

Terms of Reference for the Preparation of Area Structure Plans & Neighbourhood Structure Plans

SEPTEMBER 2021



CITY OF
FORT SASKATCHEWAN
ALBERTA



CITY OF
FORT SASKATCHEWAN
ALBERTA

TERMS OF REFERENCE FOR THE PREPARATION OF ASPS & NSPS



City of Fort Saskatchewan

CONTENTS

1.0	Introduction	01
1.1	Authority	01
1.2	Policy Alignment	03
2.0	ASP / NSP Preparation Process	04
3.0	ASP / NSP Formal Acceptance	10
4.0	Plan Contents	13

APPENDICES

1	Application Checklist	25
2	Sample Land Use Concept & Population Statistics Table	27
3	Sample Land Use Concept Maps	31
4	Technical Reports	33
5	Glossary of Terms	37

1.0 INTRODUCTION

The City of Fort Saskatchewan takes pride in its history, culture, and connections among residents. The process of creating a new community that honours the city's history, spirit, and local context and establishes a vibrant community vision that is inclusive, sustainable, and respects the natural environment, social and cultural capital, and the economy, is a challenging undertaking.

This Terms of Reference (ToR) provides the framework for the preparation of new Area Structure Plans (ASPs), the preparation of new Neighbourhood Structure Plans (NSPs), or the preparation of an amendment to an ASP or NSP. This ToR is intended to support applicants, stakeholders, City Administration, and Council in clearly defining expectations and outlining respective roles in shaping new communities that contribute to the overall well-being and quality of life in Fort Saskatchewan.

1.1 AUTHORITY

The *Municipal Government Act (MGA)*, Sections 631 – 638, outlines what are considered statutory plans in the Province of Alberta and provides general provisions with respect to the consistency and format of statutory plans.

Section 633 of the *MGA* provides the authority to municipalities for the preparation of ASPs and the adoption of ASPs by bylaw. In accordance with *MGA* Section 633, a municipality may adopt an ASP as a framework for developing a large parcel of land. The ASP provides information at the conceptual level for:

- proposed land uses,
- population densities,
- the general location of major transportation routes and public utilities,
- the sequence of development proposed for the area, and
- any other matters that Administration and / or Council considers necessary.

Prior to the preparation of an NSP and/or the submission of a subdivision or development application, the parcel(s) of land must be part of an ASP. The preparation of a NSP will not be permitted unless an ASP has been adopted for the area in which the NSP is proposed.

In the City of Fort Saskatchewan, all NSPs will be adopted by bylaw as a chapter within the ASP by way of an amendment to the existing parent ASP. Council may adopt non-statutory plans by resolution or



bylaw in accordance with Sections 180 and 181 *Municipal Government Act*.

ASPs, ARPs, and NSPs may be prepared by the private sector, Administration, or jointly when deemed appropriate.

The relationship between the provincial legislation, the regional plans, and the City of Fort Saskatchewan's plans and implementation mechanisms is exhibited in Figure 1: Planning Hierarchy. The direction provided by the plans becomes more detailed and specific as you move down the hierarchy. ASPs must align with the direction provided by the plans above it and provide direction to the more specific NSPs, which are below ASPs on the hierarchy.

