

City of Fort Saskatchewan



CITY OF  
FORT SASKATCHEWAN

# OUTLINE PLAN

# TERMS OF REFERENCE



## 1.0 Outline Plan Terms of Reference

### 1.1 Introduction

Good neighbourhood designs are based on plans that reflect the values and principles of the community. An Outline Plan is the intermediate plan that connects high level conceptual plans and/or statutory plans to the physical forms of the development stage.

This Terms of Reference provides a framework for the creation of an Outline Plan (OP) or an amendment to an Outline Plan in the City Fort Saskatchewan (the City). Outline Plans are generally prepared for newly developing areas of the City. These plans are typically created by Developers in compliance with the statutory plans, and reviewed and accepted by City Administration.

### 1.2 Policy Framework

In accordance with Municipal Government Act (MGA) Section 633, a municipality may adopt an Area Structure Plan (ASP) as a framework for developing a large area of land. The Area Structure Plan provides information at the conceptual level for land use, the road network and servicing.

In Fort Saskatchewan, all parcels of undeveloped land are required to be part of an Area Structure Plan prior to any subdivision or development applications. Following the approval of an Area Structure Plan by the City, landowners may begin the process of completing an Outline Plan in accordance with the policies outlined in the Municipal Development Plan, Area Structure Plan and other City policy plans.

### 1.3 Outline Plan

In the sequence of planning stages, Outline Plans serve as an intermediate planning phase between Area Structure Plans and future redistrictings and subdivisions. See **Appendix C** for the Planning Policy Hierarchy.

An Outline Plan is a detailed planning document that guides the development and conceptual layout for a specific area. It focuses on a smaller area within an approved Area Structure Plan, and provides a finer level of detail as to how the land will be subdivided, serviced and developed. This includes proposed land use layouts housing types and locations, commercial and institutional uses, open spaces, and local road networks. See **Appendix A** for the Outline Plan Content guide.

Outline Plans should include, but are not limited to the following information:

- description of the site including existing physical and natural features;
- summary of background studies;
- policy context and development considerations;
- the proposed vision including the guiding development principles and objectives;
- detailed land use layout including residential forms, commercial, institutional, educational, employment, and recreational services;
- proposed residential population densities (du/ndha);
- identification of locations and sizes for parks and open spaces;

- information on transportation systems including the road network, public transportation, and pedestrian and cyclist circulation;
- municipal servicing concept including water servicing, sanitary servicing, stormwater management, and shallow utilities;
- Development policies and urban design guidelines;
- staging plan for subsequent redistricting and subdivision applications; and
- staging strategy for infrastructure development.

The Outline Plan should take into account how the area will relate to adjacent lands in terms of land use compatibility, transportation networks, and servicing.

## 1.4 Technical Studies & Engineering Brief

As part of an Outline Plan application, technical reports and studies describing the development suitability of the lands are required. These studies provide the background on existing environmental and built conditions that may impact future development patterns. These studies should be provided as appendices in the Outline Plan.

In addition an Engineering Design Brief, servicing studies, and transportation study are also required. The Engineering Brief is complementary to the Outline Plan in showing how servicing will be staged and provided. This includes requirements for the road network, water, sanitary, and storm water systems.

## 2.0 Outline Plan Development Process

### 2.1 Pre-Application Meeting

Once an Areas Structure Plan has been approved by the City, the applicant can begin work on an Outline Plan. The first step is that the applicant meet with City Administration to discuss the proposed plan. The pre-application meeting is coordinated by the applicant and the Planning Department. The meeting provides the applicant an opportunity to present their initial development proposal. Representatives from departments with an interest in the Plan area will be in attendance to provide their initial input.

The intent of the Pre-Application Meeting is to develop an understanding of the project and set expectations as they relate to the development proposal and vision between the applicant and City Administration. After the pre-application meeting, the applicant can begin work on the Outline Plan.

The applicant and City should stay in contact during the drafting phase of the Outline Plan.

### 2.2 Public Engagement

A public engagement component may be required as part of the Outline Plan process. This is dependent on the proximity and impact of the proposed development on adjacent developed areas. If deemed required, the applicant will be required to provide a Public Engagement Plan, identifying intent of the engagement, key stakeholders, methods of engagement and key stages at which the engagement will occur. The Public Engagement Plan will also outline the

promotional tools and avenues. The Public Engagement Plan will be reviewed and approved by City Administration.

Engagement activities would provide the public and interested stakeholders with an opportunity to offer their feedback on the proposal. The applicant will be responsible for planning, organizing, advertising and hosting the engagement activities and a minimum two week notice must be given to public and impacted stakeholders. All promotional material should be referred to the Planning Department prior to publishing in order to ensure that all information included is correct.

The [City of Fort Saskatchewan Public Engagement Framework](#) provides an overview of public engagement for projects and initiatives.

Public engagement can be done concurrently with the Outline Plan review phase. Feedback provided at the public engagement should be included as part of the revised Outline Plan.

