



ROCKY VIEW COUNTY

Langdon Technical Servicing Studies & Review Committee

Terms of Reference

Executive Summary

Direction

- On February 11, 2025, the Governance Committee of Rocky View County directed that Administration and Langdon Water Works collaborate to prepare a terms of reference to re-establish the Langdon Technical Servicing Studies & Review Committee.

Schedule and Deliverables

Phase 1 – Project Initiation

- Establish the Langdon Servicing Technical Review Committee
- Technical Servicing Studies
- Implement engagement with landowners in the study area.
- Infrastructure Report and Committee recommendations to Council

Phase 2 – Community Visioning

- Establish Visioning Committee
- Public Engagement
- Committee Report and recommendations to Council

Phase 3 – Draft ASP Amendment

- Draft policy/map amendments based on Infrastructure Report
- Engagement Materials and Summary Reports
- Land Use Strategy

Phase 4 – Adoption of the Bylaw amendment

- Final draft ASP and bylaws
- Public Hearing

Project Phasing

The initial phase of the project will assess infrastructure needs and opportunities for the potential expansion of the existing Langdon Area Structure Plan (ASP) boundary through a Technical Review Committee.

A Visioning Committee will then be established to explore ASP land use concepts and boundaries, based on the recommendations of the Technical Review Committee.

Following recommendations to Council from the two Committees, County Administration could be directed to draft amendments to the Langdon ASP through revisions to these terms of reference.

Technical Review Committee Objectives

The Technical Review Committee will provide oversight, feedback, and recommendations on the updated Infrastructure Report. The Infrastructure Report will include recommendations on water, wastewater, stormwater and transportation matters.

Costs

Costs relating to the completion of technical studies and the Infrastructure Report will be the responsibility of Langdon Waterworks.

Principal Risks

- Possible unforeseen delays in completing technical studies, leading to a change in project timeline.



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Direction

1. As per the Franchise Utility Agreement Section 8.2 Prioritizing Capital Works, Langdon Waterworks together with Rocky View County, shall establish criteria designed to enable the parties to prioritize the capital improvement and expenditures which are required to be completed having regard to safety, regulatory, environmental, and operating requirements.
2. On February 11, 2025, The Governance Committee of Rocky View County directed that the Langdon Servicing Technical Review Committee (TRC) be re-established for the continuation of Phase 2 of the Langdon Technical Review Committee Recommendations to Rocky View County Council for the lands identified in the study area to guide future growth in the area.
3. The Terms of Reference will guide the roles and responsibilities of the Committee and the completion of technical studies to update the Infrastructure Report.
4. The Infrastructure Report will inform the review and drafting of an amendment for the Langdon ASP, which will be undertaken by Rocky View County administration.

Study Area

5. The boundary of the existing Langdon ASP and the extent of the study area are shown in Figure 1. The scope of the study includes approximately 81 quarter sections (~13,000 acres), surrounding the Hamlet of Langdon boundary as depicted on Figure 1.



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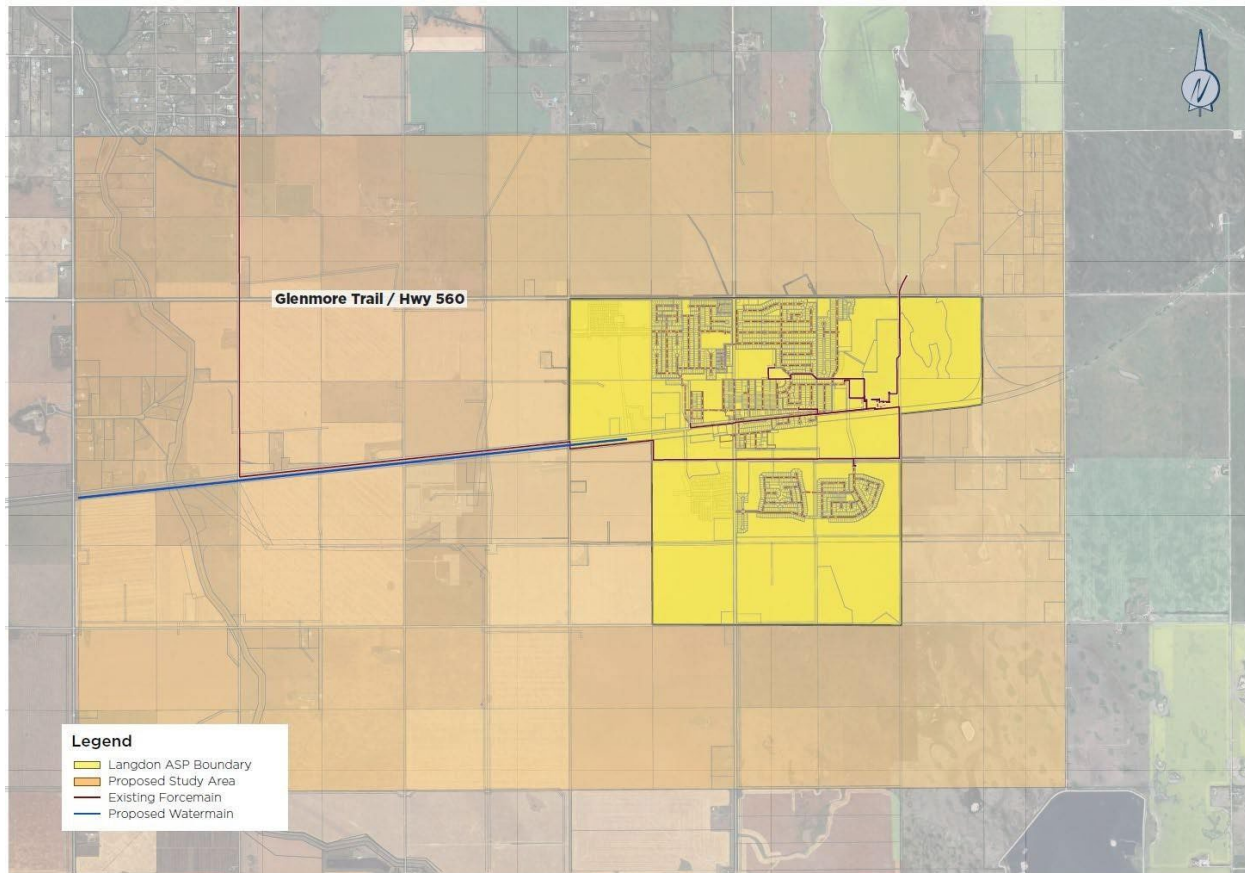


