



Conrich Area Structure Plan

Terms of Reference

TOR #X-XXX

Executive Summary

Direction

- Council directed Administration at the October 8, 2024 meeting to create a Terms of Reference to complete a review of the Conrich Area Structure Plan.

Project Focus

The primary principles, goals, and objectives will focus on:

- A vision developed by the residents and reflective of community desires as well as market demand for development;
- Providing efficient and cost-effective servicing and infrastructure for future developments in the area; and
- Transparent and collaborative process with residents, affected agencies, and neighbouring municipalities throughout the development of the Area Structure Plan.

Budget

- The projected budget is \$360,000 which will account for costs associated with technical studies and public engagement events.

Schedule and Deliverables

Phase 1 – Project Initiation and Background (Q2 2025)

- Background Report
- Project workplan
- Engagement Strategy
- Commence Technical Studies

Phase 2 – Community Visioning (Q3 2025)

- Initial public engagement
- Draft vision and goals of ASP
- Initial land use strategy draft

Phase 3 – ASP Preparation (Q4 2025)

- Draft Plan and Technical Studies released
- Public Engagement and Intermunicipal Collaboration
- Engagement Summary

Phase 4 – ASP Refinement and Approval (Q1 – Q2 2026)

- Final ASP Draft
- Council public hearing
- Calgary Metropolitan Region Board (CMRB) Referral
- Council adoption

Principal Risks

- There may be unforeseen delays in completing technical studies, leading to project deadlines not being met.
- At the time of approval of these Terms of Reference, the County has indicated its intent to withdraw from the CMRB. This may result in uncertainty with respect to the ASP Bylaw approval process. The County's relationship with the City of Calgary may become more complex without the Growth Plan's guidance for regional considerations.
- Approval of the new Municipal Development Plan may create timing complexities with respect to aligning with higher order County policies