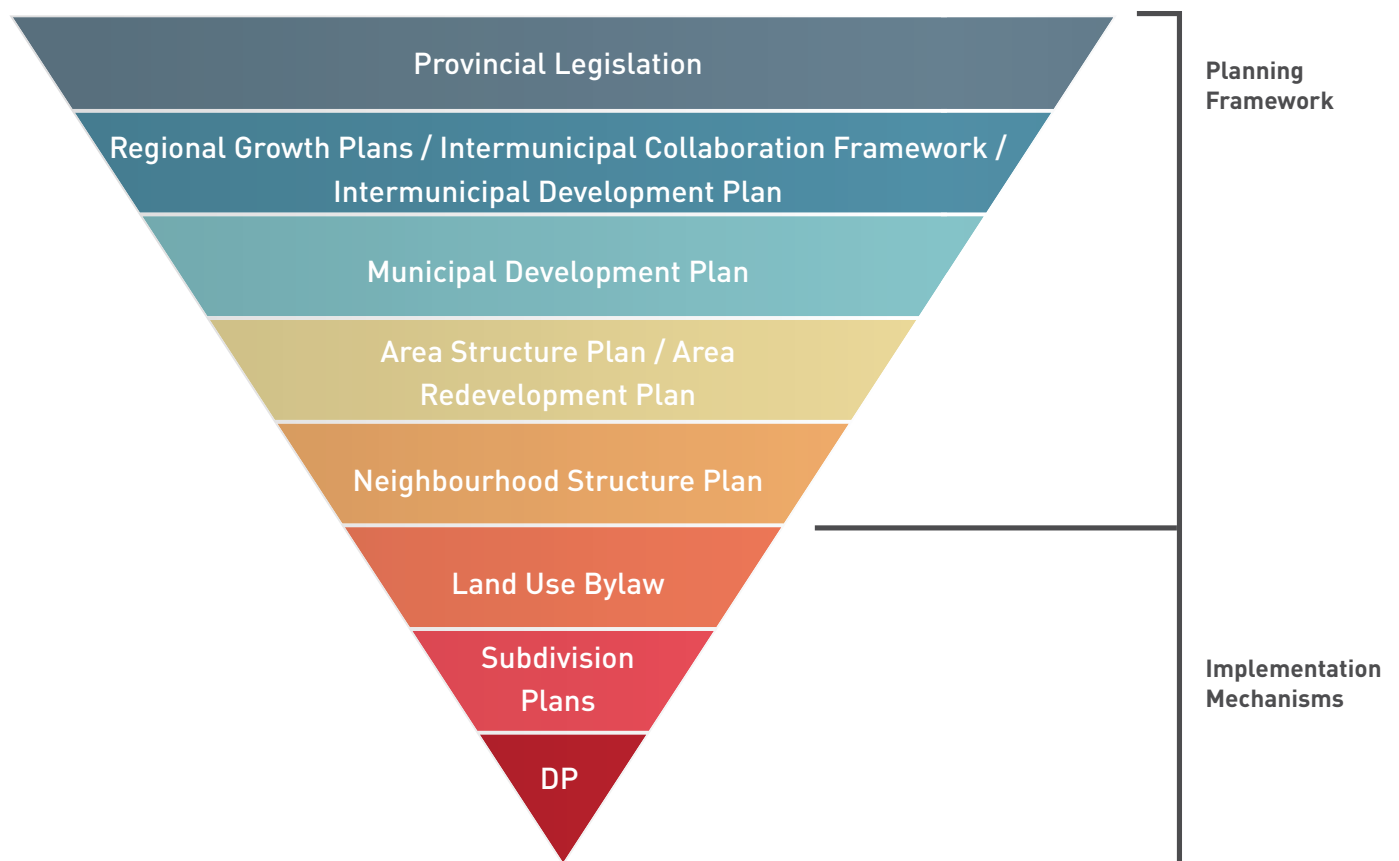


FIGURE 1 Planning Hierarchy

1.2 POLICY ALIGNMENT

All statutory plans in the City of Fort Saskatchewan must align with provincial legislation and municipal plans, policies, and bylaws, while also considering the expectations of residents, industry, City Administration, and City Council. In accordance with Section 638 of the *Municipal Government Act*, all new ASPs shall be consistent with the MDP and the Edmonton Metropolitan Region Growth Plan (EMRGP), which was completed in cooperation with the surrounding municipalities through the Edmonton Metropolitan Region Growth Board. In addition, all new ASPs shall adhere to the spirit and intent of the various plans, policies, bylaws, procedures, and municipal practices related to planning and development in the City of Fort Saskatchewan.

All new NSPs shall be consistent with the ASP for the area in which the NSP is proposed. Since an ASP must align with the MDP and the EMRGP, it is expected that the NSP will align accordingly. While the ASP provides planning direction for a group of neighbourhoods, the NSP refines the planning and design framework and provides more detail regarding land use patterns, transportation, and servicing for a specific neighbourhood. More detail and explanation as to how the spirit and intent of the various plans, policies, bylaws, procedures, and municipal practices related to planning and development in the City of Fort Saskatchewan are supported in the plan vision, goals, objectives, policies, and land use concepts is required at the NSP level.

The following Acts, plans, policies, bylaws, and procedures that shall be reviewed to ensure the ASP and/or NSP complies with the applicable overarching documents.

PROVINCE OF ALBERTA
Municipal Government Act
Alberta Land Stewardship Act
Edmonton Metropolitan Region Growth Plan: Re-imagine. Plan. Build. (2017)
Integrated Watershed Management Plan - North Saskatchewan River
Public Lands Act
Water Act
Wetland Policy
CITY OF FORT SASKATCHEWAN
Municipal Development Plan: Our Fort. Our Future. (2021)
Community Sustainability Plan (2014)
Strategic Plan
Transportation Master Plan (TMP) (2018)
Recreation, Facilities, & Parks Master Plan
Engineering & Servicing Standards
Servicing Design Briefs
Visit the Planning and Zoning Document Webpage and the Reports, Plans, and Studies Webpage for links to the plans.



2.0 ASP / NSP PREPARATION PROCESS

ASPs provide the link between the MDP and the Neighbourhood Structure Plans (NSPs) as shown in Figure 1. ASPs reinforce the broad policies and directions for growth and development outlined in the MDP, while also providing the policy framework for future NSPs within the ASP plan area.

The process to prepare an ASP and NSP generally follows the same steps. All new applicant-initiated ASPs or NSPs, as well as all applicant-initiated amendments to existing ASPs and NSPs, shall be prepared in accordance with the process, information requirements, and format recommendations outlined in this Terms of Reference and shown in Figure 2: ASP / NSP Preparation Process.