Figure 1: Study Area for Phase 2 of the Langdon Infrastructure Report.



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Background

6. The County adopted the first Area Structure Plan (ASP) for Langdon in April 1999 to respond to the growth pressures facing the community. The ASP was amended in 2003 and again in 2005.
7. In 2013, Council of Rocky View County approved a Terms of Reference for a Langdon Servicing Strategy Technical Committee. The Committee was responsible for the review of potable water, sanitary sewer, storm water, and waste management technical studies to determine infrastructure constraints and provide improvement triggers.
8. In 2014, Rocky View County Administration completed a new Area Structure Plan that included the recommendations and findings of the completed technical studies. As a result, approximately 950 acres of land was added to the Langdon ASP boundary and included a future expansion area. The ASP was adopted in 2016.
9. In 2023, Council of Rocky View County approved a Terms of Reference for a developer led and funded ASP amendment to include an additional four quarter sections into the Hamlet area.
10. The 2023 Terms of Reference for the Langdon ASP Amendment limits the ability for surrounding landowners to be included in the expansion and does not include a large study area to predict future servicing opportunities or constraints for the Hamlet.

Technical Review Committee (TRC) Objectives

11. The Technical Review Committee will focus on the growth and associated infrastructure needs of the Hamlet of Langdon. The Committee will be responsible for the following objectives:
 - a) Review the existing servicing infrastructure and provide recommendations to Langdon Waterworks that focus on system efficiency for maximum growth,
 - b) Provide actions that facilitate equitable expansion of infrastructure for sustainable growth, and
 - c) Create servicing policies that can be implemented through the future Area Structure Plan Amendment process.
12. The following studies will be reviewed and updated for the study area:
 - a) Potable Water Systems
 - b) Sanitary Sewer Systems



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- c) Storm Water Systems
- d) Transportation Systems

Technical Review Committee Membership

13. The re-establishment of the technical committee will include 8 members from the following entities:

- Langdon Waterworks – 2 representatives
- Ducks Unlimited – 1 representative
- Western Irrigation District (WID) – 1 representative
- Rocky View County – 2 representatives
- General Public – 2 members

14. The members of the Committee shall be appointed by Council prior to first meeting of the Committee.

15. Langdon Waterworks will be responsible for coordinating contracted work to consultants to complete each technical study. It will also be responsible for keeping each representative up to date on any progress or findings of the studies.

16. The technical review committee will have regular meetings to discuss the findings of the studies and make recommendations to support the expansion of the Hamlet boundary. Rocky View County Administration will review each study to ensure they align with the County Servicing Standards. The TRC may also consult with County Administration, boards, or other committees when creating policies.

17. Membership of the TRC is voluntary and may proceed without participation from some entities should they opt out of the Committee. County Administration shall designate a representative from the Engineering and/or Planning department to act as a liaison between the Committee and Administration.

Roles and Responsibilities

Technical Review Committee Role

18. The role of the Technical Review Committee is as follows:

- To review and provide feedback on all technical studies,
- To review the progress of data collection and provide feedback or direction to consultants where further information is needed,



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- To develop recommendations based on the collected data for areas of inclusion within the Hamlet of Langdon Servicing Area, which may include the expansion of the Hamlet boundary,
- To gather input from prospective developers and landowners operating in and surrounding the Hamlet of Langdon with respect to the servicing strategy; and
- To present and recommend the proposed servicing strategy to Council and the public.
- To review the engagement strategy and summary to be included in the Infrastructure Report.

