



COUNCIL MEETING AGENDA

Date: Tuesday, April 8, 2025
Time: 9:00 AM
Location: Council Chambers
262075 Rocky View Point
Rocky View County, AB T4A 0X2

Pages

A. CALL MEETING TO ORDER

B. UPDATES/APPROVAL OF AGENDA

C. APPROVAL OF MINUTES

- | | |
|---------------------------------------------------|----|
| 1. March 25, 2025 Council Meeting Minutes | 4 |
| 2. March 27, 2025 Special Council Meeting Minutes | 25 |

D. PUBLIC HEARINGS / APPOINTMENTS

The following public hearings were advertised on March 11, 2025 and March 18, 2025 on the Rocky View County website in accordance with the *Municipal Government Act* and *Public Notification Bylaw C-7860-2019*.

MORNING PUBLIC HEARINGS / APPOINTMENTS 9:00 AM

- | | |
|------------------------------------------------------------------|----|
| 1. Division 3 - Bylaw C-8611-2025 - Redesignation - Agricultural | 27 |
| File: PL20240189 (06826031) | |
| 2. Division 1 - Bylaw C-8618-2025 - Redesignation - Residential | 46 |
| File: PL20240154 (04705011) | |

E. CLOSED SESSION

1. RVC2025-06 - Ivanhoe Cambridge - Cost Recovery

THAT Council move into closed session to consider the confidential item "Ivanhoe Cambridge - Cost Recovery" pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

- Section 24 – Advice from officials
- Section 25 – Disclosure harmful to economic and other interests of a public body
- Section 27 – Privileged information

Note: supporting materials for this item were confidentially distributed to Council prior to the closed session under separate cover

2. RVC2025-09 - Aggregate Resource Plan: Third-Party Review Approval

THAT Council move into closed session to consider the confidential item "Aggregate Resource Plan: Third-Party Review Approval" pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

- Section 24 – Advice from officials
- Section 25 – Disclosure harmful to economic and other interests of a public body

Note: supporting materials for this item were confidentially distributed to Council prior to the closed session under separate cover

3. RVC2025-15 - Strategic Initiatives Update

THAT Council move into closed session to consider the confidential item "Strategic Initiatives Update" pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

- Section 24 – Advice from officials

Note: there were no supporting materials for this item

4. RVC2025-16 - Indus Rink Expansion Update

THAT Council move into closed session to consider the confidential item "Indus Rink Expansion Update" pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

- Section 24 – Advice from officials
- Section 25 – Disclosure harmful to economic and other interests of a public body

Note: supporting materials for this item were confidentially distributed to Council prior to the closed session under separate cover

F. GENERAL BUSINESS

- | | |
|-----------------------------------------------------------------------------------------------|-----|
| 1. Division 2 - Springbank Park For All Seasons Facility Expansion Project | 72 |
| File: N/A | |
| 2. All Divisions - 2025 Budget Finalization (Spring Finalization) | 189 |
| File: N/A | |
| 3. All Divisions - Letter of Support for Rocky View Foundation | 202 |
| File: N/A | |
| 4. All Divisions - City of Calgary - Rocky View County Recreation Memorandum of Understanding | 207 |
| File: N/A | |
| 5. Divisions 2 and 3 - The Trail Phase 2 – Owners Council Appointment Request | 212 |
| File: N/A | |

G. BYLAWS

1. **All Divisions - Bylaw C-8626-2025 - Code of Conduct Bylaw Amendment** 229
File: N/A
2. **Division 5 - Bylaw C-8400-2023 - Second and Third Reading - Road Closure Bylaw** 257
File: PL20220164 (07028004)
3. **Division 5 - Bylaw C-8620-2025 - Wintergreen Local Improvement Tax Bylaw** 274
File: N/A

H. SUBDIVISION APPLICATIONS

1. **Division 1 - Subdivision Item - Residential** 282
File: PL20190105 (04710003)
2. **Division 5 - Subdivision Item - Residential** 309
File: PL20240108 (05335005)

I. UNFINISHED BUSINESS

J. NOTICES OF MOTION

K. ADJOURN THE MEETING



ROCKY VIEW COUNTY

COUNCIL MEETING MINUTES

Tuesday, March 25, 2025

9:00 AM

Council Chambers

262075 Rocky View Point

Rocky View County, AB T4A 0X2

Present: Reeve C. Kissel
Deputy Reeve D. Kochan
Councillor G. Boehlke
Councillor K. Hanson
Councillor S. Samra
Councillor A. Schule
Councillor S. Wright

Also Present: R. McCullough, Chief Administrative Officer
B. Riemann, Chief Operating Officer, Infrastructure Services
I. Agbonkhese, A/Executive Director, Financial and Business Services
D. Kazmierczak, Executive Director, Community Services
J. Sopko, Executive Director, Corporate Services
T. Andreasen, A/Manager, Legislative Services
A. Latimer, Manager, Economic Development
S. Paterson, Manager, Recreation and Community Support
M. Austen, A/Supervisor, Utility Services
S. Bartley, Business Solutions Delivery Supervisor, Information Technology
A. Chell, Planning Policy Supervisor, Planning
L. Cox, Planning & Development Supervisor, Planning
J. Rebello, Planning and Development Supervisor, Planning
O. Newmen, Senior Planner, Planning
A. Panaguiton, Senior Planner, Planning
J. Targett, Senior Development Officer, Planning
K. Andrew, Intergovernmental Advisor, Intergovernmental and Regional Services
J. Kaur, Planner 2, Planning
C. Maddock, Planner 1, Planning
M. Meagher, Utility Services Strategist, Utility Services
D. Melvin, Policy Coordinator, Legislative Services
M. Nakonechny, Legislative Officer, Legislative Services
M. Nolan, Planner 1, Planning
B. Sharpe, Community Services Coordinator, Recreation and Community Support
C. Shelton, Planner 1, Planning
D. Wang, Planner 2, Planning
C. Yee, Solid Waste and Recycling Advisor, Utility Services



A Call Meeting to Order

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

Reeve Kissel, on behalf of Council, began the meeting by marking the 70th anniversary of Rocky View County.

B Updates/Approval of Agenda

MOVED by Councillor Hanson that the March 25, 2025 Council meeting agenda be approved as presented.

Carried

C-1 March 4, 2025 Council Meeting Minutes

MOVED by Deputy Reeve Kochan that the March 4, 2025 Special Council meeting minutes be approved as presented.

Carried

D-1 Division 1 - Bylaw C-8614-2025 - Redesignation Item: Agricultural File: PL20240094 (03926008)

MOVED by Councillor Hanson that the public hearing for item D-1 be opened at 9:11 a.m.

Carried

Person(s) who presented: Ken Venner, B&A Planning (Applicant)

Person(s) who presented in support: None

Person(s) who presented in opposition or with concerns: None

Persons(s) who presented rebuttal: None

MOVED by Councillor Hanson that the public hearing for item D-1 be closed at 9:31 a.m.

Carried

MOVED by Councillor Hanson that Bylaw C-8614-2025 be given first reading.

Carried

MOVED by Councillor Hanson that Bylaw C-8614-2025 be given second reading.

Carried

MOVED by Councillor Hanson that Bylaw C-8614-2025 be considered for third reading.

Carried

MOVED by Councillor Hanson that Bylaw C-8614-2025 be given third and final reading.

Carried



**D-2 Division 6 - Bylaw C-8586-2024 - Redesignation Item: Agricultural
File: PL20240151 (03224004)**

MOVED by Councillor Samra that the public hearing for item D-2 be opened at 9:33 a.m. Carried

Person(s) who presented: James Troute and Jean Armstrong
(Applicants/Owners)

Person(s) who presented in support: None

Person(s) who presented in opposition
or with concerns: None

The Chair called for a recess at 9:44 a.m. and called the meeting back to order at 9:50 a.m.

Persons(s) who presented rebuttal: James Troute and Jean Armstrong
(Applicants/Owners)

MOVED by Councillor Samra that the public hearing for item D-2 be closed at 9: a.m. Carried

MOVED by Councillor Samra that Bylaw C-8586-2024 be given first reading. Carried

MOVED by Councillor Samra that Bylaw C-8586-2024 be given second reading. Carried

MOVED by Councillor Samra that Bylaw C-8586-2024 be considered for third reading. Carried

MOVED by Councillor Samra that Bylaw C-8586-2024 be given third and final reading. Carried

**D-3 Division 4 - Bylaw C-8615-2025 - Redesignation Item: Residential
File: PL20240032 (07622002)**

MOVED by Councillor Boehlke that the public hearing for item D-3 be opened at 9:54 a.m. Carried

MOVED by Councillor Wright that Council receive the late public submissions for item D-3 in accordance with section 200 of the *Procedure Bylaw*. Defeated

Person(s) who presented: Camiel Huisma (Applicant)

Person(s) who presented in support: None



Person(s) who presented in opposition or with concerns:

Sue and Terry Gunter, also on behalf of Cathy Hayes and Greg Jensen
Carol-Ann Hubar, also on behalf of Phil Heins and Hayley Milligan

The Chair called for a recess at 10:41 a.m. and called the meeting back to order at 10:46 a.m.

Persons(s) who presented rebuttal: Camiel Huisma (Applicant)

MOVED by Councillor Wright that the public hearing for item D-3 be closed at 10:53 a.m. Carried

MOVED by Councillor Wright that application PL20240032 be refused. Carried

E-1 Closed Session Item – Community Services Division Enhancement Program
File: RVC2025-11

E-2 Closed Session Item – Intermunicipal Update
File: RVC2025-12

E-3 Closed Session Item – Strategic Initiatives Update
File: RVC2025-13

MOVED by Councillor Hanson that Council move into closed session at 11:02 a.m. to consider the following confidential items pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

E-1 – Community Services Division Enhancement Program

- Section 23 – Local public body confidences
- Section 24 – Advice from officials

E-2 – Intermunicipal Update

- Section 21 – Disclosure harmful to intergovernmental relations
- Section 24 – Advice from officials

E-3 – Strategic Initiatives Update

- Section 24 – Advice from officials
- Section 25 – Disclosure harmful to economic and other interests of a public body Carried

Council held the closed session for item E-1 with the following additional people in attendance:

Rocky View County:	R. McCullough, Chief Administrative Officer
	B. Riemann, Chief Operating Officer, Infrastructure Services
	D. Kazmierczak, Executive Director, Community Services
	J. Sopko, Executive Director, Corporate Services



Council did not consider closed session items item E-2 and E-3 during the closed session.

MOVED by Councillor Hanson that Council move into open session at 12:12 p.m.

Carried

**E-1 Closed Session Item – Community Services Division Enhancement Program
File: RVC2025-11**

MOVED by Councillor Hanson that receives the Community Services Division Enhancement Program Terms of Reference for information.

Carried

**E-2 Closed Session Item – Intermunicipal Update
File: RVC2025-12**

**E-3 Closed Session Item – Strategic Initiatives Update
File: RVC2025-13**

MOVED by Councillor Samra that items E-2 and E-3 be tabled.

Carried

The Chair called for a recess at 12:00 p.m. and called the meeting back to order at 1:02 p.m.

**D-4 Division 5 - Bylaw C-8597-2025 - Local Plan & Redesignation Item: Aggregate
Extraction
File: PL20230088 / PL20230090 (07201004)**

MOVED by Councillor Boehlke that the public hearing for item D-4 be opened at 1:03 p.m.

Carried

Person(s) who presented: Mark Skjaveland, Skland Consulting Group
(Applicant)

Person(s) who presented in support: Hazel George

Person(s) who presented in opposition
or with concerns: None

Persons(s) who presented rebuttal: None

MOVED by Councillor Boehlke that the public hearing for item D-4 be closed at 1:30 p.m.

Carried

MOVED by Councillor Boehlke that the Rocky Ridge Gravel Pit Master Site Development Plan (MSDP) be approved, in accordance with Attachment 'F'.

Carried



MOVED by Councillor Boehlke that Bylaw C-8597-2025 be given first reading. Carried

MOVED by Councillor Boehlke that Bylaw C-8597-2025 be given second reading. Carried

MOVED by Councillor Boehlke that Bylaw C-8597-2025 be considered for third reading. Carried

MOVED by Councillor Boehlke that Bylaw C-8597-2025 be given third and final reading. Carried

The Chair called for a recess at 1:33 p.m. and called the meeting back to order at 1:38 p.m.

**F-1 Division 6 - Development Permit Item: General Industry, Type II
File: PRDP20248544 (03329056)**

The Chair called for a recess at 1:49 p.m. and called the meeting back to order at 1:55 p.m.

MOVED by Councillor Samra that Council amends condition #25 for development permit application PRDP20248544 as follows:

- 25) That all screening and landscaping shall be in accordance with the final approved Site and Landscape Plan **and shall remain in perpetuity.** Carried

MOVED by Councillor Samra that Council approves development permit application PRDP20248544 with the conditions noted in Attachment F, as amended:

Description:

1. That General Industry, Type II may operate on the subject lands, Lot 11, Block 11, Plan 2210706 within NW-29-23-28-04 in accordance with the application package, as prepared by Z Architect Inc., dated March 6, 2025; (18 drawings); Project Address: LOT 11, BLOCK 11, PLAN 221 0706 59 HEATHERGLEN PLACE (as amended to meet prior to release conditions), and includes:
 - i. Construction of an Office/Welding Shop Building, approximately 2,787.09 sq. m (30,000.00 sq. ft.) in building footprint,
 - ii. Tenancy for *BA Concrete Products*;
 - iii. Outdoor Storage of equipment, materials, and machinery including truck trailers;
 - iv. Installation of chain-link fencing, with dark vinyl slats through-out all fencing perimeter, up to 1.83 m (6.00 ft.) in height;
 - v. Single-lot regrading, placement of clean fill, and associated work for site development to establish final surface area.



2. That no Outside Storage shall be located within any minimum setback requirement as per Section 10.5.4 of the Heatherglen Industrial Business Park Conceptual Scheme (CS) and Section 2.4 of Direct Control District 161 (DC 161).

Prior to Release:

3. That prior to release of this permit, the Applicant/Owner shall submit a copy of approval from the Heatherglen Business Park Architectural Design Committee (ADC), in accordance with Policy 10.3.2 of the CS, to the satisfaction of the County.
4. That prior to release of this permit, the Applicant/Owner shall submit a revised site plan, that includes:
 - i. Confirmation of the proposed approach dimensions, at a minimum of 10.00 m (32.81 ft.), in accordance with Table 400D of the County's Servicing Standards;
 - ii. Identification of all registered surveys onsite, in accordance with Sections 11.1(b)(iii) and 11.2(v) of the regulated County Land Use Bylaw C-4841-97 (LUB);
 - iii. Identification of a minimum of 34 employee parking stalls, including dimensions and three barrier free stalls, in accordance with Section 10.5.1 of the CS and Sections 11.2(b)(viii) and 30 of the LUB;
 - a. Alternatively, the Applicant/Owner may submit a Parking Assessment, in accordance with Section 30.1(k) of the LUB, prepared by a qualified professional, that documents the parking demand and supply characteristics associated with the proposed development, to the satisfaction of the County.
The Development Authority shall not be bound by any recommendations of such a Parking Assessment.
 - iv. Screening and fencing details for outside storage area, including dark vinyl slats along the perimeter of the property, in accordance with Sections 10.5.4 and 10.5.6 of the CS, ADC policy 11, and Sections 11.1(b)(xii), 25.4(g) and 42.3 of the LUB.
 - a. The fencing shall also be relocated outside of any Utility provider identified conflicts, to the satisfaction of the County;
 - b. Dimensions and Details for the proposed chain-link fencing;
 - c. Written signoff shall be received from ADC for the proposed fencing in the front of the property and extending past the front of the face of the building or a revised site plan showing conformity to the policy;
5. That prior to release of this permit, the Applicant/Owner shall submit revised building elevations, that include compliance with the Janet Area Structure Plan ASP, CS and LUB including:
 - i. Revised building design that includes building enhancements and additional design elements that create visual interest for the east, west and south facades, in accordance with Appendix B (2)(3) of the ASP and Section 25.4(b) of the LUB.
 - a. That the north and south building facades shall include incorporate wall place projections or recesses having a depth of at least 3% of the length of the faced and extending at 2% of the length of the façade, in accordance with Appendix B (5) of the ASP and Section 25.4(e);
 - b. The south façade shall also be complaint to Appendix B (6) of the ASP



- ii. Revised roof design, in accordance with Appendix B (8)(9)(10)(11)(12) of the ASP.
 - iii. Confirmation of any proposed rooftop mechanical units and required screening elements, including dimensions, in accordance with Appendix B (7) of the ASP and Section 25.4(g)(i) of the LUB;
6. That a landscaping plan shall be submitted in accordance with the ASP, CS, Direct Control District 161 (DC 161), and LUB including:
 - i. A submitted landscaping plan, in accordance with Section 10.5.7 of the CS, regulation 13 of the Architectural Controls and Sections 26.3, 26.5, 26.10, and 26.11 of the LUB.
 - ii. Incorporation of a 3.00 m (9.84 ft.) landscape area between the front of the building and adjoining parking lot, in accordance with Section (14)(15) of Appendix B;
 - iii. The Applicant/Owner shall submit a Certificate of Seed Analysis, for the provided seed mix standard, to confirm that it is free of weeds and is of a good quality, to the satisfaction of the Country's Agricultural Services.
7. That prior to release of this permit, the Applicant/Owner shall submit details for the proposed façade signage, in accordance with Section 4.2 of the ASP, Section 10.5.2 of the CS and Section 35 of the LUB.
8. That prior to release of this permit, the Applicant/Owner shall submit details for the proposed garbage and waste for the development, in accordance with Section 10.5.7 of the CS, regulation 12 of the Architectural Controls, and Sections 11.1(x)(xii), 11.2(r), and 25.4(iv) of the LUB.
9. 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. Information provided will confirm if a Road Use Agreement or a Roadata/Heavy Haul/Overweight/Overdimension Permit will 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 answer all questions from the County Road Operations Road Use Agreement Questionnaire (Bylaw C-8323-2022) and send the information to roaduse@rockyview.ca;
 - a. Any required agreements or Roadata/Heavy Haul/Overweight/Overdimension Permit shall be obtained unless otherwise noted by County Road Operations;
 - b. If a road use agreement is required, the applicant/owner shall be required to provide a refundable security to the County pursuant to the County's Road Use Agreement Bylaw C-8323-2022;
 - ii. The Applicant/Owner shall confirm approval of the proposed road approaches and confirmation of reclamation approval of the existing rough graded approach;
 - iii. Written confirmation shall be received from County Road Operations confirming the status of this condition.



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10. That prior to release of this permit, the Applicant/Owner shall submit site servicing details for the proposed development, in accordance with Policies 22.5 of the ASP, Policy 10.4.3.1 of the CS and Sections 11.1(b)(vii) and 11.2(d)(e)(k) of the LUB.
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 dust control, noise, truck routes, access to the site, interim stormwater management and erosion control, and potential for interference with nearby businesses, in accordance with the County's Servicing Standards.
12. That prior to release of this permit, the Applicant/Owner shall submit a Geotechnical Investigation in accordance with the County's Servicing Standards. The report shall verify that the site is suitable for the proposed buildings, site works, and deep utilities. *For areas (if any) with greater than 1.20 m (3.93 ft.) of fill, a Deep Fill report is required.*
13. That prior to release of this permit, the Applicant/Owner shall submit a letter prepared by a transportation engineer, in accordance with the County's Servicing Standards. The letter shall address if the analysis and traffic volumes in the Transportation Impact Assessment prepared by Bunt and Associates (February 27, 2018) for this land (as required for the Subdivision) meet the criteria for the development. The plan shall also confirm that the proposed site access has been designed and positioned to accommodate the turning movement of the site, to ensure safe and adequate site and turning distances, in accordance with Section 10.5.1 of the CS.
 - i. That if the letter is not sufficient, the Applicant/Owner shall submit a Transportation Impact Assessment for the site to specifically address the potential for off-site impacts.
 - ii. If the recommendations of the Traffic Impact Assessment require further off-site improvements, then a Development Agreement shall be entered into with the County.
14. That prior to release of this permit, the Applicant/Owner shall submit a revised Site-Specific Stormwater Management plan for the proposed development in accordance with approved Heatherglen Industrial Business – Stormwater Management Report (*as prepared by Westhoff Engineering Resources, dated January 5, 2018*) and provide for any necessary easements and rights-of-way for drainage as required in accordance with the County's Servicing Standards. The plan shall include all civil drawings for all proposed/ revised civil works, grading plans, include stormwater assumptions and modeling details.
15. That prior to release of this permit, the Applicant/Owner shall submit an erosion and sediment and erosion control plans, in accordance with County Servicing Standards. *As this site is less than 2.0 hectares (4.94 acres), a full report is not required*
16. That prior to release of this permit, the Applicant/Owner shall address all fire suppression requirements for the proposed development in accordance with the requirements of the Alberta Building Code, the County's Servicing Standards and the County's Fire Hydrant Bylaw C-7259-2013.



Prior to Site and Building Occupancy:

17. That prior to occupancy of the site and building, all landscaping, building facades, parking, lighting, addressing, and final site surface completion shall be in place.
 - i. 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 all items being completed, provided that an Irrevocable Letter of Credit or refundable security in the amount of 150.00% of the total cost of completing all the development components required, shall be placed with the County to guarantee the works shall be completed by the 30th day of June immediately thereafter.
18. That prior to occupancy of the site and building, the Applicant/Owner shall submit confirmation that the constructed two paved approaches are to the County's industrial/commercial requirement in accordance with County's Servicing Standards. Additionally, confirmation shall be required for acceptance of the reclaimed approach.
19. That prior to occupancy of the site and building, the Applicant/Owner shall submit compaction testing results, prepared and provided by a qualified professional in accordance with the County's Servicing Standards, for any areas of the site filled or recontoured greater than 1.20 m (3.93 ft.) in depth, if required.
20. That prior to occupancy of the site and building, the Applicant/Owner shall submit a fire hydrant flow testing result, which shall meet the County's Servicing Standards and National Building Code – 2023 Alberta Edition.
21. That 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 any as-built sanitary and water infrastructure, as-built pond volumes, grading, liner verification, and any other information that is relevant to the site servicing and Site-Specific Stormwater Management Plan, as required.
 - i. Following receiving the as-built drawings, the County's Engineering Services shall complete an inspection of the site to verify that the infrastructure has been completed on-site.

Permanent:

22. That if the prior to release conditions have not been met by **JANUARY 31, 2026**, or through an approved extension date by Council, then this approval is null and void and the Development Permit shall not be issued.
23. That any plan, technical submission, agreement, or other matter submitted and approved as part of this Development Permit application or submitted in response to a Prior to Release or Occupancy condition and or originally submitted and approved as part of the County's subdivision file #20180147 shall be implemented and adhered to in perpetuity.



24. That the Applicant/Owner shall take whatever means necessary to keep visible dust to prevent visible dust associated with the development escaping the site and having adverse effects on adjacent roadways and properties.
 - i. That if excessive dust has is being generated from the subject development, that is having adverse impacts on neighbouring properties, the Applicant/Owner shall implement additional dust control measures, such as a calcium chloride onsite application or an onsite watering schedule, to be with agreed with by the County, to the satisfaction of the County.
25. That all screening and landscaping shall be in accordance with the final approved Site and Landscape Plan and shall remain in perpetuity.
 - i. That no outdoor storage areas shall be allowed within any landscaped yards at any time.
 - ii. 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 30th of the next growing season.
 - iii. 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 private irrigation system.
 - iv. Water conservation measures and strategies shall be implemented with consideration of the Stormwater Management Plan to achieve an effective solution which incorporates on-site use of stormwater for landscape irrigation in accordance with Section 22 of the ASP, Section 26.11(o) of the LUB (as regulated in DC 161), and the County's Policy #C-600.
26. That the Applicant/Owner shall construct the approach off Heatherglen Place to the subject parcel, to the County's paved Industrial/commercial standard, in accordance with County's Servicing Standards Table 400D and/or County's Development Agreement #5364.
27. That the Applicant/Owner shall ensure that the subject site includes onsite Emergency Response and Evacuation plans, in accordance with Policy 7.4.2 of the CS, at all times.
28. That the entire site shall be maintained in a neat and orderly manner at all times.
29. That any onsite lighting all private lighting including site security lighting and parking area, shall meet Section 10.6 of the ASP, Policy 10.5.3 of the CS and Section 27 of the LUB at all times. Lighting shall be designed to conserve energy, reduce glare, and reduce uplight 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.
30. That the Applicant/Owner shall ensure that the proposed development does not encroach onto or negatively impact the registered overland drainage right-of-ways under Survey Plan No. 221 0709 (*Utility Right-of-Way*), 221 0710 (*Overland Drainage Right-of-Way*) and 221 0711 (*Landscape Easement Right-of-Way*).



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31. That any future business signage, including pylon/entry or façade signage, shall require separate Development Permit approvals.
 - i. That any required onsite wayfinding or directional signage is permitted and does not require separate development permit approval.
32. That the minimum required parking stalls (34 stalls, including three barrier-free) shall be maintained or exceeded at all times, in general accordance with the final Site Plan and/or the minimum required parking stalls as determined in an onsite Parking Assessment, if approved through conditions of this approval.
33. That all garbage and waste from the development shall be stored in weatherproof and animal proof containers at all times, and maintained within a screened enclosure from view at all times or within the building, in accordance with Policy 10.3.2 of the CS including the Architectural Controls registered on title, under Schedule B Architectural Guidelines, Section 12 (a through b) and Section 25.4(k) of the LUB. All waste material shall be regularly removed from the property to prevent any debris from blowing onto adjacent property or roadways.
34. That no topsoil shall be removed from the subject lands, in accordance with Section 4.3.1.2 of DC 161.
35. That any change in future tenant(s) of the site 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.
36. That the subject site shall be serviced by septic pump-out tanks and transported off-site to an approved wastewater receiving facility for disposal and by water cisterns that is trucked to the subject site.
37. That the Applicant/Owner shall be solely financially responsible for rectifying any adverse effect on adjacent lands from drainage alteration, including stormwater implications from the proposed development. Post-development drainage shall not exceed pre-development drainage.
 - i. That any lot regrading and excavation is not to direct any additional overland surface drainage nor negatively impact existing drainage patterns in any road right-of-way.
38. 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 County.

Advisory:

- That during construction, all construction 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.
- All customer and employee parking shall be restricted to the subject land. There shall be no offsite parking along the County Road Right-of-Way (Heatherglan Place) at any time.
- That it is recommended that the Applicant/Owner ensure to position the automatic access gate a sufficient distance onto the subject lands, to ensure that there that traffic movements on Heatherglan Place are not impeded by any business activity.



ROCKY VIEW COUNTY

- That the subject development shall conform to the County's Noise Bylaw C-8067-2020 and Road Use Agreement Bylaw C-8323-2022, in perpetuity.
- That the site shall remain free of Regulated, Prohibited Noxious, Noxious, or Nuisance weeds and the site shall be maintained in accordance with the *Alberta Weed Control Act [Statutes of Alberta, 2008 Chapter W-5.1, December 7, 2023]*.
- That wherever possible, parking areas should incorporate Low Impact Development stormwater management principles such as permeable pavement, on-site stormwater detention and 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 applicable sub-trade permits shall be obtained, through Building Services, using the appropriate checklist, prior to any construction taking place. The applicant shall also include any requirements noted within the *Building Code Comments for Proposed Development Letter, dated January 24, 2025*. Compliance to the National Energy Code is also required.
 - That the subject site shall provide for any fire suppression methods, as appropriate, in accordance with the Policy 7.2.3 of the CS and the National Building Code 2023 – Alberta Edition, as amended.
- That it is the Applicant/Owner's responsibility to obtain and display a distinct municipal address in accordance with the County Municipal Addressing Bylaw (C-7562-2016), for the subject site, to facilitate accurate emergency response. The current municipal address for the subject site is **59 HEATHERGLEN PLACE**.
- That the Applicant/Owner shall adhere to any registered instrument on title and shall adhere to any requirements of those registered document(s).
 - That the Applicant/Owner shall be aware of any Architectural Design Guidelines and/or any approvals required through the Heatherglen Industrial Business Park's Architectural Design Committee for the subdivision, registered under Instrument #221 103 115.
- That any other government permits, approvals, or compliances are the sole responsibility of the Applicant/Owner.
 - The Applicant/Owner shall be responsible for all Ministry of Environment and Protected areas approvals for any impact to any wetland areas or watercourse disturbances for the proposed development and/or constructed onsite infrastructure, if required.

Carried



E-3 Closed Session Item – Strategic Initiatives Update
File: RVC2025-13

MOVED by Councillor Hanson that Council lift from the table and move into closed session at 1:58 p.m. to consider the following confidential items pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

E-3 – Strategic Initiatives Update

- Section 24 – Advice from officials
- Section 25 – Disclosure harmful to economic and other interests of a public body

Carried

Council held the closed session for item E-3 with the following additional people in attendance:

Rocky View County: R. McCullough, Chief Administrative Officer
 B. Riemann, Chief Operating Officer, Infrastructure Services
 D. Kazmierczak, Executive Director, Community Services
 J. Sopko, Executive Director, Corporate Services

MOVED by Councillor Wright that Council move into open session at 2:26 p.m.

Carried

E-3 Closed Session Item – Strategic Initiatives Update
File: RVC2025-13

Council rose without report following the closed session for item E-3.

G-1 Divisions 1 & 2 - Bylaw C-8568-2024 - Springbank Area Structure Plan - City of Calgary Response to Draft
File: 1015-550

MOVED by Councillor Hanson that Chief Darcy Dixon and representatives of the Bears paw First Nation be permitted to address Council on item G-1 for 5 minutes in accordance with section 95 of the *Procedure Bylaw*.

Defeated

Proposed Motion A(1):

MOVED by Councillor Hanson that Policy 27.08 be removed and replaced with:

Unless otherwise agreed to by both municipalities, all local plan, redesignation, subdivision, and development permit applications, along with supporting technical studies, within any of the Special Planning Areas identified on Map 16 shall be circulated to The City of Calgary for review and comment. From the date of receipt, The City of Calgary will be provided the following time for comment:

- a. twenty (20) days for development permit applications.
- b. thirty (30) days for local plan, redesignation, and subdivision applications.

Defeated



Proposed Motion A(2):

MOVED by Councillor Hanson that a new policy be added as Policy 27.09 to read:

In preparing future master drainage plans, servicing studies, transportation studies, and any other study to support future ASP amendments or applications within or adjacent to the identified Special Planning Areas, the County shall ensure early collaboration with The City of Calgary to ensure that any cross-boundary impacts are considered and addressed to an acceptable level.

Defeated

Proposed Motion A(3):

MOVED by Councillor Hanson that Map 6: Land Use Strategy be amended to change "Public Utilities" to "Bears paw Reservoir"; and

THAT Map 4: Existing Land Use be amended to change "Public Utilities" to "Bears paw Reservoir"; and

THAT a new section be added as Section 14 of the ASP titled 'Bears paw Reservoir', to read as follows:

SECTION 14 BEARSPAW RESERVOIR
Overview

The lands identified as Bears paw Reservoir on Map 4 and Map 6 are owned by TransAlta for the operation of the Bears paw Reservoir. With the Bow River providing over half of The City of Calgary's drinking water, the protection of the shoreline adjacent to the Bears paw Reservoir is critical to preserving water quality. To identify risks and management options for lands along the reservoir, the Bears paw Reservoir Trilateral Task Force was established between TransAlta, The City of Calgary, and Rocky View County. Development within these lands is restricted, unless identified as a requirement from the Task Force or TransAlta as an individual landowner.

Objectives

- Restrict development outside of the recommendations of the Bears paw Reservoir Trilateral Task Force or TransAlta as an individual landowner.

Policies

14.01 No redesignation, subdivision, or development shall be permitted on the lands identified as Bears paw Reservoir on Map 6 unless deemed necessary as either as critical infrastructure, as an outcome from the Bears paw Reservoir Trilateral Task Force, or if required by TransAlta as an individual landowner.

Carried



Proposed Motion A(4):

MOVED by Councillor Hanson that a new policy be added as Policy 20.25 to read:

The provision of a decentralized piped wastewater system in place of a regional piped servicing solution shall only be considered where the applicant has demonstrated that the location, scale, and operation of the decentralized system would limit impacts on source water quality to an acceptable level. The County shall collaborate with The City of Calgary to assess the source water impacts of such proposals.

Defeated

Proposed Motion B(1):

MOVED by Councillor Hanson that Policy 19.05 be amended to read:

The regional transportation system shall be developed in general accordance with Map 12 *and the Freeway and Access Location Designation Order of the Highway Development and Protection Act.*

Carried

Proposed Motion B(2):

MOVED by Councillor Hanson that Policy 19.06 be removed and replaced with:

No expansion of existing connections or addition of new connections to provincial highways shall be constructed, unless otherwise determined by the County and Province as a necessity to support growth within the Plan area.

Carried

The Chair called for a recess at 3:20 p.m. and called the meeting back to order at 3:22 p.m.

Councillor Samra was not present when the meeting was called back to order.

Councillor Samra returned to the meeting at 3:23 p.m.

MOVED by Deputy Reeve Kochan that Policy 20.07 be removed in its entirety.

Carried

MOVED by Deputy Reeve Kochan that Bylaw C-8568-2024 be renumbered and reformatted as necessary.

Carried

MOVED by Deputy Reeve Kochan that Bylaw C-8568-2024 be given third and final reading, as amended.

Carried

The Chair called for a recess at 3:25 p.m. and called the meeting back to order at 3:33 p.m.



F-2 Division 1 - Development Permit Item: Condition Expiry Time Extension Agreement Request
File: PRDP20224566 (03913077)

MOVED by Councillor Hanson that the applicant be permitted to address Council on item F-2 for 5 minutes in accordance with section 95 of the *Procedure Bylaw*.

Defeated

MOVED by Councillor Hanson that Council approves the time extension request for Development Permit application PRDP20224566 to February 7, 2026.

Carried

F-4 Division 1 - Bragg Creek Area Structure Plan Visioning Committee Recommendations Report
File: 1013-285

Presenter: Neal LaMontagne, Chair of the Bragg Creek Area Structure Plan Vision Committee

MOVED by Councillor Hanson that Council receives for information the Bragg Creek Visioning Committee Final Report as presented in Attachment A.

Carried

MOVED by Councillor Hanson that Council amends the Bragg Creek Area Structure Plan Hamlet Review Terms of Reference as presented in Attachment B.

Carried

F-5 Division 5 - OMNI Area Structure Plan Amendment Terms of Reference
File: 1014-381

Councillor Schule left the meeting at 4:06 p.m. and returned to the meeting at 4:08 p.m.

MOVED by Councillor Boehlke that Council receives the public submissions for item F-5 in accordance with section 95 of the *Procedure Bylaw*.

Carried

Councillor Boehlke left the meeting at 4:17 p.m. and returned to the meeting at 4:18 p.m.

The Chair called for a recess at 4:32 p.m. and called the meeting back to order at 4:46 p.m.

MOVED by Councillor Boehlke that Council approves the OMNI Area Structure Plan Terms of Reference as presented in Attachment A.

Carried

MOVED by Councillor Boehlke that Council approves a budget adjustment of \$50,000 for the OMNI Area Structure Plan project as presented in Attachment B.

Carried



F-3 Divisions 5 & 6 - Wheatland County Memorandum of Understanding
File: N/A

MOVED by Councillor Samra that Council approves the Memorandum of Understanding with Wheatland County as presented in Attachment A.

Carried

F-6 Division 6 - Conrich Area Structure Plan Review Budget Clarification
File: N/A

MOVED by Councillor Samra that Council revises the budget adjustment previously approved at the March 4, 2025 Council meeting for the Conrich Area Structure Plan review as presented in Attachment A.

Carried

F-7 All Divisions - Recreation Facility Management Software Solutions
File: N/A

MOVED by Councillor Hanson that Council receives the Recreation Facility Management Software Solutions report for information.

Carried

F-8 All Divisions - Solid Waste and Recycling Full Cost Recovery
File: 4075-200

MOVED by Deputy Reeve Kochan that Administration be directed to prepare amendments to the Master Rates Bylaw for Langdon Curbside Collection with a report back to Council by the end of Q2 2025.

Carried

MOVED by Deputy Reeve Kochan that Administration be directed to incorporate the additional Waste and Recycling revenue from Extended Producer Responsibility into the Spring Budget Finalization.

Carried

F-10 All Divisions - Dissolution of the Policy Review Advisory Committee
File: N/A

MOVED by Deputy Reeve Kochan that Council repeal the Policy Review Advisory Committee Terms of Reference, as presented in Attachment A.

Carried

MOVED by Deputy Reeve Kochan that Council approve the amended Governance Committee Terms of Reference, as presented in Attachment B.

Carried



H-1 Division 6 - Subdivision Item: Residential
File: PL20230010 (04231002)

MOVED by Councillor Samra that subdivision application PL20230010 be refused for the following reasons:

1. The application does not comply with the Municipal Development Plan (County Plan).
2. The application does not comply with section 654(1)(b) of the *Municipal Government Act*.
Carried

F-9 All Divisions - Water and Wastewater Utility Rates Strategy
File: N/A

MOVED by Councillor Hanson that Council move into closed session to consider "Waste and Wastewater Utility Rates Strategy" at 5:42 p.m. pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

- Section 24 – Advice from officials
- Section 25 – Disclosure harmful to economic or other interests of a public body

Carried

Council held the closed session for item F-9 with the following additional people in attendance:

Rocky View County: R. McCullough, Chief Administrative Officer
B. Riemann, Chief Operating Officer, Infrastructure Services
J. Sopko, Executive Director, Corporate Services

MOVED by Councillor Hanson that Council move into open session at 6:35 p.m.

Carried

The Chair called for a recess at 6:47 p.m. and called the meeting back to order at 6:55 p.m.

Main Motion:

MOVED by Councillor Schule that Council direct Administration to retain Jonathan Huggett Inc. to provide an independent, third party assessment of the County's proposed water and wastewater full cost recovery utility rate strategy, including recovery time options, in consideration of economic development competitiveness, regulatory compliance, transparency, and accountability by April 30, 2025, to a maximum cost of \$75,000 to be funded from the Tax Stabilization Reserve.



Amending Motion:

MOVED by Councillor Hanson that the main motion be amended as follows:

Council direct Administration to retain Jonathan Huggett Inc. to provide an independent, third-party assessment of the County’s proposed water and wastewater full cost recovery utility rate strategy, including recovery time options, in consideration of economic development competitiveness, regulatory compliance, transparency, and accountability by April 30, 2025, to a maximum cost of \$75,000 to be funded from the Tax Stabilization Reserve.

Carried

Main Motion as Amended:

MOVED by Councillor Schule that Council direct Administration to retain Jonathan Huggett Inc. to provide a third-party assessment of the County’s proposed water and wastewater full cost recovery utility rate strategy, including recovery time options, in consideration of economic development competitiveness, regulatory compliance, transparency, and accountability by April 30, 2025, to a maximum cost of \$75,000 to be funded from the Tax Stabilization Reserve.

Carried

E-2 Closed Session Item – Intermunicipal Update
File: RVC2025-12

E-3 Closed Session Item – Strategic Initiatives Update
File: RVC2025-13

MOVED by Councillor Hanson that Council lift from the table and move into closed session at 7:01 p.m. to consider the following confidential items pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

E-2- Intermunicipal Update

- Section 21 – Disclosure harmful to intergovernmental relations
- Section 24 – Advice from officials

E-3 – Strategic Initiatives Update

- Section 24 – Advice from officials
- Section 25 – Disclosure harmful to economic or other interests of a public body

Carried

Council held the closed session for item E-2 with the following additional people in attendance:

- | | |
|--------------------|--------------------------------------------------------------|
| Rocky View County: | R. McCullough, Chief Administrative Officer |
| | B. Riemann, Chief Operating Officer, Infrastructure Services |
| | D. Kazmierczak, Executive Director, Community Services |
| | J. Sopko, Executive Director, Corporate Services |



Council held the closed session for item E-3 with the following additional people in attendance:

Rocky View County: R. McCullough, Chief Administrative Officer
 B. Riemann, Chief Operating Officer, Infrastructure Services
 D. Kazmierczak, Executive Director, Community Services
 J. Sopko, Executive Director, Corporate Services
 A. Latimer, Manager, Economic Development

MOVED by Councillor that Council move into open session at 7:36 p.m.

Carried

E-2 Closed Session Item – Intermunicipal Update
File: RVC2025-12

MOVED by Councillor Samra that Council receive closed session report RVC2025-12 for information.

Carried

E-3 Closed Session Item – Strategic Initiatives Update
File: RVC2025-13

Council rose without report following the closed session for item E-3.

K Adjourn the Meeting

MOVED by Councillor Samra that the March 25, 2025 Council meeting be adjourned at 7:37 p.m.
Carried

Reeve or Deputy Reeve

Chief Administrative Officer or designate



SPECIAL COUNCIL MEETING MINUTES

Thursday, March 27, 2025
9:30 AM
Council Chambers
262075 Rocky View Point
Rocky View County, AB T4A 0X2

Present: Reeve C. Kissel
Deputy Reeve D. Kochan
Councillor G. Boehlke
Councillor K. Hanson
Councillor S. Samra
Councillor A. Schule
Councillor S. Wright

Also Present: R. McCullough, Chief Administrative Officer
D. Kazmierczak, Executive Director, Community Services
J. Sopko, Executive Director, Corporate Services
T. Andreasen, A/Manager, Legislative Services
M. Mitton, Legislative Officer, Legislative Services

A Call Meeting to Order

The Chair called the meeting to order at 9:32 a.m.

B Updates/Approval of Agenda

MOVED by Deputy Reeve Kochan that the March 27, 2025 special Council meeting agenda be approved as presented.

Carried

E-1 Closed Session Item – Chief Administrative Officer Update
File: RVC2025-14

MOVED by Deputy Reeve Kochan that Council move into closed session at 9:34 a.m. to consider the confidential item "Chief Administrative Officer Update" pursuant to the following sections of the *Freedom of Information and Protection of Privacy Act*:

- Section 24 – Advice from officials

Carried



Council held the closed session for item E-1 with the following additional people in attendance:

Rocky View County: R. McCullough, Chief Administrative Officer

MOVED by Deputy Reeve Kochan that Council move into open session at 11:23 p.m.

Carried

E-1 Closed Session Item – Chief Administrative Officer Update
File: RVC2025-14

Council rose without report following the closed session for item E-1.

K Adjourn the Meeting

MOVED by Councillor Samra that the March 27, 2025 special Council meeting be adjourned at 11:24 p.m.

Carried

Reeve or Deputy Reeve

Chief Administrative Officer or designate



Redesignation Item: Residential

Electoral Division: 3

Application: PL20240189 / 06826031

Date:	April 8, 2025
Presenter:	Carter Shelton, Planner 1
Department:	Planning

REPORT SUMMARY

The purpose of this report is for Council to assess redesignation of the subject lands (Attachment A) from Agricultural, Small Parcel District (A-SML p8.1) to Residential, Rural District (R-RUR) to facilitate future subdivision.

The subject parcel is located within the Cochrane North Area Structure Plan (ASP), outside of the Hamlet Boundary. The application was evaluated in accordance with the policies and regulations of the Municipal Development Plan (County Plan), Cochrane North ASP, and the *Land Use Bylaw*.

The application was found to align with the policies of Section 5.0 (Managing Residential Growth) and 10.0 (Country Residential Development) of the County Plan as the proposal is aligned with the intent and relevant policies of the Residential Infill B Policy Area of the Cochrane North ASP.

ADMINISTRATION’S RECOMMENDATION

- THAT Bylaw C-8611-2025 be given first reading.
- THAT Bylaw C-8611-2025 be given second reading.
- THAT Bylaw C-8611-2025 be considered for third reading.
- THAT Bylaw C-8611-2025 be given third and final reading.

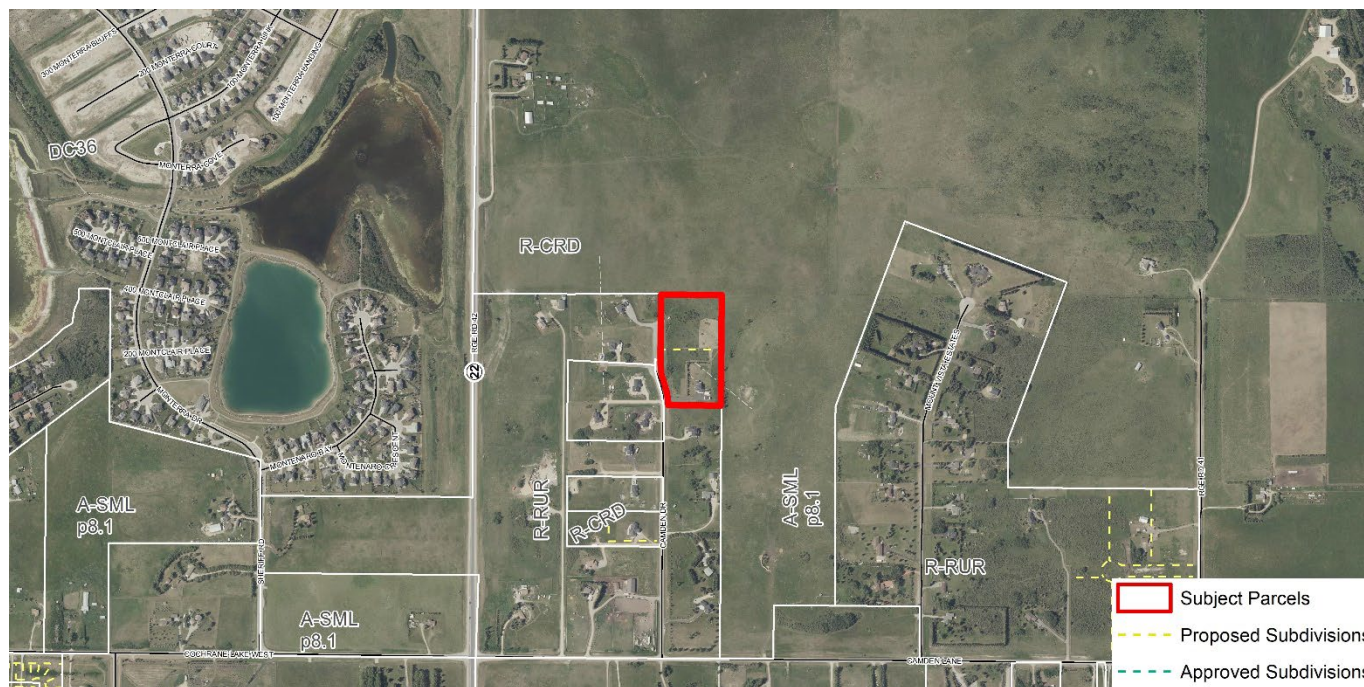


Redesignation Item: Residential

BACKGROUND

Location (Attachment A)

Located approximately 2.00 kilometres (1.25 miles) north of the town of Cochrane, approximately 0.41 kilometres (0.25 miles) north of Camden Lane and 0.41 kilometres (0.25 miles) east of Highway 22.



Site History (Attachment B)

In April 2008, the subdivision creating Camden Drive and the original 4 acre parcels along the western side of Camden Drive was approved through the registration of Plan 0812064. This included the registration of Road Acquisition agreement (Instrument No. 081 152 863) for the future extension of Camden Drive to the northern boundary of subject lands.

Intermunicipal and Agency Circulation (Attachment C)

The application was circulated to all necessary internal and external agencies.

This application is not within an area guided by intermunicipal policy or requirements.

Alberta Transportation and Economic Corridors has provided no concerns on the proposed application; further review and comments will be provided at the time of future subdivision.

Landowner Circulation (Attachment D)

The application was circulated to 438 adjacent landowners in accordance with the *Municipal Government Act* and County Policy C-327 (Circulation and Notification Standards); no letters in support or opposition were received.

ANALYSIS

Policy Review (Attachment E)

The application was reviewed pursuant to Section 5.0 (Managing Residential Growth) and Section 10.0 (Country Residential Development) of the County Plan; the proposal was found to align with these policies as it is supported by the applicable policies of the Cochrane North Area Structure Plan.

The proposal aligns with the types of development envisioned by the Cochrane North ASP for the residential infill policy areas as it supports residential development consistent with surrounding patterns

Redesignation Item: Residential

of fragmentation. More specifically, the Residential Infill B Policy Area is applicable, which supports the creation of parcels to a minimum size of 0.8 hectares (± 2 acres). The subject parcel is the sole remaining parcel with direct frontage to Camden Drive, which currently holds an agricultural land use designation, and the land use designation being proposed (R-RUR) supports a minimum parcel size of 1.6 hectares (3.95 acres), therefore aligning with the purpose of the Residential Infill B Policy Area.

The application proposes the use of groundwater well and on-site septic treatment to support the additional lot being created and has provided a groundwater supply evaluation confirming availability of potable water to support the proposal. Provision of onsite wastewater treatment may be considered through subsequent subdivision application requirements, and deferred servicing agreements ensuring connection to piped infrastructure when available may also be considered, therefore aligning with Policies 6.1.9 and 6.1.11.

It should be noted that the current lot configuration proposed does not allow for adequate frontage onto Camden Drive, and that there is an existing Road Acquisition Agreement (Instrument No. 081 152 863) registered on the parcel adjacently west of the subject lands. As such, should the current parcel configuration be proposed at the time of future subdivision, the applicant/owner will be required to extend Camden Drive providing frontage to the proposed northern lot.

The proposed future ± 1.63 hectare (± 4.03 acre) parcels meet the purpose and parcel size restriction of the proposed Residential, Rural Residential District (R-RUR).

Document	Minimum Density (Units per Acre)	Maximum Density (Units per Acre)
Cochrane Area Structure Plan	N/A	0.50
Proposed Application	Current – 0.125 (± 8 acres)	0.25

COMMUNICATIONS / ENGAGEMENT

Consultation was conducted in accordance with statutory requirements and County Policy C-327.

IMPLICATIONS

Financial

No financial implications identified at this time.

STRATEGIC ALIGNMENT

This report is a statutory obligation under the *Municipal Government Act*.

ALTERNATE DIRECTION

No alternative options have been identified for Council's consideration.

ATTACHMENTS

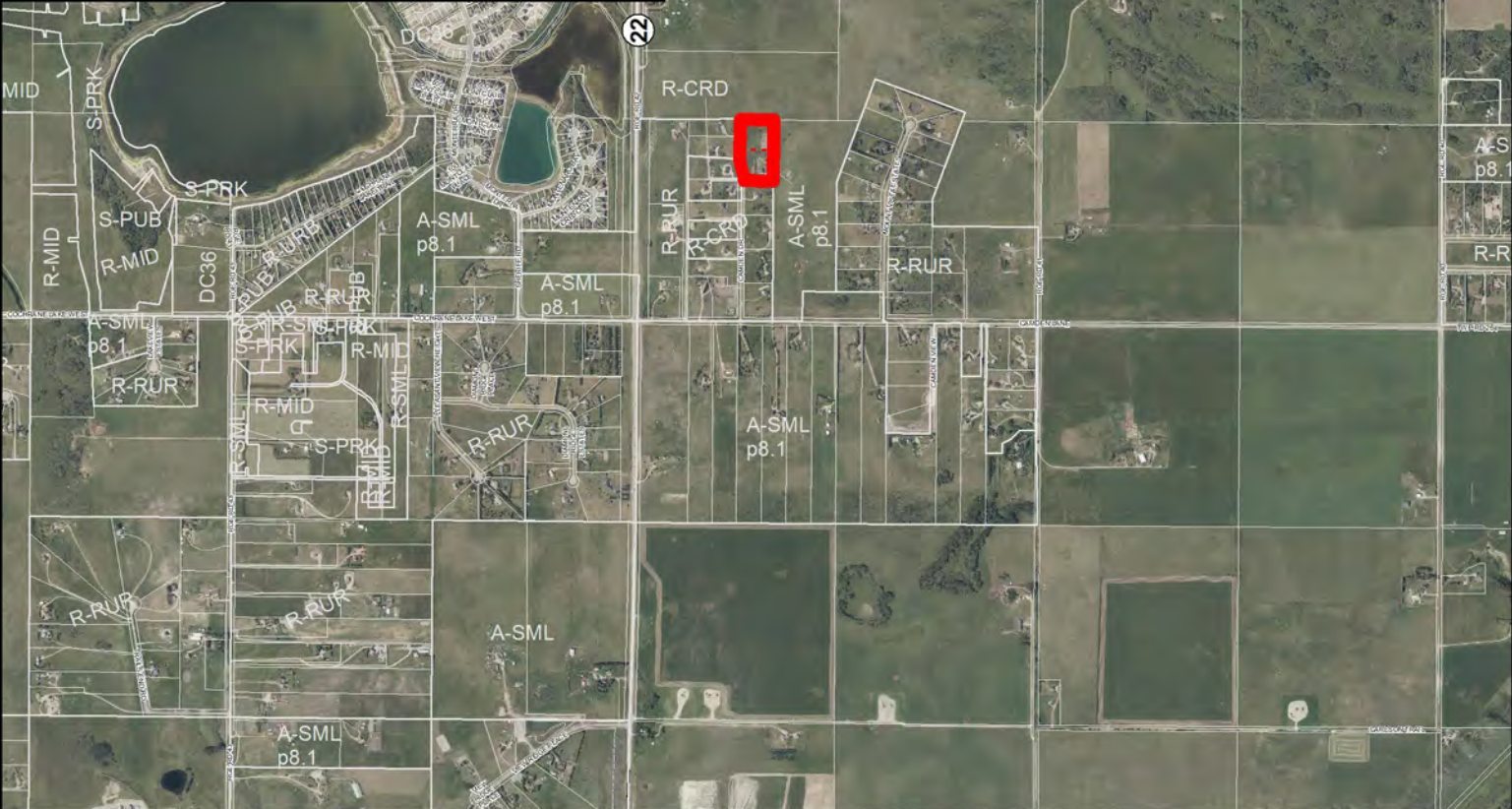
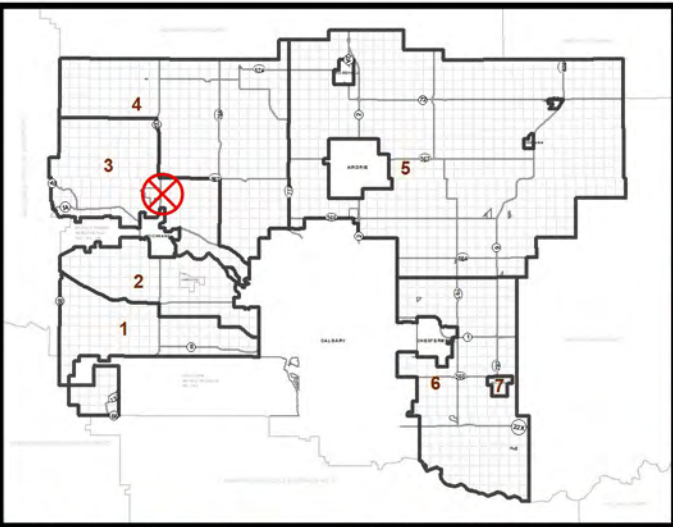
- Attachment A: Map Set
- Attachment B: Application Information
- Attachment C: Application Referral Responses
- Attachment D: Public Submissions [No Letters Received]
- Attachment E: Policy Review
- Attachment F: Draft Bylaw C-8611-2025

Redesignation Item: Residential

APPROVALS

Manager:	Dominic Kazmierczak, Executive Director, Community Services
Executive Director/Director:	Dominic Kazmierczak, Executive Director, Community Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer





Location & Context

To redesignate the subject lands from Agricultural, Small Parcel District (A-SML p8.1) to Residential, Rural Residential District (R-RUR) to accommodate future subdivision.

Division: 3
Roll: 06826031
File: PL20240189
Printed: 11/5/2024
Legal: A portion of
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Development Proposal

To redesignate the subject lands from Agricultural, Small Parcel District (A-SML p8.1) to Residential, Rural Residential District (R-RUR) to accommodate future subdivision.





Environmental

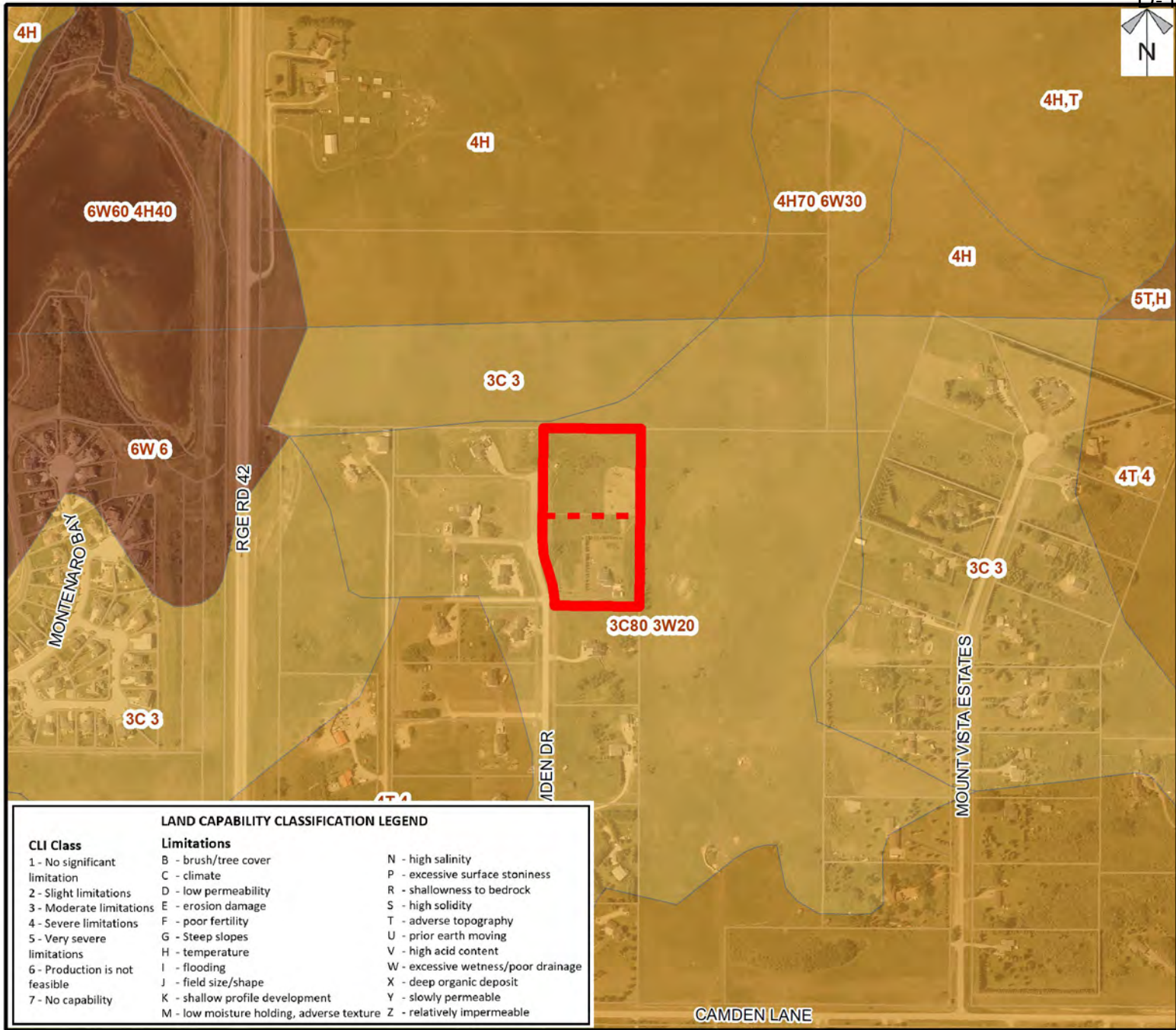
To redesignate the subject lands from Agricultural, Small Parcel District (A-SML p8.1) to Residential, Rural Residential District (R-RUR) to accommodate future subdivision.



Legend

-  Subject Lands
-  Contour - 2 meters
-  Riparian Setbacks
-  Alberta Wetland Inventory
-  Surface Water

Division: 3
Roll: 06826031
File: PL20240189
Printed: 11/5/2024
Legal: A portion of
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Soil Classifications

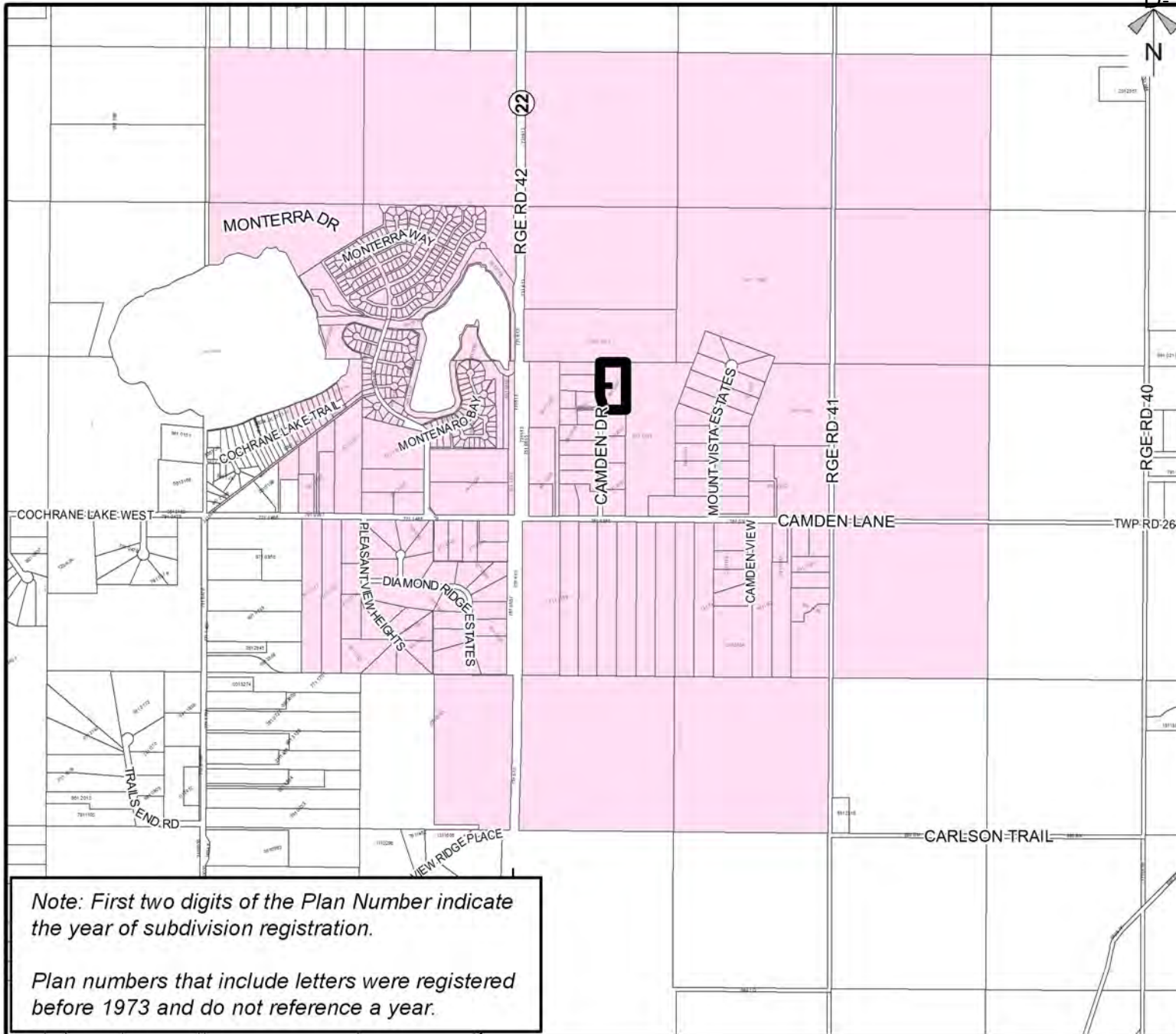
To redesignate the subject lands from Agricultural, Small Parcel District (A-SML p8.1) to Residential, Rural Residential District (R-RUR) to accommodate future subdivision.

LAND CAPABILITY CLASSIFICATION LEGEND		
CLI Class	Limitations	
1 - No significant limitation	B - brush/tree cover	N - high salinity
2 - Slight limitations	C - climate	P - excessive surface stoniness
3 - Moderate limitations	D - low permeability	R - shallowness to bedrock
4 - Severe limitations	E - erosion damage	S - high solidity
5 - Very severe limitations	F - poor fertility	T - adverse topography
6 - Production is not feasible	G - Steep slopes	U - prior earth moving
7 - No capability	H - temperature	V - high acid content
	I - flooding	W - excessive wetness/poor drainage
	J - field size/shape	X - deep organic deposit
	K - shallow profile development	Y - slowly permeable
	M - low moisture holding, adverse texture	Z - relatively impermeable



Landowner Circulation Area

To redesignate the subject lands from Agricultural, Small Parcel District (A-SML p8.1) to Residential, Rural Residential District (R-RUR) to accommodate future subdivision.



Note: First two digits of the Plan Number indicate the year of subdivision registration.

Plan numbers that include letters were registered before 1973 and do not reference a year.

Legend

Support



Not Support



Division: 3
Roll: 06826031
File: PL20240189
Printed: 11/5/2024
Legal: A portion of
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ATTACHMENT B: APPLICATION INFORMATION

APPLICANT/OWNERS: Hall, Wilfred & Leslie	DATE APPLICATION RECEIVED: October 17, 2024
GROSS AREA: ±3.26 hectares (±8.06 acres)	LEGAL DESCRIPTION: Lot 11, Block 23, Plan 0812064 within SW-26-26-04-W05M
Pre-Application Meeting Held: <input checked="" type="checkbox"/>	Meeting Date: 2024-06-03
SOILS (C.L.I. from A.R.C.): 3C 3: Moderate limitations to cereal crop production due to climate.	
HISTORY: April 28, 2008: The subject lot was created through the registration of Plan No. 0812064.	
TECHNICAL REPORTS SUBMITTED: <ul style="list-style-type: none"> Phase 1 Groundwater Assessment, Waterline Resources Inc., October 2024. 	

ATTACHMENT C: APPLICATION REFERRAL RESPONSES

AGENCY	COMMENTS
<i>School Authority</i>	
Calgary Catholic School District	After review, the Calgary Catholic School District does not have any questions or concerns regarding the referenced circulation (PL20240189). It is noted that Municipal Reserves are not required for this application but will be considered at the Subdivision Stage.
<i>Province of Alberta</i>	
Alberta Transportation & Economic Corridors	<p>Transportation and Economic Corridors offers the following comments and observations with respect to the proposed land use amendment (s):</p> <ol style="list-style-type: none"> 1. Alberta Transportation and Economic Corridors has no concerns, or objections with the proposed redesignation. 2. The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway 22. <p>Transportation and Economic Corridors offers the following comments with respect to this application:</p> <p>The requirements of Section 18 of the Regulation would not be met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors is prepared to grant approval for the subdivision authority to vary the requirements of Section 18 of the Regulation, at the future subdivision stage.</p> <p>The requirements of Section 19 are met; therefore, no variance of Section 19 of the Regulation would be required, at the future subdivision stage.</p> <p>If there are any changes to the proposed subdivision that was submitted with this land use referral, a separate referral pursuant to Section 7(6)(d) of the Matters Related to Subdivision and Development Regulation is required and the comments in respect of Sections 18 and 19 of the Regulation contained in this decision are no longer valid.</p>
<i>Public Utility</i>	
ATCO Gas	ATCO Gas has no objection to the proposed redesignation.
ATCO Transmission	ATCO Transmission high pressure pipelines has no objections. Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com .
FortisAlberta	FortisAlberta Inc. has no concerns regarding this redesignation application.

AGENCY	COMMENTS
	
Rogers Communications	No objections.
Telus Communications	No concerns.
Cochrane Lake Gas Co-op Ltd.	No concerns.

AGENCY	COMMENTS
<i>Internal Departments</i>	
Recreation, Parks and Community Support	No comments.
Building Services	This review is based on the circulation package dated November 14, 2024. The following items have been identified: <ul style="list-style-type: none"> <li data-bbox="513 495 1459 590">a) Site is located outside fire departments 10 minute response time. limiting distance used to determine max amount of openings within an exposed building face is half the actual limiting distance. <p data-bbox="464 611 1295 636">Alberta Building Code articles for applicant/designer information:</p> <p data-bbox="464 657 1240 682">9.10.15.3. Limiting Distance and Fire Department Response</p>
Fire Services & Emergency Management	Fire Services has no concerns at this time. Subject to access route design and water supply requirements as per the NBC (AE), NFC (AE) and County Bylaws.
Enforcement Services	No comments.
Capital and Engineering Services	<p data-bbox="464 959 574 984"><u>General</u></p> <ul style="list-style-type: none"> <li data-bbox="513 1010 1430 1106">• The application is proposing redesignation of subject lands from Agriculture, Small Parcel District (A-SML p8.1) to Residential, Rural Residential District (R-RUR) to accommodate future subdivision. <p data-bbox="464 1127 647 1152"><u>Geotechnical</u></p> <ul style="list-style-type: none"> <li data-bbox="513 1178 1403 1241">• Based on the review of site contours on GIS steep slopes 15% or greater are not observed. <li data-bbox="513 1262 1146 1287">• Engineering has no requirements at this time. <p data-bbox="464 1308 672 1333"><u>Transportation</u></p> <ul style="list-style-type: none"> <li data-bbox="513 1358 1479 1808">• Access to the proposed northern lot will be from an existing mutual approach off of Camden Road via mutual access easement (0812069). Camden Road is a paved road. <ul style="list-style-type: none"> <li data-bbox="610 1478 1479 1808">○ Given the proposed lot configuration, the northern proposed lot does not have frontage to a County road. Camden Road ends approximately 25 m before the proposed northern boundary. As a condition of future subdivision, the applicant will be required to enter into a Development Agreement with the County for construction of a Country Residential Road to the boundary of the proposed northern lot and extend the existing Cul-de-sac bulb accordingly, in accordance with County Servicing Standards. The Owner must also update the existing Access Easement to incorporate the affected lots. <li data-bbox="513 1829 1398 1892">• The TOL is not applicable to subject lands as it has already been collected.

AGENCY	COMMENTS
	<ul style="list-style-type: none"> • Camden Road is not a part of the long-range transportation network. • Engineering has no requirements at this time. <p><u>Sanitary/Waste Water</u></p> <ul style="list-style-type: none"> • Prior to decision of future subdivision, the applicant/owner shall submit a Level 2 PSTS assessment to evaluate the suitability of the new lot for the use of PSTS, as per the Model Process Guidelines. • Prior to decision of future subdivision, the applicant/owner shall provide a Level 1 Variation Assessment that identifies the type of PSTS and drainfield that is existing on the subject lands and demonstrates that the proposed development meets adequate setbacks in accordance with the Alberta SOP. • Engineering has no requirements at this time. <p><u>Water Supply And Waterworks</u></p> <ul style="list-style-type: none"> • As per the application, the existing dwelling is being serviced via an existing groundwater well. The applicant intends on drilling a new well for the proposed new lot at the time of future subdivision. As a part of the application, the applicant submitted a Phase 1 Groundwater Supply Evaluation report from Waterline Resources Inc. (October 4th, 2024). The report clearly states that the bedrock aquifers can support the groundwater demand for the proposed development without impacting existing users. • As a condition of future subdivision, the applicant/owner must submit a Phase 2 Aquifer Testing report and Well Driller's Report confirming a minimum pump rate of 1.0 IGPM for the new well on the proposed lot. <p><u>Storm Water Management</u></p> <ul style="list-style-type: none"> • Given the size of the subject land(s), engineering does not anticipate that the future development of the proposed parcel will result in a significant increase in imperviousness, therefore an SSIP is not required at this time. An SSIP may be required at future subdivision stage depending on the information provided at the time of application. • Engineering has no requirements at this time. <p><u>Environmental</u></p> <ul style="list-style-type: none"> • As per GIS review, no environmentally sensitive areas are observed. Should the applicant propose development that has a direct impact on any wetlands, the applicant will be responsible for obtaining all required AEP approvals. • Engineering has no requirements at this time.

Circulation Period: November 14, 2024, to December 5, 2024.

ATTACHMENT E: POLICY REVIEW

Definitions		
Consistent	Generally Consistent	Inconsistent
Clearly meets the relevant requirements and intent of the policy.	Meets the overall intent of the policy and any areas of inconsistency are not critical to the delivery of appropriate development.	Clear misalignment with the relevant requirements of the policy that may create planning, technical or other challenges.

Municipal Development Plan (County Plan)	
Managing Residential Growth – Country Residential	
5.8	<i>Support the development of existing country residential communities (identified on Map 1) in accordance with their area structure plan.</i>
Consistent	The subject lands (Attachment A) are located within the identified country residential community (Map 1) and further guided by the Cochrane North ASP.
Country Residential Development – Country Residential Communities	
10.1	<i>Development within Greater Bragg Creek, Bearspaw, North and Central Springbank, Elbow Valley, Balzac East (Sharp Hills/Butte Hills), Cochrane North, and Glenbow Ranch shall conform to their relevant area structure plan.</i>
Consistent	The proposal aligns with the relevant policies of the Cochrane North ASP.
10.4	<i>Country residential development shall address the development review criteria identified in section 29.</i>
Generally Consistent	The application provided a desktop review assessing potential groundwater availability on site.

Cochrane North Area Structure Plan (ASP)	
Land Use Policy Areas	
5.2	<i>Seven land use Policy Areas have been identified within the Cochrane North Area Structure Plan (Figure 6). Requirements for land use redesignation, subdivision, and development will vary according to the location, context, and policy goals of each land use Policy Area. Table 1 categorizes these land use Policy Areas according to the types of development envisioned and the approach to implementing the land use policies within each area.</i>
Consistent	The subject land is identified within the Residential Infill B Policy Area in accordance with Figure 6.
Residential Infill A, B, and C	
6.1.1	<i>The predominant land use within the Residential Infill Policy Area shall be residential development.</i>
Consistent	The proposal contemplates the conversion from an agricultural to residential land use designation.
6.1.3	<i>The minimum residential parcel size within the Residential Infill B Policy Area shall be 2 acres.</i>
Consistent	The proposal considers a land use designation which supports the creation of parcels approximately 4 acres in size – no conflict with policy 6.1.3 is anticipated.

6.1.9	<i>Within the Residential Infill Policy Areas, the Municipality may consider private, individual on-site water servicing solutions for new lots. The Municipality may require that deferred servicing agreements be secured in order to ensure that new lots do connect to regional, municipal or co-op water utility systems, when those systems become available.</i>
Consistent	The application proposes the use of ground water well to provide potable water to the future additional lot. Deferred servicing agreements ensuring connection to piped potable water infrastructure may be considered through future subdivision processing.
6.1.11	<i>Within the Residential Infill Policy Areas, the Municipality may consider private, individual on-site wastewater servicing solutions for new lots. The Municipality may require that deferred servicing agreements be secured in order to ensure that new lots do connect to regional or municipal wastewater utility systems, when those systems become available.</i>
Consistent	The application proposes the use on-site septic system to provide wastewater servicing for the future additional lot. Deferred servicing agreements ensuring connection to piped wastewater infrastructure may be considered through future subdivision processing.
Transportation	
6.8.9	<i>Panhandle access shall generally be discouraged, but may be considered only where it is deemed, by the Municipality, that an internal subdivision road is not a viable or desirable option.</i>
Not Applicable	Included for future lot design considerations depending on submission at the time of future subdivision. Administration supports the extension of Camden Drive in accordance with the road acquisition agreement registered on the westerly adjacent lands.
6.8.10	<i>All new roads within the Plan Area shall be built in accordance with the Municipality's Servicing Standards for Subdivision and Road Construction.</i>
Not Applicable	The current proposed lot configuration at time of future subdivision shall require the owner to enter into a development agreement to extend Camden Drive in order to provide access to the proposed northern lot.
6.8.13	<i>The developer shall be responsible for the design and construction costs of all internal roadways and any off-site roadway costs to the satisfaction of the M.D. of Rocky View.</i>
Not Applicable	The current proposed lot configuration at time of future subdivision shall require the owner to enter into a development agreement to extend Camden Drive in order to provide access to the proposed northern lot.

Land Use Bylaw C-8000-2020	
Residential, Rural Residential District (R-RUR)	
319	MINIMUM PARCEL SIZE: a) 1.6 ha (3.95 ac) b) <i>The minimum size of parcels designated with the letter "p" is the number indicated on the Land Use Map</i> c) <i>Notwithstanding b), the number following the "p" shall not be less than 1.6 ha (3.95 ac)</i>
Consistent	The proposed ±4.03 acre parcel and ±4.03 acre remainder meets the minimum size requirement of the R-RUR District.



BYLAW C-8611-2025

A bylaw of Rocky View County, in the Province of Alberta, to amend Rocky View County Bylaw C-8000-2020, being the *Land Use Bylaw*.

The Council of Rocky View County enacts as follows:

Title

1 This bylaw may be cited as *Bylaw C-8611-2025*.

Definitions

2 Words in this Bylaw have the same meaning as those set out in the *Land Use Bylaw* and *Municipal Government Act* except for the definitions provided below:

- (1) **“Council”** means the duly elected Council of Rocky View County;
- (2) **“Land Use Bylaw”** means Rocky View County Bylaw C-8000-2020, being the *Land Use Bylaw*, as amended or replaced from time to time;
- (3) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time; and
- (4) **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.

Effect

3 THAT Schedule B, Land Use Maps, of Bylaw C-8000-2020 be amended by redesignating Lot 11, Block 23, Plan 0812064 within SW-26-26-04-W05M from Agricultural, Small Parcel District (A-SML p8.1) to Residential, Rural Residential District (R-RUR) as shown on the attached Schedule ‘A’ forming part of this Bylaw.

4 THAT Lot 11, Block 23, Plan 0812064 within SW-26-26-04-W05M is hereby redesignated to Residential, Rural Residential District (R-RUR) as shown on the attached Schedule “A” forming part of this Bylaw.