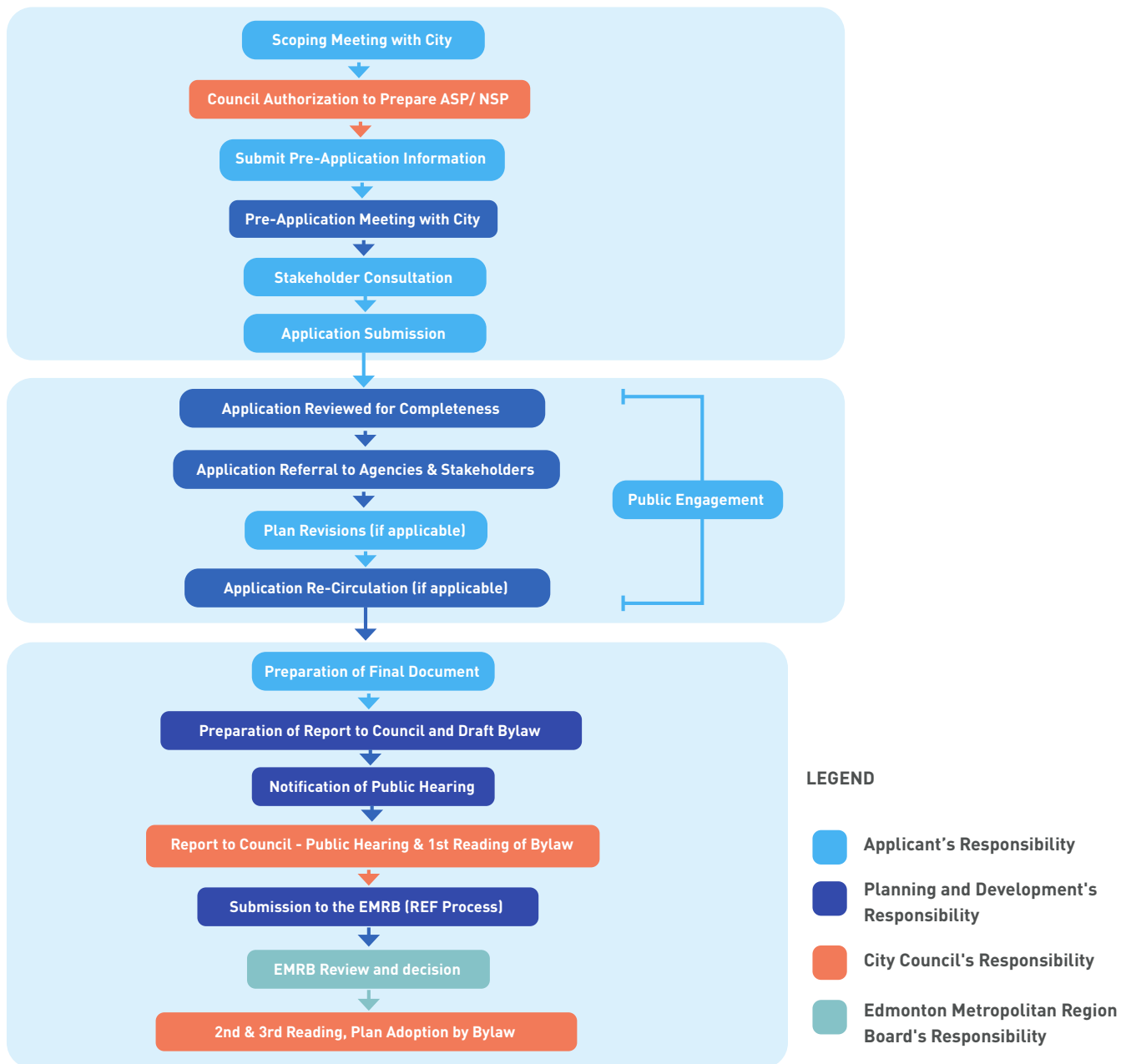


FIGURE 2 ASP / NSP Preparation Process

New ASPs may be initiated by landowners and / or developers, Administration, or a combination of Administration and the private sector. The minimum size of the land area within an ASP shall be one quarter section (160 ac. / 65 ha.) to a maximum land area of two sections (1,280 ac. / 518 ha.) except where physical features / characters require the consideration of a smaller or larger plan area.

NSPs provide the link between the ASP and the more detailed redistricting process and subdivision plan. NSPs provide the specific pattern of development and reinforce the policies and directions outlined in the ASP and MDP. NSPs provide a more detailed framework for an orderly neighbourhood development.

New NSPs may also be initiated by landowners and developers, Administration, or a combination of Administration and the private sector. A NSP provides planning direction for a neighbourhood unit (i.e., a watershed with a radius of approximately 400m or a five to ten minute walk or roll). The area of land that a NSP covers shall be no less than 16 ha. (40 ac.) to no more than a maximum land area of one quarter section (160 ac. / 65 ha.) except where physical features / characters unique to the area require the consideration of a smaller or larger plan area.





2.1 SCOPING MEETING & PRE-APPLICATION PROCESS

The first step in preparing an ASP is securing Council authorization to prepare the Plan. The applicant shall submit a request to the Planning & Development Department to hold a scoping meeting to review the applicant's justification for preparing a new ASP or NSP. The applicant should prepare a map of the proposed plan area that identifies existing features and land ownership (as granted by Section 33(c) of the *Freedom of Information Protection of Privacy Act*). The applicant must also prepare a rationale that demonstrates the need for the ASP based on the land absorption rate and availability of serviced lands to accommodate future residential and / or commercial growth.

Following the scoping meeting and Planning & Development's acceptance of the applicant's submission, Planning & Development will seek Council's direction whether to proceed with ASP preparation. The recommendation report should include information from the applicant pertaining to support the request to prepare an ASP. Development should be proposed where the extension of new services and infrastructure is logical, contiguous, efficient, and economical, in accordance with the MDP Sections 11.0 and 12.0.

Note: For NSPs, Council authorization to initiate the plan will not be required because the NSP will be prepared following a Council-adopted ASP. ASPs will provide direction on the timing of the NSP. The NSP will be initiated and prepared in accordance with the ASP.

ASPs are initiated through authorization by City Council. The applicant shall contact Planning & Development to coordinate a pre-application meeting that includes decision-makers from Public Works; Fleet, Facilities & Engineering; Economic Development; Culture & Recreation Services; Emergency Management; Fire; and Protective Services, as well as representatives from external agencies if deemed necessary. The pre-application meeting provides the applicant an opportunity to present their development proposal, collect initial feedback on the proposal from relevant departments and agencies, and confirm the vision with the City. The City's and the applicant's expectations regarding communication protocols and timelines will also be confirmed. Applicants should be prepared to share the following preliminary information during the pre-application meeting:

- Land ownership information - A list of registered landowners and the percentage of participating landowners should be submitted. Although there is no minimum threshold of participating landowners required to initiate an ASP, the permission and / or participation of a majority of landowners is recommended prior to initiation. Municipal and / or provincial interest or ownership of land in the plan area should be identified early in the process. A formal letter from the City of Fort Saskatchewan or the Province regarding their interest in the land is required prior to Plan adoption.
- Vision for the plan area - The vision should clearly and succinctly outline what the full build-out of the Plan will achieve and identify how the Plan aligns with the MDP or parent ASP;
- Planning rationale and policy context - The rationale should justify the request for the proposed Plan and summarize the policies that support the proposal. The rationale should demonstrate the need for the plan based on market analysis and forecasts, growth pressures, land absorption rates, and availability of serviced lands to accommodate future growth;
- Public engagement plan - A public engagement plan based on the City's Public Engagement Framework is required. The City will review and provide comments on the proposed public engagement plan. Refer to Section 2.2 of this terms of reference for more information;

- A map that identifies key site features, including ecological features, historic resources, other social/ cultural features, the location and status of existing pipelines and the contents, and the location of oil and gas facilities shall be shared during the meeting;
- A map of that identifies the location of existing infrastructure available to service the proposed ASP / NSP area, including transportation infrastructure, servicing, utility access, emergency service locations, school sites, park sites, and open spaces shall be shared during the meeting; and
- Any other preliminary development considerations concerning the plan area and interface with surrounding lands that the City requires to develop an understanding of the project and set expectations regarding the timing and the detail required to complete a formal application submission.

Planning & Development shall distribute meeting minutes that identify the key points discussed during the meeting within ten (10) business days of the meeting. Final meeting minutes shall be distributed to all meeting participants.





2.2 PUBLIC ENGAGEMENT PROCESS

Applicants are required to review the City of Fort Saskatchewan Public Engagement Policy GOV-006-C and the Public Engagement Framework and work with Planning & Development to determine the level of engagement activities required to provide the public with an opportunity to review and comment on the proposal.

At the project outset, applicants are encouraged to consult stakeholders within and / or near the plan area to reduce the potential for unanticipated issues that may arise during the formal application process. Applicants are required to mail a letter to all landowners within the study area to inform them that an ASP or NSP is being prepared. The applicant's contact information must be provided in the letter and all letters must be provided to the City in stamped and sealed envelopes. Planning & Development will address and mail the stamped and sealed envelopes via regular mail on behalf of the applicant within the distance determined. Landowners will be engaged prior to the formal application process and throughout the process. The applicant must document all public engagement activities and provide all materials to Administration. The formal application must include a summary of the pre-application engagement activities and how the feedback was addressed.