Conrich Area Structure Plan

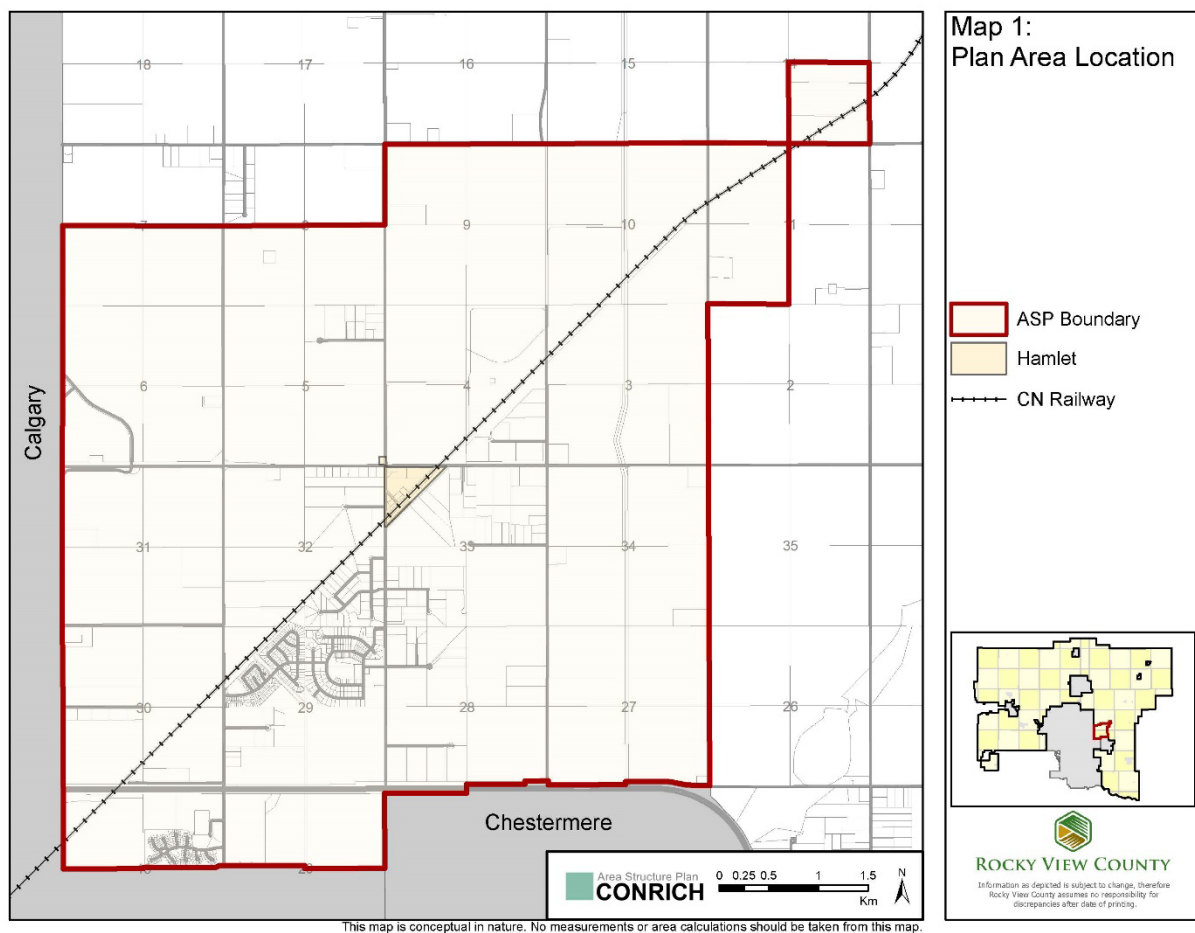
Direction

1. The Conrich Area Structure Plan (ASP) Review was the highest ranked project under Policy C-322: Planning Project Prioritization for 2025 and at the October 8, 2024 meeting, Council approved a motion directing Administration to create a terms of reference outlining the scope of the project.

Study Area

2. The primary focus of the review will apply to the entirety of the area as defined in the map shown in Figure 1. The ASP is centred on the hamlet of Conrich and encompasses 68 quarter sections with approximately 4,402 hectares (10,876 acres) in size. The Plan Area is located on the southeast quadrant of the County neighbouring the city of Chestermere along the south and city of Calgary on the west and south.

Figure 1 Conrich Area Structure Plan Boundary





Background

3. The Conrich ASP was approved by Council on December 8, 2015, but came into effect on May 10, 2017. Identified as a Full-Service Hamlet and Regional Business Centre in the Municipal Development Plan (County Plan), the ASP contains a mix of residential, industrial and agricultural uses. The Hamlet is intended to be a complete community providing local services, connected trails and pathways, and comprehensive servicing; while the rest of the Plan, though currently agricultural in nature, will largely be focused on industrial and commercial uses in the future.
4. On January 6, 2016, after the County had adopted the Conrich ASP, the City of Calgary filed an appeal with the Municipal Government Board (MGB). After both municipalities entered interest-based mediation, amendments to the Conrich ASP were undertaken resulting in:
 - Changes to gateway areas along Highway 1;
 - New transportation policies to address city concerns outlined above; and
 - Additional policies/action items strengthening the link between the Conrich ASP and the Rocky View County/City of Calgary Intermunicipal Development Plan (IDP).

The City of Chestermere had filed a separate appeal claiming detriment with respect to transportation, storm water, and the Highway 1 gateway. In May 2017, the MGB issued Board Order 019/17, determining that there is no detriment to Chestermere and that the Conrich ASP is consistent with the County's Municipal Development Plan, which contains sufficient intermunicipal planning policies for Rocky View and Chestermere to coordinate planning activities.

5. There are currently 10 existing conceptual schemes (CS) within the Conrich ASP; since the ASP adoption new local plans have been approved including: Conrich Crossing (2021), Township Road 250 (2019), Westcon Business Park (2020), and Princeton (2023). Further, development within the South Conrich CS continued to progress forward through the approval of Cambridge Park Phase 4 and 5.
6. The Conrich ASP included a Future Policy Area (FPA), intended for hamlet development that would be a complete community for approximately 20,000 people. In 2019, the County initiated a project to conduct detailed planning work for this Future Policy Area. Proposed amendments include a Hamlet Policy Area, introducing neighbourhood areas and a community core, and identifying a Long-Term Development Area that protects lands east of the Hamlet Policy Area. Administration presented the proposed amendments to Council at a public hearing on October 16, 2024, after which Council directed Administration to complete further refinements to the Plan. The wider review of the Conrich ASP will incorporate work already completed through the FPA project into the final draft of the ASP.
7. Throughout the FPA project, landowners in Conrich expressed interest in expanding the scope of the project to include a full review of the ASP. Rationale for a comprehensive review include interest in land uses that are not currently supported in the existing ASP and to complete further refinement to servicing requirements. The ASP review is intended to ensure the policies within the wider ASP align with the land use strategy adopted for the Hamlet, and to consider and incorporate servicing strategy and public engagement from the FPA project.



Project Principles and Objectives

Principles

8. The review will examine existing development patterns in the area, review the plan boundaries, and create an updated vision for the community's future. The following factors have a significant influence in the comprehensive review:
 - (1) Community and stakeholder input;
 - (2) Intermunicipal collaboration;
 - (3) Baseline technical studies;
 - (4) Growth projections;
 - (5) Fiscal impact to the County;
 - (6) Benefit to the community;
 - (7) Compatibility and integration with the surrounding area;
 - (8) Market demand; and
 - (9) Direction and intent of higher-level policies (e.g. Region Growth Plan, Municipal Development Plan, etc.)