Effective Date

5 Bylaw C-8611-2025 is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.



READ A FIRST TIME this _____ day of _____, 2025

READ A SECOND TIME this _____ day of _____, 2025

UNANIMOUS PERMISSION FOR THIRD READING this _____ day of _____, 2025

READ A THIRD AND FINAL TIME this _____ day of _____, 2025

Reeve

Chief Administrative Officer

Date Bylaw Signed



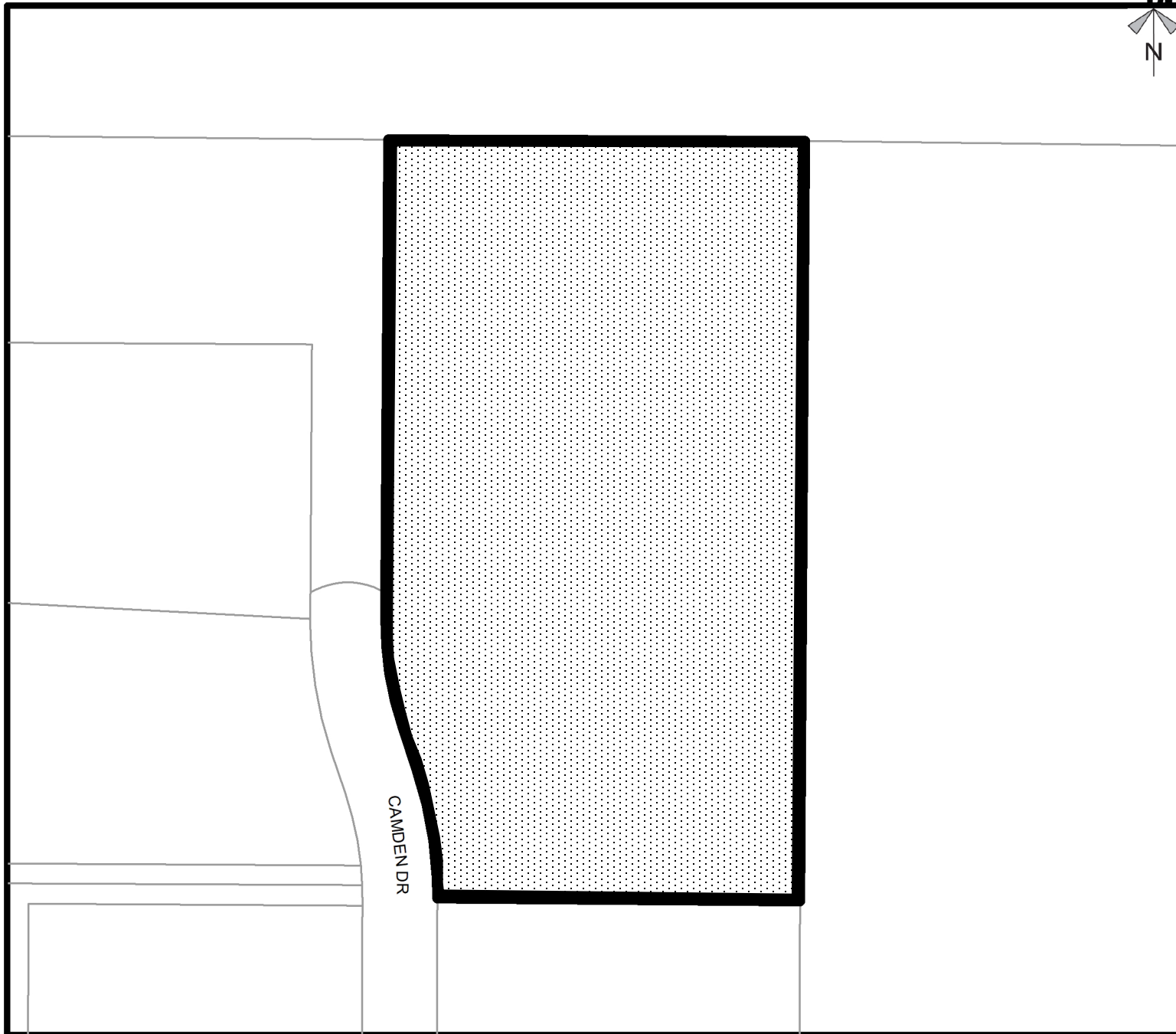
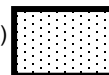
Schedule 'A'

Bylaw
C-8611-2025

Amendment

FROM
Agricultural,
Small Parcel
District (A-SML p8.1)

TO
Residential ,
Rural Residential
District (R-RUR)





Redesignation Item: Residential

Electoral Division: 1

Application: PL20240154 / 04705011

Date: April 8, 2025

Presenter: Christine Berger, Senior Planner

Department: Planning

REPORT SUMMARY

The purpose of this report is for Council to assess redesignation of the subject lands (Attachment A) from Agricultural Small Parcel District (A-SML p8.1) to Residential, Rural District (R-RUR p3.8) to facilitate future subdivision of one new parcel.

The subject parcel is located outside of an area structure plan; as such, the application was evaluated pursuant to the policies and regulations of the Municipal Development Plan (County Plan), and the Land Use Bylaw. The application was found to align with the policies of Section 5.0 (Managing Residential Growth) and 10.0 (Country Residential Development) of the County Plan.

ADMINISTRATION'S RECOMMENDATION

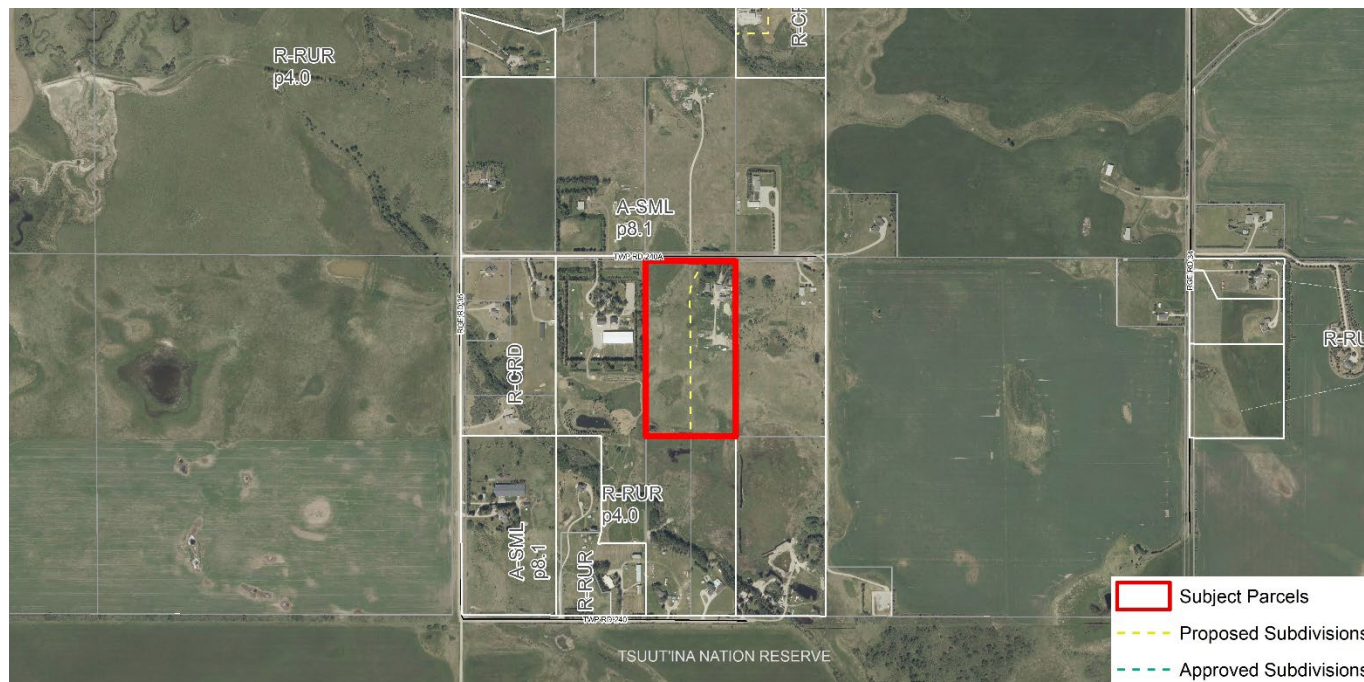
- THAT Bylaw C-8618-2025 be given first reading.
THAT Bylaw C-8618-2025 be given second reading.
THAT Bylaw C-8618-2025 be considered for third reading.
THAT Bylaw C-8618-2025 be given third and final reading.

Redesignation Item: Residential

BACKGROUND

Location (Attachment A)

Located approximately 10.50 kilometres (6.50 miles) west of the city of Calgary, approximately 0.41 kilometres (0.25 mile) east of Range Road 35, on the south side of Township Road 240A.



Site History (Attachment B)

The subject parcel was originally subdivided in November of 1972.

On September 19, 2023, Council refused application PL20220119, a proposal to redesignate the lands from Agricultural, Small Parcel District (A-SMLp8.1) to Residential, Rural District (R-RUR) to facilitate future subdivision of three new parcels.

Intermunicipal and Agency Circulation (Attachment C)

The application was circulated to all necessary intermunicipal neighbours, internal and external agencies.

Alberta Transportation and Economic Corridors has provided no concerns on the proposed application; further review and comments will be provided at the time of future subdivision.

Landowner Circulation (Attachment D)

The application was circulated to forty-four (44) adjacent landowners in accordance with the *Municipal Government Act* and County Policy C-327 (Circulation and Notification Standards); two letters of concern were received.

ANALYSIS

Policy Review (Attachment E)

The subject parcel is located within a fragmented quarter section as per the County Plan definition. The County Plan supports further residential subdivision within a fragmented quarter section in accordance with the policies of Section 10.0 (County Residential Development).

Policies 10.11 and 10.13 require certain criteria to be met in order for an application for redesignation and future subdivision to be supported, including a lot and road plan, technical assessments, and public consultation. The application generally aligns with Policies 10.11 and 10.13, as the Applicant has

Redesignation Item: Residential

demonstrated access to the proposed parcels, technical assessments were completed to illustrate the proposal’s viability, and the Applicant has indicated that adjacent owners were notified. Since only one new parcel is being created, and the environmental constraints on site would likely limit further subdivision, a full lot and road plan was not required as part of the current application.

The proposed future subdivision would create one ± 3.98 hectare (± 9.83 acre) parcel with a ± 3.90 hectare (± 9.63 acre) remainder. The proposed parcels meet the minimum parcel size requirement of 1.60 hectares (3.95 acres) within the proposed Residential, Rural Residential (R-RUR) land use district. The proposed parcel modifier of p3.8 would limit the ability to further subdivide the proposed parcels without Council first considering a subsequent application to reduce or remove the minimum parcel size modifier.

COMMUNICATIONS / ENGAGEMENT

Consultation was conducted in accordance with statutory requirements and County Policy C-327.

IMPLICATIONS

Financial

No financial implications identified at this time.

STRATEGIC ALIGNMENT

This report is a statutory obligation under the *Municipal Government Act*.

ALTERNATE DIRECTION

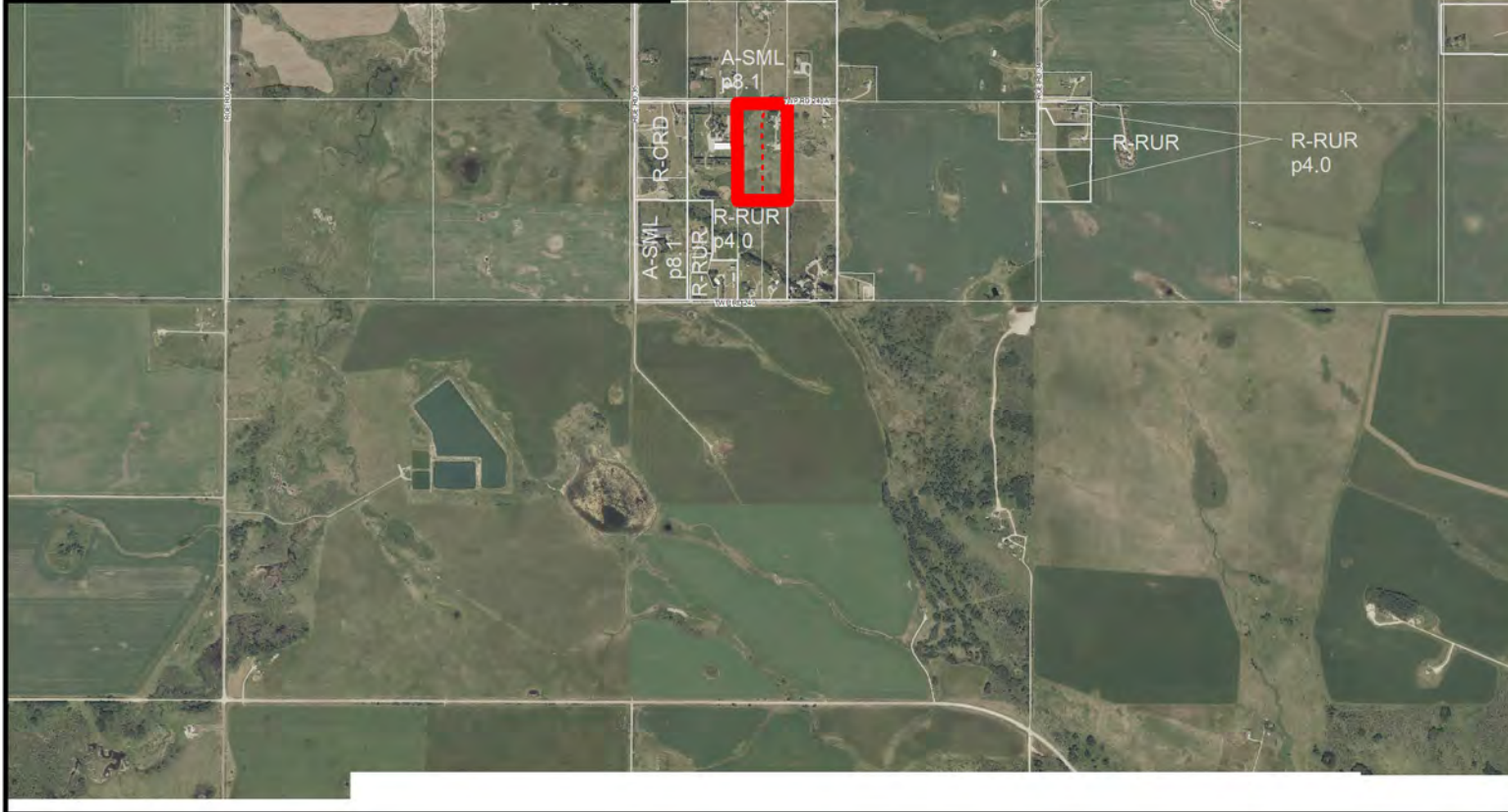
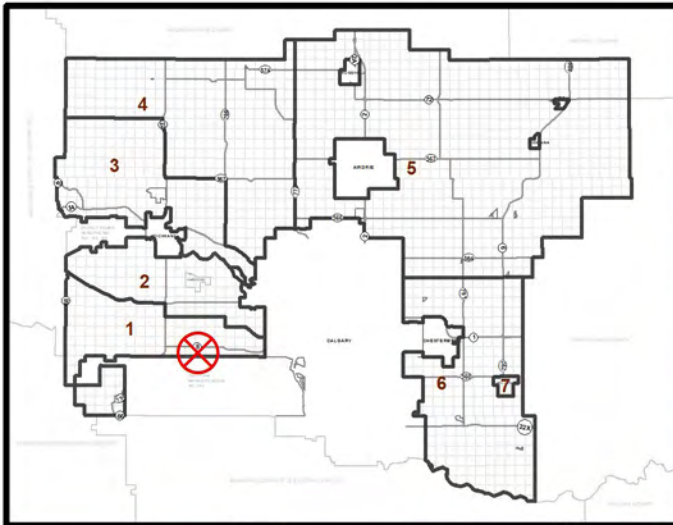
No alternative options have been identified for Council’s consideration.

ATTACHMENTS

- Attachment A: Map Set
- Attachment B: Application Information
- Attachment C: Application Referral Responses
- Attachment D: Public Submissions
- Attachment E: Policy Review
- Attachment F: Draft Bylaw C-8618-2025

APPROVALS

Manager:	Dominic Kazmierczak, Executive Director, Community Services
Executive Director:	Dominic Kazmierczak, Executive Director, Community Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer



Location & Context

To redesignate the subject lands from Agricultural, Small Parcel District (A-SML p8.1) to Residential, Rural District (R-RUR p3.8) to accommodate future subdivision of a ± 3.90 hectare (± 9.83 acre) parcel with a ± 3.80 hectare (± 9.63 acre) remainder.



Development Proposal

To redesignate the subject lands from Agricultural, Small Parcel District (A-SML p8.1) to Residential, Rural District (R-RUR p3.8) to accommodate future subdivision of a ± 3.90 hectare (± 9.83 acre) parcel with a ± 3.80 hectare (± 9.63 acre) remainder.

Note: exact parcel configuration subject to change at future subdivision stage if applicable



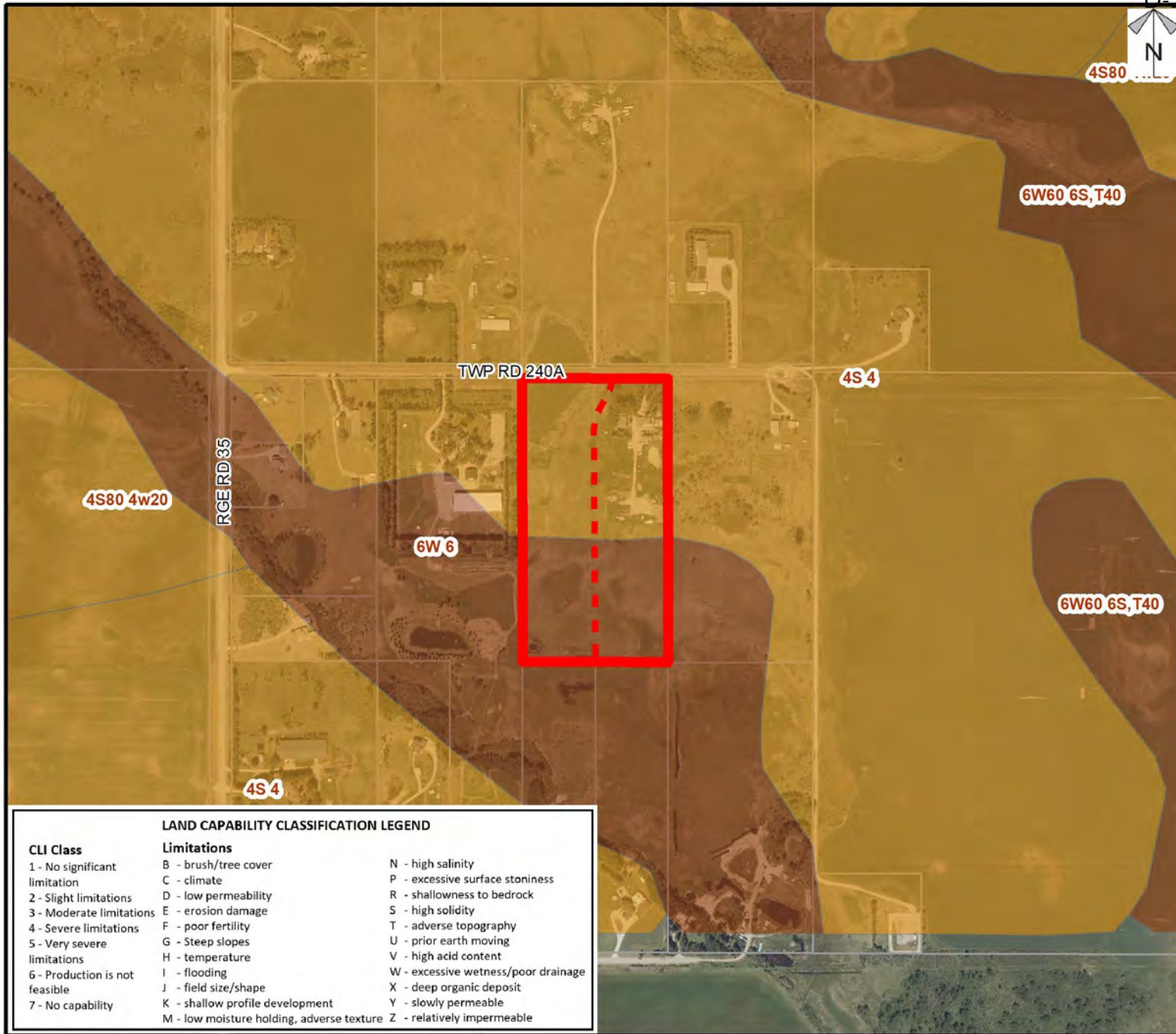
Environmental

To redesignate the subject lands from Agricultural, Small Parcel District (A-SML p8.1) to Residential, Rural District (R-RUR p3.8) to accommodate future subdivision of a ± 3.90 hectare (± 9.83 acre) parcel with a ± 3.80 hectare (± 9.63 acre) remainder.

Legend

-  Subject Lands
-  Contour - 2 meters
-  Riparian Setbacks
-  Alberta Wetland Inventory
-  Surface Water

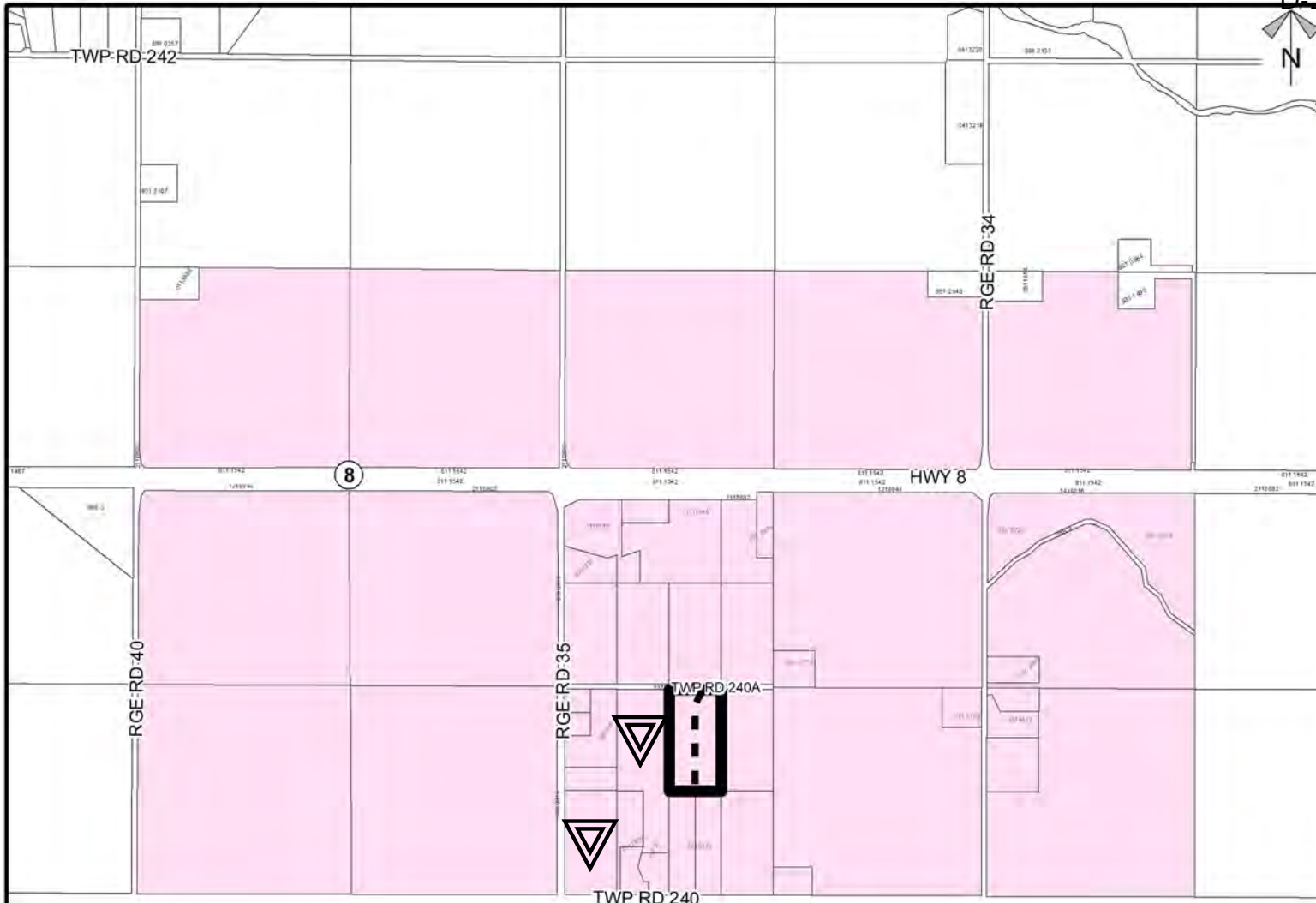
Division: 1
Roll: 04705011
File: PL20240154
Printed: 10/1/2024
Legal: A portion of
Page 51 of 342



Soil Classifications

To redesignate the subject lands from Agricultural, Small Parcel District (A-SML p8.1) to Residential, Rural District (R-RUR p3.8) to accommodate future subdivision of a ± 3.90 hectare (± 9.83 acre) parcel with a ± 3.80 hectare (± 9.63 acre) remainder.




LAND CAPABILITY CLASSIFICATION LEGEND		
CLI Class	Limitations	
1 - No significant limitation	B - brush/tree cover	N - high salinity
2 - Slight limitations	C - climate	P - excessive surface stoniness
3 - Moderate limitations	D - low permeability	R - shallowness to bedrock
4 - Severe limitations	E - erosion damage	S - high solidity
5 - Very severe limitations	F - poor fertility	T - adverse topography
6 - Production is not feasible	G - Steep slopes	U - prior earth moving
7 - No capability	H - temperature	V - high acid content
	I - flooding	W - excessive wetness/poor drainage
	J - field size/shape	X - deep organic deposit
	K - shallow profile development	Y - slowly permeable
	M - low moisture holding, adverse texture	Z - relatively impermeable



Landowner Circulation Area

To redesignate the subject lands from Agricultural, Small Parcel District (A-SML p8.1) to Residential, Rural District (R-RUR p3.8) to accommodate future subdivision of a ± 3.90 hectare (± 9.83 acre) parcel with a ± 3.80 hectare (± 9.63 acre) remainder.

Legend

- Support 
- Not Support 
- Concern 

Note: First two digits of the Plan Number indicate the year of subdivision registration.

Plan numbers that include letters were registered before 1973 and do not reference a year.

Division: 1
 Roll: 04705011
 File: PL20240154
 Printed: 10/1/2024
 Legal: A portion of
 Page 53 of 142

ATTACHMENT B: APPLICATION INFORMATION

APPLICANT/OWNERS: ERW Consulting Inc. (Robert Weston) / 2339092 Alberta Ltd. (Pitcher, Doug & Kimball, Lacey)	DATE APPLICATION RECEIVED: August 21, 2024
GROSS AREA: ± 7.89 hectares (± 19.50 acres)	LEGAL DESCRIPTION: Portion of W-05-24-03-W05M
Pre-Application Meeting Held: <input checked="" type="checkbox"/>	Meeting Date: 2024-06-07
SOILS (C.L.I. from A.R.C.): Severe limitations, production not feasible; high solidity, excessive wetness/poor drainage.	
HISTORY: November 20, 1972: Subdivision creating subject parcel registered with Alberta Land Titles. September 19, 2023: Council refused application PL20220119, a proposal to redesignate the lands from Agricultural, Small Parcel District (A-SMLp8.1) to Residential, Rural District (R-RUR) to facilitate future subdivision of three new parcels.	
TECHNICAL REPORTS SUBMITTED: <ul style="list-style-type: none"> • Trip Generation Memo, ISL Engineering and Land Services, March 2022. • Level III Private Sewage Treatment System Assessment, Almor Testing Services Ltd., February 2022. • Phase 1 Groundwater Supply Assessment, Groundwater Resource Information Technologies Ltd., September 2021. • Phase 2 Groundwater Supply Assessment, Groundwater Resource Information Technologies Ltd., December 2022. • Conceptual Stormwater Management Plan, Osprey Engineering Inc., February 2023. • Phase 1 Environmental Site Assessment, Groundwater Resource Information Technologies Ltd., January 2022. • Wetland Assessment and Impact Report, Omnia Ecological Services, June 2024. 	

ATTACHMENT C: APPLICATION REFERRAL RESPONSES

AGENCY	COMMENTS
<i>School Authority</i>	
Rocky View Schools	No response received.
Calgary Catholic School District	No response received.
Public Francophone Education	No response received.
Catholic Francophone Education	No response received.
<i>Province of Alberta</i>	
Alberta Ministry of Environment and Protected Areas	No response received.
Alberta Transportation and Economic Corridors	<p data-bbox="488 886 1511 1050">This will acknowledge receipt of your circulation regarding the above noted proposal. Transportation and Economic Corridors primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed land use amendment(s).</p> <p data-bbox="488 1066 1450 1134">Transportation and Economic Corridors offers the following comments and observations with respect to the proposed land use amendment(s):</p> <ol data-bbox="488 1150 1495 1398" style="list-style-type: none"> <li data-bbox="488 1150 1495 1247">1. Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable <li data-bbox="488 1264 1495 1398">2. Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies. <p data-bbox="488 1415 1495 1512">The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 8</p> <p data-bbox="488 1528 1511 1692">The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.</p> <p data-bbox="488 1709 1471 1881">The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.</p>

AGENCY	COMMENTS
	If there are any changes to the proposed subdivision that was submitted with this land use referral, a separate referral pursuant to Section 7(6)(d) of the Matters Related to Subdivision and Development Regulation is required and the comments in respect of Sections 18 and 19 of the Regulation contained in this decision are no longer valid.
Alberta Culture and Community Spirit (Historical Resources)	No response received.
Alberta Health Services	No response received.
Public Utility	
ATCO Gas	No response received.
ATCO Pipelines	No concerns.
FortisAlberta	No concerns.
TELUS Communications	No concerns.
Rogers	No concerns.
Adjacent Municipality	
Tsuut'ina Nation	No response received.
Other External Agencies	
Calgary Airport Authority	Please be advised that the Calgary Airport Authority has no objection to this proposal as submitted. A separate review will be required should any development occur on the lands.
Internal Departments	
Recreation, Parks, and Community Support	No comments at this time.
Building Services	No comments at this time.

AGENCY	COMMENTS
Fire Services & Emergency Management	No concerns.
Capital and Engineering Services	<p data-bbox="488 312 607 342">General:</p> <ul data-bbox="537 365 1495 596" style="list-style-type: none"> <li data-bbox="537 365 1495 464">• The review of this file is based upon the application submitted. These conditions/recommendations may be subject to change to ensure best practices and procedures. <li data-bbox="537 470 1495 596">• As per the application, the applicant is proposing to redesignate the subject lands from Agricultural, Small Parcel District to Residential, Rural Residential District to accommodate future subdivision of one additional lot. <p data-bbox="488 617 683 646">Geotechnical:</p> <ul data-bbox="537 669 1455 837" style="list-style-type: none"> <li data-bbox="537 669 1455 732">• Based on a desktop GIS review, slopes steeper than 15% were not identified on the subject lands. <li data-bbox="537 739 1390 802">• The applicant has submitted a Lot and Road Plan showing the geotechnical developable area. <li data-bbox="537 808 1143 837">• Engineering has no requirements currently. <p data-bbox="488 858 703 888">Transportation:</p> <ul data-bbox="537 911 1511 1520" style="list-style-type: none"> <li data-bbox="537 911 1446 974">• The existing lot (Lot 2) has access off Township Road 240A from a single approach. <li data-bbox="537 980 1511 1148">• The new lot (Lot 1) will require a new approach for access from Township Road 240A as shown on figure 6 Lotting plan. <ul data-bbox="634 1043 1511 1148" style="list-style-type: none"> <li data-bbox="634 1043 1511 1148">○ As a condition of future subdivision, the Owner shall construct a new gravel approach on Township Road 240A, in accordance with the County Servicing Standards, to provide access to Lot 1. <li data-bbox="537 1155 1503 1281">• The applicant has submitted a Trip Generation Memo prepared by ISL Engineering and Land Services dated March 22, 2022. The memo concludes that the development have minimal impact on existing traffic operations. <li data-bbox="537 1287 1511 1455">• As a condition of future subdivision, the applicant may be required to pay the transportation offsite levy as per the applicable TOL Bylaw at time of subdivision decision. The TOL will be applied to the proposed new lot. The TOL does not apply to the remainder lot since it has an existing residence. <li data-bbox="537 1482 1143 1520">• Engineering has no requirements currently. <p data-bbox="488 1541 797 1570">Sanitary/Waste Water:</p> <ul data-bbox="537 1593 1511 1894" style="list-style-type: none"> <li data-bbox="537 1593 1511 1894">• The applicant submitted a Level III Private Sewage Treatment System Assessment completed by Almor Testing Services Ltd. on February 23, 2022. However, this report is deficient in a few areas. <ul data-bbox="634 1698 1511 1894" style="list-style-type: none"> <li data-bbox="634 1698 1511 1894">○ Prior to decision on subdivision, the applicant shall submit a Level IV PSTS Assessment to evaluate the suitability of the new lots for the use of PSTS, as per the Model Process Guidelines. In addition to the requirements set out in the Model Process Guidelines, the report shall address the following comments of the Level III report:

AGENCY	COMMENTS
	<ul style="list-style-type: none"> ▪ The report shall definitively state the recommended sanitary servicing option, including clarification on whether a packaged PSTS system is required. ▪ The report shall provide recommended locations for the proposed systems. ▪ The report shall have all content related to foundation construction removed. This information can be submitted in a separate geotechnical assessment report if desired. ▪ The report shall address the presence of wetlands on site. <ul style="list-style-type: none"> • As a condition of future subdivision, the Owner shall enter into a Site Improvements/Services Agreement with the County for the proposed new lot for the construction of the PSTS system in accordance with the Level IV PSTS Assessment as per the geotechnical recommendation. • Engineering has no requirements currently. <p>Water Supply and Waterworks:</p> <ul style="list-style-type: none"> • The applicant has submitted a Phase 1 Groundwater Supply Assessment completed by Groundwater Resource Information Technologies Ltd. on September 17, 2021. The report concludes that future wells completed in the subject aquifers will be capable of supplying a sufficient amount of water without causing adverse effects to existing groundwater users. • The applicant has submitted a Phase 2 Groundwater Supply Assessment completed by Groundwater Resource Information Technologies Ltd. on December 16, 2022. The report concludes that the test well has a long-term yield of 7.96 igpm and that sufficient water exists for the new subdivided lot. The report stated that no adverse effects are expected for existing groundwater users, provided the new wells are drilled to a depth of over 250 feet deep. • Engineering has no requirements at this time. <p>Storm Water Management:</p> <ul style="list-style-type: none"> • The applicant has submitted a Conceptual Stormwater Management Plan completed by Osprey Engineering Inc. on April 20, 2022 and an updated revision on February 9, 2023. The report concludes that proposed development will not measurably increase the rate or volume of runoff and no centralized stormwater detention or other constructed best management practices are required. The recommendations of the Osprey report shall be followed • As a condition of future subdivision, the Owner shall enter into a Site Improvements/Services Agreement with the County for the proposed new lot to incorporate the recommendations listed in the Osprey Stormwater Management Report dated February 9, 2023. • Engineering has no requirements currently. <p>Environmental:</p> <ul style="list-style-type: none"> • The applicant has submitted a Phase 1 Environmental Site Assessment completed by Groundwater Resource Information Technologies Ltd. on January 31, 2022. The report concluded that there were no environmental concerns on the subject lands.

AGENCY	COMMENTS
	<ul style="list-style-type: none">• The applicant has submitted a Wetland Assessment and Impact Report completed by Omnia Ecological Services on June 6, 2024. The report concluded that there are 10 wetlands that are present on the property. No wetlands will be impacted therefore no compensations are required. Setbacks of 10 m (ephemeral, temporary) from wetland or 20 m (seasonal) were shown on Figure 12.• A private driveway access and groundwater well drilling is proposed within the wetland setbacks to the buildable areas.<ul style="list-style-type: none">○ As a condition of future subdivision, the Owner shall obtain provide the required AEP approvals.• As a condition of future subdivision, the Owner shall provide a detailed Erosion and Sedimentation Control Plan, prepared by a qualified professional, in accordance with the County Servicing Standards and best management practices.• Engineering has no requirements currently.

Circulation Period: October 4, 2024, to November 5, 2024.

From: [JANET BALLANTYNE](#)
To: [Christine Berger](#)
Subject: Application #: PL20240154; File #: 04705011
Date: Monday, October 28, 2024 9:46:32 AM

Ms. Berger:

At the applicant's previous public hearing I indicated that, while my family did not support that application, we were generally supportive of a redesignation that would create only two 10-acre parcels. However, at this point, our support for his revised application - PL20240154 0 is constrained by the fact that the applicant does not appear to have engaged with anyone in the community. As a result, we have no information on how he intends to address concerns raised in the earlier hearing.

As many of the applicant's neighbours pointed out at the previous hearing, there are numerous existing wetlands on the applicant's property that result in serious drainage issues that impact nearby parcels, including ours. Depending on how the existing 20-acre parcel is reconfigured, those drainage issues may be exacerbated. Without any engagement or commitments from the applicant regarding these issues, it is difficult to support his application.

We understand that the applicant has submitted revised technical studies to support his revised application. For his initial application, he shared the technical studies with our community. In contrast, he has not shared the revised studies for his new application. This increases our concerns with potential negative impacts from his proposal.

If you have any questions about our comments, please feel free to contact us.

All the best,

Janet Ballantyne

From: [Christine Berger](#)
To: [Pam Janzen](#)
Subject: RE: PL20240154
Date: Tuesday, October 22, 2024 9:08:00 AM

Hi Pam,

Unfortunately, timelines vary depending on a few factors (applicant timing, comments that come back from the circulation, etc). I would say late winter/early spring 2025 would be the earliest this application would go to Council. There would be a Public Hearing Notice sent to adjacent owners a few weeks prior to the Public Hearing, and Public Notices are also posted at this link: [Public Notices | Rocky View County](#).

Thank you,

CHRISTINE BERGER, MPLAN
Planner 2 | Planning

ROCKY VIEW COUNTY
262075 Rocky View Point | Rocky View County | AB | T4A 0X2
Office Phone: 403-520-3904
cberger@rockyview.ca | www.rockyview.ca

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From: Pam Janzen [REDACTED]
Sent: Monday, October 21, 2024 2:18 PM
To: Christine Berger <CBerger@rockyview.ca>
Subject: Re: PL20240154

Thank you, Christine. Sorry for the endless questions.

Can you please give me a timeline for this application, going forward? When would you expect a Public Hearing...Spring of 2025 or Fall?

Pam

On Thu, Oct 17, 2024 at 3:57 PM Christine Berger <CBerger@rockyview.ca> wrote:

From a quick scan, it looks like some were submitted previously but there is a Wetland Assessment and Impact Report (WAIR) that has been updated to reflect the new proposed lot layout. You can specify what you're looking for as part of the FOIP request and we'll search our files according to that criteria.

Thank you,

CHRISTINE BERGER, MPLAN

Planner 2 | Planning

ROCKY VIEW COUNTY

262075 Rocky View Point | Rocky View County | AB | T4A 0X2

Office Phone: 403-520-3904

cberger@rockyview.ca | www.rockyview.ca

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From: Pam Janzen [REDACTED]
Sent: Wednesday, October 16, 2024 5:17 PM
To: Christine Berger <CBerger@rockyview.ca>
Subject: Re: PL20240154

Thanks for this Christine. The studies you have on file, are they the ones which were submitted for the previous application for this property, for the rezoning for 4 lots?

Sent from my iPhone

On Oct 16, 2024, at 2:10 PM, Christine Berger <CBerger@rockyview.ca> wrote:

Hi Pam,

You can send a FOIP request for technical studies we currently have on file to foip@rockyview.ca and they can give you more information (they will let you know if there's a fee, timelines, etc).

Please note this is at redesignation stage, and the circulation period is not complete, so our engineering department may ask for more studies either before proceeding to Council with the redesignation application and/or as part of future subdivision stage (if applicable).

Have a nice day!

CHRISTINE BERGER, MPLAN

Planner 2 | Planning

ROCKY VIEW COUNTY

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Office Phone: 403-520-3904
cberger@rockyview.ca | www.rockyview.ca

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From: Pam Janzen [REDACTED]
Sent: Tuesday, October 15, 2024 6:40 PM
To: Christine Berger <CBerger@rockyview.ca>
Subject: Re: PL20240154

One more question pls. Have these technical studies already been submitted to RVC? If so, I should be able to FOIP them.

Thanks

Sent from my iPhone

On Oct 15, 2024, at 3:11 PM, Christine Berger
<CBerger@rockyview.ca> wrote:

Hi Pam,

The technical documents will be reviewed by Rocky View County Administration, but are not publicly available. However, as part of the Council Agenda (released the week prior to the Public Hearing date), there will be attachments to the report that include a list of the technical reports submitted and will note the main findings/recommendations from the technical documents. Administration makes recommendations to Council based on an application's ability to meet technical and policy requirements.

Hope this helps!

Thank you,

CHRISTINE BERGER, MPLAN
Planner 2 | Planning

ROCKY VIEW COUNTY
262075 Rocky View Point | Rocky View County | AB | T4A 0X2
Office Phone: 403-520-3904
cberger@rockyview.ca | www.rockyview.ca

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From: Pam Janzen [REDACTED]
Sent: Tuesday, October 15, 2024 10:51 AM
To: Christine Berger <CBerger@rockyview.ca>
Subject: Re: PL20240154

Hello Christine,
So are you saying that we will have access to these technical documents well in advance of a Public Hearing? Will these come from RVC or the applicant?
Thank you
Sent from my iPhone

On Oct 15, 2024, at 9:08 AM, Christine Berger
<CBerger@rockyview.ca> wrote:

Good morning Pam,

Thank you for sending comments regarding Application PL20240154. They will be included in the Public Hearing report for Council to review and consider.

Please note that technical documents are required as per the redesignation/subdivision process to address the site conditions (including wetlands). If the applicant wishes to proceed after they receive comments from this circulation, there will be a Public Hearing for this application as we are currently at redesignation stage, not subdivision stage.

Please note this proposal is not the same as the previous proposal that came forward for this property; the p3.8 designation would only allow for subdivision

of one new parcel (the previous proposal would have allowed for 3 new parcels, but was refused).

Please let me know if you have any questions.

Thank you,

CHRISTINE BERGER, MPLAN
Planner 2 | Planning

ROCKY VIEW COUNTY

262075 Rocky View Point | Rocky View County | AB | T4A
0X2

Office Phone: 403-520-3904

cberger@rockyview.ca | www.rockyview.ca

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From: Pam Janzen [REDACTED]
Sent: Friday, October 11, 2024 2:50 PM
To: Christine Berger <CBerger@rockyview.ca>; Division 1,
Kevin Hanson <KRHanson@rockyview.ca>
Subject: PL20240154

Hello Christine,

I received this application regarding my immediate neighbour's proposal. As you are undoubtedly aware, my husband and I, as well as many of our neighbours, wrote letters of opposition or spoke at the Public Hearing regarding the previous proposal for this property.

I cannot speak for my neighbours, but my husband and I do not *in principle* oppose the rezoning of this parcel to R-RUR p 3.8. However, once again we have had no consultation with the applicant or the owner regarding their current proposal. We are very concerned about the access into the new

parcel because of the large wetland that is in the NW corner of the subject property, and borders our land. We are unaware of any other neighbours who have been consulted about this new proposal.

It is our understanding that our only chance to provide input and concerns is at re-zoning, not at subdivision, so I am looking for your guidance, given the concern I have stated. Other neighbours may have different concerns.

Sincerely,
Pam Janzen

ATTACHMENT E: POLICY REVIEW

Definitions		
Consistent	Generally Consistent	Inconsistent
Clearly meets the relevant requirements and intent of the policy.	Meets the overall intent of the policy and any areas of inconsistency are not critical to the delivery of appropriate development.	Clear misalignment with the relevant requirements of the policy that may create planning, technical or other challenges.

Municipal Development Plan (County Plan)	
Managing Residential Growth – Agricultural Area	
5.10	<i>Residential development in the agricultural area shall be guided by the goals and policies of this Plan.</i>
Consistent	The subject land is located within an agricultural area which is not guided by an area structure plan. The application has been evaluated against Section 10 of the County Plan pertaining to Country Residential Development.
Country Residential Development – Country Residential Communities	
10.2	<i>Country residential development in the agriculture area shall be guided by the goals and policies of this Plan.</i>
Consistent	The subject land is located within an agricultural area which is not guided by an area structure plan. The application has been evaluated against Section 10 of the County Plan pertaining to Country Residential Development within a Fragmented Quarter Section.
Country Residential Development – Fragmented Country Residential Areas	
10.11	<i>Within a fragmented quarter section, the redesignation of residential lots or agricultural parcels less than or equal to 10 hectares (24.7 acres) in size to a new residential land use may be supported if the following criteria are met:</i> <ol style="list-style-type: none"> <i>a. A lot and road plan is provided that;</i> <ol style="list-style-type: none"> <i>i. plans for an area determined by the County at the time of redesignation application. The plan shall include, at a minimum, all residential or small agricultural acreages that are adjacent to the application;</i> <i>ii. includes design measures to minimize adverse impacts on existing agriculture operations; and</i> <i>iii. demonstrates potential connectivity to residential or small agricultural acreages outside of the lot and road plan area.</i> <i>b. A technical assessment of the proposed design is provided, to demonstrate that the lot and road plan area is capable of supporting increased residential development. The assessment shall address:</i> <ol style="list-style-type: none"> <i>i. the internal road network, water supply, sewage treatment, and stormwater management; and</i> <i>ii. any other assessment required by unique area conditions.</i> <i>c. A technical assessment of the impact on off-site infrastructure, roads, and stormwater systems is be provided;</i> <i>d. A report is provided that documents the consultation process undertaken to involve affected landowners within the plan area in the preparation and/or review of the lot and road plan.</i>

Consistent	<p>The subject parcel meets the definition of a Fragmented Quarter Section. The subject parcel is approximately ± 7.89 hectares (± 19.5 acres) and located within a fragmented quarter sections of land in a predominantly agricultural area of the County.</p> <p>Access has been shown on the proposed plan; since further subdivision is unlikely at this point in time, a lot and road plan was not required. However, one was provided as part of a previous application, and this requirement is considered met.</p> <p>Technical studies have been submitted to illustrate the ability for the parcel to subdivide; further studies would be required at subdivision stage (if applicable).</p>
10.12	<i>Within a fragmented quarter section, the redesignation or subdivision of agriculture parcels greater than 10 hectares (24.7 acres) in size to a residential use shall not be supported. Redesignation or subdivision to a new or distinct agricultural operation may be supported as per policy 8.22.</i>
Consistent	The subject parcel is less than 10 hectares (24.7 acres) in size.
Transportation – Road Access	
16.13	<p><i>Residential redesignation and subdivision applications should provide for development that:</i></p> <ul style="list-style-type: none"> <i>a. provides direct access to a road, while avoiding the use of panhandles;</i> <i>b. minimizes driveway length to highways/roads;</i> <i>c. removes and replaces panhandles with an internal road network when additional residential development is proposed; and</i> <i>d. limits the number and type of access onto roads in accordance with County Policy.</i>
Consistent	The application proposes direct access from Township Road 240A to each proposed lot.

Land Use Bylaw C-8000-2020	
Residential, Rural District (R-RUR)	
319	Minimum Parcel Size: 1.6 ha (3.95 ac)
Consistent	The proposed parcel sizes each parcel meet the minimum parcel size requirement. Furthermore, the Applicant has proposed a modifier of p3.8 to limit the ability to further subdivide at this time.



BYLAW C-8618-2025

A bylaw of Rocky View County, in the Province of Alberta, to amend Rocky View County Bylaw C-8000-2020, being the *Land Use Bylaw*.

The Council of Rocky View County enacts as follows:

Title

1 This bylaw may be cited as *Bylaw C-8618-2025*.

Definitions

2 Words in this Bylaw have the same meaning as those set out in the *Land Use Bylaw* and *Municipal Government Act* except for the definitions provided below:

- (1) **“Council”** means the duly elected Council of Rocky View County;
- (2) **“Land Use Bylaw”** means Rocky View County Bylaw C-8000-2020, being the *Land Use Bylaw*, as amended or replaced from time to time;
- (3) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time; and
- (4) **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.

Effect

3 THAT Schedule B, Land Use Maps, of Bylaw C-8000-2020 be amended by redesignating a portion of W-05-24-03-W05M from Agricultural, Small Parcel District (A-SML p8.1) to Residential, Rural District (R-RUR p3.8) as shown on the attached Schedule ‘A’ forming part of this Bylaw.

4 THAT a portion of W-05-24-03-W05M is hereby redesignated to Residential, Rural District (R-RUR p3.8) as shown on the attached Schedule ‘A’ forming part of this Bylaw.

Effective Date

5 Bylaw C-8618-2025 is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.



READ A FIRST TIME this _____ day of _____, 2025

READ A SECOND TIME this _____ day of _____, 2025

UNANIMOUS PERMISSION FOR THIRD READING this _____ day of _____, 2025

READ A THIRD AND FINAL TIME this _____ day of _____, 2025

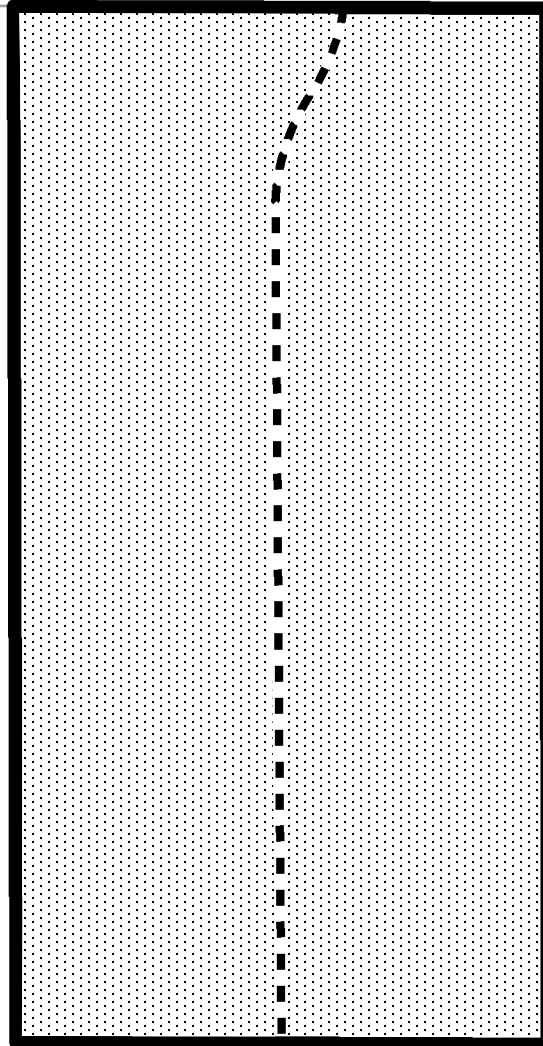
Reeve

Chief Administrative Officer

Date Bylaw Signed



TWP RD 240A



Schedule 'A'

**Bylaw
C-8618-2025**

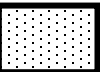
Amendment

FROM

Agricultural, Small Parcel
District (A-SML p8.1)

TO

Residential, Rural
District (p3.8)





COUNCIL REPORT

Springbank Park For All Seasons Facility Expansion Project

Electoral Division: 2

File: N/A

Date:	April 8, 2025
Presenter:	Ghada Rafih, Community Services Coordinator
Department:	Recreation & Community Support

REPORT SUMMARY

The purpose of this report is for Council to consider the proposed Springbank Park For All Seasons (SPFAS) Facility Expansion in accordance with two previous Council motions:

- 1) December 6, 2023 Recreation Governance Committee (RGC) meeting:

MOVED by Deputy Reeve Kochan that the Recreation Governance Committee direct Administration to continue working with Springbank Park For All Seasons to develop the concept presented at the December 6, 2023 Recreation Governance Committee meeting into a plan that is at the same level of detail as the Phase II of the South Springbank Community Facilities – Business Case Plan, including identifying needs for a community use gymnasium through a business case.

RGC approved \$30,000 in capital funding to the Springbank Park For All Seasons Agricultural Society in 2024. SPFAS worked with HarGroup Management Consultants to develop the Facility Expansion Business Case, presented in this report as Attachment A.

The Springbank Park For All Seasons Facility Expansion project proposes a new facility featuring multi-use sport courts, an indoor turf training field, and a walking track on County-owned land leased by SPFAS. The total project cost is estimated at \$11.5M, with SPFAS requesting 85% funding from the County (\$9.775M) while committing to contribute 15% (\$1.725M). The business case, developed with support from HarGroup Management Consultants, outlines two potential operating models.

- 2) February 5, 2025 RGC meeting:

MOVED by Deputy Reeve Kochan that the Recreation Governance Committee direct Springbank Park for All Seasons Agricultural Society to submit the Facility Expansion Business Case and capital funding request to be brought to Rocky View County Council at the 2025 spring budget finalization process for review and consideration within the County’s Capital Planning process for evaluation, deliberation, and prioritization.

Springbank Park For All Seasons Facility Expansion

ADMINISTRATION'S RECOMMENDATION

THAT Council:

1. Receive the Springbank Park For All Seasons Facility Expansion Project report and Direct Administration to:
 - Work with SPFAS and the Springbank Community Association to:
 - Finalize 'building footprint' opportunities on County-owned land for both the SPFAS Expansion Facility and the Community Event Centre, including cost savings and related alternatives;
 - Host a community engagement session to gather input; and
 - Present the findings to Council by July 2025.

BACKGROUND

Preamble

Rocky View County is a major stakeholder in the delivery of recreation facilities in the region. The funding and administrative support offered by the County to its delivery partners is vital to recreation provision and the abundance of associated benefits achieved regionally.

The County has supported recreation delivery through local non-profits, Agriculture Societies, and inter-municipal partnerships. The County also supports facility operations.

With major growth planned within and adjacent to the County, new residents are, and will continue to, want and expect a wider range of services from open spaces (parks and trails) to multi-purpose facilities with recreation programming. Historically, the county provided support for recreation amenities as follows:

- County owned and third party operated facilities in Cochrane and Chestermere
- Support to local non-profits; and
- Providing usage funding for projects in neighbouring urban municipalities.

However, the County is now receiving requests to fund larger recreation facilities through major capital investments in rural areas and hamlets (Springbank, Indus and Langdon).

The proposed recreation amenities vary across communities from a single-sheet ice rink to a recreation multi-plex approach that incorporates rentable and programmable indoor sports venues (multi-use sports courts, indoor turf training field, and a walking track). The facilities can also include less formal elements such as leisure skating, wellness, indoor walking and jogging, indoor play and indoor childcare, and can also incorporate connective pathways -- all promoting community well-being.

The approach to combining needed recreation venues through a well-designed and coordinated 'building footprint' is an efficient, effective, and equitable way to invest public capital. In turn, to facilitate the evolving recreation needs, the County is developing a new Recreation Framework to enable and guide a wider range of recreation planning and development for the next 5-10 years.

The Framework will consider:

- Developing a methodology to:
 - Prioritize capital and operating costs associated with recreation funding;
 - Develop a classification system to guide County and community planning and budgeting for recreation e.g.: ownership, operational models, usage fees, partnership models, etc.;
 - Identify current and future lifecycle investments to sustain facilities;
 - Ensure cost sharing is based upon population, service levels decisions and usage made with partner municipalities; and

Springbank Park For All Seasons Facility Expansion

- Consider County Levy funding opportunities to assist in funding capital construction.
- The number of regional recreation facilities being contemplated which the County will be looked upon to support.
- That the amount and type of recreation facilities available to County residents is comparable to those available in comparable rural Alberta municipalities.
- That residents and groups are satisfied with the provision and availability of recreation facilities.

Background

Recreation facility development in Springbank is currently guided by the South Springbank Community Facilities Business Case Plan and as identified in the Recreation and Parks Master Plan, which includes a phased approach to recreational development as follows:

Phase I – Community Event Centre (\$9.68M in the South Springbank Recreation Reserve): The community event centre is included in the 2026 Capital Plan to replace the community centre that was decommissioned in 2015.

Phase 2 – Indoor Turf Field and Walking Track: While this facility was originally noted in the Master Plan as Phase 2 in the next 5-10 years, the SPFAS is proposing an \$11.5M facility, with a commitment to contribute 15% (\$1.725M) resulting in a capital funding request of \$9.775M. This facility is similar to that proposed by the community association as Phase 2 in the business case (Attachment A). They also have identified support from the Springbank Community Association (March 23, 2025) as presented in Attachment E.

Phase 3 – Outdoor Park and Pathway Enhancement: As Phase 3 is a longer-term implementation, further engagement and planning should be completed on this phase to ensure community and County needs are included.

The business case provides a forecasted operating budget including:

- A direct rental only model which would see an annual operating deficit of \$2,500; or
- SPFAS programming offered in addition to direct rentals which would see an annual operating surplus of \$5,000. Projections are based on a steady operating state for the facility. The business case proposes initial financial support from the County for the first three operational years for the facility.

SPFAS has submitted a formal capital funding request for the Facility Expansion Project, included in Attachment C.

ANALYSIS

In addition to the capital request of approximately \$9.8M, there is also potential for annual funding requests from the SPFAS for operating deficits, as outlined in the proposed operating models. Given the potential for longer-term operating cost requests to the County, Administration will work with SPFAS to identify a lifecycle management approach to ensure long-term sustainability and cost effectiveness.

COMMUNICATIONS / ENGAGEMENT

The table below specifically identifies the community engagement on the southwest side of the County up to and including the approval of the South Springbank Business Case.

Springbank Park For All Seasons Facility Expansion

Date	Project	Area	Type of Engagement
2017	Recreational needs in the southwest region (formerly Rocky View West Recreation District)	Springbank; Bragg Creek; Jumping Pound; Elbow Valley	<ul style="list-style-type: none"> Survey One-on-one interviews
2018	Recreational needs in the southeast region (formerly Bow North Recreation District)	Langdon; Indus; Dalemead	<ul style="list-style-type: none"> Survey One-on-one interviews
2019	Recreation Needs Assessment	County	Postcards mailed to each household providing a link to an online survey.
2020	Recreation and Parks Master Plan	County	<p>In addition to the findings identified in the Recreation Needs Assessment:</p> <ul style="list-style-type: none"> One-on-one interviews Open houses Conversation cafes Community organization's business cases prioritized <p>Recommendations within the document were drafted with consideration of:</p> <ul style="list-style-type: none"> Industry trends and issues Facilities development being considered over a 5-10 year period Opportunities for collaboration with Rocky View County Success factors for public recreation service providers Customer composition and preferences Perceptions of recreation facilities Operational outcomes
2022	South Springbank Business Case	South Springbank; North Springbank; Elbow Valley	<p>A Stakeholder Advisory Group was established consisting of key community leaders and elected officials in the identified communities. Members were appointed by Council.</p> <p>Mandate:</p> <ul style="list-style-type: none"> Be a voice throughout the advisory group process Identify recreation and community amenities that could be beneficial Identify priorities of multi-faceted projects <p>Other sources of information included:</p> <ul style="list-style-type: none"> Business case and survey results from Springbank Community Association

Springbank Park For All Seasons Facility Expansion

Date	Project	Area	Type of Engagement
			<ul style="list-style-type: none"> • Interviews with potential user groups, as identified by the advisory group • Market analysis • Regional usage opportunities • Existing recreational facilities in the region (avoid duplication) • Future potential partnerships with neighbouring municipalities

In addition to the community engagement conducted by HarGroup Management Consultants, Administration has received requests from Springbank residents to have further engagement regarding recreation planning in the Springbank area. As noted in the proposed Recommendation, hosting an additional community engagement session would support greater awareness by the community of the proposed plans, amenities and potential sequencing alternatives.

IMPLICATIONS

Financial

Recreation projects can be funded through public reserves, grants, cost-sharing arrangements, and tax stabilization reserve, each offering different financial strategies to support capital investments. The following table is the balance of the available reserves as of the end of 2024.

Reserve	Balance as at December 31, 2025
Public Reserve	\$22,682,157.58
Tax Stabilization Reserve	\$67,502,983.45
Voluntary Recreation Contribution Reserve	\$1,653,994.57
South Springbank Rec Reserve	\$9,906,777.27

The County is considering multiple recreation facility proposals, each serving a range of community needs across different areas. Given the volume of strategic initiative requests (roads, bridges, recreation, infrastructure, etc.), Administration is developing the following policies for Council approval:

- Fiscal Management Strategy with policy considerations including multi-year budgeting, capital committee, capital budgeting, reserves, debt management; assessment growth, levies, master rates, etc.
- Recreation Framework to enable and guide current and future recreation opportunities in or adjacent to the County.

STRATEGIC ALIGNMENT

Key Performance Indicators.		Strategic Alignment
Effective Service Delivery	SD2: Services are resourced and delivered to specific groups as intended, and citizens are satisfied with the outcomes	SD2.1: Citizens satisfied with the range of County services available/delivered
		Council's consideration of the facility expansion business case addresses community recreation needs in Springbank.

Springbank Park For All Seasons Facility Expansion

ALTERNATE DIRECTION

Administration is not providing any alternatives at this time in consideration of the current recommended motion for a report to Council no later than July 2025.

ATTACHMENTS

- Attachment A: Springbank Park For All Seasons Facility Expansion Business Case
- Attachment B: South Springbank Community Facilities Business Case Plan
- Attachment C: Springbank Park For All Seasons Capital Funding Application
- Attachment D: 5-year Capital Plan for Recreation Facilities and Associated Projects
- Attachment E: Community Support Letters

APPROVALS

Manager:	Sarah Paterson, Manager of Recreation and Community Support
Executive Director/Director:	Amy Zaluski, Director, Intergovernmental & Regional Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer





Facility Expansion Business Case

For the development of a

Multi-Use Sports, Courts and Indoor Turf Training Field Complex

at the Springbank Park for All Seasons

Strengthening the SPFAS as:

*An all season multi-use facility that is the
"Heart of Springbank" for all ages*

November 2024



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Executive Summary

In December 2023, the Springbank Park for All Seasons (SPFAS) presented a proposal to Rocky View County (RVC) Recreation Governance Committee focusing on building a new **Multi Sport Court and Indoor Turfed Training Field** facility to support the community's recreation needs. This project will bolster community services, build on an existing community service hub leveraging existing infrastructure and Springbank recreational resources. In 2022, RVC commissioned and delivered a South Springbank Community Facilities Business Case plan which was integrated into this proposal.

The SPFAS facility provides incremental recreation amenities for the community - **Multi Sport Courts, an Indoor Turfed Training Field and a Walking Track**. It will be built on SPFAS leased land, where most of the services already exist and would be cost effectively and professionally operated for by SPFAS.

The **capital cost of the Project is approximately \$11.5M**. This is 46% lower than the RVC business case of \$18.2M and a third of the cost of Langdon's new (\$36M) recreation center. A primary reason for the cost advantage is the warehouse style building envelope which is lower cost as compared to the facilities proposal in the South Springbank Facilities Business Case. Through fundraising or existing reserves, **SPFAS offers to contribute 15% of the initial capital construction costs**. The proposed investment in SPFAS multi sport courts and indoor turfed training field offers excellent value and a significant improvement in new recreational services in Springbank.

Working with the HarGroup Management Consultants, community recreation needs were re-visited. Survey results show that residents believe courts (pickleball, volleyball, basketball, etc.), a walking/running track, and an indoor turf field for training, games, and competitions (soccer, football, baseball training, etc.) are required to address current and future needs. Sport organizations that will be primary users of the new amenities confirmed their need for these facilities to more effectively deliver existing and new programming and shift away from facilities primarily located in Calgary and Cochrane. Expected use among these organizations was used to develop revenue estimates for the new facility.

The forecasted operating dollars (refer p.16) shows a small initial annual operating deficit (-\$2,500) if the facility operates as a direct rental only business model. If the operating model includes SPFAS developing and providing its own programming in addition to the base direct rental business then a positive annual operating contribution is expected (+\$5,000). These estimates are at stable state and initial operating levels are expected to be lower as community awareness and bookings are established. SPFAS would require initial operating support (eg. approx. 3 years) in a facility specific operating agreement as a financial safety measure.

Council's Dec 6/23 motion was fully addressed, RVC Administration has been kept informed and was supportive of the initiative. SPFAS exceeded the detail level noted in the motion, sought out two reputable Calgary based engineering design firms to develop conceptual plans and comparisons and utilized a professional construction project cost estimator. SPFAS reviewed and assured costs and conceptual plans with the Regional Director of Make Projects group, an owners representative construction management and consulting group from Calgary. This further reinforced the work and proposal was accurate.

Facility Expansion Amenities



Rocky View County, Recreation Governance Committee Approved Motion (Dec. 6, 2023):

"MOVED by Deputy Reeve Kochan that the Recreation Governance Committee direct Administration to continue working with Springbank Park For All Seasons to develop the concept presented at the December 6, 2023 Recreation Governance Committee meeting into a plan, that is at the same level of detail as the Phase II of the South Springbank Community Facilities – Business Case Plan, including identifying needs for a community use gymnasium through a business case."

Carried.

The SPFAS

SPFAS Agricultural Society is a major recreational and sport facility that serves residents living in the western region of Rocky View County. It was established in 1971 and has been dedicated to serving the community by providing recreation facilities, supporting agricultural initiatives, and fostering community engagement through events and programs. The array of high-quality amenities provides critical gathering places that foster a strong sense of community. Ultimately, the SPFAS plays a central role in the lifestyle and social structure of Rocky View residents.



Existing SPFAS Amenities

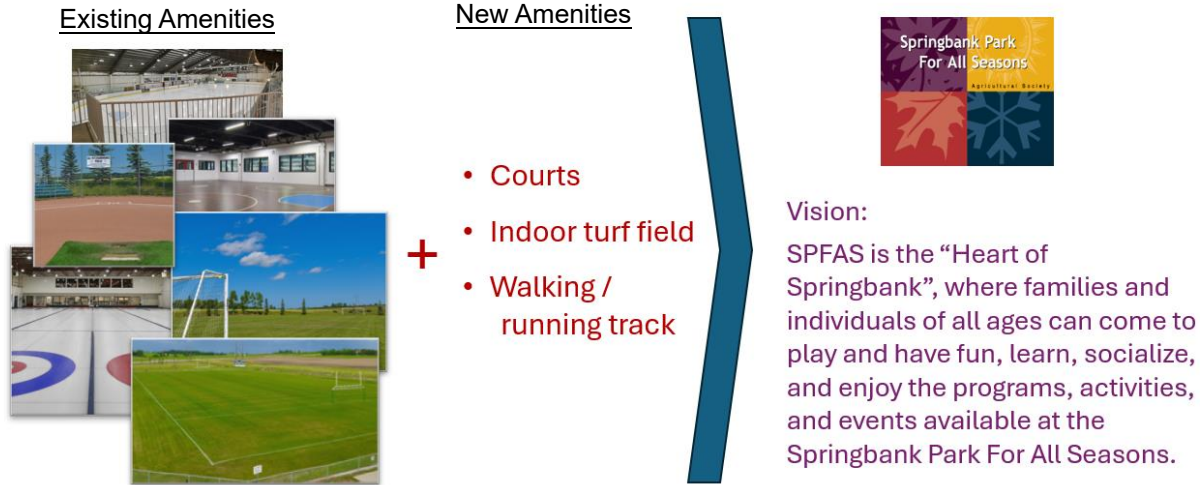
- *Indoor Arenas* (Red Dutton and Joe Phillips Rinks) – Two ice rinks that cater to activities such as hockey, figure skating, public skating, and other ice-related events. Both rinks are available year-round, with ice-making equipment that allows them to maintain high-quality ice surfaces even during the warmer months.
- *Shane Homes Curling Rink* - The curling rink offers six sheets of ice that are available October through March. Leagues and programs are offered by three curling clubs. During other months, the rink area is converted into an indoor ball facility with artificial indoor turf to enable training and development for baseball activities.
- *Outdoor Ice Rink* – A covered outdoor ice rink that operates on a seasonal basis providing public skating, shinny hockey, and sport practices and training.
- *Dryland Training Facility* – A hard surface functional space that supports team strength building or endurance training, individual fitness, yoga, and dance classes.
- *Brawn Family Foundation Fieldhouse* – A change room and washroom facility.
- *SPFAS Cared for Football Field* - A grass field that can host a variety of sports and activities.
- *Lions Soccer Park* – Multiple soccer fields of varying sizes designed to accommodate different age groups and levels of play.
- *Outdoor Ball Diamonds* – Two ball diamonds that offer groomed shale infields and lush grass outfields.
- *Playschool and Playground* – A playschool is operated at the facility providing programming for 3 to 5 year olds.
- *Springbank Ice Breaker Lounge and Concession* - A lounge offers food and drinks and overlooks the curling rink, while the concession provides various convenience food and beverage options.
- *Board Room* – A gathering space for up to 30 people, which is an ideal space for community and business meetings.

The planning presented in this facility expansion business case was managed by the SPFAS Operation and Enhancement Committee. All members of the Committee are SPFAS Board Members or management of the existing facility.

- Frank Walsh – President
- Scott Mamchur – Vice President
- Stephanie Beekhuizen – Treasurer
- Mike Williamson – Director
- Grant Humphreys – Director
- Tanya Giulford – Board Director
- Gannon Wills – Board Director
- Michael Masse – Board Director
- Jeff Schmidt – Operations Manager
- Todd Muir – General Manager

The Operation and Enhancement Committee asserts that adding a multi-use sports complex (courts, an indoor turf training field, and a walking/running track) would make the SPFAS a more versatile, accessible, and inclusive facility, which will strengthen its proposition and appeal as being a place for families and individuals of all ages to play, learn, socialize and recreate.

Organizational Foundation: An all season multi-use facility that is the “Heart of Springbank” for all ages



Facility and Site Specifications

The design for the facility expansion involves two main spaces:

Multi-use courts and walking/running track – The multi-use court area will feature regulation-sized courts for basketball, volleyball, racquet (e.g., pickleball, badminton, etc.) sports. The space will also accommodate many other hard surface court activities such as dance, dodgeball, floor hockey, group fitness, martial arts, playtime/tumble programming, performing arts, stretching/movement classes, etc. Surrounding the multi-use courts will be a walking/running track that offers a safe, temperature-controlled environment with surfaces to support walking, jogging, and interval training.

MULTI-USE COURTS/WALKING AND RUNNING TRACK

MAIN FLOOR	± 18,295 sq.ft / ± 1,700 sq.m
MEZZANINE	± 1,897 sq.ft / CC ± 176 sq.m
TOTAL	± 20,192 sq.ft / ± 1,876 sq.m

Ceiling height is expected to be ±32 feet (±10.7 metres)

Indoor turf field - The indoor turf field will offer a playing space that can accommodate a 7v7 soccer game. It will have a durable synthetic turf that enhances player performance, safety, and overall experience. The synthetic turf will be durable, cushioning, and provide an even surface.

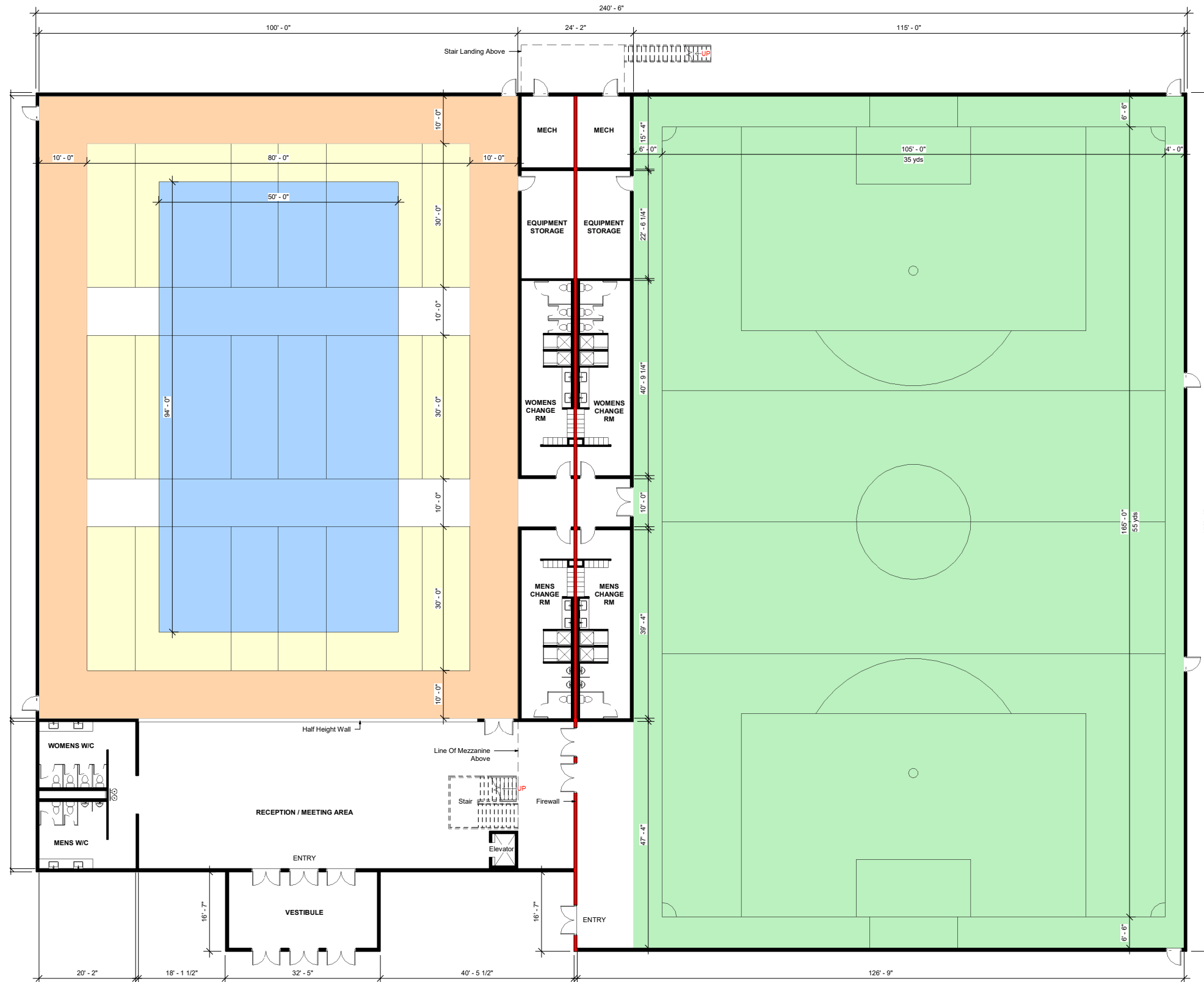
INDOOR TURF FIELD:

MAIN FLOOR	± 22,850 sq.ft / ± 2,123 sq.m
MEZZANINE	± 2,092 sq.ft / ± 194 sq.m
TOTAL	± 24,942 sq.ft / ± 2,317 sq.m

Ceiling height is expected to be ±35 feet (±10 meters)

These new amenities aim to create dynamic, all-season spaces, designed to further address the diverse and future needs of the community.

Schematic designs for the complex are presented on the next two pages offering general layout, site perspectives, and exterior concepts of the building.



LEGEND	
	7v7 Soccer Field
	Volleyball Court
	Basket Ball Court
	Walking Track
	Fixed Seating
	Mezzanine

AREAS:

BUILDING A - SOCCER	
MAIN FLOOR	± 22,650 sq. ft. / ± 2,123 sq.m
MEZZANINE	± 2,092 sq. ft. / ± 194 sq.m
TOTAL	± 24,742 sq. ft. / ± 2,317 sq.m
BUILDING B - VOLLEYBALL	
MAIN FLOOR	± 18,295 sq. ft. / ± 1,700 sq.m
MEZZANINE	± 1,897 sq. ft. / ± 176 sq.m
TOTAL	± 20,192 sq. ft. / ± 1,876 sq.m

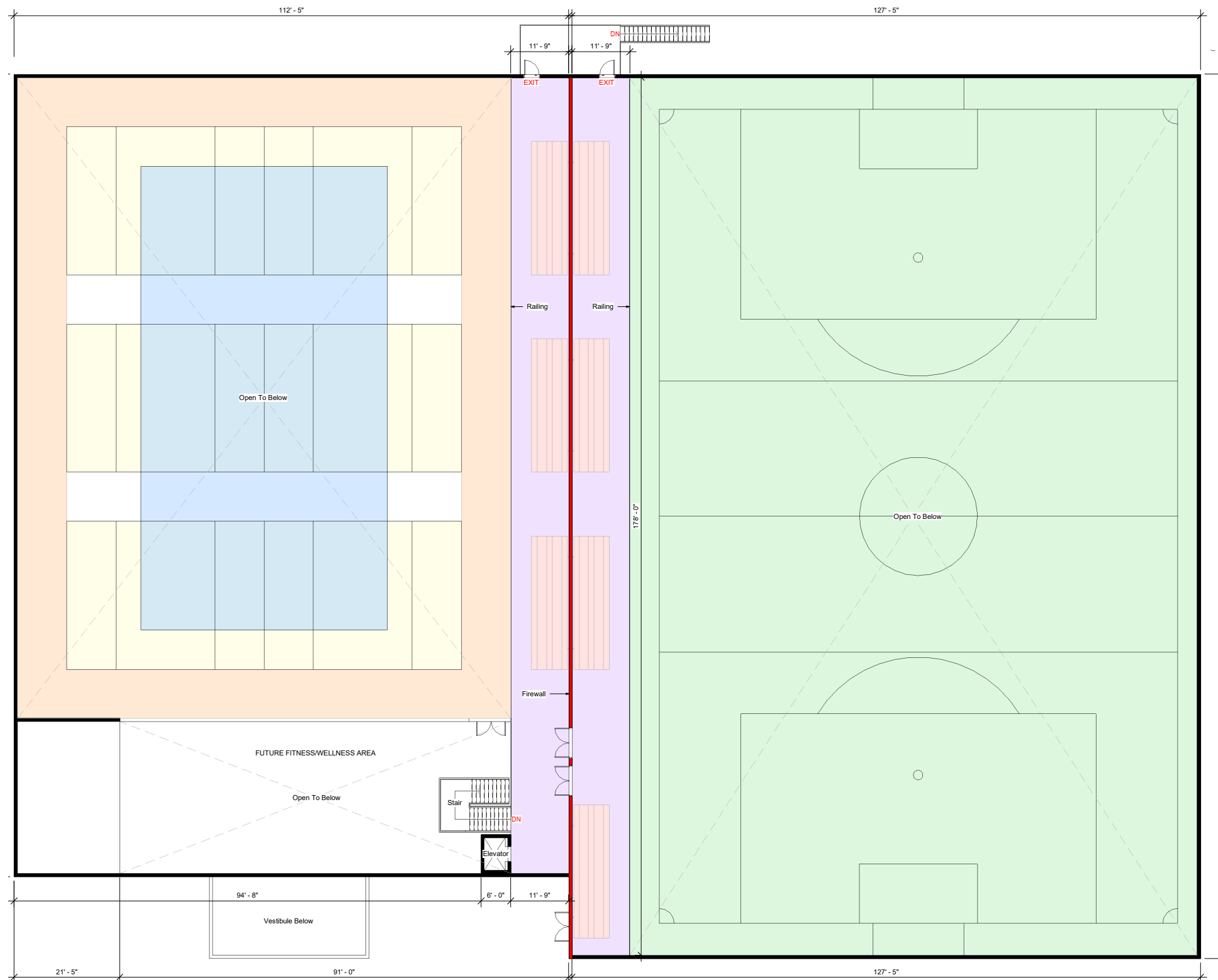
FIXED SEATING:

BUILDING A - SOCCER	
3 ROW BLEACHERS (MEZZ) x 4	108 FIXED SEATS
BUILDING B - VOLLEYBALL	
3 ROW BLEACHERS (MEZZ) X 3	81 FIXED SEATS

OCCUPANT LOAD CALCULATIONS:

WITH FIXED WALKING TRACK #	
VOLLEYBALL COURT:	50
WALKING TRACK:	50
SOCCER FIELD:	42
FIXED SEATS:	189
331 PERSONS	
WITHOUT FIXED WALKING TRACK #	
VOLLEYBALL COURT:	50
WALKING TRACK:	293
SOCCER FIELD:	42
FIXED SEATS:	189
574 PERSONS	
WASHROOMS	
Required: 5 MALE	10 FEMALE
Provided: 10 MALE	10 FEMALE
PARKING (Recreation, Public)	
5 per 100 sq.m / 1076.39 sq.ft GFA	
3,823 sq.m / 100' x 5	
= 192 Parking Stalls Required	

NOTE:
PICKLEBALL COURTS ARE NOT SPECIFIED IN THE LAYOUT. HOWEVER THESE COURTS MEASURE 20 ft BY 44 ft (CAN BE COMPARED TO THE VOLLEYBALL COURTS THAT ARE SHOWN TO MEASURE 30 ft BY 80 ft).
7v7 SOCCER FIELD CAN BE USED FOR OTHER PURPOSES SUCH AS FOOTBALL AND BASEBALL TRAINING AND DEVELOPMENT.



LEGEND	
	7v7 Soccer Field
	Volleyball Court
	Basket Ball Court
	Walking Track
	Fixed Seating
	Mezzanine

AREAS:

BUILDING A - SOCCER	
MAIN FLOOR	± 22,850 sq.ft / ± 2,123 sq.m
MEZZANINE	± 2,092 sq.ft / ± 194 sq.m
TOTAL	± 24,942 sq.ft / ± 2,317 sq.m

BUILDING B - VOLLEYBALL	
MAIN FLOOR	± 18,295 sq.ft / ± 1,700 sq.m
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TOTAL	± 20,192 sq.ft / ± 1,876 sq.m

FIXED SEATING:

BUILDING A - SOCCER	
3 ROW BLEACHERS (MEZZ) x 4	108 FIXED SEATS

BUILDING B - VOLLEYBALL	
3 ROW BLEACHERS (MEZZ) x 3	81 FIXED SEATS

NOTE:
MEZZANINE OCCUPANCY LOAD WILL BE 60 PERSONS MAX. IF THE BUILDING IS NOT SPRINKLERED

Further specifications of the facility include:

Multi-use courts:

The multi-use court surface will accommodate various recreation, sport, and fitness activities with particular markings for:

- *Basketball Court* – A basketball court would measure approximately 94 feet long by 50 feet wide, following regulation dimensions for NBA competitive play. This space can be used for full-court games or subdivided for half-court practices and drills. Basketball hoops and backboards to be raised and lowered from the ceiling.
- *Volleyball Courts* -The volleyball court area would enable three 60 feet long by 30 feet wide, providing ample space for regulation matches, training, and extra sideline space. The court boundaries are adjustable to accommodate multiple activities.
- *Racquet Courts* – The multi-use surface could be used to accommodate racquet sports such as pickleball and badminton.

