislation, plans, and policies. The Board finds the following as fact:

- (1) The Development Authority for Rocky View County issued a decision on November 28, 2023 to conditionally approve a development permit for a Care Facility (Clinic) and Establishment (Eating), construction of a multi-tenant commercial building and relaxation of the minimum rear yard setback requirement.
- (2) The appeal was filed on December 18, 2023 and it was received on time in accordance with section 686(1) of the *Municipal Government Act*.
- (3) The Lands are designated Commercial, Local Urban District (C-LUD) under the *Land Use Bylaw* and located at Lot 20-24, Block 3, Plan 4444 U; SW-22-23-27-04; (143 Centre Street NW) located in the hamlet of Langdon.

- (4) Care Facility (Clinic) and Establishment (Eating) are permitted uses in the C-LUD district.
- (5) The proposed development requires a variance to the minimum rear yard setback from 19.69 feet to 4.65 feet.

### Issues to be Decided and Reasons

[50] In reviewing the verbal and written evidence, the parties' arguments were focused entirely on proposed condition 15 of the Development Authority's December 18, 2023 decision on development permit application PRDP20233318. The Board heard no other concerns about the Development Authority's decision and the Board determined no other issues upon reviewing all the evidence.

[51] Proposed condition 15 requires the Appellant to connect to Langdon Waterworks for water servicing. The Board determined there are two intertwined issues to be decided, the Board will address them together:

- (1) Does the proposed development comply with the applicable statutory plans?
- (2) Is the water service connection necessary to serve the proposed development as required by section 650(1) of the *Municipal Government Act*?

***Does the proposed development comply with the applicable statutory plans?***

***Is the water service connection necessary to serve the proposed development as required by section 650(1) of the Municipal Government Act?***

[52] The Board determined the following regarding the applicable statutory plans:

- (1) The Lands are subject to the Langdon Area Structure Plan;
- (2) The Langdon Area Structure Plan is a statutory plan;
- (3) Policy 23.4 of the Langdon Area Structure Plan states that "all new developments shall connect to piped water and wastewater services"; and
- (4) Policy 23.8 of the Langdon Area Structure Plan states that "all new development shall connect to the potable water system".

[53] The Board must determine the necessity of the water service connection to serve the proposed development as outlined in section 650(1) of the Municipal Government Act:

### **Condition of issuing development permit**

**650(1)** A council may in a land use bylaw require that, as a condition of a development permit's being issued, the applicant enter into an agreement with the municipality to do any or all of the following:

- (c) to install or pay for the installation of a public utility described in section 616(v)(i) to (ix) that is necessary to serve the development, whether or not the public utility is, or will be, located on the land that is the subject of the development;



[54] The Board heard evidence from the Development Authority on the applicable statutory plans that:

- (1) The conditional approval requires the proposed development to connect to the County sanitary regional system and connect to the private water utility provider in Langdon (Langdon Waterworks Ltd). There are existing water lines adjacent to the Lands, however, the water piping is only sized to support residential uses. The applicant is required to upgrade the existing infrastructure to support the subject commercial development.
- (2) The Development Authority is bound by policy, in this case policy requires new development connect to the water infrastructure and install any piping that is necessary to facilitate that connection. For this reason, servicing for the proposed development via a water cistern was not considered a viable option.
- (3) The Development Authority assessed the application against Langdon Area Structure Plan that states new development shall be connected. The proposed development met the test within the policy and was conditioned accordingly.
- (4) The Langdon Area Structure Plan has an interpretation of shall/must within the plan interpretation, it is a directive term that indicates the actions outlined are mandatory and therefore must be complied with, without discretion, by Administration, the developer, the development authority, and subdivision authority.

[55] The Board heard evidence from the Development Authority on the necessity of the water service connection that:

- (1) The upgrades were deemed necessary and required in accordance with the County Plan (s.17.1) and the Langdon Area Structure Plan (s.23.4 and 23.8), the total estimated distance to be upgraded is around 984 feet.
- (2) The Appellant is requesting that the Board allow interim servicing of the proposed development through a water cistern, with connection to the water system deferred, due to the expense of the upgrade. The Appellant is suggesting a deferral of the connection until such time as the water infrastructure is upgraded and servicing of the development is readily available, at that time the proposed development would connect.
- (3) As Langdon is in transition to be entirely on a pipe water service there are currently commercial sites in Langdon that are not connected to the system, as well some residential that still run on residential wells. The long existing old commercial properties are currently serviced on cisterns and functioning, however, upon their new development they would also be required to connect in accordance with the statutory policy.
- (4) Connecting to a piped system is a lot more reliable and reduces some of the issues and problems that arise when connected to a water well. There are several commercial developments in the County, especially in the more rural areas where a piped system is not available, that are able to operate on a water cistern.