In accordance with Section 636 of the *Municipal Government Act*, Planning & Development will coordinate a minimum of one (1) public engagement event, such as a Public Open House, during the circulation review stage. Additional public engagement events may be required depending on the perceived impacts of the ASP or NSP. The City of Fort Saskatchewan must notify and provide a means for suggestions and representation from the following stakeholders:

- any members of the public who may be affected by the plan;
- the school boards with jurisdiction in the area to which the plan preparation applies;
- where the land that is the subject of the plan is adjacent to an Indigenous reservation or Metis settlement, the Band or Metis settlement;
- where the land that is the subject of the plan is adjacent to another municipality, that municipality; and
- where the land that is the subject of the plan is within 1.6 kilometres of a provincial highway, the Minister responsible for the *Highways Development and Protection Act*.

2.3 APPLICATION SUBMISSION

Refer to Appendix 1 to confirm the ASP or NSP application requirements as noted in the application checklist. The application checklist and all identified information in the checklist must be submitted to ensure a complete application submission.

The ASP or NSP format and supporting technical documents shall meet the format and content requirements as noted in Section 3 of this Terms of Reference and as agreed upon during the pre-application meeting. If the ASP does not align with the MDP, a formal application for an amendment to the Plan(s) will be required. Intermunicipal issues will be required to adhere to the Intermunicipal Dispute Resolution process.

2.4 ASP / NSP NAMING

Names for new ASP or NSP areas shall be submitted to Planning & Development with the application. The naming of the ASP or NSP must be conducted in accordance with the City Naming Policy and Procedure GOV-002-C. Names are approved by the Subdivision Authority. Applicants shall submit rationale with names or naming themes at the ASP and NSP stage.

2.5 COMPLETE APPLICATION

ASPs and NSPs will be circulated to the applicable City departments and external agencies for review and comment once the formal application is submitted and deemed complete. A complete application means the required forms and supporting studies have been submitted to the satisfaction of Administration, the fees have been paid, and any items identified by Administration during the pre-application process have been addressed. Administration will require approximately 20 business days to review the application for completeness. The period to review may be extended subject to the applicant and City entering into a time extension agreement.

2.6 CIRCULATION PROCESS

Once the application is deemed complete, it will be circulated. The purpose of the technical circulation is to confirm the proposed ASP or NSP is in alignment with the City's plans, policies, bylaws, procedures, and municipal practices and verify the completeness and accuracy of the technical reports. Departments and agencies will provide a response to the formal application within approximately six (6) weeks of receiving a complete application.

Circulation comments will be compiled and shared with the applicant. The applicant will be expected to address all of the comments received and update the ASP or NSP, if required. More than one (1) technical circulation process may be required to ensure all comments are addressed to the satisfaction of Administration. Departments and agencies will provide a response during a subsequent circulation within four (4) to six (6) weeks of receiving the revised submission. Planning & Development may coordinate a meeting with the applicant and the reviewers to address any outstanding technical issues or file complexities.



3.0 ASP / NSP FORMAL ACCEPTANCE

3.1 ASP BYLAW ADOPTION PROCESS

Once the ASP is developed in accordance with these Terms of Reference and to the satisfaction of Administration, a final copy of the ASP shall be submitted to the Planning & Development Department for Council consideration.

ASPs will be referred to City Council for consideration of the Plan through first reading of the Bylaw and a Public Hearing. City Council may adopt the Plan with or without amendment, reject the Plan, or postpone the decision.

Following the closure of the Public Hearing, the ASP will be submitted to the Edmonton Metropolitan Region Board (EMRB) regional evaluation framework (REF) review process. To initiate the REF process, Administration will prepare a cover letter in accordance with the EMRB REF application cover letter outline and will indicate the date the Bylaw(s) received first reading. A Bylaw that has been given first reading shows Council's willingness to consider the ASP and that the ASP is sufficiently advanced for the REF process. The REF process ensures that new statutory plans and statutory plan amendments of EMRB member municipalities are consistent with the Edmonton Metropolitan Region Growth Plan (EMRGP) policies and principles.

The applicant may also prepare a report demonstrating how the ASP is compliant with the EMRGP. The City file manager will submit all required documentation to the EMRB and coordinate with the EMRB Administration. The EMRB Administration will submit a report and recommendation to the Board to either approve or reject the Plan within 25 working days of receipt of a complete REF application. Any member municipality can appeal an application decision within 28 days of the date the Plan is posted on the EMRB website. A decision of the Board or a recommendation of EMRB Administration that is not appealed is considered final and cannot be appealed at a later date. Once the ASP is approved by the EMRB, the proposed ASP Bylaw may be forwarded to City Council for consideration of second and third reading.

An official original hard copy of the complete ASP documentation along with an electronic copy as approved by City Council will be held by Legislative Services. A copy of the final City Council approved ASP will be posted on the Planning and Zoning Documents Webpage for public access and information. It is important to note that an ASP that is prepared in accordance with this Terms of Reference does not guarantee that the proposed ASP will be supported by Administration or approved by Council.

3.2 NSP BYLAW ADOPTION PROCESS

Once the NSP is developed in accordance with these Terms of Reference and to the satisfaction of Administration, a final copy of the NSP shall be submitted to the Planning & Development Department for Council consideration. NSPs will be referred to City Council for consideration of the Plan through First Reading of the Bylaw and a Public Hearing. City Council may adopt the Plan with or without amendment, reject the Plan, or postpone the decision.

NSPs are considered Sub-Area Structure Plans under the Edmonton Metropolitan Region Growth Plan (EMRGP) as shown in Figure 3, below. Since NSPs are expected to be consistent with the higher order ASP that is reviewed through the REF process, submission of the NSP to the EMRB for the REF process review is not required. However, since a NSP will be adopted as an amendment to the parent ASP, a REF review of the parent ASP may be required if the amendment triggers any of the EMRB REF criteria, such as impacting regionally significant infrastructure or servicing.

Following the first reading and Public Hearing (and after receiving EMRB approval, if applicable), Administration will present the NSP to City Council for consideration of second and third reading for adoption by Bylaw. An official original hard copy of the complete NSP documentation along with an electronic copy as approved by City Council will be held by Legislative Services. A copy of the final City Council approved NSP will be posted on the Planning and Zoning Documents Webpage for public access and information. It is important to note that an NSP that is prepared in accordance with this Terms of Reference does not guarantee that the proposed NSP will be supported by Administration or approved by Council.