Walking/running track:

A three lane walking and running track wraps around the outer areas of the volleyball/basketball courts. It would have a comfortable, impact-reducing surface that allows for continuous movement.

Indoor turf field:

The playing surface of the indoor turf field will be 55 yards long by 35 yards wide, which would accommodate 7v7 soccer games. Much of its use is expected to be practices and training such as technical drills, conditioning, and skill development. As such, the field could accommodate other activities such as football, baseball, etc.

Sideline areas are available on all sides of the field for play overage, benches, etc. ,

Shared, support, and ancillary spaces:

The complex will have the following areas that serve important roles in supporting the facility's operations, user experience, and overall functionality.

- **Reception/Meeting area** - Main point of entry for visitors, players, and spectators. It will provide a welcoming and organized space for accessing the facility, gathering, and offering providing information.
- **Washrooms** – Centralized public washrooms will be offered adjacent to the reception/meeting area for visitors.
- **Dressing rooms** – Four dressing rooms will be developed for users to change, prepare for games or practices, and store personal belongings. Rooms will be shared between the multi-use courts and turf field spaces. Each dressing room will have benches and washroom facilities and can be designated girls or boys with the lobby washrooms or ones at the Park being supplementary if a team is comprised of both girls and boys.
- **Spectator seating** - A mezzanine level would provide an elevated view of both the multi-use courts and turf field, offering (approximately 189) spectator seating with unique vantage point of playing surfaces.

- **Storage rooms** - Storage rooms will be essential for keeping equipment, facility maintenance tools, and other operational materials.
- **Mechanical rooms** - The mechanical rooms house the critical infrastructure required to operate the facility, including heating, ventilation, air conditioning (HVAC), electrical systems, plumbing, and other utilities.

The facility expansion will be situated next to (east of) the existing SPFAS main facility, which is located on the northern side of Springbank Road by Range Road 33. SPFAS operates on the land that the facility will be located through a lease from Rocky View County, which owns the property. This lease arrangement allows SPFAS to manage and operate the recreational facilities.

Included on the site adjacent to (west of) the main SPFAS facility is the Springbank Community High School.

The facility expansion building will be separate from the existing SPFAS building to accommodate a utility easement on the property.

The site has ample room for the facility's footprint and associated outdoor areas. Overall site layout establishes areas for the building, parking areas, and access roads while adhering to property lines and setback rules.

Parking already exists for current amenities at the SPFAS and the Springbank Community High School, however additional parking (~190 stalls) will be developed adjacent to the building to address increased traffic needs of the facility's users and visitors.

Currently, baseball diamonds are operated on the land for the new complex. At least one diamond would be decommissioned with expectations for redevelopment directly north if this fits within Rocky View County's plan. Alternatively, one to two diamonds could be developed in a favorable spot closer to a new community event centre, if found desirable.

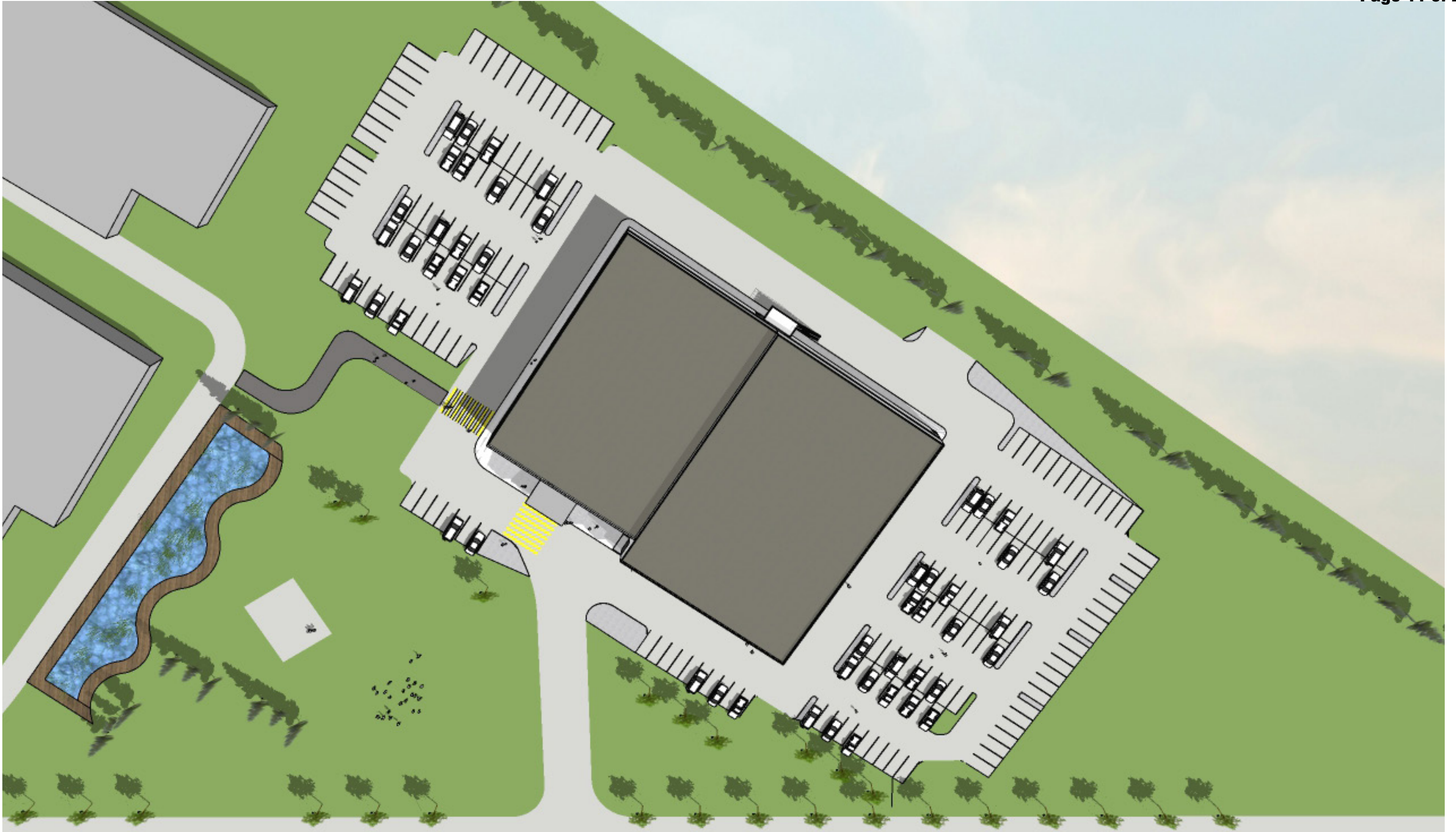
An additional access road would be examined off of Springbank Road, and if found too difficult, there is an access on the SPFAS east side lease lands that can be modernized and adapted to suit.

The following pages offer general layout, site perspectives, and exterior concepts of the building.

An Artistic Rendition of the Multi-Use Sports, Courts and Indoor Turf Training Field Complex







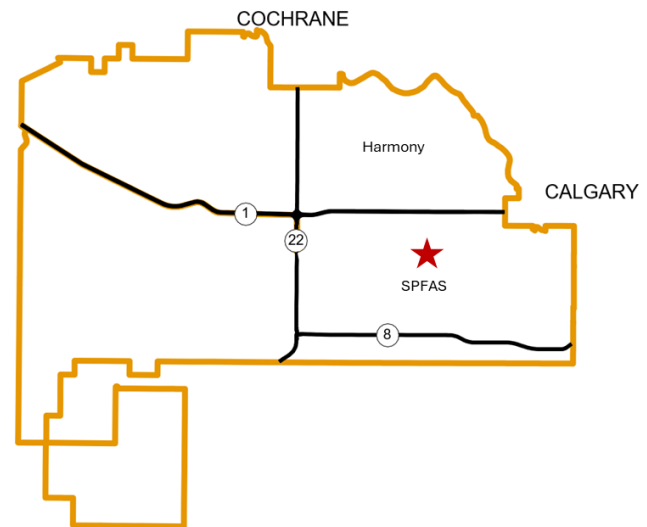
Market Definition and Community Need

SPFAS serves the population in west Rocky View County south of the Bow River. In 2021, the population for the area was 13,303 (Federal Census). Approximately a quarter of residents (24%) are under the age of 20, which is an important consideration as children and youth are a primary segment of the population that is typically served by recreation and sport facilities.

Based on the planning documents of Rocky View County, population for the area is expected to increase in the future. For instance, the long-term population forecast for Springbank, which is the area that surrounds the SPFAS, is expected to grow to around 20,500 through infill and new residential development (source: *Draft Rocky View County, Springbank Area Structure Plan, 2024*). The facility expansion will serve existing residents in the community, but also position SPFAS to address the recreation and sport needs of future populations. It's also worth noting that the community of Harmony, which is a hamlet in the area, is expected to have a population of more than 10,000 at full build out. The SPFAS facility expansion will serve the needs of Harmony residents until other amenities are developed in that community.

Over the past five years, research and planning has been conducted by Rocky View County to examine needs and expectations of residents such as the *Rocky View County Recreation Needs Assessment Study (2019)*, *Rocky View County Recreation and Parks Master Plan (2021)*, *South Springbank Community Facilities Business Case (2022)*. The latter study identified an indoor turf field facility with walking/running track, which is consistent with the SPFAS facility expansion, as an intermediate term priority for the community. Surveys conducted with residents living in the Rocky View West Region reveal that the amenities comprised in the SPFAS facility expansion are deemed as needed immediately, either directly or as enabling services of needs within the community. For example, residents indicated that walking/running track, gymnasium spaces, and indoor were needed, but also fitness/wellness facilities, youth centre, and court sport spaces that could be accommodated through the amenities identified in the facility expansion. Further, residents indicated in the

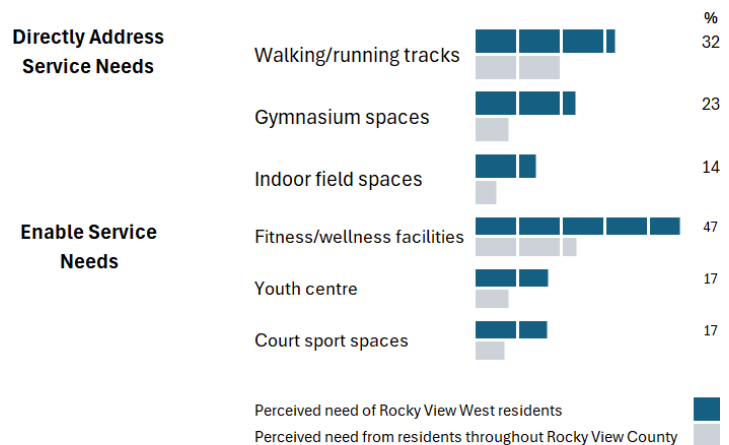
Rocky View West Region



Age Distribution %

Age	Rocky View West Region	Alberta
0 to 9	8	12
10 to 19	16	12
20 to 44	21	35
45 to 64	37	25
65+	19	15
Total	100	100

Top Three Improvements Needed to Encourage Additional Participation in Recreation



Source: Rocky View County Recreation Needs Assessment 2019.

surveys that better space and equipment and greater variety of services were two of the top three improvements needed to encourage additional participation in recreation. The SPFAS facility expansion would address these priorities.

Perceived Facility Needs of Rocky View West Residents

(% of survey respondents)

- Improved marketing of programs
- **Better space and equipment**
- **Greater variety**

Source: Rocky View County, Recreation Needs Assessment, 2019.

While residents identified these amenities as needed, sport organizations operating in area will directly influence the viability and success of the expansion. Sport organizations such as the Springbank Soccer Association, Springbank Phoenix Football, Springbank Minor hockey Association, Springbank Figure Skating, Calgary West Little League, and Village Sports will be the major users and partners for the SPFAS facility expansion and deliver services to athletes and residents living in the region. Further, Rocky View Schools through the Springbank Community High School, Springbank Middle School, and Elbow Valley Elementary, all of which are located in proximity to the SPFAS, are expected to use the amenities of the facility expansion. All of these organizations (sport organizations and schools) were specifically engaged in the development of this business case to discuss their needs and potential use of the facilities provided by the facility expansion.

Response to the facility expansion from these organizations was enthusiastically positive. Representatives stated that use of the new amenities would primarily involve training and development and sport camp activities, but also competitions. However, the main reason for needing access to the facility expansion amenities is to more effectively deliver their programs to users.

Representatives also indicated that they would shift use of other facilities, which are mainly located in Calgary and Cochrane, to the new amenities. As well, some sport organizations intend to develop additional or new opportunities for athletes and residents to offer within their programs.

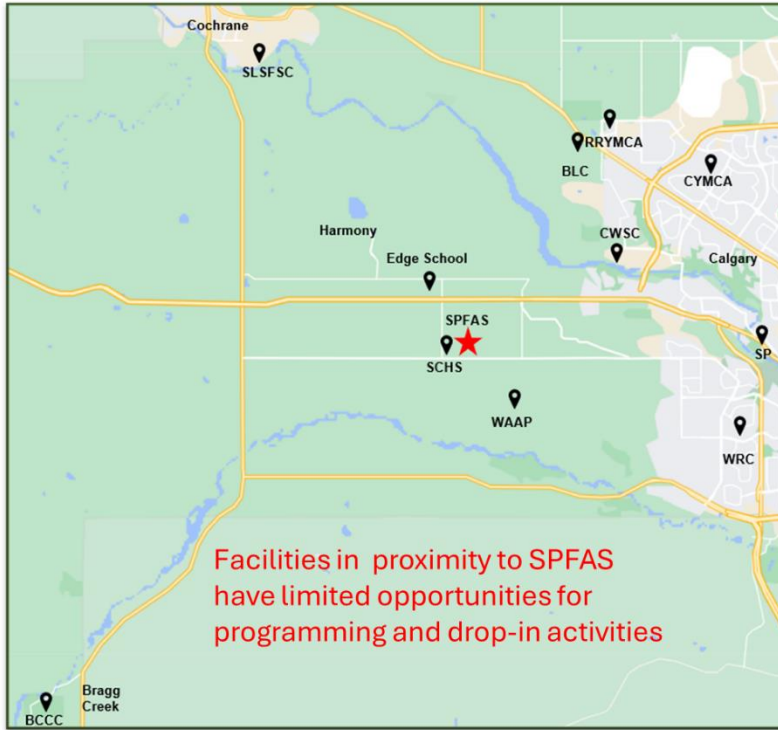
Findings associated with expected use among sports organizations and schools have been developed into revenue estimates within the next section of this business case.

Specific meetings were held with the Springbank Community Association (SCA) directors on May 19, 2023, and again on October 29, 2024 (SPFAS – President Walsh and SCA – Director Munroe). Based on these meetings, the SCA is said to be fully supportive of a new multi-sport court and turf facility.



A survey of existing facilities reveals that most are located in Calgary and Cochrane. Schools in the Springbank area have gymnasiums, but discussions with these organizations suggest that there are limited opportunities available for additional use by outside groups. As stated earlier, sport organizations have users traveling to Calgary or Cochrane to use facilities; however, some representatives indicated that the amount of training and development provided to their users is simply limited due to the lack of facility access.

Multi-Use Court and Indoor Turf Field Facilities in Region



Legend:

- SPFAS – Springbank Park for All Seasons
- SLSFSC - Spray Lakes Sawmills Family Sports Centre
 - Gymnasium
 - Field (boarded)
 - Walking/running track
- BCCC – Bragg Creek Community Centre
 - Gymnasium (hall space)
- Edge School
 - Gymnasium
- SCHS – Springbank Community High School
 - Gymnasium
- WAAP - Webber Academy Athletic Park
 - Indoor turf field (baseball and Calgary Rangers) – PROPOSED
- BLC – Bearspaw Lifestyle Centre
 - Gymnasium (hall space)
- CWSC – Calgary West Soccer Centre
 - Field
- SP – Shouldice Park
 - Field
- RRYMCA – Rocky Ridge YMCA
 - Gymnasiums
 - Walking/running track
 - Field - PROPOSED
- CYMCA – Crowfoot YMCA
 - Gymnasium
 - Walking/running track
- WRC - Westside Recreation Centre
 - Gymnasium
 - Walking/running track



Past engagement reveals that residents expect greater variety of services being available to them within the community. The facility expansion would increase the amount and diversity of activities that could be offered to residents. Various service or use opportunities were identified for the new amenities and considered in terms of provision and delivery. Many of the services or uses could be provided by existing service providers (see rentals in the table below). The SPFAS would also pursue and engage other providers to deliver programs within the new amenities (see all services/uses in table below). However, it is recognized that the SPFAS may also need to offer admissions through drop in times and develop its own programming opportunities. For instance, residents could use the walking/running track on a drop-in basis or register children for summer programs. Some of the admissions/drop in and programming opportunities would be targeted to specific segments such as youth, adults, and seniors. Ultimately, the new facilities would foster service opportunities that would appeal to residents of all ages.

Potential Services and Uses within the Facility Expansion

Market Categories	Services/Uses		
Teams/Groups Individual/Family Residents	Rentals <ul style="list-style-type: none"> Baseball/Softball Basketball Children/youth organizations Dance Events/festival/meetings Figure skating (dryland training) Football Hockey (dryland training) Martial arts Performing arts Personal (birthday parties, reunions, etc.) Pickleball Schools/Academy(s) Soccer Tournaments (various sports) Volleyball 	Admissions (drop-in) <ul style="list-style-type: none"> Badminton Floor hockey Friday night youth activities Open gym Parent/tot Pickleball (youth, adults, seniors) Playtime/tumble time/indoor playground Soccer Walking jogging running (all ages) Youth basketball 	Programming <ul style="list-style-type: none"> Adult basketball Adult dodgeball Adult volleyball Children - school break programs Children - summer programs Events/festival Group fitness classes – exercise (adult/seniors) Gymnastics for small children Personal development/DIY (yoga/Pilates) Stretching/movement (yoga/Pilates) Seniors activities

The SPFAS is committed to developing opportunities through rentals, admissions, and programming to ensure that residents have opportunities available, and the amenities are used as much as possible.

Capital Costs and Funding

Capital costs for the facility expansion has been developed through cost consultants, as well as research conducted by SPFAS representatives.

- DMC Cost Management provided a cost estimate in September 2024 based on the schematic design prepared by Denizen. It is worth noting that these cost estimates were compared to other estimates provided by several contractors, which allowed the Operations and Enhancement Committee to have confidence in the reliability and achievability of the costs. See Appendices for the DMC Cost Management - Cost Summary.
- The building would have a warehouse style shell. The main level would comprise most of the building with a mezzanine level for spectator seating. Consideration has been given to the load factors of the mezzanine level to potentially add a fitness training area in the future.
- SPFAS representatives also obtained estimates from electrical and plumbing contractors to determine costs of upgrading existing infrastructure to accommodate the additional utility requirements of the new facilities.

Capital cost estimates for the facility expansion are as follows:

Capital Cost Estimates

Construction costs (sub-structure; shell, interiors; mechanical; electrical; utilities, pavement, etc.)	\$ 8,831,673
Soft costs (professional fees; permits; furniture, fixtures, and equipment; legal fees; environmental and geotechnical; Hazmats, etc.)	1,000,000
Contingencies	1,668,327
Estimated total project costs	\$11,500,000

Funding breakdown for the project costs includes:

Springbank Park for All Seasons contribution (15%):	\$1,725,000
Rocky View County contribution (85%):	\$9,775,000

Business and Financial Implications

Estimates have been forecasted for the expected financial performance of the facility expansion.

It is worth noting that the estimates use information developed from the following sources:

- Financial performance of SPFAS for the past five years
- Financial statements of other recreation facilities operating in Rocky View County
- Financial statements of 10 other recreation facilities (with court and field amenities) operating in Calgary and Cochrane that rent facilities and offer admissions/drop in and programming opportunities
- Engagement with potential service providers that intend to rent the new amenities

Revenues are likely to be drawn from rentals to service providers, mainly those that were contacted for the purposes of this business case. Other rentals are also expected from service providers procured by the SPFAS. Local residents would periodically rent the facilities for events or functions such as birthday parties, reunions, etc. Further revenues would be received from admissions/drop-in services and programming developed by the SPFAS and provided to local residents. A small proportion of revenues would likely come from unearned sources such as advertising, sponsorship, fund raising, grants, etc.

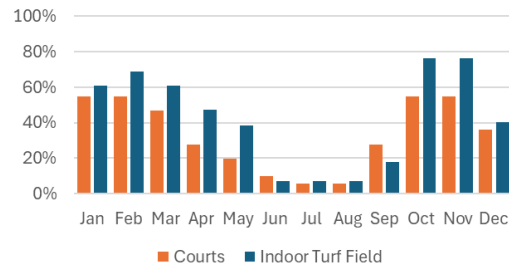
Pricing for rentals, admissions, and programs are based on the following schedule, which has been developed based on a survey of levels charged at facilities in Calgary and Cochrane in 2024-2025.

Pricing Schedule

Rentals (service providers, local residents)	
Courts	\$100 per hour
Indoor turf field	\$200 per hour
Admissions/drop-in fees	\$5 to 10 per visit
Programming fees:	
Children's programs	\$100 per program
Adult programs	\$120 per program
Children's summer programs	\$300 per week
Children's school break programs	\$50 per day

Estimates of use during prime time periods (weekdays 5:00 pm to 10:00 pm and weekends 9:00 am to 10:00 pm) have been developed and are shown in the chart to the right. It is expected that the months of October to March will have higher use (e.g., 50% for courts and 64% for the indoor turf field) compared to April to September.

Estimated Monthly Utilization during Prime-Time Hours



Additional information related to assumptions for revenues is presented in the following table:

Potential Amenity Use and Revenues							
Courts/Track				Field			
Number of weeks	52			Number of weeks	52		
Descriptor	Rates	# of hours	Revenues (rounded to \$500)	Descriptor	Rates	# of hours	Revenues (rounded to \$500)
<i>Prime Time</i>				<i>Prime Time</i>			
Admission/Drop-in Fees*	\$10	329	\$ 14,500	Admission/Drop-in Fees	\$10	33	\$ 2,500
Programs	\$100 to \$120	245	\$ 10,000	Programs	-	-	-
Rentals	\$100	332	\$ 33,000	Rentals	\$200	1,089	\$ 245,000
<i>Non-Prime Time</i>				<i>Non-Prime Time</i>			
Descriptor	Rates	# of hours	Revenues	Descriptor	Rates	# of hours	Revenues
Admission/Drop-in Fees*	\$5	212	\$ 4,000	Admission/Drop-in Fees	\$10	257	\$ 10,500
Programs	\$50 to \$300	446	\$ 44,000	Programs	-	-	-
Rentals	\$100	513	\$ 33,500	Rentals	\$200	202	\$ 36,500

*Hours do not include drop in for walking/running track.

Expenses have been developed for functional aspects of the facilities. It is expected that operations of (and suppliers to) the current facilities managed by the SPFAS can be extended to the new amenities of the facility expansion. The expense amounts in the estimates represent additional costs that are expected to operations (and by suppliers).

Other considerations include:

- Additional human resources will be needed to operate the new amenities; mainly in terms of operations and programming staff (estimates include base salary/wages and benefits).
- Utilities expenses are based on an amount of floor area in the new facilities (and costs of similar facilities).
- Amortization involves construction costs applied over 50 years.

Estimated business and operating budget proforma have been developed for the facility expansion (see next page). Estimates are presented for two business models. The purpose of showing the two options is to evaluate the implications of the SPFAS providing direct programming opportunities.

Currently, the SPFAS principally rents its amenities to other organizations that provide programming to their users (e.g., rinks to Springbank Minor Hockey Association and Springbank Figure Skating Association, outdoor fields to Springbank Soccer Association, etc.). This approach will continue with the new amenities of facility expansion. Earlier in this business case (page 14), however, it was suggested that the SPFAS might develop and provide its own programming directly to users (e.g., adult/youth sport basketball/dodgeball/volleyball programs, children’s summer/school break programs, group fitness classes, etc.), thus ensuring that a range of services is available to the community. The Programming/Rental/Administration Business Model provides insight into the opportunity of the SPFAS developing its own direct programming initiatives. While more services would be available, the analysis suggests a marginal financial improvement would result. Nonetheless, the SPFAS is committed to serving the community while ensuring its initiatives are operated in a financially responsible manner.

Estimated Financial Budget for SPFAS Multi-Use Courts/Indoor Turf Field Complex

Rounded to nearest \$1,000

	<u>Rental/Admissions Business Model</u>	<u>Programming/Rental/ Adm. Business Model</u>
Revenues		
Rentals		
Courts/Track	\$ 66,500	\$ 66,500
Indoor turf field	281,500	281,500
Programs		54,000
Admission/Drop-in Fees	21,000	21,000
Unearned Revenues		
Adverstising, sponsorship, etc.	10,000	10,000
Fund raising, grants, etc.		
Total Estimated Revenues	\$ 379,000	\$ 433,000
Expenses		
Salaries, wages, and benefits	\$ 41,000	\$ 78,000
Utilities	79,000	79,000
Custodial	10,000	10,000
Office, administration, supplies	1,000	1,000
Professional fees, insurance	12,500	15,000
Marketing and promotions	2,000	5,000
Program supplies and materials		5,000
Security	5,000	5,000
Repairs and maintenance	40,000	40,000
Amortization	185,000	185,000
Other	5,000	5,000
Total Estimated Expenses	\$ 380,500	\$ 428,000
Estimated Annual Surplus/Deficit	-\$ 2,500	\$ 5,000

Definitions for the two business models presented above:

- **Rental/Admissions Business Model** – Amenities are principally rented to other organizations that provide programming to users, but the model also includes individuals paying admission fees to access drop-in opportunities such as walking/running and open gym basketball, badminton, pickleball, etc.
- **Programming/Rental/Admissions Business Model** – In addition to rentals to other organizations and individual paying admissions, this model examines potential revenues and expenses from SPFAS developing and delivering its own programs like adult/youth sport programs, children's summer/school break programs, group fitness classes, etc.

It should be noted that the above budgets are based on the bookings and business levels having time to become established, community and market awareness being developed, sport organizations and facility partners being founded, etc. It is expected that the SPFAS would need some level of initial operating support built into a facility specific operating agreement as a financial safety measure such as for the first 3 years of operation.

Project Implementation and Timelines

Implementation of the development and construction of the facility expansion is expected to follow the following timelines.

- Business Case to RVC Admin Oct 30/24
- Presentation to RVC/RGC Feb 2025
- Project construction start Sept 2025 – Dec 2026
- Projected official grand opening in 2027 (earlier if found possible)

APPENDIX:

Additional Artistic Renditions of the Facility







APPENDIX:

DMC Cost Management - Cost Summary

Uniformat II Construction Cost Summary

Project: Springbank Sports Complex

Report Status: Class D

Date: October 15, 2024

Location: Springbank, Alberta

GFA: 46,159 sf

ELEMENT	Ratio to GFA	Elemental Costs		Elemental Amounts		Rate per GFA		%
		Quantity	Unit rate	Sub-Total	Total	Sub-Total	Total	
A SUBSTRUCTURE					895,865		\$ 19.41	9.57
A10 Foundation					895,865		\$ 19.41	9.57
A1010 Standard Foundations	0.91	41,851 sf	2.76	115,498		2.50		
A1020 Special Foundations	0.91	41,851 sf	8.12	339,808		7.36		
A1030 Slab on Grade	0.91	41,851 sf	10.53	440,559		9.54		
A20 Basement Construction					-		\$ -	-
A2010 Basement Excavation	0.00	-	-	-		0.00		
A2020 Basement Walls	0.00	-	-	-		0.00		
B SHELL					110,863		\$ 2.40	1.18
B10 Superstructure					110,863		\$ 2.40	1.18
B1010 Floor Construction	0.09	4,308 sf	25.73	110,863		2.40		
B1020 Roof Construction	0.00	-	-	-		0.00		
B20 Exterior Enclosures					-		\$ -	-
B2010 Exterior Walls	0.00	-	-	-		0.00		
B2020 Exterior Windows	0.00	-	-	-		0.00		
B2030 Exterior Doors	0.00	-	-	-		0.00		
B30 Roofing					-		\$ -	-
B3010 Roof Coverings	0.00	-	-	-		0.00		
B3020 Roof Openings	0.00	-	-	-		0.00		
C INTERIORS					978,727		\$ 21.20	10.45
C10 Interior Construction					350,467		\$ 7.59	3.74
C1010 Partitions	0.15	7,050 sf	28.00	197,407		4.28		
C1020 Interior Doors	0.00	24 leaf	1,685.29	40,447		0.88		
C1030 Fittings	1.00	46,159 sf	2.44	112,613		2.44		
C20 Stairs					11,000		\$ 0.24	0.12
C2010 Stair Construction	1.00	46,159 sf	0.24	11,000		0.24		
C2020 Stair Finishes	0.00	-	-	-		0.00		
C30 Interior Finishes					617,260		\$ 13.37	6.59
C3010 Wall Finishes	0.31	14,100 sf	1.53	21,614		0.47		
C3020 Floor Finishes	1.00	46,159 sf	12.68	585,520		12.68		
C3030 Ceiling Finishes	0.09	4,308 sf	2.35	10,126		0.22		
D SERVICES					3,406,847		\$ 73.81	36.39
D10 Conveying					44,275		\$ 0.96	0.47
D1010 Elevators & Lifts	1.00	46,159 sf	0.96	44,275		0.96		
D1020 Escalators and Moving Walks	1.00	46,159 sf	-	-		0.00		
D1090 Other Conveying Systems	1.00	46,159 sf	-	-		0.00		
D20 Plumbing					492,222		\$ 10.66	5.26
D2010 Plumbing Fixtures	1.00	46,159 sf	1.36	62,740		1.36		
D2020 Domestic Water Distribution	1.00	46,159 sf	4.71	217,462		4.71		
D2030 Sanitary Waste	1.00	46,159 sf	2.66	122,690		2.66		
D2040 Rain Water Drainage	1.00	46,159 sf	1.39	64,012		1.39		
D2090 Other Plumbing Systems	1.00	46,159 sf	0.55	25,318		0.55		
D30 Heating Ventilating and Air Conditioning (HVAC)					1,285,669		\$ 27.85	13.73
D3010 Energy Supply	1.00	46,159 sf	-	-		0.00		
D3020 Heat Generation	1.00	46,159 sf	10.97	506,483		10.97		
D3030 Refrigeration	1.00	46,159 sf	-	-		0.00		
D3040 HVAC Distribution	1.00	46,159 sf	7.47	344,777		7.47		
D3050 Terminal and Packaged Units	1.00	46,159 sf	5.41	249,750		5.41		
D3060 HVAC Instrumentation and Controls	1.00	46,159 sf	3.36	155,079		3.36		
D3070 Testing, Adjusting, and Balancing	1.00	46,159 sf	0.32	14,580		0.32		
D3090 Other Special HVAC Systems and Equip	1.00	46,159 sf	0.32	15,000		0.32		
D40 Fire Protection					205,166		\$ 4.44	2.19
D4010 Sprinklers	1.00	46,159 sf	4.35	200,766		4.35		
D4020 Standpipes	1.00	46,159 sf	-	-		0.00		
D4030 Fire Protection Specialities	1.00	46,159 sf	0.10	4,400		0.10		
D4090 Other Fire Protection Systems	1.00	46,159 sf	-	-		0.00		
D50 Electrical					1,379,515		\$ 29.89	14.74
D5010 Electrical Service and Distribution	1.00	46,159 sf	10.52	485,799		10.52		
D5020 Lighting and Branch Wiring	1.00	46,159 sf	12.28	566,951		12.28		
D5030 Communications and Security	1.00	46,159 sf	6.56	302,865		6.56		
D5090 Other Electrical Systems	1.00	46,159 sf	0.52	23,900		0.52		
E EQUIPMENT AND FURNISHINGS					15,000		\$ 0.32	0.16
E10 Equipment					-		\$ -	-
E1010 Commercial Equipment	1.00	46,159 sf	-	-		0.00		
E1020 Institutional Equipment	1.00	46,159 sf	-	-		0.00		
E1030 Vehicular Equipment	1.00	46,159 sf	-	-		0.00		
E1090 Other Equipment	1.00	46,159 sf	-	-		0.00		
E20 Furnishings					15,000		\$ 0.32	0.16
E2010 Fixed Furnishings	1.00	46,159 sf	0.32	15,000		0.32		
E2020 Moveable Furnishings	1.00	46,159 sf	-	-		0.00		



Uniformat II Construction Cost Summary

Project: Springbank Sports Complex

Report Status: Class D

Date: October 15, 2024

Location: Springbank, Alberta

GFA: 46,159 sf

ELEMENT	Ratio to GFA	Elemental Costs		Elemental Amounts		Rate per GFA		% Total
		Quantity	Unit rate	Sub-Total	Total	Sub-Total	Total	
F SPECIAL CONSTRUCTION AND DEMOLITION					1,603,836		\$ 34.75	17.13
F10 Special Construction				1,603,836		\$ 34.75	17.13	
F1010 Special Structures	1.00	46,159 sf	34.75	1,603,836		34.75		
F1020 Integrated Construction	1.00	46,159 sf	-	-		0.00		
F1030 Special Construction Systems	1.00	46,159 sf	-	-		0.00		
F1040 Special Facilities	1.00	46,159 sf	-	-		0.00		
F1050 Special Controls and Instrumentation	1.00	46,159 sf	-	-		0.00		
F20 Selective Building Demolition							\$ -	-
F2010 Building Elements Demolition	1.00	46,159 sf	-	-		0.00		
F2020 Hazardous Components Abatement	1.00	46,159 sf	-	-		0.00		
G BUILDING SITEWORK					1,017,656		\$ 22.05	10.87
G10 Site Preparation					238,544		\$ 5.17	2.55
G1010 Site Clearing	0.91	41,851 sf	5.70	238,544		5.17		
G1020 Site Demolition and Relocations	0.91	41,851 sf	-	-		0.00		
G1030 Site Earthwork	0.91	41,851 sf	-	-		0.00		
G1040 Hazardous Waste Remediation	0.91	41,851 sf	-	-		0.00		
G20 Site Improvements					379,730		\$ 8.23	4.06
G2010 Roadways	0.00	-	-	-		0.00		
G2020 Parking Lots	1.24	57,189 sf	4.53	259,341		5.62		
G2030 Pedestrian Paving	0.04	2,000 sf	27.69	55,389		1.20		
G2040 Site Development	0.00	-	-	-		0.00		
G2050 Landscaping	4.63	213,789 sf	0.30	65,000		1.41		
G30 Site Civil / Mechanical Utilities					175,965		\$ 3.81	1.88
G3010 Water Supply	1.00	46,159 sf	1.08	50,020		1.08		
G3020 Sanitary Sewer	1.00	46,159 sf	0.96	44,120		0.96		
G3030 Storm Sewer	1.00	46,159 sf	1.62	75,000		1.62		
G3040 Heating Distribution	1.00	46,159 sf	-	-		0.00		
G3050 Cooling Distribution	1.00	46,159 sf	-	-		0.00		
G3060 Fuel Distribution	1.00	46,159 sf	0.15	6,825		0.15		
G3090 Other Site Mechanical Utilities	1.00	46,159 sf	-	-		0.00		
G40 Site Electrical Utilities					223,417		\$ 4.84	2.39
G4010 Electrical Distribution	1.00	46,159 sf	1.68	77,750		1.68		
G4020 Site Lighting	1.00	46,159 sf	2.71	125,167		2.71		
G4030 Site communication and Security	1.00	46,159 sf	0.44	20,500		0.44		
G4090 Other Site Electrical Utilities	1.00	46,159 sf	-	-		0.00		
G90 Other Site Construction							\$ -	-
G9010 Service Tunnels	1.00	46,159 sf	-	-		0.00		
G9090 Other Site Systems	1.00	46,159 sf	-	-		0.00		
X & Z BUILDING FIELD REQUIREMENTS, OFFICE OVERHEAD & PROFIT, AND ALLOWANCES					802,879		\$ 17.39	8.58
X Field Requirement, Office Overhead & Profit					802,879		\$ 17.39	8.58
X10 Field Requirements	6.50%			521,872		11.31		
X20 Office Overhead & Profit	3.50%			281,008		6.09		
ESTIMATED CONSTRUCTION COST (Excluding Allowances)					8,831,673		\$ 191.33	94.34
Z10 Allowances					530,000		\$ 11.48	5.66
Z1010 Scope Contingency	3.00%			265,000		5.74		
Z1020 Cash Allowances	0.00%			-		0.00		
Z1030 Phasing Allowance	0.00%			-		0.00		
Z1040 Escalation Allowance	3.00%			265,000		5.74		
ESTIMATED TENDER COST (Excluding Construction Contingency)					9,361,673		\$ 202.81	100.00
Z2010 Construction Contingency	5.00%			468,100				
ESTIMATED CONSTRUCTION COST (Excluding GST)					9,829,773		\$ 212.95	



ROCKY VIEW COUNTY

South Springbank Community Facilities Business Case

December 2022



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Appendices



Acknowledgements

This report is a result of contributions and collaboration among various individuals and organizations. Thank you goes out to the following individuals who provided input, assistance and guidance to the study.

Project Team Members:

Recreation, Parks and Community Support,
Rocky View County

Community Stakeholder Advisory Group:

Kevin Hanson
Rocky View County Division 1 Councillor

Don Kochan
Rocky View County Division 2 Councillor

Judi Hunter
Rocky View Schools Trustee

Terry Brooker
Elbow Valley Residents Club

Richard Galambos
Harmony

Jan Erisman
Springbank Community Association

Val Finch
Springbank Heritage Club

Todd Muir
Springbank Park for All Seasons



South Springbank Community Facilities Business Case

Executive Summary

Rocky View County conducted a Business Case Study for the development of South Springbank Community Facilities. The work program conducted for the Study identified the types of facilities to be developed, functional programs and estimated capital costs, and forecasted operating budgets.

Preliminary Vision for the South Springbank Community Facilities:

Places that bring the community together through programs, activities, and events to foster community spirit, well-being, and resiliency

The Community Facilities are expected to primarily serve residents of South Springbank, which has a population of approximately 5,000 to 6,000. Residents of areas of southwest Rocky View County and, possibly, Calgary are also expected to use programs and services at the facilities. Recreation service provider organizations will likely deliver most of the programs and services.

Rocky View County has purchased ±75 acres within South Springbank for the development of the community facilities.

The South Springbank Community Facilities will likely need to be developed in phases. The illustration to the right summarizes characteristics of the facilities that are planned for South Springbank and the phases for their development.

It is recommended that Rocky View County adopt the Key Program Components (functional programs) for the South Springbank Community Facilities, as presented in the illustration to the right, and implement a phased approach with the community event centre, studio, and multipurpose rooms facility being developed in the short-term, the indoor turf/track facility in the intermediate-term, and the park in the intermediate/long-term.

Phase 1: Community Event Centre, Studio, and Multipurpose Rooms

Est. Timeline - Short Term (1 to 5 years)

Key Program Components

- Hall with 200 seat banquet style capacity
- Studio for 20 to 25 users
- 2 x Multipurpose rooms for 50 users

Estimated Gross Floor Area and Capital Costs

- 1,386 m² or 15,000 ft²
- Total estimated capital costs \$7.7 million

Phase 2: Indoor Turf Field Facility/Park

Est. Timeline - Intermediate Term (5 to 10 years)

Key Program Components

- Indoor turf field facility that can accommodate 7v7 soccer games
- 3-lane walking/running track

Estimated Gross Floor Area and Capital Costs

- 3,522 m² or 37,920 ft²
- Total estimated capital costs \$18.2 million

Phase 3: Park

Est. Timeline - Intermediate/Long Term (5 to 15 years)

Key Program Components

- Event area for civic events, arts performance, festivals, and other gatherings
- Natural/trail area with native trees, shrubs and other vegetation
- Passive activity area that supports various pursuits

Estimated Area and Capital Costs

- 25 acres
- Total estimated capital costs \$18.6 million

Phase 4: Future Development

- After facilities from the first three phases are developed, land will be available for future community needs.



Livable communities through recreation

Rocky View County supports the development of recreation opportunities to enhance residents' quality of life and establish livable communities. It is recognized that enhancing greater access to recreation facilities and gathering spaces throughout the County will help build thriving and engaging communities and a greater sense of community among residents.

In 2021, the County conducted a Recreation and Parks Master Plan that identified the need for indoor and outdoor recreation facilities throughout the community. One of the top priorities within the Master Plan was the development of community facilities in South Springbank.

Within the Master Plan, a Facility Development Process was created to manage how recreation facilities are defined, designed, and constructed within the County. Using this Process, the County began work on a Business Case Study to identify concepts that would inform a functional program for community facilities in South Springbank.

Study objectives were established to guide a work program for the development of the South Springbank Community Facilities Business Case Study.

Key aspects of the work program involved:¹

- Reviewing documents about community demographics, recreation facility and service needs of the South Springbank area, and general recreation issues and trends.
- Interviewing local representatives, user groups, stakeholders, and operators.
- Gathering information about recreation facilities situated in Rocky View County and other rural communities.
- Developing high-level capital cost estimates for identified recreation amenities.
- Considering facility operating and financial outcome issues.

¹ Note: Further information about data gathered and interviews are presented in Appendix A.



Study Objectives:

- Review needs of the area with consideration for proposed facilities, as well as existing amenities.
- Recommend list of amenities and programming services to be considered in the facility development
- Conduct market analysis detailing market definition and user-base for community facilities
- Examine feasibility analysis including projected cost of construction
- Provide preliminary assessment of projected expenses and revenues
- Provide a review of operational framework for community facilities



Recreation Amenities Identified for South Springbank Area through the Recreation and Parks Master Plan (2021)

Potential indoor amenities identified for South Springbank

- Multipurpose event/banquet space
- Multipurpose gymnasium or indoor (partial) field
- Satellite library space
- Support spaces – administration space

Potential outdoor amenities/spaces for rural areas – Facility Service Level Framework

- Outdoor ice rinks
- Outdoor sports courts
- Pathways/trails
- Playgrounds
- Plaza areas
- Rectangular and diamond sports fields
- Tennis/pickleball courts

² The Terms of Reference for the Stakeholder Advisory Group is presented in Appendix B.

³ See summary of Facility Service Level Framework and Facility Development Criteria in Appendix C.

⁴ Note: A satellite library space has already been planned at the Springbank Park for All Seasons, which is located in South Springbank.

A Project Team comprised of County representatives and HarGroup Management Consultants Inc. was responsible for conducting the Business Case Study.

A Stakeholder Advisory Group provided input and advice into the planning process. The purpose of this Group was to:²

- Ensure that the community has a voice in the Facility Development Process.
- Provide advice and input into the recreation amenities and spaces that could be beneficial for the new facility.
- Provide local knowledge of desires in the community.
- Collaborate with other members of the community to ensure that all voices of the Rocky View residents are heard.

The Recreation and Parks Master Plan established a set of amenities that might be considered for South Springbank (see table to the left). The list of potential amenities was guided by a Facility Service Level Framework and Facility Development Criteria³ that was specifically organized to assist County-wide facility development within Rocky View County.

In 2018, a community hall that was located in South Springbank was decommissioned. Replacement of the hall was also considered in the development of the potential list of amenities for the area.

Through a series of meetings, the Project Team and Stakeholder Advisory Group examined and discussed information about community needs, market definition, service opportunities, and feasibility analysis. From these meetings, a set of community facilities were identified to address current needs and interests of residents within South Springbank:

- A community event centre, studio, multipurpose rooms, and support spaces⁴
- An indoor turf field facility and walking/running track
- A park with various open spaces and amenities

The remaining sections of this report present the results of the planning conducted for these community facilities.

Facility planning considerations

Vision for Community Facilities

Stakeholder Advisory Group members were asked about an overall vision for community facilities in South Springbank. Themes evolved through the comments, which established a framework for planning the South Springbank Community Facilities.

It was suggested that the new facilities should provide social places for the community that draw residents together to interact, celebrate, and engage in recreation opportunities.

Within the South Springbank area, recreation facilities already exist.⁵ However, these facilities tend to serve distinct pursuits among specific segments of the community. Most stakeholders acknowledged that there was a need for amenities that would bring residents of varied interests and needs together whether it is recreation, social, culture, or arts.

These themes have been captured in a preliminary vision for the South Springbank Community Facilities. The premise of this vision is that the facilities provide gathering places for the community to foster celebration of place, social well-being, and community resiliency.

Potential Funding for Community Facilities

Rocky View County recently received \$10 million from the Alberta Government for compensation of lands associated with the Springbank Off-stream Reservoir Project. The funds are termed 'SR-1 Funding' within Rocky View County. Council approved the use of \$2 million of the funds to purchase ±75 acres (see next page for location) with the intent of supporting recreational and community amenities in the Springbank region. The remaining funds of \$8 million have been designated by Council to support a legacy project for the region such as the South Springbank Community Facilities.

⁵ Springbank Park for All Seasons, Springbank Heritage Club, and Springbank Equestrian Centre.

Preliminary Vision for South Springbank Community Facilities:

Places that bring the community together through programs, activities, and events to foster community spirit, well-being, and resiliency

Community Gathering Places:

- Gather as a community
- Social space to build a stronger community
- Draws community together
- Get people out of their homes and meet each other and interact as a community
- Meet up
- A place to go to get involved
- Bring something different to the community
- Facilitates people to get involved in the community
- Enable formal and informal social, cultural, music, and arts opportunities within the community
- Provide recreation opportunities

Input from the Stakeholder Advisory Group for South Springbank Community Facilities

The Stakeholder Advisory Group was presented information about the history and purpose of the SR-1 Funding at a meeting conducted for this Business Case Study. Stakeholder Advisory Group members discussed the issue, and the majority supported the remaining SR-1 Funding being used for the community facilities such as the community event centre, studio, and multipurpose rooms within South Springbank.

Land Purchased for Recreation Purposes

The ±75 acres are located adjacent to the Springbank Park for All Seasons and Springbank Community High School.

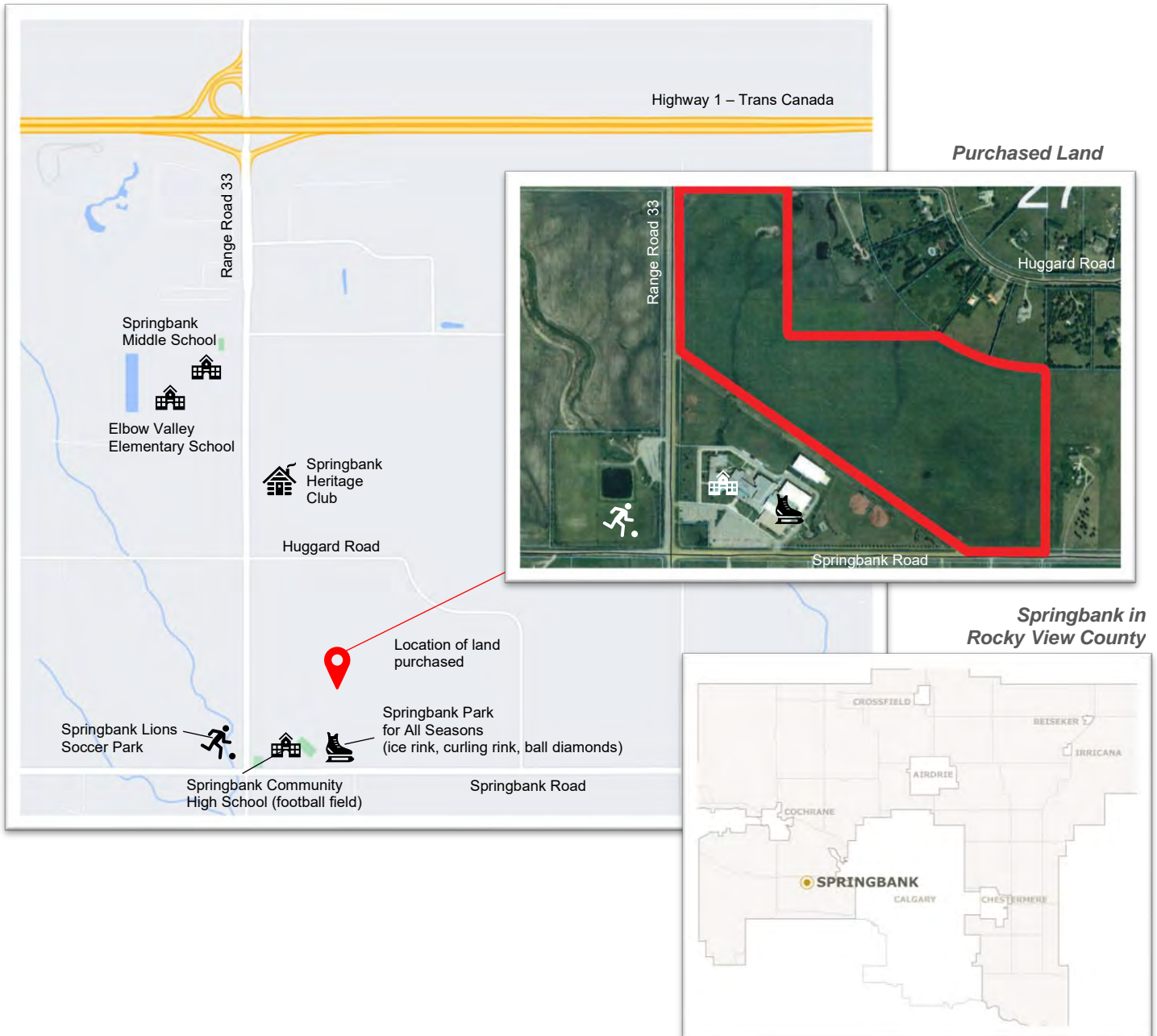
It is advantageously situated in proximity to other public community resources such as the Springbank Park for All Seasons, Springbank Heritage Club, Springbank Lions Soccer Park, and three public schools in the area.

The land is in a natural state as it was previously used for agricultural purposes. There are few trees or other flora on the property.

Servicing would be required for the site to support future community facilities.

The facility concepts presented in this Business Case (community event centre, indoor turf field facility, and park) will not require all ±75 acres. As such, land will be available for future needs of the community.

Location of Purchased Land and Other Public Community Resources



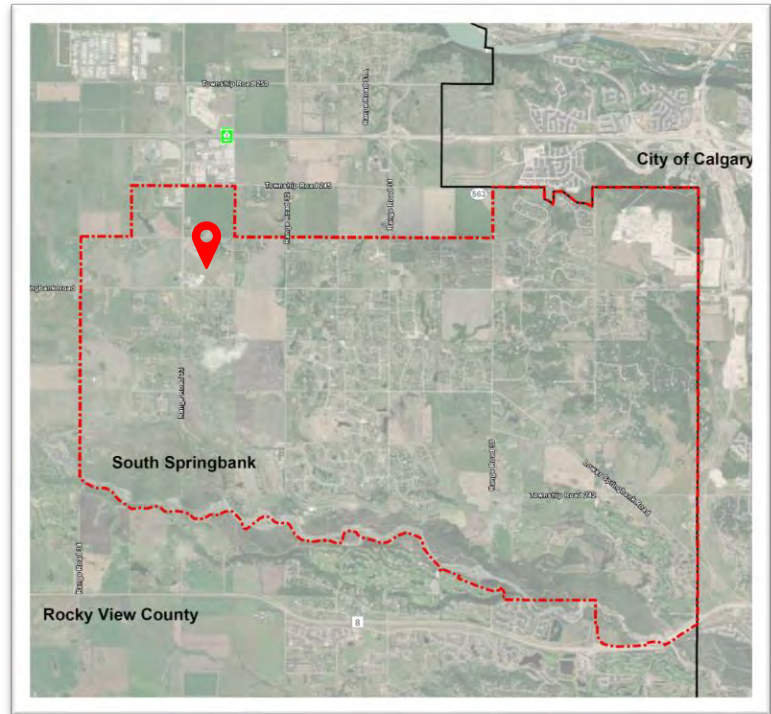
Serving the South Springbank area

The South Springbank Community Facilities are expected to primarily serve Rocky View County residents that reside in the area bordered by Highway 1 to the north, Highway 22 to the west, the Elbow River to the south and the Calgary city limits to the east (see figure to right), particularly over the long-term. The current population of this area is approximately 5,000 to 6,000.⁶ Over the next 60 years, the population is expected to increase to about 15,000.⁷ Its worth noting that over the past five years, the area has experienced a decrease in population (see Appendix F).

Approximately 6,500 to 7,500 residents live in other areas of southwest Rocky View County. Residents residing north (North Springbank/Harmony) and south (Elbow Valley) of South Springbank may use the new facilities in the short-term, but it is anticipated that other recreation amenities will eventually be developed in these areas. In the areas west of South Springbank (Bragg Creek and Jumping Pound), community facilities already exist that serve residents.⁸

Calgarians also represent a market opportunity for the South Springbank Community Facilities; although there are many recreation facilities within the city that address their needs. The population of the Metropolitan Calgary area is approximately 1.5 million.

South Springbank



Note: The above boundaries represent the official County planning definition of South Springbank.

📍 Approximate location of ±75 acres purchased for recreation purposes.

Estimated Populations in Region (2021)

South Springbank Area – 5,000 to 6,000

Other Southwest Rocky County areas – 6,500 to 7,500
(south of Bow River and west of Calgary)

Metropolitan Calgary Area – 1.48 million

Note: Population of South Springbank area and other southwest Rocky View County areas was 12,546 based on the 2021 Federal Census (Statistics Canada).

⁶ Source: Statistics Canada, 2021 Federal Census.

⁷ Source: Rocky View County, South Springbank Draft Area Structure Plan.

⁸ Notable participation/location statistics presented in Appendix G.

In terms of its current demography, South Springbank is mostly comprised of families with older youth and mid-age adults without children/youth (see Appendix F). However, as indicated earlier, the population of South Springbank is anticipated to increase to approximately 15,000 over the next 60 years. With this growth, it is expected that there will be a steady migration of households with children and youth that will move into the area. As well, there is expected to be more households of older adults and seniors within South Springbank, especially considering the increases observed among these demographic groups over the past decade.

With growth expected in all age groups, it is anticipated that recreation needs will be diverse such as social functions and private events, fitness/dance/martial arts activities, arts programs, support/learning services, sport activities, etc. To help in identifying amenities that might address these needs, the Stakeholder Advisory Group was presented with a Service Opportunities Model for various indoor amenities that might be developed for Springbank Community Facilities. Based on this model, some of the main spaces identified for the community were an event venue (hall), multipurpose room(s), and studio. These spaces would serve many different needs among all ages groups within the area.

Service Opportunities Model for Indoor Amenities of the South Springbank Community Facilities

Key service areas	Activities and programming	Typical spaces/amenities
Social functions/private events	Social activities (wine tasting, community get togethers, dances, performances, graduations)	Hall/multipurpose rooms (kitchen)
	Public events (flea markets, art/craft sales, bake sales, farmers market, movie nights)	Hall/multipurpose rooms (gymnasium)
	Community meetings, functions	Hall/multipurpose rooms
	Weddings, reunions, birthday parties, corporate events	Hall, multipurpose rooms (kitchen)
	Clubs	Hall/multipurpose rooms/ indoor turf (gymnasium)
	Faith-based services	Hall/multipurpose rooms
Fitness/dance/martial arts activities	Group exercises	Studio/multipurpose room
	Yoga/movement	Studio/multipurpose room
	Dance lessons	Studio
	Martial arts	Studio/multipurpose room
Arts programs	Visual arts	Multipurpose room
	Performing arts (including year end performances)	Studio/hall
Support/learning programs/services	Children/youth groups	Studio/hall/multipurpose room
	Parent/tots programs	Multipurpose room
	Personal development/wellness courses	Multipurpose room
	Pre-school/daycare	Multipurpose room
	Before/after school	Multipurpose room
	Day/school break/summer camps	Multipurpose room/hall/studio/ indoor turf (gymnasium)
	Playtime/tumble time/indoor playground (inflatables)	Multipurpose room/hall/ indoor turf (gymnasium)
	Group therapy/help activities	Multipurpose room
	Seniors activities/programs	Multipurpose room
Sports activities	Competitive sports (indoor soccer, basketball, volleyball, badminton, other)	Indoor turf (gymnasium)
	Non-competitive sports - drop-in (sportball, pickleball, badminton, volleyball floor hockey, indoor soccer, etc.)	Indoor turf (gymnasium)

Service Provider Groups that Might Use South Springbank Community Facilities

Community Event Centre/Studio/Multi-Purpose Rooms

Arts

- Springbank Creative Arts Club

Children/Youth

- Springbank 151 Beavers, Cubs & Scouts
- Springbank Rawhides (4-H Club)
- Springbank Sparks, Brownies, Girl Guides & Pathfinders

Community

- Springbank Community Association
- Springbank Lions Club

Dance/Yoga/Movement

- The Springbank Dancers

Garden

- Springbank Garden Club

Seniors/Women’s Groups

- American Women’s Club
- Ladies Time Out

Indoor Turf Field/Track Facility

Sports

- Calgary West Little League
- Global Sports Academy
- Springbank Minor Soccer Club
- Springbank Phoenix Bantam Football

Schools

- Springbank Community High School
- Springbank Middle School
- Elbow Valley Elementary School

Park

Children/Youth

- Springbank 151 Beavers, Cubs & Scouts
- Springbank Sparks, Brownies, Girl Guides & Pathfinders

Community

- Springbank Community Association

Recreation Service Providers

Recreation service providers are organizations that will rent the South Springbank Community Facilities to deliver programs to their customers. It is expected that these providers will be the primary users of the South Springbank Community Facilities.

There is a range of service providers that currently operate within South Springbank and other areas of southwest Rocky View County that might use the South Springbank Community Facilities (see list to left).

In terms of needs, interviews with service providers revealed that some organizations could use spaces that enable participants to gather, meet, and engage in events and activities (e.g., event spaces, multipurpose and meeting rooms, etc.). In addition, studio space was of interest to dance and movement groups.

It is worth noting that most service providers already have access to existing facilities to provide programming. Still, interest existed to use other amenities if they were available and competitively priced. It was also apparent that a few groups currently use facilities within the area at no charge (e.g., use rooms at private companies to hold meetings). Again, this suggests that rental prices will be an important factor in the appeal of the new community facilities for service providers.

There may be service provider groups situated in Calgary that would use Community Facilities in South Springbank such as the Calgary Minor Soccer Association and some of the adult soccer leagues for an indoor turf field facility.

It is anticipated that when the community facilities are operational, other service providers will emerge. Some may develop from within South Springbank, while others might expand their existing programming to include opportunities at the South Springbank Community Facilities.

Other Renters

Other renters will include individuals, families, and corporate organizations that use the community facilities to hold functions and events (e.g., birthday parties, weddings, reunions, dances, yearend presentations and celebrations, corporate meetings, etc.).

While it is expected that these types of renters will include South Springbank residents and organizations, some may also be drawn from other southwest Rocky View County areas and Calgary.

Typically, the most common functions held at community facilities among other renters are birthday parties and weddings. Parents rent these types of facilities to host birthday parties for their young children. Often, the parties involve families that live in the local area. Weddings are also held at community facilities. There are approximately 25 weddings a year among South Springbank residents,⁹ although wedding renters could also originate from other areas.

Other Similar Community Facilities in Region

Notable indoor community facilities located in the region that are similar to those proposed for South Springbank are summarized on the next page.

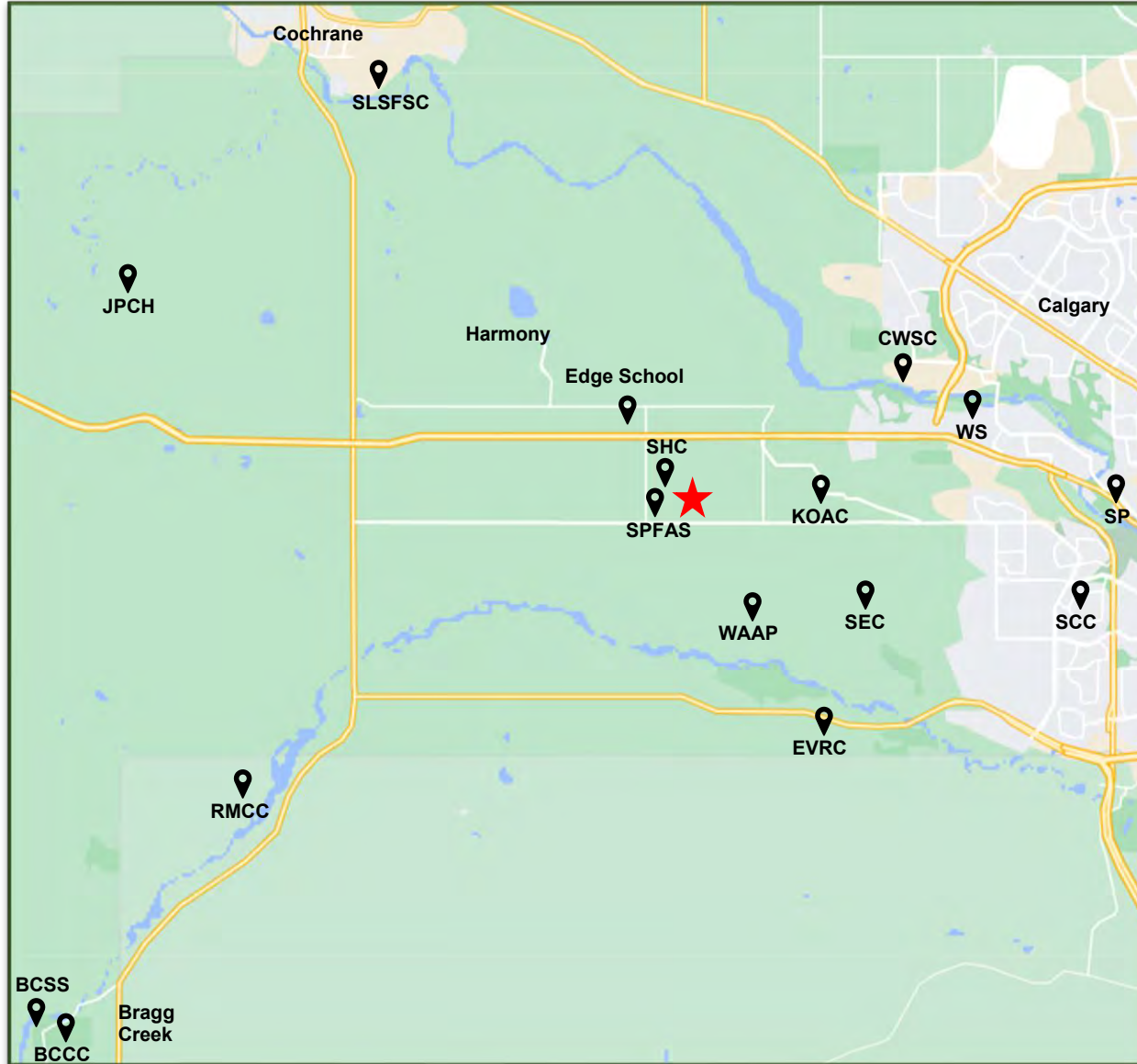
The map that is presented shows that indoor spaces such as community halls, studios, and multipurpose rooms are distributed throughout the region. Most hall type facilities accommodate events or functions of up to 100 to 150 people, while a few can accommodate more (e.g., Bragg Creek Community Centre can host 350 seated guests, Strathcona Community Centre can hold 200 seated guests, etc.). There are also a few studios and multipurpose rooms in the region.

Indoor turf fields are situated in Calgary at Shouldice Athletic Park and the Calgary West Soccer Centre and Cochrane at the Spray Lakes Sawmills Family Sports Centre.



⁹ See Appendix H for information about weddings in Alberta.

Similar Indoor Community Facilities in Region



Similar Indoor Community Facilities in Region (not including public school facilities)	
South Springbank	<ul style="list-style-type: none"> Springbank Park for All Seasons (SPFAS) <ul style="list-style-type: none"> A curling rink that converts to an indoor ball facility with batting cage, artificial turf infield, pitching lanes, etc. during off season Meeting room (30 seats) and kitchen Springbank Heritage Club (SHC) <ul style="list-style-type: none"> 2 to 3 rooms and kitchen Springbank Equestrian Centre (SEC) <ul style="list-style-type: none"> Hall Kiyooka Ohe Arts Centre (KOAC) <ul style="list-style-type: none"> Sculpture park and Arts Centre PROPOSED – Webber Academy Athletic Park (WAAP) <ul style="list-style-type: none"> Indoor turf field configured for a ball diamond
Other Southwest Rocky View County (including Redwood Meadows)	<ul style="list-style-type: none"> Edge School <ul style="list-style-type: none"> Dance studio Elbow Valley Residents Club (EVRC) <ul style="list-style-type: none"> Open space and kitchenette Bragg Creek Community Centre (BCCC) <ul style="list-style-type: none"> Hall/gymnasium space and kitchen Bragg Creek Snowbirds Seniors (BCSS) <ul style="list-style-type: none"> Open space room and kitchen Jumping Pound Community Hall (JPCH) <ul style="list-style-type: none"> Hall and Kitchen Redwood Meadows Community Centre (RMCC) <ul style="list-style-type: none"> Open space room and kitchen
Notable facilities in west Calgary	<ul style="list-style-type: none"> Strathcona Community Centre (SCC) <ul style="list-style-type: none"> Hall and multipurpose rooms Winsport (WS) <ul style="list-style-type: none"> Event centre Shouldice Park (SP) <ul style="list-style-type: none"> Indoor turf field (football field) Calgary West Soccer Centre (CWSC) <ul style="list-style-type: none"> A full sized indoor artificial turf soccer field
Notable facilities in Cochrane	<ul style="list-style-type: none"> Spray Lakes Sawmills Family Sports Centre (SLSFSC) <ul style="list-style-type: none"> Indoor turf boarded field, multipurpose rooms Various other multipurpose room facilities

 Location of land purchased for recreation purposes.

Facility program concept opportunities

A phased approach has been organized to develop the South Springbank Community Facilities. Some funds are available through the SR-1 Funding; however, based on capital cost estimates prepared for this Business Case, additional funds will be needed to pay for all the facility opportunities.

The illustration to the right presents the different phases. Analysis was conducted using the Facility Development Criteria from the Recreation and Parks Master Plan to help determine how the phases should be organized (presented in Appendix I).

- Phase 1: Community event centre, studio, and multipurpose rooms* - These amenities would address many different needs within the community, are more likely to be used year-round, and have lower estimated capital costs. As well, they represent a replacement facility for the Springbank Hall that was decommissioned in 2018.
- Phase 2: Indoor turf facility/track* – Need for this type of facility has been identified with the Springbank Minor Soccer Association and is less likely to require operating subsidies from the County.
- Phase 3: Park* – The park would address community needs and be a public service to residents of the community. However, it is expected that County resources (staffing and funding) would be needed to operate the park. Further, open spaces associated with community facilities in South Springbank was identified as a lower priority for the area within the Recreation and Parks Master Plan.

Land required for the above amenities would be much less than the ±75 acres that are available, which would enable future community needs to be developed on the site (Phase 4).

The following pages of this section summarize key aspects of the different phases.

Phases Approach to Developing Community Facilities in South Springbank

PHASE 1 – Community Event Centre, Studio, Multipurpose Rooms



PHASE 2 – Indoor Turf Field and Walking/Running Track



PHASE 3 – Park



PHASE 4 – Future Development

Phase 1: Community Event Centre, Studio, Multipurpose Rooms

Estimated timeline for development:
Short-Term (1 to 5 years)

Program components of the community event centre, studio, and multipurpose rooms facility are presented below. Further characteristics for each component are presented in Appendix J.

Key Program Components:

Event Venue



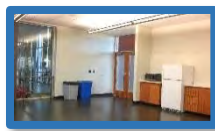
A function or reception room for gatherings, events, meetings, or educational courses with the capacity to host 200 seated guests for a dining function. Attached to the room would be a service kitchen that enables food handling and serves as a distribution point for expediting food to guests.

Studio



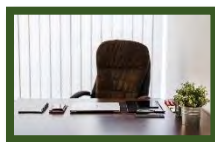
A space that facilitates instruction for physical activities and exercises. It may have equipment such as mirrors, barres, mats, spin cycles, exercise balls, steps or risers, etc. that are used in dance and fitness programs. It should be able to accommodate 20 to 25 persons.

Multipurpose rooms



Spaces that serve multiple program and functional purposes. The spaces should be designed with durability, versatility, and practicality so as to withstand wear-and-tear, stains, heavy foot traffic, etc. from various uses. Each space should be able to accommodate up to 50 persons.

Office and board room



Office spaces for administration and board room for meetings.

- The overall facility size has been estimated at 1,386 m² (15,000 ft²) with a total budgeted capital cost of \$7.7 million. Further information about the functional program and estimated capital costs are presented in Appendices L and M.

**Community Event Centre, Studio, Multipurpose Room
Estimated Capital Costs**

Rounded to nearest \$100,000

Facility Components	Gross Area Total		Estimated Costs
	(m ²)	(ft ²)	
Event Venue	654	7,080	\$ 2,900,000
Studio	144	1,560	\$ 600,000
Multipurpose Rooms	240	2,640	\$ 1,000,000
Office/Board room	48	480	\$ 200,000
Entrance/common area/storage	300	3,240	\$ 1,200,000
Total Construction Costs	1,386	15,000	\$ 5,900,000
Soft costs, contingencies, furniture/furnishings/equipment			\$ 1,800,000
Total Program Costs			\$ 7,700,000

- An annual deficit from operations is expected, which would require an operating subsidy from the County. Main assumptions for the following estimates include:
 - Facility would be operated by a not-for-profit organization.
 - Involves a volunteer-based operation model with a part-time facility contractor (See Appendix N).
 - Revenues are principally from rentals.

**Estimated Annual Financial Implications
Community Event Centre, Studio, Multipurpose Rooms**

Rounded to nearest \$2,500

Revenues

Earned Revenues (rentals/events)	\$	92,500
Unearned Revenues		3,000
Total Estimated Revenues	\$	95,000

Expenses

Salaries/Wages/Benefits	\$	20,000
Utilities/Custodial/Other		47,750
Administration		33,500
Repairs/Maintenance		30,000
Other		5,000
Total Estimated Expenses	\$	137,500

Estimated Annual Deficit - \$ 42,500

Further information about estimates is presented in Appendix N.

PHASE 2 – Indoor Turf Field and Walking/Running Track

Estimated timeline for development:
Intermediate -Term (5 to 10 years)

The following program components comprise the indoor turf field facility. Further attributes for each component are presented in Appendix J and K.

Key Program Components:

Indoor Turf Field



An indoor rectangular shaped space with artificial turf floor surface that would accommodate 7v7 soccer games, as well as training and development

opportunities for various sports. It is likely to have equipment (goal nets, spectator seating), accessories (player benches, corner flags), and markings to support activities, particularly sport and athletic.

Indoor track



A 3-lane walking and running track that encircles the indoor turf field.

- The size of the indoor turf field and walking/running track facility is estimated to be 3,522 m² (37,920 ft²) with a total capital cost of approximately \$18.2 million.

**Indoor Turf Field/Track
Estimated Capital Costs**

Rounded to nearest \$100,000

Facility Components	Gross Area Total		Estimated Costs
	(m ²)	(ft ²)	
Indoor turf field	2,730	29,400	\$ 11,000,000
Indoor track	588	6,360	\$ 2,200,000
Entrance/common area/storage	204	2,160	\$ 800,000
Total Construction Costs	3,522	37,920	\$ 14,000,000
Soft costs, contingencies, furniture/furnishings/equipment			\$ 4,200,000
Total Program Costs			\$ 18,200,000

Further information about estimated capital costs is presented in Appendices L and M.

- Main assumptions for estimates of annual financial implications from operations include:
 - The facility is expected to be operated by the Springbank Park for All Seasons.
 - Paid staff would be responsible for operations.
 - Revenues are principally from rentals.

**Estimated Annual Financial Implications
Indoor Turf Field/Track Facility**

Rounded to nearest \$2,500

Revenues

Earned Revenues (rentals/events)	\$	182,500
Unearned Revenues		11,000
Total Estimated Revenues	\$	192,500

Expenses

Salaries/Wages/Benefits	\$	75,000
Utilities/Custodial/Other		67,500
Administration		20,000
Repairs/Maintenance		20,000
Other		5,000
Total Estimated Expenses	\$	187,500

Estimated Annual Deficit \$ 5,000

Further information about estimates is presented in Appendix N.

- The above estimate suggests a breakeven scenario (or slight surplus) for financial implications from operations. However, this estimate is based on extrapolation of current market conditions with the Springbank Minor Soccer Association being the primary user of the facility and the Calgary Minor Soccer Association and other Calgary soccer clubs also using the facility. Economic circumstances for this type of facility could change over the next decade with additional facilities being developed in Calgary (note: several facilities have been proposed in Calgary), which could impact the ability for the Springbank facility to reach the above estimate. Should additional facilities be developed in Calgary, the facility may operate at a deficit.

PHASE 3 – Park

Estimated timeline for development:
Intermediate to Long -Term (5 to 15 years)

Potential program components for the park are presented below. It is expected that the park would be comprised of various thematic areas.

Key Program Components:

Event Area



An open space that could be used for civic events, arts performances, festivals, and other gatherings. Features of this component might include:

- Interpretive structure
- Open space for events
- Event shelter(s) with stage for outdoor events, concerts, theatre

Natural/Trail Area



A portion of the park may involve a natural aesthetic with native trees, shrubs, and other vegetation. Aspects of the natural/trail area might include:

- Treed/natural vegetation areas
- Pathways/trails
- Self-guided interpretive displays/signs about Springbank history

Passive Activity Area



An area that supports various types of outdoor passive activities. There may be an open space that could be used for non-competitive sports and other activities

(e.g., day/school break, summer camps). Features of the area might include:

- Developed water feature
- Picnic tables/shelters
- Benches
- Playground structures
- Outdoor fitness equipment
- Leisure skating area

The park would consist of approximately 25-acres and commemorate Springbank and the area that will be used for the future Springbank Dry Dam project.

- The capital cost estimate for developing a 25-acre park is approximately \$18.6 million. It is acknowledged that proper design and testing procedures are needed and, as such, the estimate has substantial contingency built into it. However, it does reveal the scope of costs that may be required to convert a parcel of land that is in a natural state to usable open spaces.

Park Estimated Capital Costs

Rounded to nearest \$25,000

Facility Components	Estimated Costs
General site development	\$ 6,025,000
Open spaces events area	\$ 675,000
Interpretive structure	\$ 50,000
Pathways/trails	\$ 275,000
Tree areas	\$ 175,000
Developed water feature	\$ 225,000
Picnic/seating areas	\$ 550,000
Playground structures	\$ 825,000
Leisure skating area	\$ 425,000
Building servicing and enhancements, maintenance	\$ 2,050,000
Total Construction Costs	\$ 11,275,000
Soft costs and contingencies	\$ 7,325,000
Total Program Costs	\$ 18,600,000

Further information about estimated capital costs is presented in Appendix M.

The park would likely be operated by Rocky View County. Costs to operate and maintain the park are expected to be more than \$100,000 annually.

PHASE 4 – Future Development

The land area needed for the first three phases would be approximately 30 to 35 acres with much of the area used for the park space.

Approximately 40 to 45 acres would remain for facilities identified in future planning initiatives to meet community needs.



Concluding remarks

With the decommissioning of the Springbank Hall in South Springbank, there has been a need to develop recreation amenities that would foster celebration of place, social well-being, and resiliency for the community. The Recreation and Parks Master Plan acknowledged this deficit and recommended planning to begin for new community facilities in South Springbank.

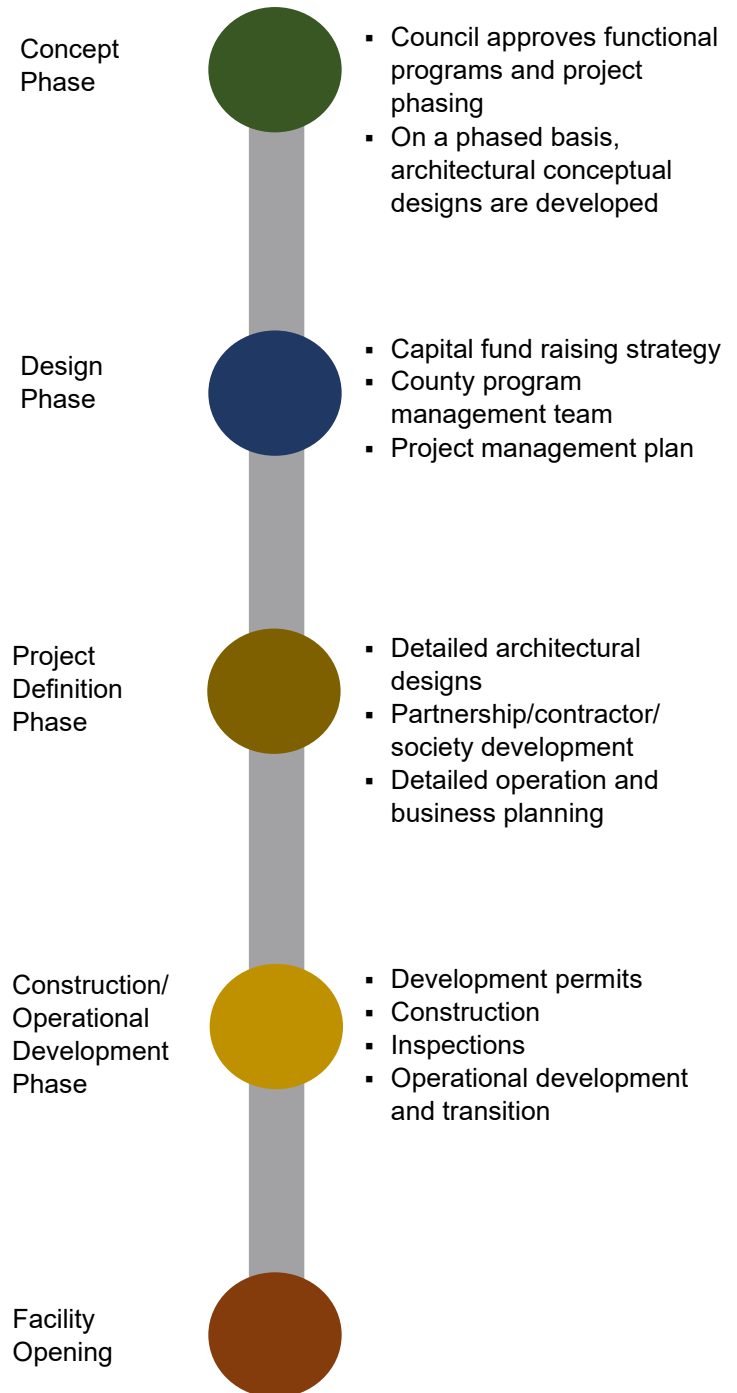
A Project Team and Stakeholder Advisory Committee identified the facilities that should be developed in South Springbank.

Within this Business Case Study, descriptive concepts for the facilities have been developed, along with functional programs, estimated capital costs, and forecasted operating budgets. Phases for developing the different facilities has also been organized.

It is recommended that Rocky View County adopt the Key Program Components (functional programs) for the South Springbank Community Facilities, as presented in the previous Section and appendices, and implement a phased approach with the community event centre, studio, and multipurpose rooms facility being developed in the short-term, the indoor turf/track facility in the intermediate-term, and the park in the intermediate/long-term.

This Business Case Study concludes the exploratory stage of the planning process developed in the Recreation and Parks Master Plan for South Springbank Community Facilities. Next planning and development steps are presented in the diagram to the right.

Next Steps for the Planning and Development of the South Springbank Community Facilities²⁰



¹⁰ Adapted from Rocky View County, Recreation and Parks Master Plan 2021.