## 2.3 Outline Plan Submission

When the draft is ready for formal submission, the applicant can submit the Outline Plan including the Engineering Design Brief and all supporting studies for review. An application letter and application fee need to be submitted with the plan. See **Appendix E** for a list of list of items required for an Outline Plan submission. All documents are to be submitted to the Planning Department.

All submission items are required for the application to be deemed complete. Once the application has been deemed complete, the formal review process can be initiated.

## 2.4 Outline Plan Review

The Outline Plan will be circulated to internal City departments and external agencies for review and comments. External agencies may include provincial agencies, service providers, local school boards, adjacent municipalities, and /or any affected stakeholders. The Outline Plan will be reviewed to ensure its compliance with the City's statutory plans and policy documents, development vision for the area, and for the accuracy of the details. The Planning department will collect and compile comments to send back to the applicant. The applicant is required to address these comments and update the Outline Plan accordingly with necessary amendments.

There may be more than one set of reviews and amendments carried out before all the comments have been addressed to the satisfaction of the City and an agreed upon Plan is achieved. The applicant and City Administration should meet during this stage to discuss the City comments and the proposed changes to the Plan.

## 3.0 Outline Plan Approval

Once the Outline Plan is developed to the satisfaction of the City, it can be submitted for Council approval. A final copy of the plan is submitted to the Planning Department. The process of adopting an outline plan is similar as adopting statutory plans. Outline Plans are adopted by Council Resolution, rather than by bylaw. A non-statutory Public Hearing may be held prior to adopting the plan at the discretion of Council. Non-statutory public hearings function the same way as statutory public hearings, except it is not a requirement in accordance with the Municipal

Government Act. Council may render a decision through a single vote rather than requiring a formal first, second, and third reading.

As per MGA requirements, an accepted Outline Plan is a publicly available document. Accepted Outline Plans are included on the City's [Planning and Zoning Documents webpage](#).

## 4.0 Outline Plan Amendment Process

### 4.1 Amendment Process

An Outline Plan Amendment follows a similar process to an Outline Plan Application. A proposed amendment to an existing Outline Plan should be discussed between the applicant and City. A pre-application meeting is needed to determine the scope of the amendment. Following the pre-application meeting, the applicant will need to submit an Outline Plan Amendment application. The request includes the proposed changes, and the Outline Plan Amendment fee. Additional studies or reports may be required by the City. Public Engagement may be required based on the scope of the amendment.

The amendment will be reviewed to see if it aligns with the City's planning policies and is circulated to the relevant/ impacted City departments. Based on the comments received the amendment proposal many need revisions to the satisfaction of the City Administration. The City Council is the decision making authority for Outline Plan amendments. The process of making a decision on an outline plan amendment is similar to amending statutory plans. Outline Plans are adopted by Council Resolution, rather than by bylaw. A non-statutory Public Hearing may be held prior to adopting the plan at the discretion of Council. Non-statutory public hearings function the same way as statutory public hearings, except it is not a requirement in accordance with the Municipal Government Act. Council may render a decision through a single vote rather than requiring a formal first, second, and third reading.

### 4.2 Minor Amendments

Amendments deemed minor, by Administration, will not require formal Council approval and will instead be approved by the Subdivision Authority. Minor amendments may require the same review and circulation process as substantive amendments. Amendments may be reclassified from minor to substantive at any time at the discretion of Administration. Amendments of the following nature are to be considered minor:

1. Housekeeping amendments that do not change the intent but provide greater clarity;
2. Amendments of a technical nature that do not impact major infrastructure, the pattern of land use, mobility network, or staging.

## Appendix A- Outline Plan Content

This section provides detailed information on the Outline Plan content.

### **1.0 EXECUTIVE SUMMARY**

Purpose of the Outline Plan, and an overview of the proposed development concept.

### **2.0 INTRODUCTION**

Describe the geographical area of the Outline Plan. This section should include a map of the plan area boundary.

#### **2.1 PLAN AREA & LOCATION**

- Location within the context of Fort Saskatchewan
- Legal descriptions of the lands
- Amount of total gross land area

#### **2.2 LAND OWNERSHIP**

- List the land owners of each parcel in the area

### **3.0 POLICY CONTEXT**

Compliance with planning policies at the regional and municipal levels. The objectives of the Outline Plan should demonstrate conformance with the vision and policy direction of these plans. Refer to the [Planning and Zoning Documents Webpage](#) for a list of planning documents, and the [Reports, Plans, & Studies Webpage](#) for city wide policies.

#### **3.1 EDMONTON METROPOLITAN REGION BOARD (EMRB)**

Provide a statement on how the Outline Plan meets the requirements of the Edmonton Metropolitan Region Board's (EMRB) [Re-imagine. Plan. Build Growth Plan](#).