- (5) If the Board allowed the Applicant to defer the connection the Applicant would be required to submit all documentation regarding the cistern to the Development Authority for review. The review of these documents would include an assessment of the cistern to ensure it is an appropriate size. If the Applicant is not tying into the system to handle fire suppression, they would need to have an alternative measure on site that it complies with the Alberta Building Code to meet the fire suppression requirements. Currently the applicant has not provided that information to the Development Authority.
- (6) The connection to the water infrastructure is mandatory under the Langdon Area Structure Plan, however, there is no established time frame of when that connection is required. The Development Authority, in their interpretation, feel an instant connection is necessary when the site is occupied. However, it can be interpreted as to when that connection will occur.
- (7) If interim servicing was to be considered there should be a requirement, in the form of a permanent condition, that establishes the timeline of the connection to the infrastructure to adhere to the requirements set out in the Langdon Area Structure Plan. If this condition is not added, then the development would not need to connect until a future development proposal is submitted, which may or may not be submitted in the future.
- (8) There was no investigation beyond the requirements of the Area Structure Plan regarding servicing, as the Development Authority is bound by the policies within the Plan. However, technically speaking a water cistern could potentially be viable to provide servicing to the proposed development.
- (9) As there was no investigation past the requirements of the Area Structure Plan the size a cistern would need to be to service the proposed development is not known. However, when looking at the County Hydrant Bylaw that governs the fire flow and volumes for commercial industrial development the minimum size of a cistern ranges from 1200 to 3200 cubic meters plus the maximum daily demand. Additional design would be needed to determine the minimum and maximum size of the cistern that would be required to service the proposed development.
- (10) If the Board wishes to move forward with servicing the proposed development with a cistern a prior to release condition would be required. There are several details that would have to be determined prior to the release of the development permit including but not limited to the location and size of the cistern and if the cistern would fit on the Lands.
- (11) The Board could condition the development permit accordingly if they wished to defer the connection to a future use.

[56] The Appellant's arguments did not focus on the Board's authority to determine an appeal subject to a statutory plan and instead focused on asking the Board to not mandate the connection due to:

- (1) The main reason for the appeal is the connection to the commercial water line. This line is close to the fire hall, that is approximately 300 metres away from the proposed development. The cost to connect to the line is around \$250,000, that is the total cost of the budget for the clinic. There are no banks that will give a loan for the costs of the water connection.

- (2) Langdon Waterworks has given the option of cost sharing the line with the other developments that are built along Centre Street that will connect in the future. However, there is no guarantee of when or how many businesses will come to the area.
- (3) The properties around the proposed development are residential and get their water from wells, none are connected to the residential water line.
- (4) The cost to connect to the water line is cost prohibitive for a small business, it will take more than 10 years to get the money back. If the connection is mandatory it will result in financial hardship for the business and may result in the proposed development not going ahead.
- (5) The Applicant is willing to defer the connection to the water line until such time as the Establishment (Eating) is opened or the line is brought up Centre Street, whichever comes first.

[57] The Board has found:

- (1) Policy 23.4 of the Langdon Area Structure Plan states that “all new developments shall connect to piped water and wastewater services”;
- (2) Policy 23.8 of the Langdon Area Structure Plan states that “all new development shall connect to the potable water system”;
- (3) the connection to the water infrastructure is mandatory under the Langdon Area Structure Plan, however, there is no established time frame of when that connection is required; and
- (4) at the present time connection to the Langdon Waterworks water system is not necessary for the proposed development, provided a connection is made at a time specified within the conditions of the development permit.

[58] The Board must comply with the mandatory policies 23.4 and 23.8 under section 687(3)(a.2) of the *Municipal Government Act*. At the same time, under section 650 of the *Municipal Government Act* the Board cannot direct that the Appellant enter a development agreement to construct or pay for the connection to the utility services if they are not necessary to service the proposed development.

[59] The Board has considered whether it is possible to comply with both provisions and concluded that it is possible. The Board’s conclusion about the necessity to connect to the Langdon Waterworks water utility, currently and allowing the proposed development to utilize interim water servicing until a time that is specified within the permanent conditions of the development permit. In coming to its conclusion, the Board has considered the Appellant’s submissions that it does not object to the connection to the utilities, but that now is not the time.

[60] To allow alternative water servicing to the proposed development via a cistern the Board has amended the proposed conditions of the development permit as follows:

- (1) Removal of proposed conditions 15 and 24;
- (2) Amendment of proposed condition 14 to read:
  14. That prior to release of this permit, the Applicant/Owner shall submit a site servicing plan, to support the detailed servicing analysis, that includes the allowed temporary onsite water servicing solution of a water cistern. The plan shall include the proposed cistern location and all spec dimensions, in accordance with the County's Servicing Standards and County Policy #449.
- (3) Amendment of proposed condition 40 to read:
  40. That the site shall be serviced by the County's piped East Rocky View Wastewater Transmission Main, the temporary water servicing (cistern) and future piped-water supplier for the area Langdon Waterworks Ltd.
    - i. That upon connection to the piped-water supplier, the Applicant/Owner shall be required to obtain any agreements/confirmation requirements from Langdon Waterworks Ltd., which includes payment of the Water Connection Fee, relocation of the water hydrant and any other requirements, as needed.

[61] The Board determined that it would be necessary to connect to the piped services at a future date, this is outlined in the addition of a proposed permanent condition that states:

That upon the tenancy approval of the Establishment (Eating) use, through a development permit application (change of use or New business tenant), or the piped water service is brought up Centre Street to the Lands, the Applicant/Owner shall provide confirmation from Langdon Waterworks that servicing capacity is available and that the piped water service connection has been established to the Lands, in accordance with Section 23.4 of the ASP, the County's Servicing Standards and County Policy #449, or as per alternate Council direction.

## CONCLUSION

[62] For the reasons set out above, the appeal is allowed and the Development Authority's November 28, 2023 decision on development permit application PRDP20223318 is varied.

Dated at Rocky View County, in the Province of Alberta on February 9, 2024.