Appendix A: Document Review and Interviews

Main Documents and Information

- Alberta Government, Alberta Recreation Survey, periodic survey waves between 1996 to 2017
- Alberta Government, Alberta Vital Statistics Review 2012 to 2016
- Alberta Soccer 7v7 Mini Soccer Handbook and Guide
- Bragg Creek Community Centre, Weddings
- Financial statements from over 50 different recreation facilities in the Calgary region
- Rocky View County, Recreation and Parks Master Plan, 2021
- Rocky View County, Recreation Needs Assessment Study, 2020
- Rocky View County, South Springbank Area Structure Plan, Draft
- Rocky View County, various Council and Recreation Governance Committee meeting agendas and minutes
- Rocky View West District, Household Survey 2017
- Statistics Canada, Community Profiles, 2016 and 2021
- Various wedding brochure packages from facilities in southern Alberta
- Webber Academy Functional Program and Concept Design Report

Interviews

- Rocky View County Councillor Div 1 – Kevin Hanson
- Rocky View County Councillor Div 2 – Don Kochen
- Rocky View Schools Trustee – Judi Hunter
- Springbank Park for All Seasons – Todd Muir
- Springbank Community Association – Jan Erisman
- Elbow Valley Residents Association - Terry Brooker
- Springbank Heritage Club – Val Finch
- The Owners Association of Harmony and Qualico - Nancy Farah
- The Springbank Dancers - Devon Maillot
- Springbank Garden Club - Symone Byers
- Global Sports Academy - Paul Bradley
- Springbank Soccer Club - Vance Alexander
- Elbow Valley Yoga - Jessica Kwong
- Art Instructor - Patricia Lorti
- The Water Cooperative - Cyndy Clarke Watchuk
- Scouts Canada - Liana McCall, Chinook Council
- Springbank Community Association – Karin Hunter
- Springbank High School – Janell Ilagan
- Rocky View Schools – Larry Paul
- Cottage Care – Kathy Anderson
- Springbank Middle School – Principal, Mary Magee
- Bearspaw Christian School – Manager, Support Services
- Bob Snodgrass Recreation Complex – Manager
- Cavalry FC Regional Fieldhouse - Manager

**Appendix B: Stakeholder Advisory Group
Terms of Reference**

The screenshot shows a document titled "Stakeholder Engagement Framework" with a logo for "Rocky View County". The document is divided into two main sections: "Project Background" and "Scope of work".


Project Background

- 1 The approved 2021 Recreation and Parks Master Plan includes a list of capital priorities for recreation facilities in Rocky View County and within the timeframe of short to midterm priority (1 to 10 years) is the Springbank Community Centre. The Recreation Needs Assessment study (2020) identified the need for additional programmable space as a short term priority in the SW area of the County. Since the decommissioning of the community hall in 2015, new program and meeting spaces are needed within the community and surrounding areas to compensate for the loss of the building. The County, through the recommendations of the Master Plan, will lead and support the planning and development of County-wide public recreation projects and initiatives to achieve benefits for all residents and stakeholders.
- 2 The project team consisting of HarGroup Management Consultants and Rocky View County is assessing the development of a community centre in Springbank using the facility development process. This planning tool derived from the Master Plan is used to support purposeful design, coordination, and stewardship using incremental phased practices that take projects from ideas to eventual development and opening. Within the process, the formation of a Stakeholder Advisory Group, to provide advice and input into the facility development project, is critical. The Springbank Advisory Group is being established to assist with the development of the proposed Springbank community centre.
- 3 The Springbank Community Centre project is currently within the Initiation Phase where population, user base, operational models, and location attributes are being examined to assess project viability. In this phase, there will be consideration of appropriate spaces, contextual surroundings, and proposed developments in the Springbank. The project will commence from the work previously completed in the area such as business cases and studies conducted by the Springbank Community Association while also giving considerations for current proposed projects such as the Springbank Heritage Club's expansion, to provide a recommendation for an appropriate size and scale of a community centre in Springbank.

Scope of work

- 4 The Project Team seeks to expand on the recommendations of the Master Plan to complete a detailed review of the proposed facility. The project includes reviewing existing studies and development on the site, performing a market analysis looking at the market segment and user-base, as well as completing a feasibility analysis with considerations for construction costs, projected expenses and revenues of the facility.
- 5 The Project team will engage with local stakeholders through the Stakeholder Advisory Group that will be established to provide advice and input on matters relating to the planning and building of a community centre in the South Springbank. The significance of this group is further supported by the Facility Development Process framework that describes the role of stakeholders through the formation of a Community Advisory Group. While the County leads the


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 **Rocky View County Stakeholder Engagement Framework**

Form of Reference

project through the development process, each phase involves assistance from community advisory groups.


6 The results from the study will inform the appropriate scale and spaces of the recreation centre with considerations for the local needs of the area, capital and operational costs of the facility including projected revenue and expenses, and possible impact of new facilities in the surrounding areas.



Mandate

7 The Stakeholder Advisory Group will provide advice and input to be considered by the Project Team, in the following areas:

- (1) Ensure that the community has a voice throughout the Facility Development Process.
- (2) Provide advice and input into the recreation amenities and spaces that could be beneficial for the new facility.
- (3) Provide local knowledge of desires in the community.
- (4) Provide advice and input into feasibility and suitability of proposed amenities.
- (5) Collaborate with other members of the community to ensure that all voices of the Rocky View residents are heard.




Membership

8 The Project Team consists of HarGroup Management Consultants and Rocky View County Administration;

9 The Stakeholder Advisory Group consists of the following:

- (1) The Rocky View County Councilor representing the division the project location, where possible;
- (2) One administrative representative from Rocky View Schools;
- (3) A representative from the Springbank Community Association;
- (4) A representative from the Springbank Heritage Club;
- (5) A representative from the Springbank Park for All Seasons;
- (6) A representative from the local child care provider, Cottage Care;



UNCONTROLLED/REPRISES Page 26 of 60

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ROCKY VIEW COUNTY Stakeholder Engagement Framework

Terms of Reference

Agendas and Meetings

- 10 Rocky View County Administration will coordinate agendas as required.
- 11 The Stakeholder Advisory Group is intended to meet at predetermined dates during the duration of the project.
- 12 The number of meetings as well as the approximate dates and the locations of the meetings will be established by the Project Team before the Committee's first meeting.
- 13 The Project team will provide regular updates to the Stakeholder Advisory Group throughout the duration of the project, when required.
- 14 The information shared with the Stakeholder Advisory Group during meetings and discussions shall be kept in confidence and shall not be shared unless otherwise stated.
- 15 The Stakeholder Advisory Group will dissolve upon completion of the Springbank Community Facility Development Assessment project.

Signatures

UNCONTROLLED IF PRINTED Page 3 of 4

Appendix C: Rocky View County, Recreation and Parks Master Plan Recreation Facility Planning Considerations

Planning tools developed within the County's Recreation and Parks Master Plan have been used to guide the concepts and planning of South Springbank Community Facilities.

Facility Service Level Framework:

Definition Factors:

- *Population/behaviours* - Recognizes that population size and density and notable patterns of recreation behaviours.
- *Users/use* - Identifies the types of users or groups most likely to use services at amenities.
- *Operational Models* - Distinguishes operational models based on business functions, service opportunities, and sustainability.
- *Location attributes* - Considers settings and conditions associated with catchment areas, joint use sites, user group boundaries, programming, etc.

Potential amenities identified for Rurban areas

- Indoor
 - Activity spaces (non-sport)
 - Event/banquet spaces
 - Meeting rooms
 - Multipurpose gymnasiums
 - Multipurpose rectangular fields (partial fields)
 - Satellite library services
 - Sport gymnasiums
 - Studios/dance spaces
- Outdoor
 - Outdoor ice rinks
 - Outdoor sports courts
 - Pathways/trails
 - Playgrounds
 - Plaza areas
 - Rectangular and diamond sports fields
 - Tennis/pickleball courts

Facility Development Criteria:

<i>Service Planning</i>	<ul style="list-style-type: none"> ▪ Address County residents' needs ▪ Have evidence of demand with emphasis on introductory programming ▪ Complement range of activities including new and emerging ▪ Lack of suitable alternatives ▪ Centrally and strategically located ▪ Adaptable for multi-use ▪ Flexible design for future conversions
<i>Public Benefit and Community Accessibility</i>	<ul style="list-style-type: none"> ▪ Community gathering places ▪ Available to all County residents as a public service ▪ Typically emphasizes basic programming ▪ Consider broader community needs and interests ▪ Affordable prices and fees for access ▪ Supported by community ▪ Recognize economic and social benefits
<i>Asset Management</i>	<ul style="list-style-type: none"> ▪ Distribution of assets throughout the County ▪ Consideration of future land and community development opportunities ▪ Preference for facility development in urban communities ▪ No or limited impact to other public recreation facilities ▪ Consideration of condition of existing amenities
<i>Partnership Development</i>	<ul style="list-style-type: none"> ▪ Mutually agreed strategic and operational objectives ▪ Measures of transparency, accessibility, collaboration, and cooperation ▪ Periodic and ongoing information sharing ▪ Customer service standards ▪ Sufficient capacity and capabilities ▪ Recognize partners with significant contribution
<i>Capital and Operational Planning</i>	<ul style="list-style-type: none"> ▪ Annual financial reporting requirements ▪ Funding and sustainability agreements for facilities that exceed basic design standards ▪ Facility development may be proposed by the County and community stakeholders with recognition of public stewardship and accessibility, capacity for development, and viability and sustainability of initiative

Appendix D: Community Benefits of Recreation

Desk research conducted for the Business Case Study revealed various benefits that result from the provision of recreation opportunities in communities.

The preliminary vision developed for South Springbank Community Facilities embodies many aspects of these benefits.

Benefits of Recreation

Personal



Recreation promotes physical and mental health and fitness. It also helps to develop life skills and abilities, and creativity and intellectual opportunities.

- Enhances physical health
- Improves life expectancy
- Improves mental health
- Improves learning
- Increases self-awareness and personal growth
- Prolongs independent living
- Essential to the development of children and youth
- Enhances creativity
- Expand intellectual capacities

Economic



Communities benefit from direct and indirect economic of recreation. From increased property values that contribute to local tax bases, to resident, business, and tourism appeal, the economic benefits to communities are significant and momentous.

- Shapes the competitive character of a community
- Increases perceptions of quality of place
- Provides positive financial impacts to governments
- Provides drivers for economic output
- Improves work performance
- Attracts businesses to the community
- Generates tourism to the community

Societal



Strong communities are those that put effort into building sense of community, inclusion and equity, and engagement among residents.

- Fosters community leadership
- Fosters stronger sense of community
- Enhances community spirit
- Reduces self-destructive and anti-social behaviour among youth
- Builds strong families
- Builds self-sufficient communities
- Promotes understanding and appreciation among neighbours
- Builds pride in a community

Environmental



Recreation opportunities enhances sustainability and infrastructure costs and affords public spaces within communities.

- Increases public spaces within communities
- Increases sustainability and lowers long term infrastructure costs
- Enhances attitudes towards conservation and preservation
- Enables stewardship ethics

Appendix E: Notable Recreation Industry Issues

Industry trends and issues about services over the past few years were researched and identified for this Study.

Many of the main issues that have been affecting the industry center around social and financial recovery, mainly due to the impacts of the Covid-19 pandemic.

Initial indicators suggest that participation in indoor recreation activities and programs is improving but may take a few years to reach levels that were attained prior to the pandemic.

The following other issues are worth noting.¹¹

Services/Programming

- The Alberta Recreation Survey has been conducted for several decades and examines household participation in recreation activities among Albertans. Earlier in this report, it was shown that participation in recreation activities among catchment area residents were similar to that of Albertans. Long term analysis involving Alberta participation data between 1996 and 2017 revealed (see Appendix G):

Indoor Activities	Outdoor Activities
<ul style="list-style-type: none"> Increasing trend: <ul style="list-style-type: none"> Fitness/aerobics – from 32% to 52% of households Declining trends: <ul style="list-style-type: none"> Dancing – from 34% to 25% of households 	<ul style="list-style-type: none"> Increasing trend: <ul style="list-style-type: none"> Day hiking – from 38% to 53% of households Declining trends: <ul style="list-style-type: none"> Picnicking (in country) – from 43% to 31% of households Cross country skiing – from 18% to 10% of households Tennis – from 17% to 9% of households

- Other research shows similar trends about increases for fitness activities (including group exercise) and movement (Yoga/Pilates) throughout North America over the past few decades and this trend is expected to continue in the foreseeable future. Other notable recreation activities experiencing increases in popularity include pickleball, wellness and support programs, and personal development training.

Facility Development

- Top amenities planned for development by American recreation providers in 2020 and 2021 include:

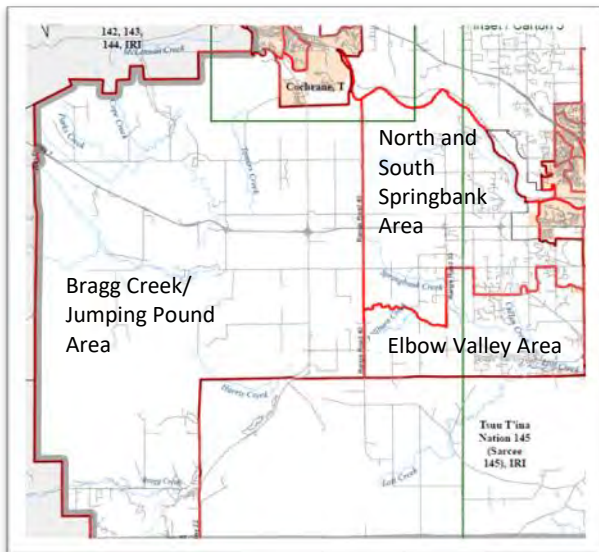
Indoor	Outdoor
<ul style="list-style-type: none"> Exercise studios Indoor courts for sports like basketball and volleyball Classrooms and meeting rooms Synthetic turf sport fields Fitness centres Concession areas 	<ul style="list-style-type: none"> Fitness trails and outdoor fitness equipment Slash play areas Playgrounds Park shelters Disc golf courses Walking and hiking trails Dog parks Sports court

- Increasingly, recreation facilities are designed to address multiple rather than single purpose activities. Benefits associated with multi-use spaces include operational efficiencies, broader market opportunities, and multiple sources of revenue.
- It is increasingly recognized among recreation facility operators that rooms, lobbies, and other spaces need to balance the needs and experiences of all users, regardless of age. While it can be appealing to create more welcoming décor for children and youth, it can be beneficial to ensure that environments are also engaging to all ages. Spaces that are designed for multi-generations ensure greater attractiveness to support revenue generating potential.
- Another trend that has developed within recreation facilities involves using social or common areas as programming space. Lobbies, sitting areas, spectator viewing areas, corridors, etc. are being designed to enable programming, activities, or events to occur. Before starting to use these spaces, consideration needs to be given to programming and spectator needs (e.g., noise reduction, space attractiveness, equipment or staging mobility, flooring appropriateness, seating availability, wireless Internet provision, ventilation and airflow, etc.).
- Many service providers are acknowledging the value that arts and culture, intellectual and spiritual, as well as recreation pursuits can have in creating a sense of place and support resilient and sustainable communities. This concept is further enhanced when residents are not simply considered as passive consumers, but also encouraged to be providers, stakeholders, and contributors to the resources in the community (e.g., program instructors, organizers, volunteers, etc.).

¹¹ Sources: Active Alberta Coalition, Alberta Government, Canadian Architect, Canadian Parks and Recreation Association, Government of Canada, and National Recreation and Parks.

**Appendix F: Various Population Statistics
Using 2016 and 2021 Statistics Canada
Federal Census**

Population & Age Distributions - 2016 and 2021						
		North & South Springbank	Elbow Valley Area	Bragg Creek/ Jumping Pound	Alberta	Canada
2021	Population	5,030	5,088	2,428	4,262,635	36,991,981
	% change from 2016	12%	0%	-5%	5%	5%
	0 to 4	4%	2%	4%	6%	5%
	5 to 14	17%	13%	12%	13%	11%
	15 to 19	8%	10%	6%	6%	5%
	20 to 24	6%	7%	5%	6%	6%
	25 to 44	17%	13%	19%	29%	27%
	45 to 64	33%	37%	35%	25%	27%
	65+	16%	19%	19%	15%	19%
Total	100%	100%	100%	100%	100%	
2016	Population	4,440	5,065	2,550	4,067,175	35,151,730
	0 to 4	4%	3%	6%	7%	5%
	5 to 14	15%	15%	13%	13%	11%
	15 to 19	9%	11%	7%	6%	6%
	20 to 24	8%	7%	5%	6%	6%
	25 to 44	16%	14%	21%	30%	26%
	45 to 64	37%	38%	36%	26%	28%
	65+	12%	13%	13%	12%	17%
	Total	100%	100%	100%	100%	100%

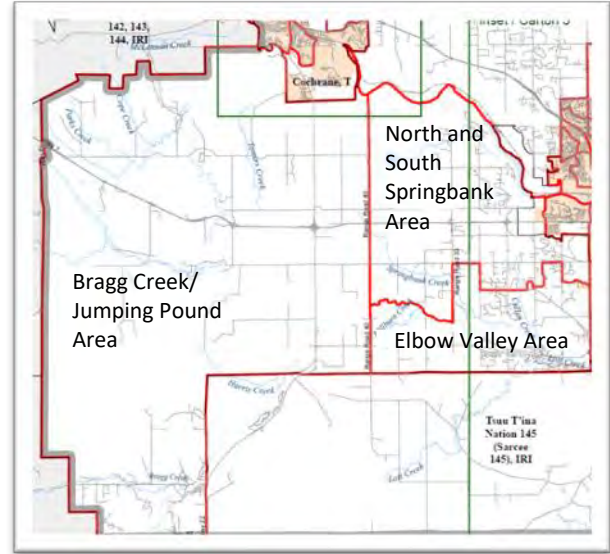


Note: The above data are organized within three regions of southwest Rocky View County due to how Statistics Canada presents its data (see map to left).

Between 2016 and 2021, the population within the in North and South Springbank areas increased; however, this was due to the increase in population for Harmony. If Harmony had not developed, there would have been a decrease in population.

Population Change 2016 to 2021 ¹²			
Area	Population		
	2016	2021	Difference
North and South Springbank	4,440	5,030	590
Harmony*	0	757	757
Elbow Valley	5,065	5,088	23
Bragg Creek/Jumping Pound	2,560	2,428	-132
Total	12,065	12,546	481
Total excluding Harmony	12,065	11,789	-276

*Harmony is located in North and South Springbank



Population information drawn from Census Tract Boundaries - Statistics Canada (2021).

¹² Sources: Statistics Canada, 2016 and 2021 Community Profiles. <https://calgaryherald.com/life/homes/new-homes/the-first-family-of-harmony> indicates first residents arrived in Harmony in 2016,

Appendix G: Various Data from the 2017 Household Survey, Rocky View West Recreation District, Rocky View County

Location of Indoor and Outdoor Recreation Activities among Southwest Rocky View County Residents				
Location of Activities	Location of Survey Responses (%)			
	South Springbank	North Springbank	Elbow Valley	Bragg Creek/Jumping Pound
South Springbank	40	18	9	3
Calgary	32	28	28	9
Elbow Valley	4	0	39	0
North Springbank	2	26	0	0
Bragg Creek/Jumping Pound	2	3	6	63
Cochrane	1	11	0	7
Other (e.g., Kananaskis, Banff, British Columbia, etc.)	19	14	16	19
Total	100	100	100	100

Participation in Recreation Activities					
Activities	% of Households with Participating Members				
	South Springbank	North Springbank	Elbow Valley	Bragg Creek/Jumping Pound	Alberta
Walking/jogging	88%	84%	82%	84%	
Walking for pleasure					82%
Jogging/running					39%
BBQ/picnic/social gathering	75%	70%	81%	75%	
Fitness (e.g. cardio, weights)	65%	68%	68%	59%	
Fitness/aerobics					52%
Weight training					35%
Dog walking	53%	63%	46%	60%	
Creative arts (e.g. visual, performing)	38%	36%	26%	44%	
Doing a craft or creative hobby					56%
Participating in the arts					32%
Group exercise (e.g. boot camp, aerobics)	35%	25%	33%	32%	
Fitness/aerobics					52%
Yoga/Pilates					34%
Indoor gymnasium sports*	35%	21%	26%	27%	
Basketball					17%
Badminton					14%
Volleyball					12%
Martial arts					8%
Soccer (outdoor)	33%	25%	30%	21%	20%
Hockey (structured/league)	30%	38%	25%	20%	
Ice hockey					17%
Outdoor court/paved surface sports	27%	20%	18%	15%	
Ice/figure skating program	20%	27%	16%	12%	
Ice skating (not hockey)					29%
Figure skating					3%
Dance	20%	21%	23%	14%	25%
Skateboarding/BMXing/scootering	17%	13%	4%	14%	
Skateboarding					8%
Gymnastics	16%	20%	16%	11%	10%
Pickleball/tennis	15%	11%	16%	19%	
Tennis					9%
Softball/baseball/slo pitch	13%	16%	14%	8%	14%
Curling	10%	21%	16%	5%	9%
Football (outdoor)	9%	5%	4%	3%	6%
Lacrosse	3%	4%	2%	1%	1%

Note: Alberta comparable data sourced from the 2017 Alberta Recreation Survey.

**Appendix H: Weddings in Alberta
Alberta Vital Statistics Annual Review**

Average number of weddings per 1,000 population:

5

Estimated annual weddings:

- South Springbank – 25
- Southwest Rocky View County – 50 to 60

Weddings in Alberta															
Year	Total Weddings	Monthly Weddings in Alberta													AB Population Weddings per 1,000
		Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2016	19708	# of weddings	859	940	853	997	1,451	1,994	3,360	3,188	2,603	1,739	844	880	4,196,061
		Annual %	4%	5%	4%	5%	7%	10%	17%	16%	13%	9%	4%	4%	4.7
2015	20506	# of weddings	858	947	906	954	1,586	2,099	3,030	4,028	2,547	1,692	924	935	4,144,491
		Annual %	4%	5%	4%	5%	8%	10%	15%	20%	12%	8%	5%	5%	4.9
2014	20333	# of weddings	696	888	846	894	1,538	2,231	2,826	4,236	2,456	1,649	1,079	994	4,083,648
		Annual %	3%	4%	4%	4%	8%	11%	14%	21%	12%	8%	5%	5%	5.0
2013	18654	# of weddings	619	752	816	866	1,235	2,302	2,793	3,674	2,383	1,421	924	869	3,981,011
		Annual %	3%	4%	4%	5%	7%	12%	15%	20%	13%	8%	5%	5%	4.7
Averages	19,800	# of weddings	758	881.75	855.25	927.75	1452.5	2156.5	3002.3	3781.5	2497.3	1625.3	942.75	919.5	4,101,303
		Annual %	4%	4%	4%	5%	7%	11%	15%	19%	13%	8%	5%	5%	4.8

Source: Alberta Vital Statistics

Weddings in Alberta Communities (2014)		
Community	Marriage by Place of Event	Marriage Rate per 1,000 Population
Banff*	704	82.6
Calgary	5,323	4.2
Canmore*	521	38.3
Edmonton	4,348	4.7
Grande Prairie	332	5.3
Jasper*	310	63.4
Lethbridge	448	4.9
Medicine Hat	344	5.4
Red Deer	512	5.0
St. Albert	312	4.5

* Many weddings likely involves out of town residents.

Appendix I: Phase Development Analysis

Facility Phase Development Analysis			
Criteria	Com. Event Centre, Studio, Multipurpose Rooms	Indoor Turf Field/Track	Park
Addresses community need	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
Evidence of demand	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
Complement a range of activities/ability for multi-use	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
Flexible for future conversions	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
Affordability/available to all County residents as a public service	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
Impact on other community facilities	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
Need and ability to draw from outside RVC	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
Supports development of community programming	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
Use throughout the year	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
Propensity to recover operating costs	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
Propensity to manage costs	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
Development and capital costs	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
Long term maintenance and life cycle	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
Average scores	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■

Disadvantages Advantages

Appendix J: Facility Program Component Sheets

- Community event centre (hall)
- Multipurpose room
- Studio
- Indoor turf field facility
- Indoor walking/running track
- Office and board room

Event Centre (hall)

Description:

- A function or reception room for gatherings, events, meetings, or educational courses with the capacity to host 200 seated guests for a dining function. Attached to the room is a service kitchen that enables food handling and serves as a distribution point for expediting food to guests.

Approximate size (net area):

- 350 m² (3,800 ft²) for the room
- 195 m² (2,100 ft²) for other spaces

Main, auxiliary, and support spaces:

- Function or reception hall
- Service kitchen
- Storage space

Characteristics:

- Hold approximately 200 banquet seating or 550 standing guests.
- Kitchen should include preparation space, convection and warming oven, fridge, microwave, dishwasher, utility sink, etc. There should be an opening between the kitchen and the function or reception hall.
- A temporary stage would be available.
- Sound and multimedia system.
- Tables and chairs available for dining and meeting events.
- Wi-fi should be available to assist organization of meetings and presentations.

Activities/programs

- Social activities and private events (dances, graduations, weddings, celebration of life ceremonies, birthday parties)
- Performance arts (theatre, concerts, year end performances)
- Public events, civic meetings, assemblies, banquets (art sales, meetings, conferences, faith-based services, receptions, fundraisers, etc.)
- Learning activities (personal development/wellness courses, day/school break/summer camps, etc.)

Main markets served:

- Facility renters
- Service providers
- Program users

Other considerations:

- Interior of the room should present an aesthetically pleasing appearance to be attractive for special events such as weddings, receptions, celebration of life ceremonies, etc., but capable to allow other uses such as school break activity programs.
- Service kitchen should be positioned within the building so that it can be used for the hall and other spaces (i.e., seniors activity space).



Studio

Description:

- A space that facilitates instruction for physical activities and exercises. It may have equipment such as mirrors, barres, mats, spin cycles, exercise balls, steps or risers, etc. that are used in dance and fitness programs. It should be able to accommodate 20 to 25 persons.

Approximate size (net area):

- 100 m² (1,100 ft²)

Main, auxiliary, and support spaces:

- Programming area
- Storage space

Characteristics:

- Floor surfaces should be resilient, hygienic, and non-porous for easy cleaning. May include hardwood or sport composite flooring.
- Subfloor should be sprung to protect users from injuries.
- Mirrors and barres should be located within the studio.
- Walls should be able to support impacts from equipment and users.
- May need storage training equipment.
- Studio should accommodate low- and high-level activities (e.g., yoga, dance, Pilates, bootcamp, aerobics classes, combative sports, etc.).
- Local temperature control within the studio would benefit specifications of activities (e.g., cooler or warmer).
- Studio may require soundproofing.
- Sufficient lighting will be required. Adjustable lighting would be used for relaxation activities.

Activities/programs

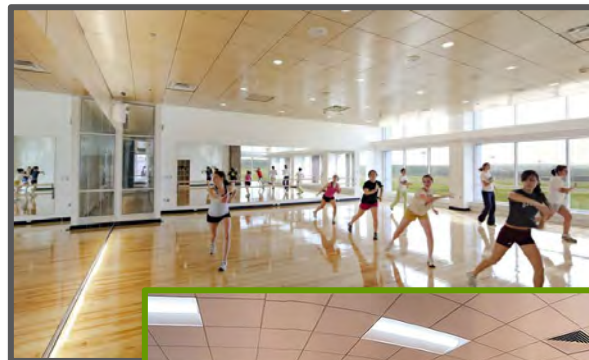
- Fitness (Yoga/movement, Pilates, group exercises, spin classes, etc.)
- Dance (ball room, hip hop, tap, folk, modern, jazz, ballet, etc.)
- Martial arts (Karate, Judo, Aikido, Taekwondo, etc.)

Main markets served:

- Service providers
- Program users

Other considerations:

- Access should be conveniently situated near general circulation and near the location of administration/programming staff offices.
- Small lockers for storage of personal items should be located near the studio entrance.
- Should be located near washroom facilities.



Multipurpose Room

Description:

- A space that serves multiple program and functional purposes. It should be designed with durability, versatility, and practicality so as to withstand wear-and-tear, stains, heavy foot traffic, etc. from various uses. It should be able to accommodate up to 50 persons.

Approximate size net area:

- 2 x 100 m² (1,100 ft²)

Main, auxiliary, and support spaces:

- Programming area
- Storage space
- Counters and cabinets
- Utility sink
- Fridge

Characteristics:

- Should be designed to accommodate 'messy' activities such as painting and other crafts, birthday parties, other kids activities, etc., as well as clean activities like sewing and quilt making, music practices, meetings, etc.
- Should have easily cleanable surfaces. All floor surfaces should have resilient, hygienic and easy to clean.
- May need storage for tables and chairs.
- Cabinets will provide storage space for programming materials.
- Multipurpose room may require soundproofing.

Activities/programs

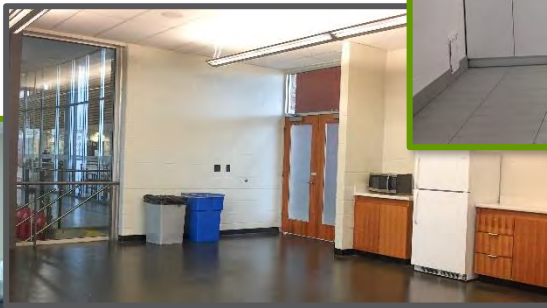
- Clubs (arts, crafts, hobbies, cards, etc.)
- Social activities (meetings, community get togethers, birthday parties)
- Learning and support activities (child/youth groups, personal development/wellness courses, day/school break/summer camps, group therapy/help activities, youth assistance/intervention, faith-based services, parent and tot programs, etc.)
- Fitness classes (group exercises, yoga/movement classes, etc.)

Main markets served:

- Service providers
- Facility renters
- Program users

Other considerations:

- Access should be conveniently situated near general circulation and near the location of administration/programming staff offices.
- Spaces may be used as an administration area by groups that are organizing tournaments or conferences at the facility.
- Should be located near washroom facilities.



Indoor Turf Field

Description:

- A multi-use space that has indoor turf field designed for various activities, programs, and events. It would have equipment, features, and markings to support activities, particularly sport and athletic.

Approximate size (net area):

- 1,625 m² (17,500 ft²) per playing space
- Playing surface approximately 61m x 26m (200 ft x 85 ft)

Main, auxiliary, and support spaces:

- Playing surface
- Seating for 250 spectators
- Locker rooms
- Storage

Characteristics:

- Synthetic turf field
- Sport court markings on the field.
- Equipment and features such as divider curtains, clock and scoreboard, sound and multimedia system, nets, etc.
- Sufficient lighting and adequate ceiling height.

Activities/programs

- Field sports (competitive and non-competitive) futsal and indoor soccer, football, lacrosse, etc.
- Physical activities associated with children/youth groups, day/school break/summer camps, etc.
- Fitness and group exercises
- Temporary play structures (inflatable play equipment)

Main markets served:

- Program users
- Service providers
- Facility renters

Other considerations:

- Can be built by different methods air, metal, and brick and mortar structures.
- Could be built by different sizes; the facility proposed for the South Springbank Community Facilities would accommodate 7v7 indoor soccer.



Indoor Track

Description:

- A laned walking and running track.

Approximate size (net area):

- 490 m² (5,300 ft²)

Characteristics:

- 3 x .9 m (3 ft) lane track.
- Flooring should be resilient material.
- Located with fieldhouse.
- Should have surface that is easy to clean.



Office

Description:

- Office spaces and boardroom.

Approximate size:

- 40 m² (400 ft²)

Characteristics:

- Workshop and boardroom.



**Appendix K:
Additional Indoor Turf Field Facility
Information**

Alternatives exist for constructing indoor turf facilities. For example, facilities can be constructed of brick-and-mortar, steel, or fabric structures. Further, fields can be developed to accommodate different types of soccer games (e.g., 7v7 or 11v11 soccer games).

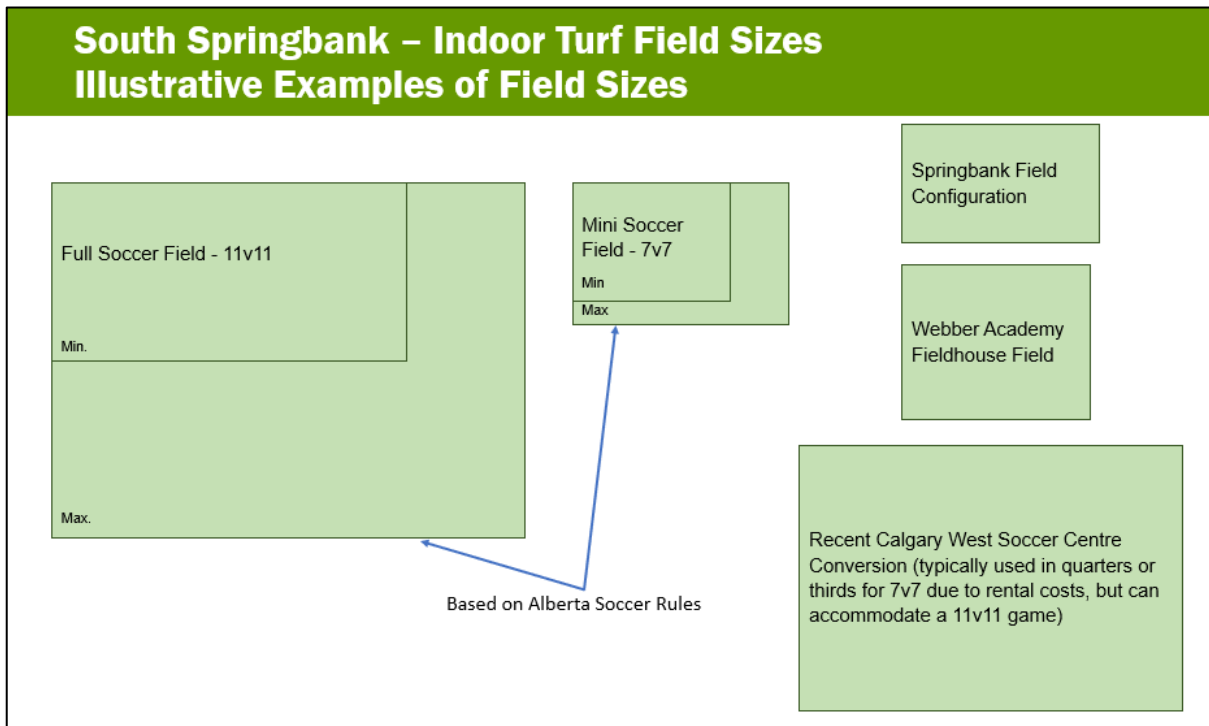
Information presented in this Business Case Study represents a field that would accommodate a 7v7 soccer game and is constructed of brick-and-mortar materials. It would accommodate practices and training for the local soccer association and provide game opportunities for 7v7 during indoor soccer seasons. It is common for 7v7 games to be played in indoor facilities as it is often cost prohibitive to rent full sized fields for 11v11 games (e.g., \$200 per hour for a 7v7 55m x 30m field compared to \$650 per hour for a 110m x 60m field).¹³

Estimates for hard construction costs of the

South Springbank Community Facilities indoor turf field are approximately \$11 million.

Alternatives might include air or steel structured fabric domes that allow for larger sized turf fields. Recently, the City of Calgary partnered with local sport groups to put a seasonal air structured dome over an existing artificial turf field on the west side of the city. The cost to construct the temporary dome was approximately \$8.5 million. This amount did not include the costs to construct the artificial turf field, spectator seating, or locker rooms. However, the field would be full sized and could accommodate four 7v7 soccer games or one 11v11 game.¹⁴

If an air or steel structured dome were to be constructed for the South Springbank Community Facilities, there may need to be public engagement with community residents (e.g., size and height specifications).



¹³ Rental rates for the Calgary West Soccer Centre in 2022.

¹⁴ <https://www.calgary.ca/csps/recreation/research-and-development/shouldice-seasonal-dome.html>. It is also worth noting that Springbank Park for All Seasons received a similar quote for a steel structured fabric facility.

Appendix L: Functional Programs

Com. Event Centre, Studio, Multi. Rooms - Functional Program

Facility Components		Net Area Total (m ²)	Net Area Total (ft ²)	Description
Event venue	Event space	350	3,800	Capacity 200 seated banquet style
	Other spaces	120	1,300	Temporary stage, furniture storage area, entrance
	Service kitchen	75	800	
Studio	Activity surface	100	1,100	100 x 1 - (20 to 25 person capacity) activity
	Storage	20	200	
Multipurpose rooms	Program space	200	2,200	100 x 2 - (50 person capacity) sink, cabinets
Administration	Office	40	400	Workstation, boardroom
Entrance/common area		150	1,600	Lobby, gathering area, benches
Storage		100	1,100	General storage areas
Subtotal		1,155	12,500	
Gross Factor		1.2	1.2	Includes service room spaces (mechanical, electrical), wall thickness, structure, washroom, and custodial spaces
Total Gross Floor Area		1,386	15,000	

Indoor Turf Field/Track - Functional Program

Facility Components		(m ²)	(ft ²)	Description
Indoor turf field	Playing space	1,625	17,500	Synthetic turf floor surface - no boards
	Seating	500	5,400	Approximately 250 seats (possibly situated over locker/storage/wash rooms)
	Locker rooms	150	1,600	4 locker rooms and aux room (30m2, dry - no washroom or shower)
Indoor track		490	5,300	3 lane, wrap around field space
Entrance/common area		150	1,600	Lobby, gathering area, benches
Storage		20	200	General storage areas
Total Gross Floor Area		2,935	31,600	
Gross Factor		1.2	1.2	Includes service room spaces (mechanical, electrical), wall thickness, structure, washroom, and custodial spaces
Total Gross Floor Area		3,522	37,920	

**Appendix M: Preliminary Functional Program
Capital Cost Estimates**

**Com. Event Centre, Studio, Multi. Rooms and
Indoor Turf Field Facility/Track Estimated
Capital Costs and Assumptions**

Facility Component	Cost per m ²	Cost per ft ²
Event venue/hall	\$4,524	\$420
Other spaces	\$3,819	\$355
Service kitchen	\$5,000	\$465
Multipurpose room(s)	\$4,167	\$387
Studio(s)	\$4,375	\$406
Storage space	\$4,167	\$387
Satellite library	\$4,167	\$387
Office/Administration	\$3,750	\$348
Field space	\$4,026	\$374
Seating	\$3,833	\$356
Locker rooms	\$4,167	\$387
Walking/running track	\$3,912	\$363
Commons area/entrance	\$4,613	\$429
Storage	\$3,611	\$335

April 2022

Prepared by:

**Costplan Management Ltd
Suite 214, 5925 12th Street S.E.
Calgary Alberta
T2H 2M3
Phone 403-262-9360**

Preliminary construction cost estimates for the two concepts have been developed based on historical costs for comparable amenities¹⁵ to those described in the functional program. These estimates are presented on the next page.

Costplan Management Ltd., a professional construction cost and quantity surveyor consulting firm, was engaged to develop base cost estimates for amenities that have been identified (see Appendix H).

Due to the preliminary nature of the available information, estimates should be used as 'order of magnitude' budget guidelines only.

The estimates do not capture any cost variations, either up or down, that may result from implications of the COVID-19 pandemic and other economic conditions such as material shortages, supply disruptions, exchange rate fluctuations, delays, or labour premiums.

It should be noted that the current material supply uncertainty and material price escalation in the Canadian economy has created an unstable and unpredictable market that the authors have no control over. Given current market conditions, it cannot be guaranteed that tenders will not vary significantly from the estimated values.

Notes and assumptions associated with the cost estimates include:

- Unit rates are developed based solely upon the space descriptions shown.
- All costs are shown in 1st quarter 2022 dollars.
- Final size, configuration and stacking of amenities and functions could significantly impact the estimated construction costs.
- Furniture, furnishings and equipment is shown as an overall allowance on each budget summary.

Excluded from these estimates are:

- Phasing premiums.
- Public art.
- Storm water volume control allowance.
- Food service equipment.
- Ice surface equipment.
- All work beyond the construction boundary lines other than service connections.
- Owner internal costs.
- Moving and relocation costs.
- Operating and lifecycle maintenance reserve fund.
- Post-disaster building requirements.
- Construction cost escalation.
- Site development costs, if required.
- Hazardous material remediation, if required.
- Land costs (acquisition, assessments, levies, etc.) & offsite services.*
- Goods and Services Tax.

¹⁵ In the Calgary region, as well as other communities throughout Alberta.

*Note: Have been addressed for the site already but listed in case of unforeseen issues.

**Community Event Centre, Studio, Multipurpose Rooms
Estimated Capital Cost**

Rounded to nearest \$100,000

Facility Components	Gross Area Total* (m ²)	Gross Area Total* (ft ²)	Cost per m ²	Capital Costs
Event Venue				
Event space	420	4,560	4,524	\$ 1,900,000
Other spaces	144	1,560	3,819	500,000
Service kitchen	90	960	5,000	500,000
Studio				
Activity surface	120	1,320	4,167	500,000
Storage	24	240	4,167	100,000
Multipurpose rooms				
Program space	240	2,640	4,167	1,000,000
Administration				
Office/board room	48	480	4,167	200,000
Entrance/common area	180	1,920	4,044	700,000
Storage	120	1,320	3,750	500,000
Subtotal Hard construction costs	1,386	15,000	4,257	\$ 5,900,000
Site development costs				Not included
Soft Costs - Design, testing, permits, project management			15%	\$ 900,000
Post-tender Construction Contingency			10%	\$ 600,000
Other potential funding requirements				
Furniture, furnishings & equipment			5%	\$ 300,000
Operating and lifecycle maintenance reserve funds				Not included
Total program Costs plus FF&E Allowance				\$ 7,700,000

*Note: Net area x 1.2

Indoor Turf Field/Track Facility Estimated Capital Costs

		Rounded to nearest \$100,000			
Facility Components		Gross Area Total* (m ²)	Gross Area Total* (ft ²)	Cost per m ²	Capital Costs
Indoor turf field	Playing space	1,950	21,000	4,026	\$ 7,900,000
	Seating	600	6,480	3,833	2,300,000
	Locker rooms	180	1,920	4,167	800,000
Indoor track		588	6,360	3,912	2,200,000
Entrance/common area		180	1,920	4,044	700,000
Storage		24	240	3,750	100,000
Subtotal Hard construction costs		3,522	37,920	3,975	\$ 14,000,000
Site development costs					Not included
Soft Costs - Design, testing, permits, project management				15%	\$ 2,100,000
Post-tender Construction Contingency				10%	\$ 1,400,000
Other potential funding requirements					
Furniture, furnishings & equipment				5%	\$ 700,000
Operating and lifecycle maintenance reserve funds					Not included
Total program Costs plus FF&E Allowance					\$ 18,200,000

Park Capital Cost Estimates and Assumptions

Park Program Themes/Components

Event Area

An open space that could be used for civic events, arts performances, festivals, and other gatherings. It might include an event shelter with an outdoor stage and various supports such as electrical outlets. Components might include:

- Interpretive structure
- Open space for events
- Event shelter(s) with stage for outdoor events, concerts, theatre

Natural/Trail Area

A portion of the Legacy Park may be designed with a natural aesthetic with native trees, shrubs, and other vegetation. There may be pathways/trails developed through the natural area, which could also include self-guided interpretive displays or signs that portray the history of the Springbank area. A natural oriented water feature may also be developed within this area of the park. Aspects of the Natural/Trail Area might include:

- Treed/natural vegetation areas
- Pathways/trails
- Developed natural oriented water feature

Passive Activity Area

An area that supports various types of outdoor passive activities. It is likely to be located in proximity to buildings constructed onsite. There may be an open space that could be used for non-competitive sports and other activities (e.g., day/school break, summer camps). Features of the area might include:

- Picnic tables/shelters
- Benches
- Playground structures
- Outdoor fitness equipment
- Leisure skating area

Park Estimated Capital Costs Assumptions

A landscape architect from Stantec was engaged to develop the cost estimates.

Due to the preliminary nature of available information, the Opinion of Probable Costs is Class D estimates and includes 50% contingency as there has been no defined plan developed for the project, only description of the proposed work.

Similar assumptions that were used with the indoor amenity capital cost estimates are applied to the Park estimates such as:

- Estimates do not capture any cost variations, either up or down, that may result from implications of the COVID-19 pandemic and other economic conditions such as material shortages, supply disruptions, exchange rate fluctuations, delays, or labour premiums.
- Current material supply uncertainty and material price escalation in the Canadian economy has created an unstable and unpredictable market that the authors have no control over. Given current market conditions, it cannot be guaranteed that tenders will not vary significantly from the estimated values.
- Unit rates are developed based solely upon descriptions of the project (rather than defined plans).
- All costs are shown in 2021 dollars.
- Final size, configuration and stacking of amenities and functions could significantly impact the estimated construction costs.

Other notable estimate assumptions include:

- Topsoil depth would be approximately 300mm
- All available topsoil would remain onsite
- Estimates are based on conventional construction access to site.
- Estimates for irrigation are based on a single water source with power, water, and sewer provided by others.
- Estimates assume loam is available nearby
- Estimates do not include Goods and Services Taxes

Park Estimated Capital Costs

Rounded to nearest \$25,000

Components		Capital Cost Estimate
General site development	Rough grading Clearing and grubbing Topsoil stripping/stockpiling Subgrade preparation Loaming and fine grading Surveying Seeding Sodding Fencing Hard landscape Area asphalt (parking and roadways) Retaining walls Erosion control allowances	\$ 6,025,000
Interpretive structure		50,000
Tree areas	750 trees	175,000
Open spaces events area	Space and electrical services	175,000
	Event shelter	500,000
Developed water feature	30m by 30m (4m depth) Fountain	225,000
Pathways/trails	1.5 km trails	275,000
Picnic/seating areas	Picnic area and shelters Seating area	450,000 100,000
Playground structures	One structure - multiple areas	825,000
Leisure skating area		425,000
Building servicing and enhancements	Building servicing	500,000
	Landscape enhancements	1,025,000
Maintenance		525,000
Subtotal - construction and development costs		\$ 11,275,000
Soft Costs - Design, testing, permits, project management		(15%) \$ 1,700,000
Contingency		(50%) \$ 5,625,000
Total estimated capital costs		\$ 18,600,000

More detailed information presented on subsequent pages.



Date: July 25, 2022
File: 116500856

Springbank Community Facilities
Rocky View County

PRELIMINARY OPINION OF PROBABLE COSTS - FOR INTERNAL USE ONLY

Assumptions contained herein are based on past projects.
Estimates are based on conventional construction access to sites.
Estimates for irrigation are based on a single water source. P.W.S. provided by others.
Estimates assume loam is available nearby.
All work conforms to City of Calgary Specifications / Rocky View County.

Item	Quantity	Unit	Price	Amount
1.0 General Site Development				
A Rough Grading				
All Open Spaces	50,600.00	c.m	\$ 14.00	\$ 708,400.00
B Clearing and Grubbing				
	101,200.00	s.m	\$ 20.00	\$ 2,024,000.00
C Topsoil Stripping Stockpile on Site				
	30,360.00	c.m.	\$ 25.00	\$ 759,000.00
D Subgrade Preparation				
All Open Spaces	101,200.00	s.m	\$ 0.65	\$ 65,780.00
E Loaming & Fine Grading				
300mm depth	92,300.00	s.m	\$ 5.10	\$ 470,730.00
F Survey				
MR	92,300.00	s.m	\$ 1.50	\$ 138,450.00
G Seeding				
Urban 'A'	46,150.00	s.m	\$ 0.80	\$ 36,920.00
H Sodding				
MR (non Irrigated)	46,150.00	s.m	\$ 8.00	\$ 369,200.00
I Fencing				
Post & Cable	500.00	l.m.	\$ 50.00	\$ 25,000.00
Chain Link (1.2 m) Galvanized	1,000.00	l.m.	\$ 90.00	\$ 90,000.00
J Hard Landscape				
Concrete Curb (.15)	250.00	l.m.	\$ 165.00	\$ 41,250.00
K Area Asphalt (Parking and Roadways)				
	6,000.00	s.m	\$ 75.00	\$ 450,000.00
L Area Concrete				
Broom finish	250.00	s.m	\$ 250.00	\$ 62,500.00
Sand Blasted	250.00	s.m	\$ 275.00	\$ 68,750.00
M Retaining Walls				
Sandstone (under 1.0m ht.)	200.00	f.s.m.	\$ 550.00	\$ 110,000.00
Sandstone (Engineered)	400.00	f.s.m.	\$ 1,250.00	\$ 500,000.00
N Erosion Control Allowance				
	1.00	allow	\$ 100,000.00	\$ 100,000.00

				CONSTRUCTION SUB TOTAL		\$	6,019,980.00		
2.0	<u>Interpretive Structure (to commemorate the Springbank community and funding from the reservoir)</u>								
	Area = 200 sq.m (20mx10m)								
	Sand Blasted	75.00	s.m	\$	275.00	\$	20,625.00		
	Coloured & Patterned	75.00	s.m	\$	350.00	\$	26,250.00		
	Interpretive Signage or Structure	1.00	l.s.	\$	10,000.00	\$	10,000.00		
				CONSTRUCTION SUB TOTAL		\$	56,875.00		
3.0	<u>Tree Areas (15 trees per Acre) - 375 Trees</u>								
	Deciduous Trees								
		50mm caliper	70.00	ea.	\$	500.00	\$	35,000.00	
		75mm caliper	70.00	ea.	\$	650.00	\$	45,500.00	
	Coniferous Trees								
		2.5m ht.	45.00	ea.	\$	605.00	\$	27,225.00	
		3.0m ht.	45.00	ea.	\$	650.00	\$	29,250.00	
		3.5m ht.	45.00	ea.	\$	700.00	\$	31,500.00	
				CONSTRUCTION SUB TOTAL		\$	168,475.00		
4.0	<u>Open Spaces Events</u>								
	Broom finish	250.00	s.m	\$	250.00	\$	62,500.00		
	Electrical Services	1.00	l.s.	\$	50,000.00	\$	50,000.00		
	Misc Item / Contingency Designs	1.00	l.s.	\$	50,000.00	\$	50,000.00		
				CONSTRUCTION SUB TOTAL		\$	162,500.00		
5.0	<u>Developed Water Feature</u>								
	Pond Development (30m by 30m) - Depth 4m	3,600.00	cu.m.	\$	25.00	\$	90,000.00		
	Foundation Aerator	1.00	l.s.	\$	25,000.00	\$	25,000.00		
	Electrical Services	1.00	allow	\$	50,000.00	\$	50,000.00		
	Misc Item / Contingency Designs	1.00	allow	\$	50,000.00	\$	50,000.00		
				CONSTRUCTION SUB TOTAL		\$	215,000.00		
6.0	<u>Pathway/Trails</u>								
	Asphalt (1,500 linear trail)		3.0m wide	4,500.00	s.m.	\$	60.00	\$	270,000.00
						CONSTRUCTION SUB TOTAL		\$	270,000.00
7.0	<u>Event Shelter (one event shelter - 20m x 20m area)</u>								
	Broom finish	200.00	s.m	\$	250.00	\$	50,000.00		
	Sand Blasted	200.00	s.m	\$	275.00	\$	55,000.00		
	Shelter (60' Diameter Half Hexagon Bandshell)	1.00	ea.	\$	277,500.00	\$	277,500.00		
	Picnic Tables	4.00	ea.	\$	4,500.00	\$	18,000.00		
	Electrical Services	1.00	allow	\$	50,000.00	\$	50,000.00		
	Misc Item / Contingency Designs	1.00	allow	\$	50,000.00	\$	50,000.00		
				CONSTRUCTION SUB TOTAL		\$	500,500.00		
8.0	<u>Picnic Area / Shelters (one with area of 20m x 40m)</u>								
	Broom finish	400.00	s.m	\$	250.00	\$	100,000.00		
	Sand Blasted	400.00	s.m	\$	275.00	\$	110,000.00		
	Shelter - (26'x30' - Monoslope)	1.00	ea.	\$	120,000.00	\$	120,000.00		
	Picnic Tables	4.00	ea.	\$	2,970.00	\$	11,880.00		
	Electrical Services	1.00	allow	\$	50,000.00	\$	50,000.00		
	Misc Item / Contingency Designs	1.00	allow	\$	50,000.00	\$	50,000.00		
				CONSTRUCTION SUB TOTAL		\$	441,880.00		
9.0	<u>Seating Area (3m x 5m), with 10 seating areas within park</u>								
	Broom finish	150.00	s.m	\$	250.00	\$	37,500.00		
	Haul - All Trash Receptacle	10.00	ea.	\$	3,250.00	\$	32,500.00		
	Benches	10.00	ea.	\$	3,250.00	\$	32,500.00		
				CONSTRUCTION SUB TOTAL		\$	102,500.00		
10.0	<u>Playground Structures (One Playground Structure)</u>								
	Playground Structures	1.00	ls	\$	600,000.00	\$	600,000.00		
	Rubber fall Surfacing	600.00	s.m.	\$	300.00	\$	180,000.00		
	Concrete Curb (.6)	180.00	l.m.	\$	290.00	\$	52,200.00		
				CONSTRUCTION SUB TOTAL		\$	832,200.00		
11.0	<u>Leisure Skating Area (30m x 50m)</u>								
	Concrete Edger	1,500.00	s.m	\$	250.00	\$	375,000.00		
	Electrical Services	1.00	allow	\$	10,000.00	\$	10,000.00		
	Misc Item / Contingency Designs	1.00	allow	\$	50,000.00	\$	50,000.00		

		CONSTRUCTION SUB TOTAL	\$	435,000.00
12.0 <u>Community Centre Building Servicing</u>				
Site Servicing - Allowance	1.00	allow	\$	500,000.00
		CONSTRUCTION SUB TOTAL	\$	500,000.00
13.0 <u>Community Centre Building Landscape Enhancements</u>				
Landscape Enhancements	2,000.00	sq.m	\$	515.00
		CONSTRUCTION SUB TOTAL	\$	1,030,000.00
14.0 <u>Maintenance</u>				
Note: Costs for maintenance estimated based on area. JUS sites estimated for 2 years (12 months)				
	MR	101,200.00	s.m.	\$ 0.85
			\$	516,120.00
		MAINTENANCE SUB TOTAL	\$	516,120.00
15.0 <u>Cost</u>		Total Cost	\$	11,251,030.00
16.0 <u>Soft Cost (Studies, Reports, etc) (15%)</u>		Total Cost	\$	1,687,654.50
17.0 <u>Contingency (50%)</u>		Total Cost	\$	5,625,515.00
18.0 <u>Grand Total Cost</u>		Total Cost	\$	18,564,199.50

Appendix N: Financial Budget Forecasts and Assumptions

Various data and influences have been used to in assumptions to develop estimated budgets for the South Springbank Community Facilities. Primary influences come from a review of operations and financial statements of recreation facilities located in and outside of Rocky View County. Some of the recreation facilities from which information has been referenced include:

- Bearspaw Lifestyle Centre
- Bragg Creek Community Centre
- Springbank Park for All Seasons
- Spray Lakes Sawmills Family Sports Centre
- Other community facilities in Rocky View County
- Various community and recreation centres in Calgary (information has been gathered from 40 different facilities operating throughout Calgary including the Calgary West Soccer Centre)
- Other recreation and community centres throughout Alberta

While it is acknowledged the Covid-19 pandemic has affected the recreation industry over the past few years, the forecasts have been developed with a long-term outlook considering it will likely take several years for the facility to be constructed.

Revenues

- Rental revenues reflect fees charged to service providers by other similar facility operators.
- For weekend rentals, it has been assumed that the community event centre would have a view of the Rocky Mountains, but not necessarily park features due to the park being developed in Phase 3.
- Revenues for organized events represent net surpluses obtained from events organized by facility operators, community organizations, or rentals to other organizations.
- Unearned revenues involve advertising and sponsorship opportunities within the facility and fund-raising activities beyond contributions from Rocky View County or adjacent municipalities. These amounts are similar to other recreation facilities operating in the Calgary region.
- Revenues have not been forecasted for the walking/running track within the indoor turf fields/track facility. Discussions with facility operators that manage similar types of facilities indicated challenges for charging for use of the track when membership systems are not offered. Facility operators suggested that it may be better to provide the walking/running track service as a community benefit.

Expenses

- Salaries, wages, and benefits have been developed based on specific staff positions developed for each facility. See additional information provided on subsequent pages.
- Utilities are estimated at \$1.00 per ft² for the facilities. Additional costs are budgeted for garbage removal. These amounts are consistent with the experiences of recreation facilities operating in the region.
- The following expense items were developed from costs researched and identified from other recreation facilities operating in the region:
 - Custodial expenses involve hiring external contractors for janitorial requirements.
 - Office, administration, supplies involve phone and internet; supplies, mileage; staff appreciation, postage/ courier; bank charges; etc.
 - Program supplies and materials are costs for delivering responsive programs.
 - Security involves expenses to secure the building.
 - Repairs and maintenance involve costs associated with the building and equipment.

General

- Estimated budgets represent a typical year of operation after the facility has operated for several years.
- Amounts are based on 2022 dollars.
- The estimates do not capture cost variations that may result economic conditions, material shortages, supply disruptions, inflation, and labour premiums.

Additional assumptions:

- Revenue assumptions associated with Community Event Centre

Event Centre (Hall) - Rentals		
Descriptors		Estimates
Number of weeks for rentals		52
Estimated weekend event bookings (1 day per booking - typically weddings - events may also be developed by facility operator e.g., arts/crafts and other types of sales, community parties, performances, etc.)	A	1.5 per month
Weekend rental rates	B	\$1050 per day
Estimated Total Weekend Event Rentals*	AxB=C	\$20,000
Other bookings (social activities and private events, performance arts, public events, civic meetings, assemblies, banquets, learning activities)		
Weekdays 1 to 2.5 hours per weekday for 4 days at 50 weeks	D	200 hrs
Weekends 1.0 to 2.5 hours per weekend day (when not booked for other purposes)	E	48 hrs
Hourly rental rates	F	\$95
Estimated Total Other Bookings Rentals*	(D+E)xF=G	\$35,000
Total Estimated Annual Revenues from Hall Rentals*	C+G=H	\$55,000
Rentals space use as % of available annual prime time hours**		22%

*Rounded to nearest \$2,500
** Weekdays between 5:00 pm and 10:00 pm and weekends between 9:00 am and 10:00 pm. Space also used by facility operator to provide programs.

Studio – Rentals		
Descriptor		Estimate
Number of weeks for rentals		50
Estimated annual hourly rentals		
Group exercises/wellness groups	A	50
Martial arts groups	B	50
Dance groups	C	75
Other	D	75
Estimated Annual Rental Hours	A+B+C +D=E	250 hrs
Rental rates	G	\$60
Total Estimated Annual Revenues from Multipurpose Room Rentals*		\$15,000
Rentals space use as % of available annual prime time hours**		10%

*Rounded to nearest \$2,500
** Weekdays between 5:00 pm and 10:00 pm and weekends between 9:00 am and 10:00 pm (2 spaces). Spaces also used by facility operator to provide programs.

Multipurpose Rooms – Rentals		
Descriptor		Estimates
Number of weeks for rentals		50
Estimated annual hourly rentals for types of groups		
Youth groups, support groups, etc.	A	75 hrs
Birthdays, parties, etc.	B	75 hrs
Local groups, arts groups, etc.	C	75 hrs
Other (meetings, event organizers, etc.)	D	60 hrs
Estimated Annual Rental Hours	A+B+C +D=E	285 hrs
Rental rates	F	\$60
Total Estimated Annual Revenues from Multipurpose Room Rentals*	ExF=G	\$17,500
Rentals space use as % of available annual prime time hours**		6%
*Rounded to nearest \$2,500		
** Weekdays between 5:00 pm and 10:00 pm and weekends between 9:00 am and 10:00 pm (2 spaces). Spaces also used by facility operator to provide programs.		

- Revenue assumptions associated with Indoor Turf Field/Track

Indoor Turf Field/Track - Rentals		
Descriptor		Estimate
Number of weeks for rentals		50
Estimated annual hourly rentals for types of groups		
Local sport groups (soccer, football)	A	400 hrs
Local schools	B	75 hrs
Other (including Calgary organizations - youth and adults soccer groups)	C	500 hrs
Estimated Annual Rental Hours	A+B+C	975 hrs
Rental rates*	D	\$185
Daytime hours rented to Event Centre operator for programs	E	256 hrs
Total Estimated Annual Revenues from Multipurpose Room Rentals*	GxH=I + Ex\$50	\$182,500
Rentals space use as % of available annual prime time hours***		48%
*School and program rate is \$50 per hour		
**Rounded to nearest \$2,500		
***Weekdays between 5:00 pm and 10:00 pm and weekends between 9:00 am and 10:00 pm (2 spaces). Spaces also used by facility operator to provide programs.		

- Expense (human resources) assumptions for Community Event Centre and Indoor Turf Field/Track

Community Event Centre - Human Resources			
Position	Number	Type	Estimated Compensation per Position
Facility Contractor	1	Part-time	\$20,000

- Expense (human resources) assumptions for Indoor Turf Field/Track

Indoor Turf Field/Track - Human Resources			
Position	Number	Type	Estimated Compensation per Position
Facility Maintenance Staff	1	Part-time	\$30,000
Facility Attendants/Coordinators	2	Part-time	\$18,000
Note: Compensation levels were researched through Alberta alis and other recreation facility operators. Benefits estimated at 15% of salaries and wages. It is expected that staffing would be shared with other Springbank Park for All Seasons operations.			

Estimated Financial Budgets for South Springbank Community Facilities

Rounded to nearest \$2,500

	Com. Event Centre, Studio, Multi. Rooms	Indoor Turf Field/ Track Facility
Estimated Financial Implications for Springbank Community Facilities		
Revenues		
Rentals		
Event Centre Hall	\$ 55,000	
Studio	15,000	
Multipurpose rooms	17,500	
Indoor turf field/track		\$ 182,500
Organized Events	5,000	
Unearned Revenues		
Adverstising, sponsorship, etc.	1,000	10,000
Fund raising, grants, etc.	2,000	1,000
Total Estimated Revenues	\$ 95,000	\$ 192,500
Expenses		
Salaries, wages, and benefits	\$ 20,000	\$ 75,000
Utilities/Garbage Removal	25,000	47,500
Custodial	22,750	20,000
Office, administration, supplies	6,000	2,500
Professional fees, insurance	20,000	12,500
Marketing and promotions	2,500	
Program supplies and materials	-	
Security	5,000	5,000
Repairs and maintenance	30,000	20,000
Other	5,000	5,000
Total Estimated Expenses	\$ 137,500	\$ 187,500
Estimated Annual Deficit	-\$ 42,500	\$ 5,000
Total Estimated Implications to County Contributions* to Operate South Springbank Community Facilities	-\$ 42,500	\$ 0

* Rocky View County Recreation Facility Operating Grants

Note: Various operational models were considered for the Community Event Centre prior to presenting a volunteer-based operation managed by a not-for-profit organization. The following information demonstrates the types of analyzes that were conducted to evaluate different operational approaches.

Estimated Annual Financial Implications		
Community Event Centre, Studio, Multipurpose Rooms		
	Volunteer-Operated	Staff-Operated w/ Programming
Revenues		
Earned Revenues (rentals/events)	\$ 92,500	\$ 225,000
Unearned Revenues	3,000	5,000
Total Estimated Revenues	\$ 95,000	\$ 230,000
Expenses		
Salaries/Wages/Benefits	\$ 20,000	\$ 175,000
Utilities/Custodial/Other	47,750	65,000
Administration	33,500	82,500
Repairs/Maintenance	30,000	45,000
Other	5,000	10,000
Total Estimated Expenses	\$ 137,500	\$ 377,500
Estimated Annual Deficit	-\$ 42,500	-\$ 147,500



Capital Assistance Grant – Application Form
Community Facilities

Please type or print clearly. Applicants must be a non-profit, community organization serving County residents. All information provided is public.

Organization Information

 Organization Name:

 Incorporated under: Alberta Societies Act
 Alberta Agricultural Societies Act
 Part 9 of the Companies Act

 Mailing Address:

 Postal Code:
(All correspondence and cheques will be mailed to this address)
Primary Contact:

 Name:

 Telephone: (W) (C)

 Email:
Alternate Contact:

 Name:

 Telephone: (W) (C)

 Email:
Facility

 Name of Facility:

 Legal Description/Address:

 Registered Holder of Land Title:
Total Amount of Funding Requested: \$



Please provide a brief description of your organization (e.g., mission and mandate):

SPFAS is the "Heart of Springbank", where families and individuals of all ages can come to play and have fun, learn, socialize, and enjoy the programs, activities, and events available at the Springbank Park For All Seasons. Mission: To facilitate and promote recreational, social, cultural, and agricultural initiatives that build communities.

Capital Project Title: **Multi-Use Sports, Courts & Indoor Turf Training Field Complex**

Please describe in detail the work to be carried out and the need for this project:
(Please attach a separate piece of paper if you need additional space)

As presented to Rocky View County's Recreation Governance Committee of Council (Feb 5/25 at 9:00am), and as per the RVC requested, submitted and included Facility Expansion Business Case Document (refer attached 24 pages document). This proposed \$11,500,000 new facility addition, to the Springbank area, fulfils all the recreation and sport amenities, that past community wide RVC commissioned surveys and supplemental groups needs assessment meetings have identified (are currently lacking), and not available to residents residing and wanting them accessible within Springbank and this area of the County.

Estimated project start date: **September 2025**

Estimated project completion date: **December 2026**

Please describe how the project will benefit your community and the County:

It would give Springbank and Rocky View County residents access to multi use courts, including regulation sized ones for basketball, volleyball, racket sports (e.g. pickleball, badminton, etc.). The space will also accommodate dance, dodgeball, floor hockey, group fitness, martial arts, playtime/tumble programming, performing arts, stretching/movement classes, etc. Surrounding the multi use courts there is a walking /running track that offers a safe, temperature controlled environment with surfaces to support walking, jogging, and interval training.

There is an adjoining indoor turf training field to accommodate 7v7 soccer games, and indoor teams training for football, baseball, soccer, etc. Both areas are also overlooked by 2nd floor mezzanine spectator seating and viewing areas, 4 dressing rooms are part and public washrooms, and large enough lobby area, to suffice for event staging and other multi-purposes. Structural provisions, are also in place, to later accommodate a 2nd floor fitness training area.

Is this project located in a neighbouring municipality? Yes No

If yes, how will access to County residents be assured?



If your organization is successful in obtaining County funding, how will you recognize this contribution?

SPFAS will inform the SPFAS Board of Directors of the County's approval, and include Springbank wide recognition in the distributed Park Patter Community Newsletter, which also gets posted on the Park's website long term. There will also be separate recognition and new facility information on the Park's website,

Please indicate the number of people who access your facility, amenity, or program, for which funding is being sought (please note that this represents individuals, not the number of visits made to a facility).

Rocky View County residents:

Non-Rocky View County residents:

Please describe how you determined these numbers:

SPFAS utilizes a methodology that tallies the total paid SPFAS Annual memberships secured by participants families registered with SPFAS User groups, plus the total number of individuals affiliated with schools and other organizations who regularly access SPFAS facilities, plus the total who come to SPFAS for social gatherings and one time events (including the Springbank Fall Fair).

This multi-use facility addition, could also attract more of the Sprinkbank overall area residents (29,000-36,000), as well as some of the approx 1000 + close proximity Harmony residents, etc.



Project Budget

I. COST SHARING PROGRAM

Capital Assistance Grants are based on the following cost sharing program:

Capital Project	Cost Sharing Program
<i>Facilities located within Rocky View County</i>	
Small (Total project cost is \$500,000 or less, GST excluded)	A minimum of 50% funding provided from the organization.
Medium (Total project cost is between \$500,001 and \$1,000,000, GST excluded)	A minimum of 30% funding provided from the organization.
Large (Total project cost is over \$1,000,000, GST excluded)	A minimum of 15% funding provided from the organization.
<i>Facilities located within a Neighbouring Municipality</i>	
All capital projects for facilities located outside the County in neighbouring municipalities.	A minimum of 75% funding provided from the organization with contribution from the neighbouring municipality.

II. PROJECT COSTS AND BUDGET

Complete the **Capital Budget Form** here: [Capital-Budget-Form.xlsx](#)

Download a copy of the Capital Budget Form linked above and please be sure to complete both the **Project Costs** and **Project Budget** Tables. Submit your completed Capital Budget Form with your Capital Assistance Grant Application to recreation@rockyview.ca.



GOALS AND PRORITIES FOR ACTION IN RECREATION

Active Living



Foster active living through physical recreation.

Inclusion and Access



Increased inclusion and access to recreation for populations that face constraints to participation.

Connecting People and Nature



Help people to connect to nature through recreation.

Supportive Environments



Ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities

Recreation Capacity



Ensure the growth and sustainability of the recreation field.

A Framework for Recreation in Canada, Canadian Parks and Recreation Association, 2015.

Please describe how this project meets one or more of the above goals and priorities:

The project meets the Active Living Goal, Inclusion and Access Goal (as SPFAS at times offers free drop in activities for families, and would evaluate a special constraint to participation need situation). The SPFAS Annual Fall Fair, held each September addresses the Connecting People and Nature Goal, and the project and SPFAS mission supports and addresses the Supportive Environments Goal.

FINANCIAL ASSISTANCE

If your organization has a current operating surplus, capital reserve or unrestricted cash assets, explain what you plan to do with these funds if they are not being allocated to this project.

SPFAS Capital Reserves are roughly 4% of the Park's total asset/facility/equipment value, which is considered satisfactory for Lifecycle maintenance and replacement capital planning, etc.

Current Capital Funds are earmarked for the project's 15% required RVC Cost Sharing program. As this would see a temporary dip in the Park's reserves, as mentioned both off-setting AB Government & or CFEP Large Stream Grants are being pursued, along with a project sponsorship / fundraising campaign initiative. All intended to replace as much of the used reserves as possible.

If you are unsuccessful in getting approved for the total amount of funds requested, how do you plan on completing the project?

The project would not be completed, and it would be shelved indefinitely.

SUPPORTING DOCUMENTS

- Copies of quotes listed in Project Budget. A minimum of three per project component is required. If quotes are not included, please indicate sources of estimates.
- Audited financial statements – these should support the cash contribution noted in your Project Budget.
- Current year operating budget.
- List of organization's Officers and Directors.
- In Kind Details:
 - Include confirmation of all in kind materials and/or services (i.e. letters from donors).
 - Volunteer Hours: Provide detailed information on the number of volunteer hours being contributed to this project, including job descriptions and assigned volunteers. The volunteer hours can apply to the applicant's funding contribution portion up to a maximum of 50% of the contribution on the capital project where funds are being requested. Volunteer labour is valued at Alberta's hourly minimum wage.
- Other documents required for further clarification, as requested.



Obligations upon Receiving Grant

Grant recipients will receive a Grant Approval Letter outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved.

Upon completion of the project or when the project deadline has passed, recipients must submit a **Final Project Report** detailing how the money was spent and whether or not the stated objectives were achieved. If this report is not submitted, future funding requests will not be considered. At any time, grant recipients must permit a representative of Rocky View County to examine records to determine whether the grant funding has been used as intended and approved.

Declaration Statement

NOTE: This application form **MUST** be signed by the president and/or a director and a delegate who has signing authority for the organization.

We, the two representatives of Springbank Park For All Seasons - Agricultural Society
certify that this application is complete and accurate. *(organization name)*

Name: Frank Walsh
Title: President
Date: Feb 6, 2025

Name: Todd Muir
Title: General Manager
Date: Feb 6, 2025

❖ **PLEASE NOTE:** If you have not heard from us within a week of your application submission, please contact us at recreation@rockyview.ca.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the Manager, Recreation and Community Support at 403-230-1401.



ROCKY VIEW COUNTY

PROJECT COSTS

Total Project Cost Component Breakdown: Please provide ALL quotes (three for each project component) in the following table. Funding for expenditures incurred prior to application submission may not be considered.

Project Component	Quote Cost (GST Excluded)	Vendor/Contractor Name	Please select ONE Quote from each project component to use for the TOTAL PROJECT COST Calculation
Springbank Sports Complex - Construction & including Soft Costs (Professional fees, permits, FF&E, legal, Hazmats, some utilities, pavement, etc.)	\$ -		
	9,829,773.00	DMC Cost Management	Yes
	\$ -	Motus Engineering & MAKE Projects Ltd confirmed costs	
Springbank Sports Complex - Utilities & Contingencies	\$ -		
	1,670,227.00	DMC & MAKE Projects Ltd	Yes
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL PROJECT COST	\$ 11,500,000.00		



PROJECT BUDGET

ALL APPLICANTS MUST COMPLETE THIS BUDGET FORM. Your audited financials are considered separately.

Organization Name:	Springbank Park For All Seasons - Agricultural Society		
Date:	6-Feb-25		
Bank Balance:	\$	1,983,891.00	
Notes on Bank Balance:	Capital Account Balance with estimated Capital Interest for remainder of year (Nov/24 - June/25); CFEP Large Stream Grant, and possibly Government of Alberta Active Communities Grant - Expressions of Interest are being submitted. A paralleling SPFAS Sports Complex sponsorship/fundraising campaign is also in the planning stages, pending RVC project approval.		

EXPENSES			
Project Component	Total Costs to be paid by Applicant or Other Grant Programs	Total Costs to be funded by the Capital Assistance Grant	Total Budgeted Costs
Springbank Sports Complex - Construction &	\$ 1,725,000.00	\$ 9,775,000.00	\$ 11,500,000.00
Springbank Sports Complex - Utilities &	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 1,725,000.00	\$ 9,775,000.00	\$ 11,500,000.00

REVENUE			
Grants (please provide names and amounts)			
RVC Capital Assistance Grant	\$ 9,775,000.00	Maximum Rocky View County funding request must be in accordance with the Capital Cost Sharing Program. No GST should be included in the requested amount.	
	\$ -	Approved?	
	\$ -	Approved?	
	\$ -	Approved?	
	\$ -	Approved?	
	\$ -	Approved?	
Cash Contributions	\$ -	Financial statements must support this number.	
Donated in Kind	\$ -	May include donated labour, equipment or materials that support the project, for projects under \$1,000,000. Donated labour is valued at Alberta hourly minimum wage.	
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL REVENUES	\$ 9,775,000.00		

Uniformat II Construction Cost Summary

Project: Springbank Sports Complex

Report Status: Class D

Date: October 15, 2024

Location: Springbank, Alberta

GFA: 46,159 sf

ELEMENT	Ratio to GFA	Elemental Costs		Elemental Amounts		Rate per GFA		%
		Quantity	Unit rate	Sub-Total	Total	Sub-Total	Total	
A SUBSTRUCTURE					895,865		\$ 19.41	9.57
A10 Foundation					895,865		\$ 19.41	9.57
A1010 Standard Foundations	0.91	41,851 sf	2.76	115,498		2.50		
A1020 Special Foundations	0.91	41,851 sf	8.12	339,808		7.36		
A1030 Slab on Grade	0.91	41,851 sf	10.53	440,559		9.54		
A20 Basement Construction					-		\$ -	-
A2010 Basement Excavation	0.00	-	-	-		0.00		
A2020 Basement Walls	0.00	-	-	-		0.00		
B SHELL					110,863		\$ 2.40	1.18
B10 Superstructure					110,863		\$ 2.40	1.18
B1010 Floor Construction	0.09	4,308 sf	25.73	110,863		2.40		
B1020 Roof Construction	0.00	-	-	-		0.00		
B20 Exterior Enclosures					-		\$ -	-
B2010 Exterior Walls	0.00	-	-	-		0.00		
B2020 Exterior Windows	0.00	-	-	-		0.00		
B2030 Exterior Doors	0.00	-	-	-		0.00		
B30 Roofing					-		\$ -	-
B3010 Roof Coverings	0.00	-	-	-		0.00		
B3020 Roof Openings	0.00	-	-	-		0.00		
C INTERIORS					978,727		\$ 21.20	10.45
C10 Interior Construction					350,467		\$ 7.59	3.74
C1010 Partitions	0.15	7,050 sf	28.00	197,407		4.28		
C1020 Interior Doors	0.00	24 leaf	1,685.29	40,447		0.88		
C1030 Fittings	1.00	46,159 sf	2.44	112,613		2.44		
C20 Stairs					11,000		\$ 0.24	0.12
C2010 Stair Construction	1.00	46,159 sf	0.24	11,000		0.24		
C2020 Stair Finishes	0.00	-	-	-		0.00		
C30 Interior Finishes					617,260		\$ 13.37	6.59
C3010 Wall Finishes	0.31	14,100 sf	1.53	21,614		0.47		
C3020 Floor Finishes	1.00	46,159 sf	12.68	585,520		12.68		
C3030 Ceiling Finishes	0.09	4,308 sf	2.35	10,126		0.22		
D SERVICES					3,406,847		\$ 73.81	36.39
D10 Conveying					44,275		\$ 0.96	0.47
D1010 Elevators & Lifts	1.00	46,159 sf	0.96	44,275		0.96		
D1020 Escalators and Moving Walks	1.00	46,159 sf	-	-		0.00		
D1090 Other Conveying Systems	1.00	46,159 sf	-	-		0.00		
D20 Plumbing					492,222		\$ 10.66	5.26
D2010 Plumbing Fixtures	1.00	46,159 sf	1.36	62,740		1.36		
D2020 Domestic Water Distribution	1.00	46,159 sf	4.71	217,462		4.71		
D2030 Sanitary Waste	1.00	46,159 sf	2.66	122,690		2.66		
D2040 Rain Water Drainage	1.00	46,159 sf	1.39	64,012		1.39		
D2090 Other Plumbing Systems	1.00	46,159 sf	0.55	25,318		0.55		
D30 Heating Ventilating and Air Conditioning (HVAC)					1,285,669		\$ 27.85	13.73
D3010 Energy Supply	1.00	46,159 sf	-	-		0.00		
D3020 Heat Generation	1.00	46,159 sf	10.97	506,483		10.97		
D3030 Refrigeration	1.00	46,159 sf	-	-		0.00		
D3040 HVAC Distribution	1.00	46,159 sf	7.47	344,777		7.47		
D3050 Terminal and Packaged Units	1.00	46,159 sf	5.41	249,750		5.41		
D3060 HVAC Instrumentation and Controls	1.00	46,159 sf	3.36	155,079		3.36		
D3070 Testing, Adjusting, and Balancing	1.00	46,159 sf	0.32	14,580		0.32		
D3090 Other Special HVAC Systems and Equip	1.00	46,159 sf	0.32	15,000		0.32		
D40 Fire Protection					205,166		\$ 4.44	2.19
D4010 Sprinklers	1.00	46,159 sf	4.35	200,766		4.35		
D4020 Standpipes	1.00	46,159 sf	-	-		0.00		
D4030 Fire Protection Specialities	1.00	46,159 sf	0.10	4,400		0.10		
D4090 Other Fire Protection Systems	1.00	46,159 sf	-	-		0.00		
D50 Electrical					1,379,515		\$ 29.89	14.74
D5010 Electrical Service and Distribution	1.00	46,159 sf	10.52	485,799		10.52		
D5020 Lighting and Branch Wiring	1.00	46,159 sf	12.28	566,951		12.28		
D5030 Communications and Security	1.00	46,159 sf	6.56	302,865		6.56		
D5090 Other Electrical Systems	1.00	46,159 sf	0.52	23,900		0.52		
E EQUIPMENT AND FURNISHINGS					15,000		\$ 0.32	0.16
E10 Equipment					-		\$ -	-
E1010 Commercial Equipment	1.00	46,159 sf	-	-		0.00		
E1020 Institutional Equipment	1.00	46,159 sf	-	-		0.00		
E1030 Vehicular Equipment	1.00	46,159 sf	-	-		0.00		
E1090 Other Equipment	1.00	46,159 sf	-	-		0.00		
E20 Furnishings					15,000		\$ 0.32	0.16
E2010 Fixed Furnishings	1.00	46,159 sf	0.32	15,000		0.32		
E2020 Moveable Furnishings	1.00	46,159 sf	-	-		0.00		

Uniformat II Construction Cost Summary

Project: Springbank Sports Complex

Report Status: Class D

Date: October 15, 2024

Location: Springbank, Alberta

GFA: 46,159 sf

ELEMENT	Ratio to GFA	Elemental Costs		Elemental Amounts		Rate per GFA		%
		Quantity	Unit rate	Sub-Total	Total	Sub-Total	Total	
F SPECIAL CONSTRUCTION AND DEMOLITION					1,603,836		\$ 34.75	17.13
F10 Special Construction					1,603,836		\$ 34.75	17.13
F1010 Special Structures	1.00	46,159 sf	34.75	1,603,836		34.75		
F1020 Integrated Construction	1.00	46,159 sf	-	-		0.00		
F1030 Special Construction Systems	1.00	46,159 sf	-	-		0.00		
F1040 Special Facilities	1.00	46,159 sf	-	-		0.00		
F1050 Special Controls and Instrumentation	1.00	46,159 sf	-	-		0.00		
F20 Selective Building Demolition							\$ -	-
F2010 Building Elements Demolition	1.00	46,159 sf	-	-		0.00		
F2020 Hazardous Components Abatement	1.00	46,159 sf	-	-		0.00		
G BUILDING SITEWORK					1,017,656		\$ 22.05	10.87
G10 Site Preparation					238,544		\$ 5.17	2.55
G1010 Site Clearing	0.91	41,851 sf	5.70	238,544		5.17		
G1020 Site Demolition and Relocations	0.91	41,851 sf	-	-		0.00		
G1030 Site Earthwork	0.91	41,851 sf	-	-		0.00		
G1040 Hazardous Waste Remediation	0.91	41,851 sf	-	-		0.00		
G20 Site Improvements					379,730		\$ 8.23	4.06
G2010 Roadways	0.00	-	-	-		0.00		
G2020 Parking Lots	1.24	57,189 sf	4.53	259,341		5.62		
G2030 Pedestrian Paving	0.04	2,000 sf	27.69	55,389		1.20		
G2040 Site Development	0.00	-	-	-		0.00		
G2050 Landscaping	4.63	213,789 sf	0.30	65,000		1.41		
G30 Site Civil / Mechanical Utilities					175,965		\$ 3.81	1.88
G3010 Water Supply	1.00	46,159 sf	1.08	50,020		1.08		
G3020 Sanitary Sewer	1.00	46,159 sf	0.96	44,120		0.96		
G3030 Storm Sewer	1.00	46,159 sf	1.62	75,000		1.62		
G3040 Heating Distribution	1.00	46,159 sf	-	-		0.00		
G3050 Cooling Distribution	1.00	46,159 sf	-	-		0.00		
G3060 Fuel Distribution	1.00	46,159 sf	0.15	6,825		0.15		
G3090 Other Site Mechanical Utilities	1.00	46,159 sf	-	-		0.00		
G40 Site Electrical Utilities					223,417		\$ 4.84	2.39
G4010 Electrical Distribution	1.00	46,159 sf	1.68	77,750		1.68		
G4020 Site Lighting	1.00	46,159 sf	2.71	125,167		2.71		
G4030 Site communication and Security	1.00	46,159 sf	0.44	20,500		0.44		
G4090 Other Site Electrical Utilities	1.00	46,159 sf	-	-		0.00		
G90 Other Site Construction							\$ -	-
G9010 Service Tunnels	1.00	46,159 sf	-	-		0.00		
G9090 Other Site Systems	1.00	46,159 sf	-	-		0.00		
X & Z BUILDING FIELD REQUIREMENTS, OFFICE OVERHEAD & PROFIT, AND ALLOWANCES					802,879		\$ 17.39	8.58
X Field Requirement, Office Overhead & Profit					802,879		\$ 17.39	8.58
X10 Field Requirements	6.50%			521,872		11.31		
X20 Office Overhead & Profit	3.50%			281,008		6.09		
ESTIMATED CONSTRUCTION COST (Excluding Allowances)					8,831,673		\$ 191.33	94.34
Z10 Allowances					530,000		\$ 11.48	5.66
Z1010 Scope Contingency	3.00%			265,000		5.74		
Z1020 Cash Allowances	0.00%			-		0.00		
Z1030 Phasing Allowance	0.00%			-		0.00		
Z1040 Escalation Allowance	3.00%			265,000		5.74		
ESTIMATED TENDER COST (Excluding Construction Contingency)					9,361,673		\$ 202.81	100.00
Z2010 Construction Contingency	5.00%				468,100			
ESTIMATED CONSTRUCTION COST (Excluding GST)					9,829,773		\$ 212.95	



5-year Capital Plan for Recreation Facilities and Associated Projects

The following table highlights the 5-year Capital Plan for recreation facilities and associated projects as presented in the 2025 Base Budget.