#### **3.2 MUNICIPAL PLANNING POLICIES**

Provide brief statements on how the Outline Plans complies with the City's policy plans including:

- Municipal Development Plan
- Community Sustainability Plan
- Applicable Area Structure Plans and Area Redevelopment Plans
- Recreation and Parks Master Plan

#### **3.3 ENGINEERING POLICES**

Provide a brief statement on how the Outline Plan complies with the City's Engineering and Servicing Standards including transportation and services.

An Engineering Design Brief should be submitted with the Outline Plan.

## **4.0 SITE CONTEXT & DEVELOPMENT CONSIDERATIONS**

Identify the context, conditions, and development considerations for the area. Include environmental conditions, existing land uses, and surrounding land uses.

### **4.1 SITE DESCRIPTION & CONSTRAINTS**

Information on environmental conditions such as natural features and how they can be protected and incorporated within the development. Identify significant built infrastructure, utilities, and structures.

Site constraints should be identified and addressed. This includes strategies on how site constraints will be dealt with or overcome during development.

#### **4.1.1 TOPOGRAPHY**

Describe the topography including slopes, elevations, floodplains, wetlands, surface drainage patterns, and water tables. A topography map identifying contours at 1.0 m interval is required. Delineation of any water bodies and subsequent top of banks and setbacks will need to be determined and identified at this stage. Significant wetland areas should be identified in the plan, and preserved as environmental reserve. Provincial and municipal regulations and requirements will be identified and followed.

#### **4.1.2 SOILS**

Describe soil types, and if any of them pose development constraints. Geotechnical study is required.

#### **4.1.3 VEGETATION**

Describe the vegetation patterns in the area, including tree stands, natural corridors, and animal habitats. Information should be included on how natural vegetation features will be incorporated into the development area. A Phase 1 Environmental Impact Assessment is required. A Phase 2 Environmental Assessment and a Bio-physical Study may be required. Any environmentally significant areas may need to be delineated through these studies.

#### **4.1.4 HISTORY**

Historical Resource Overview and Historical Resources Impact Assessment may be required.

### **4.2 EXISTING LAND USES**

Describe the current land uses in the area. Existing infrastructure and amenities should be mentioned.

#### **4.2.1 BUILT INFRASTRUCTURE**

Identify existing infrastructure, utilities, and structures. Infrastructure includes roads, bridges, and airports. Utilities include pipeline corridors and utility rights-of-ways. Structures include buildings and facilities.

In following with Alberta Energy Regulator (AER) [Directive 079, Surface Development in Proximity to Abandoned Wells](#), in use and abandoned well-sites should be documented and mapped.

#### **4.2.2 EXISTING ACCESSES AND ROAD NETWORK**

Identify the current internal and external road network systems in the area. Include existing trail networks.

### **4.3 SURROUNDING LAND USES**

Describe the lands outside of the Outline Plan area. Include adjacent land uses, neighbourhoods, roads, and important commercial and institutional amenities. This Includes natural and human made barriers.

### **4.4 BACKGROUND STUDIES**

A brief summary of the following studies should be included in the Outline Plan. Additional studies may be required at Administration's discretion. The studies must be included as appendices in the Outline Plan.

#### **4.4.1 ENVIRONMENTAL SITE ASSESSMENT (PHASE 1)**

A summary of the Environmental Site Assessment (ESA). This includes who prepared the assessment, findings, and recommendations. Based on the findings of Phase I ESA, Phase II ESA might be required.

#### **4.4.2 GEOTECHNICAL EVALUATION**

A summary of the Geotechnical Evaluation. This includes who prepared the assessment, findings, and recommendations.

#### **4.4.3 HISTORICAL RESOURCES OVERVIEW**

A summary of the Historical Resources Overview. This includes who prepared the assessment, findings, and recommendations. Include any significant topographical or bio-geophysical features, historic resource value rankings, and whether a Historical Resources Act Clearance has been received. Historic Resources Impact Overview may be required.

#### **4.4.4 BIO-PHYSICAL STUDIES**

A summary of the bio-physical studies completed for the lands if required.

#### **4.4.5 TRAFFIC IMPACT ASSESSMENT**

A summary of the traffic impact assessment if required.

#### **4.4.6 ADDITIONAL STUDIES**

Additional relevant studies may include and not limited to Noise Control Study, Parking Study, etc.

### **5.0 GUIDING VISION, PRINCIPLES & OBJECTIVES FOR DEVELOPMENT**

This section identifies the guiding development vision, principles and objectives for the Outline Plan. Concept principles of the Outline Plan should be in compliance with the principles, and objectives of City's policy plans.

#### **5.1 VISION**

The vision is a description of what the community to area would look like. The vision is the objectives that the Outline Plan is look to achieve through development.

#### **5.2 GUIDING PRINCIPLES**

Principles are defined as fundamental values, qualities, or attributes. The guiding principles should be identified, and described in terms of how they contribute to the proposed vision for the area.

#### **5.2 OBJECTIVES FOR DEVELOPMENT**

Objectives are defined as the efforts or actions intended to attain or accomplish a purpose or goal. The objectives should be identified, and described. Through achieving these objectives Outline Plan's vision for the area will be achieved.