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Don Kochan, Presiding Officer  
Subdivision and Development Appeal Board



**APPENDIX 'A': EXHIBIT LIST**

Submissions marked as exhibits and considered by the Board:

Exhibit	Description	Pages
1.	Notice of Appeal	6
2.	Notice of Hearing	2
3.	Development Authority Report	48
4.	Development Authority Presentation	11

**APPENDIX 'B': DEVELOPMENT PERMIT CONDITIONS****Description:**

1. That Care Facility (Clinic) & Establishment (Eating), construction of a multi-tenant commercial building may take place on the subject site in general accordance with the submitted application drawings, as prepared by *Synchro-Architecture Inc., Project No. 2023-15; dated September 2020, revised August 24, 2023; (Dwgs 8)* (as amended to meet conditions of this permit) and includes:
  - i. Construction of one multi-tenant building, approximately 592.70 sq. m (6,379.76 sq. ft.) building footprint, as amended;
    - a. That an Establishment (Eating) may be permitted onsite in accordance with Condition #3 (Parking Assessment) of this approval and may only compose up to 148.17 sq. m (1,594.88 sq. ft.) of tenancy area within the building footprint.
  - ii. Single-lot Grading and placement of clean fill for final site grading, (as required) to accommodate the development.
2. That the minimum rear yard setback requirement shall be relaxed from **6.00 m (19.68 ft.)** to **1.42 m (4.65 ft.)**.

**Prior to Release:**

3. That prior to release of this permit, the Applicant/Owner shall submit a revised site plan and supporting details that confirms:
  - i. that one only access approach is proposed off Centre Street (existing site access) and that the minimum required access approach width is confirmed at 10.00 m (32.81 ft.), in accordance with Table 400D – Approach Design of the County's Servicing Standards, as amended;
  - ii. The removal of the noted adjacent street references along the north and south property lines;
  - iii. The addition of a bicycle parking rack and/or bench for local pedestrian activity, in accordance with Sections 9.17, 9.32, and 9.34 of the Langdon Area Structure Plan (ASP);
  - iv. The addition of a decorative wood screening fence, up to but not exceeding 1.82 m (6.00 ft.) in height, along the north, south and western property to provide buffering between the commercial activity and neighbouring residential uses, in accordance with Sections 9.29 and 9.35 of the ASP and Sections 265-268 of the County's Land Use Bylaw C-8000-2020 (LUB); and
  - v. The minimum parking stall requirement of 16 stalls, including two (2) barrier-free, in accordance with Section 236: Table 5 – Parking Minimums of the LUB.
    - a. Alternatively, as the development consists of mix of uses, the Applicant/Owner may submit a Parking Assessment, prepared by a qualified engineer, that demonstrates that there will be complementary demand for parking that warrants a reduction in the total requirement, in accordance with Section 243 of the LUB, to the satisfaction of the County.
    - b. That if the Parking Assessment is not accepted by the County, the proposed use of Establishment (Eating) is not allowed to operate onsite, unless approved through a separate development permit approval.

4. That prior to the release of this permit, the Applicant/Owner shall submit a revised Landscape Plan, demonstrating conformity with the ASP, the LUB and the County's Servicing Standards. The plan revisions shall include:
  - i. Revised drawings to reference the County's policy requirements for landscaping and/or general landscaping best practices;
  - ii. Confirmation of site proposed seed mix standard for any new fills placed, in accordance with Section 110(k) of the LUB and County Servicing Standards;
  - iii. Submission of the noted Soil Analysis to the County;
  - iv. The incorporation of additional landscaping (2 trees / 3 shrubs) around the proposed garbage receptacle, in accordance with Section 9.28 and 9.30 of the ASP and Section 100 of the LUB.
  - v. Written confirmation of irrigation onsite and proposed water source(s), in accordance with Section 110(n) of the LUB and County Policy #600.
5. That prior to the release of this permit, the Applicant/Owner shall submit revised building elevations that include the proposed colour legend, to support the provided materials legend, in accordance with Section 9.29 of the ASP and Section 167 of the LUB.
6. That prior to the release of this permit, the Applicant/Owner shall submit revised garbage receptacle renderings that includes the final design with the extended posts, the colour legend and materials legend, in accordance with Section 250-251 of the LUB.
7. That prior to release of this permit, the Applicant/Owner shall submit a site lighting plan and lighting spec details for the proposed gooseneck lighting fixtures and confirm any other mounted or site pole lighting proposed with the development, in accordance with Sections 9.16 and 9.29 of the ASP and Sections 225-230 of the LUB. The plan shall also include a description of any measures taken to shield direct glare onto adjacent properties and the projected light patterns in relation to adjacent properties and roadways, to the satisfaction of the County.
8. That prior to release of this permit, the Applicant/Owner shall contact County Road Operations with haul details for materials and equipment needed during construction/site development to confirm if Road Use Agreements or permits shall be required for any hauling along the County road system and to confirm the presence of County road ban restrictions.
  - i. The Applicant/Owner shall also discuss the proposed approach and submit Road Approach applications for the new road approaches off Centre Street, prior to installation, as the County will need to approve the requested approaches.
  - ii. Written confirmation shall be received from County Road Operations confirming the status of this condition. Any required agreement or permits shall be obtained unless otherwise noted by County Road Operations.
9. That prior to release of this permit, the Applicant/Owner shall submit a drawing showing turning movements for waste vehicles and emergency vehicles showing onsite movements and for offsite turning for southbound and northbound directions from the site, in accordance with the County's Servicing Standards. *Waste vehicles and emergency vehicles shall be able to complete turning movements without veering into oncoming traffic in accordance with the County's Servicing Standards.*