Projects	2024	2025	2026	2027	2028	2029
Langdon Recreation Facility	1,100,000	¹ 600,000	37,000,000			
South Springbank Community Centre (Phase 1)	1,100,000		² 14,000,000			
Indus Rink Expansion		³ 12,000,000				
Conrich Recreation Amenities			800,000			
Langdon Dog Park			265,000			
Springbank Pathway			1,550,000			
Bearspaw Recreation Amenities				400,000		
Cochrane Lake Recreation Amenities					400,000	
Langdon Recreation Amenities						400,000
Active Transportation Plan					1,000,000	
Total	2,200,000	22,600,000	53,615,000	400,000	1,400,000	400,000

¹ May include further engagement and additional pre-engineering on a connected footprint.

² Subject to further "building footprint" analysis, community engagement, and council consideration.

³ Based on the 2025 Budget Approval motion on November 28, 2024, the CAO has paused this project for further review. This will include additional feasibility studies resulting in a report back to Council in Q4 of 2025.



March 23, 2025

Dear: Rocky View County (RVC) Council, Rocky View Recreation, Springbank Members and Residents

Subject: Clarification and Updates on the Proposed Multi-Sport and Indoor Turfed Training Field Facility at Springbank Park For All Seasons

We are writing to expand upon and clarify information to the community about the proposed Multi-Sport and Indoor Turfed Training Field Facility at Springbank Park For All Seasons (SPFAS), which will enhance and improve recreational opportunities for Springbank residents. It is fully aligned to the work initiated with past Master Plans, RVC's South Springbank Community Facilities Business Case and Stakeholder engagement processes.

Comprehensive Facility Features

The proposed facility is designed to serve a wide range of community needs. In addition to the fitness and wellness spaces, it will include:

- **Multi-Use Sports Courts:** Suitable for pickleball, volleyball, basketball, badminton, and activities space for groups such as the Air Cadets, etc.
- **Indoor Walking and Running Track:** Providing year-round exercise options.
- **Full-Sized Gymnasium:** Meeting competition hosting specifications and accommodating various sports and events.
- **Indoor Turfed Training Field:** Supporting field sports regardless of weather conditions.
- **Spectator Viewing Area:** Located on the second floor, it can seat up to 190 people, allowing families and community members to support local athletes.

Additionally, the second floor is structurally prepared to incorporate a fitness training area with strength and cardio equipment in the future, ensuring the facility can adapt to evolving community fitness needs.

Alignment with Community Feedback

Multiple past surveys indicate a preference for a fitness/wellness facility, and the comprehensive design of the proposed facility aligns with and expands upon these desires. The inclusion of diverse sports and fitness amenities reflects a broader community interest in multifunctional spaces that cater to various activities and age groups. Activities like court sports, pickleball and space for a wide variety of indoor practices, are all in demand, and a Multi-Use Sports and Indoor Turf Training Field facility is a high priority for the community.

Community Hall/Event Centre Plans

Rocky View County (RVC) has recognized the need for a Community Hall/Events Centre. Following the decommissioning of the Springbank Community Hall in 2015, RVC has initiated plans for a new



Community Hall/Event Centre on 75 acres located between Range Road 33, Springbank Road, and Huggard Road. The proposed facility with features yet to be finalized includes a great hall, two multipurpose rooms, and a studio space. The estimated opening date is 2027, pending funding and further planning. rockyview.ca

Collaborative Planning

A **South Springbank Stakeholders Advisory Committee** was formed by RVC in 2022, made up of members from RVC council and staff, SPFAS, the Springbank Community Association, SCA (AKA My Springbank Your Community Association), the Springbank Heritage Club, an Elbow Valley representative, Schools representative and public representatives, as well as RVC's commissioned Hargroup Management Consultant. The Committee met several times, and a proper planning/engagement process was followed.

Both SPFAS and RVC have engaged the same Hargroup Management Consultants for planning and feasibility studies, ensuring that the proposed facilities meet community needs and are financially viable. The SPFAS Business Case for the Multi-Sport and Indoor Turf Training Field Facility includes a detailed operating budget, projecting a modest annual surplus once the facility is fully operational.

Community Support and Communication

The proposed facility has garnered support from over 2,200 community members, including major sports organizations, mid-sized groups, local schools, and the School District. This support should not be trivialized as they are the groups that will use the facility. SPFAS has kept the community informed through newsletters like the Park Patter, which reaches approximately 3,500 households. Additionally, the Springbank Community Association (SCA) distributes newsletters to 1,000+ Springbank Residents households, and utilizes platforms like its Network Neighborhood and Web page to engage residents.

Consideration of Existing Facilities

The potential impacts on the existing ball diamonds, named in memory of Al Fitzsimmons and Don Quinn, are included in the planning process. Should the new facility's footprint affect these diamonds, plans are in place to relocate and refurbish them, with potential placement on RVC's 75 acres north of SPFAS, adjacent to the planned Community Hall/Event Centre. Memorial features, such as the back stops mounted wall boards with epitaphs, will be preserved and reaffixed to the relocated diamonds.

Budgeting – The current proposal is estimated at a savings of \$6.8 MLN on the proposed Multi-Sport and Indoor Turf Training Field Facility, compared to the initial budget represented in the RVC South Springbank Community Facilities Plan Business Case (Dec 2022).

Ongoing Collaboration

SPFAS and the Springbank Community Association (SCA) are actively collaborating to ensure both the Multi-Sport and Indoor Turf Training Field Facility and the new Community Hall/Event Centre



complement each other, maximizing recreational opportunities and operational efficiency for the community.

We are excited to move forward with these two (2) facilities and hope this information clarifies the scope, planning, and community support for the proposed facilities. Your continued engagement and feedback is vital as we work towards enhancing the recreational and social infrastructure in Springbank.

Sincerely,

Frank Walsh
President
Springbank Park For All Seasons

Stu Pritchard
President
Springbank Community Association

Todd Muir
General Manager
SPFAS



SPRINGBANK HERITAGE CLUB

244168 RANGE ROAD 33
CALGARY, ALBERTA T3Z 2E7
Phone: 403-242-9350

Email: springbankhc@telus.net

Website: <https://www.springbankheritageclub.com>

March 19, 2025

Springbank Park for All Seasons
32224A Springbank Road
Calgary, Alberta
T3Z 2L9

Attention: Todd Muir, General Manager

Re: Support of New Multi-Purpose Facility Proposal

Please accept this letter as our official support of the proposed multi-purpose facility at the Springbank Park for All Seasons (SPFAS).

The said SPFAS Facility Expansion will help meet the diverse recreational needs of the Springbank growing community. Our Heritage Club members will benefit from many of the enhancements of this new complex (walking track, pickleball courts, etc.).

We look forward to seeing the valuable role this complex will provide.

All the best,

SPRINGBANK HERITAGE CLUB

Janice Lambert
President

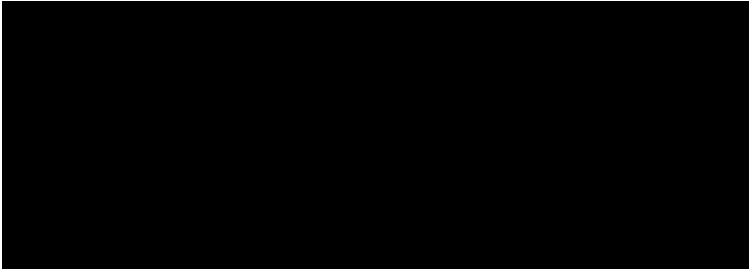
From: Leonard Zuczek [REDACTED]
Sent: Sunday, March 30, 2025 9:09:24 AM
To: Division 1, Kevin Hanson <KRHanson@rockyview.ca>; Division 3, Crystal Kissel <CKissel@rockyview.ca>; Division 2, Don Kochan <DKochan@rockyview.ca>
Cc: info@springbankcommunity.com <info@springbankcommunity.com>
Subject: NEW Springbank Multi-Sport Facility

Hello, _____

I am a strong advocate for the Springbank Community Association's efforts to develop a new sports facility. This initiative promises to bring numerous benefits to our community, including enhanced opportunities for recreation, wellness, and local events. By supporting this project, we can foster a more connected and active community, while also providing a space for individuals of all ages to engage in physical activity. A new sports facility would not only improve the quality of life for current residents but also create a vibrant, welcoming environment for future generations.

Thank you for your support.

Leonard Zuczek



From: Springbank Community Association <info@springbankcommunity.com>
Sent: Monday, March 31, 2025 8:03 PM
To: Division 2, Don Kochan <DKochan@rockyview.ca>; todd.muir@springbankpark.com
<todd.muir@springbankpark.com>
Subject: Fwd:

Please see letter of support for SPFAS multi-sport facility.

----- Forwarded message -----

From: Clarence Longeway [REDACTED]
Date: Mon, Mar 31, 2025 at 3:26 PM
Subject:
To: info@springbankcommunity.com <info@springbankcommunity.com>

Support for Multi Sports Facility in
Springbank

March 31, 2025

Please accept this letter of support for the new Multi Sports Facility proposed at the Springbank Park For All Seasons!!

As a former resident of the Springbank Community and current landowner in Springbank as well I commend the Springbank Community Association for their foresight. Over the years I was involved in many activities at the "Park". My family and I were involved in the community auctions that were one of the first fundraisers for the SPFAS. Also helped with the High School Rodeos that were held in the arena. Supplied the sand and soil mixture that we hauled in and out of the arena in 2 days as the ice plant was starting

with Minor Hockey for a number of years as a coach of Pee Wee hockey. Part of the team that brought a Provincial Championship to Springbank. Also my daughters were involved in figure skating. Played Old Timers Hockey in Springbank for 20 years and was involved in their fundraisers with my wife Joan. Because of the wonderful years of being involved in the SPFAS I am extremely happy to support the proposal for the Multi Sports Facility.

Sincerely,

Clarence and Joan Longeway
Box 1297,
Cochrane, AB T4C 1B3

From: shelle longeway [REDACTED]
Sent: Monday, March 31, 2025 1:42 PM
To: Division 1, Kevin Hanson <KRHanson@rockyview.ca>; Division 2, Don Kochan <DKochan@rockyview.ca>;
Division 3, Crystal Kissel <CKissel@rockyview.ca>
Cc: Mike Longeway [REDACTED]; shelle longeway [REDACTED]
Subject: New Springbank Multi-Sport Facility

Please find this letter of **strong support** for the new multi sports facility in Springbank. As active past and present Springbank community members my husband Mike and I know that the proposed facility would be a positive for the community. Our family are lifetime members of the SPFAS. We have noticed the current facility is not able to meet all the needs of the growing community. Pre children our use of SPFAS was almost weekly, once we had children it seemed we were there 3 to 4 times per week and now we continue to use the facility in our retirement years. I believe the proper planning, budget and community consultation has been done and shows it is needed and wanted. I am excited for this future facility and the stronger community it will make.

Sincerely,

Shelle, Mike Longeway and Family

From: s w [REDACTED]
Sent: April 1, 2025 11:35 AM
To: Division 3, Crystal Kissel <CKissel@rockyview.ca>; Division 1, Kevin Hanson <KRHanson@rockyview.ca>; Division 2, Don Kochan <DKochan@rockyview.ca>; Division 4, Samantha Wright <SWright@rockyview.ca>; Division 5, Greg Boehlke <GBoehlke@rockyview.ca>; Samra@rockyview.ca; Division 7, Al Schule <ASchule@rockyview.ca>; Reegan McCullough <RMcCullough@rockyview.ca>; Belen Scott <BScott@rockyview.ca>
Cc: plan.springbank@gmail.com
Subject: Expansion of the Community Funded Sporting/Training facility at the Webber Academy

Re: Facility Expansion Business Case For the development of a Multi-Use Sports, Courts and Indoor Turf Training Field Complex at the existing Webber Academy.

I am sending this email to indicate that in my opinion, the expansion of the above sporting facility seems to be premature as the Springbank community has not been provided sufficient information by Council to support the capital cost for an additional/expansion of the existing facility which was built at the Webber Academy.

The community needs be involved in the process as the proposed expansion represents a significant portion of the annual capital budget.

**Stanley Wong
35 Artist View Point
Calgary, Ab**

From: Cal Johnson [REDACTED]

Sent: April 1, 2025 2:51 PM

To: Division 2, Don Kochan <DKochan@rockyview.ca>; Division 1, Kevin Hanson <KRHanson@rockyview.ca>; Division 3, Crystal Kissel <CKissel@rockyview.ca>; Division 4, Samantha Wright <SWright@rockyview.ca>; Division 5, Greg Boehlke <GBoehlke@rockyview.ca>; Division 6, Sunny Samra <SSamra@rockyview.ca>; Division 7, Al Schule <ASchule@rockyview.ca>; Reegan McCullough <RMcCullough@rockyview.ca>; Belen Scott <BScott@rockyview.ca>

Cc: Plan Springbank <plan.springbank@gmail.com>

Subject: SPFAS Expansion Plans

I have followed, with great interest, the progression of this proposed expansion since it was presented to Rockyview's recreation Governance Committee on February 5 of this year. As a long term resident of Central Springbank I have been an occasional user of SPFAS and am familiar with its various facilities. I was particularly interested, and indeed concerned, that this Expansion is to take the place of the originally proposed Phase 2 of the facilities recommended by the Stakeholder Advisory Committee, and the hired Consultant, to meet recreational needs that would be put in place for 5 - 10 years after Phase 1.

This change in plans is of concern to me as a taxpayer, like other taxpayers who have not been consulted since the last consultation 8 years ago. Given that SPFAS would fund a mere 15% of the cost and taxpayers would be on the hook for the balance, this added cost in itself has several concerning implications. Building facilities like this is one thing, but as COP found out, it is the tip of the iceberg which doesn't take into account long term operating costs, at least not anywhere that I have seen. Also given the recent construction of similar facilities at Webber Academy, which also received money from the County, why would we be paying to replicate some of those facilities when you haven't even consulted the residents to see if these are what they want. The 2017 survey clearly ranked the facilities proposed well down the list of priorities. So, on what basis have you upgraded the priority without consulting any of the people who have to pay for the bulk of the costs?

This seems to be very much an initiative that prioritizes the wants and needs of some sports organizations to the exclusion of what other residents, such as myself, might want to see at a community funded facility.

I have read the questions raised by the SCPA and they seem valid to me. It is your responsibility as Councillors to act only when you have full information and have clear community support based upon a responsible consultation process. We don't need to rush into this about face and need to be sure that this has broader community support.

Cal Johnson
244129 HorizonView Road.

From: Debbie Vickery [REDACTED]
Sent: April 1, 2025 2:35 PM
To: Division 2, Don Kochan <DKochan@rockyview.ca>
Cc: plan.springbank@gmail.com; Reegan McCullough <RMcCullough@rockyview.ca>; Belen Scott <BScott@rockyview.ca>
Subject: URGENT update on Springbank Recreation Facility Decisions – Have your say!

Hello Don Kochan,

We are in total agreement with the summary that the Springbank Community Planning has brought forward. All the points noted NEED to be answered. As a taxpayer, money does not just get deposited into our accounts, it's hard earned dollars. RVC needs to do justice in ensuring all points mentioned have truly been reviewed and that the Springbank residence get the answers. Personally we were interested in the pathways, for summer and winter outdoor activities. Also, it takes money to keep facilities going, who is going to pay for this, and what statistics can you provide us with that support any decision made /going to be made by RVC !

We look forward to a response to this issue from RVC.

Regards,
Deb & Garth Vickery
And residents of Springbank
[REDACTED]

Debbie Vickery

Sent from my iPad
If there are spelling/punctuation errors in my message, please forgive the smartness of my iPad..

Begin forwarded message:

From: Springbank Community Planning Association <plan.springbank@gmail.com>
Date: April 1, 2025 at 10:16:45 AM MDT
To: Plan Springbank <plan.springbank@gmail.com>
Subject: URGENT update on Springbank Recreation Facility Decisions – Have your say!

You may have read the Springbank Community Association's (SCA) April 2025 newsletter that was distributed over the weekend. The SCA newsletter presents a glowing endorsement for the Springbank Park for All Seasons' (SPFAS) expansion plan*, which the SCA expects to be built in conjunction with the community hall/event centre.

We want to add our point of view on this important new issue for Springbank residents.

Consider this:

- **Calgary has only THREE -- soon to be FOUR -- year-round indoor soccer centres.**
- **Springbank already has ONE (almost complete) at Webber Academy and now we have a proposal for a SECOND one only 2 miles away!**

Perhaps it's time to pause any decisions and give this proposal more thought, consult with Springbank residents and other Rocky View County taxpayers, and gather some missing information and data?

The community hall/event centre is Phase 1 of the facilities recommended by the Stakeholder Advisory Committee and Hargroup Consulting. Phase 1 was approved by Council and its \$14 million capital cost is included in the 2026 capital budget. The new SPFAS expansion plan, with an estimated cost of \$11.5 million, would replace the current Phase 2, but on SPFAS land only, not on the 74-acre parcel purchased by Rocky View County (RVC) for Springbank recreation and community facilities. The Stakeholder Advisory Committee recommended Phase 2 as a medium- to long-term recreational "need", 5 to 10 years after the community hall/event centre.

As we said in our March 12 email, there has been no consultation with Springbank residents regarding recreation amenities since 2017. At that time, trails and pathways were the most requested priority, with a fitness/wellness facility as the second highest priority. What is now being proposed is a community hall/event centre (which ranked 16th), an indoor soccer field (ranked 10th) and competition-sized court space (ranked 7th).

There appears to be a significant disconnect between the 2017 input from Springbank residents and the current proposals. This disconnect makes the long-promised public consultations critically important **before** any further decisions are made.

There is also a lot of relevant information currently not available, that is essential for a carefully considered decision on what Springbank needs as additional recreation amenities. Some missing details include:

- Updated information/data on what recreational activities Springbank residents participate in and where.
 - What fraction (%) of Springbank residents participate in organized sports, which are the focus of the SPFAS' proposed expansion?
- Updated information/data on who uses existing recreation facilities in Springbank and where they live (Springbank, Harmony, Calgary?).
- An inventory of existing (and planned) recreation facilities available to Springbank residents, within the County and within a 20-minute driving radius of Springbank, including both public and private facilities.
 - This inventory needs to include Webber Academy's facilities (which received a grant from RV County) at Lower Springbank Rd and RR31. These facilities are available for public use outside school hours – a banquet hall with kitchen facilities, indoor fitness facilities, indoor and outdoor baseball diamonds, outdoor soccer field, and a soon-to-be completed indoor soccer field.

- What fraction (%) of Springbank children and youth participate in organized sports and are there wait lists for their participation in various sports?
 - This information is important to determine who the proposed facilities will primarily serve – Springbank, Harmony or Calgary residents.
- What is the status of intermunicipal discussions with the City of Calgary regarding recreation facilities to ensure that the County isn't duplicating facilities that could be cost-shared with our neighbours?
- How will the capital costs for the proposed facilities be financed? How much of that cost will be borne by RV County ratepayers?
- What are the revenue projections and operating costs for the proposed facilities? What fraction (%) of those costs will be paid by Springbank/RVC ratepayers?
- Should additional recreation facilities be built in south/central/north Springbank or Harmony, given respective growth projections? Can the County justify additional facilities in both communities?

Unfortunately, it is not clear that public consultation will happen nor if these questions will be answered before Council considers adding the SPFAS' expansion plans into the 5-year capital budget at its April 8 meeting, when they finalize the spring budget.

***Facility Expansion Business Case For the development of a Multi-Use Sports, Courts and Indoor Turf Training Field Complex (November 2024) at the Springbank Park for All Seasons**



2025 Spring Budget Finalization

Electoral Division: All

File: N/A

Date:	April 8, 2025
Presenter:	Isedua Agbonkhese, Acting Executive Director, Financial & Business Services Division
Department:	Finance Services

REPORT SUMMARY

This report summarizes the budget adjustments required to finalize Rocky View County's 2025 Operating and Capital base budget. Since Council's approval of the 2025 Operating and Capital base budget on November 28, 2024, with a 0.0% tax increase, Administration has identified various operating and capital adjustments, such as community requests, changes to property assessment values, etc., required to finalize the 2025 Operating and Capital base budget.

Once the Spring Budget Finalization is approved by Council, all subsequent adjustments will be considered individually and approved by Council.

ADMINISTRATION'S RECOMMENDATION

Refer to the Alternate Direction section.

BACKGROUND

On November 28, 2024, Council approved the 2025 Operating and Capital base budget. Since then, Administration has identified various budget adjustments for Council to consider in finalizing the 2025 Budget.

As part of the budget process, Assessment Services estimates property assessment changes that impact tax revenue. These changes include property tax on new development growth within the County. When Council approved the 2025 Operating and Capital base budget on November 28, 2024, the estimated new tax revenue was \$5,000,000. Upon completion of the 2025 assessment roll, the final number is \$9,993,900. This results in an increase of \$4,993,900 in new additional tax dollars.

Administration has documented any adjustments to the 2025 Operating and Capital base including all pertinent calculations and information in 2025 Budget Update #1 (Attachment A), composed of the following sections:

Section I: Operating & Capital Budget Adjustments – This section provides additional capital and operating budget adjustment calculations for revenue and expenses, which should be considered in conjunction with the budget adjustment form in Attachment B1.

Section II: External Requisitions – This section adjusts the base budget to reflect external requisition increases/decreases, considered in conjunction with the budget adjustment form in Attachment C.



2025 Spring Budget Finalization

ANALYSIS

Since the approval of the budget on November 28, 2024, Administration has been assembling budget adjustments for Council’s consideration. These adjustments vary from minor housekeeping adjustments to significant requests for additional investment in select service areas.

These adjustments also include alternative considerations to transfer incremental tax revenue from assessment growth to the tax stabilization reserve to be used in the future as the County continues to face growth pressures.

COMMUNICATIONS / ENGAGEMENT

Upon Council approval of the 2025 Operating and Capital Budget, including any property tax adjustments, a news release will be distributed and published on the County website. An updated 2025 budget document will also be housed under the Budget and Finance tab.

Additionally, an information insert will accompany the property tax notices in May, offering an overview of assessment details, the allocation of municipal revenue, and provincial tax requirements.

IMPLICATIONS

Financial

The 2025 Budget Update #1 (Attachment A) provides full details and a breakdown of the financial implications and budget adjustments.

STRATEGIC ALIGNMENT

Passing an annual budget is a statutory obligation for all provincial municipalities under section 242 of the *Municipal Government Act*.

Key Performance Indicators		Strategic Alignment
Financial Prosperity	FP2: Ensuring County remains financially sustainable for future generations	The proposed operating budget adjustments and Tax Stabilization Reserve transfer support financial prosperity by ensuring that the County remains financially sustainable for future generations.

ALTERNATE DIRECTION

Alternative Direction #1

THAT the operating and capital budget adjustment be approved as presented in Attachment B-1, and that the net amount of \$5,241,500 be transferred to the Tax Stabilization Reserve for future projects and service-level funding, per Reserve Fund Policy C-222.

THAT the budget adjustment to accommodate external requisitions be approved as presented in Attachment C.

Alternative Direction #2

THAT the operating adjustment be approved as presented in Attachment B-2, excluding the Cochrane Lake Improvement Plan (Item 1), the Campbell Drive Improvements (Item 2), and the Cambridge Park Paved Parking Lot (Item 3), and that the net amount of \$5,241,500 be transferred to the Tax Stabilization Reserve for future projects and service-level funding, per Reserve Fund Policy C-222.

2025 Spring Budget Finalization

THAT the budget adjustment to accommodate external requisitions be approved as presented in Attachment C.

ATTACHMENTS

- Attachment A: 2025 Budget Update #1
- Attachment B-1: Operating and Capital Budget Adjustment
- Attachment B-2: Operating and Capital Budget Adjustment
- Attachment C: External Requisitions Budget Adjustment
- Attachment D: Forecasted Reserve Balances Table

APPROVALS

Manager:	Isedua Agbonkhese, Manager, Finance Services
Executive Director/Director:	Isedua Agbonkhese, Acting Executive Director, Financial & Business Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer



2025

Budget
Update
1



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2025 SPRING BUDGET FINALIZATION

OPERATING & CAPITAL BUDGET ADJUSTMENTS

The table below represents the budget adjustment calculated to encompass changes to revenue and expenses required to finalize the 2025 Operating & Capital Base Budget with respective funding sources.

FUNDING SOURCES			
EXPENSE	ADJUSTMENT	TAX SUPPORT	
Item 1 Capital & Engineering Services – Cochrane Lake Improvement Plan			
On March 4, 2025, Council directed Administration to include the Cochrane Lake Improvement Plan to the 2025 Spring Budget Finalization for concurrent deliberation, based on a 50% contribution from the County, up to a maximum of \$2,550,000, funded from Local Government Fiscal Framework Grant.	Revenue	5,100,000	
	Expense	5,100,000	
	Net	0	0
Item 2 Capital & Engineering Services – Campbell Drive Improvements			
On March 4, 2025, Council directed Administration to include the Campbell Drive Improvements Project for concurrent deliberation at the 2025 Spring Budget Finalization, based on Tax Stabilization Reserve funding.	Revenue	940,000	
	Expense	940,000	
	Net	0	0
Item 3 Capital & Engineering Services – Cambridge Park Paved Parking Lot			
On March 4, 2025, Council directed Administration to include the Cambridge Park parking Lot for concurrent deliberation at the 2025 Spring Budget Finalization, based on Public Reserve funding.	Revenue	300,000	
	Expense	300,000	
	Net	0	0
Item 4 Council – HSA & Pension Adjustment			
Based on Council's motion on February 4, 2025, Council approved an increase in the Health Spending Account from 1% to 1.25% of base salary and a Pension Adjustment of 5% on base salary.	Revenue	0	
	Expense	20,000	
	Net	20,000	20,000

FUNDING SOURCES			
EXPENSE	ADJUSTMENT	TAX SUPPORT	
Item 5 Council – Council Initiative Budget			
Council approved an Initiative Budget increase of \$200,000 as a one-time adjustment in 2024 but requested that it be considered again for 2025.	Revenue	0	
	Expense	200,000	
	Net	200,000	200,000
Item 6 Finance Services – Increase Assessment Growth (New Construction + Market Value Changes)			
The 2025 additional tax revenue from the assessment of new construction in the County is \$9,993,900. The additional tax revenue forecasted in the 2025 base budget was \$5,000,000, an adjustment is required to align budget to final assessed values.	Revenue	4,993,900	
	Expense	0	
	Net	(4,993,900)	(4,993,900)
Item 7 Fire Services & Emergency Management – STARS Donation			
As per the Jan 15, 2025 Public Presentation Committee meeting, STARS requested a \$25,000 increase in the 2025 budget to address rising fuel costs and inflation.	Revenue	0	
	Expense	25,000	
	Net	25,000	25,000
Item 8 Utility Services – Reduction to Balzac Water Reserve			
A reduction in transferred revenue to the Balzac Water Reserve to account for the increased expenses related to the utility's system.	Revenue	0	
	Expense	(183,700)	
	Net	(183,700)	(183,700)
Item 9 Utility Services – Extended Producer Responsibility (EPR)			
The Provincial Extended Producer Responsibility (EPR) regulation compensation will begin on April 1, 2025. EPR transfers the responsibility for waste management from local governments and taxpayers to producers of the products that create the waste material.	Revenue	266,900	
	Expense	0	
	Net	(266,900)	(266,900)

FUNDING SOURCES			
EXPENSE	ADJUSTMENT	TAX SUPPORT	
Item 10 Recreation & Community Support – Langdon Recreation Grant			
On February 5, 2025, the Recreation Governance Committee approved the Langdon Recreation Grant for 2025. The increase is the variance between what was forecasted and what was approved, funded by Langdon Special Tax.	Revenue	77,600	
	Expense	77,600	
	Net	0	0
Item 11 People & Culture – Blackline Safety			
This item was budgeted in two places; removing one creates a surplus.	Revenue	0	
	Expense	(50,000)	
	Net	(50,000)	(50,000)
Item 12 People & Culture – Christmas Party Revenue			
The staff Christmas party, which previously generated revenue from plus-one fees, has been discontinued.	Revenue	(8,000)	
	Expense	0	
	Net	8,000	8,000
TOTAL UNALLOCATED AMOUNT TRANSFERRED TO RESERVE		(5,241,500)	

During the 2025 Base Budget deliberations, Council approved a transfer of \$181,200 from the Tax Stabilization Reserve to offset a 0.0% tax increase. Initially, \$5,000,000 in additional tax revenue was projected due to Live Assessment Growth within the approved 2025 Operating & Capital Base Budget. However, due to higher-than-expected assessment growth, the actual estimated revenue from new growth is \$9,993,900, resulting in an estimated \$5,241,500 in unallocated tax revenue.

It is Administration's recommendation that the unallocated tax revenue be directed to the Tax Stabilization Reserve. It is important to note that assessment adjustments, stemming from appeals and *Municipal Government Act* section 305 adjustments, will likely result in a reduction in municipal tax.

EXTERNAL REQUISITIONS

External requisitions are flow-through amounts that Rocky View County collects through the property tax system to be forwarded to requisitioning bodies such as the Provincial government (education and designated industrial properties) and the Rocky View Foundation (affordable seniors housing).

Administration has received final external requisitions for the 2025 budget year. The table below outlines the changes to Rocky View County's external requisitions.

EXTERNAL REQUISITIONS		
Alberta School Foundation Fund (ASFF) and the Calgary Catholic School District (CCSD) has increased its requisitions by 15,516,800 (24.96%).	2025 amount:	77,674,300
	2024 amount:	62,157,500
The Rocky View Foundation has decreased its requisition by 304,600 (-15.6%).	2025 amount:	1,650,900
	2024 amount:	1,955,500
The Designated Industrial Property (DIP) that is administered on behalf of the Province has increased its requisition by \$3,400 (2.2%).	2025 amount:	156,100
	2024 amount:	152,700

**ROCKY VIEW COUNTY
BUDGET ADJUSTMENT REQUEST FORM
BUDGET YEAR: 2025**

Description	Budget Adjustment
EXPENDITURES:	
Item 1 - Capital & Engineering Services - Cochrane Lake Improvement Plan	5,100,000
Item 2 - Capital & Engineering Services - Campbell Drive Improvements	940,000
Item 3 - Capital & Engineering Services - Cambridge Park Paved Parking Lot	300,000
Item 4 - Council - HSA & Pension Adjustment	20,000
Item 5 - Council – Council Initiative Budget	200,000
Item 7 - Fire Services & Emergency Management - STARS Donation	25,000
Item 8 - Utility Services - Transfer to Balzac Water Reserve	(183,700)
Item 10 - Recreation & Community Support - Langdon Recreation Grant	77,600
Item 11 - People & Culture - Blackline Safety	(50,000)
Transfer additional surplus to Tax Stabilization Reserve	5,241,500
TOTAL EXPENSE:	11,670,400
REVENUES:	
Item 1 - Capital & Engineering Services - Developer Contribution (50%); LGFF Grant (50%)	(5,100,000)
Item 2 - Capital & Engineering Services - Transfer from Tax Stabilization Reserve	(940,000)
Item 3 - Capital & Engineering Services - Transfer from Public Reserve	(300,000)
Item 6 - Finance Services - Increase Assessment Growth (New Construction + Market Value Changes)	(4,993,900)
Item 9 - Utility Services - Extended Producer Responsibility Compensation	(266,900)
Item 10 - Recreation & Community Support - Langdon Special Tax	(77,600)
Item 12 - People & Culture - Christmas Party Revenue	8,000
TOTAL REVENUE:	(11,670,400)
NET BUDGET REVISION:	-
REASON FOR BUDGET REVISION: Alternative Direction #1: 2025 Spring Finalization - Operating and Capital Budget Adjustments	
AUTHORIZATION:	
Chief Administrative Officer: _____ Reegan McCullough	Council Meeting Date: _____
Executive Director Corporate Services: _____ Issy Agbonkhese	Council Motion Reference: _____
Manager, Finance Services: _____ Issy Agbonkhese	Date: _____

Budget AJE No: _____

Posting Date: _____

ROCKY VIEW COUNTY
BUDGET ADJUSTMENT REQUEST FORM
BUDGET YEAR: 2025

Description	Budget Adjustment
EXPENDITURES:	
Item 4 - Council - HSA & Pension Adjustment	20,000
Item 5 - Council – Council Initiative Budget	200,000
Item 7 - Fire Services & Emergency Management - STARS Donation	25,000
Item 8 - Utility Services - Transfer to Balzac Water Reserve	(183,700)
Item 10 - Recreation & Community Support - Langdon Recreation Grant	77,600
Item 11 - People & Culture - Blackline Safety	(50,000)
Transfer additional surplus to Tax Stabilization Reserve	5,241,500
TOTAL EXPENSE:	5,330,400
REVENUES:	
Item 6 - Finance Services - Increase Assessment Growth (New Construction + Market Value Changes)	(4,993,900)
Item 9 - Utility Services - Extended Producer Responsibility Compensation	(266,900)
Item 10 - Recreation & Community Support - Langdon Special Tax	(77,600)
Item 12 - People & Culture - Christmas Party Revenue	8,000
TOTAL REVENUE:	(5,330,400)
NET BUDGET REVISION:	-
REASON FOR BUDGET REVISION: Alternative Direction #2: 2025 Spring Finalization - Operating Budget Adjustments	
AUTHORIZATION:	
Chief Administrative Officer: _____ Reegan McCullough	Council Meeting Date: _____
Executive Director Corporate Services: _____ Issy Agbonkhese	Council Motion Reference: _____
Manager, Finance Services: _____ Issy Agbonkhese	Date: _____

Budget AJE No: _____

Posting Date: _____

ROCKY VIEW COUNTY
BUDGET ADJUSTMENT REQUEST FORM
BUDGET YEAR: 2025

Description	Budget Adjustment		
EXPENDITURES: External Requisitions: Alberta School Foundation Fund & Calgary Catholic School District Rocky View Seniors Foundation Designated Industrial Property Tax	15,516,800 (304,600) 3,400		
TOTAL EXPENSE:	15,215,600		
REVENUES: External Requisitions: Property Tax Revenue	(15,215,600)		
TOTAL REVENUE:	(15,215,600)		
NET BUDGET REVISION:	-		
REASON FOR BUDGET REVISION: 2025 Spring Finalization - External Requisition Budget Adjustments			
AUTHORIZATION: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Chief Administrative Officer: _____ Reegan McCullough (Acting) Executive Director Corporate Services: _____ Issy Agbonkhese Manager, Finance Services: _____ Issy Agbonkhese </td> <td style="width: 50%; border: none; vertical-align: top;"> Council Meeting Date: _____ Council Motion Reference: _____ Date: _____ </td> </tr> </table>		Chief Administrative Officer: _____ Reegan McCullough (Acting) Executive Director Corporate Services: _____ Issy Agbonkhese Manager, Finance Services: _____ Issy Agbonkhese	Council Meeting Date: _____ Council Motion Reference: _____ Date: _____
Chief Administrative Officer: _____ Reegan McCullough (Acting) Executive Director Corporate Services: _____ Issy Agbonkhese Manager, Finance Services: _____ Issy Agbonkhese	Council Meeting Date: _____ Council Motion Reference: _____ Date: _____		

Budget AJE No: _____

Posting Date: _____

Forecasted Reserve Balances Table

	Reserve			Grant		Other			
	Tax Stabilization Reserve	Public Reserve	¹ Other Reserves	Federal: Canada Community Building Fund	Provincial: Local Government Fiscal Framework	Debt	Tax	Developer	
	2024 December 31 Reserve Balances	73,459,156	22,682,518	48,293,571					
2025 Capital:	Project Costs								
Bridges & Roads	24,065,000	940,000	300,000	9,280,000	2,400,000	8,595,000	-	-	2,550,000
Base Budget	17,725,000	-	-	9,280,000	2,400,000	6,045,000	-	-	-
Spring Finalization - Pending Approval	6,340,000	940,000	300,000	-	-	2,550,000	-	-	2,550,000
Cochrane Lake Improvement Plan	5,100,000					2,550,000			2,550,000
Campbell Drive Improvements	940,000	940,000							
Cambridge Park Paved Parking Lot	300,000		300,000						
Fire	6,680,000	-	-	145,000	-	-	6,520,000	15,000	-
IT	685,000			-				685,000	
Fleet/Equipment	2,899,000			2,899,000					
Automation System Asset Replacement	621,300			506,300				115,000	
Blazer Raw water intake planning options	200,000			-			200,000		
² Recreation	12,600,000	-	9,600,000	-	-	-	2,770,000	230,000	-
Total 2025 Capital Transfers	46,929,000	940,000	9,900,000	12,324,000	2,400,000	8,595,000	9,290,000	930,000	2,550,000
2025 Final Reserve Balance	\$ 72,903,456	\$ 11,877,918	\$ 36,703,371						

Notes

¹ Other reserves include Community Aggregate Program Reserve, East Balzac Water Reserve, East Rocky View Utilities Reserve, Fire Services Reserve; RVC Road program reserve; Transportation Offsite Levy Reserve; Public Works Equipment Reserve.

² Based on the 2025 Budget Approval motion on November 28th, 2024, the CAO has paused the Indus Recreational Centre Project for further review. This will include additional feasibility studies resulting in a report back to Council in Q4, 2025.



Rocky View Foundation Board Letter of Support – Composition Amendment

Electoral Division: All

File: N/A

Date:	April 8, 2025
Presenter:	Keagan Andrew, Intergovernmental Advisor
Department:	Intergovernmental & Regional Services

REPORT SUMMARY

This report outlines the Rocky View Foundation’s (RVF) February 28, 2025, request for a letter of support to amend the composition of its Board of Directors. The RVF Board seeks to allocate a second seat to the City of Airdrie to reflect its role in contributing 32% annual requisition for RVF and 48% population served by the Foundation. If supported, this would provide the City of Airdrie with similar representation to Rocky View County which provides 50% of the annual requisition to RVF and represents 27% of the residents in the region. This report examines the financial contributions of the members of the RVF Board of Directors and the population distribution within the region. Administration seeks Council direction on providing a letter of support to amend the Ministerial Order governing the RVF Board of Directors. RVF has requested that the County respond to the Board of Directors with its decision by April 16, 2025.

ADMINISTRATION’S RECOMMENDATION

THAT Council direct the Reeve to send a letter of support to the Rocky View Foundation in response to their request to amend the Ministerial Order governing the composition of the Foundation's Board of Directors to provide a second Board seat to the City of Airdrie.

BACKGROUND

Established in 1964, RVF provides affordable housing solutions and rental assistance programs for residents of the County and its neighbouring municipalities. The Board of Directors for RVF includes Council-appointed representatives from its members: Rocky View County (2 seats), the City of Airdrie (1 seat), the Town of Irricana (1 seat), the Town of Cochrane (1 seat), the Town of Crossfield (1 seat) and the Village of Beiseker (1 seat).

The composition of the Board was established by Ministerial Order in 1964 and has not been altered since RVF was established in 1964. Recent changes to population in the region have caused the Board to reconsider its composition to ensure that the members contributing the most in municipal requisitions are adequately represented. To amend the Ministerial Order governing the Board’s composition, all members of RVF must provide the provincial government with a letter of support for the change. RVF requested a letter of support from Rocky View County to amend the composition of the Board of Directors on February 28, 2025, and a response is required by April 16, 2025.

RVF is funded by a combination of provincial operation funds, grants, donations, rentals and municipal requisitions. Municipal requisitions are collected by municipalities on behalf of RVF as part of the annual property tax bill, with property owners in the municipalities served by RVF contributing approximately \$0.08 per \$1,000 of assessed residential and commercial property value. In 2023 RVF collected \$2,110,011 in municipal requisitions, of which \$1,060,929 was collected from the County.

Rocky View Foundation Board Letter of Support – Composition Amendment

2023 Municipal Requisitions (\$2,110,011) and Population (152,859)				
Municipality	Requisition (\$)	Percent of total requisition	Population (2023)	Percent of total population
Airdrie	676,378	32	74,100	48
Beiseker	5,399	<1	754	<1
Cochrane	325,040	15	32,199	21
Crossfield	35,154	2	3,599	2
Irricana	7,111	<1	1,179	<1
Rocky View County	1,060,929	50	41,028	27

ANALYSIS

Since the establishment of RVF in 1964 as a Housing Management Body, the population of the region has substantially grown, with the City of Airdrie growing from 14,500 residents in 1994 to over 85,000 in 2023. During this same period, the City of Airdrie's contribution to the municipal requisition has grown to approximately 32% of the total annual requisition. Recognizing the significant contribution of the City of Airdrie to RVF, and the increasing needs associated with the population growth in the municipality, the Board of Directors is requesting that the provincial government amend the Ministerial Order governing the Board of Directors composition to provide the city with a second seat. RVFs Board of Directors believes that this will ensure balanced governance.

If the Ministerial Order governing the Board of Directors is amended, the City of Airdrie will have the same representation as the County. The City of Airdrie's population has grown to represent nearly half of the population served by RVF, its portion of requisition has increased to match this growth. The needs of the City of Airdrie's residents, combined with their significant contribution to the municipal requisition indicates an increased need for representation on the Board of Directors. Providing the City of Airdrie with a second seat on the Board of Directors will allow for a balanced approach to governance from the two municipalities that represent the largest portion of the municipal requisition and population serviced by RVF.

COMMUNICATIONS / ENGAGEMENT

No communication or engagement is required.

IMPLICATIONS

Financial

There are no financial implications.

Rocky View Foundation Board Letter of Support – Composition Amendment

STRATEGIC ALIGNMENT

	Key Performance Indicators	Strategic Alignment
Effective Service Delivery	SD1: Services levels are clearly defined, communicated and transparent to citizens	Appropriate representation on the Board of Directors of the Rocky View Foundation will ensure that the municipalities that contribute the most in municipal requisitions to the organization are represented on the Board.

ALTERNATE DIRECTION

THAT Council receives the request from the Rocky View Foundation for information.

ATTACHMENTS

Attachment A: Request for Amendment to Ministerial Order for Board Composition

APPROVALS

Manager:	Amy Zaluski, Director, Intergovernmental & Regional Services
Executive Director/Director:	Amy Zaluski, Director, Intergovernmental & Regional Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer



Chris Rowe
CAO, Rocky View Foundation
#103, 58 Gateway Drive Ne
Airdrie, Alberta
crowe@rockyviewfoundation.org

February 28, 2025
Reegan McCullough
CAO, Rocky View County
262075 Rocky View Point
Rocky View County, Alberta
RMcCullough@rockyview.ca

Request for Amendment to Ministerial Order for Board Composition

Dear Reegan McCullough,

On behalf of the Rocky View Foundation (RVF) Board of Directors, we are writing to formally request a letter of support from your municipality to amend the Ministerial Order governing RVF's Board composition. Specifically, RVF's Board seeks to allocate a second seat to the City of Airdrie to reflect its significant growth and contribution to the Foundation's annual requisition.

Rocky View Foundation was established in 1964 as a Housing Management Body to serve seniors across our region. The original governance structure assigned seven representatives from participating municipalities: Rocky View County (2 seats), Airdrie (1 seat), Crossfield (1 seat), Cochrane (1 seat), Irricana (1 seat), and Beiseker (1 seat). In 1994, RVF was formally incorporated under the Alberta Housing Act and has maintained the same board composition as originally established.

Since RVF's incorporation, Airdrie has experienced substantial growth, with a population growing from 14,500 in 1994 to over 85,000 and will continue to grow. The city contributes approximately 32% of the total annual requisition, demonstrating its significant role in supporting RVF's operations. Recognizing this, the City of Airdrie has enquired with Minister Nixon regarding the process for increasing its representation on the RVF Board.

The Government of Alberta has advised RVF that any changes to the Board composition require a letter of support from all participating municipalities to update the ministerial order.

Considering Airdrie's considerable population growth and financial contribution, RVF's Board believes that increasing Airdrie's representation from one to two seats is fair and necessary to ensure balanced governance.



This adjustment will strengthen regional collaboration and ensure that the needs of all municipalities served by RVF are adequately represented.

We request your municipality's response to this proposed amendment of RVF's Board composition by April 16th, 2025, so that we may be able to respond to this request.

Thank you for your time and consideration. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

Chris Rowe

Chris Rowe
CAO, Rocky View Foundation



COUNCIL REPORT

City of Calgary/Rocky View County Recreation Memorandum of Understanding

Electoral Division: All

File: N/A

Date:	April 8, 2025
Presenter:	Keagan Andrew, Intergovernmental Advisor
Department:	Intergovernmental and Regional Services

REPORT SUMMARY

The purpose of this report is to receive Council approval of the City of Calgary/Rocky View County Recreation Memorandum of Understanding (MOU). This is a non-binding agreement that confirms the mutual intention of the two municipalities to establish a framework for future intermunicipal collaboration on recreation. This MOU was discussed at the January 2025 Intermunicipal Committee meeting, and elected representatives agreed to bring it before City and County Councils for direction.

This framework will be based on the principles of shared interests, autonomy, open dialogue, mutual benefit and evidence-based decision-making. These principles will guide the two municipalities to contribute the staff and financial resources needed to develop a project plan that will help serve as a model for this collaboration.

Should Council approve the Recreation MOU, Rocky View County (the County) and The City of Calgary (the City) will identify a project to serve as a model for this collaboration and develop a project plan that will be presented to Council for approval no later than Q3 2025. If approved, this work will be used to aid in the preparation of an Intermunicipal Collaboration Framework agreement between the City and the County.

ADMINISTRATION’S RECOMMENDATION

THAT Council approve the City of Calgary/Rocky View County Recreation Memorandum of Understanding as presented in Attachment A.

BACKGROUND

The County has a population of over 44,000 residents who are spread over more than 950,000 acres. The County’s unique geography, combined with a residential development pattern that often focuses growth around urban municipal boundaries, means that rural residents often shop, work, and recreate within the nearest urban centre. Municipalities frequently partner on service delivery in order to realize efficiencies, ensure quality services, and thoughtfully mitigate any intermunicipal impacts. To date, the County has negotiated operational recreation services agreements with Airdrie, Beiseker, Cochrane, Crossfield, and Irricana. Each agreement is uniquely tailored to fit the circumstances and is data-driven where possible.

City and County administrations have met on numerous occasions to discuss shared interests, challenges, and opportunities with respect to recreation. Given the City’s relative size and reciprocal use of County facilities, the parties have recognized that the typical rural-urban agreement will not meet the needs of either municipality and are seeking Council approval to explore innovative frameworks to best serve the residents of both municipalities.

City of Calgary/Rocky View County Recreation Memorandum of Understanding

To facilitate this work, Administrations have drafted a non-binding Memorandum of Understanding (MOU) (Attachment A), which is a concise, principles-based document that signals a collective commitment to working collaboratively, and seeks innovative, evidence-based solutions to meet the recreational needs of residents while acknowledging substantial differences to municipal recreational approaches. Pending City and County Council approvals, the MOU would support a joint project to establish a framework for outlining collaborative recreational processes, decision-making protocols, and joint advocacy for funding from senior levels of government.

ANALYSIS

While there have been issues with the City related to recreational impacts in the past, this approach would allow the City and the County to find common ground and work together to find constructive solutions that meet the interests of both municipalities. Residents, no matter where they live, will benefit from a well-integrated and efficient approach to delivering recreational services. Collaboration allows municipalities to complement each other's strengths, avoid duplication, and more effectively advocate for shared goals.

Once the Calgary Metropolitan Region Board is dissolved, the City and the County will be required to negotiate an Intermunicipal Collaboration Framework (ICF) agreement. ICF agreements are master servicing agreements that identify services that benefit residents of both municipalities that are party to the agreement. ICFs identify which municipality is responsible for providing a service and mechanisms to service delivery and funding. This MOU will begin the process of identifying intermunicipal impact and the work required to address the requirements of an ICF agreement.

The foundation for the success of future collaboration is fostering a strong relationship built on trust, sharing information and knowledge, and building a mutual understanding of the unique approaches of each jurisdiction. By focusing on a data-driven approach, acknowledging reciprocal use, and focusing on cost-effective solutions, the parties will realize efficiencies and deliver quality recreation opportunities to residents of both municipalities.

Should Council approve the MOU, Administration will work with the City to identify a recreation project that may serve as a model for collaboration. This project will address intermunicipal collaboration for recreation based on the principles of shared interest, autonomy, open dialogue, mutual benefit, and evidence-based decision-making outlined in the MOU. A project plan will be developed and presented to the City of Calgary/Rocky View County Intermunicipal Committee for review and brought to each Council for approval no later than Q3 2025, with a request to authorize both Administrations to begin work on the chosen recreation project.

COMMUNICATIONS / ENGAGEMENT

No communication or engagement is required.

IMPLICATIONS

Financial

There are no direct financial implications associated with the approval of the MOU; however there will be administrative resources assigned to the completion of a project management plan and any future work associated with this project. Any financial implications associated with the completion of projects identified in the project management plan stemming from the MOU will be subject to Council approval prior to implementation.

City of Calgary/Rocky View County Recreation Memorandum of Understanding

Other Implications

Approval of this MOU will reaffirm the County’s commitment to regional collaboration.

STRATEGIC ALIGNMENT

Key Performance Indicators		Strategic Alignment
Effective Service Delivery	SD2: Services are resourced and delivered to specific groups as intended, and citizens are satisfied with the outcomes	SD2.1: Citizens satisfied with the range of County services available/delivered
Effective Service Delivery	SD4: Services are continually assessed for improvements in cost efficiency, effectiveness, and customer experience	SD4.1: Services that are assessed annually for innovation opportunities and have demonstrable efficiency improvements
		The MOU will set the stage for future recreation cost sharing agreements with the City of Calgary. This will ensure a unique opportunities for efficiency and provide residents with access to high-quality recreation facilities at a reduced cost.
		Establishing recreation cost sharing agreements allows the County to effectively provide recreation services for residents of the County that live in areas that cannot reasonably sustain recreation facilities.

ALTERNATE DIRECTION

THAT Council receive the City of Calgary/Rocky View County Recreation Memorandum of Understanding for information.

ATTACHMENTS

Attachment A: City of Calgary/Rocky View County Recreation Memorandum of Understanding

APPROVALS

Manager:	Amy Zaluski, Director, Intergovernmental & Regional Services
Executive Director/Director:	Amy Zaluski, Director, Intergovernmental & Regional Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer



MEMORANDUM OF UNDERSTANDING

WHEREAS The City of Calgary (“The City”) and Rocky View County (the “County”) acknowledge the public health and social benefits arising from the provision of recreation amenities for residents;

AND WHEREAS The City and the County are committed to a collaborative intermunicipal relationship, and wish to provide surety for the provision of recreation amenities to residents of both municipalities;

AND WHEREAS The City and the County recognize the mutual benefit of sharing recreational resources where possible

THEREFORE, The City and the County confirm their mutual intent to establish a framework for an intermunicipal collaboration on recreation:

1. Focusing on the shared interests of the municipalities regarding recreation amenities and community needs;
2. Respecting the autonomy, of each municipality on making recreation decisions;
3. Encouraging open dialogue and respectful discussion;
4. Collaborating on mutual regional recreation opportunities that will benefit community access in the region; and
5. Using evidence-based research and data, policy, and fulsome disclosure of accurate information to support informed decision making on how we assess needs, plan, design, develop, operate, and maintain recreation amenities.

Collaboration on an intermunicipal agreement respecting regional recreational amenities will be initiated in March 2025 with a project plan approved no later than Q3 2025, subject to any required approvals from respective Councils. Both the City and County will contribute the required recreation staff and financial resources to support a project that will serve as a model for this collaboration.

WHILE this Memorandum of Understanding is non-binding, and any commitments respecting regional recreational servicing will require that The City and the County enter into a formal agreement, its spirit is one of continued collaboration, with The City and the County acknowledging the importance of realizing recreational synergies by harnessing their individual strengths for the benefit of all residents.



CITY OF CALGARY	ROCKY VIEW COUNTY
Name: _____	Name: _____
Position: _____	Position: _____
Date: _____	Date: _____

DRAFT



The Trail Phase 2 – Owners Council Appointment Request

Electoral Division: 2/3

File: N/A

Date:	April 8, 2025
Presenter:	Keagan Andrew, Intergovernmental Advisor
Department:	Intergovernmental & Regional Services

REPORT SUMMARY

The purpose of this report is to consider a request from the Rotary Club of Canmore for the County to provide a senior member of Administration to join the Trail Owners Council for Phase 2 of the Trail project. This project seeks to connect the Town of Cochrane to the Town of Canmore by trail, extending the Trans Canada Trail project. The Trail Owners Council will provide decision-making authority on the development, approval, and coordination of the work required to build a trail connecting the two towns.

This report examines the resourcing requirements associated with appointing a senior member of Administration to this organization, and the potential precedent that this would set for County participation with similar organizations. The County received a similar request from the Rotary Club of Cochrane in 2022 to participate in the Ownership Council of Phase 1 of this project, Council reviewed this request in April 2022 and received it for information.

ADMINISTRATION’S RECOMMENDATION

THAT Council receive the Trail Phase 2 – Owners Council Appointment Request report for information.

BACKGROUND

On January 30, 2025, Rocky View County Administration met with representatives from the Rotary Club of Cochrane regarding the development of the Trail Phase 2. This project looks to extend the TransCanada Trail from the Town of Cochrane to the Town of Canmore (Attachment A). At this meeting, the Rotary Club of Cochrane requested that the County appoint a senior member of Administration to the Trail Owners Council.

Leadership on this project is divided into two teams, the Core Team and the Trail Owners Council. The Core Team consists of voluntary representatives from local organizations and serves to chair the Trail Owners Council as stewards of the project. The Core Team does not have decision-making authority. The Trail Owners Council will hold decision-making authority on the development, approval, and coordination of the work required to complete this project. Other proposed members of Phase 2 of the Ownership Council include the M.D. of Big Horn, the Town of Cochrane, the Town of Canmore, Alberta Forestry, Alberta Transportation and Economic Corridors, and the Stoney Nakoda Nation. External consultant Urban Systems has been retained by the Trail Owners Council to assist in managing the project.

There is currently no proposed route for Phase 2 of this project. The Trail Owners Council intends to work with local landowners and affected jurisdictions to identify the preferred route to achieve this goal.

The Trail Phase 2 – Owners Council Appointment Request

This request mirrors a 2022 request from the Rotary Club of Cochrane to participate in the Trail Phase 1 Owners Council. This request was reviewed by Council on April 26, 2022, and directed Administration to accept the request for information, electing to provide feedback to the proposed trail through technical reviews and ad-hoc meetings with stakeholder groups. The Trail Owners Council partnered with the Town of Cochrane and the City of Calgary to proceed with work on this project, identifying a route that connects the City of Calgary to the Town of Cochrane through the Glenbow Ranch Provincial Park. On February 18, 2025, Council provided a letter of support to the Town of Cochrane for its federal Active Transportation Fund grant application on behalf of the Trail Owners Council.

ANALYSIS

The Trail Owners Council will provide high-level guidance to the proposed project and would require a monthly time commitment of 1.5 hours from Administration, in addition to the time required to prepare for meetings. Participation in the Trail Owners Council will help ensure that the County's interests are considered, however, participation may also set a precedent of appointing a senior member of Administration to a stakeholder group. There are a number of other regional trail organizations in the region such as Airdrie Regional Trails, Meadowlark Trails Association, Bragg Creek Trails Association, Springbank Trails and Pathways Association, and the Trans Canada Trails Association that may seek Administration participation as a result of County involvement with the Trail Owners Council.

Administrative participation on the Trail Owners Council would result in the commitment of key County personnel to one project; if other regional trail organizations seek similar Administrative resources, there may be significant impacts on Administrative resources. Administration has other mechanisms to support projects occurring within the County, including technical reviews, ad-hoc meetings with stakeholder groups, and Intermunicipal Committee meetings. Using these existing mechanisms, Administration can provide the same high-level guidance to the Trail Owners Committee as needed, for this reason Administration recommends that Council take the approach used for Phase 1 of this project in 2022 and accept this report for information.

COMMUNICATIONS / ENGAGEMENT

No communication or engagement is required.

IMPLICATIONS

There are no financial implications.

STRATEGIC ALIGNMENT

This matter does not align with the Key Performance Indicators identified within the County's Strategic Plan.

ALTERNATE DIRECTION

Alternate Direction 1:

THAT Council request that the Rotary Club of Canmore present the Public Participation Committee regarding the Trail Phase 2 Owners Council.

Alternate Direction 2:

THAT Council direct Administration to appoint a senior member of Administration to the Trail Phase 2 Ownership Council.

The Trail Phase 2 – Owners Council Appointment Request

Benefits

Appointing a senior member of Administration to the Trail Owners Council will ensure that the County is able to influence the development and alignment of this project.

Disadvantages

Appointing a senior member of Administration to the Trail Owners Council will create a precedent for other similar organizations to make similar requests, requiring significant commitment of County resources to these projects.

ATTACHMENTS

Attachment A: The Trail Phase 2 Potential Jurisdictional Partners and Route Map

APPROVALS

Manager:	Amy Zaluski, Director, Intergovernmental & Regional Services
Executive Director/Director:	Amy Zaluski, Director, Intergovernmental & Regional Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer





THE TRAIL, STAGE 2



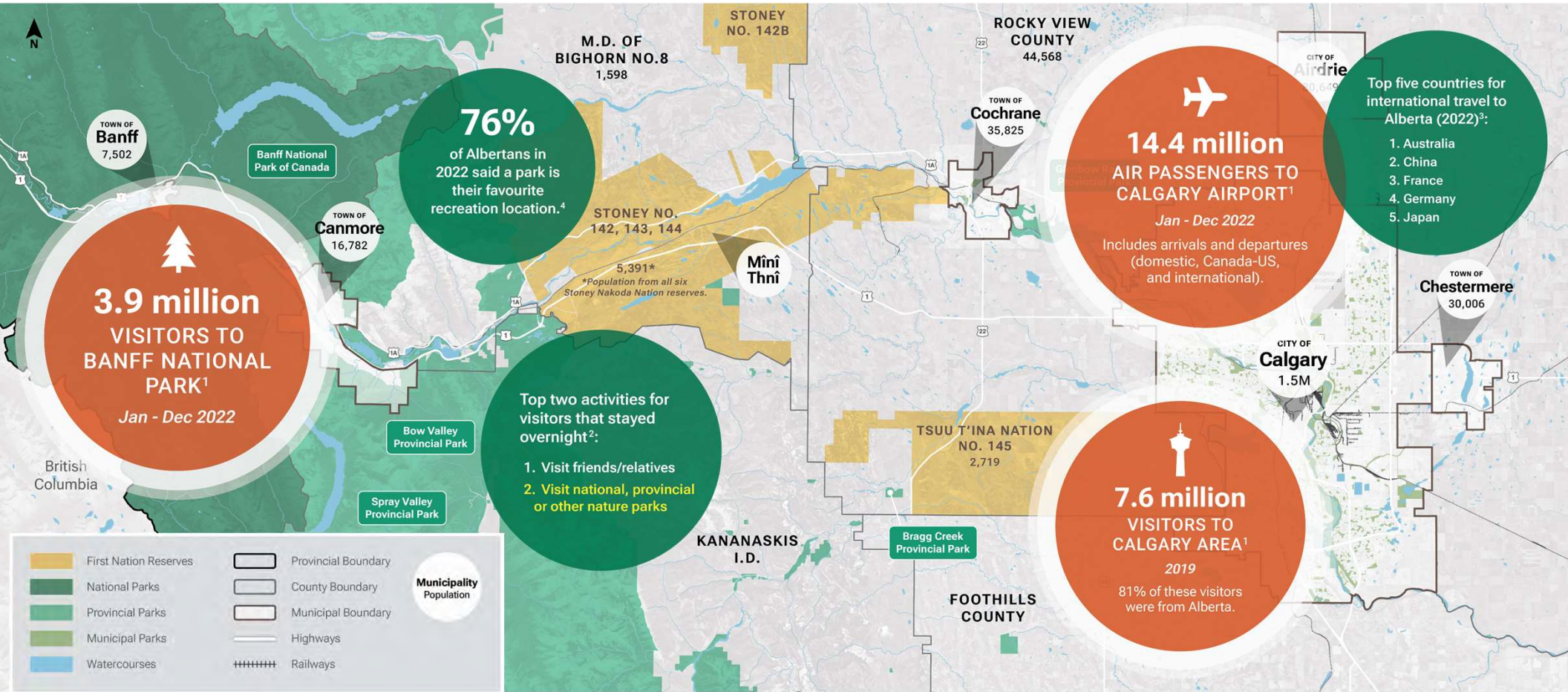
FALL / WINTER 2024

Contents

- > The Opportunity
- > Bringing The Trail Stage 2 to Life
- > Next Steps

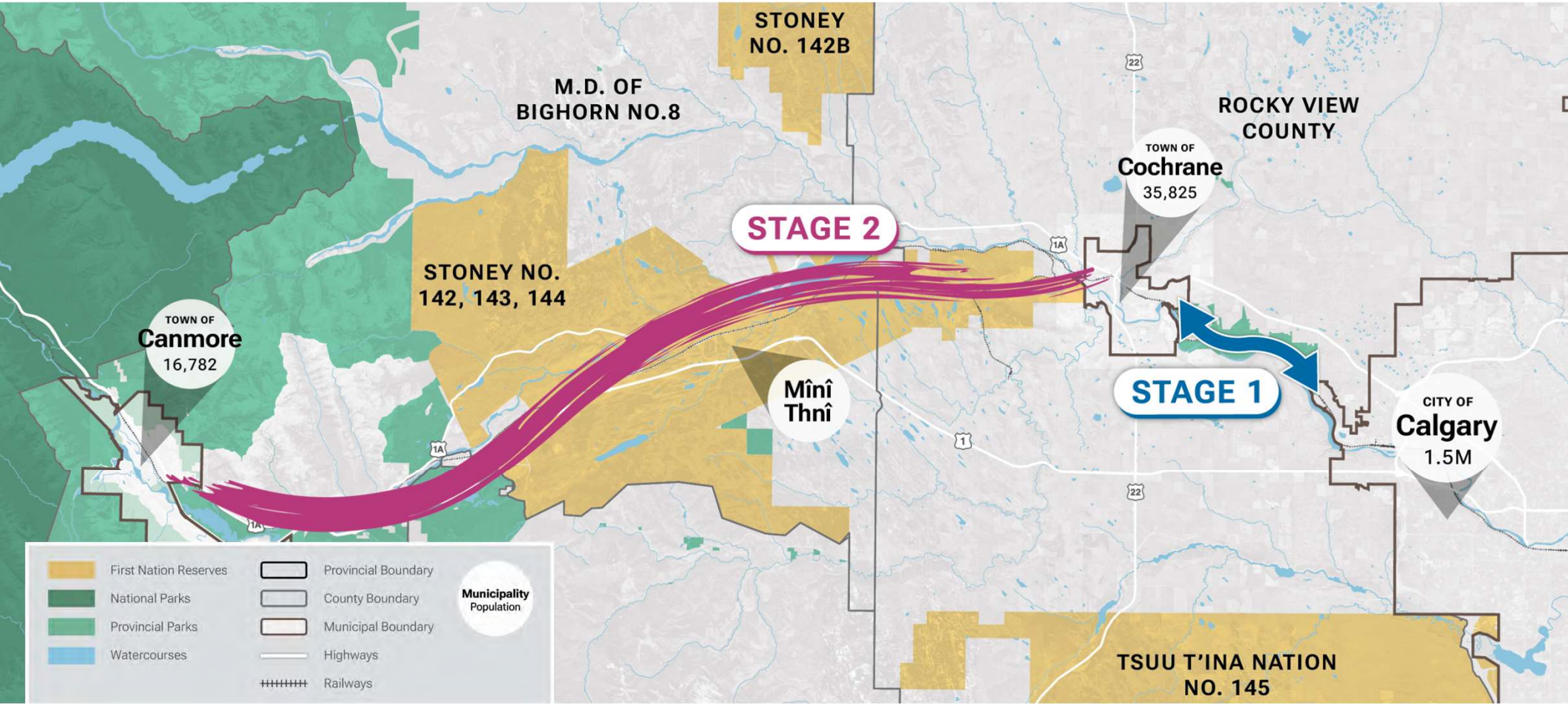


Destination Experience in the Bow Valley



The Opportunity

Two Stages



➤ Bringing The Trail, Stage 2 to Life

Investing in our future

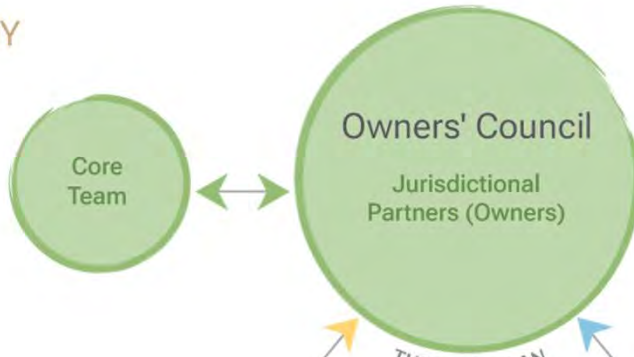
The Trail is a once in a lifetime Alberta project to connect the City of Calgary to the Town of Canmore.

The Trail (Stage 1 and Stage 2) will become part of the 28,000-kilometre Trans Canada Trail Network and add to the existing network of trails benefiting Albertans through public health, economic and environmental impacts.

●▶ Bringing The Trail, Stage 2 to Life



DECISION-MAKING BODY



Trail Advisory Group

May include representatives from:

- TRANS CANADA TRAIL
- ALBERTA TRAILNET
- ROTARY CLUB OF CANMORE
- ROTARY CLUB OF COCHRANE
- RUNDLE MOUNTAIN CYCLING CLUB
- CANMORE & AREA MOUNTAIN BIKING ASSOCIATION

TECHNICAL AND IMPLEMENTATION TEAMS



Consultant Support

May include:

- URBAN SYSTEMS
- OTHER CONSULTANTS

Stage 2 Sections

Canmore to Cochrane (Sections TBD)



➤ Bringing The Trail, Stage 2 to Life

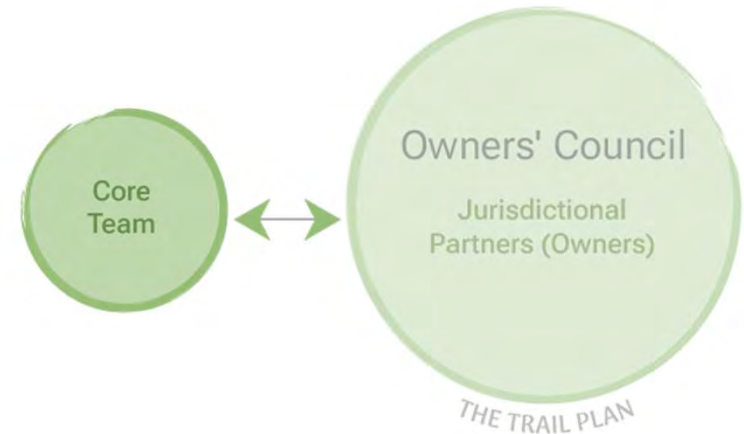
The Core Team

Authority:

- Grassroots drivers and community champions of The Trail, Stage 2 process.
- The Core Team to Chair the Owners' Council as stewards of the project and pursue funds to support the development of The Trail Plan, Stage 2 process.
- No decision-making authority over work completed for The Trail Plan.

Membership:

- Comprised of volunteer representatives from local organizations, which may include:
 - Rotary Club of Canmore (RCC)
 - Rundle Mountain Cycling Club (RMCC)
 - Canmore & Area Mountain Biking Association (CAMBA)



➤ Bringing The Trail, Stage 2 to Life

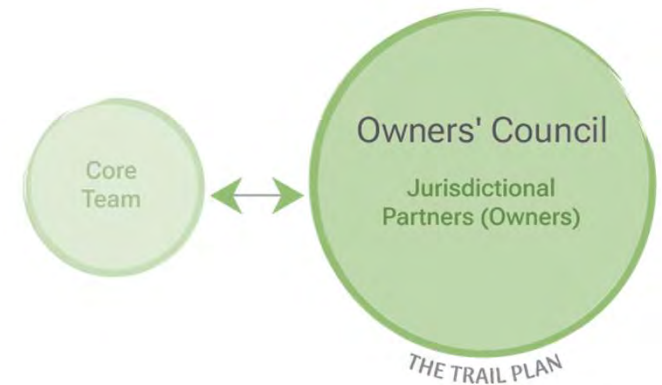
Owners' Council

Authority:

- Hold decision-making authority on the development, approval, and coordination of all work required to complete The Trail Plan, Stage 2.

Membership:

- Comprised of jurisdictional partners that will be the future owners and operators of The Trail.
- Voting membership dependent by section



Potential Owners' Council Members by Section: ✓ = Voting Member

Canmore to Highway 1X

- ✓ Town of Canmore
- ✓ M.D. of Bighorn
- ✓ Alberta Forestry and Parks
- ✓ Alberta Transportation and Economic Corridors

Highway 1X to Rocky View County

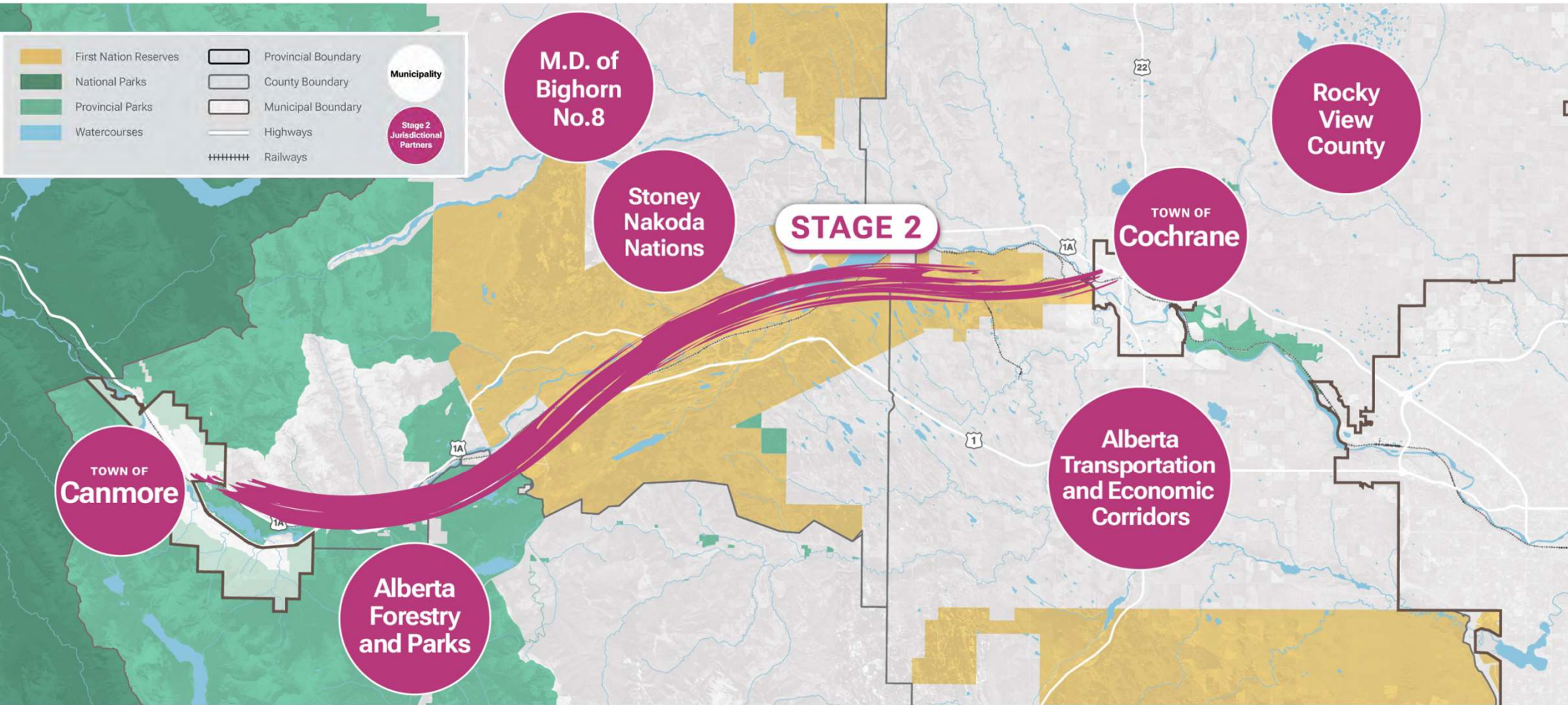
- ✓ Stoney Nakoda Nations
- ✓ M.D. of Bighorn
- ✓ Alberta Forestry and Parks
- ✓ Alberta Transportation and Economic Corridors

Rocky View County to Cochrane

- ✓ Stoney Nakoda Nations
- ✓ Rocky View County
- ✓ Town of Cochrane
- ✓ Alberta Transportation and Economic Corridors

➔ Bringing The Trail, Stage 2 to Life

Stage 2 Potential Jurisdictional Partners



➤ The Opportunity

Trail Advisory Group

Authority:

- Provide support and resource mechanism for Owners' Council.
- No decision-making authority over work completed for The Trail Plan—limited reporting function required from the Owners' Council.

Membership:

- Comprised of representatives from groups, or individuals who have:
 - skills related to trail planning and development
 - experience working with/connections to government (all levels)
 - expertise in fund raising

Trail Advisory Group

May include representatives from:

- TRANS CANADA TRAIL
- ALBERTA TRAILNET
- ROTARY CLUB OF CANMORE
- ROTARY CLUB OF COCHRANE
- RUNDLE MOUNTAIN CYCLING CLUB
- CANMORE & AREA MOUNTAIN BIKING ASSOCIATION

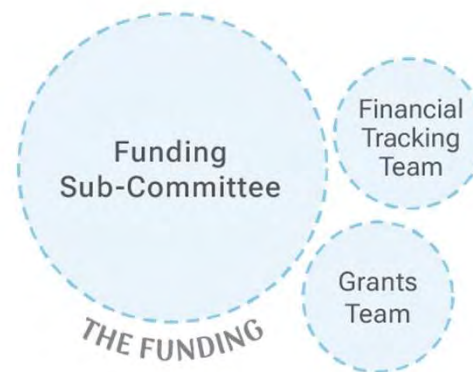
Technical and Implementation Teams

Authority:

- Advance and provide advice on specific topic areas required to complete The Trail Plan, Stage 2.
- No decision-making authority; provide topic area recommendations to the Owners' Council for review and decision.

Membership:

- Comprised of representatives from groups or individuals who have demonstrated professional experience and skills in the competencies related to the topic area.



➤ Bringing The Trail, Stage 2 to Life

Consultant Support

Authority:

- Provide advisory support to Owners' Council and technical and implementation teams in topic areas, as required.
- No decision-making authority.

Membership:

- Retained by The Core Team to support stewardship of the Owners' Council and work delegated to technical and implementation teams.