### **6.0 LAND USE & DEVELOPMENT CONCEPT**

#### **6.1 CONCEPT OVERVIEW**

The land use concept section should provide an overview of the physical layout, proposed land uses, and design of the area. The section will describe the anticipated look and feel of the neighbourhood/ development, community features and description of built environment and urban design in the Plan area. At minimum, it will include how and where the nodes, gateways, vistas and edges will be created; that in turn will give an identity to the neighbourhood/ Plan area. The section will include sub-sections that will provide details on the land uses, planned densities, transportation network (vehicular, bike and pedestrian), overall servicing of the area, and neighbourhood/ development urban and architectural design guidelines.

This section will be supported by the Land Use Concept Plan and show proposed land uses, road layout and block configurations for the area. This section can be supported by illustrations if necessary to explain the anticipated development theme, look, feel and/or character.

## **6.2 LAND USE AREA AND POPULATION STATISTICS**

This will include the area allocated to each land use, population by land use and dwelling units. Density will be illustrated as dwelling units and/or jobs per net residential hectare (du/nrha).

In accordance with Edmonton Metropolitan Region Board policies, the minimum target density for new greenfield development is 35 dwelling units per net residential hectare (35-40 du/nrha). The Outline Plans that fall under the Westpark and Southfort Area Structure Plans (approved prior to the 2017 Growth Plan) need to meet a residential density of 25-30 dwelling units per net residential hectare (25-30 du/nrha).

## **6.3 RESIDENTIAL LAND USE**

Describe the residential land uses for the area. This includes how different residential land uses can be integrated with each other, and with commercial and institutional amenities. A description should include on how densities will be provided by a variety of housing types.

### **6.3.1 LOW DENSITY RESIDENTIAL (LDR)**

Description on the types low density residential developments. This includes details on location, housing typology, and aesthetic designs.

### **6.3.2 MEDIUM DENSITY RESIDENTIAL (MDR)**

Description on proposed Medium Density Residential developments. This includes details on location, housing typology, and aesthetic designs.

### **6.3.3 HIGH DENSITY RESIDENTIAL (HDR)**

Description on proposed High Density Residential developments. This includes details on location, housing typology, and aesthetic designs.

## **6.4 COMMERCIAL LAND USE**

Describe commercial land uses within the area. This includes the location, type, and design of the commercial developments being proposed.

## **6.5 INDUSTRIAL LAND USE**

If applicable, a description should be given on Industrial land uses within the area. This includes details on the type of industry, site layout, and how the impact on adjacent land uses can be mitigated.

## **6.6 INSTITUTIONAL LAND USE**

Describe proposed institutional land uses within the area. This includes details on the location, type, and integration institutional uses and urban services with the surroundings.

## **6.7 SCHOOL FACILITIES**

If applicable, a description of the type of school facilities to be provided. Location of potential future school sites should be identified on municipal reserve parcels in

following with the approved Area Structure Plan. Local School Boards will provide feedback on the proposed location and design of school sites based on provincial school site location guidelines. School grounds should have ample street frontage to accommodate bus and vehicle loading areas for students. Refer to **Appendix E** to see local School Boards' recommended site and building area requirements.

## **6.8 ARCHITECTURAL & URBAN DESIGN STANDARDS**

Describe the architectural and urban design standards that would be applied to the area. This section will address standards for building footprint sizes, building massing and articulation, architecture style, building materials, exterior finishing, colour palette, fence design and materials, landscaping, streetscaping, CPTED principles and creation public-private realm interactions through enhanced connectivity, permeability, and transparency to create an engaged and integrated neighbourhoods/ development.

The guidelines will be supported by illustrations for greater clarity and understanding.

## **7.0 PARKS & OPEN SPACES**

Describe the proposed location and layout of parks and open spaces along with the open space connectivity, trail networks, and site accessibility. As per the Municipal Government Act Section 666, up to 10% of a developable area may be allocated as municipal reserve lands to the city.

Industrial Outline Plans should include how much land will be dedicated for parks and open spaces, or provided as cash-in-lieu to the City.

### **7.1 PARKS AND OPEN SPACES**

Parks and open spaces are required be integrated with the overall development concept and should incorporate existing natural features such as tree stands where possible. Proposed play structures and/ or playfield locations should be identified and parking and access requirements should be addressed to the satisfaction of City Administration and/or as per the direction of the City Plans and standards. .

### **7.2 TRAILS AND OPEN SPACE CONNECTIVITY**

Describe how trails for pedestrians and cyclists will connect to open spaces, parks, community amenities, urban services, and school sites. This section will also illustrate how the trail network within the Outline Plan area will connect to trails outside of the Plan area.

## **8.0 TRANSPORTATION CONCEPT**

Describe the transportation network for vehicles, public transit, pedestrians, and cyclists. Refer to the Fort Saskatchewan Engineering Standards and Pre-Design Report for specific criteria requirements. A summary of the Traffic Impact Assessment should also be included in this section.