19. The Technical Review Committee will be dissolved once the Infrastructure Report is presented to Council and a decision is made.

Langdon Waterworks Role

20. Langdon Waterworks will be responsible for the retention and funding of contractors or consultants required to complete the technical studies outlined in this document to complete the infrastructure assessment for the Hamlet of Langdon.

21. Langdon Waterworks will coordinate the preparation of the strategy reports to be completed by contractors or consultants, provide support to the TRC, and assume the roles outlined below.

22. Langdon Waterworks will be responsible for providing the TRC with technical information and to facilitate stakeholder engagement through the following actions:

- To create and provide a project work plan with timelines to complete the Infrastructure Report and any related servicing studies,
- To provide and present data from the contractors or consultants to the TRC,
- To provide guidance on planning and development matter as requested by the TRC,
- To create an engagement strategy to received feedback from key stakeholders, including landowners, and ensure the feedback in reflected in the proposal,
- To act as a liaison between the TRC and developers, if required, and
- To create an implementation strategy to ensure findings of the Infrastructure Report can be included in future plan and policy updates.

Rocky View County Administration Role:

23. Rocky View County will be responsible for the following:

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- To participate in the TRC and an advisor to ensure all studies align with County Servicing Standards and Requirements prior to presentation to Council,
 - To provide any requested information, studies, reports, or plans to the TRC or consultant that are relevant to completing the Infrastructure Report,
 - To provide feedback to the TRC or consultant as an identified stakeholder in the project.
24. Rocky View County will review and draft amendments to the Langdon ASP based on the findings and recommendations of the TRC and the Visioning Committee. The draft amendments will incorporate the outcome of the public engagement proposed to be undertaken in Phase 2 of the project, in addition to the findings and recommendations of the TRC and Visioning Committee.

Schedule and Deliverables

25. The project is anticipated to include five studies/reports as outlined below in Table 1.
26. This Term of Reference (TOR) outlines Phase 1 in detail. Subsequent phases of this project will require an amendment to this TOR in consideration of the results of the findings/recommendations of the Technical Review Committee.

Table 1 – Project Schedule

Phasing	Deliverable	Timing
1. Project Initiation	<ul style="list-style-type: none">• Establish the Langdon Servicing Technical Review Committee• Initiate Technical Servicing Studies• Implement engagement with landowners in study area.• Infrastructure Report and Committee recommendations to Council	Q2, 2025
2. Community Visioning	<ul style="list-style-type: none">• Establishment of Visioning Committee• Public Engagement• Committee report and recommendations to Council	Q3, 2025
3. Draft ASP Amendment	<ul style="list-style-type: none">• Draft policy/map amendments based on Infrastructure Report• Land Use Strategy• Circulation/Public Review	Q4, 2025

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4. Bylaw Adoption	• Public Hearing	Q1, 2026
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Cost

27. Costs relating to the completion of the listed technical studies and the review and update of the existing Hamlet of Langdon Infrastructure Report will be borne entirely by Langdon Waterworks.
28. Each TRC member will be responsible for the time and resources associated with their involvement in the TRC.
29. Budget for Phases 2-4 of the project, as outlined on Table 1, will be requested prior to the initiation of those Phases.
30. The developer will enter into an agreement with the County to cover the costs to the County for any staff time and resources contributed to the project.

Communication and Engagement

31. Langdon Waterworks shall prepare an engagement strategy that outlines the stakeholders they will be consulting through the preparation of the Infrastructure Report.
 - a) The engagement strategy shall include thorough engagement with the proponents who are in the process of preparing an amendment to expand the Langdon ASP under the terms of reference originally approved by Council on November 28, 2023.
32. Langdon Waterworks shall communicate and engage with all landowners who are part of the Study Area as per the engagement strategy, and contributing in the funding of the Technical Servicing Studies to support the Langdon Infrastructure Report. This includes the landowners who are proponents under the separate Terms of Reference originally approved by Council on November 28, 2023.
33. Findings of the engagement outlined in clauses 31 and 32 shall be presented in the Infrastructure Report.
34. Community engagement will occur during the Langdon Area Structure Plan Amendment process and be addressed through amendments to these terms of



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reference that guide Phases 2-4 of this project.

35. Rocky View County will endeavor to include landowners and stakeholders within the study area and employ different methods of engagement, which may include an open house, surveys and information sessions.

Council Communication

36. Council will be updated throughout the project through Council briefings, Governance Committee reports, regular memorandums, and other means that Council sees fit.
37. At the end of each project phase, Council will receive a project update with a refined scope for the upcoming project phase that includes the work completed to date, timelines, and recommendations.

Principal Project Risks

Risk	Mitigation Strategy
Unforeseen delays in completing technical studies may lead to a variation of the timeline for key deliverables.	Engage to complete technical studies and deliverables early on and confirm timelines.

Variance

38. Any substantial departure from the project scope and timeline detailed within this terms of reference shall require approval from Council.



Approval Date	
Replaces	n/a
Lead Role	Chief Administrative Officer
Committee Classification	n/a
Last Review Date	
Next Review Date	n/a



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Approval Date