10. That prior to release of this permit, the Applicant/Owner shall submit a trip generation memo, prepared by a professional engineer, in accordance with the County's Servicing Standards.
  - i. That dependent on the memo content and noted recommendations to support the development, a Traffic Impact Assessment may also be required, prepared by a professional engineer, in accordance with the County's Servicing Standards.
11. That prior to release of this permit, the Applicant/Owner shall submit a Construction Management Plan, in accordance with the County's Servicing Standards. The plan shall address any noise mitigation measures, traffic accommodation, sedimentation and dust control, management of storm water during construction, erosion and weed control, construction practices, waste management, firefighting procedures, evacuation plan, hazardous material containment, access to the site, and all other relevant construction management detail to the satisfaction of the County.
12. That prior to release of this permit, the Applicant/Owner shall submit, the Applicant/Owner shall submit a grading plan, prepared and duly authenticated by a professional engineer, in accordance with the County's Servicing Standards. The grading plans shall include the original ground profile and contours; the proposed rough grading cut and fills and the total amount of soil to be imported/exported from the site as required.
  - i. That if any fill grade geodetics greater than 1.20 m (3.93 ft.) are identified, the Applicant/Owner shall also include a Deep Fills Report, prepared by a professional geotechnical engineer.
13. That prior to release of this permit, the Applicant/Owner shall submit, a detailed servicing analysis, that demonstrates the wastewater demands of the proposed development based on the use and occupancy, in accordance with the County's Servicing Standards.
14. That prior to release of this permit, the Applicant/Owner shall submit a site servicing plan, to support the detailed servicing analysis, that includes the allowed temporary onsite water servicing solution of a water cistern. The plan shall include the proposed cistern location and all spec dimensions, in accordance with the County's Servicing Standards and County Policy #449.
15. That prior to release of this permit, the Applicant/Owner shall submit a Site-Specific Stormwater Implementation Plan (SSIP), prepared by a qualified professional engineer, in accordance with the Langdon Comprehensive Stormwater Review and the County's Servicing Standards. The SSIP shall include the grading plan that illustrates the original ground profile; the depth of proposed fill; the total amount of soil to be imported/exported from the site; and analysis of the pre and post construction grades to determine whether there are any impacts to adjacent properties, the public road network and include recommendations for Erosion and Sediment control mitigation measures. The consulting engineer shall also confirm pre and post construction conditions associated with site stormwater storage, site releases and offsite drainage.
16. That prior to release of this permit, the Applicant/Owner shall submit a Refundable Security of \$10,000.00 per the new road approach, as amended, to secure that proposed development does not impact the County's existing sidewalk or constructed approved.
17. That prior to release of this permit, the Applicant/Owner shall submit payment of the Transportation Off-Site Levy in accordance with County Bylaw C-8007-2020, for the total gross acreage of the site (0.37 acres). *The subject site falls under the Base Levy Area and Special Area 7; The levy amount required is \$1,843.34.*

18. That prior to release of this permit, the Applicant/Owner shall submit payment of the Stormwater Off-Site Levy in accordance with County Bylaw C-8008-2020, for the total gross acreage of the site (0.37 acres). *The subject site falls under the CSMI Levy Area and Schedule A-2 Langdon Regional Drainage Levy; the estimated levy amount required is \$3,396.60 + interest on the cost of borrowing, calculated to the date of payment. Final levy amount to be confirmed by the County.*
19. That prior to release of this permit, the Applicant/Owner shall submit payment of the Wastewater Off-Site Levy in accordance with County Bylaw C-8009-2020. *Final levy amount to be confirmed by the County upon confirmation of wastewater demand, once submitted by the Applicant/Owner.*

**Prior to Occupancy:**

20. That prior to occupancy of the site and buildings, the Applicant/Owner shall submit compaction testing, certified by a professional engineer, verifying that the fill area(s) greater than 1.20 m (3.93 ft.) in depth were placed in accordance with the onsite Deep Fills report if accepted by the County.
21. That prior to occupancy of the site and buildings, all landscaping, parking, lighting, addressing, and final site surface completion shall be in place.
  - i. Development Services shall complete an inspection of the site to verify all development items have been completed on-site; and
  - ii. That should permission for occupancy of the site and/or building be requested during the months of October through May inclusive, occupancy shall be allowed without landscaping, parking, lighting, and final site surface completion provided that an Irrevocable Letter of Credit or Refundable Security in the amount of 150.00% of the total cost of completing all the remaining development components required, shall be placed with the County to guarantee the works shall be completed by the 30<sup>th</sup> day of June immediately thereafter.
22. That prior to occupancy of the site and buildings, the Applicant/Owner shall contact the County's Road Operations or Engineering Services, for a post-construction inspection of the proposed/constructed approach and shall include confirmation that there was no negative impact to the County's constructed concrete sidewalk, running along Centre Street.
  - i. Written confirmation shall be received from County Road Operations or Engineering Services, confirming the status of the condition. If any deficiencies are noted, they shall be corrected before final approval; and
  - ii. Upon confirmation of the approach, the Letter of Credit/Refundable Security registered for this development of the approaches, shall be returned to the Applicant/Owner.
23. That prior to occupancy of the site and buildings, the Applicant/Owner shall contact County Utility Operations for an inspection of the sanitary sewer service connection and the sanitary test manhole.
24. That prior to occupancy of the site and prior to connecting to the offsite wastewater mains, the Owner shall enter into a Customer Service Agreement for the wastewater use on the subject land. The agreement shall reflect the total capacity allocation required to accommodate the subject development.
  - i. That should the Applicant's use require additional servicing capacity, then the Applicant shall be required to provide payment for additional capacity in accordance with the County's Master Rates Bylaw, as amended.