### **8.1 ROADWAY NETWORK**

Describe and illustrate the location and capacity of the road network. This includes recommendations to accommodate future traffic demand increases. A hierarchical description of roadways for vehicular movement should be identified.

### **8.1.1 REGIONAL & ARTERIAL ROADS**

A description of the Outline Plan area in relation to existing and proposed regional road networks including highways and other major roadways.

### **8.1.2 COLLECTOR ROADS**

A description of collector roadways, and how they will accommodate traffic. Important access points to the area should be included.

### **8.1.3 LOCAL ROADS**

A description of local roadways and sidewalks for the outline plan area.

### **8.1.4 STREET NAMING**

Describe the street naming process for the area. This includes the theme or pattern that the names will follow.

## **8.2 PUBLIC TRANSPORTATION**

Include guidelines on how public transportation can be supported and integrated in the Outline Plan area. This includes where bus or other public transportation services routes, stations, and stops could be located.

## **8.3 PEDESTRIAN & CYCLING CIRCULATION**

Describe on how the proposed trail and walkway system in the area will connect and promote pedestrian and cycling activity. Include where walkways will be placed, and how they will connect to other areas including commercial, recreational and institutional amenities as well as adjacent neighbourhoods.

## **9.0 MUNICIPAL SERVICING CONCEPT**

The Municipal Servicing Concept summarizes the requirements and location of servicing infrastructure including water, sanitary, stormwater, and shallow utilities. The Fort Saskatchewan Engineering Standards and Pre-Design Guidelines provides information on location, design, and size requirements for different municipal services. The Pre-Design Report should be provided as part of the Outline Plan submission.

### **9.1 WATER SERVICING**

Describe how water servicing including operations and routing will be provided.

### **9.2 SANITARY SERVICING**

Describe how sanitary servicing including operations and routing will be provided.

### **9.3 STORMWATER MANAGEMENT**

Describe how storm water management facilities will be designed and provided. Stormwater management facilities should not be located on the same site as schools, playfields, or play structures.

#### **9.4 SHALLOW UTILITIES**

Describe the proposed alignment and servicing for shallow utilities including power, gas, and telecommunication services. If there are pre-existing shallow utilities note how they will be impacted by the proposed development.

#### **10.0 STAGING PLAN AND PHASING**

Describe the proposed phasing and development sequence for the Outline Plan area. Phasing should follow a sequential order, and leap frog development is not supported.

##### **10.1 STAGING PLAN**

Description of the overall project and how it will be divided into stages during development. It is expected that future redistricting and subdivision applications will follow the proposed staging plan. This section will also include information on at what stages key infrastructure upgrades or installs will take place. This will include and not limit to construction or upgrades to servicing lines, storm water management ponds, road extensions and/ or widening, and provision of key community amenities such as parks or school sites. The staging plan for new roads and transportation routes should be addressed. This includes facilitating traffic connectivity between the Outline Plan area and adjacent roadways

A staging plan should be included with the Outline Plan.

##### **10.2 OFF-SITE LEVIES**

The Outline Plan should reference the allocation of off-site levies. Off-site levies are assessed on the development for items such as arterial roadway networks, water services, wastewater services, and stormwater facilities. At time of subdivision, levies are typically determined as part of the Development Agreement. Additional costs may be borne to the Developer to facilitate the near-term plan of infrastructure capacity improvements.

##### **10.3 RE-DEVELOPMENT LEVIES**

The Outline Plan should reference the allocation of off-site levies if applicable. An Area Redevelopment Plan or redevelopment site may have redevelopment levies or requirements to upgrade services and roadway to support the redevelopment project. This may be determined at the time of Development Agreement, or it may occur at the time of Development Permit.

#### **11.0 SUPPORTING REPORTS & STUDIES**

All supporting reports and studies should be included as appendices to the Outline Plan. This should include but is not limited to the following:

- Environmental and Bio-physical Reports
- Geotechnical Report and Agricultural Impact Assessment
- Historical Resource Overview and Historic Resource Impact Assessment
- Traffic Impact Assessment
- Engineering Design Brief
- Additional reports such as a Noise Attenuation Study or Parking study may be required at Administration's discretion.

## Appendix B- Fort Saskatchewan Policy Documents

### Fort Saskatchewan Planning Documents

These documents provide the policy framework for planning and development in Fort Saskatchewan. A list of plans including the Municipal Development Plan and Area Structure Plans are available on the [Planning and Zoning Document Webpage](#).

### Fort Saskatchewan Reports, Plans, & Studies

A list of documents and plans from other City Departments are available on the [Reports, Plans, and Studies Webpage](#).