Objectives

9. The County will prepare a new Conrich ASP that will align with the community's vision and encourage comprehensive planning, align the Conrich ASP with higher-level policy documents, implement a cohesive land use strategy surrounding the full-service hamlet, and to update technical policies as applicable. The new Plan will seek to achieve the following goals:
 - (1) The vision is led by the residents and reflective of community desires;
 - (2) Incorporating the work completed in the FPA Project into the new ASP and to highlight the Hamlet as a distinct and attractive community;
 - (3) Developed based on sound growth projections and servicing capabilities;
 - (4) Achieve a logical extension of growth patterns including vehicular, pedestrian, transit transportation infrastructure;
 - (5) Demonstrate sensitivity for critical environmental and natural features;
 - (6) Explore opportunities to diversify housing options that complement the complete community of the Hamlet and allocate density appropriately while keeping with the community character and vision;
 - (7) Demonstrate fiscal accountability;
 - (8) Undertake effective consultation with affected stakeholders; and
 - (9) Provide opportunities for efficient servicing including water and waste management.



10. Community and stakeholder input:

- (1) Prepare a communications and engagement strategy to identify all relevant interest groups, community groups, internal and external stakeholders within the study area affected by the planning process. The strategy will demonstrate how the process will proceed through several phases, and how various tools/techniques will be used in each phase to meaningfully engage a range of participants.
- (2) The strategy will result in a participatory process that is educational, inclusive, transparent, responsive, and builds community and stakeholder trust.

11. Intermunicipal Collaboration:

- (1) Prepare an engagement strategy to collaborate with intermunicipal partners, specifically the City of Calgary and City of Chestermere, to address interface issues and minimize potential impacts.

12. Future Policy Area

- (1) Integrate findings from the Conrich ASP Future Policy Area Project into the FPA area and carry over appropriate and relevant policies.

13. Baseline technical studies:

- (1) Prepare technical studies to support the land use strategy and identify requirements for subsequent planning phases. Studies will include:
 - (a) Commercial and Market Analysis to determine capacity for commercial development in the Plan area.
 - (b) Residential Demand Analysis to determine the demand for residential development in the Plan Area.
 - (c) Fiscal Impact Study to determine how development in the Plan Area and proposed land use scenario will impact the County's tax base at full-build out.
 - (d) Transportation Network Analysis update to determine future transportation needs and opportunities including the identification of possible pedestrian and cycling linkages.
 - (e) Stormwater, Wastewater, & Potable Water Servicing Analysis to determine servicing options and capacity.
 - (f) Environmental Screening Report to determine environmentally significant areas.

14. Follow direction and intent of higher order documents:

- (1) Region Growth Plan;
- (2) Rocky View County/Calgary Intermunicipal Development Plan; and
- (3) Municipal Development Plan (County Plan).