Consultant Support

May include:

- URBAN SYSTEMS
- OTHER CONSULTANTS

The Ask of Jurisdictional Partners along The Trail, Stage 2



Determine level of interest to participate in exploring The Trail, Stage 2

Confirm if jurisdiction is willing to participate in process (i.e., Owners' Council) to develop a Trail Plan for The Trail, Stage 2

Agree to terms of Memorandum of Understanding

Commit to working with other jurisdictional partners to develop The Trail Plan, Stage 2 and make available staff, information and technical resources

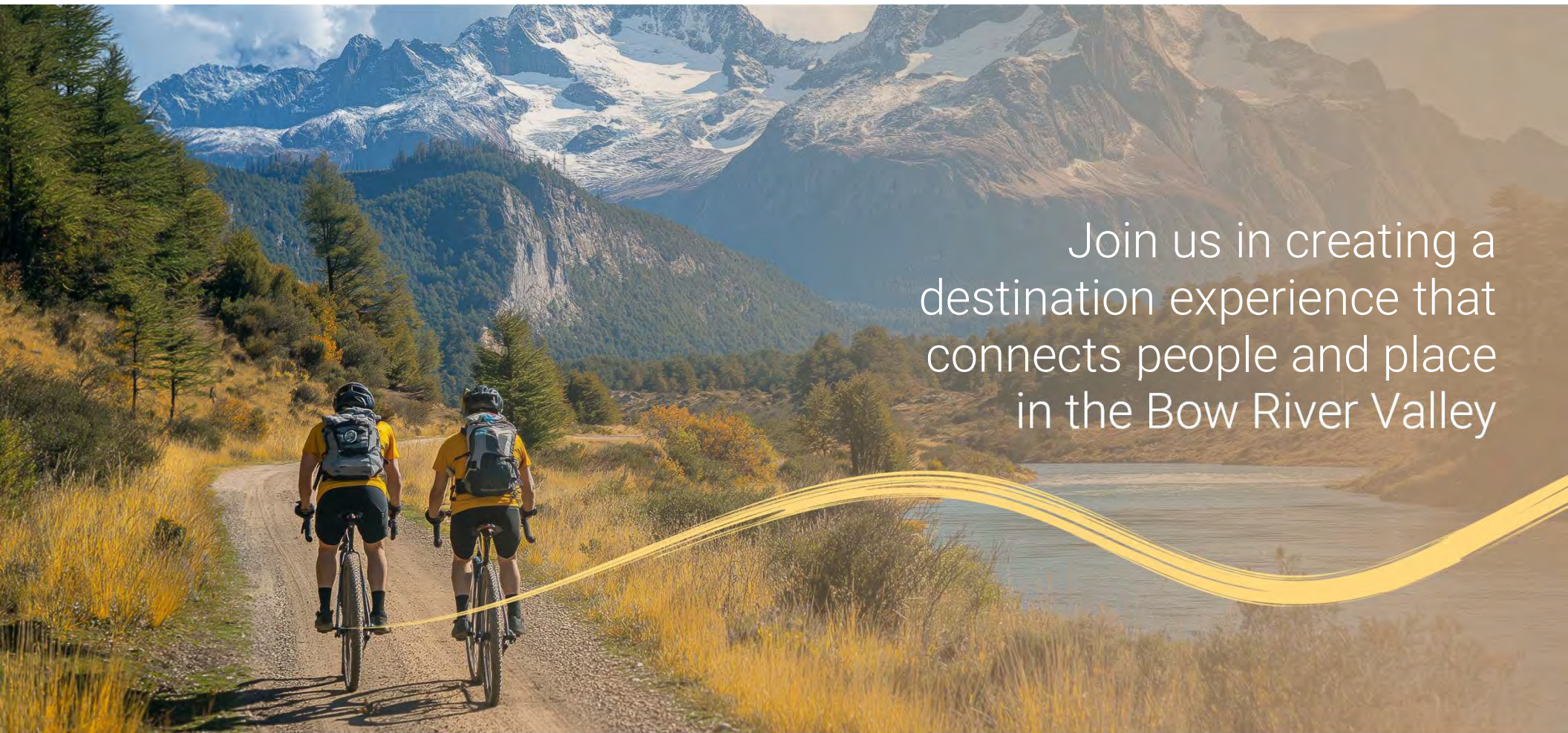
Develop The Trail Plan, Stage 2

Meet regularly with Owners' Council to draft and finalize The Trail Plan, Stage 2

WINTER 2024 / 2025

SPRING 2025 1-2 Year Process
(AS FUNDING IS OBTAINED)

Next Steps



Join us in creating a destination experience that connects people and place in the Bow River Valley

—▶ Next Steps



Amendments to the Council Code of Conduct Bylaw

Electoral Division: All

File: N/A

Date:	April 8, 2025
Presenter:	Jesse Sopko, Executive Director, Corporate Services
Department:	Legislative Services

REPORT SUMMARY

The purpose of this report is to bring forward Council-directed amendments to the Council Code of Conduct Bylaw C-8338-2022.

ADMINISTRATION'S RECOMMENDATION

THAT Council give first reading of Bylaw C-8626-2025.

THAT Council give second reading of Bylaw C-8626-2025.

THAT Council consider third reading of Bylaw C-8626-2025.

THAT Council give third reading of Bylaw C-8626-2025.

BACKGROUND

At the November 26, 2024 Council meeting, Council directed Administration to bring forward amendments to the Council Code of Conduct Bylaw, with the following resolution:

THAT Council direct Administration to bring forward amendments to the Council Code of Conduct (Bylaw C-8338-2022) at the December 3, 2024 Council meeting to only allow current Rocky View County Councillors to file formal complaints under the Bylaw.

At the same meeting, Council directed Administration to work with Rocky View County's Complaints Adjudicator to bring forward additional amendments to the Council Code of Conduct Bylaw, with the following resolution:

THAT Council direct Administration to work with the Complaints Adjudicator to review and bring forward recommended amendments to the Council Code of Conduct (Bylaw C-8388-2022) and return to Council with a report no later than the end of Q1 2025.

In response to this direction, and in coordination with the County's Complaints Adjudicator, Administration has prepared additional amendments to the Council Code of Conduct Bylaw for Council's consideration (Attachment A).

Amendments to the Council Code of Conduct Bylaw

ANALYSIS

The proposed amendments establish new processes for addressing code of conduct matters informally between councillors as an alternative to the formal complaint process. The proposed amendments would provide Councillors with an escalating informal code of conduct process:

- First, discussion between the two councillors would be facilitated by an advisor appointed by the Complaints Adjudicator, with the goal of finding a satisfactory resolution to the code of conduct matter; and
- If facilitated discussions with an advisor are unsuccessful, the two councillors may proceed to a mediation process facilitated by an independent, third-party mediator. The mediator may be mutually agreed upon by the two councillors or appointed by the Complaints Adjudicator.

Administration notes that, if the proposed amendments are passed, councillors could still address code of conduct matters through the formal code of conduct complaint process even after pursuing the informal process, or without first pursuing the informal process.

COMMUNICATIONS / ENGAGEMENT

If the proposed amendments to the *Council Code of Conduct Bylaw* are adopted by Council, the consolidated Council Code of Conduct Bylaw would be published on the County's website.

IMPLICATIONS

Financial

Should the Complaints Adjudicator appoint either an advisor or a mediator to assist with the proposed informal complaint processes, additional costs would apply in the form of consultant fees. However, the resolution of matters at the informal dispute resolution stage may prevent investigation costs that would apply through a formal complaint process.

STRATEGIC ALIGNMENT

Section 146.1(1) of the *Municipal Government Act* mandates that a municipality must adopt a bylaw that governs the conduct of councillors.

ALTERNATE DIRECTION

Alternate Direction 1

THAT Council refer the *Council Code of Conduct Bylaw* to the Governance Committee for further discussion on the proposed bylaw amendments.

Alternate Direction 2

THAT Council refer the *Council Code of Conduct Bylaw* to Administration for further revisions prior to further consideration of the bylaw.

ATTACHMENTS

Attachment A: Council Code of Conduct Bylaw C-8626-2025

Attachment B: Current Bylaw C-8338-2022 consolidated redline version

Amendments to the Council Code of Conduct Bylaw

APPROVALS

Manager:	Tyler Andreasen, Acting Manager, Legislative Services
Executive Director/Director:	Jesse Sopko, Executive Director, Corporate Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer





BYLAW C-8626-2025

A bylaw of Rocky View County, in the Province of Alberta, to amend Bylaw C-8338-2022, being the *Council Code of Conduct Bylaw*.

WHEREAS pursuant to section 146.1(1) of the *Municipal Government Act*, Council has established a code of conduct governing the conduct of councillors;

AND WHEREAS the Code of Conduct was adopted as Bylaw C-8338-2022, being the *Council Code of Conduct Bylaw*;

AND WHEREAS section 191 of the *Municipal Government Act* allows Council to amend a previously adopted bylaw by bylaw;

AND WHEREAS Council deems it desirable to amend the *Council Code of Conduct Bylaw* to expand the informal complaint and dispute resolution process provisions;

NOW THEREFORE the Council of Rocky View County enacts as follows:

Title

1 This bylaw may be cited as *Bylaw C-8626-2025*.

Definitions

2 Words in this bylaw have the same meaning as set out in the *Municipal Government Act* except for the definitions provided in Schedule 'A' of this bylaw.

Effect

3 Bylaw C-8338-2022 is amended as follows:

(1) Section 50 is deleted in its entirety and replaced with the following:

50 A current Councillor who witnesses conduct by another Councillor that they reasonably believe, in good faith, contravenes any provision of this bylaw may pursue informal resolution under sections 51.1 through 51.11.

(2) New sections 51.1 through 51.11 are added after section 51 and before section 52 as follows:

Individual Steps to Resolution

51.1 A Councillor acting under section 50 may inform the other Councillor of the alleged contravention and request an apology and, if applicable, that the contravention cease immediately.



- 51.2 If the Councillor acting under section 50 is unable to discuss the matter directly with the other Councillor, or if after discussion the contravention continues or has not given rise to an apology and cessation of the contravention, the Councillor acting under section 50 may inform the Complaints Adjudicator of the allegation. The Complaints Adjudicator may then appoint an Advisor as the Complaints Adjudicator deems suitable.
- 51.3 The Advisor shall guide the Councillor acting under section 50 and discuss the alleged contravention with the other Councillor in an attempt to resolve the complaint.
- 51.4 If the Councillor acting under section 50 is not satisfied with the outcome after the Advisor has finished guiding the complainant under section 51.3, the Councillor acting under section 50 may proceed to Mutual Resolution by filing a written record of the allegation with the Complaints Adjudicator within 10 days of being informed by the Advisor of the outcome.
- 51.5 Nothing in this bylaw precludes the Councillor acting under section 50 from:
- (1) making reasonable efforts in good faith to address the complaint internally and informally without resorting to the mutual resolution or formal complaint investigation processes as set out in this bylaw; or
 - (2) taking measures that they are entitled to take under law, including but not limited to filing a human rights complaint, initiating a court proceeding, filing a criminal complaint, or other proceedings, as applicable.
- 51.6 Discussions regarding all matters under sections 51.1 through 51.11 are confidential, advisory, and informal in nature for all parties involved in the matter.
- (1) The only exception to the Complaints Adjudicator, or an Advisor appointed by the Complaints Adjudicator, maintaining confidentiality is if they deem there is a possible physical threat to any person involved in the matter.
 - (2) In the case of possible physical threats, the Complaints Adjudicator may take steps deemed appropriate to deal with the possible physical threat, including informing the Councillor acting under section 50 of the threat. In the case of an Advisor appointed by the Complaints Adjudicator, the Advisor must immediately inform the Complaints Adjudicator of the threat for their handling.



Mutual Resolution

- 51.7 If the Individual Steps to Resolution process under sections 51.1 through 51.6 is unsuccessful in resolving the matter, at the request of the Councillor acting under section 50, and with the consent of the other Councillor, the Complaints Adjudicator may engage a third party under section 51.8 to act as a Mediator to assist the individuals in resolving the matter through mediation. Nothing in section 51.8 prevents either Councillor from electing to proceed to the Formal Complaint Investigation Process.
- 51.8 The role of the Mediator is to help the Councillor acting under section 50 and the other Councillor come to an agreement or mutually acceptable resolution, and not to advocate a position or impose a decision. The Mediator will be selected by agreement of the Councillor acting under section 50 and the other Councillor, with the Complaints Adjudicator retaining the right to select a Mediator if they are unable to agree.
- 51.9 Both Councillors may be accompanied by a representative of their choice, including a lawyer. If the matter is resolved through Mutual Resolution, a written record of the resolution will be given to the two Councillors and the Complaints Adjudicator. If the Mediator has recommendations for the County to consider, the Mediator will forward these recommendations to the Complaints Adjudicator. The resolution and recommendations must be kept in confidence by the Complaints Adjudicator and the parties, unless the parties agree in writing to disclose the information.
- 51.10 If Mutual Resolution is not successful in resolving the complaint, the Councillor acting under section 50 may pursue other processes by confirming in writing their decision to the Complaints Adjudicator within ten working days of receiving the Mediator's report.

Other Processes

- 51.11 Failing Mutual Resolution, a contravention of this bylaw can be determined for the purposes of proceeding with a sanction under sections 79 and 80 by way of:
- (1) an admission by the respondent Councillor;
 - (2) an agreement with the respondent Councillor; or
 - (3) a formal complaint investigation process under sections 65 through 77.



(3) Schedule 'A' is amended by adding the following definitions and renumbering and reformatting accordingly:

- 2 **“Advisor”** means a person appointed by the Complaints Adjudicator to provide guidance to a Councillor acting under section 50 and facilitate informal resolution of a complaint.
- 18 **“Mediator”** means a neutral third party engaged by either mutual agreement of the Councillor acting under section 50 and the respondent Councillor, or by the Complaints Adjudicator to assist in reaching a mutually acceptable resolution to a complaint through mediation.
- 20 **“Mutual Resolution”** means an informal, confidential complaint resolution process in which both Councillors engage in good faith to resolve a complaint collaboratively, with or without the assistance of a Mediator.

Severability and Effective Date

- 4 Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.
- 5 Bylaw C-8626-2025 is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.

READ A FIRST TIME this _____ day of _____, 2025

READ A SECOND TIME this _____ day of _____, 2025

UNANIMOUS PERMISSION FOR THIRD READING this _____ day of _____, 2025

READ A THIRD AND FINAL TIME this _____ day of _____, 2025

Reeve



Chief Administrative Officer

Date Bylaw Signed

Bylaw C-8626-2025

Schedule 'A' – Definitions

- (1) **“Council”** means the duly elected Councillors of Rocky View County;
- (2) **“Council Code of Conduct Bylaw”** means Rocky View County Bylaw C-8338-2022, being the *Council Code of Conduct Bylaw*, as amended or replaced from time to time;
- (3) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, and associated regulations, as amended or replaced from time to time; and
- (4) **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.



BYLAW C-8338-2022

A bylaw of Rocky View County, in the Province of Alberta, to establish a Council Code of Conduct.

WHEREAS Council must, by bylaw, establish a code of conduct governing the conduct of Councillors pursuant to section 146.1(1) of the *Municipal Government Act*;

AND WHEREAS the establishment of a code of conduct provides for independent oversight of Councillors consistent with the principles of transparency and accountability;

AND WHEREAS a code of conduct ensures that Councillors share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of Councillors;

NOW THEREFORE the Council of Rocky View County enacts as follows:

Title

- 1 This bylaw may be cited as the *Council Code of Conduct Bylaw*.

Definitions

- 2 Words in this bylaw have the same meaning as set out in the *Municipal Government Act* except for the definitions provided in Schedule 'A' of this bylaw.

Purpose and Application

- 3 The purpose of this bylaw is to establish standards for the ethical conduct of Rocky View County Councillors relating to their roles and obligations as elected officials, as well as the procedure for the investigation and enforcement of contravention of these standards.
- 4 Councillors must uphold the letter, spirit, and intent of this bylaw and encourage the same from other Councillors. Councillors must cooperate in every way reasonably possible to ensure compliance with this bylaw.

Representing Rocky View County

- 5 Councillors must:
 - (1) serve the welfare and interests of Rocky View County as a whole to the best of their abilities and act in good faith as elected officials;
 - (2) carry out their duties in a conscientious and diligent manner and act with honesty, dignity, and openness in their public affairs;
 - (3) arrange their private affairs and conduct themselves in a manner that promotes public confidence in Rocky View County and will bear close public scrutiny; and



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- (4) attend and participate diligently in Council meetings, board and committee meetings, and meetings of other bodies to which they are appointed and to participate in decision-making with an open mind that is capable of persuasion.

Communicating on Behalf of Rocky View County

6 Councillors must not:

- (1) communicate on behalf of Council on a matter unless authorized to do so;
- (2) make statements that they know to be false; nor
- (3) make intentionally misleading or reckless statements.

7 Requests from the media regarding the official position of Council on a matter will be referred to the official spokesperson of Council for response. The Chief Elected Official is the official spokesperson of Council. In the absence of the Chief Elected Official, the Deputy Chief Elected Official may act as the official spokesperson of Council.

8 When a matter relates to a particular electoral division, the Chief Elected Official may refer a request from the media to the Councillor representing the electoral division. The Councillor of an electoral division may seek authorization from the Chief Elected Official to act as the official spokesperson of Council on a matter that relates to their electoral division.

9 Any Councillor who is authorized to act as the official spokesperson of Council must ensure that their comments accurately reflect the official position and will of Council, even if that Councillor personally disagrees with the official position and will of Council, such that respect for the decision-making process is ensured.

10 When a Councillor receives a request from the media and they are not authorized to act as the official spokesperson of Council, the Councillor must forward the request to:

- (1) the Chief Elected Official if the matter pertains to Council business; or
- (2) the Chief Administrative Officer if the matter is operational in nature.

11 Notwithstanding the above provisions, Councillors may provide comments to the media as Councillors so long as they clearly distinguish that their comments reflect their own personal opinions and do not necessarily reflect the opinions of other Councillors or the official position and will of Council.

Respecting the Decision-Making Process

12 Councillors must conduct themselves with openness and transparency and in a manner that allows the public to observe the decision-making process and the rationale used to reach those decisions when appropriate, except for matters dealt with in a confidential manner under the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.



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- 13 Decision-making authority lies with Council as a whole and not with individual Councillors. Council may only act by bylaw or resolution passed at a Council meeting in accordance with section 180 of the *Municipal Government Act*.
- 14 Councillors may state that they did not vote with the majority of Council on a matter provided that the statement is made in a manner that respects Council, Council's decision, individual Councillors, and Administration's recommendation and advice.
- 15 Unless authorized by Council, Councillors must not:
 - (1) attempt to bind or negotiate on behalf Rocky View County; nor
 - (2) provide direction to individual employees, agents, contractors, consultants, or other service providers or vendors of Rocky View County.

Adherence to the Law, Bylaws, Policies, and Procedures

- 16 Councillors must uphold the law established by the Parliament of Canada and the Legislature of Alberta. Councillors must not encourage or condone unlawful conduct or undermine public confidence in the rule of law.
- 17 Councillors must respect Rocky View County as an institution and must comply with its bylaws, policies, and procedures, and must encourage public respect for Rocky View County and its bylaws, policies, and procedures.

Respectful Interactions with Councillors, Employees, the Public, and Others

- 18 Councillors must act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and to advance the public interest.
- 19 Councillors must act in a manner that models Rocky View County's core values of integrity, leadership, and accountability.
- 20 Councillors must treat one another, Rocky View County employees, and the public with courtesy, dignity, and respect and without abuse, bullying, or intimidation.
- 21 Councillors must not:
 - (1) use indecent, abusive, or insulting words or expressions toward another person;
 - (2) communicate in a manner that is discriminatory to any person or group of persons based on race, colour, religious beliefs, gender, gender identity, gender expression, physical disability or mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation, or any other protected grounds under the *Alberta Human Rights Act*;
 - (3) involve themselves in matters of Administration;



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- (4) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Rocky View County employee with the intent of interfering in their duties;
- (5) maliciously or falsely injure the professional or ethical reputation or the prospects or practice of fellow Councillors, employees of Rocky View County, or a member of the public; nor
- (6) directly or indirectly request or encourage a person to do something, which, if done by the Councillor, would be in contravention of this bylaw.

Confidential Information

- 22 Councillors must not disclose confidential information, even after their term of office as Councillor has concluded, on all matters discussed in closed sessions unless authorized to disclose the information by Council.
- 23 Councillors must return all confidential documents to Administration at the conclusion of a closed session if the documents were distributed in paper form at the closed session.
- 24 Councillors may become privy to confidential information outside of a closed session and must not:
 - (1) disclose or release by any means to any person, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council; or
 - (2) access or attempt to gain access to confidential information unless it is necessary for their duties as a Councillor and only through appropriate methods in accordance with Rocky View County bylaws, policies, and procedures.
- 25 Councillors must not use confidential information for their own personal benefit, for the benefit of members of their family, or for the benefit of any other person or organization.
- 26 Confidential information includes information in the possession of, or received in confidence by, Rocky View County that is prohibited from disclosure pursuant to legislation, court order, contract, or any other information pertaining to the business of Rocky View County that is generally considered to be confidential in nature.
- 27 Confidential information includes, but is not limited to, the following matters:
 - (1) the security of people and property of Rocky View County;
 - (2) a proposed or pending acquisition or disposition of land or other property;
 - (3) a tender that has or will be issued but has not been awarded;
 - (4) contract negotiations;
 - (5) employment and labour relations;



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- (6) law enforcement matters;
 - (7) draft documents and legal instruments, including reports, policies, bylaws, and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
 - (8) litigation or potential litigation, including matters before administrative tribunals; and
 - (9) advice that is subject to solicitor-client privilege.
- 28 Councillors may only use the personal information of third parties for the purpose for which it was collected and only to the extent necessary to achieve that purpose in the discharge of their duties or in other circumstances outlined in section 39 of the *Freedom of Information and Protection of Privacy Act*.
- 29 Councillors must respect the right of access to Rocky View County records under the *Freedom of Information and Protection of Privacy Act* and the obligation to protect privacy by:
- (1) proactively seeking advice from Administration to ensure compliance with the *Freedom of Information and Protection of Privacy Act*;
 - (2) not interfering with Rocky View County's administration of the *Freedom of Information and Protection of Privacy Act*;
 - (3) producing and providing responsive records in the custody and control of Rocky View County in response to access to information requests; and
 - (4) not altering, destroying, or withholding records upon being provided notice that the record may be subject to an access to information request.
- 30 Councillors may only disclose a third party's personal information in the following circumstances:
- (1) when the disclosure would not be an unreasonable invasion of the third party's privacy; and
 - (2) the personal information is of the type routinely disclosed in a business or professional setting; and
 - (3) the disclosure is limited to business or professional contact information and the disclosure does not reveal other personal information about the third party; or
 - (4) where written consent is provided by the third party to disclose their personal information; or
 - (5) in circumstances outlined in section 40 of the *Freedom of Information and Protection of Privacy Act*.



- 31 When a Councillor may have improperly collected, used, or disclosed personal information or otherwise contravened the *Freedom of Information and Protection of Privacy Act*, the incident must be reported to the Chief Administrative Officer upon discovery.

Conflicts of Interest

- 32 Councillors must comply with the pecuniary interest provisions in the *Municipal Government Act*.
- 33 Councillors are responsible for seeking their own independent legal advice, at their own expense, with respect to situations arising from a pecuniary or other conflict of interest.

Use of Municipal Assets and Services

- 34 Councillors must use municipal property, equipment, services, supplies, and resources only to carry out official duties and in accordance with Rocky View County bylaws, policies, and procedures, with the following limited exceptions:
- (1) municipal property, equipment, services, supplies, and resources that are available to the general public may be used by a Councillor for personal use under the same terms, conditions, and access as the general public, including booking meetings and the payment of any applicable fees or charges; and
 - (2) electronic communication devices, including but not limited to desktop computers, laptops, tablets, and smartphones, supplied by Rocky View County may be used for personal use provided that the use is reasonable and appropriate. All devices supplied by Rocky View County are the property of Rocky View County and therefore information on the devices may be subject to review pursuant to a request under the *Freedom of Information and Privacy Act* or a demand for records in a litigation.

Improper Use of Influence

- 35 Councillors must respect that Rocky View County employees are responsible for making recommendations and providing advice that reflects their professional expertise and a corporate perspective and must not attempt to unduly influence them.
- 36 Councillors must be free from undue influence and must not act or appear to act to gain financial or other benefits for themselves or others.
- 37 Councillors must not:
- (1) use the influence of their office for any purpose other than for the exercise of their official duties;
 - (2) use the influence of their office to obtain employment with Rocky View County for themselves, family members, or close associates. Councillors are ineligible to apply or be considered for employment with Rocky View County for one year after leaving office;



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- (3) act as a paid agent to advocate on behalf of any person, organization, or corporate entity before Council, a committee, or any other body established by Council;
- (4) give any special consideration, preferential treatment, or advantage to any person or organization based solely on the identity of the person or organization; nor
- (5) contact or otherwise attempt to influence members of any adjudicative body on any matter related to Rocky View County.

Election Campaigns

- 38 No Councillor may use facilities, equipment, supplies, services, municipal logos, or other resources of Rocky View County for any election campaign or campaign-related activity.

Orientation and Other Training

- 39 Councillors must attend the initial orientation offered by Rocky View County pursuant to section 201.1 of the *Municipal Government Act* within 90 days of taking the oath of office.
- 40 Councillors must attend any training organized at the direction of Council or mandated by the Province of Alberta.
- 41 Councillors may attend any other training opportunities provided by Rocky View County or accessed through Rocky View County's *Council Compensation and Expense Reimbursement Policy*. Councillors should endeavor to attend other training opportunities whenever it is reasonably possible to do so.

Compensation and Expense Reimbursement

- 42 Councillors are stewards of public resources and must avoid waste, abuse, and extravagance in the use of public resources.
- 43 Councillors must be transparent and accountable with all expenditures and expenses and comply with Rocky View County's *Council Compensation and Expense Reimbursement Policy* and other bylaws, policies, and procedures.
- 44 Expense reports submitted by Councillors in accordance with *Council Compensation and Expense Reimbursement Policy* will be published to Rocky View County's website on a quarterly basis.

Gifts and Hospitality

- 45 Councillors must not accept gifts, hospitality, or other benefits that are, or that would reasonably appear to the public to be, in gratitude for influence, to induce influence, or to otherwise go beyond what is necessary and appropriate for the office of Councillor.
- 46 Gifts received on behalf of Rocky View County as a matter of protocol which have significance or historical value to Rocky View County must be left with Rocky View County to be retained for corporate history when a Councillor ceases to hold office.



- 47 Councillors may accept gifts, hospitality, and other benefits that reasonably accompany the responsibilities of their office and are received as a matter of protocol and social obligation only if value of the gift, hospitality, or other benefit does not exceed \$500.00.
- 48 Despite Section 47 Councillors may accept gifts, hospitality, and other benefits with a value exceeding \$500.00 only if approval has been received by the Chief Elected Official and the following conditions are met:
- (1) the gift, hospitality, or other benefit offered is for complementary tickets or reduced fees to attend an event such as a fundraiser, golf tournament, or sporting event;
 - (2) a representative of the organization offering the gift, hospitality, or other benefit will be in attendance at the event; and
 - (3) the offer is infrequent in nature.
- 49 Councillors must file an annual disclosure statement with the Chief Administrative Officer no later than the date of the annual organizational meeting of each year listing the gifts, hospitality, and other benefits received beyond \$500.00 during the past calendar year, including an approximation of their monetary value.
- (1) Councillor disclosure statements will be published on Rocky View County's public website following the annual organizational meeting.

Informal Complaint and Dispute Resolution Process

- ~~50 Any Councillor who witnesses or becomes aware of conduct by a Councillor that they reasonably believe, in good faith, contravenes any provision of this bylaw may pursue an informal resolution by:⁴~~
- ~~(1) advising the Councillor that their conduct may contravene this bylaw and encouraging the offending Councillor to refrain from said conduct in the future; or~~
 - ~~(2) if the matter is not resolved, requesting an informal dispute resolution process with a mutually agreed upon Councillor.~~
- 50 A current Councillor who witnesses conduct by another Councillor that they reasonably believe, in good faith, contravenes any provision of this bylaw may pursue informal resolution under sections 51.1 through 51.11.²
- 51 Councillors are encouraged to pursue the informal complaint process as the first step of addressing conduct that they believe contravenes this bylaw. Councillors are not required to pursue an informal complaint prior to pursuing a formal complaint.

¹ Bylaw C-8626-2025

² Bylaw C-8626-2025



Individual Steps to Resolution³

- 51.1 A Councillor acting under section 50 may inform the other Councillor of the alleged contravention and request an apology and, if applicable, that the contravention cease immediately.
- 51.2 If the Councillor acting under section 50 is unable to discuss the matter directly with the other Councillor, or if after discussion the contravention continues or has not given rise to an apology and cessation of the contravention, the Councillor acting under section 50 may inform the Complaints Adjudicator of the allegation. The Complaints Adjudicator may then appoint an Advisor as the Complaints Adjudicator deems suitable.
- 51.3 The Advisor shall guide the Councillor acting under section 50 and discuss the alleged contravention with the other Councillor in an attempt to resolve the complaint.
- 51.4 If the Councillor acting under section 50 is not satisfied with the outcome after the Advisor has finished guiding the complainant under section 51.3, the Councillor acting under section 50 may proceed to Mutual Resolution by filing a written record of the allegation with the Complaints Adjudicator within 10 business days of being informed by the Advisor of the outcome.
- 51.5 Nothing in this bylaw precludes the Councillor acting under section 50 from:
- (1) making reasonable efforts in good faith to address the complaint internally and informally without resorting to the mutual resolution or formal complaint investigation processes as set out in this bylaw; or
 - (2) taking measures that they are entitled to take under law, including but not limited to filing a human rights complaint, initiating a court proceeding, filing a criminal complaint, or other proceedings, as applicable.
- 51.6 Discussions regarding all matters under sections 51.1 through 51.11 are confidential, advisory, and informal in nature for all parties involved in the matter.
- (1) The only exception to the Complaints Adjudicator, or an Advisor appointed by the Complaints Adjudicator, maintaining confidentiality is if they deem there is a possible physical threat to any person involved in the matter.
 - (2) In the case of possible physical threats, the Complaints Adjudicator may take steps deemed appropriate to deal with the possible physical threat, including informing the Councillor acting under section 50 of the threat. In the case of an Advisor appointed by the Complaints Adjudicator, the Advisor must immediately inform the Complaints Adjudicator of the threat for their handling.

³ Bylaw C-8626-2025



Mutual Resolution⁴

- 51.7 If the Individual Steps to Resolution process under sections 51.1 through 51.6 is unsuccessful in resolving the matter, at the request of the Councillor acting under section 50, and with the consent of the other Councillor, the Complaints Adjudicator may engage a third party under section 51.8 to act as a Mediator to assist the individuals in resolving the matter through mediation. Nothing in section 51.8 prevents either Councillor from electing to proceed to the Formal Complaint Investigation Process.
- 51.8 The role of the Mediator is to help the Councillor acting under section 50 and the other Councillor come to an agreement or mutually acceptable resolution, and not to advocate a position or impose a decision. The Mediator will be selected by agreement of the Councillor acting under section 50 and the other Councillor, with the Complaints Adjudicator retaining the right to select a Mediator if they are unable to agree.
- 51.9 Both Councillors may be accompanied by a representative of their choice, including a lawyer. If the matter is resolved through Mutual Resolution, a written record of the resolution will be given to the two Councillors and the Complaints Adjudicator. If the Mediator has recommendations for the County to consider, the Mediator will forward these recommendations to the Complaints Adjudicator. The resolution and recommendations must be kept in confidence by the Complaints Adjudicator and the parties, unless the parties agree in writing to disclose the information.
- 51.10 If Mutual Resolution is not successful in resolving the complaint, the Councillor acting under section 50 may pursue other processes by confirming in writing their decision to the Complaints Adjudicator within 10 business days of receiving the Mediator's report.

Other Processes⁵

- 51.11 Failing Mutual Resolution, a contravention of this bylaw can be determined for the purposes of proceeding with a sanction under sections 79 and 80 by way of:
- (1) an admission by the respondent Councillor;
 - (2) an agreement with the respondent Councillor; or
 - (3) a formal complaint investigation process under sections 65 through 77.

Complaints Adjudicator

- 52 Council will appoint by resolution a Complaints Adjudicator to fulfill the duties of the position pursuant to this bylaw and will ensure that the position is filled at all times. Council may appoint by resolution additional or alternate Complaints Adjudicators to conduct investigations as desired or required from time to time.
- 53 The following persons are not eligible to act as the Complaints Adjudicator:

⁴ Bylaw C-8626-2025

⁵ Bylaw C-8626-2025



- (1) a Councillor of Rocky View County, or a family member, friend, or close associate of a Councillor of Rocky View County;
- (2) the Chief Administrative Officer of Rocky View County, or a family member, friend, or close associate of the Chief Administrative Officer of Rocky View County;
- (3) a Rocky View County employee; nor
- (4) any other person with a conflict of interest or vested interest in the outcome of investigations conducted under this bylaw.

54 The Complaints Adjudicator will prepare an annual report to be presented to Council that summarizes the activities of the Complaints Adjudicator over the previous year, the number and types of formal complaints received over the previous year, and any other code of conduct matters that, in opinion of the Complaints Adjudicator, should be brought to Council's attention.

55 Any records provided by Rocky View County to the Complaints Adjudicator during an investigation or for other purposes related to this bylaw will be returned to Rocky View County when the investigation in question is concluded or when the records are no longer required for the Complaints Adjudicator to fulfill their duties under this bylaw.

Confidentiality and Complainant Protection

56 The Complaints Adjudicator will make every reasonable effort to protect the identity of complainants and to maintain confidentiality throughout the formal complaint and investigation process.

- (1) If disclosure of a complainant's identity is required as part of an investigation under this bylaw, the Complaints Adjudicator will notify the complainant and seek their consent to the disclosure before disclosing the information.
- (2) Disclosures of information will be restricted to what is required to complete an investigation and ensure procedural fairness. If a complainant does not consent to a disclosure, the Complaints Adjudicator will provide them with an opportunity to withdraw their complaint.

Formal Complaint and Investigation Process

Initiating a Formal Complaint

57 A current Councillor who witnesses conduct by another Councillor that they reasonably believe, in good faith, contravenes any provision of this bylaw may pursue a formal complaint. Formal complaints must be submitted in writing to the Complaints Adjudicator at:⁶

- (1) **complaintsadjudicator@rockyview.ca**; or

⁶ Bylaw C-8599-2024



- (2) **Complaints Adjudicator**
Rocky View County
262075 Rocky View Point
Rocky View County, Alberta T4A 0X2

58 All formal complaints must include the following:

- (1) the complainant's full name, residential address, and email address, if any; and
- (2) the nature of the alleged complaint, including:
 - (a) the name of the Councillor who allegedly contravened this bylaw;
 - (b) the facts surrounding the Councillor's conduct and any supporting documents and records; and
 - (c) the name and contact information of any witnesses to the incident, if any.

59 All formal complaints must be submitted to the Complaints Adjudicator within 90 days of the alleged contravention of this bylaw occurring or within 90 days of the complainant becoming aware of the alleged contravention.

- (1) The Complaints Adjudicator may accept formal complaints submitted after 90 days when, in their sole discretion, it is reasonable and appropriate to do so.

60 The Complaints Adjudicator may initiate a formal complaint under this bylaw on their own initiative without receiving a formal complaint if the Complaints Adjudicator, in their sole opinion, determines that it is in the public interest to do so.

61 A complaint may be withdrawn by a complainant at any time during an investigation. Notwithstanding a request to withdraw a complaint, the Complaints Adjudicator may continue an investigation without the complainant's participation if, in their sole opinion, it is in the public interest to do so.

Initial Review of Formal Complaints

62 When the Complaints Adjudicator receives a formal complaint under this bylaw, the Complaints Adjudicator will provide a copy of the complaint and all related documents and records to the named Councillor and:⁷

- (1) may, in response to the complaint, request information from the complainant or the named Councillor before conducting the initial review of the complaint.

63 The Complaints Adjudicator will conduct an initial review of the formal complaint and all related documents and records to determine whether an investigation should be conducted. The Complaints Adjudicator may dismiss the complaint if the Complaints Adjudicator is of the opinion that:

⁷ Bylaw C-8599-2024



- (1) the complaint was received after the timeframes provided in this bylaw;
- (2) the complaint is frivolous or vexatious;
- (3) the complaint was not made in good faith;
- (4) there are no or insufficient grounds for conducting an investigation; or
- (5) the complaint is not within the authority of the Complaints Adjudicator to investigate or should be referred to a different body for investigation.

64 The Complaints Adjudicator, in their sole discretion, may proceed with, suspend, or decline to proceed with conducting an initial review or investigation into a formal complaint beginning on nomination day in a general election year and ending on the day of the organizational meeting following the general election.

Formal Complaint Investigation Process

65 Complainants and Councillors who are the subject of an investigation will be afforded procedural fairness throughout the investigation process, including an opportunity to review and respond to the complaint, responses, documents, and records provided to the Complaints Adjudicator during the investigation, prior to a final decision or report being made.

66 When the Complaints Adjudicator proceeds with an investigation into a formal complaint, the Complaints Adjudicator will proceed as follows:

- (1) the Complaints Adjudicator will serve the named Councillor with notice of the investigation by email or in person. The notice will include the complaint and any additional documents or records received in relation to the complaint;⁸
- (2) after receiving notice of an investigation, the named Councillor will have 10 business days to provide a written statement to the Complaints Adjudicator, which must include the named Councillor's response to the allegations and any supporting documents and records by email;⁹
- (3) after receiving the named Councillor's response to the complaint, the Complaints Adjudicator will provide the named Councillor's response and any supporting documents and records to the complainant by email;¹⁰
- (4) after receiving the named Councillor's response to the complaint, the complainant will have 10 business days to provide additional documents and records in response to the named Councillor's response by email; and¹¹

⁸ Bylaw C-8599-2024

⁹ Bylaw C-8599-2024

¹⁰ Bylaw C-8599-2024

¹¹ Bylaw C-8599-2024



ROCKY VIEW COUNTY

- (5) the Complaints Adjudicator, in their sole discretion, may extend the deadline(s) under this section, where there are reasonable grounds to do so.
- 67 The Complaints Adjudicator may request access to Rocky View County records, documents, and information related to the complaint as necessary to complete an investigation.
- 68 The Complaints Adjudicator may request additional information from any person involved in an investigation at any time during the investigation, as necessary, including any witnesses.
- 69 All communications between the Complaints Adjudicator and any person involved in an investigation are provided on a strictly confidential basis until the investigation is concluded. If a breach of confidentiality occurs during an investigation it may result in, at the Complaints Adjudicator's sole discretion, the dismissal of the complaint or an adverse finding against the named Councillor.¹²

Concluding the Formal Complaint Investigation Process

- 70 Upon conclusion of an investigation, the Complaints Adjudicator will either:
 - (1) dismiss the complaint with written reasons if a contravention of this bylaw has not been proven on the balance of probabilities; or
 - (2) prepare a report to Council if a contravention of this bylaw has been proven on the balance of probabilities.
- 71 When a contravention of this bylaw has been proven on the balance of probabilities, the Complaints Adjudicator's report to Council must include the following:
 - (1) a summary of the evidence and the Complaints Adjudicator's findings of fact;
 - (2) a description of the contravention of this bylaw that occurred; and
 - (3) recommendation as to the appropriate sanctions to be imposed on the named Councillor, if any.¹³
- 72 The Complaints Adjudicator will make every reasonable effort to complete an investigation and either dismiss the complaint or provide a report to Council within 90 days of receiving a formal complaint.
 - (1) If it is not practically possible to complete an investigation and provide a report to Council within 90 days, the Complaints Adjudicator may extend the time period at their sole discretion.

¹² Bylaw C-8599-2024

¹³ Bylaw C-8599-2024



ROCKY VIEW COUNTY

- 73 Upon completion of a report to Council, the Complaints Adjudicator will advise the Chief Administrative Officer pursuant to this bylaw. The Chief Administrative Officer will schedule the matter as a closed session item at the next available Council meeting.
- 74 A copy of the Complaints Adjudicator's report will be provided to Council and the Chief Administrative Officer on a strictly confidential basis no sooner than 48 hours and no later than 24 hours prior to the Council meeting at which the report will be considered.
- (1) A breach of confidentiality under the above section of this bylaw will be considered a contravention of this bylaw.
- 75 After considering a report by the Complaints Adjudicator, Council may by resolution:
- (1) impose sanctions on the named Councillor in accordance with this bylaw; or¹⁴
- (2) not impose sanctions on the named Councillor.¹⁵
- 76 When the Complaints Adjudicator determines that a contravention of this bylaw has occurred in accordance with section 70(2) of this bylaw, the report from the Complaints Adjudicator will be made public and posted on Rocky View County's website following Council's consideration of the report and decision on sanctions, if any.
- 77 All other proceedings and decisions under the formal complaint process will remain confidential and will be protected under the *Freedom of Information and Protection of Privacy Act*.

Compliance, Enforcement, and Sanctions

- 78 Councillors must not:
- (1) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing information to the Complaints Adjudicator or any other person involved in a formal complaint; nor
- (2) obstruct Council, the Complaints Adjudicator, or any other person in ensuring compliance with this bylaw.
- 79 When determining which sanctions, if any, should be imposed on a Councillor for a contravention of this bylaw, Council must:
- (1) consider whether the sanctions to be imposed are reasonable, proportional, and appropriate to address the contravention that occurred; and
- (2) provide clear direction on when the sanctions to be imposed will expire if the sanctions are to be imposed over a period of time.

¹⁴ Bylaw C-8599-2024

¹⁵ Bylaw C-8599-2024



ROCKY VIEW COUNTY

- 80 If it is determined that sanctions should be imposed on a Councillor for contravention of this bylaw, Council may impose any of the following, or a combination of the following, sanctions by resolution:
- (1) a letter of reprimand addressed to the Councillor and its publication;
 - (2) requiring that the Councillor issue a letter of apology and its publication;
 - (3) requiring that the Councillor attend training;
 - (4) requiring that the Councillor return or reimburse the value of property, equipment, gifts, benefits, or other items, or to reimburse the value of services rendered;
 - (5) restrictions on the travel and representation of the Councillor on behalf of Rocky View County;
 - (6) restrictions on how documents are provided to the Councillor (e.g. no electronic copies of documents or only watermarked copies for tracking purposes);
 - (7) suspension or removal from some or all boards, committees, commissions, and other bodies to which Council has the right to appoint members;
 - (8) suspension or removal as the Chair or Vice Chair of boards, committees, commissions, and other bodies to which Council has the right to appoint members;
 - (9) suspension or removal of the Chief Elected Official's presiding duties under the *Municipal Government Act* and the *Procedure Bylaw*;
 - (10) suspension or removal of the appointment of a Councillor as the Chief Elected Official under the *Municipal Government Act*;
 - (11) suspension or removal of the appointment of a Councillor as the Deputy Chief Elected Official under the *Municipal Government Act*;
 - (12) reduction or suspension of remuneration corresponding to a reduction in official duties, excluding allowances for attendance at Council meetings; or
 - (13) any other sanction that Council deems reasonable, proportional, and appropriate in the circumstances so long as the sanction is not contrary to the *Municipal Government Act* and does not prevent a Councillor from fulfilling their legislated duties under the *Municipal Government Act*.
- 81 Councillors are entitled to seek legal advice, at their sole expense, regarding compliance or contraventions of this bylaw or in relation to any proceedings conducted under it.
- 82 When an investigation under this bylaw results in the dismissal of a complaint, the named Councillor may, within 90 days after the date of the dismissal, bring forward a motion to Council for reimbursement of reasonable legal fees and expenses directly incurred by the Councillor in responding to the complaint during the course of the investigation and up to



ROCKY VIEW COUNTY

Council's disposition of the complaint, but not in relation to any subsequent proceedings that may be brought before Council or any court, tribunal or other body.

- (1) Council may by resolution approve or refuse, in whole or in part, the Councillor's request for reimbursement under the above section of this bylaw.

Review

- 83 This bylaw will be reviewed by Council every four years, when applicable legislation is amended, and at any other time Council deems appropriate.

Severability

- 84 Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

Transitional

- 85 Bylaw C-7768-2018, being the *Council Code of Conduct Bylaw*, and all amendments thereto are repealed upon this bylaw passing and coming into full force and effect.
 - (1) Upon repeal of *Council Code of Conduct Bylaw C-7768-2018* any previous appointments of an Investigator made by Council pursuant to that bylaw are rescinded and will no longer have force or effect.
- 86 Bylaw C-8338-2022, being the *Council Code of Conduct Bylaw*, is passed when it receives third reading and is signed in accordance with the *Municipal Government Act*.



READ A FIRST TIME this 4th day of July, 2023

READ A SECOND TIME this 4th day of July, 2023

UNANIMOUS PERMISSION FOR THIRD READING this _____ day of _____, 2023

READ A THIRD AND FINAL TIME this 5th day of September, 2023

“Reeve Kissel”

Chief Elected Official

“Kristen Tuff”

Chief Administrative Officer

“September 5, 2023”

Date Bylaw Signed



Bylaw C-8338-2022

Schedule 'A' – Definitions

- 1 “**Administration**” means the operations and staff under the direction of the Chief Administrative Officer.
- 2 “**Advisor**” means a person appointed by the Complaints Adjudicator to provide guidance to a Councillor acting under section 50 and facilitate informal resolution of a complaint.¹⁶
- 3 “**Alberta Human Rights Act**” means the *Alberta Human Rights Act*, RSA 2000, A-25.5, and associated regulations, as amended or replaced from time to time.
- 4 “**Chief Administrative Officer**” means the Chief Administrative Officer of Rocky View County pursuant to the *Municipal Government Act* or their authorized delegate.
- 5 “**Chief Elected Official**” means the person elected or appointed as chief elected official of Rocky View County under section 150 of the *Municipal Government Act*.
- 6 “**Communication(s)**” means a process by which information is exchanged between individuals, privately or publicly, and includes all forms of written and oral communications, including, but not limited to, communication that is spoken, documented, transmitted electronically, published in the news media, or posted on social media.
- 7 “**Complainant**” means a current Councillor who has initiated a formal complaint pursuant to this bylaw.¹⁷
- 8 “**Complaints Adjudicator**” means the person or persons appointed by Council to fulfill the duties of the Complaints Adjudicator pursuant to this bylaw.
- 9 “**Council**” means the duly elected Councillors of Rocky View County.
- 10 “**Councillor**” means a duly elected Councillor of Rocky View County and includes the Chief Elected Official and Deputy Chief Elected Official.
- 11 “**Deputy Chief Elected Official**” means the deputy chief elected official of Rocky View County appointed under section 152 of the *Municipal Government Act*.
- 12 “**Council Compensation and Expense Reimbursement Policy**” means Rocky View County Policy C-195, being the *Council Compensation and Expense Reimbursement Policy*, as amended or replaced from time to time.
- 13 “**Election campaign**” has the same meaning as in the *Local Authorities Election Act*.
- 14 “**Family member**” has the meaning as councillor’s family in section 169 of the *Municipal Government Act*.

¹⁶ Bylaw C-8626-2025

¹⁷ Bylaw C-8599-2024



“Councillor’s family” means the councillor’s spouse or adult interdependent partner, the councillor’s children, the parents of the councillor and the parents of the councillor’s spouse or adult interdependent partner”.

- 15 **“Freedom of Information and Protection of Privacy Act”** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, and associated regulations, as amended or replaced from time to time.
- 16 **“General election”** has the same meaning as in the *Local Authorities Election Act*.
- 17 **“Local Authorities Election Act”** means the *Local Authorities Election Act*, RSA 2000, c L-21, and associated regulations, as amended or replaced from time to time.
- 18 **“Mediator”** means a neutral third party engaged by either mutual agreement of the Councillor acting under section 50 and the respondent Councillor, or by the Complaints Adjudicator to assist in reaching a mutually acceptable resolution to a complaint through mediation.¹⁸
- 19 **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, and associated regulations, as amended or replaced from time to time.
- 20 **“Mutual Resolution”** means an informal, confidential complaint resolution process in which both Councillors engage in good faith to resolve a complaint collaboratively, with or without the assistance of a Mediator.¹⁹
- 21 **“Nomination day”** has the same meaning as in the *Local Authorities Election Act*.
- 22 **“Personal information”** has the same meaning as in the *Freedom of Information and Protection of Privacy Act*.
- 23 **“Records”** includes any information stored in any form, including documents, notes, images, photographs, recordings, and any other electronically saved records.
- 24 **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.

¹⁸ Bylaw C-8626-2025

¹⁹ Bylaw C-8626-2025



Road Closure: Second and Third Reading

Electoral Division: 5

Application: PL20220164 / 07028004

Date:	April 8, 2025
Presenter:	Christine Berger, Senior Planner
Department:	Planning

REPORT SUMMARY

The purpose of this report is to assess closing a ± 1.625 hectare (± 4.02 acre) portion of an undeveloped road allowance for the purpose of consolidation with the subject lands (Attachment A).

The public hearing for Bylaw C-8400-2023 was held on June 20, 2023. Upon closure of the hearing, Council made the following motions:

- Motion #1: THAT Bylaw C-8400-2023 be given first reading.*
- Motion #2: THAT Bylaw C-8400-2023 be forwarded to the Minister of Transportation for approval.*
- Motion #3: THAT a Plan of Survey and an Appraisal of the road allowance area be provided by the Applicant to the County prior to consideration of second and third reading.*

Bylaw C-8400-2023 was signed by the Minister of Transportation on July 5, 2024, and the final survey plan was submitted by the Applicant on February 10, 2025. The application is now returning to Council for second and third readings to close the subject road allowance.

The application was evaluated pursuant to the policies and regulations of the *Municipal Government Act* and Road Allowance Closure and Disposal Policy C-443. The proposal is consistent with the applicable legislation and policies.

The subject road closure is being completed by bylaw as the subject undeveloped road allowance is a statutory allowance not registered by road plan and therefore cannot be completed by resolution in alignment with Section 22 of the *Municipal Government Act*.

ADMINISTRATION'S RECOMMENDATION

THAT Bylaw C-8400-2023 be amended in accordance with Attachment D.

THAT Bylaw C-8400-2023 be given second reading, as amended.

THAT Bylaw C-8400-2023 be given third and final reading, as amended.

THAT the ± 1.625 hectare (± 4.02 acre) portion of land be transferred to Rosebud Feeders Ltd., subject to:

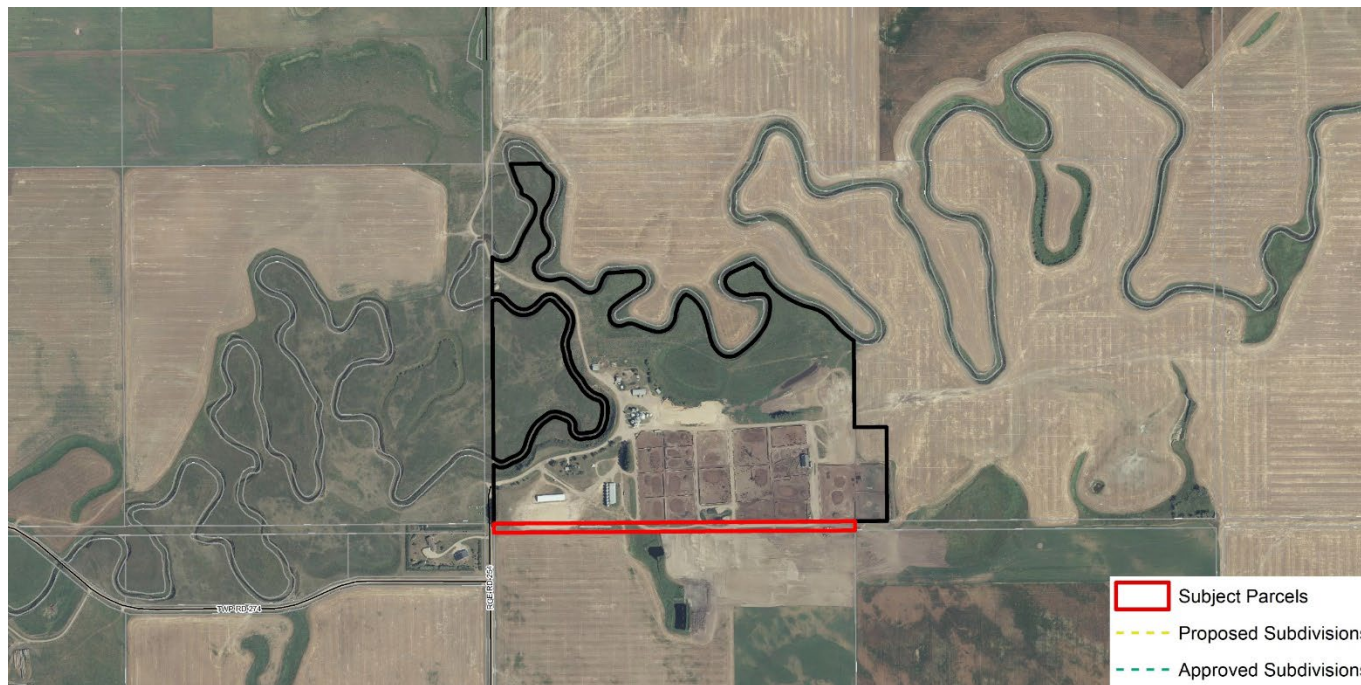
- a) Sales agreement being signed at the appraised value of \$23,870.00;
- b) A condition be included in the sales agreement requiring a utility right of way agreement be registered to the satisfaction of FortisAlberta;
- c) The terms of the sales agreement being completed within one year after Bylaw C-8400-2023 receives third and final reading.

Road Closure: Second and Third Reading

BACKGROUND

Location (Attachment A)

Located approximately 8.05 kilometres (5.00 miles) east of the town of Irricana, and approximately 0.81 kilometres (0.50 miles) north of Township Road 273A and on the east side of Range Road 254.



Site History (Attachment B)

On June 20, 2023, a public hearing to consider the road allowance closure was held and Council gave first reading to Bylaw C-8400-2023.

The Minister of Transportation and Economic Corridors signed Bylaw C-8400-2023 on July 5, 2024.

ANALYSIS

Policy Review

The application is consistent with the requirements of Council Policy C-443 (Road Allowance Closure and Disposal) as the subject allowance is not required by the County or the travelling public, and the Applicants own the land adjacent to the road allowance proposed for closure and consolidation.

COMMUNICATIONS / ENGAGEMENT

Consultation was conducted in accordance with statutory requirements and County Policy C-327.

IMPLICATIONS

Financial

No financial implications identified at this time.

STRATEGIC ALIGNMENT

This report is a statutory obligation under the *Municipal Government Act*.

Road Closure: Second and Third Reading

ALTERNATE DIRECTION

No alternative options have been identified for Council’s consideration.

ATTACHMENTS

- Attachment A: Map Set
- Attachment B: Application Information
- Attachment C: Original Bylaw C-8400-2023
- Attachment D: Proposed Amendments to Bylaw C-8400-2023
- Attachment E: Amended Bylaw C-8400-2023 with Minister’s Signature

APPROVALS

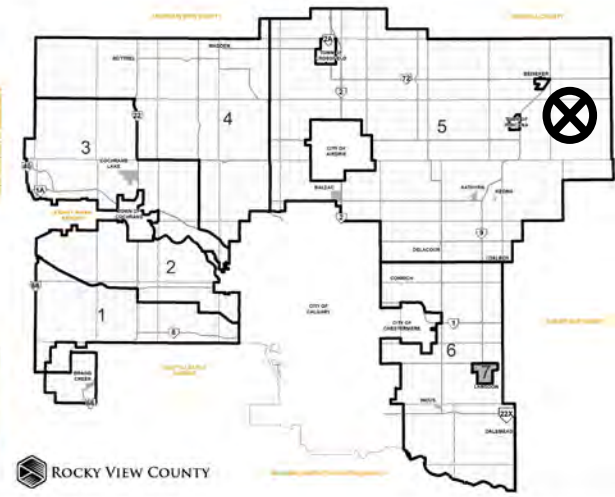
Manager:	Dominic Kazmierczak, Executive Director, Community Services
Executive Director:	Dominic Kazmierczak, Executive Director, Community Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer



Location & Context

Road Closure Proposal

To close a ± 1.625 hectare (± 4.02 acre) portion of undeveloped road allowance located north of NW-21-27-25-W04M for the purpose of consolidation with S-28-27-25-W4M.

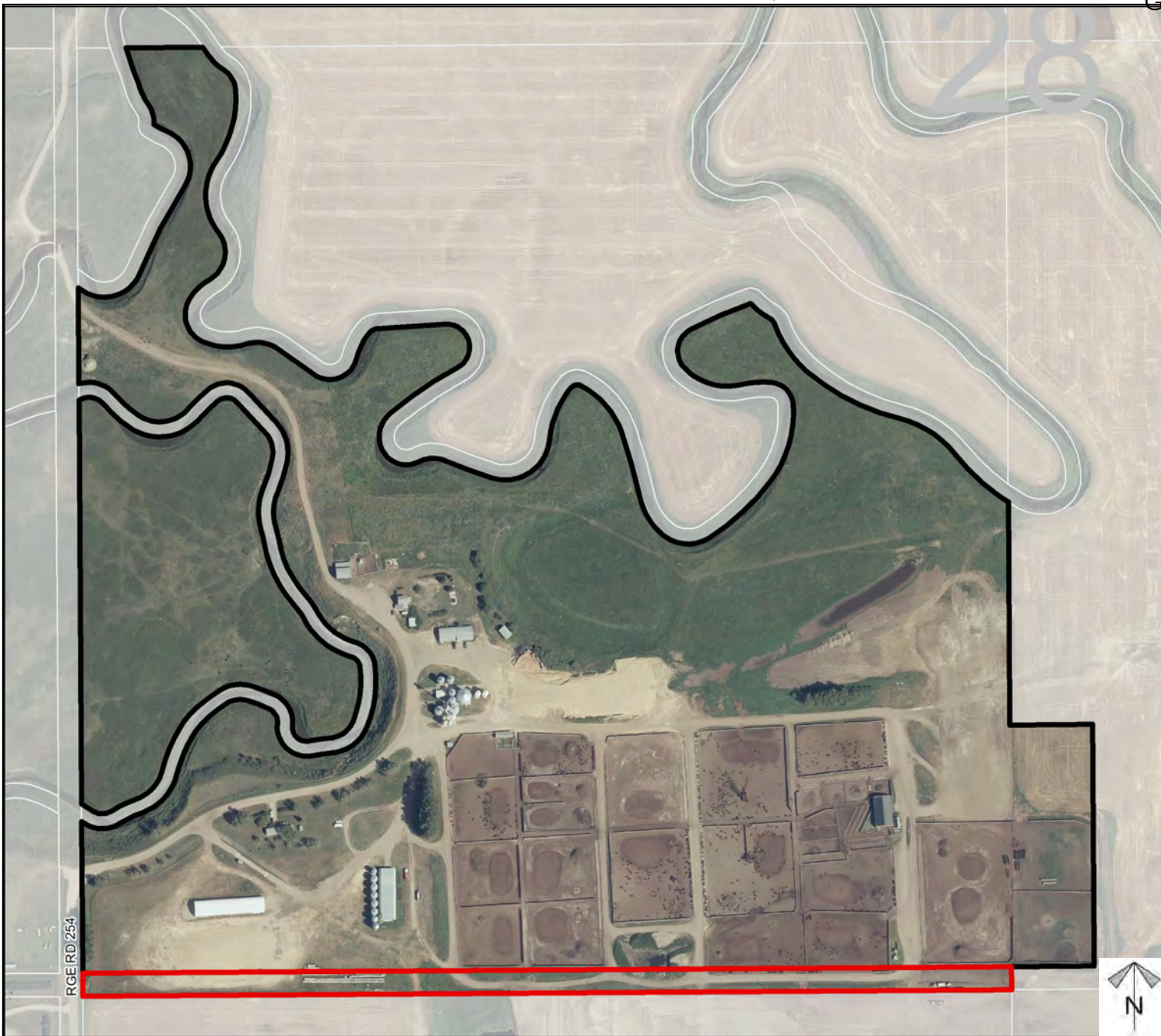


Division: 5
 Roll: 07028004
 File: PL20220164
 Printed: Nov 18, 2022
 Legal: Lot:2 Block:1
 Page 1 of 5
 NW-21-27-25-W04M

Development Proposal

Road Closure Proposal

To close a ± 1.625 hectare (± 4.02 acre) portion of undeveloped road allowance located north of NW-21-27-25-W04M for the purpose of consolidation with S-28-27-25-W4M.



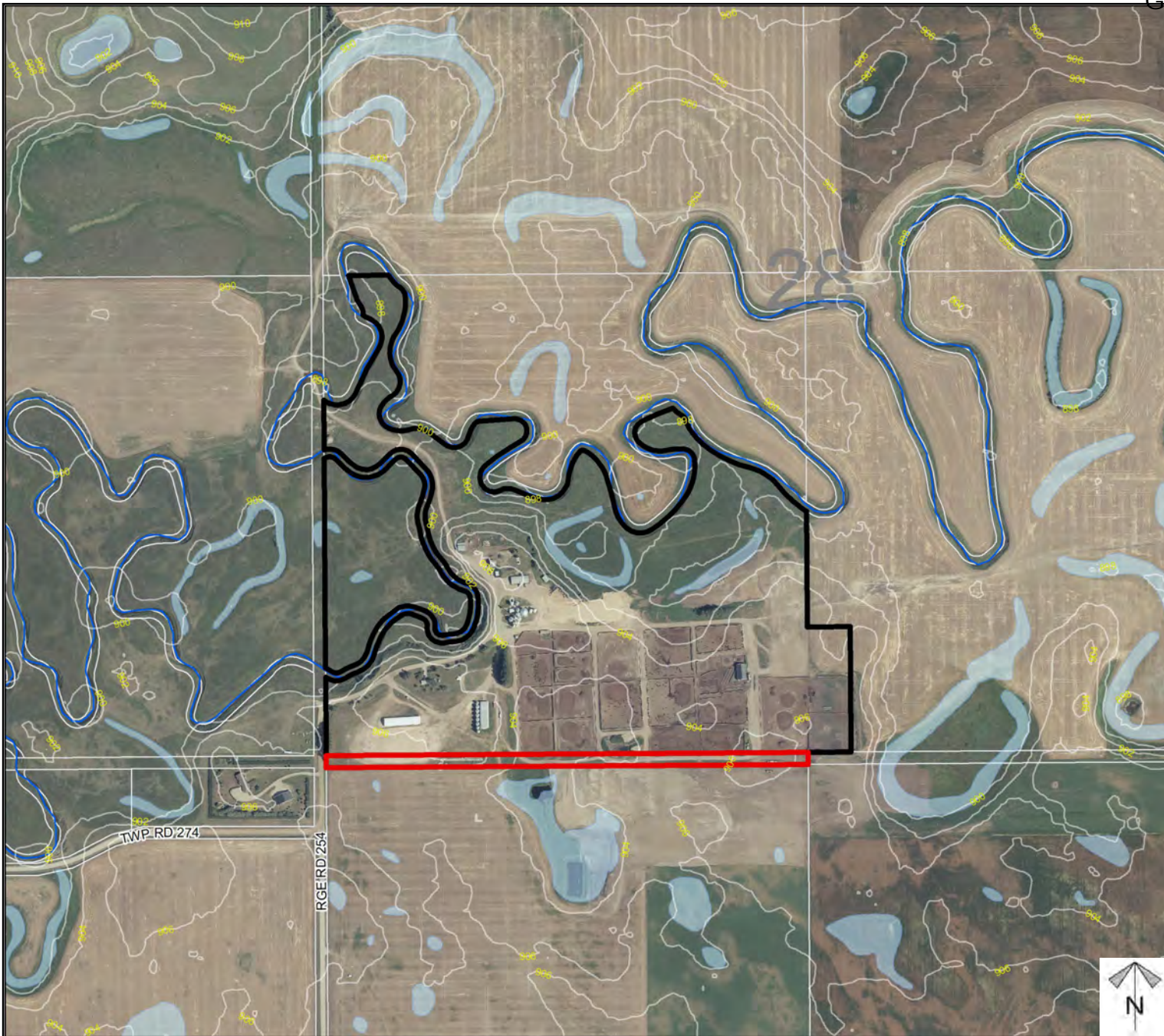
Division: 5
Roll: 07028004
File: PL20220164
Printed: Nov 18, 2022
Legal: Lot: 2 Block: 1
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NW-21-27-25-W04M

Environmental

Road Closure Proposal

To close a ± 1.625 hectare (± 4.02 acre) portion of undeveloped road allowance located north of NW-21-27-25-W04M for the purpose of consolidation with S-28-27-25-W4M.

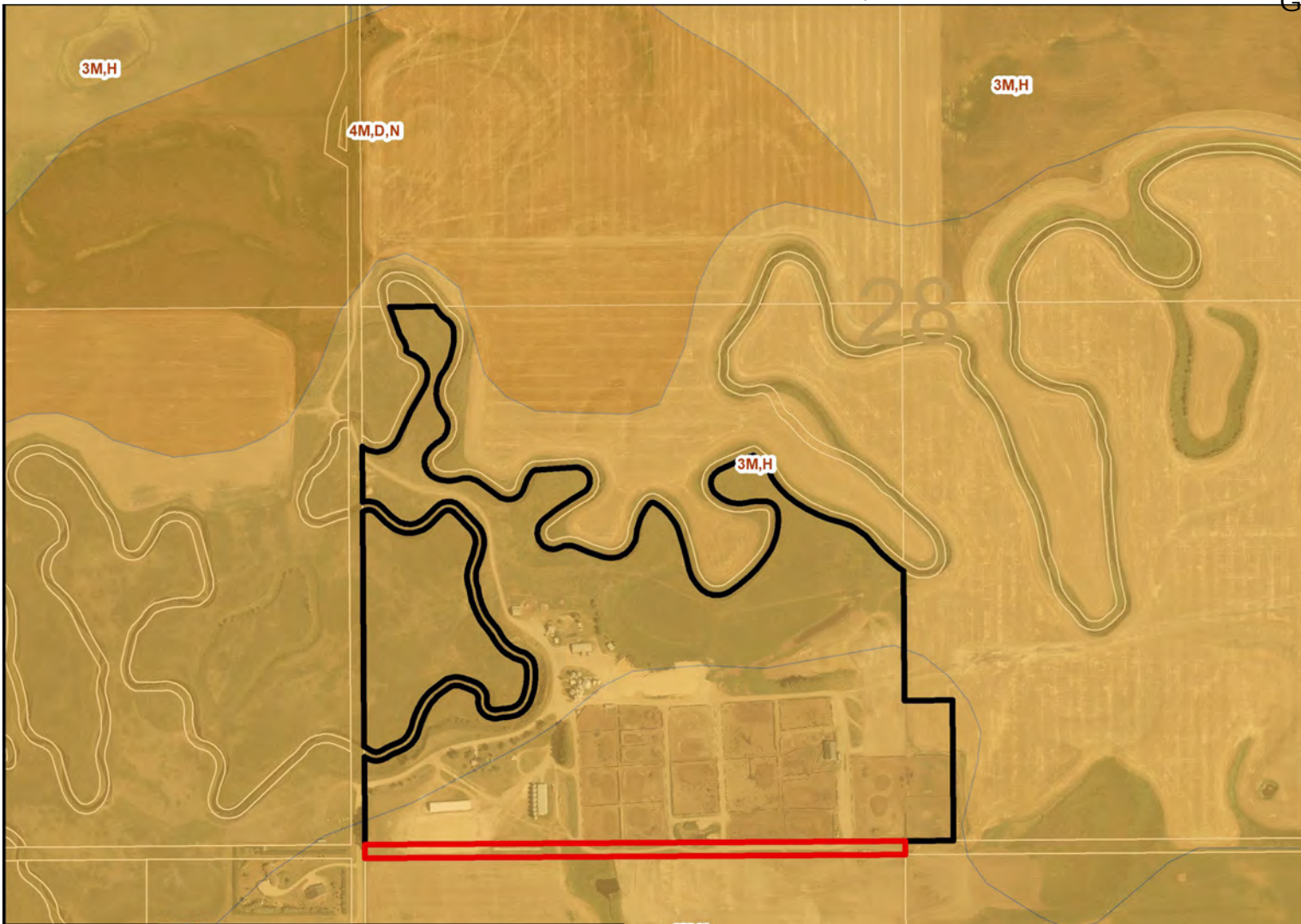
-  Subject Lands
-  Contour - 2 meters
-  Riparian Setbacks
-  Alberta Wetland Inventory
-  Surface Water



Soil Classifications

Road Closure Proposal

To close a ± 1.625 hectare (± 4.02 acre) portion of undeveloped road allowance located north of NW-21-27-25-W04M for the purpose of consolidation with S-28-27-25-W4M.



LAND CAPABILITY CLASSIFICATION LEGEND		
CLI Class	Limitations	
1 - No significant limitation	B - brush/tree cover	N - high salinity
2 - Slight limitations	C - climate	P - excessive surface stoniness
3 - Moderate limitations	D - low permeability	R - shallowness to bedrock
4 - Severe limitations	E - erosion damage	S - high solidity
5 - Very severe limitations	F - poor fertility	T - adverse topography
6 - Production is not feasible	G - Steep slopes	U - prior earth moving
7 - No capability	H - temperature	V - high acid content
	I - flooding	W - excessive wetness/poor drainage
	J - field size/shape	X - deep organic deposit
	K - shallow profile development	Y - slowly permeable
	M - low moisture holding, adverse texture	Z - relatively impermeable

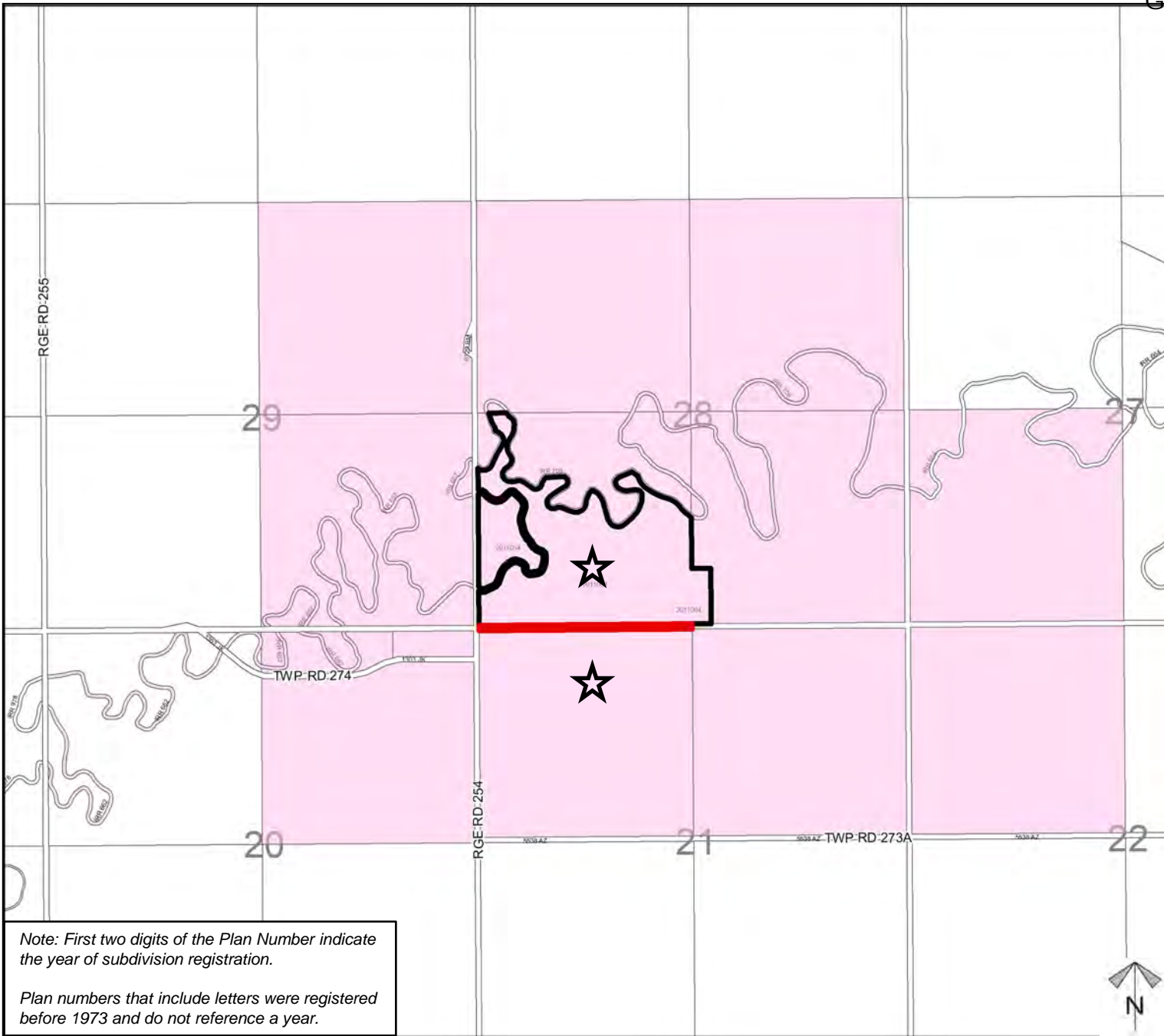


Division: 5
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 27-25-W04M

Landowner Circulation Area

Road Closure Proposal

To close a ± 1.625 hectare (± 4.02 acre) portion of undeveloped road allowance located north of NW-21-27-25-W04M for the purpose of consolidation with S-28-27-25-W4M.



Legend

Support



Not Support



Note: First two digits of the Plan Number indicate the year of subdivision registration.

Plan numbers that include letters were registered before 1973 and do not reference a year.

Division: 5
Roll: 07028004
File: PL20220164
Printed: Nov 18, 2022
Legal: Lot:2 Block:1
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ATTACHMENT B: APPLICATION INFORMATION

APPLICANT/OWNERS: Rosebud Feeders Ltd. (Mason Raymond)	DATE APPLICATION RECEIVED: September 26, 2022
GROSS AREA: ± 1.625 hectares (± 4.02 acres)	LEGAL DESCRIPTION: PORTION OF GOVERNMENT ROAD ALLOWANCE between S 1/2 SEC.28 TWP.27 RGE.25 W4M AND N 1/2 SEC.21 TWP.27 RGE.25 W4M
Pre-Application Meeting Held: <input type="checkbox"/>	Meeting Date: N/A
SOILS (C.L.I. from A.R.C.): Moderate limitations; low moisture holding, adverse texture, temperature	
HISTORY:	
July 5, 2024:	The Minister of Transportation and Economic Corridors signed Bylaw C-8400-2023
June 20, 2023:	Council gave first reading to Bylaw C-8400-2023.
TECHNICAL REPORTS SUBMITTED:	
<ul style="list-style-type: none"> Appraisal Report of Portion of Undeveloped Municipal Road Allowance, A.R.C. Appraisals Ltd., November 14, 2024. 	



BYLAW C-8400-2023

A bylaw of Rocky View County, in the Province of Alberta, for the purpose of closing for public travel and creating title to portions of a public highway in accordance with the *Municipal Government Act*.

WHEREAS the lands hereafter described are no longer required for public travel;

AND WHEREAS an application has been made to the Council of Rocky View County to have a portion of the road allowance closed;

AND WHEREAS the Council of Rocky View County deems it expedient to close for public travel certain roads, or portions of roads, situated in Rocky View County and to dispose of the same;

AND WHEREAS notice of this bylaw was provided in accordance with the *Municipal Government Act* by circulation to landowners and advertisements on the May 23, 2023 and May 30, 2023 Rocky View County Public Hearing Notice;

AND WHEREAS the Council of Rocky View County was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by this bylaw;

NOW THEREFORE the Council of Rocky View County enacts as follows:

Title

1 This bylaw may be cited as *Bylaw C-8400-2023*.

Definitions

2 Words in this bylaw have the same meaning as those set out in the *Municipal Government Act* except for the definitions provided below:

- (1) **“Council”** means the duly elected Council of Rocky View County;
- (2) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time; and
- (3) **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.

Effect

3 The Council of Rocky View County does hereby close to public travel for the purpose of creating title to the following described highway as shown on Schedule ‘A’ attached to and forming part of this bylaw, subject to the rights of access granted by other legislation:

THE ORIGINAL GOVERNMENT ROAD ALLOWANCE NORTH OF NORTH WEST SECTION 21, TOWNSHIP 27, RANGE 25, WEST OF THE 4TH MERIDIAN, AND SOUTH OF SOUTH WEST SECTION 28, TOWNSHIP 27, RANGE 25, WEST OF THE 4TH MERIDIAN, CONTAINING 1.62 HECTARES (4.01 ACRES), MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS.



Effective Date

4 Bylaw C-8400-2023 is passed and comes into full force and effect when it receives approval from the Minister of Transportation and Economic Corridors and receives third reading and is signed in accordance with the *Municipal Government Act*.

PUBLIC HEARING HELD this 20th day of June, 2023

READ A FIRST TIME this 20th day of June, 2023

APPROVED BY ALBERTA TRANSPORTATION
AND ECONOMIC CORRIDORS ✓ 5 day of July, 2024

[Signature]
Minister of Transportation and Economic Corridors

Approval valid for 24 months

READ A SECOND TIME this _____ day of _____, 20__

READ A THIRD AND FINAL TIME this _____ day of _____, 20__

Reeve

Chief Administrative Officer

Date Bylaw Signed

**Amendments to Bylaw C-8400-2023**Amendment #1

Amend section 3 of Bylaw C-8400-2023 as follows:

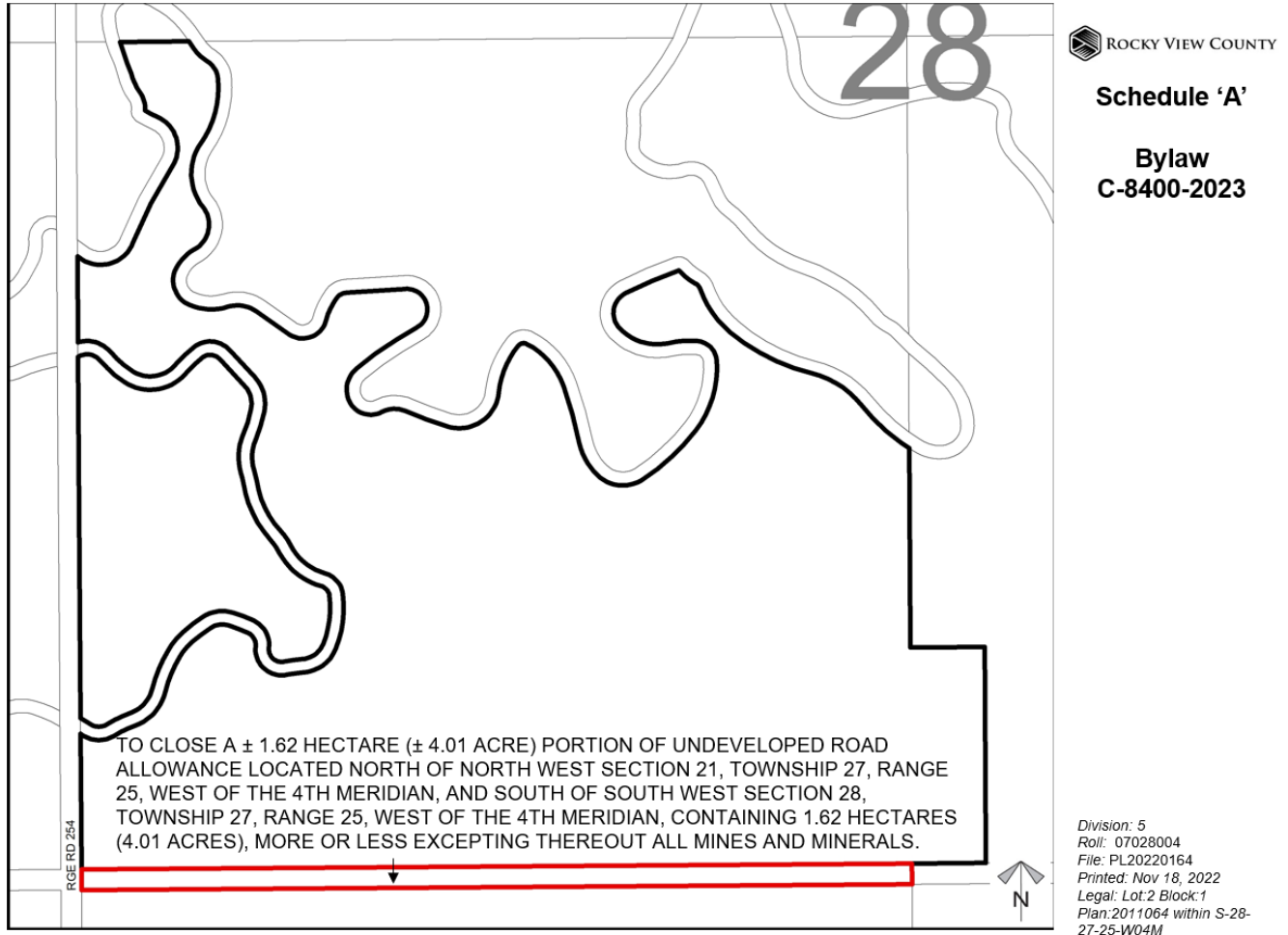
The Council of Rocky View County does hereby close to public travel for the purpose of creating title to the following described highway as shown on Schedule 'A' attached to and forming part of this bylaw, subject to the rights of access granted by other legislation:

THE ORIGINAL GOVERNMENT ROAD ALLOWANCE NORTH OF NORTH WEST SECTION 21, TOWNSHIP 27, RANGE 25, WEST OF THE 4TH MERIDIAN, AND SOUTH OF SOUTH WEST SECTION 28, TOWNSHIP 27, RANGE 25, WEST OF THE 4TH MERIDIAN **AS SHOWN ON PLAN** _____ **AREA 'A'**, CONTAINING 1.625 HECTARES (4.042 ACRES), MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS.