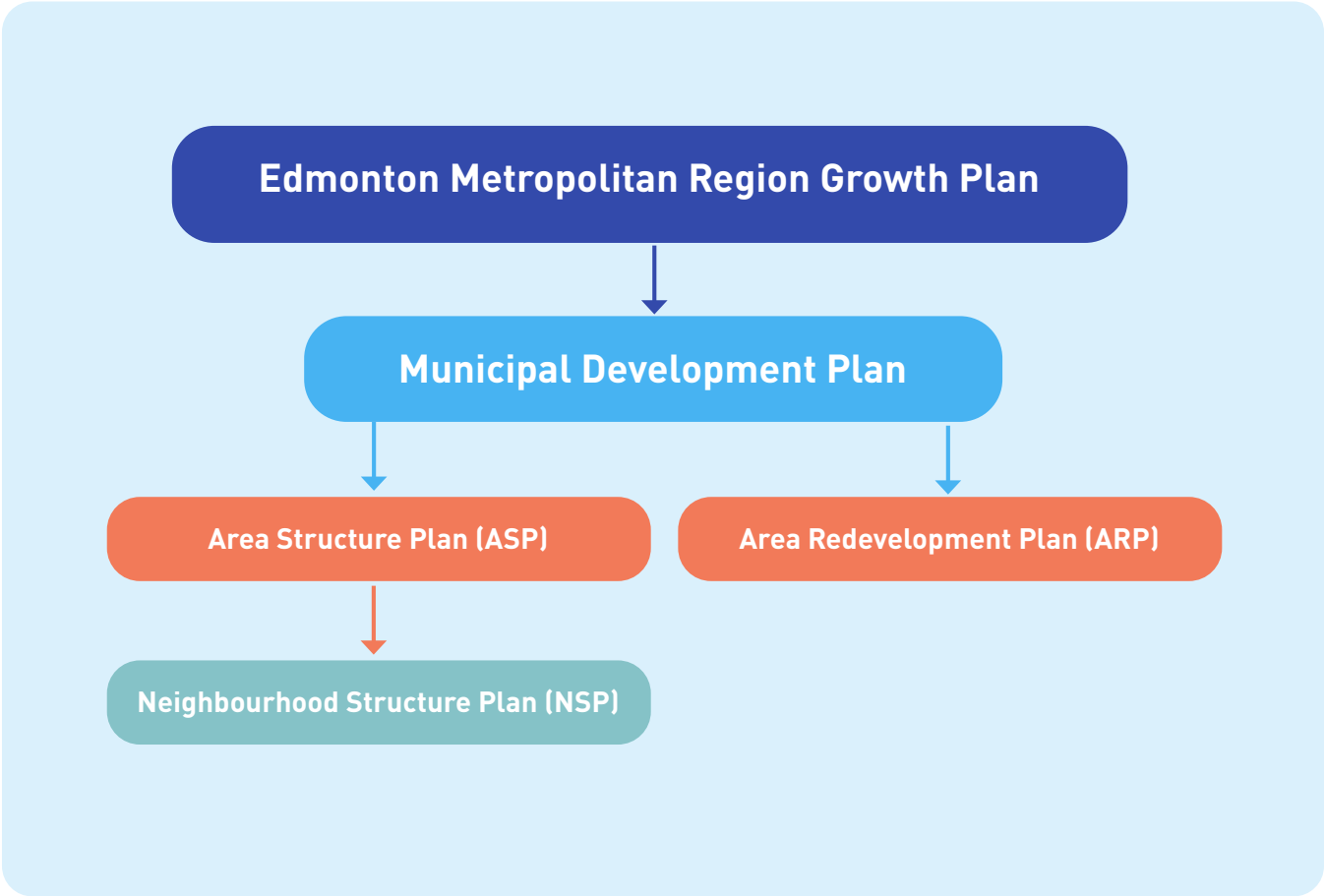


FIGURE 3 Hierarchy of Land Use Plans



3.3 FORMAT REQUIREMENTS

The final City Council approved ASP or NSP shall conform to format requirements identified by the City of Fort Saskatchewan and based on the City's Corporate Visual Identity Guide, including:

- Size 8.5" X 11" colour, double-sided, Avenir font
- ASP / NSP should be submitted as a Microsoft Word or other easily redlined and editable version and text-recognized PDF document, 21.5cm x 28cm (8½" x 11")
- Graphics files can be submitted as AutoCAD files, GIS Shapefiles
- Land Use and Population Statistics should be submitted as Microsoft Excel files
- Technical studies should be submitted as PDF, unless otherwise specified
- All reports must be submitted to the Planning & Development Department who will then forward the reports to the necessary departments or agencies.

3.4 ASP & NSP AMENDMENTS

It is expected that as neighbourhoods evolve over time, amendments to either the ASP or NSP (or both) may be required on occasion. The amendment process follows a similar process to the process outlined to prepare a new ASP or NSP. The first step in the process is to discuss the proposed amendments with the Planning & Development Department in a pre-application meeting. The plan amendment application form, fees, and detailed steps can be found here:



[DOWNLOAD APPLICATION FORMS](#)

4.0 PLAN CONTENTS

4.1 SAMPLE TABLE OF CONTENTS

1. Administration

- 1.1 Purpose
- 1.2 Authority
- 1.3 Timeframe
- 1.4 Interpretation
- 1.5 Amendment

2. Policy Context

3. Site Context & Development Considerations

- 3.1 Location & Background
- 3.2 Land Ownership
- 3.3 Site Characteristics
 - 3.3.1 Existing Land Uses
 - 3.3.2 Existing Transportation Network
 - 3.3.3 Topography, Geology, & Hydrology
 - 3.3.4 Natural Areas & Ecological Resources
 - 3.3.5 Environmental Assessments
 - 3.3.6 Historic Resources
 - 3.3.7 Agricultural Impact Assessment
 - 3.3.8 Energy & Natural Resources
- 3.4 Public Engagement

4. Land Use, Transportation, & Servicing Concept

- 4.1 Land Use Concept
- 4.2 Land Use & Population Statistics
- 4.3 Vision
- 4.4 Guiding Principles
- 4.5 Policy
 - 4.5.1 Urban Design
 - 4.5.2 Residential
 - 4.5.3 Mixed-use
 - 4.5.4 Commercial / Industrial

- 4.5.5 Institutional Uses / Schools
- 4.5.6 Parks & Open Space
- 4.5.7 Ecology
- 4.5.8 Environmental Considerations
- 4.5.9 Road Network
- 4.5.10 Active Transportation Network
- 4.5.11 Infrastructure, Servicing, & Staging

5. Implementation

FIGURES

- 1. Location Plan
- 2. Land Ownership
- 3. Site Features
- 4. Topography
- 5. Land Use Concept
- 6. Ecological Network
- 7. Parks & Open Space
- 8. Transportation Infrastructure
- 9. Active Transportation Concept
- 10. Water Servicing Concept
- 11. Sanitary Servicing Concept
- 12. Storm Servicing Concept
- 13. Development Staging Plan

TABLES

- 1. Land Use & Population Statistics

APPENDICES

- Completed technical studies

Note: NSPs provide a more detailed land use planning and servicing framework for a specific neighbourhood within the ASP. It is expected that supporting documentation for the NSP will be more specific.