25. That prior to occupancy of the site and building, the Applicant/Owner shall submit as-built drawings, prepared, and certified by qualified professionals, in accordance with County Servicing Standards. The as-built drawings shall include verification of as-built sanitary & water infrastructure, as-built pond volumes, liner verification, and any other information that is relevant to the onsite site servicing and onsite Stormwater Management Plan.
  - i. Following receiving the as-built drawings, Engineering Services shall complete an inspection of the site to verify that the infrastructure has been completed on-site.

**Permanent:**

26. That if the prior to release conditions have not been met by **OCTOBER 31, 2024**, or through an approved extension date, then this approval is null and void and the Development Permit shall not be issued.
27. That upon the tenancy approval of the Establishment (Eating) use, through a development permit application (change of use or New business tenant), or the piped water service is brought up Centre Street to the Lands, the Applicant/Owner shall provide confirmation from Langdon Waterworks that servicing capacity is available and that the piped water service connection has been established to the Lands, in accordance with Section 23.4 of the ASP, the County's Servicing Standards and County Policy #449, or as per alternate Council direction
28. That all garbage containers for the site shall be stored in the garbage enclosure at all times and maintained per the final approved site plan.
29. That there shall be a minimum of 16 parking stalls (*including two (2) barrier-free stalls*), maintained on-site at all times and/or as approved within the noted Parking Assessment, if approved by the County.
30. That all landscaping shall be in accordance with the approved onsite Landscape Plan.
  - i. That the Applicant/Owner shall be responsible for irrigation and maintenance of all landscaped areas including the replacement of any deceased trees, shrubs, or plants within 30 days or by June 30<sup>th</sup> of the next growing season; and
  - ii. That no potable water shall be used for landscaping or irrigation purposes. Water for irrigation and landscaping shall only be supplied by the re-use of stormwater or a private irrigation system.
31. That any onsite lighting all private lighting including site security lighting and parking area, shall meet Sections 9.16 and 9.29 of the ASP and Sections 225-230 of the LUB. Lighting shall be designed to conserve energy, reduce glare, and reduce uplift by including full-cut-off (shielded) outdoor fixtures. No flashing, strobe or revolving lights shall be installed on any structure, which may impact the safety of motorists using adjacent public roadways. All development will be required to demonstrate lighting design that reduces the extent of spill-over glare and minimizes glare as viewed from nearby residential properties.
32. That there shall be no Outside Storage of products or equipment at any time, in accordance with Section 9.19 of the ASP.

33. That any future business signage shall require separate Development Permit approval, and shall adhere to any Signage Guidelines of the LUB.
  - i. That any required onsite wayfinding or directional signage is permitted and does not require separate development permit approval; and
  - ii. That no temporary signs shall be placed on the site at any time except any temporary signs required during development or building construction.
34. That the entire site shall be maintained in a neat and orderly manner at all times to the satisfaction of the County.
35. That any onsite mechanical housing proposed onsite, for the building or onsite, shall be screened, in accordance with Section 168 of the LUB, to the satisfaction of the County.
36. That there shall be no exterior tables or patio areas at any time unless approved through a separate development permit approval.
37. That during business operations, the Applicant/Owner/Tenant shall attempt to maintain dust control on-site at all times and that the Applicant/Owner should take whatever means necessary to prevent visible dust associated with the development from escaping the site and having adverse effects on adjacent roadways and properties.
38. That the Applicant/Owner shall be responsible for rectifying any adverse effect on adjacent lands from any drainage alteration. Post-development drainage shall not exceed pre-development drainage and there shall be no additional overland surface drainage directed offsite nor negatively impact existing drainage patterns in the County's road right-of-way.
39. That the site shall be serviced by the County's piped East Rocky View Wastewater Transmission Main, the temporary water servicing (cistern) and future piped-water supplier for the area Langdon Waterworks Ltd.
  - i. That upon connection to the piped-water supplier, the Applicant/Owner shall be required to obtain any agreements/confirmation requirements from Langdon Waterworks Ltd., which includes payment of the Water Connection Fee, relocation of the water hydrant and any other requirements, as needed.
40. That if the facility changes commercial usage, the Applicant/Owner shall submit to the County, a revised description of process and subsequent wastewater requirements.
41. That the facility shall be subject to wastewater monitoring by the County's Utility Operations, in order to ensure compliance with Bylaw C-7662-2017, as amended.
42. That connection to existing sanitary mains and waste mains shall not be permitted without the authorization of the County's Utility Operations.
43. That any future tenant(s) of the buildings shall require a development permit application for tenancy and signage (change of use) or a New Business Tenant approval, whichever is applicable at the time of tenancy.
44. That any new road approach, as amended, for the subject site shall be constructed in accordance with the County's Servicing Standards and shall at minimum match the road structure of the road providing access to the lot per Table 400D – Approach Design of the County's Servicing Standards.
45. That no native topsoil shall be removed from the subject site.

46. That any dirt removed from the site during construction shall be hauled off in a covered trailer/truck that will prevent the blowing of dust/small rocks onto the road or issues with other vehicles on the road.
  - i. That the clean-up of any mud tracking and/or dirt that enters onto adjacent roadways during construction shall be the responsibility and cost of the Owner.
47. That any plan, technical submission, agreement, or other matter submitted and approved as part of the Development Permit application or submitted in response to a Prior to Release or Occupancy condition, shall be implemented and adhered to in perpetuity.
48. That if the development authorized by this Development Permit is not commenced with reasonable diligence within 12 months from the date of issue, and completed within 24 months of the issue, the permit is deemed to be null and void, unless an extension to this permit shall first have been granted by the Development Officer.