Amendment #2

Remove the existing Schedule 'A' of Bylaw C-8400-2023, which currently shows as follows:





BYLAW C-8400-2023

A bylaw of Rocky View County, in the Province of Alberta, for the purpose of closing for public travel and creating title to portions of a public highway in accordance with the *Municipal Government Act*.

WHEREAS the lands hereafter described are no longer required for public travel;

AND WHEREAS an application has been made to the Council of Rocky View County to have a portion of the road allowance closed;

AND WHEREAS the Council of Rocky View County deems it expedient to close for public travel certain roads, or portions of roads, situated in Rocky View County and to dispose of the same;

AND WHEREAS notice of this bylaw was provided in accordance with the *Municipal Government Act* by circulation to landowners and advertisements on the May 23, 2023 and May 30, 2023 Rocky View County Public Hearing Notice;

AND WHEREAS the Council of Rocky View County was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by this bylaw;

NOW THEREFORE the Council of Rocky View County enacts as follows:

Title

1 This bylaw may be cited as *Bylaw C-8400-2023*.

Definitions

2 Words in this bylaw have the same meaning as those set out in the *Municipal Government Act* except for the definitions provided below:

- (1) **"Council"** means the duly elected Council of Rocky View County;
- (2) **"Municipal Government Act"** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time; and
- (3) **"Rocky View County"** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.

Effect

3 The Council of Rocky View County does hereby close to public travel for the purpose of creating title to the following described highway as shown on Schedule 'A' attached to and forming part of this bylaw, subject to the rights of access granted by other legislation:

THE ORIGINAL GOVERNMENT ROAD ALLOWANCE NORTH OF NORTH WEST SECTION 21, TOWNSHIP 27, RANGE 25, WEST OF THE 4TH MERIDIAN, AND SOUTH OF SOUTH WEST SECTION 28, TOWNSHIP 27, RANGE 25, WEST OF THE 4TH MERIDIAN **AS SHOWN ON PLAN _____, AREA 'A'**, CONTAINING 1.625 HECTARES (4.012 ACRES), MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS.



Effective Date

4 Bylaw C-8400-2023 is passed and comes into full force and effect when it receives approval from the Minister of Transportation and Economic Corridors and receives third reading and is signed in accordance with the *Municipal Government Act*.

PUBLIC HEARING HELD this _____ 20th day of June, 2023

READ A FIRST TIME this _____ 20th day of June, 2023

APPROVED BY ALBERTA TRANSPORTATION
AND ECONOMIC CORRIDORS ✓ _____ 5 day of July, 20²⁴

[Signature]
Minister of Transportation and Economic Corridors

Approval valid for 24 months

READ A SECOND TIME this _____ day of _____, 20__

READ A THIRD AND FINAL TIME this _____ day of _____, 20__

Reeve

Chief Administrative Officer

Date Bylaw Signed



2025 Wintergreen Woods Water Infrastructure Project Local Improvement Tax Bylaw C-8620-2025

Electoral Division: 1 File: N/A

Table with 2 columns: Field (Date, Presenter, Department) and Value (April 8, 2025, Adrienne Wilson, Supervisor Taxation & Receivables, Financial Services)

REPORT SUMMARY

Section 397(1) of the Municipal Government Act (MGA) states that a council must pass a local improvement tax bylaw with respect to each local improvement.

The Wintergreen Woods water infrastructure improvement project has been completed. Funding has been secured with a 25-year debenture through the Loans to Local Authorities, per Borrowing Bylaw C-8419-2023. Approval of Bylaw C-8620-2025 will authorize Council to impose a local improvement tax for the benefitting lands in Wintergreen Woods (Portions of S & N 25-23-05-W5).

ADMINISTRATION'S RECOMMENDATION

- THAT Bylaw C-8620-2025 be given first reading.
THAT Bylaw C-8620-2025 be given second reading.
THAT Bylaw C-8620-2025 be considered for third reading.
THAT Bylaw C-8620-2025 be given third and final reading.

BACKGROUND

On June 20, 2023, Council voted to approve Borrowing Bylaw C-8419-2023 to accept local improvement tax petitions to upgrade the Wintergreen Woods community's water utility infrastructure, and authorize the financing, undertaking, and completion of the project.

Under Sections 397 and 402 of the MGA, Council must approve a local improvement tax bylaw to impose a local improvement tax.

ANALYSIS

The Wintergreen Woods water infrastructure improvement project has now been completed. The borrowing consists of 89 lots, as shown in Attachment B. The total project cost was \$1,176,775, with 14 properties prepaying their respective cost allocations for a total of \$172,215, and a utility contribution of \$81,975. The remaining amount borrowed for 75 lots is \$922,584. The loan term is 25 years at 4.88%. The local improvement tax per property will be \$857.06 annually, or \$64,279.50 combined annually across all of the applicable properties.



2025 Wintergreen Woods Water Infrastructure Project Local Improvement Tax Bylaw C-8620-2025

COMMUNICATIONS / ENGAGEMENT

Upon approval of Local Improvement Bylaw C-8620-2025, tax notices, including taxes imposed by 2025 Tax Rate Bylaw C-8621-2025 that will be brought for Council consideration on April 22, 2025, will be mailed on May 16, 2025.

IMPLICATIONS

Financial

Approval of Wintergreen Woods Water Infrastructure Local Improvement Tax Bylaw C-8620-2025 will result in \$64,279.50 in taxation revenue per year, paid for by the benefitting owners.

STRATEGIC ALIGNMENT

Key Performance Indicators		Strategic Alignment
Financial Prosperity	FP2: Ensuring County remains financially sustainable for future generations	The proposed bylaw supports financial prosperity by ensuring that the County remains financially sustainable for future generations.

ALTERNATE DIRECTION

Administration does not have an alternate direction for Council's consideration.

ATTACHMENTS

- Attachment A: Wintergreen Woods Water Infrastructure Local Improvement Project Bylaw C-8620-2025
- Attachment B: Wintergreen Area Map

APPROVALS

Manager:	Isedua Agbonkhese, Manager, Finance Services
Executive Director/Director:	Isedua Agbonkhese, Acting Executive Director, Financial & Business Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer





BYLAW C-8620-2025

A bylaw of Rocky View County, in the Province of Alberta, to authorize Rocky View County to impose a local improvement tax for all lands directly benefiting from the Wintergreen Woods Water Infrastructure Local Improvement Project.

NOW THEREFORE Rocky View County Council enacts as follows:

Title

- 1 This bylaw shall be known as the *Wintergreen Woods Water Infrastructure Local Improvement Project Bylaw*.

Definitions

- 2 Words in this Bylaw have the same meaning as in the *Municipal Government Act*, except as follows:
 - (1) **“Council”** means the duly elected Council of Rocky View County;
 - (2) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time;
 - (3) **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.

Wintergreen Woods Water Infrastructure Local Improvement Project

- 3 Council has decided to set a tax rate based on each parcel of land assessed against the benefitting owners. The total cost of the project was \$1,176,775 with contributions as follows:

Wintergreen Woods Water Utility	\$81,975
Benefitting Owners	<u>\$1,094,800</u>
Total Cost	\$1,176,775

- 4 The local improvement tax will be collected for TWENTY-FIVE (25) years, and the total amount levied annually against each of the benefitting owners is \$857.06.
- 5 All required approvals for the project have been obtained, and the project complies with all Acts and Regulations of the Province of Alberta.

- 6 To complete the Wintergreen Woods water infrastructure local improvement project, the sum of SIXTY-FOUR THOUSAND, TWO HUNDRED and SEVENTY-NINE DOLLARS and FIFTY CENTS (\$64,279.50), including principal and interest, to be collected by way of an annual, uniform local improvement tax rate assessed against the benefiting owners as provided in Schedule A attached.
- 7 The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.

Effective Date

- 8 Bylaw C-8620-2025 is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.

READ A FIRST TIME this _____ day of _____, 2025

READ A SECOND TIME this _____ day of _____, 2025

UNANIMOUS PERMISSION FOR THIRD READING this _____ day of _____, 2025

READ A THIRD AND FINAL TIME this _____ day of _____, 2025

Reeve

Chief Administrative Officer or Designate

Date Bylaw Signed

Schedule "A" for BYLAW C-8620-2025
 Wintergreen LIT Bylaw

1.)

Rolls	Parcels to be Assessed	Total Cost Allocation	Prepayment	Annual Rate
*03925001	Blk A Plan 8310059	\$21,426.43	\$0.00	\$857.06
*03925001	Blk A Plan 8310059	\$21,426.43	\$0.00	\$857.06
*03925001	Blk A Plan 8310059	\$21,426.43	\$0.00	\$857.06
*03925001	Blk A Plan 8310059	\$21,426.43	\$0.00	\$857.06
03925007	Lot 2 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925008	Lot 3 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925009	Lot 4 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925010	Lot 5 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925011	Lot 6 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925012	Lot 7 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925013	Lot 8 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925014	Lot 9 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925015	Lot 10 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925016	Lot 11 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925017	Lot 12 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925018	Lot 13 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925019	Lot 14 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925021	Lot 16 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925022	Lot 17 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925023	Lot 18 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925024	Lot 19 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925025	Lot 20 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925026	Lot 21 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925028	Lot 23 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925029	Lot 24 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925030	Lot 25 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925031	Lot 26 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925032	Lot 27 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925033	Lot 28 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925034	Lot 29 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925035	Lot 30 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925036	Lot 31 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925037	Lot 32 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925038	Lot 33 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925040	Lot 35 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925041	Lot 36 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06

03925042	Lot 37 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925043	Lot 38 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925044	Lot 39 Blk 1 Plan 7711384	\$21,426.43	\$0.00	\$857.06
03925047	Lot 1 Blk 2 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925049	Lot 3 Blk 2 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925050	Lot 4 Blk 2 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925051	Lot 5 Blk 2 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925052	Lot 6 Blk 2 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925053	Lot 7 Blk 2 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925054	Lot 8 Blk 2 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925056	Lot 10 Blk 2 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925057	Lot 11 Blk 2 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925058	Lot 12 Blk 2 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925059	Lot 13 Blk 2 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925060	Lot 14 Blk 2 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925062	Lot 2 Blk 3 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925063	Lot 3 Blk 3 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925065	Lot 5 Blk 3 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925066	Lot 6 Blk 3 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925067	Lot 7 Blk 3 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925068	Lot 8 Blk 3 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925071	Lot 11 Blk 3 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925073	Lot 13 Blk 3 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925074	Lot 14 Blk 3 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925075	Lot 15 Blk 3 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925076	Lot 16 Blk 3 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925077	Lot 17 Blk 3 Plan 8110189	\$21,426.43	\$0.00	\$857.06
03925090	Unit 1 Plan 0010219	\$21,426.43	\$0.00	\$857.06
03925091	Unit 2 Plan 0010219	\$21,426.43	\$0.00	\$857.06
03925092	Unit 3 Plan 0010219	\$21,426.43	\$0.00	\$857.06
03925093	Unit 4 Plan 0010219	\$21,426.43	\$0.00	\$857.06
03925094	Unit 5 Plan 0010219	\$21,426.43	\$0.00	\$857.06
03925095	Unit 6 Plan 0010219	\$21,426.43	\$0.00	\$857.06
03925096	Unit 7 Plan 0010219	\$21,426.43	\$0.00	\$857.06
03925097	Unit 8 Plan 0010219	\$21,426.43	\$0.00	\$857.06
03925101	Unit 12 Plan 0010219	\$21,426.43	\$0.00	\$857.06
03925102	Unit 13 Plan 0010219	\$21,426.43	\$0.00	\$857.06
03925103	Unit 14 Plan 0010219	\$21,426.43	\$0.00	\$857.06
03926006	Lot 6 Blk 1 Plan 1113729	\$21,426.43	\$0.00	\$857.06

Total Annual Principal Payment and Interest: \$64,279.50

Rolls	Parcels to Be Assessed	Prepayment	Annual Rate
03925006	Lot 1 Blk 1 Plan 7711384	\$12,301.12	\$0.00
03925020	Lot 15 Blk 1 Plan 7711384	\$12,301.12	\$0.00
03925027	Lot 22 Blk 1 Plan 7711384	\$12,301.12	\$0.00
03925039	Lot 34 Blk 1 Plan 7711384	\$12,301.12	\$0.00
03925048	Lot 2 Blk 2 Plan 8110189	\$12,301.12	\$0.00
03925055	Lot 9 Blk 2 Plan 8110189	\$12,301.12	\$0.00
03925061	Lot 1 Blk 3 Plan 8110189	\$12,301.12	\$0.00
03925064	Lot 4 Blk 3 Plan 8110189	\$12,301.12	\$0.00
03925069	Lot 9 Blk 3 Plan 8110189	\$12,301.12	\$0.00
03925070	Lot 10 Blk 3 Plan 8110189	\$12,301.12	\$0.00
03925072	Lot 12 Blk 3 Plan 8110189	\$12,301.12	\$0.00
03925098	Unit 9 Plan 0010219	\$12,301.12	\$0.00
03925099	Unit 10 Plan 0010219	\$12,301.12	\$0.00
03925100	Unit 11 Plan 0010219	\$12,301.12	\$0.00
Total Prepaid Payments		\$172,215.68	

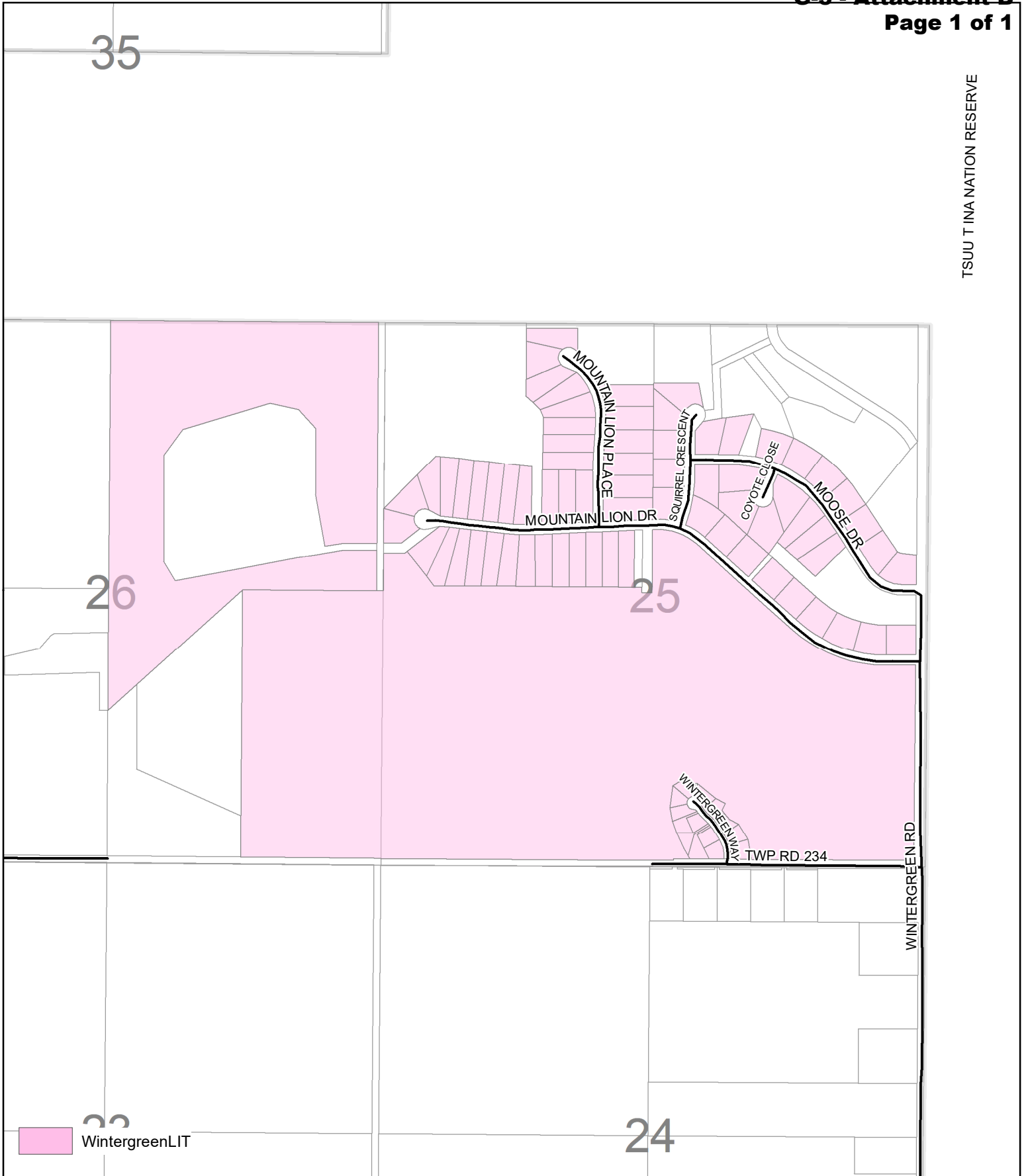
2.) Total Number of Parcels: 89 (14 Prepaid Properties)

*The owner of roll 03925001 agreed to pay for four lots.

3.) Remaining Term of the Annual Assessment: 25 Years

4.) Annual Interest Rate: 4.88%

TSUU TINA NATION RESERVE



ROCKY VIEW COUNTY

Information as depicted is subject to change, therefore Rocky View County assumes no responsibility for discrepancies after date of printing.

Wintergreen





COUNCIL REPORT

Subdivision Item: Residential

Electoral Division: 1

Application: PL20190105 / 04710003

Date:	April 8, 2025
Presenter:	Carter Shelton, Planner 1
Department:	Planning

REPORT SUMMARY

The purpose of this report is to assess a proposed subdivision of the subject lands (Attachment A) to create one ± 3.424 hectare (8.46 acre) parcel with a ± 58.09 hectare (143.54 acre) remainder.

The application was evaluated in accordance with the *Municipal Government Act*, Matters Related to Subdivision and Development Regulation, Municipal Development Plan (County Plan), Springbank Area Structure Plan (ASP), and the *Land Use Bylaw*.

The application is inconsistent with Section 5.0 (Managing Residential Growth Areas), Section 8.0 (Agriculture), and Section 10.0 (Country Residential) of the County Plan. The proposal does not align with Section 8 (Residential), Section 25 (Flood Risk Management), and Section 26 (Implementation) of the recently adopted Springbank Area Structure Plan (ASP). Further, the proposed parcel configuration may conflict with the access provisions of Section 11 of the *Matters Related to Subdivision and Development Regulation* as no direct frontage to a developed County Road is available for the remainder of the quarter section.

As the application is inconsistent with the overarching statutory guiding framework, the application conflicts with the requirements of section 654(1)(b) of the *Municipal Government Act*.

The proposed ±3.424 hectare (±8.46 acre) parcel complies with the *Land Use Bylaw* as the balance meets the minimum size restriction of the applicable Residential, Rural Residential (R-RUR p3.4) designation.

Council is the Subdivision Authority for the subject application due to non-compliance with section 654(1) of the *Municipal Government Act*, in accordance with Section 5(4), of the *Subdivision Authority Bylaw* (C-8275-2022).

Should the Subdivision Authority determine the application to be in alignment with the overarching policy framework, in keeping with the previous Council decision to adopt Bylaw C-8302-2022 redesignating the subject lands, it may wish to consider the alternative direction at the end of this report.

ADMINISTRATION’S RECOMMENDATION

THAT application PL20190105 be refused for the following reasons:

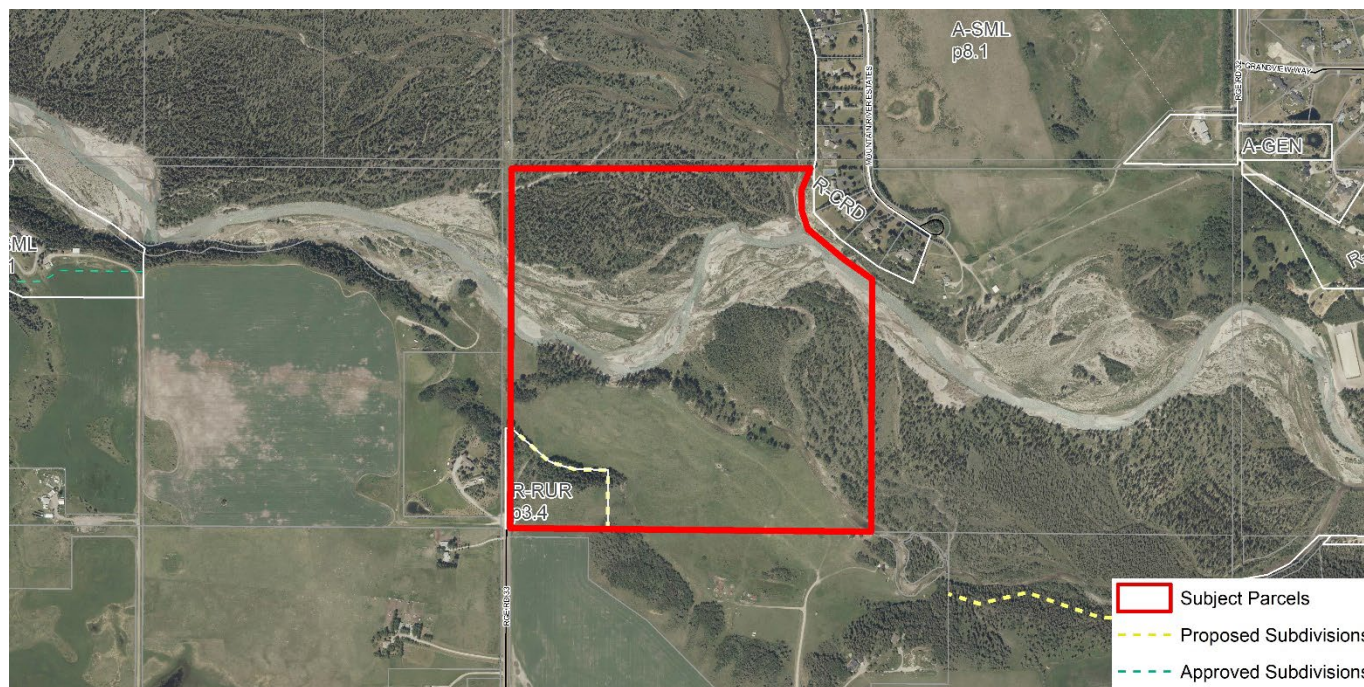
1. The application does not comply with the Municipal Development Plan (County Plan).
2. The application does not comply with section 654(1)(b) of the *Municipal Government Act*.

Subdivision Item: Residential

BACKGROUND

Location (Attachment A)

Located approximately 6.5 kilometres (4.0 miles) west of the city of Calgary, 0.81 kilometres (0.5 miles) north of Highway 8, and on the east side of Range Road 33.



Site History (Attachment B)

The first parcel of the subject quarter section, northeast of the Elbow River was registered February 16, 1920 as indicated by the historic Township Plan. The historical Township Plan indicates this separation may have occurred in 1884.

On February 17, 1972, the first parcel out of the quarter section was further subdivided as part of the Mountain River Estates Subdivision northeast of the Elbow River.

On September 25, 2020, the Municipal Planning Commission tabled making a decision on this subdivision application with the following motion:

"Subdivision Application PL20190105 be tabled pending redesignation and submittal of a market appraisal report."

On November 1, 2022, Council approved Bylaw C-8302-2022, redesignating the portion of the subject lands from Agricultural, General District (A-GEN) to Residential, Rural District (R-RUR p3.4) to facilitate the creation of one new lot, which is to be no smaller than 3.4 hectares (8.4 acres) in size.

The subject land is currently undeveloped, and the remainder of the quarter section is largely within the identified Floodway of the Elbow River. The subject lands are accessed through the developed portion of Range Road 33, which terminates at the southwestern corner of the subject lands. Significant topographical constraints limit the potential for construction of access to the remainder of the quarter section within the Range Road 33 allowance. The application proposes access to the remainder of the quarter section through mutual access easement registration across the adjacent parcel immediately south of the subject lands.

Subdivision Item: Residential

Intermunicipal and Agency Circulation (Attachment C)

The application was circulated to all necessary intermunicipal neighbours, internal and external agencies.

This application was circulated to The City of Calgary in accordance with the Rocky View County / City of Calgary Intermunicipal Development Plan. Concerns were raised regarding the provision of private sewage treatment facilities in such close proximity to the Elbow River, given the environmentally sensitive nature of the topography and soil stability. A level four PSTS assessment was subsequently provided to support the application; the technical report has been reviewed by Administration and no concerns regarding wastewater treatment are outstanding.

Alberta Transportation and Economic Corridors has provided no concerns on the proposed application.

Landowner Circulation (Attachment D)

The application was circulated to 35 adjacent landowners in accordance with the *Municipal Government Act* and County Policy C-327 (Circulation and Notification Standards); one letter in support and none in opposition were received.

ANALYSIS

Policy Review (Attachment E)

The application was reviewed pursuant to the *Municipal Government Act*, Matters Related to Subdivision and Development Regulation, Municipal Development Plan (County Plan), and the *Land Use Bylaw*. The application was determined to be inconsistent with the policies of the County Plan and therefore does not align with the *Municipal Government Act*. The subject lands do not meet the definition of a First Parcel Out and cannot be considered as such; the residential land use designation and parcel configuration preclude support under the new or distinct agricultural operation policies. Further, the proposal cannot be considered as a fragmented quarter section as there are fewer than six parcels, which are less than 10.0 hectares (24.7 acres) in size, subdivided from the subject quarter section. Therefore, the application does not align with the agricultural and residential development policies of the County Plan.

The portion of the subject lands, which is north of the Elbow River, is identified within the Springbank Area Structure Plan (ASP). The application was determined to conflict with the policies of the ASP as the proposed parcel configuration and further fragmentation of agricultural lands may adversely impact the environmentally sensitive area in proximity to the Elbow River. The application does not align with the Residential Development objectives of the plan to accommodate the sensitive integration of residential land uses in agricultural areas, and is not guided by a conceptual scheme, as required by the Land Use policies guiding New Residential Areas and Policy 8.12. Areas of topographical constraints particularly within flood plains, are encouraged to be preserved in accordance with Map 9 and Section 25 (Flood Risk Management). As such, the extension of the undeveloped portion of Range Road 33 beyond the southwestern corner of the subject lands should not be supported. The use of panhandles to provide access to new residential lots or agricultural balances may be supported in areas where no viable alternatives exist, in accordance with Policy 8.06.

The application proposes a parcel configuration without direct access to a developed County Road for the remainder Lot 2. Access is proposed via easement and right of way plan through the adjacent parcel to the south, which results in the remainder lands having no frontage to a developed County Road; therefore, the application proposes no viable options for the provision of access to the balance of the quarter section.

Both the proposed parcel (3.424 hectare) and the remainder lot (58.09 hectare) meet the minimum size restrictions of their respective Residential, Rural Residential (R-RUR p3.4) and Agricultural, General (A-GEN) land use designations.

Subdivision Item: Residential

COMMUNICATIONS / ENGAGEMENT

Consultation was conducted in accordance with statutory requirements and County Policy C-327.

IMPLICATIONS

Financial

No financial implications identified at this time.

Legal

The subject land is encumbered by an Option Agreement between the Title owner listed above and the previous owner, who is the registered owner of the southernly adjacent lands. The owners have not been able to provide an access management strategy acceptable to both parties satisfying the requirements of the Matters Related to Subdivision and Development Regulations; therefore, approval of the subdivision application may create further challenges with endorsement and plan registration.

STRATEGIC ALIGNMENT

As per Section 5(4) of the *Subdivision Authority Bylaw (C-8275-2022)*, Council is the decision-making authority due to non-compliance with section 654(1) of the *Municipal Government Act*.

ALTERNATE DIRECTION

Should the Subdivision Authority find the application meets the intent of the County Plan, a Statutory document, and is in alignment with the decision of Council through the adoption of Bylaw C-8302-2022 to redesignate the subject lands from Agricultural, General District (A-GEN) to Residential, Rural District (R-RUR p3.4) to facilitate future subdivision of one new lot, they may wish to support the application. Should the Subdivision Authority wish to support the application, they may wish to impose the recommended conditions of approval outlined in Attachment F.

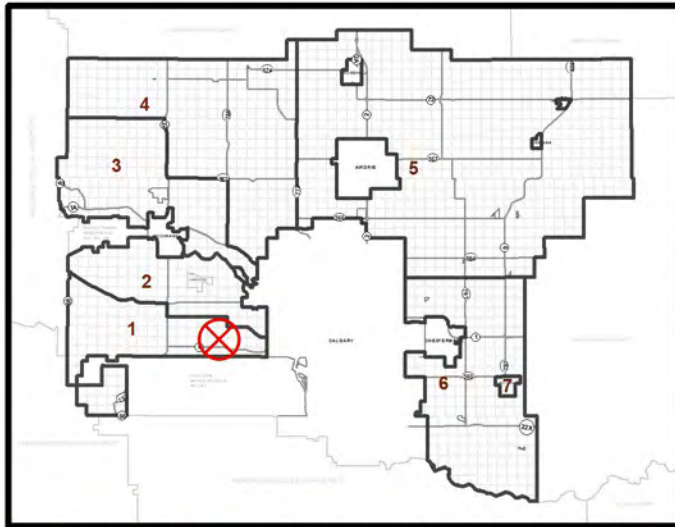
THAT application PL20190105 be approved with the conditions noted in Attachment F.

ATTACHMENTS

- Attachment A: Map Set
- Attachment B: Application Information
- Attachment C: Application Referral Responses
- Attachment D: Public Submissions
- Attachment E: Policy Review
- Attachment F: Alternate Direction - Recommended Conditions of Approval

APPROVALS

Manager:	Dominic Kazmierczak, Executive Director, Community Services
Executive Director/Director:	Dominic Kazmierczak, Executive Director, Community Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer



Location & Context

To create a ± 3.424 hectare (± 8.46acre) parcel with a ± 58.09 hectare (± 143.54 acre) remainder.

Division: 1
Roll: 04710003
File: PL20190105
Printed: 9/19/2024
Legal: A portion of
Map 402803 of 0542
Page 286 of 542



Development Proposal

To create a ± 3.424 hectare (± 8.46 acre) parcel with a ± 58.09 hectare (± 143.54 acre) remainder.

Lot 2
 ± 58.09 ha
(± 143.54 ac)

← Lot 1
 ± 3.42 ha
(± 8.46 ac)

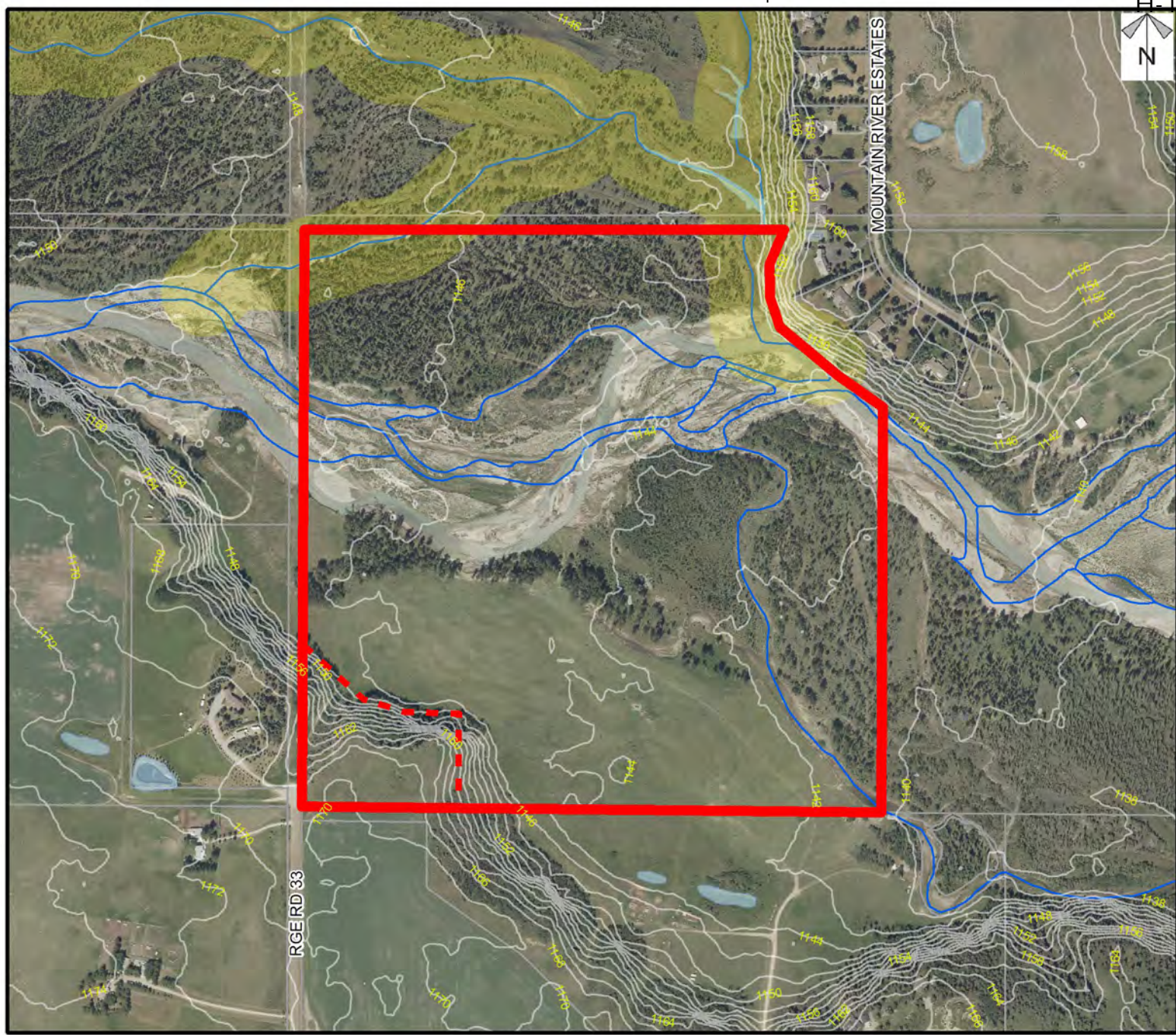
RGE RD 33

MOUNTAIN RIVER ESTATES



Environmental

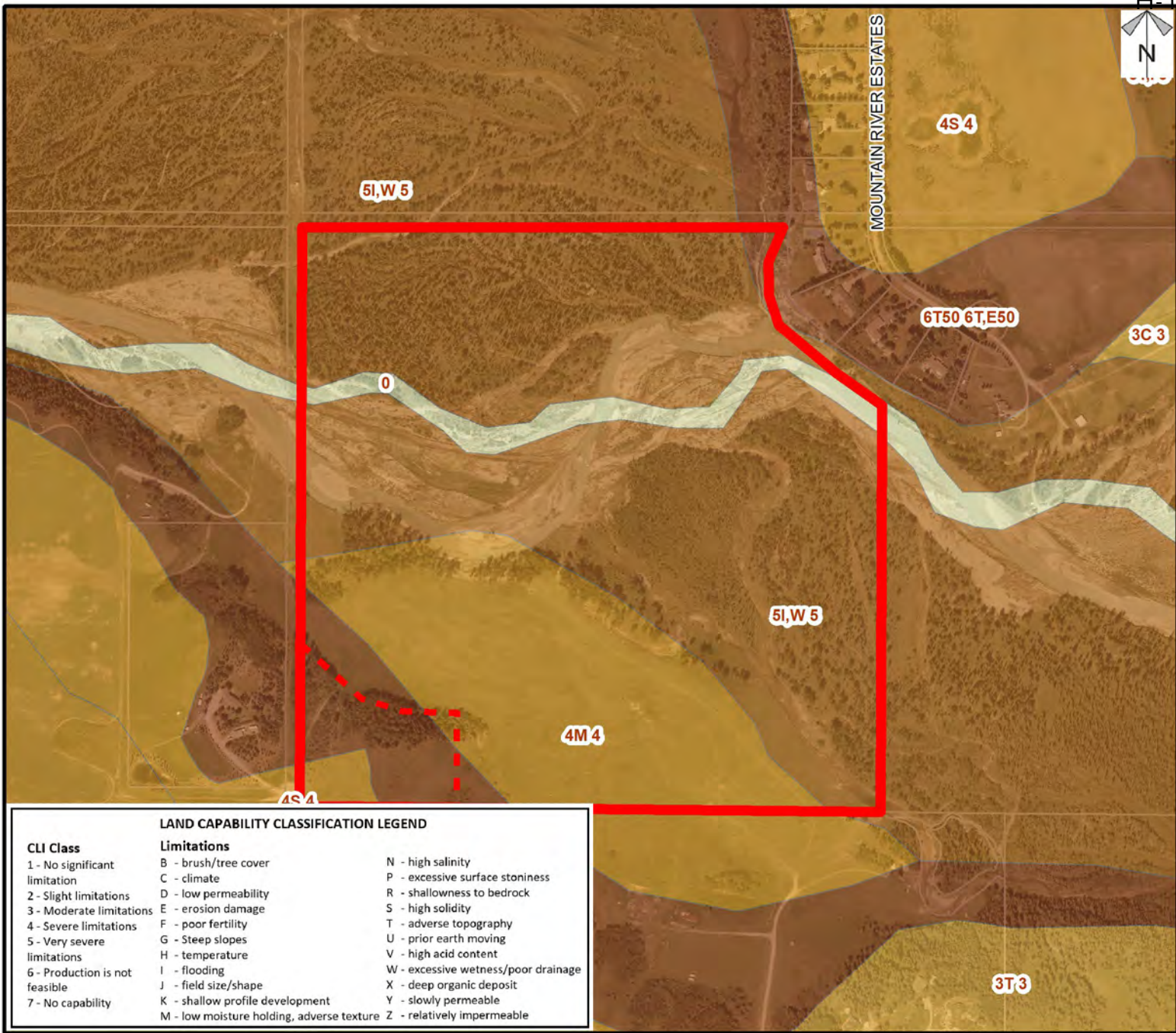
To create a ± 3.424
hectare (± 8.46acre)
parcel with a ± 58.09
hectare (± 143.54
acre) remainder.



Legend

-  Subject Lands
-  Contour - 2 meters
-  Riparian Setbacks
-  Alberta Wetland Inventory
-  Surface Water

Division: 1
Roll: 04710003
File: PL20190105
Printed: 9/19/2024
Legal: A portion of
Plan 40283 of 542
Page 288 of 542



Soil Classifications

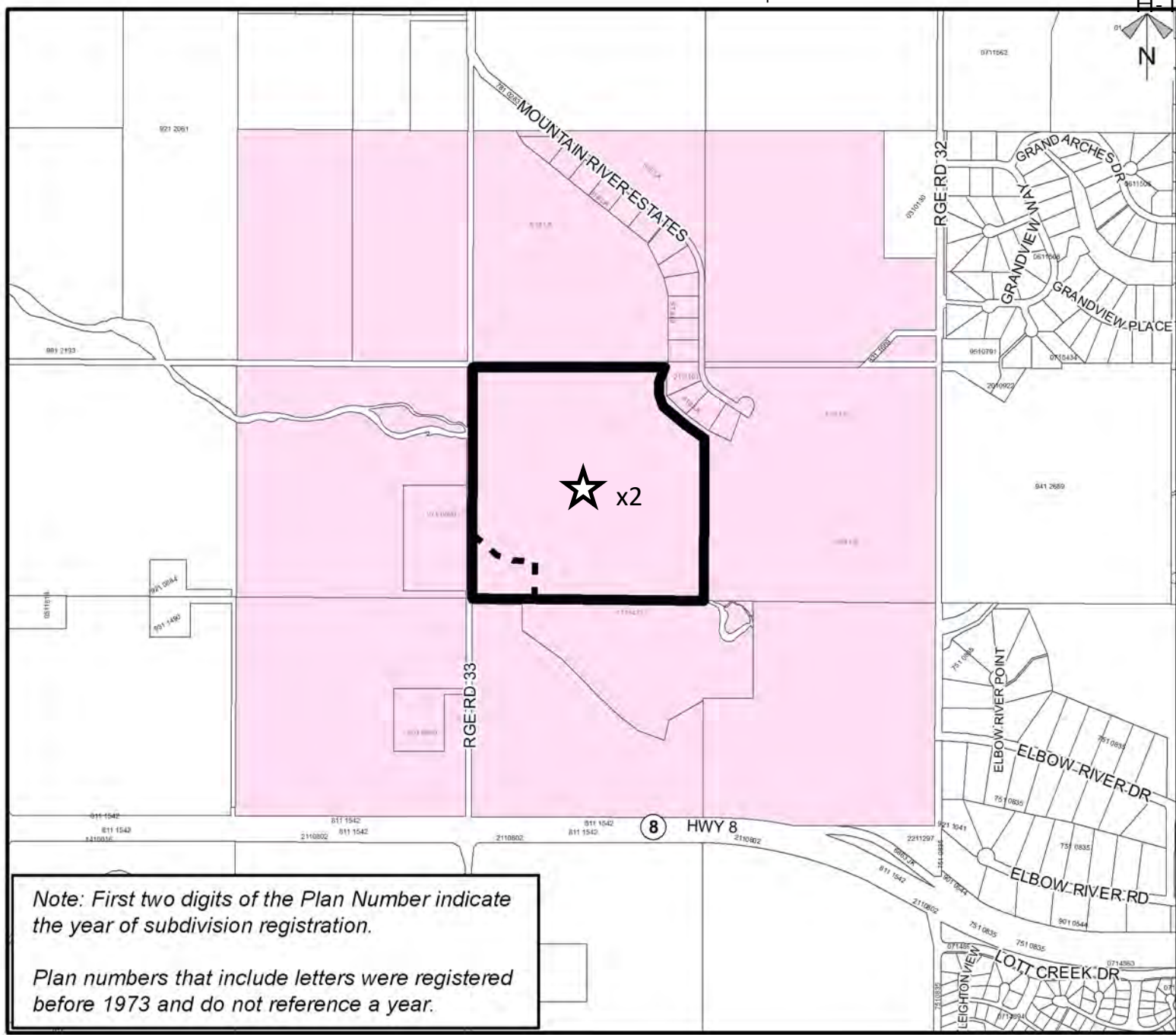
To create a ± 3.424 hectare (± 8.46acre) parcel with a ± 58.09 hectare (± 143.54 acre) remainder.

LAND CAPABILITY CLASSIFICATION LEGEND		
CLI Class	Limitations	
1 - No significant limitation	B - brush/tree cover	N - high salinity
2 - Slight limitations	C - climate	P - excessive surface stoniness
3 - Moderate limitations	D - low permeability	R - shallowness to bedrock
4 - Severe limitations	E - erosion damage	S - high solidity
5 - Very severe limitations	F - poor fertility	T - adverse topography
6 - Production is not feasible	G - Steep slopes	U - prior earth moving
7 - No capability	H - temperature	V - high acid content
	I - flooding	W - excessive wetness/poor drainage
	J - field size/shape	X - deep organic deposit
	K - shallow profile development	Y - slowly permeable
	M - low moisture holding, adverse texture	Z - relatively impermeable



Landowner Circulation Area

To create a ± 3.424
hectare (± 8.46acre)
parcel with a ± 58.09
hectare (± 143.54
acre) remainder.



Legend

Support



Not Support



Division: 1
Roll: 04710003
File: PL20190105
Printed: 9/19/2024
Legal: A portion of
Plan 0219031/0542
Page 290 of 342

Note: First two digits of the Plan Number indicate the year of subdivision registration.

Plan numbers that include letters were registered before 1973 and do not reference a year.

ATTACHMENT B: APPLICATION INFORMATION

APPLICANT/OWNERS: Barrett Gervan / 2056598 Alberta Ltd	DATE APPLICATION RECEIVED: July 26, 2019
GROSS AREA: ±61.51 hectares (±152.00 acres)	LEGAL DESCRIPTION: NW-10-24-03-W05M
Pre-Application Meeting Held: <input type="checkbox"/>	Meeting Date: N/A
SOILS (C.L.I. from A.R.C.): 5I, W5 – Very severe limitation to cereal crop production due to flooding and excessive wetness/poor drainage. 4M 4 – Severe limitations to cereal crop production due to low moisture holding, adverse texture. 6T 6 – Cereal crop production is not feasible due to adverse topography.	
HISTORY: February 16, 1920: Historic Township Plan registered first parcel out of the subject quarter section (North-east of the Elbow River) February 17, 1972: The first parcel out of the quarter section was further subdivided as part of the Mountain River Estates subdivision. September 25, 2020: Subject application presented to Municipal Planning Commission (MPC). MPC tabled rendering a decision on the subdivision application and requested the submission of a redesignation application and market value appraisal. November 1, 2022: Council approved Bylaw C-8302-2022 redesignating the portion of the subject lands from Agricultural, General District (A-GEN) to Residential, Rural Residential District (R-RUR p3.4).	
TECHNICAL REPORTS SUBMITTED: <ul style="list-style-type: none"> Level IV PSTS Assessment prepared by Osprey Engineering Inc. (October 15, 2019) 	
APPEAL BOARD: Land and Property Rights Tribunal	

ATTACHMENT C: APPLICATION REFERRAL RESPONSES

AGENCY	COMMENTS
<i>School Authority</i>	
Rocky View Schools	No objection.
<i>Province of Alberta</i>	
Alberta Ministry of Environment and Protected Areas	No comments received.
Alberta Transportation and Economic Corridors	<p>This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application is subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway 8.</p> <p>Transportation and Economic Corridors offers the following comments with respect to this application: The requirements of Section 18 are met; therefore, no variance is required. While no variance is required, the department expects the municipality will mitigate the impacts from this proposal to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the Municipal Government Act.</p> <p>The requirements of Section 19 are met; therefore, no variance of Section 19 of the Regulation is required.</p> <p>Pursuant to Section 678(2) of the Municipal Government Act, Alberta Transportation and Economic Corridors requires that any appeal of this subdivision be referred to the Land & Property Rights Tribunal.</p>
Alberta Health Services	No concerns.
<i>Public Utility</i>	
ATCO Gas	The landowner is required to Contact ATCO Gas land agent to execute a Utility Right of Way to the Satisfaction of ATCO Gas.
ATCO Pipelines	No objection.
FortisAlberta	No easement is required.
TELUS Communications	No objections.
<i>Adjacent Municipality</i>	
The City of Calgary	The City of Calgary has reviewed the above noted application in reference to the <i>Rocky View County / City of Calgary Intermunicipal Development Plan (IDP)</i> and other applicable policies. The City of Calgary Administration has the following comments for your consideration.

AGENCY	COMMENTS
	<p>The subject site is located along the Elbow River and upstream to the Glenmore Reservoir which is a highly sensitive location. Because of its sensitive location, the future private sewage treatment system for below grade septic fields for the lot would need to be operated and maintained sufficiently to ensure no impact on the water system. The City requests information regarding the use of private sewage treatment system (PSTS) in such close proximity to the Elbow River.</p> <p>From a stormwater perspective, this development should be treated the same as other areas within the Glenmore Reservoir. The use of nutrient and herbicides should be limited to a minimum, and run-on and flow through the site should be accommodated. Best management practices for stormwater and hazardous material handling (if any) should be followed. If the lands will be farmed, the City would like to be informed of the type of farming that will continue to take place to better understand the constituents it will generate.</p> <p>The Private Sewage Treatment System Level 1 should be circulated to the city for review once available. A stormwater management report does not need to be circulated to the City if this is just a typical single parcel with one dwelling type of a development, unless the farming activity may generate substantial contaminants that may potentially negatively impact environmental habitat downstream of the site or the City source water. If the subdivision is approved the applicant must follow the minimum setback for septic and water systems from water bodies as identified by the Government of Alberta.</p> <p>Watershed Planning</p> <p>Watershed Planning discourages the subdivision to create and 8.46 acre parcel on the NW-10-24-05-W05M which is immediately adjacent to the Elbow River.</p> <p>The lands in question are rated as highly vulnerable by the City of Calgary. Lands with a high vulnerability rating means that: <i>Contaminants likely to be mobilized and transported downstream during most run-off producing precipitation or snowmelt events. The time for run-off to reach the Bow River or Elbow River is short, requiring prompt action to be effective. Spills and other accidental releases would likely enter watercourses or connected aquifers if not contained within a few hours.</i></p> <p>In summary, the City of Calgary discourages the proposed application as it may have impact on source water for the City of Calgary.</p>
Internal Departments	
Recreation, Parks, and Community Support	Recreation recommends taking Cash-in-Lieu for Lot 1 and deferring any balance owing for the remainder lot.
Enforcement Services	No concerns.
Fire Services & Emergency Management	No comments.

AGENCY	COMMENTS
Capital and Engineering Services	<p data-bbox="488 180 597 210"><u>General</u></p> <ul data-bbox="537 237 1485 300" style="list-style-type: none"> <li data-bbox="537 237 1485 300">• The application will need to be circulated to Alberta Transportation since the subject lands are within the 1.6 km setback from Highway 8. <p data-bbox="488 321 672 350"><u>Geotechnical</u></p> <ul data-bbox="537 378 1485 531" style="list-style-type: none"> <li data-bbox="537 378 1485 474">• Based on a desktop review, there are slopes of 30% or greater onsite. However, the site has sufficient geotechnical developable area when accounting for setbacks to the steep slopes. <li data-bbox="537 499 1170 531">• Engineering has no requirements at this time. <p data-bbox="488 552 695 581"><u>Transportation</u></p> <ul data-bbox="537 609 1502 1224" style="list-style-type: none"> <li data-bbox="537 609 1446 672">• There is no existing road approach off of Range Road 33 providing access to the subject parcel. <li data-bbox="537 695 1227 726">• The applicant is not proposing an access to Lot 2. <li data-bbox="537 749 1479 846">• As a condition of subdivision, the Owner shall construct a new mutual paved approach on Range Road 33, in accordance with the County Servicing Standards, in order to provide access to Lots 1 & 2. <ul data-bbox="634 869 1502 1104" style="list-style-type: none"> <li data-bbox="634 869 1393 966">○ Contact County Road Operations for a pre-construction inspection and a post-construction inspection for final acceptance; <li data-bbox="634 989 1203 1020">○ Provide an access right of way plan; and <li data-bbox="634 1043 1502 1104">○ Prepare and register respective easements on each title, where required. <li data-bbox="537 1127 1455 1224">• The applicant/owner will not be required to pay the Transportation Offsite Levy as per the applicable TOL by-law at time of subdivision approval, on the gross area of the subdivision. <p data-bbox="488 1247 789 1276"><u>Sanitary/Waste Water</u></p> <ul data-bbox="537 1304 1502 1764" style="list-style-type: none"> <li data-bbox="537 1304 1502 1400">• The applicant provided a Level 4 PSTS Assessment conducted by Osprey Engineering Inc. dated October 15, 2019 that provides direction on the construction of a PSTS system on the subject lands. <li data-bbox="537 1423 1487 1610">• As a condition of subdivision, the Owner is to enter into a Site Improvements/Services Agreement with the County for Lot 1 and shall include the following: <ul data-bbox="634 1541 1471 1610" style="list-style-type: none"> <li data-bbox="634 1541 1471 1610">○ Accordance with the Level 4 PSTS Assessment, prepared by Osprey Engineering Inc. (October 15, 2019). <li data-bbox="537 1633 1502 1764">• The applicant is not required to demonstrate adequate servicing for Lot 2, as per the County's <i>Residential Water and Sewer Requirements Policy (C-411)</i>, since the subject lands are located in the Ranch and Farm land use district and are greater than 30 acres in size. <p data-bbox="488 1787 914 1816"><u>Water Supply And Waterworks</u></p> <ul data-bbox="537 1843 1479 1902" style="list-style-type: none"> <li data-bbox="537 1843 1479 1902">• Water is to be supplied by an individual well on Lot 1. The subdivision shall not be endorsed until:

AGENCY	COMMENTS
Agriculture & Environment Services	<ul style="list-style-type: none"> ○ The Owner has provided a Well Driller's Report to demonstrate that an adequate supply of water is available for Lot 1; ○ Verification is provided that each well is located within each respective proposed lot's boundaries; ○ A Well Driller's Report confirming a minimum pump rate of 1.0 IGPM for the new well is provided. ● The applicant is not required to demonstrate adequate servicing for the remainder parcel, as per the County's <i>Residential Water and Sewer Requirements Policy (C-411)</i>, since the subject lands are located in the Ranch and Farm land use district and are greater than 30 acres in size. <p><u>Storm Water Management</u></p> <ul style="list-style-type: none"> ● The proposed development is not expected to have a significant impact to existing stormwater drainage conditions. ● Engineering has no requirements at this time. <p><u>Environmental</u></p> <ul style="list-style-type: none"> ● Lot 2 is mostly within the Elbow River floodplain. ● It is the applicant's responsibility to obtain all required AEP licensing and approvals should the proposed development have a direct impact on any wetlands. ● Engineering has no requirements at this time. <p>No concerns.</p>

Circulation Period: August 15, 2019, to September 6, 2019.



March 25, 2025

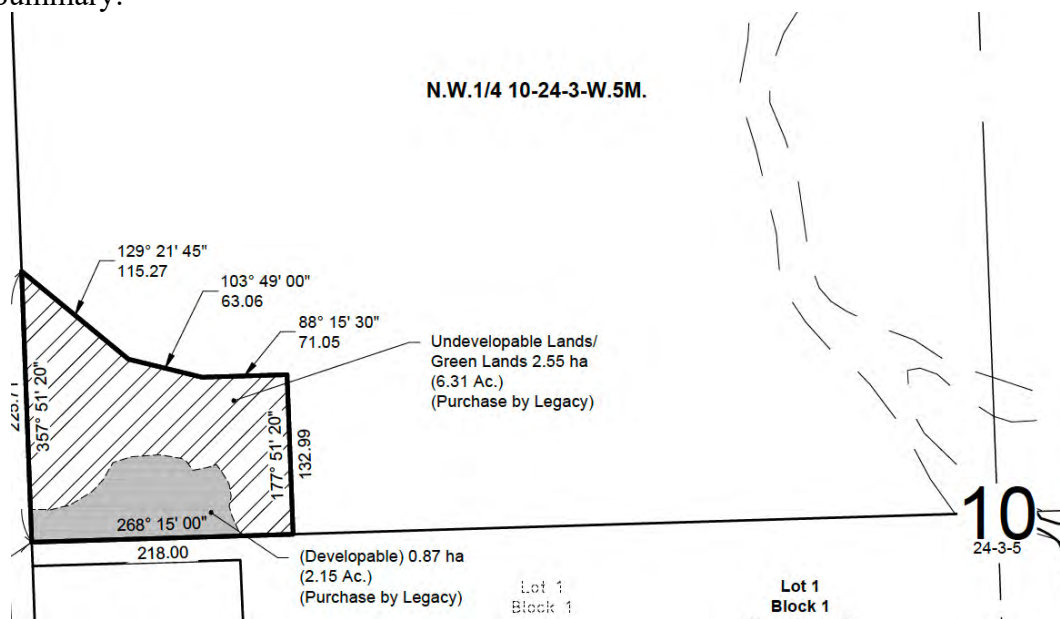
PL20190105 – Subdivision Application

To: Rocky View County Councillors
From: Barrett Gervan - Director of Legacy at Elbow Valley Ltd – The Applicant
Subject: Subdivision Application PL20190105

Dear Councillors,

Please accept this letter on behalf of Legacy at Elbow Valley Ltd. to provide supporting rationale for this subdivision application.

Brief Summary:



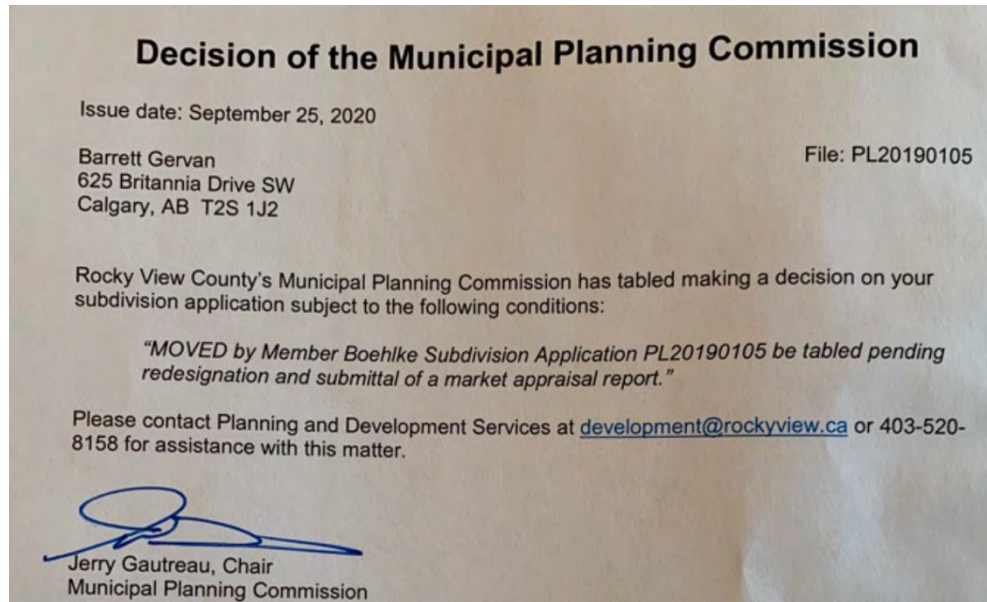
In 2017, Legacy at Elbow Valley Ltd. (“Legacy”) purchased the 8.45 acres of land shown in the SW corner of this parcel from the current owners Vernon and Kathi Pointen. Until the land is subdivided out, both parcels were placed into a bare trustee corporation, 2056598 Alberta Ltd. which is co-owned by Legacy and the Pointen’s.

Legacy attempted to subdivide this parcel as a first parcel out in 2020 but did not meet the requirement of an unsubdivided quarter section due to 8 acres being taken out of the NE corner of this quarter in the 1970’s. The decision provided by the Municipal Planning Commission is as follows:



March 25, 2025

PL20190105 – Subdivision Application



Legacy proceeded with the Redesignation Application and on November 9, 2022, RVC approved the Redesignation. Legacy has also completed and submitted the market appraisal report in conjunction with the Subdivision Application.

Legacy is now looking to finalize this process and complete the application so that we can remove the land from the Co-ownership corporation and make use of the land. This intent for use of this land has remained consistent, to allow for residential use.

Legacy supports the Alternate Conditions of Approval suggested by Administration to allow for subdivision.

Thank you for your time and consideration on this file.

Kindest Regards,

Barrett Gervan
Director – Legacy at Elbow Valley Ltd.

ELGART LAW

March 26, 2025

Sent By Electronic Mail

Rocky View County

Legislative Services
262075 Rocky View Point
Rocky View County, AB, T4A 0X2

Dear Members of Council:

Re: PL20190105 – Subdivision Application NW-10-24-3-W5M (the “NW10”)

Please accept this submission on behalf of our clients, Kathi and Vernon Pointen (the “Pointens”) regarding the subject subdivision application.

The Pointens support Legacy’s right to apply to subdivide Lot 1 from the NW10. However, the application fails to provide direct legal and physical access to the NW10 remainder (the “Remainder”),¹ which will be conveyed to the Pointens following subdivision.

The Pointens request direct legal and physical access from a developed County road. The Remainder will continue to be used for the Pointens’ ranching operation. Their family members also intend to develop complementary uses and understand the Springbank Off-stream Reservoir may expand future uses for the flood fringe area.

While County Administration has recommended refusal, it has also provided an alternative of approval with a mutual approach and an easement over Lot 1 to provide access to the Remainder. Unfortunately, easement access is not acceptable to the Pointens.

The agreements that grant Legacy the right to subdivide the NW10 also require:

- Separate titles to be conveyed to Legacy and the Pointens following subdivision. An easement would bind the resulting titles together in perpetuity. Easement access would also impair the Remainder’s utility, value, and future marketability, and can be expected to spawn disputes and litigation.
- Legacy to bear all subdivision costs, which includes the costs of providing physical access to the subdivided lots.² The NW10 has direct physical access to a County road, and the Remainder requires equivalent access. However, none is proposed.

The Pointens request that Council ensure direct legal and physical access to the Remainder.

¹ Matters Related to Subdivision and Development Regulation sections 9 (e) and 11.

² Additionally, County Policy 406, which authorizes cost recoveries, was approved the year after the parties’ 2004 Options Agreement. It has no application to this application.

Options

Four viable options appear to be available for this subdivision:

1. **Approve** the subdivision and **require Legacy to develop the RR33 extension and an approach** to the Remainder. This is within Legacy's contractual rights and requires no further agreement or process. [In 2019, County Engineering provided this requirement in circulation comments. Following Legacy's advocacy, the County agreed that a RR33 extension was not ideal because of the steep grade. Because of the grade, Legacy's predecessor had proposed to realign RR33.]
2. **Approve** the subdivision of a **revised Lot 1** and **require Legacy to develop and dedicate a 20-metre wide east-west County standard road, along with a turnaround, and an approach** to the Remainder.³ This is within Legacy's contractual rights and requires a zoning amendment to allow a smaller Lot 1.
3. **Approve** the subdivision of a **revised Lot 1** and **require the inclusion of a 20-metre wide east-west panhandle** in the Remainder. This would require an agreement under which the Pointens would acquire the panhandle, and Legacy would construct and fund perpetual maintenance of an all-weather County standard road within it. It would also require a zoning amendment to allow a smaller Lot 1.
4. **Table** the subdivision **pending the Court's determination** of whether the parties' agreements allow Legacy to compel the Pointens to accept easement access and to encumber the Remainder. This would require Legacy to apply to the Court for an interpretation of the agreements.

The Pointens support any of these options. We will be available at the subdivision meeting to answer any questions that may arise.

Thank-you for considering this submission.

Respectfully,

ELGART LAW



Churyl Elgart

³ Per County Engineering, this is the only location with a sub-15% grade – other than the existing onsite path, which cuts diagonally through Lot 1.

ATTACHMENT E: POLICY REVIEW

Definitions		
Consistent	Generally Consistent	Inconsistent
Clearly meets the relevant requirements and intent of the policy.	Meets the overall intent of the policy and any areas of inconsistency are not critical to the delivery of appropriate development.	Clear misalignment with the relevant requirements of the policy that may create planning, technical or other challenges.

Rocky View County / City of Calgary Intermunicipal Development Plan (IDP)	
Introduction	
1.0	<i>The Plan Area, shown in Map 1, is divided into two parts:</i> <ol style="list-style-type: none"> 1. <i>The Policy Area contains areas immediately adjacent to the shared border. The policies contained in this plan apply in this area, including the circulation and referral process as described in Section 15.1; and</i> 2. <i>The second part of the Plan Area is the Notification Zone which is not immediately adjacent to the shared boundary but is an important area for intermunicipal communication. The Notification Zone provides The City of Calgary with the opportunity to comment on land use policies and applications circulated from Rocky View County. Although the policies of this plan do not apply to the Notification Zone, The City of Calgary is encouraged to provide comment with respect to issues affecting the Notification Zone.</i>
Consistent	The application was circulated to the city in accordance with Map 1, as subject parcel is located within the notification zone identified in proximity to the Elbow River. Although the policies of this Plan do not apply to the Notification Zone, the city of Calgary has been provided the opportunity to comment accordingly. Comments have been addressed within the report.

Municipal Development Plan (County Plan)	
Managing Residential Growth – Agricultural Area	
5.10	<i>Residential development in the agricultural area shall be guided by the goals and policies of this Plan.</i>
Inconsistent	The application is inconsistent with the relevant policies of Section 8.0 and 10.0 as further outlined below, therefore does not comply with policy 5.10. The subject parcel does not meet the definition of a first parcel out, no new or distinct agricultural operation is proposed, and the application cannot be considered under fragmented quarter section provisions of the plan as there are fewer than 6 parcels less than 24.7 acres in size within the quarter.
5.11	<i>Support first parcel out residential and agricultural subdivision in the agricultural area as per the policies of this Plan (section 8).</i>
Not Applicable	The subject parcel is located within a quarter section which does not meet the definition of a previously unsubdivided quarter section.
Agriculture – First Parcel Out	
8.17	<i>A subdivision to create a first parcel out that is a minimum of 1.60 hectares (3.95 acres) in area should be supported if the proposed site:</i> <ol style="list-style-type: none"> a. <i>meets the definition of a first parcel out;</i> b. <i>has direct access to a developed public roadway;</i> c. <i>has no physical constraints to subdivision;</i>

	<p>d. <i>minimizes adverse impacts on agricultural operations by meeting agriculture location and agriculture boundary design guidelines; and</i></p> <p>e. <i>the balance of the un-subdivided quarter section is maintained as an agricultural land use.</i></p>
Not Applicable	The subject lands do not meet the definition of an unsubdivided quarter section due to previous registration of the Mountain River Estates subdivision - Plan No. 681LK.
Agriculture – Redesignation and Subdivision for Agricultural Purposes	
8.18	<p><i>Redesignation and subdivision to smaller agriculture parcels as a new or distinct agricultural operation may be supported. Proposals will be evaluated on the following criteria:</i></p> <p>a. <i>A similar pattern of nearby small agricultural operations;</i></p> <p>b. <i>A planning rationale justifying why the existing land use and parcel size cannot accommodate the new or distinct agricultural operation;</i></p> <p>c. <i>A demonstration of the need for the new agriculture operation;</i></p> <p>d. <i>An assessment of the proposed parcel size and design, to demonstrate it is capable of supporting the new or distinct agricultural operation. Site assessment criteria include:</i></p> <p>i. <i>suitable soil characteristics and topography;</i></p> <p>ii. <i>suitable on-site infrastructure for the proposed use. Required infrastructure may include access areas, water wells, irrigation and sewage infrastructure, and manure management capability; and</i></p> <p>iii. <i>compatibility with existing uses on the parent parcel and adjacent lands;</i></p> <p>e. <i>An assessment of the impact on, and potential upgrades to, County infrastructure; and</i></p> <p>f. <i>An assessment of the impact on the environment including air quality, surface water, and groundwater.</i></p>
Not Applicable	The application does not contemplate the creation of a new or distinct agricultural operation – the proposed parcel size, configuration, and land use designation (R-RUR p3.4) does not support intensive agricultural operations.
Country Residential Development – Country Residential Communities	
10.1	<i>Development within Greater Bragg Creek, Bearspaw, North and Central Springbank, Elbow Valley, Balzac East (Sharp Hills/Butte Hills), Cochrane North, and Glenbow Ranch shall conform to their relevant area structure plan.</i>
Inconsistent	The subject lands are partially located within the recently adopted Springbank ASP. Review of the relevant policies pertaining to the application is further outlined below.
10.2	<i>Country residential development in the agriculture area shall be guided by the goals and policies of this Plan.</i>
Inconsistent	The subject lands are partially located within the agricultural area of the County (Map 1). The application does not align with the County’s environmental, fiscal, and community goals.
10.4	<i>Country residential development shall address the development review criteria identified in section 29.</i>
Inconsistent	In accordance with policy 29.1, the subject application does not meet the technical requirements of the Servicing Standards, therefore conflicting with Policy 10.4.
Country Residential Development – Fragmented Country Residential Areas	
10.13	<p><i>Subdivision of residential lots or small agricultural parcels within a fragmented quarter section may be supported if:</i></p> <p>a. <i>a lot and road plan acceptable to the County has been provided;</i></p> <p>b. <i>the application area has the appropriate land use designation; and</i></p> <p>c. <i>the conditions of subdivision implement the lot and road plan.</i></p>

Not Applicable	The subject lands do not meet the definition of a Fragmented Quarter Section, therefore further development should be evaluated pursuant to the Agricultural goals and policies of the Plan.
Reserves – Municipal, School, and Community Reserves	
13.4	<i>Reserves should be provided to the maximum amount allowed by the Municipal Government Act.</i>
Generally Consistent	Should the Subdivision Authority be minded to approve the application, the provision of Municipal Reserve in accordance with the Municipal Government Act shall be provided as cash-in-lieu payment equivalent to 10% of the value as stipulated in the submitted appraisal.
Transportation Road Planning and Development	
16.7	<i>New development shall make use of and extend the existing transportation network/infrastructure.</i>
Inconsistent	The proposed parcel configuration does not include access to a developed County road for the remainder Lot 2. The extension of existing County infrastructure (Range Road 33) to support the proposal is not feasible due to topographical constraints (Attachment A) as well as environmental considerations – proximity to the Elbow River and identified Floodway.
Transportation – Road Access	
16.13	<i>Residential redesignation and subdivision applications should provide for development that:</i> <i>a. provides direct access to a road, while avoiding the use of panhandles;</i> <i>b. minimizes driveway length to highways/roads;</i> <i>c. removes and replaces panhandles with an internal road network when additional residential development is proposed; and</i> <i>d. limits the number and type of access onto roads in accordance with County Policy.</i>
Inconsistent	The only viable alternative to extension of Range Road 33 which provides direct frontage to a developed County Road for both of the proposed lots is discouraged as it would involve amending the parcel configuration to include a panhandle for access to the remainder Lot 2.
Utility Services – Water Supply	
17.6	<i>Water well performance and deliverability testing shall be required of all development relying on ground water, in accordance with the requirements of the Water Act.</i>
Generally Consistent	Proof of groundwater availability would be considered through the conditions of subdivision approval in alignment with the alternate direction (Attachment F).
Utility Services – Wastewater Management	
17.11	<i>Wastewater treatment systems shall not exceed the land's carrying capacity; in developing such systems, consideration shall be given to the following requirements:</i> <i>a. Development proponents shall assess the land's carrying capacity to determine system requirements in accordance with County Policy. The type of private on-site wastewater treatment system will be dependent on lot density, lot size, and soil capability.</i> <i>b. Construction and connection to a regional or decentralized wastewater treatment system shall be required when the density of development exceeds thresholds identified in County Policy.</i>

Generally Consistent	The application provided a Level 4 PSTS assessment identifying the suitability and capacity of the land to support wastewater treatment for the proposed Lot 1. The report has been evaluated by Administration (Attachment C) and no concerns are outstanding.
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Bylaw C-8568-2024 - Springbank Area Structure Plan	
Land Use Policies – Residential	
8.03	<i>Lands suitable for residential development are classified into two categories: Infill residential and New residential with defined boundaries as shown on Map 6. a) in accordance with Policies 26.19 and 26.20, the County will review the defined boundaries of the above residential categories and amend the areas as necessary.</i>
Generally Consistent	The portion of the subject lands within the Springbank ASP is identified within the New Residential classification area shown on Map 6.
8.06	<i>The use of panhandles to provide access to residential parcels is discouraged and shall only be permitted if it can be demonstrated that there are no other viable alternatives to access a single proposed lot.</i>
Inconsistent	The extension of the adjacent Range Road 33 in this area may not be feasible due to topographical constraints. Construction in this proximity to identified floodway of the Elbow River may negatively impact an environmentally sensitive area. Given the topographical constraints noted, a panhandle configuration providing access to the remainder Lot 2 may be permitted in this instance. The proposed parcel configuration does not provide direct access to County Road for the remainder 58.09 ha (143.54 ac) parcel.
8.12	<i>A conceptual scheme is not required for agricultural development or residential development within the New Residential Areas as identified on Map 6: Land Use Strategy when all of the following conditions are met: a) direct road access is available, without the use of a panhandle; b) one (1) lot is being created from the parent parcel in place at time of adoption of this Plan; c) the proposed lot is ± 0.8 ha (± 1.98 acres) or greater in size; and d) the creation of the new lot will not adversely affect or impede future subdivision of the balance lands.</i>
Inconsistent	The application aligns with parts b) and c) as the creation of one lot exceeding the size restriction is contemplated. However, the application does not align with parts a) and d) as direct road access is not available for the proposed remainder Lot 2 without the use of a panhandle configuration, and the remainder Lot 2 is not supported to be developed due to being located entirely within the Floodway identified on Map 9.
8.20	<i>With the exception of subdivisions which meet the criteria in Policy 8.12, no land use redesignation, subdivision, or development within the lands identified as New Residential on Map 6 will occur unless a conceptual scheme in accordance with the provisions of this Plan, is approved by Council, and is appended to the Plan.</i>
Inconsistent	The proposed subdivision does not meet the criteria of Policy 8.12.
Land Use Policies – Flood Risk Management	
25.01	<i>No development in the Plan area shall take place within the floodway or flood fringe of the Bow and Elbow River, with the following exceptions: a) essential roads and bridges that have to cross the flood risk area; b) flood or erosion protection measures or devices;</i>

	<ul style="list-style-type: none"> c) <i>pathways that are constructed level with the existing natural grades;</i> d) <i>recreation facilities, provided there are no buildings, structures, or other obstructions to flow within the floodway; and</i> e) <i>essential utility infrastructure that has to be located in the flood risk area for operational reasons.</i>
Inconsistent	The application effectively creates a lot (remainder Lot 2) which is located exclusively within the identified Floodway on Map 9, therefore any proposed development within the boundaries of Lot 2 would be within the Floodway. The extension of Range Road 33 in this area is not desirable due to topographical constraints, and proximity to environmentally significant features of the Elbow River.
Implementation	
26.03	<p><i>When considering applications for subdivision approval, the County should evaluate tentative plans of subdivision in terms of the following considerations:</i></p> <ul style="list-style-type: none"> a) <i>the natural condition of the lands proposed for subdivision and the manner in which these conditions (i.e. topography, environmentally sensitive areas, etc.) have been integrated into the design of the tentative plan of subdivision;</i> b) <i>the serviceability of the proposed parcels by private and public utilities;</i> c) <i>the suitability of each of the proposed parcels to accommodate a building site of sufficient area to permit the development of a residential building and ancillary structures;</i> d) <i>the context of the lands proposed for subdivision and the compatibility of the proposed design with adjacent lands including, but not limited to, site conditions, parcel sizes, visual impact, etc.;</i> e) <i>the intensification potential of the Tentative Plan of Subdivision and the flexibility of the proposed design to accommodate future subdivision;</i> f) <i>the conformity of the Tentative Plan of Subdivision with any local plan prepared and/or adopted pursuant to the provisions of this Plan;</i> g) <i>the design of the proposed road system having regard for Municipal Engineering Standards and integration with the Municipal and Provincial road hierarchy;</i> h) <i>conformity to this Plan, which may necessitate an amendment to the Plan; and</i> i) <i>any other matter referenced within this Plan or deemed appropriate by the County.</i>
Inconsistent	The environmental and topographical context in the area suggests limited potential for development without impacting environmentally sensitive areas. The proposed parcel configuration presents access challenges as discussed above and is therefore not supported by Administration. There is insufficient evidence to suggest a buildable area exists on the remainder lot, and the Subdivision Authority may determine the suitability of the proposed access strategy for the remainder parcel through easement registration.

Land Use Bylaw C-8000-2020	
Residential, Rural Residential District (R-RUR p3.4)	
319	<p>MINIMUM PARCEL SIZE:</p> <ul style="list-style-type: none"> a) 1.6 ha (3.95 ac) b) The minimum size of parcels designated with the letter “p” is the number indicated on the Land Use Map

	c) Notwithstanding b), the number following the “p” shall not be less than 1.6 ha (3.95 ac)
Consistent	The proposed 3.42 hectare (\pm 8.46 acre) Lot 1 meets the minimum parcel size requirement of 3.4 hectares.
Agricultural, General District (A-GEN)	
305	<i>MINIMUM PARCEL SIZE</i> a) <i>An un-subdivided Quarter Section</i> b) <i>The portion created and the portion remaining after registration of a First Parcel Out subdivision</i> c) <i>The portion of a parcel remaining after approval of a redesignation and subdivision provided the remainder is a minimum of 20.23 ha (50.00 ac)</i>
Consistent	The proposed remainder Lot 2 58.09 hectares (\pm 143.54 acres) meets the minimum size requirement of the A-GEN district.

Municipal Government Act	
Approval of [subdivision] Application	
654(1)	<i>A subdivision authority must not approve an application for subdivision approval unless</i> a) <i>the land that is proposed to be subdivided is, in the opinion of the subdivision authority, suitable for the purpose for which the subdivision is intended,</i> b) <i>the proposed subdivision conforms to the provisions of any growth plan under Part 17.1, any statutory plan and, subject to subsection (2), any land use bylaw that affects the land proposed to be subdivided,</i> c) <i>the proposed subdivision complies with this Part and Part 17.1 and the regulations under those Parts, and</i> d) <i>all outstanding property taxes on the land proposed to be subdivided have been paid to the municipality where the land is located or arrangements satisfactory to the municipality have been made for their payment pursuant to Part 10.</i>
Inconsistent	The subject application does not align with the relevant statutory policy framework as outlined above, therefore conflicting with Section 654(1)(b). The subject land may not be suitable for subdivision under the proposed configuration subject to the Matters Related to Subdivision and Development Regulation and applicable MDP and ASP policies further outlined below.

Matters Related to Subdivision and Development Regulation	
Road Access	
11	<i>Every proposed subdivision must provide to each lot to be created by it</i> a. <i>direct access to a road as defined in section 616(aa) of the Act, or</i> b. <i>lawful means of access satisfactory to the subdivision authority.</i>
Inconsistent	The proposed parcel configuration does not include frontage to a developed County Road for the remainder Lot 2.

ATTACHMENT F: RECOMMENDED CONDITIONS OF APPROVAL

- A. THAT the application to subdivide a \pm 3.42 hectare (8.46 acre) parcel with a \pm 58.09 hectare (\pm 143.54 acre) remainder within NW-10-24-03-W05M, having been evaluated in terms of Section 654 of the *Municipal Government Act* and Sections 9, 18, and 19 of the *Matters Related to Subdivision and Development Regulation*, and the *Municipal Development Plan (County Plan)*, and having considered adjacent landowner submissions, is approved as per the Tentative Plan for the reasons listed below:
1. The application is consistent with the Statutory Policy;
 2. The subject lands hold the appropriate land use designation;
 3. The technical aspects of the subdivision proposal have been considered and are further addressed through the conditional approval requirements.
- B. The Applicant/Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the conditions will be met, in accordance with all County Policies, Standards, and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a qualified professional, licensed to practice in the province of Alberta within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Applicant/Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained.
- C. In accordance with Section 20(1) of the *Matters Related to Subdivision and Development Regulation*, the Subdivision Authority, with authorization from Alberta Transportation and Economic Development on behalf of the Minister of Transportation, varies the requirements of Sections 18 with regards to subdivision approvals within the prescribed distance from a highway right of way.
- D. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application shall be approved subject to the following conditions of approval:

Survey Plans

- 1) Subdivision is to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.
 - a) A Plan of Survey, including the Application number (PL20190105) and Roll number (04710003) of the parcel; and
 - b) Landowner's Consent to Register Plan of Survey.

Site Servicing

- 2) Water is to be supplied by an individual well on Lot 1. The subdivision shall not be endorsed until:
 - a) The Owner has provided a Well Driller's Report to demonstrate that an adequate supply of water is available for Lot 1;

- b) Verification is provided that each well is located within each respective proposed lot's boundaries;
- c) A Well Driller's Report confirming a minimum pump rate of 1.0 IGPM for the new well is provided.

Transportation

- 3) The Owner shall construct a new mutual gravel approach on Range Road 33 road, in accordance with the County Servicing Standards, in order to provide access to Lots 1 & 2.
 - a) Contact County Road Operations for a pre-construction and a post-construction inspection for final acceptance;
 - b) Provide an access right of way plan;
 - c) Prepare and register respective easements on each title, where required.

Developability

- 4) The Owner shall enter into a Development Agreement (Site Improvements/Services Agreement) with the County for Lot 1 and shall include the following:
 - a) Accordance with the Level 4 PSTS Assessment, prepared by Osprey Engineering Inc. (October, 2019).
- 5) Utility Easements, Agreements, and Plans are to be provided and registered to the satisfaction of ATCO Gas.