15. Mapping to include but not exclusive to:

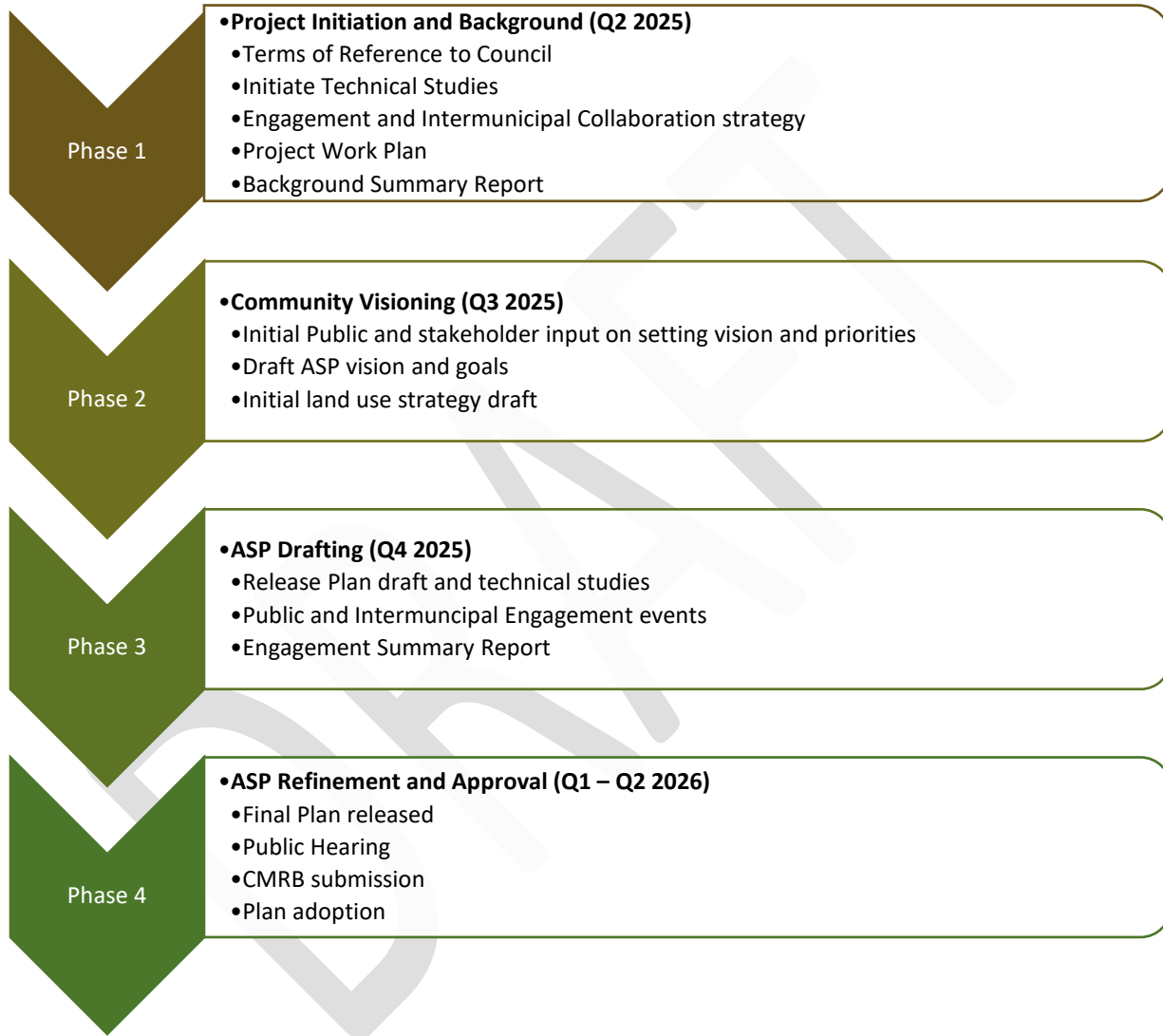
- (1) land use strategy;



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- (2) phasing;
- (3) transportation network; and,
- (4) regional storm water conveyance.

Schedule and Deliverables



Technical Studies and Reports

16. To inform policy development and to complete sound decision making, procurement for technical studies and reports will be required throughout the ASP project. Additional studies may be required as need arises and a request for budget adjustment will be completed at that time.



Budget

17. Budget for the project is \$360,000 required to complete the project. This includes all technical studies and projected costs for the engagement events related to the project.

Communication and Engagement

Engagement Principles

18. A detailed communication and engagement strategy will identify all relevant interest groups within the County, intermunicipal partners, and internal and external stakeholders affected by the planning process outcomes.
19. A key focus of the strategy will be to promote trust and collaboration between all stakeholders so that policy solutions can be explored in an open and transparent manner.
20. Engagement approaches shall aim to provide a broad range of opportunities for meaningful stakeholder input and collaboration.
21. The strategy will identify how and when to collaborate with our intermunicipal and provincial partners to ensure compliance with provincial acts, regulations and statutory plans.
22. The engagement strategy shall be modified as the project proceeds in response to Council direction and stakeholder feedback on the quality of opportunities offered for feedback.

Council Communication

23. Council will be updated throughout the project through Council briefings, Governance Committee reports, regular memorandums, and other means that Council sees fit.

Public and Stakeholder Engagement

24. Public and stakeholder engagement will be delivered across a range of in-person and online formats encouraging both group and individual feedback.
25. In scheduling engagement opportunities, the project team shall have regard to avoiding core summer vacation months and holiday periods to maximize stakeholder participation.
26. In-person public engagement venues shall have regard for proximity to the community and residents.



Principal Project Risks

Risk	Mitigation
There may be unforeseen delays in completing technical studies, leading to project deadlines not being met.	Clearly scope technical studies and ensure that all internal departments and external agencies are engaged early in the project.
Approval of the new Municipal Development Plan may create timing complexities with respect to aligning with higher order County policies.	Ensure continued engagement with MDP project team to ensure that the development is accommodated within the new growth strategy established by the Plan and to align timing of project approvals.
The County withdrawing from the CMRB may result in changes on the ASP approval process and may provide legislative uncertainty.	Administration will monitor any updates released regarding the CMRB and will regularly report to Council, with early action being taken to rectify foreseen project delays.
The project deliverables are not achieved within the set timeline, for example: on going work with the Future Policy Area project occurring concurrently	Administration will monitor progress on the project and will regularly report to Council, with early action being taken to rectify project delays.



Approval Date

- March 4, 2025

Replaces

- n/a

Lead Role

- County Manager

Committee Classification

- Council

Last Review Date

- n/a

Next Review Date

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Reeve



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Approval Date

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