**Advisory:**

- That during construction, all construction and building materials shall be maintained onsite in a neat and orderly manner. Any debris or garbage shall be stored/placed in garbage bins and disposed of at an approved disposal facility.
- That during construction, the dust control shall be maintained on the site and that the Applicant/Owner shall take whatever means necessary to keep visible dust from blowing onto adjacent lands.
- All customer and employee parking shall be restricted to the subject land and there shall be no offsite parking along the County Road Right-of-Way(s) (Centre Street or rear laneway).
- That the subject development shall conform to the County's Noise Bylaw C-8067-2020 & Road Use Agreement Bylaw C-8065-2020, in perpetuity.
- That it is the Applicant/Owner's responsibility to obtain and display a distinct municipal address in accordance with the County Municipal Addressing Bylaw (Bylaw C-7562-2016), for the principal building located on the subject site, to facilitate accurate emergency response. *The preliminary municipal address for the site is 143 CENTRE STREET.*
- That water conservation strategies shall be implemented and maintained at all times, in accordance with the County's Water Conservation Policy #C-600.
- That the site shall remain free of restricted or noxious weeds, in accordance with the *Alberta Weed Control Act [Statutes of Alberta, 2008 Chapter W-5.1, November 16, 2022]*.
- That wherever possible, parking areas should incorporate Low Impact Development (LID) stormwater management principles such as permeable pavement, on-site stormwater detention & treatment areas, rainwater capture/re-use, and vegetated swales to implement 'source control' stormwater best management practices to reduce volume and improve surface drainage quality prior to its release into the roadside ditch system.
- That a Building Permit and all applicable sub-trade permits shall be obtained, through Building Services, prior to any construction taking place, using the Commercial/Industrial/Institutional checklist and shall include any requirement noted within the *Building Code Comments for Proposed Development Letter, dated July 20, 2022. The Development shall conform to the current National Energy Code & National Fire Code of Canada.*

- That the Applicant/Owner shall be aware of any registered instrument on title and shall adhere to any requirements of those registered document(s).
- That any other government permits, approvals, or compliances are the sole responsibility of the Applicant/Owner.

***Note: The Applicant/Owner shall be responsible for all Ministry of Environment and Protected Area approvals for any impact to any wetland areas or watercourse disturbances for the proposed development or constructed infrastructure if required.***

Note: The intention of this tracker is to compile the resolutions originating from Council, Governance Committee, Recreation Governance Committee and Public Presentation Committee meetings requiring additional Administrative action and subsequent report back to the Council.

	Topic	Resolution	Date of Resolution	Target Completion Date	Responsible Department	Update
1	Utility Financial Model and Rate Strategy	<p><b>MOVED by Deputy Reeve Kochan</b> that that Council direct Administration to pause any further work on the establishment of Rocky View County's utility rates for water, wastewater and stormwater until an independent financial analysis can be completed as recommended by Mr. Jonathan Huggett;</p> <p>AND THAT Council direct Administration to retain the services of Jonathan Huggett Company Corp. to complete a Request for Proposal (RFP) for the hiring of an accounting consultant to prepare financial statements of Rocky View's water, wastewater and stormwater utility systems;</p> <p>AND THAT Council direct Administration to report back to Council in Q3 2024 with a recommendation for the selection of an accounting consultant.</p>	25-Jun-2024	30-Sep-2024	Utility Services	
2	Council Compensation and Expense Reimbursement Policy C-195	<b>MOVED by Councillor Wright</b> that Council Compensation and Expense Reimbursement Policy C-195 be referred to Administration for further review and amendments, including a workshop with Council, prior to further consideration by Council in Q3 2024.	25-Jun-2024	30-Sep-2024	Legislative Services	
3	Solid Waste and Recycling funding options	<b>MOVED by Deputy Reeve Kochan</b> that Council directs Administration to prepare a report to be presented to Council, no later than the end of Q1 2025, with additional information on Solid Waste and Recycling funding options as it relates to Extended Producer Responsibility.	25-Jun-2024	31-Mar-2025	Utility Services	
4	Strategic Objectives of the People Strategy	<b>MOVED by Councillor Samra</b> that Council directs Administration to continue work on the strategic objectives of the People Strategy and bring a report back to Council with outcomes of delivered initiatives and a strategic priority status update in Q4 of 2024.	25-Jun-2024	31-Dec-2024	People & Culture	
5	Policy C-317	<b>MOVED by Deputy Reeve Kochan</b> that the Recreation Governance Committee directs Administration to review the Community Enhancement Grant Program portion of the Community Recreation and Culture Grant Funding Policy C-317, and bring a report to the December 4, 2024 Recreation Governance Committee meeting.	19-Jun-2024	4-Dec-2024	Recreation, Parks & Community Support	
6	Springbank Area Structure Plan	<p><b>MOVED by Deputy Reeve Kochan</b> that direct Administration to prepare a new Springbank Area Structure Plan that combines the Central Springbank, North Springbank, and Middle ASPs while keeping the direction of the existing land use strategies.</p> <p><b>MOVED by Deputy Reeve Kochan</b> that that Administration present the Springbank Area Structure Plan no later than the end of Q3 2024 at a public hearing for Council's consideration.</p>	28-May-2024	30-Sep-2024	Planning	