Municipal Reserves

- 6) The provision of Municipal Reserve, in the amount of 10% of the area of Lot 1, is to be provided by payment of cash-in-lieu, in accordance with the appraisal report provided by CDC Inc., dated July 26, 2019, pursuant to Section 667(1) of the Municipal Government Act.

Payments and Levies

- 7) The Owner shall pay the County Subdivision Endorsement fee, in accordance with the Master Rates Bylaw, for the creation of one (1) new lot.

Taxes

- 8) All taxes owing up to and including the year in which subdivision is to be registered, are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.

E. SUBDIVISION AUTHORITY DIRECTION:

- 1) Prior to final endorsement of the subdivision, the Planning Department is directed to present the Applicant/Owners with a Voluntary Recreation Contribution Form and ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw.




Tentative Plan

Subdivision Proposal

To create a ± 3.424 hectare (± 8.46acre) parcel with a ± 58.09 hectare (± 143.54 acre) remainder.

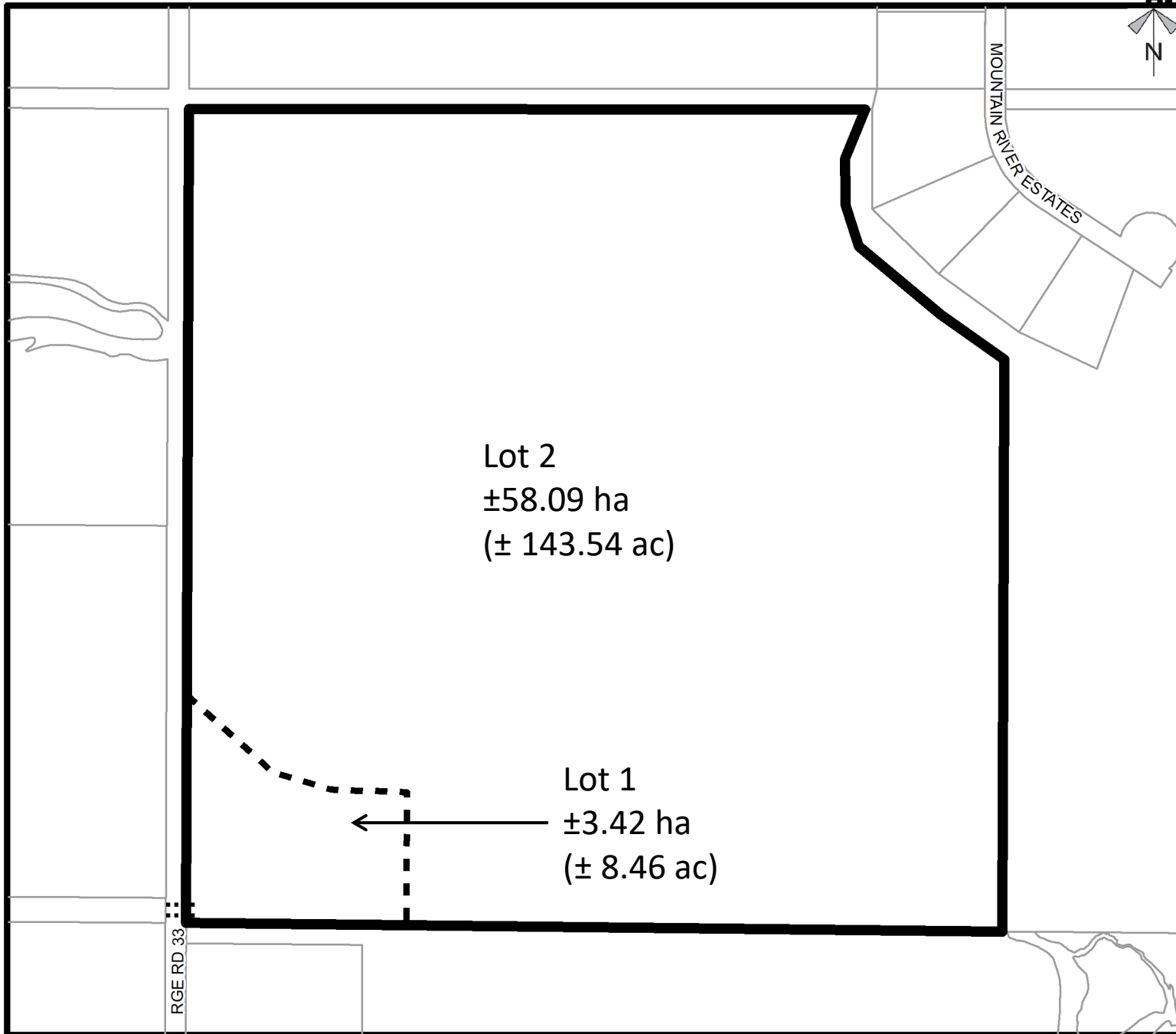
Legend

New Mutual Approach 
*Approximate location

Surveyor's Notes:

1. Parcels must meet minimum size and setback requirements of Land Use Bylaw C-8000-2020.
2. Refer to Notice of Transmittal for approval conditions related to this Tentative Plan.

Division: 1
Roll: 04710003
File: PL20190105
Printed: 9/19/2024
Legal: A portion of
Municipal District of Rocky View
Page 3 of 5





Subdivision Item: Residential

Electoral Division: 5 Application: PL20240108 / 05335005

Table with 2 columns: Field (Date, Presenter, Department) and Value (April 8, 2025, Oksana Newmen, Senior Planner, Planning)

REPORT SUMMARY

The purpose of this report is to assess a proposed subdivision to create a ± 4.05 hectare (± 10.00 acre) parcel (Lot 1) with a ± 4.02 hectare (± 9.94 acre) remainder (Lot 2) from the subject lands (Attachment A). The application was originally presented to the Subdivision Authority at the December 10, 2024 meeting. Due to the late submission of concerns from the Applicant’s engineer, the Subdivision Authority referred the application back to Administration to allow further investigation:

“MOVED by Councillor Boehlke that the Subdivision Authority refers application PL20240108 back to Administration to reevaluate the submitted stormwater management plan and conditions of approval with a report back to Subdivision Authority by Q2 2025.”

Administration met with the Applicant’s Engineer, as well as the Applicant, and other representatives from the Applicant’s team. As a result of those discussions, Administration finds that the originally submitted stormwater management plan is sufficient, and no revisions are necessary. A condition of approval requiring a site improvement/services agreement has been added to implement the conditions of the stormwater management report.

The application was evaluated in accordance with the Municipal Government Act, Matters Related to Subdivision and Development Regulation, Municipal Development Plan (County Plan), and the Land Use Bylaw.

The application aligns with Section 5.0 (Managing Residential Growth Areas), Section 7.0 (Environmental), Section 8.0 (Agriculture), Section 10.0 (Country Residential), Section 13 (Reserves), Section 16 (Transportation), and Section 17 (Utility Services) of the County Plan.

The proposed ±4.05 hectare (±10.00 acres) parcel sizes comply with the Land Use Bylaw as the proposed parcel meets the minimum size restriction of 4.0 hectares as required by the R-RUR p4.0 designation.

Council is the Subdivision Authority for the subject application due to landowner opposition, in accordance with Section 5(2) of the Subdivision Authority Bylaw (C-8275-2022).

ADMINISTRATION’S RECOMMENDATION

THAT the Subdivision Authority approves application PL20240108 with the conditions noted in Attachment F.

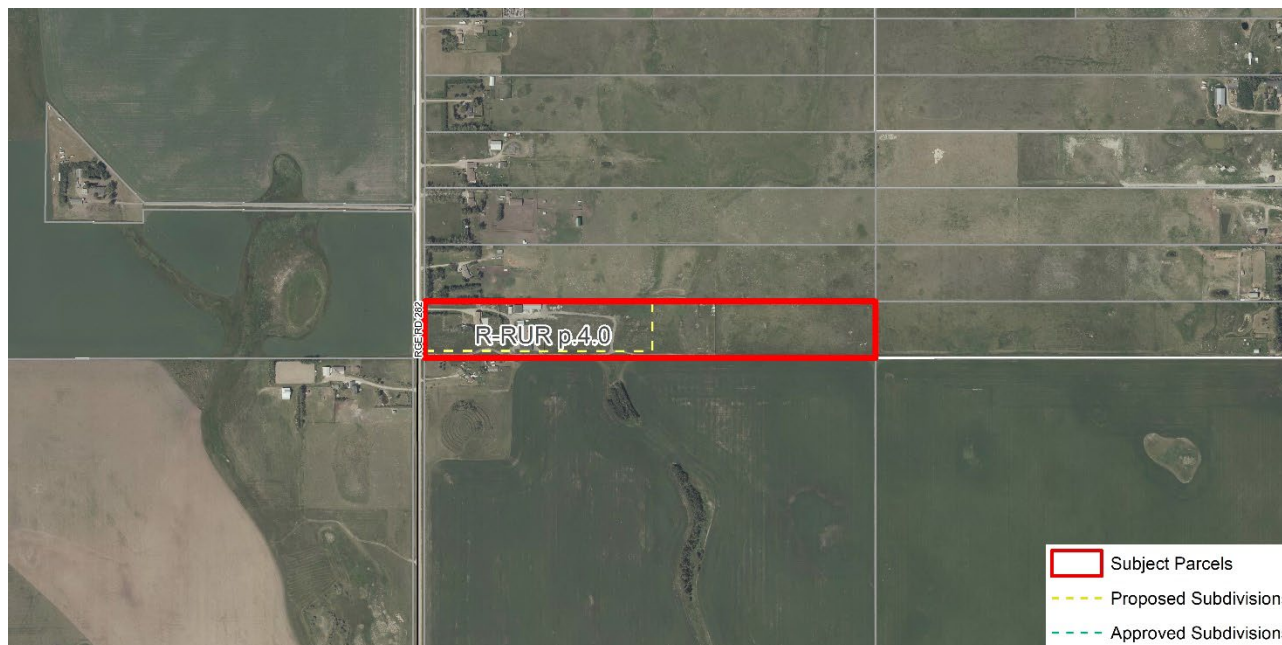


Subdivision Item: Residential

BACKGROUND

Location (Attachment A)

Located approximately 1.61 kilometres (1 mile) north of Highway 564 and on the east side of Range Road 282.



Site History (Attachment B)

On December 10, 2024, the Subdivision Authority heard the application at its regularly scheduled meeting. In the days prior to the meeting, the Applicant's Engineer, who prepared the stormwater management report, submitted comments suggesting the results of the report were based on different information as provided by the landowner. Specifically, pertaining to the size of the proposed house. The Subdivision Authority directed Administration to reevaluate the submitted stormwater management plan and conditions of approval, reporting back by second quarter 2025.

Administration met with the Applicant's Engineer, as well as the Applicant, and other representatives from the Applicant's team. As a result of those discussions, Administration finds that the submitted stormwater management plan is sufficient, and no revisions are necessary. To support the requirements of the report, a condition of approval has been added to require a site improvement/services agreement to implement the conditions of the stormwater management report.

On May 9, 2023, Council approved Bylaw C-8303-2022 to redesignate the subject lands from Agricultural, Small Parcel District (A-SMLp8.1) to Residential, Rural District (R-RUR p4.0) to facilitate future subdivision of one new lot.

The subject land is approximately 8.1 hectares (20.0 acres) and the site contains an existing dwelling and accessory buildings towards the western portion of the land. The large shop is on the proposed property line, with no setbacks, rendering the building legally non-compliant.

The site is located within a fragmented quarter section consisting of smaller agricultural parcels. There are two existing accesses, one at each of the northern and southern ends. The Applicant completed a lot and road plan as part of the redesignation application, which shows a potential future road being reserved along the southern property boundary from the southern access. As such, a road acquisition agreement would be required for future access planning. An encroachment agreement would likely be necessary should a future roadway be required.

The lands contain a large wetland, part of a greater wetland complex in the area.

Subdivision Item: Residential

Intermunicipal and Agency Circulation (Attachment C)

The application was circulated to all necessary internal and external agencies.

Alberta Forestry & Parks, Lands Division noted that wetlands and an unnamed watercourse may be impacted, and noted that wetlands should be avoided, and a minimum six metre environmental reserve is required. As such, a condition requiring establishment of an environmental reserve, and an advisory condition regarding wetland protection have been provided.

Landowner Circulation (Attachment D)

The application was circulated to 69 adjacent landowners in accordance with the *Municipal Government Act* and County Policy C-327 (Circulation and Notification Standards); no letters in support, and five letters from four parties in opposition were received.

ANALYSIS

Policy Review (Attachment E)

The application was reviewed pursuant to the *Municipal Government Act*, Matters Related to Subdivision and Development Regulation, Municipal Development Plan (County Plan), and the *Land Use Bylaw*. Council found the redesignation application consistent with relevant policies in May 2023, and the subdivision conforms with the required policy documents.

The application was determined to be consistent with the policies of the County Plan, specifically Section 5.0 (Managing Residential Growth Areas), Section 7.0 (Environmental), Section 8 (Agriculture), Section 10.0 (Country Residential), Section 13 (Reserves), Section 16 (Transportation), and Section 17 (Utility Services).

Both of the proposed parcels comply with the *Land Use Bylaw* as the proposed parcels exceed the minimum size restriction of 4.0 hectares (9.88 acres), as required by the R-RUR p4.0 designation. The panhandle access to the proposed Lot 2 parcel would result in the existing shop having an 0.11 metre (0.36 ft.) setback to the new property line, should the subdivision be approved. The eaves for this structure would encroach into the proposed Lot 2's panhandle by 0.33 metres (1.08 ft.). As such, the survey would be required to ensure that the building, including eaves, be included in the entirety of Lot 1.

Proposed Lot 1 has three other existing structures that do not meet the minimum side yard setback distances outlined in the R-RUR designation. These structures were in place prior to the current setback requirements and as such are considered a legal non-conforming to the requirements of the *Land Use Bylaw*.

In accordance with section 654(2) of the *Municipal Government Act*, a Subdivision Authority may approve an application that does not align with the *Land Use Bylaw*, so long as the subdivision would not unduly interfere with the amenities of the neighbourhood, or materially interfere with or affect the use, enjoyment, or value of neighbouring parcel of land; and the proposed subdivision conforms with the use prescribed for that land in the *Land Use Bylaw*, in the opinion of the Subdivision Authority.

COMMUNICATIONS / ENGAGEMENT

Consultation was conducted in accordance with statutory requirements and County Policy C-327.

IMPLICATIONS

Financial

No financial implications identified at this time.

Subdivision Item: Residential

STRATEGIC ALIGNMENT

As per Section 5(2) of the *Subdivision Authority Bylaw* (C-8275-2022), Council, in their role as the Subdivision Authority, is the decision-making authority due to landowner opposition.

ALTERNATE DIRECTION

No alternative options have been identified for the Subdivision Authority’s consideration.

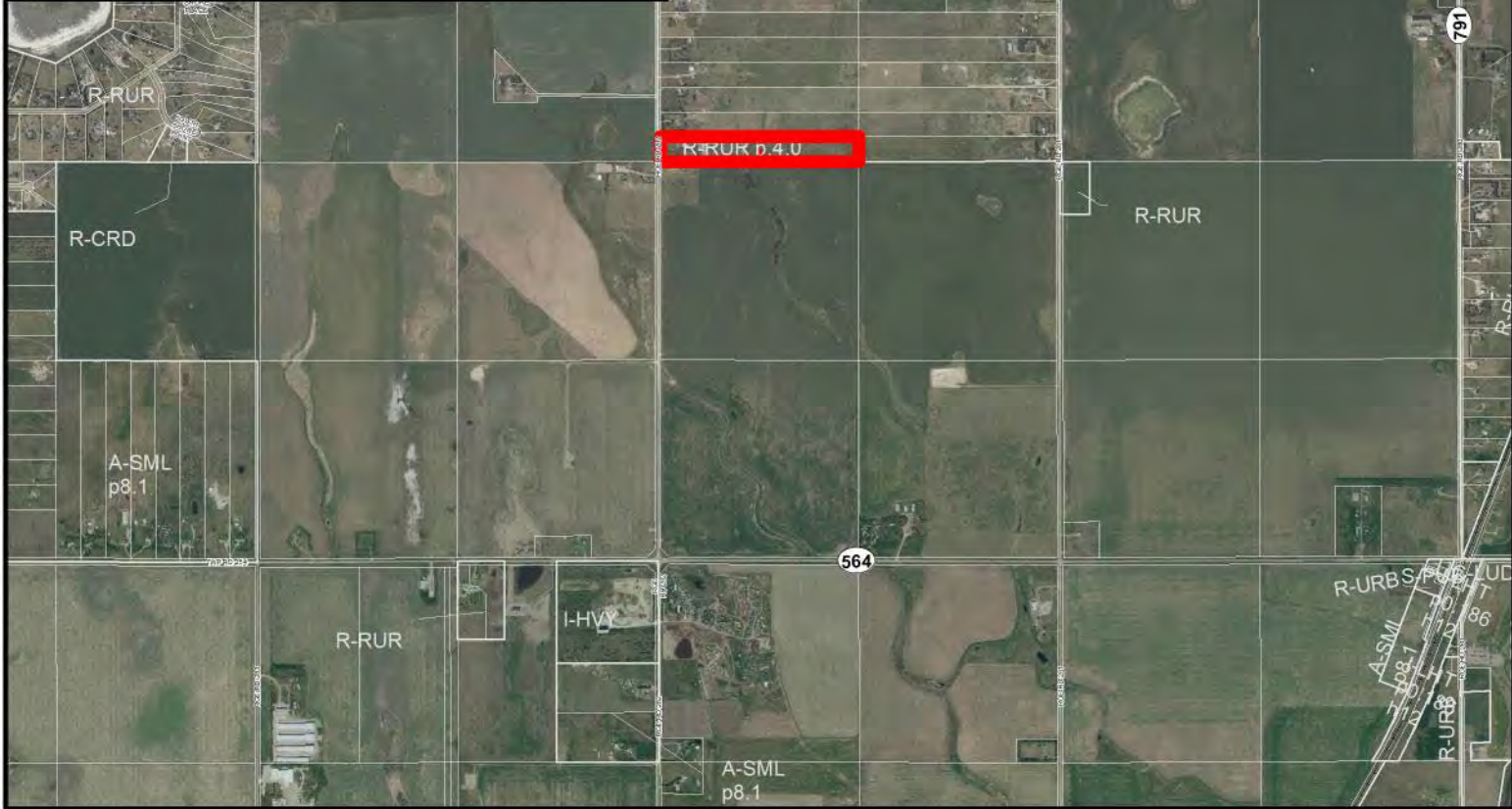
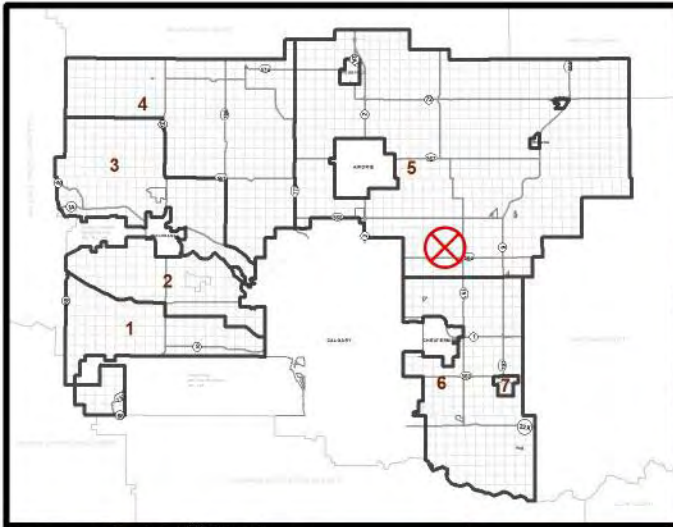
ATTACHMENTS

- Attachment A: Map Set
- Attachment B: Application Information
- Attachment C: Application Referral Responses
- Attachment D: Public Submissions
- Attachment E: Policy Review
- Attachment F: Recommended Conditions of Approval
- Attachment G: Letter Submitted by Applicant’s Engineer Van Ridout

APPROVALS

Manager:	Dominic Kazmierczak, Executive Director, Community Services
Acting Executive Director:	Dominic Kazmierczak, Executive Director, Community Services
Chief Administrative Officer:	Reegan McCullough, Chief Administrative Officer

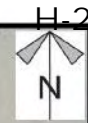




Location & Context

To create a ± 4.05 hectare (± 10.00 acre) parcel (Lot 1) with a ± 4.02 hectare (± 9.94 acre) remainder.

Division: 5
Roll: 05335005
File: PL20240108
Printed: 6/4/2024
Legal: A portion of
SW 35 31 38 of 342



Development Proposal

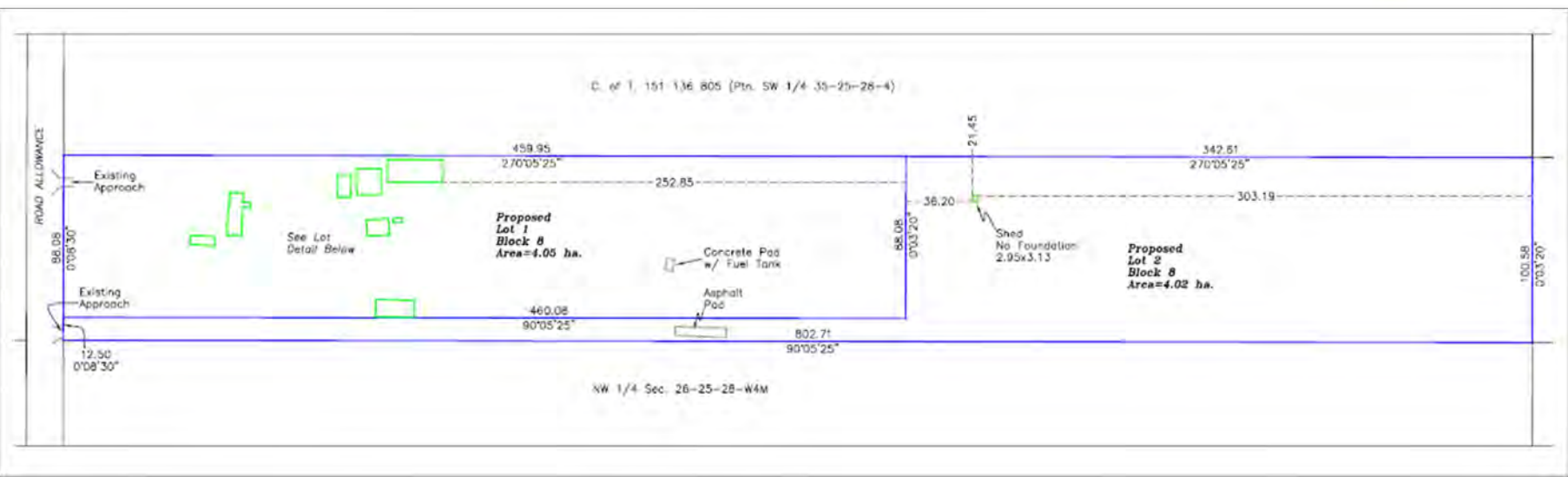
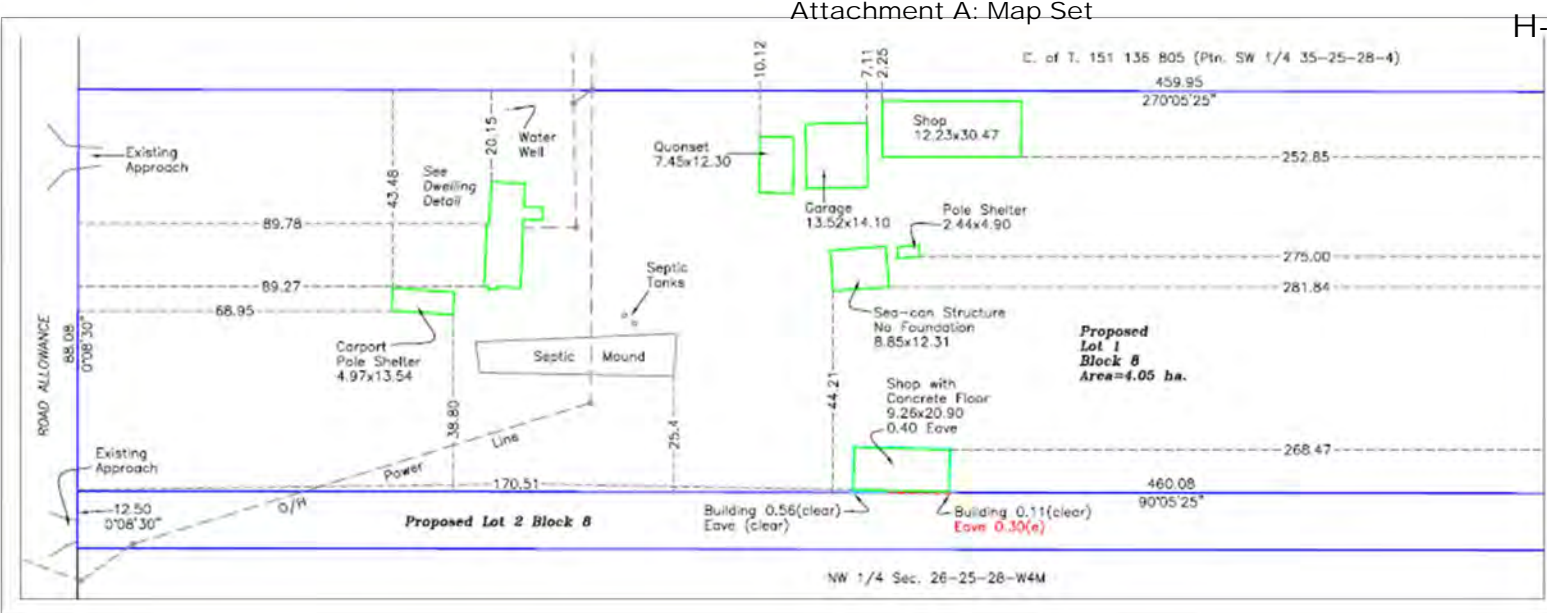
To create a ± 4.05 hectare (± 10.00 acre) parcel (Lot 1) with a ± 4.02 hectare (± 9.94 acre) remainder.

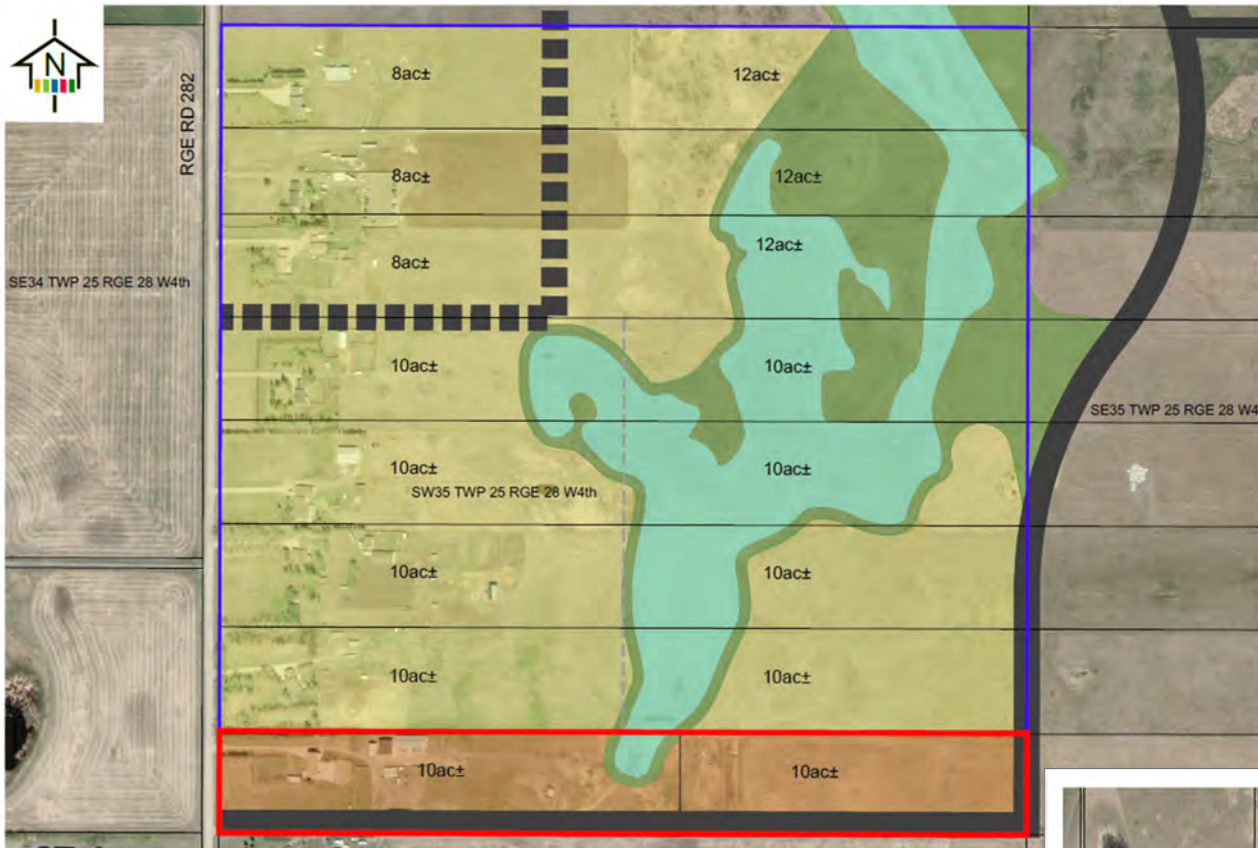




Existing Site Plan

To create a ± 4.05 hectare (± 10.00 acre) parcel (Lot 1) with a ± 4.02 hectare (± 9.94 acre) remainder.



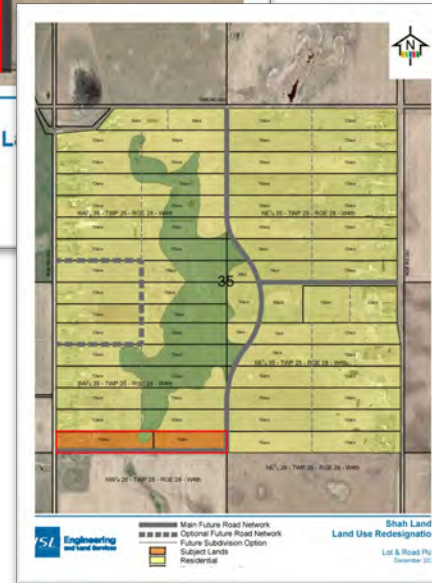


Lot and Road Plan

To create a ± 4.05 hectare (± 10.00 acre) parcel (Lot 1) with a ± 4.02 hectare (± 9.94 acre) remainder.



- Subject Lands Area
- Lot and Road Plan Area
- Residential Landuse
- Existing Wetland Complex
- Existing Wetland
- Future Subdivision Option
- Main Future Road Network
- Optional Future Road Network



Division: 5
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Legal: A portion of
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Environmental

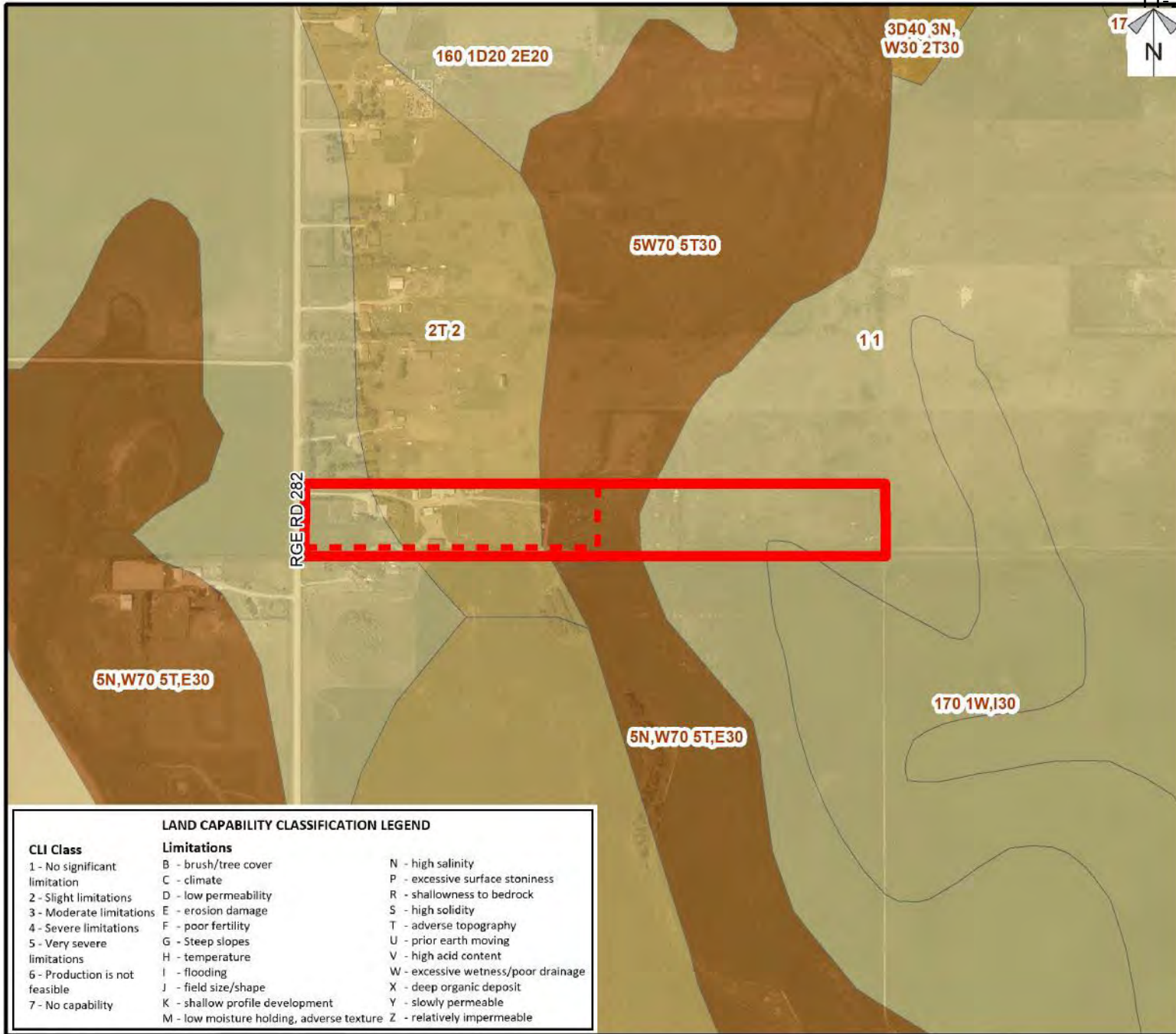
To create a ± 4.05 hectare (± 10.00 acre) parcel (Lot 1) with a ± 4.02 hectare (± 9.94 acre) remainder.



Legend

-  Subject Lands
-  Contour - 2 meters
-  Riparian Setbacks
-  Alberta Wetland Inventory
-  Surface Water

Division: 5
Roll: 05335005
File: PL20240108
Printed: 6/4/2024
Legal: A portion of
S1/4 35 178 of 342
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Soil Classifications

To create a ± 4.05 hectare (± 10.00 acre) parcel (Lot 1) with a ± 4.02 hectare (± 9.94 acre) remainder.

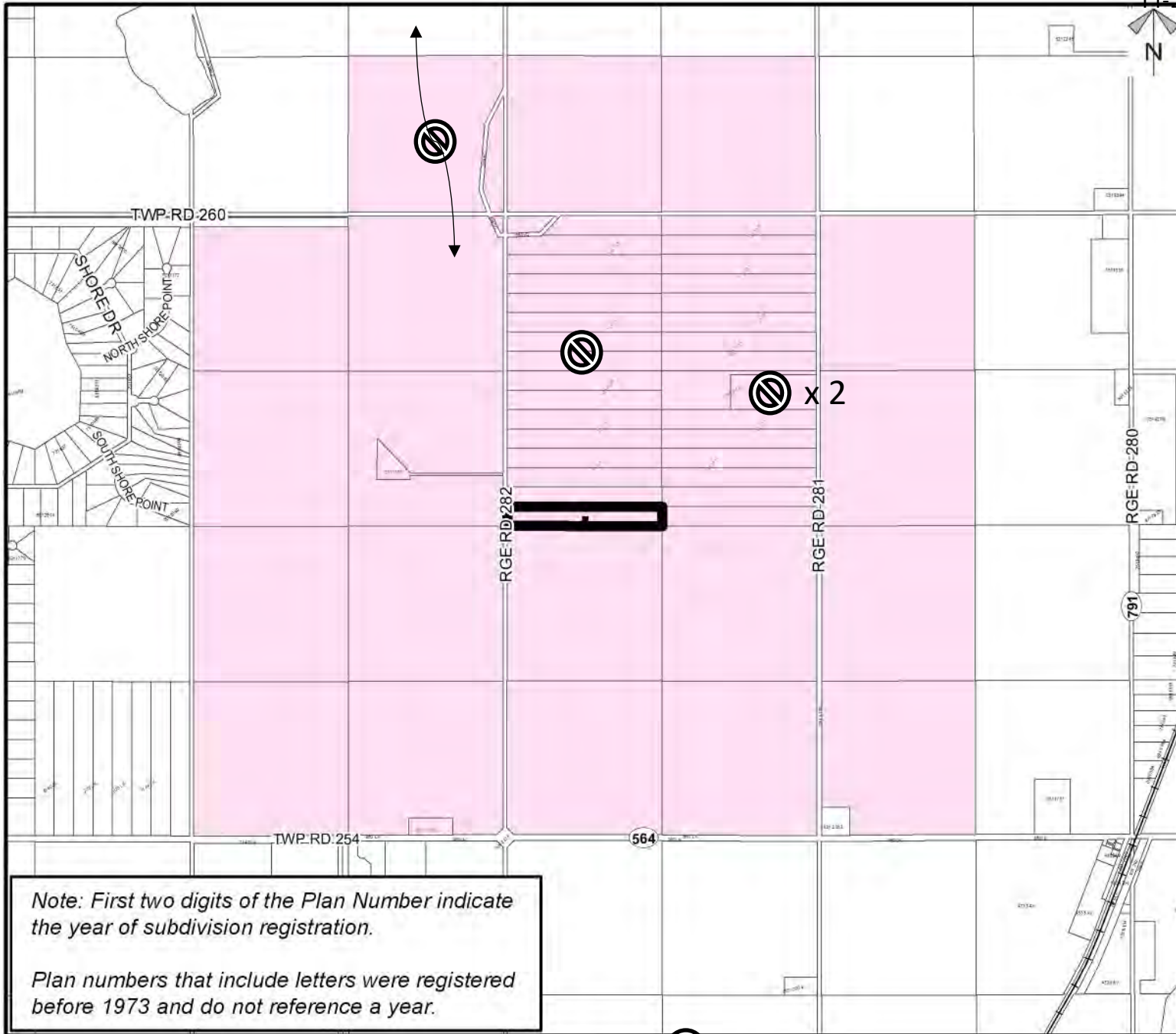
LAND CAPABILITY CLASSIFICATION LEGEND

CLI Class	Limitations	
1 - No significant limitation	B - brush/tree cover	N - high salinity
2 - Slight limitations	C - climate	P - excessive surface stoniness
3 - Moderate limitations	D - low permeability	R - shallowness to bedrock
4 - Severe limitations	E - erosion damage	S - high solidity
5 - Very severe limitations	F - poor fertility	T - adverse topography
6 - Production is not feasible	G - Steep slopes	U - prior earth moving
7 - No capability	H - temperature	V - high acid content
	I - flooding	W - excessive wetness/poor drainage
	J - field size/shape	X - deep organic deposit
	K - shallow profile development	Y - slowly permeable
	M - low moisture holding, adverse texture	Z - relatively impermeable



Landowner Circulation Area

To create a ± 4.05 hectare (± 10.00 acre) parcel (Lot 1) with a ± 4.02 hectare (± 9.94 acre) remainder.



Note: First two digits of the Plan Number indicate the year of subdivision registration.

Plan numbers that include letters were registered before 1973 and do not reference a year.

Legend

- Support
- Not Support

Division: 5
Roll: 05335005
File: PL20240108
Printed: 6/4/2024
Legal: A portion of
Plan 2531981/0342
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ATTACHMENT B: APPLICATION INFORMATION

APPLICANT/OWNERS: ISL Engineering and Land Services (Sue Paton) / Rehana Shah	DATE APPLICATION RECEIVED: May 31, 2024
GROSS AREA: ±8.07 hectares (±19.94 acres)	LEGAL DESCRIPTION: SW-35-25-28-W04M
Pre-Application Meeting Held: <input checked="" type="checkbox"/>	Meeting Date: September 8, 2023
SOILS (C.L.I. from A.R.C.): 1 1 – No significant limitation. 2T 2 – Slight limitations due to adverse topography. 5W70 5T30 – Very severe limitations due to excessive wetness/poor drainage and adverse topography.	
HISTORY: May 9, 2023: Council approved redesignation from A-SML p.8.1 to R-RURp4.0 to allow for future subdivision into two approximately 10 acre parcels. Fragmentation of the quarter section to Agricultural Holdings occurred in the 1970's.	
TECHNICAL REPORTS SUBMITTED: <ul style="list-style-type: none"> • Biophysical Impact Assessment (Final) (October 9, 2022) • Level 1 Groundwater Supply Evaluation (December 23, 2021) • Level 4 Model Process Assessment (February 7, 2022) • Conceptual Engineered Wetland Road Crossing Design Approach (January 30, 2021) 	
APPEAL BOARD: Land and Property Rights Tribunal	

ATTACHMENT C: APPLICATION REFERRAL RESPONSES

AGENCY	COMMENTS
<i>School Authority</i>	
Rocky View Schools	No response received
Calgary Catholic School District	No concerns
Public Francophone Education	No response received
Catholic Francophone Education	No response received
<i>Province of Alberta</i>	
Alberta Ministry of Environment and Protected Areas	<p data-bbox="488 751 1422 821">Alberta Forestry & Parks, Lands Division has reviewed the proposal and provides the following comments:</p> <p data-bbox="488 835 1471 1066">From reviewing satellite imagery, it appears that wetlands and an unnamed watercourse on the property may be impacted by the subdivision. Under section 3 of the Public Lands Act, the Crown holds right to permanent and naturally occurring bodies of water, rivers, streams, watercourses and lakes. The wetlands should be avoided if the parcel is developed and a minimum 6.0m Environmental Reserve is required to protect the wetland from development.</p> <p data-bbox="488 1087 1495 1381">It is recommended that a permanence assessment be completed for the wetlands and submitted to the Water Boundaries Unit in Edmonton to determine ownership of the wetlands. If the wetland or unnamed watercourse are determined to be Crown claimable under section 3, it should be surveyed out from the parcel of land. An authorization is required under the Public Lands Act to alter, infill or otherwise impact a Crown claimable wetland or watercourse. An approval may also be required under the Water Act. Please see the Alberta Wetland Policy and the Guide for Assessing Permanence of Wetland Basins for further information.</p> <p data-bbox="488 1402 1097 1434">The following links are provided for information:</p> <p data-bbox="488 1455 992 1486">Alberta Wetland Policy Implementation</p> <p data-bbox="488 1507 1276 1539">https://www.alberta.ca/alberta-wetland-policy-implementation</p> <p data-bbox="488 1560 1162 1591">Guide for Assessing Permanence of Wetland Basins</p> <p data-bbox="488 1612 1382 1738">https://open.alberta.ca/dataset/02b938d2-a26b-41e8-b343-602b4b6c0c57/resource/98b50b87-6ffe-4c32-ae34-c49e2a3c706c/download/2016-assessingpermanencewetlandbasins-feb2016a.pdf</p> <p data-bbox="488 1759 1203 1791">Water Boundaries Crown Determination (2026 April 04)</p> <p data-bbox="488 1812 1463 1906">https://open.alberta.ca/dataset/02b938d2-a26b-41e8-b343-602b4b6c0c57/resource/22091cbe-dc3e-44b8-a229-4a7db83c1cbd/download/waterboundariescrowndetermination-apr2016.pdf</p> <p data-bbox="488 1927 1154 1959">Alberta King's Printer (Public Lands Act, Water Act)</p> <p data-bbox="488 1980 1105 2011">https://kings-printer.alberta.ca/Laws Online.cfm</p>

AGENCY	COMMENTS
Alberta Culture and Community Spirit (Historical Resources)	No response received
Energy Resources Conservation Board	No response received
Alberta Health Services	No concerns
Public Utility	
ATCO Gas	No objection. ATCO Gas' existing and future lines are protected by an existing Utility Right of Way.
ATCO Pipelines	No objections
AltaLink Management	No response received
FortisAlberta	No response received
TELUS Communications	No concerns
TransAlta Utilities Ltd.	No response received
Other External Agencies	
EnCana Corporation	No response received
Internal Departments	
Recreation, Parks, and Community Support	No comments
GIS Services	No response received
Building Services	No response received
Fire Services & Emergency Management	No concerns
Capital and Engineering Services	<p data-bbox="488 1740 602 1766">General:</p> <ul data-bbox="537 1791 1511 2024" style="list-style-type: none"> <li data-bbox="537 1791 1511 1919">• The review of this file is based upon the application submitted. Should the submission material be altered or revised at subsequent development stages these conditions/recommendations may be subject to change to ensure best practices and procedures. <li data-bbox="537 1923 1511 2024">• As per the application, the applicant is proposing to create a ± 4.05 hectare (± 10.00 acre) parcel (Lot 1) with a ± 4.02 hectare (± 9.94 acre) remainder.

AGENCY	COMMENTS
	<ul style="list-style-type: none"> • The applicant submitted a site plan which shows it meeting the requirement of having at least 1 acre of contiguous geotechnical developable area. • No development agreement required as part of the proposed subdivision. No road or serviced connection upgrades are being proposed. <p>Geotechnical:</p> <ul style="list-style-type: none"> • Based on a desktop GIS review, slopes steeper than 15% were not identified on the subject lands. • Engineering has no requirements at this time. <p>Transportation:</p> <ul style="list-style-type: none"> • Access to lot 1 and the remainder lot are provided by existing approaches off Range Road 282. • As a condition of subdivision, the applicant will be required to upgrade the existing approach on the remainder lot to a mutual gravel approach with a minimum width of 7m in accordance with County Servicing Standards. <ul style="list-style-type: none"> ○ The applicant/owner shall contact County Road Operations for a pre-construction inspection of the proposed approach locations. ○ The applicant/owner shall contact Road Operations for a post-construction inspection of the proposed approaches for final acceptance. • As a condition of subdivision, the applicant will be required to upgrade the existing approach on Lot 1 to a gravel approach with a minimum width of 6.1m in accordance with County Servicing Standards. <ul style="list-style-type: none"> ○ The applicant/owner shall contact County Road Operations for a pre-construction inspection of the proposed approach locations. ○ The applicant/owner shall contact Road Operations for a post-construction inspection of the proposed approaches for final acceptance. • The Transportation off-site levy has not yet been collected on the subject lands. The applicant will not be required to pay the transportation offsite levy, as per the applicable TOL bylaw, as the subject lands are greater than 7.41 acres. <p>Sanitary/Waste Water:</p> <ul style="list-style-type: none"> • The applicant has indicated that Lot 1 and the remainder lot will be serviced by individual septic systems. Lot 1 currently has an existing septic system as per the tentative plan. • A Level 4 Model Process Assessment Report was submitted by Western Water Resources Inc. on February 7th, 2022, along with a redesignation application (PL20220014). The report clearly states that the remainder lot is suitable for a PSTS and that there are no apparent encumbrances within this lot. The report states that there is space available for a treatment field receiving primary or secondary treated effluent OR a subsurface treatment system receiving secondary treated effluent. The sizing of the system itself will be calculated and designed for at the building permit stage, when there is a future residence being proposed. <p>Water Supply and Waterworks:</p> <ul style="list-style-type: none"> • The applicant indicated that Lot 1 and the remainder lot will be serviced by water wells. Lot 1 currently has an existing well as per the tentative plan.

AGENCY	COMMENTS
Agriculture & Environment Services	<p>If approved, the application of the Agricultural Boundary Design Guidelines will be beneficial in buffering the residential properties from the agricultural land to the South. The guidelines help mitigate areas of concern including: trespass, litter, pets, noise, providing a visual barrier and concern over fertilizers, dust & normal agricultural practices.</p>

- A Phase 1 Groundwater Supply Evaluation Report was submitted by Western Water Resourced Inc. on December 23, 2021, along with a redesignation application (PL20220014). The report clearly states that the subject lands can sustain an additional water well on the remainder lot and have sufficient groundwater reserves to supply water for future residences within the target quarter section during peak demand periods over the long term. The report also confirms a Total Cumulative Mean Groundwater Production Potential for 24.21 IGPM for the target quarter section.
- As a condition of subdivision, the applicant must provide an Aquifer Testing (Phase II) report in accordance with County Servicing Standards.

Storm Water Management:

- The applicant submitted a Stormwater Management Report (SWMR), prepared by Western Water Resources Inc and dated January 29, 2023. The SWMR considers the subject lands, as well as the expanded lot and road plan for the surrounding area and makes recommendations to mitigate stormwater impacts for both development scenarios.
- Before the council hearing on December 10, 2024, Western Water Resources Inc. raised concerns about the accuracy of the impervious area calculations, specifically questioning whether the house size provided by the applicant would be suitable for the proposed number of bedrooms. However, after further discussion with the applicant and Western Water Resources Inc, it is clear that the numbers provided for the footprint of the house and garage were adequate and would not negatively impact stormwater management. Engineering has no stormwater concerns at this time.
- **As a condition of subdivision**, the Owner shall enter into a Site Improvements / Services Agreement (SISA) with the County, which shall be registered on title of both lots to implement the recommendations of the Stormwater Management Report (SWMR), prepared by Western Water Resources Inc. and dated January 29, 2023.
- Engineering has no requirements at this time.

Environmental

- Should the owner propose development that has a direct impact on any of the wetlands in the subjected lands, the applicant will be responsible for obtaining all required AEP approvals.
- The applicant submitted a site plan which shows it meeting the requirement of having at least 1 acre of contiguous geotechnical developable area.

July 16, 2024

From: Patricia and Brenda Ralston
Phil Norregaard
282073 TWP RD 262
Rocky View County, AB T4A 2L6

To: Planning Services Department
Rocky View County
262075 Rocky View Point
Rocky View County, AB, T4A 0X2

Re: Opposition to creation of \pm 4.05-hectare parcel (Lot 1) with a \pm 4.02-hectare remainder on the SW-35-25-28-W04M. File # 05335005 Application # PL20240108 Division 5

I am the owner of 800 acres of farmland (E $\frac{1}{2}$ -10-26-28 W4, E $\frac{1}{2}$ -3-26-28 W4, NE $\frac{1}{4}$ -34-25-28 W4) adjacent to the proposed subdivision parcel (SW $\frac{1}{4}$ -35-25-28 W4). I farm this area with my daughter (Brenda Ralston) and son-in-law (Phil Norregaard) under Twin Lakes Ranch Ltd. They also rent an additional 480 acres of adjacent farmland for a total of 1280 acres to constitute our 106-year-old operation currently of 300 breeding cows, 640 acres of annual crop land and 640 acres of hay/pasture.

The subdivision of parcel SW-35-25-28-W04M into 2 parcels is not compatible with existing adjacent land parcel uses of animal and cropping agriculture. Issue of concern and reason why we are opposed to this application include the following:

1. **Current Limited Ground Water Availability** – Access to water for the proposed creation of an additional parcel and likely construction of an additional dwelling is an issue which would constitute an additional strain on an already depleted and limited ground water supply. The current holdings (32 individual 20-acre holdings on section 35-25-28 W4) to the north of the parcel and our livestock operations on quarter sections directly west, northwest and southwest from the proposed creation of an additional parcel are already experiencing water limitations that are creating pressures for our 100+ year old livestock operation that relies solely on ground/surface water to water cattle for food production. Further strain on this water supply by small holding development in this area, which do not contribute to the production of food in any significant way would cause undue hardship on our primary based agriculture operation. Trucking in water for 300+ cow calf pairs 7500 gallons per day and investing in a distribution system that would service all pastures in our rotational grazing operation would be economically unfeasible and would necessitate the abandonment of livestock production on our ranch, which is our primary source of income. Through the development and continual upgrading of our 10+ year Twin Lakes Ranch Environmental Farm Plan in consultation with Rocky View County and Alberta Agriculture we have identified water availability and access as a critical component to our operation's sustainability to continue to provide food for the Alberta/Canadian population. The application does not have a water access plan.

We do not support the creation of an additional parcel with the likelihood of an additional dwelling due to the current limited ground water availability in the area. For this reason we do not support this application and we would be happy to discuss our concerns further at your convenience.

Sincerely,

Patricia & Brenda Ralston
Phil Norregaard
Twin Lakes Ranch Ltd.

I, Gunilla Kelly, of Grassland Hydroseed Ltd., strongly oppose to the approval of the subdivision application - application and roll number, PL20240108 and 05335005, respectively, for the following reasons:

- The landowner, Rehana Shah, is in breach of a legal contract which was executed for and on her behalf by Mohammed (Mike) Shah on June 29, 2023 and emailed to Western Water Resources (WWR) Inc. on July 29, 2023, by Mr. Shah's technical representative Sam, whose legal first name, last name and title have never been disclosed despite the numerous requests respectfully made by Van A. Ridout, P.Eng., President and CEO of Western Water Resources (WWR) Inc., and by Gunilla S Kelly VP Grassland Hydroseed Ltd., and by Corey Mandrusiak, P.Ag, CPESC, CESSWI, Regional Manager – Alberta Reclamation (Brett Young).
- The contract with the landowner was executed in good faith by WWR who in turn executed a contract with Grassland Hydroseed Ltd. to provide hydroseeding to complete the restoration of the seasonal wetland and ephemeral channel.
- Mr. Mike Shah and/or Shah Family Corp. provided our retainer of \$7,126.88, equal to 50% of the total contract amount, to WWR on or about July 29, 2023, as specified by the remuneration terms of WWR's contract with Shah, which was immediately paid to Grassland Hydroseed Ltd. in accordance with the remuneration terms of Grasslands contract with WWR.
- Following the receipt of the retainer by WWR, the hydroseeding for the wetland restoration works commenced on August 14, 2023 and was completed on August 15, 2023, during which time their technical director, Sam, appeared at the wetland restoration site for the express purpose of reviewing the completed restoration works and requested that an additional seed application load be applied to the southwest quadrant of the seasonal wetland, notwithstanding that the seed mixture and quantity exceeded the standards specified by the City of Calgary for the restoration of the seasonal wetland, and notwithstanding that the agreed upon materials specified by Grassland Hydroseed Ltd. was applied in accordance with the terms and conditions of both contracts.
- As a value-added service to the landowner, Grassland Hydroseed Ltd. agreed to provide the additional application of seed, and carried that out, again under the direction and supervision of WWR, on August 15, 2023.
- After the completion of the restoration works, Shah Family Corp. was invoiced by WWR for the outstanding balance of the contract in accordance with the remuneration terms, Net14, and subsequently Grassland Hydroseed invoiced WWR. Two weeks after Shah Family Corp. was invoiced by WWR, WWR followed up with Shah's technical representative, Sam, to inquire why the payment had not been received, and told Mr. Ridout that none of the seeds had germinated and were "dead seeds", notwithstanding that they had agreed with the terms and conditions with WWR and Grassland Hydroseed Ltd., which included that Grassland Hydroseed Ltd. and WWR would evaluate the germination

- progress on October 28, 2023, to allow enough time for some of the seed to germinate, with the understanding that the majority of the seed needed to overwinter and would germinate over the following couple of years, consistent with the timeline specified by both Alberta Environment and Parks (AEP) to evaluate the success of wetland restoration projects, and by the City of Calgary, making the statement made by Shah's technical representative, grossly incongruent with the general governing standards of such projects and unrealistic based on Grassland Hydroseeding Ltd.'s years of experience in this industry.
- On September 6, 2023, three (3) weeks after the hydroseeding application, Van Ridout and Gunilla Kelly went out to inspect the site, approximately two months earlier than the contract date when we agreed to inspect the progress of the germination. Please note that Mike Shah and his technical representative, Sam, both understood that because they were extended a discounted price, that no warranty could be offered, similar to a quotation that was provided to them by Alberta Hydroseeding Inc. that could not warranty the hydroseeding works from or against any defects at such a price, which they accepted.
 - On said date of our inspection, we observed and photographed that the seeds were already vigorously germinating, diametrically incongruent with said statement made by Mike Shah's technical representative, Sam. Our observations were immediately reported back to Mike Shah's technical representative, Sam, which included photographs, who continued to state that the seeds were "dead". In response to this, we contacted said Cory Mandrusiak, P.Ag., with Brett Young who offered to speak with Sam and meet him at the hydroseeding restoration site. Sam agreed to speak with him over the phone but would not agree to a site meeting. Following their phone call, Cory Mandrusiak contacted both Grassland Hydroseed Ltd. and WWR to report back that Sam refuted his over 20 years as a restoration expert and insisted that the seeds provided by Brett Young were "dead", despite also having been provided with a Seed Certificate, a strict government document required by all seed providers.
 - We have documented in detail, photographs, texts, and emails with Mike Shah and his technical representative Sam, which I/we would be pleased to provide to you if you need further evidence to resolve this outstanding matter with Mike Shah and Sam, notwithstanding that they refused to allow us access to the land to inspect the progress of the germination as agreed to under the contract.
 - Despite making every reasonable effort to peacefully resolve this matter, which has included numerous requests made by WWR to Mike Shah and his technical representative, Sam, to settle the outstanding balance, the outstanding balance was never settled.

In conclusion, it appears from our experiences that this is the way that these individuals deal with professionals and professional contractors. As such, we want to ensure that other professionals and professional contractors are safeguarded and protected against such unethical actions, either during the subdivision phase, or after. Therefore, I/we

strongly recommend that the subdivision application not be granted until such time that the outstanding balance, interest, legal and process server fees, have been settled in full.

From: [Linda Pozniak](#)
To: [Oksana Newmen](#)
Subject: File number 05335005 Application number PL20240108
Date: Saturday, June 29, 2024 11:12:00 AM

Hi Oksana,

I am a bit confused as to why the Shah family has reapplied to subdivide their 20 acre parcel into two 10 acre parcels. It was my understanding that they had been approved to do this 2 years ago when they had previously applied.

I was part of the group that was against this the first time and my opinion hasn't changed. The reasons for our opposition are on file.

The Shahs stated that they wanted to build a home for their Grandmother so she could be closer to her family but to date I haven't seen any evidence of a new home being built. If they are indeed planning to build a house for her then that is fine but I'm a bit concerned that once the 10 acre parcels have again been approved that it is going to open the gates for further subdivision and development into smaller parcels in the future.

Any explanation you could provide me would be greatly appreciated as their plans for the subdivision are not clearly stated in the notice we received.

Thank you for your time

Linda Pozniak

From: [Keith Adams](#)
To: [Oksana Newmen](#)
Subject: PL20240108
Date: Wednesday, July 17, 2024 4:39:51 PM

Hi Oksana,

RE: PL20240108 - subdivision of Shah property

I'm a little confused about this application. There was a previous application (under PL20220014) for which significant matters of objection were filed. Can you explain please how this application and the previous application differ? There have been no changes to the objections or concerns raised, and no further information has been provided to address any of those concerns. I am needing to know if Rocky View County is considering the information filed with the previous application in the current one.

Thank you,
Keith Adams
255103 Range Road 281

From: [Keith Adams](#)
To: [Oksana Newmen](#)
Subject: Re: PL20240108
Date: Friday, October 18, 2024 6:11:14 PM

Hi Oksana,

This highlights precisely the concern I was alluding to. These unresolved concerns from the prior application are not carried forward and considered in the next round, leaving the applicant with a clean slate and "unopposed". The onus seems to be on the residents to press on this, and it leads to fatigue, frustration and disengagement from the County processes.

Were any of the concerns raised in the prior application addressed? Was any meaningful feedback from the application and review process provided back to those who voiced concerns? Is the subdivision application considerate of these? No, no and no.

Too much time has been spent already in addressing what concerns me and other residents. To summarize:

-
- There have been no significant changes since the previous application in November 2022, to which we filed our reasons for opposition, and our reasons are unchanged. Further, the recommended mitigation advisements from the November application and hearing have not been acted upon and the unsightly, animal travel blocking fence remains; no trees have been planted as promised/recommended and earthwork appears to continue in the slough area.
- There has been **NO plan** provided for how potential future sub-division would be developed.
- Despite evidence provided about the extent of surface water and impacts on the drainage into the Serviceberry Creek aquifer, no consideration of this has been made
- There has been no follow-up from RVC regarding the promise that no further subdivision less than the 20 acre parcels between RR 282 and RR 281
- The evidence previously provided under PL20220014 have not been considered.

Regards,
Keith Adams
255103 Range Road 281

On Fri, Oct 18, 2024 at 3:57 PM Oksana Newmen <ONewmen@rockyview.ca> wrote:

Hi Keith,

ATTACHMENT E: POLICY REVIEW

Definitions		
Consistent	Generally Consistent	Inconsistent
Clearly meets the relevant requirements and intent of the policy.	Meets the overall intent of the policy and any areas of inconsistency are not critical to the delivery of appropriate development.	Clear misalignment with the relevant requirements of the policy that may create planning, technical or other challenges.

Municipal Development Plan (County Plan)	
Managing Residential Growth – Agricultural Area	
5.10	<i>Residential development in the agricultural area shall be guided by the goals and policies of this Plan.</i>
Consistent	The application was reviewed pursuant to Section 10.0 Country Residential Development – Fragmented Country Residential Areas.
Environment – Land and Environmental Stewardship	
7.12	<i>Encourage the efficient use of rural land and infrastructure by directing residential, commercial, and industrial development to the defined growth areas and by encouraging infill development within those areas.</i>
Consistent	Council determined through redesignation of the lands that this land was appropriate for residential use.
7.13	<i>Support the conservation and effective management of riparian areas and wetlands in accordance with County Policy.</i>
Consistent	The province will be the oversight body for the on-site wetland. As recommended by EPA comments, an environmental reserve easement and buffer will be applied as a condition of subdivision.
7.17	<i>Development applications may require the preparation and implementation of a bio-physical impact assessment to protect environmentally sensitive areas.</i>
Consistent	A BIA was completed for the application.
Agriculture – Minimize Land Use Conflict	
8.27	<i>Encourage houses in residential areas adjacent to agricultural land to be set back an appropriate distance from the agricultural land so as to minimize the impact on both the agriculture operations and the house owners.</i>
Generally Consistent	The applicant is encouraged to locate future homes with suitable setbacks from the agricultural areas.
Country Residential Development – Fragmented Country Residential Areas	
10.11	<i>Within a fragmented quarter section, the redesignation of residential lots or agricultural parcels less than or equal to 10 hectares (24.7 acres) in size to a new residential land use may be supported if the following criteria are met:</i> <i>a. A lot and road plan is provided that;</i> <ol style="list-style-type: none"> <i>i. plans for an area determined by the County at the time of redesignation application. The plan shall include, at a minimum, all residential or small agricultural acreages that are adjacent to the application;</i> <i>ii. includes design measures to minimize adverse impacts on existing agriculture operations; and</i> <i>iii. demonstrates potential connectivity to residential or small agricultural acreages outside of the lot and road plan area.</i>

	<p>b. <i>A technical assessment of the proposed design is provided, to demonstrate that the lot and road plan area is capable of supporting increased residential development. The assessment shall address:</i></p> <p style="padding-left: 40px;"><i>i. the internal road network, water supply, sewage treatment, and stormwater management; and</i></p> <p style="padding-left: 40px;"><i>ii. any other assessment required by unique area conditions.</i></p> <p>c. <i>A technical assessment of the impact on off-site infrastructure, roads, and stormwater systems is be provided;</i></p> <p>d. <i>A report is provided that documents the consultation process undertaken to involve affected landowners within the plan area in the preparation and/or review of the lot and road plan.</i></p>
Consistent	The applicant provided a lot and road plan during the redesignation phase, as well as technical assessments as required, and consultation undertaken.
10.12	<i>Within a fragmented quarter section, the redesignation or subdivision of agriculture parcels greater than 10 hectares (24.7 acres) in size to a residential use shall not be supported. Redesignation or subdivision to a new or distinct agricultural operation may be supported as per policy 8.22.</i>
Consistent	The parcel is 19.94 acres in size, and meets this requirement.
10.13	<p><i>Subdivision of residential lots or small agricultural parcels within a fragmented quarter section may be supported if:</i></p> <p style="padding-left: 40px;"><i>a. a lot and road plan acceptable to the County has been provided;</i></p> <p style="padding-left: 40px;"><i>b. the application area has the appropriate land use designation; and</i></p> <p style="padding-left: 40px;"><i>c. the conditions of subdivision implement the lot and road plan.</i></p>
Consistent	The applicant provided a lot and road plan during redesignation, and was granted the appropriate land use. Necessary conditions have been provided.
10.14	<i>For development within a fragmented quarter section, an internal road to service a subdivision as per the lot and road plan may be required as a condition of subdivision.</i>
Consistent	An internal road is not currently required for the proposed subdivision, however based on the lot and road plan, a road acquisition agreement to capture the potential future road is required a condition of approval.
10.15	<p><i>The County strongly encourages the applicant preparing a lot and road plan in a fragmented quarter section to work co-operatively, collaboratively, and equitably with land owners in the lot and road plan area to:</i></p> <p style="padding-left: 40px;"><i>a. ensure an effective road network, servicing, and stormwater management system; and</i></p> <p style="padding-left: 40px;"><i>b. maximize lot yields which create an efficient development pattern.</i></p>
Consistent	Council accepted the lot and road plan as part of redesignation.
Reserves – Municipal, School, and Community Reserves	
13.1	<p><i>When acquiring reserves, the County shall require that the owners of land proposed for subdivision provide reserves in the form of:</i></p> <p style="padding-left: 40px;"><i>a. land;</i></p> <p style="padding-left: 40px;"><i>b. money in place of land; or</i></p> <p style="padding-left: 40px;"><i>c. a combination of land and money.</i></p>
Consistent	The landowner will be required to satisfy municipal reserves through cash-in-lieu.
13.3	<i>The acquisition, deferral, and disposition of reserve land, and use of cash-in-lieu shall adhere to County Policy, agreements with local school boards, and the requirements of the Municipal Government Act.</i>
Consistent	The provision of 10% is in keeping with MGA requirements.

13.4	<i>Reserves should be provided to the maximum amount allowed by the Municipal Government Act.</i>
Consistent	The provision of 10% is in keeping with MGA requirements.
Reserves – Environmental Reserve and Environmental Reserve Easements	
13.10	<i>Environmental reserves or environmental reserve easements shall be taken at the time of subdivision, in accordance with the Municipal Government Act, on lands designated for:</i> a. <i>residential, business, or institutional uses;</i> b. <i>on agricultural parcels less than 12.00 hectares (29.65 acres); or</i> c. <i>as determined by the County.</i>
Consistent	In relation to onsite wetland and 6 metre buffer, ERE is being required, and is a condition of approval for the subdivision.
13.11	<i>Where the County determines public use is not desirable or where management of public land by the County is not required, land qualifying as environmental reserve may be designated as an environmental reserve easement in accordance with the Municipal Government Act.</i>
Consistent	The lands are not desirable for public use at this time, and would therefore recommend ERE. This is a condition of approval.
Transportation – Road Access	
16.13	<i>Residential redesignation and subdivision applications should provide for development that:</i> a. <i>provides direct access to a road, while avoiding the use of panhandles;</i> b. <i>minimizes driveway length to highways/roads;</i> c. <i>removes and replaces panhandles with an internal road network when additional residential development is proposed; and</i> d. <i>limits the number and type of access onto roads in accordance with County Policy.</i>
Consistent	The configuration of the parcel leaves little opportunity for alternative parcel alignment, and as such, a panhandle is not unreasonable. A road acquisition agreement will be required as a condition of approval to enable future road development.
Utility Services – Water Supply	
17.6	<i>Water well performance and deliverability testing shall be required of all development relying on ground water, in accordance with the requirements of the Water Act.</i>
Consistent	The applicant provided a Level 1 groundwater supply evaluation as part of the application. As a condition of subdivision, the applicant must provide an Aquifer Testing (Phase II) report in accordance with County Servicing Standards.
Utility Services – Wastewater Management	
17.9	<i>New residential development shall provide wastewater treatment, in accordance with County Policy, by:</i> a. <i>connecting to, or constructing, regional or decentralized wastewater services; or</i> b. <i>confirming the lot(s) is capable of private wastewater treatment.</i>
Consistent	The applicant provided a Level 4 PSTS study as part of the application, confirming wastewater capability. The report states that there is space available for a mounded treatment field receiving primary or secondary treated effluent OR a subsurface treatment system receiving secondary treated effluent.
17.11	<i>Wastewater treatment systems shall not exceed the land's carrying capacity; in developing such systems, consideration shall be given to the following requirements:</i>

	<p>a. <i>Development proponents shall assess the land's carrying capacity to determine system requirements in accordance with County Policy. The type of private on-site wastewater treatment system will be dependent on lot density, lot size, and soil capability.</i></p> <p>b. <i>Construction and connection to a regional or decentralized wastewater treatment system shall be required when the density of development exceeds thresholds identified in County Policy.</i></p>
Consistent	The applicant provided a Level 4 PSTS study as part of the application, confirming wastewater capability. The report states that there is space available for a mounded treatment field receiving primary or secondary treated effluent OR a subsurface treatment system receiving secondary treated effluent.
17.12	<i>The ownership, operation, and maintenance of private on-site wastewater treatment systems, or wastewater holding tanks shall be the responsibility of the landowner.</i>
Consistent	This is a requirement of county servicing standards.

Land Use Bylaw C-8000-2020	
R-RUR Residential, Rural District	
319 b)	<p>MINIMUM PARCEL SIZE:</p> <p>a) <i>1.6 ha (3.95 ac) The minimum size of parcels designated with the letter "p" is the number indicated on the Land Use Map Notwithstanding</i></p> <p>b) <i>the number following the "p" shall not be less than 1.6 ha (3.95 ac)</i></p>
Consistent	The land use is R-RURp4.0, and the provided parcel sizes are 4.02 and 4.05, meeting the minimum requirement.

ATTACHMENT F: RECOMMENDED CONDITIONS OF APPROVAL

- A. THAT the application to subdivide ± 4.05 hectare (± 10.00 acre) parcel (Lot 1) with a ± 4.02 hectare (± 9.94 acre) remainder (Lot 2) from a portion of SW-35-25-28-W04M, having been evaluated in terms of Section 654 of the *Municipal Government Act* and Sections 9 and 18 of the *Matters Related to Subdivision and Development Regulation*, and the *Municipal Development Plan (County Plan)*, and having considered adjacent landowner submissions, is approved as per the Tentative Plan for the reasons listed below:
1. The application is consistent with the Statutory Policy;
 2. The subject lands hold the appropriate land use designation;
 3. The technical aspects of the subdivision proposal have been considered and are further addressed through the conditional approval requirements.
- B. The Applicant/Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the conditions will be met, in accordance with all County Policies, Standards, and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a qualified professional, licensed to practice in the province of Alberta within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Applicant/Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained.
- C. In accordance with Section 654(2) the Subdivision Authority is of the opinion that the proposed subdivision would not unduly interfere with the amenities of the neighbourhood, or materially interfere with or affect the use, enjoyment, or value of neighbouring parcel of land; and the proposed subdivision conforms with the use prescribed for that land in the land use bylaw.
- D. The Subdivision Authority acknowledges the existing accessory structures (Buildings A, B, C, and D, as noted on the approved Tentative Plan) on proposed Lot 1 do not meet the minimum side yard setback requirement of 15.0 metres from other parcels on parcels over or equal to 4.0 ha (9.88 ac), as per the R-RUR land use district (Section 323, LUB) and considers these buildings as legally non-conforming.
- E. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application shall be approved subject to the following conditions of approval:

Survey Plans

- 1) Subdivision is to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.
 - a) A Plan of Survey, including the Application number (PL20240108) and Roll number (05335005) of the parcel to include:
 - i. Building A, including eaves, shall be located wholly within the boundary of Lot 1
 - ii. Buildings B, C, and D shall be identified as legally non-conforming.
- and;
- b) Landowner's Consent to Register Plan of Survey.

Site Servicing

- 2) Water is to be supplied by an individual well on Lot 2. The subdivision shall not be endorsed until:
 - a) An Aquifer Testing (Phase II) Report is provided, which is to include aquifer testing and the locations of the new well on the remainder lot, in accordance with the County's Servicing Standards and requirements of the Water Act;
 - b) A Well Driller's Report confirming a minimum pump rate of 1.0 IGPM for the new well is provided.
- 3) The Owner shall enter into a Site Improvements / Services Agreement (SISA) with the County, which shall be registered on title of both lots to implement the recommendations of the Stormwater Management Report (SWMR), prepared by Western Water Resources Inc. and dated January 29, 2023.

Transportation

- 4) The Owner shall enter into a Road Acquisition Agreement with the County, to be registered by Caveat on the title of Lot 2, to serve as notice that those lands are intended for future development as a County road, as per the approved Tentative Plan. The Agreement shall include:
 - a) The provision of approximately ± 1.11 ha (± 2.75 ac) road acquisition along the southern boundary and eastern boundary of Lot 2;
 - b) Land is to be purchased for \$1.00 by the County.
- 5) The Owner shall enter into a Restrictive Covenant, to be registered by Caveat prepared by the County, on the title of Lots 1 and 2, that restricts the erection of any new structure on or within 15 metres of a future road right-of-way, as shown on the approved Tentative Plan.
- 6) The Owner shall upgrade the existing approach on the remainder lot to a mutual gravel approach with a minimum width of 7 metres in accordance with the County Servicing Standards. In addition, the Owner shall also:
 - a) Contact County Road Operations for a pre-construction inspection and a post-construction inspection for final acceptance;
 - b) Provide an access right of way plan; and
 - c) Prepare and register respective easements on each title, where required.
- 7) The Owner shall upgrade the existing approach on Lot 1 to a gravel approach with a minimum width of 6.1m in accordance with the County Servicing Standards. In addition, the Owner shall also:
 - a) Contact County Road Operations for a pre-construction inspection and a post-construction inspection for final acceptance;

Municipal Reserves

- 8) The Owner shall enter into an Environmental Reserve Easement for the protection and enhancement of the environment in accordance with Section 664 of the Municipal Government Act:
 - a) The easement area is applicable to the wetland and ephemeral channel, excluding the type 3 watercourse crossing, as identified within the Stormwater Management Plan Biophysical Impact Assessment, prepared by Western Water Resources Inc., dated January 29, 2023, and as generally shown on the approved Tentative Plan, to include an additional 6 metre buffer, to the satisfaction of the County; and
 - b) The easement area shall meet the requirements of Section 664(3) of the MGA.

- 9) The provision of Municipal Reserve, in the amount of 10% of the area of Lots 1 and 2, is to be provided by payment of cash-in-lieu, in accordance with the appraisal report provided by Benchmark Real Estate Appraisals, dated July 4, 2024, pursuant to Section 667(1) of the Municipal Government Act.

Payments and Levies

- 10) The Owner shall pay the County Subdivision Endorsement fee, in accordance with the Master Rates Bylaw, for the creation of one new lot.

Taxes

- 11) All taxes owing up to and including the year in which subdivision is to be registered, are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the Municipal Government Act.

F. SUBDIVISION AUTHORITY DIRECTION:

- 1) Prior to final endorsement of the subdivision, the Planning Department is directed to present the Applicant/Owners with a Voluntary Recreation Contribution Form and ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw.

Tentative Plan

Subdivision Proposal

To create a ± 4.05 hectare (± 10.00 acre) parcel (Lot 1) with a ± 4.02 hectare (± 9.94 acre) remainder.

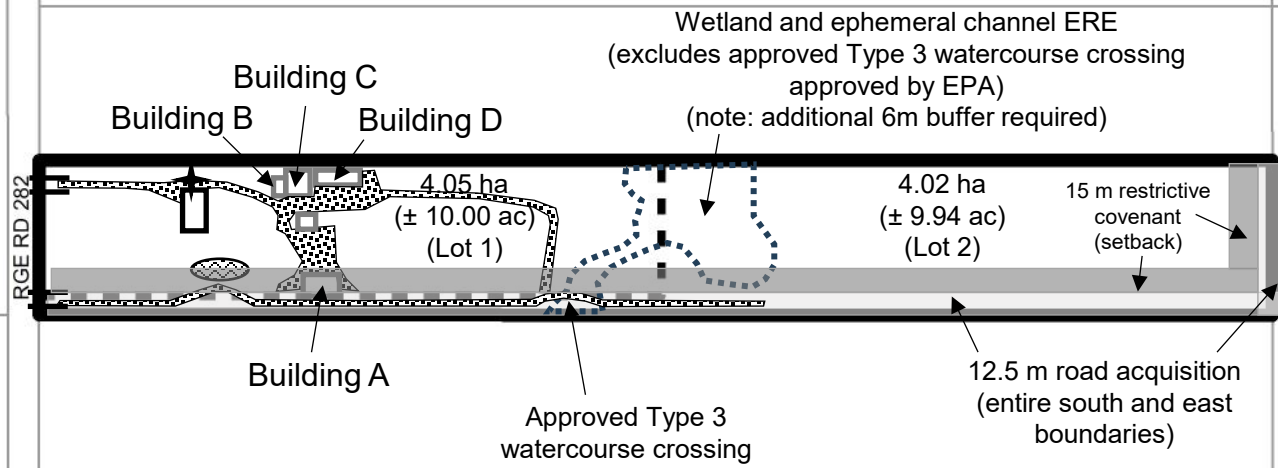
Legend

- Dwelling 
- Building 
- Water Well 
- Wastewater 
- Existing Approach 
- New Approach 
- Driveway 
- Road Widening 
- Road Acquisition 

Surveyor's Notes:

1. Parcels must meet minimum size and setback requirements of Land Use Bylaw C-8000-2020.
2. Refer to Notice of Transmittal for approval conditions related to this Tentative Plan.

Division: 5
 Roll: 05335005
 File: PL20240108
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 Legal: A portion of
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Michelle Mitton

From: Van Ridout <van@wwrinc.ca>
Sent: April 1, 2025 1:45 PM
To: Legislative Officers
Subject: PL20240108 [SHAH SUBDIVISION]

Attention: Rocky View County Council

Further to my conversation with Michele in Legislative Services, would you please replace the letter that I had prepared for Council, dated December 6, 2024, with the following, based upon the statement provided by Shah Family Corp. and/or Mr. Mohammad (Mike) Shah relative to the proposed footprint of the future house and two future garages?:

That Shah Family Corp., and/or Mr. Mohammad (Mike) Shah have verily agreed, through their Legal Counsel, Mr. Curtis Wolf, Barrister and Solicitor, with Miles Davison LLP, to the following:

1. The footprint of the future house will be approximately 1,500 square feet based upon said statement and as per the Site-Specific Stormwater Implementation Plan (SSIP) and the Stormwater Management Plan (SWMP). As such, and in accordance with said stormwater management plans, that the recommendations made therein will need to be strictly followed through on to ensure that it is alignment with what was originally stated and agreed to by Shah.
2. The footprint of the proposed two (2) garages will be 500 square feet each, as specified by Shah Family Corp. and/or Mohammad f(Mike) Shah and stated within said stormwater management plans.

I would respectfully recommend, as the County duly sees fit, that following the approval of the Shah Family Corp., subdivision that Shah, consistent with County Engineering Standards, be required to:

1. Prepare final certified and validated engineered stormwater infrastructure designs for review and approval by RVC Engineering Services.
2. Following the approval and issuing of the construction permits that Shah be required to provide an "As-Built" Survey and certified and validated "As-Built" engineering drawings to RVC Engineering Services for review and approval.

In consideration of the fact that Shah Family Corp. and/or Mr. Mohammad (Mike) Shah have agreed to what they originally stated, then I would respectfully recommend that Council approve the Shah Family Corp. application to subdivide their lands.

Thank you kindly!

Warmly,

Van A. Ridout, P.Eng.
President & CEO – Senior Water Resources Engineer



179 Panorama Hills Way NW, Calgary, Alberta T3K 5N6
P: (403) 614-7372 | van@wwrinc.ca | Web: wwrinc.ca (New Website Under Construction)