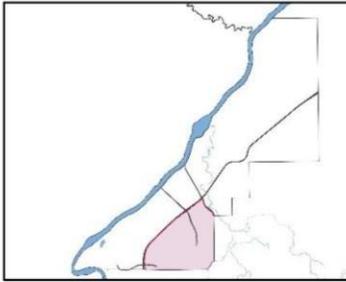
### Edmonton Metropolitan Region Board (EMRB) Plans

The Edmonton Metropolitan Region Board (EMRB) is the regional growth board for the Edmonton region. The Province has mandated the board to coordinate long-range growth servicing and planning for the region. The City of Fort Saskatchewan is one of 13 member municipalities.

The EMRB was established in 2017 in accordance with section 708.02(1.2) of the Municipal Government Act. Prior to October 2017, it was called the Capital Region Board (CRB).

The [Re-imagine. Plan. Build. Edmonton Metropolitan Regional Growth Plan](#) provides the 50 year vision for the growth and development of the Edmonton region.

Appendix C- Planning Policy Hierarchy



### Municipal Development Plan (MDP)

The MDP is a statutory plan guides the future growth and development for the entire city over the next 20 plus years. The Municipal Development Plan shows future land uses, transportation systems, and municipal services. It is a high level policy tool that will guide decision making on what to build and where to build it.



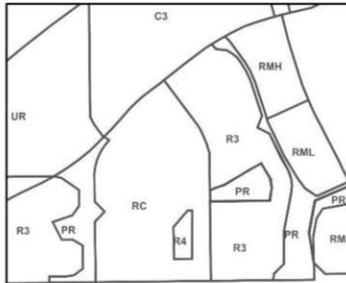
### Area Structure Plan (ASP)

An Area Structure Plans is a statutory plan that guide the future growth and development for specific areas within the City. ASP's include proposed land uses, population densities, and the general locations of major transportation routes. ASP's are developed in conformance with the growth and development direction set in the Municipal Development Plan.



### Outline Plan

An Outline Plan is detailed plan for the development of a specific area of land. An Outline Plan focus on a smaller area within an approved Area Structure Plan. Outline Plans include land uses, open spaces, road net municipal servicing. They are typically produced by Developers and reviewed by the City. Outline Plans must follow the MDP and applicable ASPs.



### Redistricting (Zoning)

The redistricting or rezoning stage is when a specific land use district is applied to a parcel of land. The Land use Bylaw is a document that regulates land use and guides development in the City. It divides the City into different land use districts and determines the built form and activities that occur in each district.



### Subdivision + Servicing Agreements

Subdivision is when a parcel of land is divided into two or more parcels with separate legal titles for each parcel. This includes bareland condominiums and condominium conversions. The *Municipal Government Act* - Section 653 regulates the subdivision process. Subdivision applications are approved by the Subdivision Approving Authority.



### Development + Building Permits

Development and building permits are for the construction of buildings or structures. A development permit is written approval from the City that a plan is in accordance to the Land use Bylaw. A development permit is required before you can apply for a building permit.

## Appendix D- Definitions

Definitions are from the [Fort Saskatchewan Land Use Bylaw](#).

**Adjacent:** means continuous to, or would be contiguous if not for a river, stream, railway, road, utility right-of-way or public utility lot.

**Affordable Housing:** means adequate housing that does not cost more than 30% of a household's before-tax income, or as otherwise defined by the *City of Fort Saskatchewan Affordable Housing Strategy*.

**Amenity Area** means:

- a) In a residential development, an indoor and/or outdoor space provided for the active or passive recreation and enjoyment of the occupants of a residential development, which may be for private or communal use and owned individually or in a common; and/or
- b) With respect to non-residential development, space provided for the active or passive recreation and enjoyment of the public, during the hours which the development is open to the public, which shall be owned and maintained by the owners of the development.

**Area Redevelopment Plan:** means a Statutory Plan adopted by Council, prepared pursuant to the MGA, which addresses the redevelopment or rehabilitation of established neighbourhoods or other areas.

**Area Structure Plan:** means a Statutory Plan adopted by Council, prepared pursuant to the MGA, which addresses the future development of large areas of land at a conceptual level of detail.

**City:** means the Municipal Authority of the City of Fort Saskatchewan, in the Province of Alberta.

**Community Service Facility:** means a development for use by the public or public groups for cultural or community activities. Typically uses include museums, libraries, YM/YMCA, tourist information/interpretive centres, and multi-purpose facilities and public and private Clubs.

**Compatibility:** means the characteristic of different uses or activities or designs which allow them to be located near or adjacent to each other in harmony. Some elements offering compatibility include height, scale, mass and bulk of buildings and structures. Other characteristic include pedestrian or vehicular traffic, circulation, access and parking impacts. Other important characteristics that affect compatibility are landscaping, light, noise, odour and architecture. Compatibility does not mean "the same as". Rather, compatibility refers to the sensitivity of development proposals in maintaining the character of existing development.

**Council:** means the Council of the Municipality of the City of Fort Saskatchewan, as defined in the MGA, as amended.

**Density:** means the overall average number of dwelling units located on the net residential hectare (as applicable) contained within the development and calculated on a per-hectare basis.

**Developer:** means an owner, agent or any person, firm or company required to obtain or having obtained a Development Permit.