4.2 PLAN CONTENTS

1. Administration

1.1 Purpose

State the purpose of the ASP or NSP and the objectives of the ASP or NSP.

1.2 Authority

Provide the authorization date the preparation of this ASP was granted by the City of Fort Saskatchewan Council.

1.3 Timeframe

Provide an estimate of the anticipated timeframe that the build-out of the neighbourhoods in the ASP area will be complete.

Provide an estimate of the anticipated timeframe the build-out of the neighbourhood in the NSP will be complete.

1.4 Interpretation

Note that all map symbols, locations, and boundaries contained within the ASP are approximate unless otherwise specified within the plan or coincide with fixed (legal) boundaries.

NSP symbols, locations, and boundaries are expected to increase figure accuracy and specificity.

1.5 Amendment

Recognize that policies, text, and mapping information contained within the ASP or NSP may be amended in response to opportunities or constraints impacting the build-out of the plan area.

Any amendment to an ASP shall be in accordance with the *Municipal Government Act* and the Terms of Reference for the Preparation of Area Structure Plans & Neighbourhood Structure Plans and the City of Fort Saskatchewan MDP & ASP Amendment Applicant Information package.

Any amendment to a NSP shall be in accordance with the Terms of Reference for the Preparation of Area Structure Plans & Neighbourhood Structure Plans.

2. Policy Context

Articulate how the ASP or NSP is consistent with the vision and direction of the regional and municipal planning policies. Refer to Section 1.2 of this Terms of Reference for a list of the plans and policies.

3. Site Context & Development Considerations

3.1 Location & Background

State the location within the context of Fort Saskatchewan, the legal description and general boundaries (ASP) or surveyed boundaries (NSP), the size of land area, other relevant background information.

3.2 Land Ownership

Identify if the ASP or NSP was prepared on behalf of all, the majority, or a portion of landowners and the approximate size of the land area the collective owns. Identify if there are non-participating landowners.

3.3 Site Characteristics

Identify the context, conditions, and development considerations for the area. Include information on environmental conditions, such as natural features and how they can be protected and incorporated in the development, existing land uses, and surrounding land uses. Identify significant built infrastructure, utilities, and structures, as well as any development constraints and how constraints will be addressed during development.

Information gathered to complete the technical reports as described in Appendix 3 - Technical Reports should inform this sub-section. Summaries of the reports that provide more background on the site characteristics may include the but it not be limited to the following:

- 3.3.1 Existing Land Uses
- 3.3.2 Existing Transportation Network
- 3.3.3 Topography, Geology, & Hydrology
- 3.3.4 Natural Areas & Ecological Resources
- 3.3.5 Environmental Assessment(s)
- 3.3.6 Historic Resources
- 3.3.7 Agricultural Impact Assessment
- 3.3.8 Energy & Natural Resources
- 3.3.9 Additional Studies, such as a Commercial / Retail Market Needs Assessment

3.4 Public Engagement

Identify how the public was engaged, the responses received, and how public feedback is reflected in the Plan.



4. Land Use, Transportation, & Servicing Concept

This section includes the land use concept map, the population and statistics table, the vision, guiding principles, and the ASP or NSP policies.

4.1 Land Use Concept

The land use concept map shall include the layout of future land uses, major roadways, urban design districts, ecological features, neighbourhood boundaries (ASP concept plan), stormwater management facilities, trails and pedestrian connections, school sites (if applicable), and any other unique area features deemed appropriate for the concept map. Please refer to Appendix 2 for an example ASP land use concept map and an example NSP land use concept.

The ASP land use concept will provide direction for land uses, roadways, stormwater management facilities, and parks and open spaces, among other land uses in accordance with the policies and objectives established in the MDP.

The NSP land use concept shall provide the specific location of future land uses, including detailed density distributions, nodes, and parks, provide a more detailed transportation network, including local roads and trails, and include detail on all other unique neighbourhood features. The NSP land use concept should build upon what is shown on the ASP land use concept with more detail and specificity.

A qualifier should be included on the land use concept map identifying that the exact location and alignment of land uses, major facilities, roadways, and services will be determined at the subdivision stage / redistricting stage.

4.2 Land Use & Population Statistics Table

The land use & population statistics table should include the area allocated to each land use, population by land use, and dwelling units. In accordance with Edmonton Metropolitan Region Board policies, the minimum density for new greenfield development outside the approved ASPs shall be greater than 35 dwelling units per net residential hectare (>35 du/nrha).

As emphasized in the City of Fort Saskatchewan MDP, a diversity of residential units and commercial types (local commercial versus regional commercial) is expected in new neighbourhoods and should be identified in new ASPs and NSPs. Density shall be calculated as dwelling units per net residential hectare (du/nrha) and categorized as low, medium, or high density at the ASP level. Density will be refined with a minimum of 5 discrete density ranges at the NSP level to better identify the development pattern, such as low density, mixed low density, medium density, and high density areas. Additional density categories are encouraged to accurately reflect the anticipated development pattern.

Refer to Appendix 3 for the sample land use & population statistics table.

4.3 Vision

The vision is an aspirational statement about what the community will become and the desired long-term results that will be achieved through development.

4.4 Guiding Principles

The guiding principles are a set of values that should clearly identify the commitments of the ASP or NSP with respect to key themes, such as urban design, sustainable development, residential, commercial / industrial, transportation, parks and open space, and agriculture, among other ASP or NSP principles that will result in successful development decisions specific to the area within the ASP or NSP boundary.

EXAMPLE

This neighbourhood will foster an inclusive and accessible community by providing a balanced mix of land uses including a range of housing, employment, commercial, infrastructure, a range of transportation modes, and access to parks and open spaces.