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	Topic	Resolution	Date of Resolution	Target Completion Date	Responsible Department	Update
7	Bylaw C-8524-2024 and Bylaw C-8525-2024 - Local Plan Amendment and Redesignation Item: Residential	<b>MOVED by Reeve Kissel</b> that Council refer applications PL20210120 and PL20210121 back to Administration to work with the Applicant to address concerns related to: · The wastewater treatment plant expansion requirements · HOA - requirement of an agreement between Watermark HOA and Damkar Villas · Recreation space needed and consideration for a Community Centre · Dark skies, lighting to be confirmed · Confirmation of buffer on the north and west boundary of the property · Revised the measurement of the Villa height from 11m to 9m	14-May-2024	14-Sep-2024	Planning	Motion passed to bring back within 4 months.
8	Meadow Ridge Road Conrich Estates – Local Improvement Plan Update	<b>MOVED by Councillor Samra</b> that Council directs Administration to defer the installation of new infrastructure, water, and wastewater local improvement at Meadow Ridge Road in the Conrich Estates subdivision; AND THAT Council directs Administration to explore other options for expanding water and wastewater services in the Conrich area, with a report to be brought back to Council by the end of Q3 2024.	14-May-2024	30-Sep-2024	Planning	
9	Community Recreation Off-Site Levy Bylaw Update	<b>MOVED by Councillor Samra</b> that the Governance Committee direct Administration to bring forward the draft Community and Recreation Off-site Levy Bylaw to Council for consideration of first reading.	16-Apr-2024	30-Sep-2024	Recreation, Parks & Community Support	Schedule for first reading in July
10	Creation of a Chamber of Commerce to Support the Balzac Business Community	<b>MOVED by Councillor Boehlke</b> that Administration be directed to research the necessary steps, potential boundary adjustments, and associated costs to create a new Chamber of Commerce in the Balzac area; AND THAT Administration report back to Council with their findings and recommendations by the end of Q3 2024.	9-Apr-2024	30-Sep-2024	Economic Development	On schedule for completion September 30, 2024
11	Sale of the Cochrane Gravel Pit Lands	<b>MOVED by Councillor Hanson</b> that Council decline the offer provided by the Requestor, dated March 11, 2024, and direct Administration to proceed to RFP for remediation of the Cochrane Gravel Pit and present budget adjustments for Council's consideration.	26-Mar-2024	Ongoing	Asset Management	
12	Pedestrian Access to Bearspaw Reservoir	<b>MOVED by Deputy Reeve Kochan</b> that Administration be directed to collaborate with the TransAlta and The City of Calgary to implement the recommendations in the 2019 Bearspaw Reservoir Trilateral Task Force Consensus Report and determine suitable uses and locations for river access, and report back to Council by end of Q3 2024.	12-Mar-2024	30-Sep-2024	Asset Management	
13	Connecting Conrich Plan	<b>MOVED by Councillor Samra</b> that funding for preparing the Connecting Conrich Plan be considered in the 2025 budget deliberations.	27-Feb-2024	31-Dec-2024	Recreation, Parks & Community Support	



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14	Recreation and Parks Master Plan Review	<b>MOVED by Councillor Wright</b> that Administration be directed to review current Administrative resources to determine if a review of the Recreation and Parks Master Plan can be completed prior to the scheduled review in 2026 and return to Council with a report prior to the end of Q3 2024.	7-Feb-2024	30-Sep-2024	Recreation, Parks & Community Support	Scheduled to be presented to RGC September 18, 2024
15	Langdon Ball Diamonds Successes and Challenges Report	<b>MOVED by Councillor Wright</b> that Council approve Model #1, as presented in this report, to accommodate a one-year pilot for the maintenance and operational requirements of the six ball diamonds in Langdon for the 2024 season; AND THAT Council direct Administration to bring back a report highlighting the successes and challenges of the one-year pilot no later than Q4 2024.	23-Jan-2024	31-Dec-2024	Recreation, Parks & Community Support	
16	Fire Services Master Plan Review and Revisions	<b>MOVED by Councillor Wright</b> that the Governance Committee direct Administration to engage an external consultant to review and revise the 2022 draft Fire Services Master Plan, including long-term strategies based on community risk and projected growth, to forecast immediate and future emergency service needs of the community in a 2024 Fire Service Master Plan, for presentation to Council in Q4 of 2024.	16-Jan-2024	31-Dec-2024	Fire Services	
17	Land Use Bylaw Priority Amendments	<b>MOVED by Councillor Wright</b> that the Governance Committee direct Administration to prepare amendments to Land Use Bylaw C-8000-2020 for the consideration of Council at a public hearing no later than the end of Q2, 2024, based on the following principles: a. Create additional requirements for the Kennel use to regulate the location and impacts of the use; b. Create a new 'Shipping Container' use with associated regulations in relation to the subject district and intended use of the Shipping Container; c. Allow the Development Authority the ability to provide a minor variance to setback requirements for Real Property Report compliance reviews, subject to criteria; d. Allow automotive-related businesses to be considered as part of Home-Based Business (Type I) and (Type II) uses, subject to criteria; e. Create increased rules and regulations for the Bed and Breakfast use to ensure that the site and principal dwelling hosting the use is used as a permanent residence; and f. Create a new sign type – 'Community Entrance Sign' – and exempt Community Entrance Signs from requiring a development permit subject to criteria.	16-Jan-2024	30-Jun-2024	Planning	Awaiting automotive related businesses and Bed and Breakfast back to Council  Entrance signs and existing building variances approved May 14 Kennel and Minor accessory buildings approved June 11 Shipping Containers presented June 25 Bed and Breakfast presented to GC June 16
18	Fire Offsite Levy Bylaw	<b>MOVED by Councillor Boehlke</b> that Council direct Administration to prepare a Fire Offsite Levy Bylaw for Council's consideration by Q3 of 2024 and following the Council approval of the 2024 Fire Master Plan.	12-Dec-2023	30-Sep-2024	Fire Services	On hold, more data to come forward and plan to work with Strategy Q2 2024