**Development** means:

- (a) An excavation or stockpile and the creation of either of them;
- (b) A building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land;
- (c) A change of use of land or a building or an act done in relation to land or a building that results in, or is likely to result in, a change in the use of the land or building; or
- (d) A change in intensity of use of land or a building or an act done in relation to land or a building that results in, or is likely to result in, a change in the intensity of use of the land or building, as defined in the MGA, as amended.

**Development Authority:** means a Development Authority established pursuant to the MGA, as amended.

**Development Footprint:** means the land area covered by buildings, streets, parking areas, and other typically impermeable surfaces.

**Essential Services:** means potable water, sanitary sewer and storm drainage systems as well as natural gas and electricity, roads, curbs, gutter and sidewalks as per the City's Engineering Standards.

**High Density Residential:** means residential development at a density of over 70 dwelling units per net developable hectare.

**Industrial Use, General:** means a use which may involve one or more of the following activities:

- (a) The processing of raw or finished materials;
- (b) The manufacturing or assembly of goods, products or equipment;
- (c) The cleaning, servicing, repairing or testing of materials, goods and equipment normally associated with industrial or commercial businesses or the cleaning, servicing and repair of goods and equipment associated with household use, where such operations have impacts that would typically make them incompatible in non-industrial Land Use Districts;
- (d) The storage or transshipping of materials, goods and equipment; or
- (e) The training of personnel in General industrial operations.

Notwithstanding the above, General industrial uses may include any indoor display, office, technical or administrative support areas or any sales operation accessory to the General industrial use.

**Industrial Use, Heavy:** means a manufacturing or processing activity that:

- (a) May consume large quantities of land, energy, water or other natural resources in its operation, or that requires access to transportation facilities capable of handling bulk materials or commodities; and
- (b) By the nature of its operation may have off-site effects such as noise, vibration, light, Dust, odour, humidity, smoke, fumes, or heavy truck traffic and other impacts affecting the safety, use, amenity and enjoyment of adjacent sites.

**Land Use:** means the purpose or activity for which a piece of land or its buildings are designed, arranged, developed or intended, or for which it is occupied or maintained.

**Land Use District:** means an area of the City established as a Land Use District by this Bylaw

**Low Density Residential:** means residential development at a density of 30-50 dwelling units per net developable hectare.

**Medium Density Residential:** means residential development at a density of 50-70 dwelling units per net developable hectare.

**Mixed Use Development:** means development that is designed to accommodate a mix of commercial, residential and/or a limited range of light industrial uses within a single site. This type of development is sensitive to adjacent districts that allow residential uses and provides a building form that is street oriented at grade. This mix of uses may be either vertical or horizontal. A common example of a vertical mixed use is street level retail, one or more floors of office use in the middle floors, and one or more floors of residential use in the upper floors. An example of a horizontal mixed use is two buildings, one commercial and one office. On the same site.

**Natural Conservation Use:** means land areas set aside of outdoor recreation or to protect sensitive natural features and or areas of cultural or scenic value. Without restricting the generality of the foregoing, this use may include parks, environmentally sensitive areas, wilderness areas, natural areas, ecological reserves and archaeological sites.

**Natural Feature:** means any tree, plant life, water feature, natural open space, rock outcropping or view corridor which presents vistas to a natural feature, Natural features include wetlands, forests, ravines, rivers, valley, and associated wildlife habitat areas along the edge of, or which support significant ecological functions within, the natural feature.

**Outline Plan:** means a detailed land use plan for an area of land that is typically smaller than the land covered by an Area Structure Plan and which conforms to all Statutory Plans. An Outline Plan may be adopted by resolution of Council pursuant to Part 17 of the MGA, and is otherwise equivalent to a "Conceptual Scheme" as described in Section 653 of the MGA.

**Plan of Subdivision:** means a plan of survey prepared in accordance with the *Land Titles Act* for the purpose of effecting a subdivision, as defined in the MGA, as amended.

**Public Facility:** means any land or buildings owned by the City including lands that are used as public utility lots, playgrounds, recreational areas, public parks, municipal reserves, buffers, boulevards, parkways, ornamental areas or squares.

**Public Roadway:** means the right-of way for a Highway, street or lane that is registered at the Land Titles Office and is used or intended to be used to accommodate vehicular traffic, and includes a bridge forming part of a public roadway or any structure incidental to a public roadway as defined in the MGA, as amended.

**Public utility Lot:** means a lot owned by the City that is designated as a utility lot with the Land Titles Office and is designed to accommodate one or more public utilities, pedestrian walkways or multiuse trails.

**Reserve Land:** means environmental reserve, municipal reserve, community services reserve, school reserve or municipal and school reserves as defined in the MGA, as amended.

**Statutory Plan:** means an intermunicipal development plan, a municipal development plan, and Area Structure Plan and an Area Redevelopment Plan adopted by a municipality under the MGA, as amended.

**Subdivision:** means the division of a parcel of Land into one or more smaller parcels by a plan of subdivision or other instruments, or as defined in the MGA, as amended.