4.5 Policy

The policies will direct how the guiding principles and MDP objectives will be implemented and how the overall ASP or NSP vision will be realized. There shall be a direct link from the policies in the MDP and the ASP/NSP policies. The policies should be structured so that there is a clear What, Where, and Why within each policy statement. Policies may be required actions, encourage direction, or provide criteria to consider when action may be suitable. Policies should be prepared to support all of the land use, transportation, environmental considerations, and servicing decisions, as follows:

- Urban Design
- Residential
- Mixed-use
- Commercial / Industrial
- Institutional Uses / Schools
- Parks, & Open Space
- Ecological Network & Environmental Considerations
- Mobility Network (Transportation & Active Transportation Networks)
- Infrastructure, Servicing, & Staging

EXAMPLE ASP POLICY

The transportation network shall support active modes of transportation.

EXAMPLE NSP POLICY

The carriageway shall be narrowed on collector roadways at key pedestrian crossing points to improve pedestrian safety by minimizing the crossing distance and calming traffic.

The MDP provides direction for the future of all neighbourhood development and redevelopment in the City. ASPs and NSPs are expected to provide specific direction to specific neighbourhood vision, layout, urban form, mobility networks, and urban design.



Urban Design Policies

The MDP urban design policies encourage sustainability, excellence, creativity, and innovation in architecture, landscape, and neighbourhood design. It is expected that unique neighbourhood design guidelines that promote permeability, pedestrian-oriented design, universal design, and enhance the built form and public realm will be provided with all new ASPs and be refined and included with all new NSPs. Examples from the MDP are provided to the right - Figures 3, 4, and 5.

Future Urban Areas are identified in the MDP as places where the community's identity will continue to thrive and are planned to include residential densities at or above 35 du / nrha and new neighbourhood nodes at or above 70 du / nrha. The ASP and NSP urban design policies shall conform to and build upon the MDP policy intent, including policy to design inclusive and diverse neighbourhoods that are designed for all seasons, designed for safety, and encourage innovative built forms. Sections 6.0, 7.0, and 8.0 of the MDP should be reflected in the ASP / NSP urban design policy. The urban design policy section of ASPs and NSPs shall be supported by illustrations to provide greater clarity and understanding.



FIGURE 4

Windows, balconies, and front doorsteps provide building transparency (MDP, p.25).



FIGURE 5

Quality architecture choices, including street-facing balconies, awnings, and a diversity of balcony and porch forms contribute to street appeal (MDP, p.25).



FIGURE 6

Providing front door street access to and from buildings is another way to prioritize the pedestrian while promoting engagement with the street (MDP, p.25).

Residential Policies

The residential land use policies should reflect the MDP neighbourhood policies that encourage a diverse range of housing forms that are designed to meet a broad range of housing needs. All new ASPs and NSPs shall include policies that support diverse and inclusive neighbourhoods, innovative built forms, a range of architectural styles, pedestrian-oriented design, and detail with respect to the interface with the high-quality public realm including multi-modal transportation opportunities and integration with identified commercial and institutional amenities. Residential policies should identify:

- Location of residential development;
- Residential density and scale that supports mixed land uses, services, amenities, transit, and pedestrian and multi-use trail connectivity, including one node per neighbourhood area of approximately 65 ha (160 ac) or within a 5-minute walkshed (400m radius), and that aligns with regional Growth Plan targets;
- Description of innovative or unique residential development forms contemplated within the plan area, including multi-generational housing that is integrated in an equitable manner;
- Rationale for the location of different housing types along local roads, collector roads, and in nodes in accordance with MDP Policy 6.6.4;
- Detail with respect to the density distribution, compatibility, and integration of a mix of housing typologies. The provision of a range of housing forms for a variety of income levels and household types, including principles for the provision of affordable and inclusive housing, in accordance with applicable Council-approved objectives or policies shall be applied at the subdivision stage; and
- Respect to or consideration of City operations, such as snow storage, parking, and lot dimensions, that will be applied at the subdivision stage.

Mixed-use Policies

Neighbourhood nodes are walkable neighbourhood centres and destinations for residents. Mixed-use policies should encourage a mix of uses that generally include higher density residential development, integrated neighbourhood-scale commercial uses, and gathering spaces for residents, among other uses. It is expected that high-quality architecture, urban design, and landscape design that provides a strong sense of place and identity will be incorporated into the mixed-use policies to encourage high-quality development. One mixed-use node per neighbourhood area of approximately 65 ha (160 ac) or within a 5-minute walkshed (400m radius) is expected in accordance with the MDP. New neighbourhood node residential densities are expected to be at or above 70 du / nrha.

Commercial / Industrial

Regional Commercial / Industrial uses are vehicle oriented and serve a regional area whereas standalone or small scale commercial nodes typically serve an immediate catchment area. Commercial / Industrial policies should describe the commercial or industrial land uses within the area, including the location, type, and design of the commercial or industrial developments being proposed. Policies shall also provide detail on the site layout, consideration of the site access, and the potential methods to mitigate impact on adjacent land uses.



Depending on the type of commercial / industrial use, consideration to locate uses in highly visible and conveniently located areas that are well-served by transit service, the transportation network, and active transportation network in accordance with MDP policy intent may be applicable. Quality architecture that contributes to curb appeal and site design that ensures pedestrian safety and enhances the public realm through landscaping and other placemaking features should be encouraged in the commercial / industrial policies.

Institutional Uses

Policies in this section should describe proposed schools and other institutional land uses within the area, such as health care facilities or religious facilities. Details on the location, type, and integration of institutional uses within the surroundings should be included.

Local school boards must be consulted when preparing an ASP or NSP. Where feasible, school buildings should be used as community facilities outside of school hours. In determining where and what type of school facility will be provided, applicants shall consult the proposed ASP / NSP with local school boards regarding school need and student generation factors. The location of potential future school sites should be identified on municipal reserve parcels at the ASP level with more detail provided at the NSP stage. Local school boards will provide feedback on the proposed location and configuration of school sites based on provincial school site location guidelines. School grounds should have ample street frontage to accommodate active transportation, bus, and vehicle loading areas for students.

Parks & Open Space

The Parks & Open Space Policy section should be supported by the Parks & Open Space Map that identifies the proposed location, size, and connectivity of parks and open space facilities, including stormwater management facilities and the active transportation network. Policies should speak to the design and programming on the parks and open space network and the integration of the active transportation network. 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 ASPs should include how much land will be dedicated for parks and open spaces or provided as cash-in-lieu to the City.