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19	Updates to Bears paw Area Structure Plan	<b>MOVED by Councillor Wright</b> that Administration be directed to draft amendments to the Bears paw Area Structure Plan and to seek community, agency and intermunicipal input based on the updated land use strategy set out within Attachment A, including for: <ul style="list-style-type: none"> <li>• The removal of agricultural lands from the Plan area.</li> <li>• The designation of significant areas of unfragmented lands as future residential development areas, to ensure the orderly phasing of development and focused infilling of existing fragmented areas.</li> <li>• The identification of a small community core where local institutional and commercial amenities will be focused.</li> </ul>	21-Nov-2023	31-Dec-2024	Planning	
20	Road Closure Application PL20170162	<b>MOVED by Councillor Boehlke</b> that Administration prepare an amending bylaw to Bylaw C-8224-2021 to replace Schedule 'A' with a Survey once approval of that plan has been received from Alberta Environment and Protected Areas and that Application PL20170162 be referred back to Administration to bring the terms of the Sales Agreement back to Council along with the amending bylaw by September 5, 2024.	5-Sep-2023	5-Sep-2024	Planning	On hold with applicant
21	Trans Canada Trail Feasibility Study	MOVED by Councillor Boehlke that Administration be directed to incorporate the findings and recommendations of the Trans Canada Trail Feasibility Study into the terms of reference for both the development of an Active Transportation Plan: North County and Parks and Open Space Master Plan review. Further, that intermunicipal collaboration and public engagement activities specifically explore the preferred routes and provide recommendations to the Governance Committee for consideration of both near and longer-term priorities.	4-Apr-2023	31-Mar-2025	Planning	No further work done with Airdrie or Calgary and ATP revisions are no on 2024 workplan.
22	Report on Road Allowance Access to Waterbodies and Watercourses	<b>MOVED by Councillor Hanson</b> that in bringing forward future amendments to the Municipal Development Plan, area structure plans, active transportation plans, and Council Policy C-443, in accordance with Council direction and Administration's annual work plan, Administration shall be directed to incorporate into these documents policies and principles relating to recreational use of road allowances connecting to watercourses and waterbodies. Specific consideration shall be given to: <ul style="list-style-type: none"> <li>• supporting, in principle, retention of road allowances for public recreation use;</li> <li>• identifying road allowance connection points and current usage through studies and public input;</li> <li>• prioritizing or discouraging identified road allowances and access points through policies and implementation tools; and</li> <li>• identifying measures to ensure the protection of adjacent private landowner interests in encouraging recreational use of a road allowance.</li> </ul>	29-Nov-2022	31-Mar-2025	Planning	ATP not on 2024 workplan, but looking at river access through relevant ASPs and also through the Bears paw Reservoir Trilateral Taskforce (Intergov leading) which is getting restarted.

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23	Shepard Industrial Area Structure Plan	<b>MOVED by Councillor Samra</b> that further consideration of Bylaw C-8172-2021 be tabled until annexation negotiations between the City of Calgary and Rocky View County conclude.  <b>MOVED by Councillor Samra</b> that Administration be directed to present a report to Council no later than two months following a decision by the Land and Property Rights Tribunal on the annexation.	14-Dec-2021	On Hold	Planning	Intergov and Regional Planning leading Prairie Gateway project.
24	Vacation Rental and B and B	<b>MOVED by Councillor Hanson</b> that Administration be directed to present to Governance Committee a comprehensive review of the Vacation Rental and Bed and Breakfast uses in the County no later than the end of Q2, 2024.	16-Jan-2024	30-Jun-2024	Planning	
25	Recreation Governance Model	<b>MOVED by Councillor Hanson</b> that the Recreation Governance Committee directs Administration to explore the option of creating three Community Board bylaws consisting of five community members and at least one Councillor, for consideration at the June 19, 2024, Recreation Governance Committee meeting.	6-Dec-2023	19-Jun-2024	Recreation, Parks & Community Support	
26	Utility Financial Modeling and Rate Design	<b>MOVED by Deputy Reeve Samra</b> that Administration be directed to return to the Governance Committee no later than June 30, 2024, to present a long-term rate structure strategy based on the recommendations outlined in the Utility Financial Modelling and Rate Design report to Governance Committee at the September 12, 2023 meeting;  AND THAT Administration be directed to proceed with the next phase of utility rate design per the steps presented in Attachment 'E'.	12-Sep-2023	30-Jun-2024	Capital & Engineering Services	
27	County Paid Benefits for Employees	<b>MOVED by Reeve Kissel</b> that Administration report back to Council, no later than the end of June 2024, on the impacts of increasing the County paid portion of the employee benefits to 100% would have on staff retention.	9-Apr-2024	30-Jun-2024	Financial Services	
28	Review of Fire Protection Service Levels Policy C-704	<b>MOVED by Councillor Wright</b> that the Governance Committee direct Administration to review Council Policy C-704 Fire Protection Service Levels and bring potential amendments to Council for their consideration by the end of Q2 2024.	16-Jan-2024	9-Jul-2024	Fire Services	was sent as a memo to Council