**Subdivision and Development Appeal Board:** means the Subdivision and Development Appeal Board appointed pursuant to the MGA, as amended.

**Use:** means the purpose or activity for which a site and buildings are designed, arranged, developed, or intended, or for which it is occupied or maintained.

**Utility:** means a system or works used to provide or deliver one or more of the following for public consumption, benefit, convenience or use:

- (a) Water or steam;
- (b) Sewage disposal;
- (c) Public transportation operated by or on behalf of the City;
- (d) Irrigation;
- (e) Drainage;
- (f) Fuel;
- (g) Electric power;
- (h) Heat;
- (i) Waste management;
- (j) Residential and commercial street lighting; or
- (k) Any building required to operate the utility as defined in the MGA, as amended.

## Appendix E- Outline Plan Submission Documents

- **Application Fee**- As indicated in the City's Fees and Charges Bylaw
- **Certificates of Title**- Current copies for the subject lands
- **Outline Plan Digital Copy**
  - **One (1)** PDF copy to be submitted via email to [landuseplanning@fortsask.ca](mailto:landuseplanning@fortsask.ca) (identifying the recipient and describing the document), or on CD/USB flash drive. Send all accompanying mapping, reports and appendices
- **Technical Studies/Reports**
  - Pre-Design Report should be submitted with the Outline Plan
  - Additional technical studies and reports may be required by the City of Fort Saskatchewan or other government agencies.

Appendix F- School Board Site Guidelines



ELK ISLAND PUBLIC SCHOOLS SCHOOL SITE LAND GUIDELINES												
Type of School	School Building Envelope						Play Fields				Total	
	School Footprint incl. Play Areas	Space for future modulars (if applicable)	Parking Stalls required	Parking Area	Set back Allowances (if applicable)	Total school building envelope	65 m x 110 m field with sidelines	Track and Field Area (if applicable)	Set back Allowances (if applicable)	Total Play Field Area	Minimum School Site Required	
<b>K -6 school (450)</b>	3.00	0.34	32	0.22	0.38	3.94	2.56	0.00	0.26	2.82	<b>6.76</b>	
<b>K-6 school (600)</b>	3.02	0.34	41	0.32	0.39	4.07	2.56	0.00	0.26	2.82	<b>6.89</b>	
<b>K-9 school (600)</b>	3.60	0.34	71	0.56	0.47	4.97	2.56	0.00	0.26	2.82	<b>7.79</b>	
<b>K-9 school (900)</b>	4.26	0.34	126	1.00	0.58	6.18	2.56	0.63	0.32	3.51	<b>9.69</b>	
<b>10-12 school</b>	4.50	0.68	270	2.13	0.73	8.04	5.12	0.63	0.58	6.33	<b>14.37</b>	
<b>10-12 school</b>	6.00	0.68	353	2.79	0.95	10.42	5.12	0.63	0.58	6.33	<b>16.75</b>	
<b>10-12 school</b>	7.00	0.68	440	3.48	1.12	12.28	5.12	0.63	0.58	6.33	<b>18.61</b>	

**Notes:**

- 1:** The land areas indicated assume that bus loading or off-loading and parent drop off occur on the adjacent public streets.
- 2:** The areas indicated are minimum recommended areas and may need to be modified to accommodate specific site shapes, grading and other aspects of the community or site design (pathways, easements, separations from adjacent uses, etc...). The building foot print is based on the prototypical school designs of the province.(single story)
- 3:** The areas indicated are in acres.
- 4:** The space required for modulars (space for freestanding portable classrooms required to accommodate population growth) could be relaxed if play fields can be placed to accommodate these freestanding units until a new school is opened. This also requires sufficient other play space for the total student population.
- 5:** Set Back allowances will vary from site to site. Examples may include: Storm water ponds or right-of-way pipelines or frontage. Set backs will only occur if necessary as per the municipal by laws.

SITE AREA REQUIREMENTS  
ELK ISLAND CATHOLIC SCHOOLS

School	Grades	Building Envelope (ac)	Building Envelope (ha)	Total Site (ac)	Total Site (ha)	Enrolment Range
Elementary	K-4	3.0-3.5	1.21-1.41	8.0-9.0	3.24-2.64	300-600
Elementary	K-6	3.0-3.5	1.21-1.41	8.0-9.0	3.24-2.64	300-600
Elementary/Jr. High	K-9	4.0-4.5	1.61-1.82	13.5-16.0	5.45-6.48	400-800
Middle	5-8	3.5-4.0	1.41-1.61	13.5-16.0	5.45-6.48	400-800
Junior High	7-9	3.5-4.0	1.41-1.61	13.5-16.0	5.45-6.48	400-800
Senior High	9-12	10.0-12.0	4.04-4.85	25.0-30.0	10.12-12.4	1000+
Senior High	10-12	10.0-12.0	4.04-4.85	25.0-30.0	10.12-12.4	1000+