Parks and open spaces should be designed and programmed for all users in accordance with the *880 Cities* design principles as described in the MDP. Parks and open space policies with respect to universal design and CPTED should be included in the ASP and NSP. Parks and open spaces shall be distributed throughout neighbourhoods with larger scale spaces optimally located so that these areas are safely accessed by transit, other active modes of transportation, and by vehicle. Further, policies should encourage passive or active parks and open space within 400m of all new residential development in accordance with the MDP policies, the Recreation, Facilities, and Parks Master Plan Plan, and the Open Space Master Plan (2022). NSPs should identify significant recreation facilities in large scale parks, such as ice rinks, sports fields, and other neighbourhood recreation features.

Ecology & Environmental Considerations

All new ASPs and NSPs shall preserve, enhance, and feature important ecological elements of interest. This section of the plan will include the Ecological Network Map, which should identify the existing ecological corridors and environmentally sensitive, significant, and natural areas, tree stands, waterbodies, wetlands, riparian areas, drainage courses, and wildlife habitat and corridors, among other ecological elements. Policies that speak to the efficient use of land and infrastructure, and the mitigation of soil, air, and water quality impacts should be included. In accordance with the MDP, policies should encourage an increase in green infrastructure, the use of low impact development practices, and the preservation of natural systems. All new ASPs and NSPs should build upon the MDP policy intent of Section 7.0, and demonstrate how ecosystem services will be incorporated into neighbourhood design.

Determination of Environmental Reserve (ER) in accordance with the *MGA*, Division 8, may be required at time of subdivision if the land consists of a swamp, gully, ravine, coulee, or natural drainage course; if the land is subject to flooding or unstable; or if the land of not less than 6m in width is abutting the bed and shore of any body of water. Further, the City may require land to be provided as ER to preserve natural features or prevent pollution, among other reasons as identified in the *MGA*, Section 664. Environmental Reserve areas should be identified at the ASP and NSP stages.

Historic Resources

All new ASPs and NSPs shall preserve, enhance, and feature important historic resources. Policies that speak to the preservation, conservation, and / or integration of cultural, historic, or archaeological resources. Identified historic resources may be incorporated into the City's heritage initiatives.

Mobility Network (Transportation Network & Active Transportation Network)

Include a Transportation Infrastructure Map that identifies the roadway network, including regional and arterial roads and collector roads where information is available (ASP). NSPs should identify arterials, collectors, and local roads. Policies should align with the MDP and Transportation Master Plan (TMP) with respect to the prioritization of the transportation network for pedestrians, cyclists, transit, automobiles, and goods movement. Refer to the Fort Saskatchewan Engineering Standards and Servicing Design Brief for specific criteria requirements. A summary of the Traffic Impact Assessment should also be included in this section. All transportation policies should build upon the MDP policy intent in Section 8.0, including identifying opportunities to create complete streets design guidelines to facilitate safe, accessible, and efficient movement through neighbourhoods.

Active Transportation Network

Building on the substantial trail network in existence in the City, ASP and NSP policy should include deliberate approaches to make efficient connections that tie into the broader network. All new ASPs and NSPs shall include multi-modal transportation policies to further encourage the opportunities for safe, accessible, pedestrian and cyclist-oriented design in new neighbourhoods providing people with more choices with respect to moving through and around new neighbourhoods. Opportunities to use active modes to navigate the City and new neighbourhoods has a positive impact on residents' physical and mental health, access for all ages and abilities, and sustainability.



Infrastructure, Servicing, and Staging

The Infrastructure and Servicing Section should include policies that speak to the accompanying storm drainage network, sanitary network, water network, and the utility network maps. The maps should identify the location of the water, sanitary, stormwater, and the utility infrastructure. The City of Fort Saskatchewan Engineering Standards and Servicing Design Brief provides information on location, design, and size requirements for different municipal services.

A description of the planned development and staging of road infrastructure and major storm, sanitary, water, and shallow utilities, including the interim and permanent facilities and support for innovative methods, should be outlined. Include information on low impact development practices and integration of green infrastructure. This section should reference the results of the Fiscal Impact Assessment and identify the incremental effects of future development on the financial position of the City of Fort Saskatchewan, including the expenditures associated with providing additional infrastructure not funded by developers and the costs to maintain and replace any new and/or enhanced assets that are added to the asset base.

5. Implementation

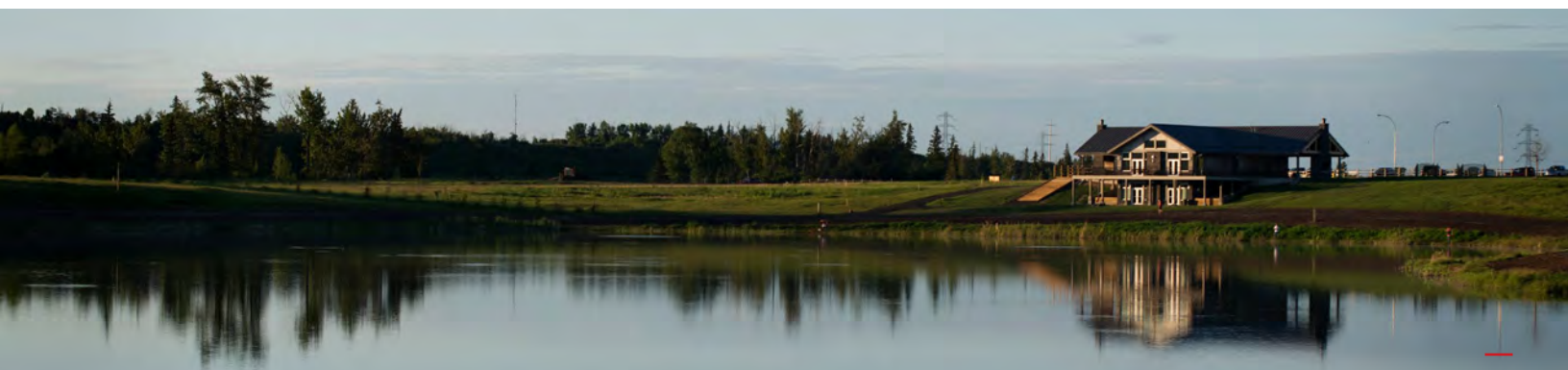
This section describes how the ASP will be implemented, the development staging and the next phases of the planning and development process, including the preparation of NSPs, subdivision, and redistricting approvals (if required). Servicing of transit and connectivity between new neighbourhoods is critical. Connections must be clearly established to support emergency services and efficient municipal operations and circulation through new neighbourhoods. This section should refer to information on staging of roadway improvements provided under infrastructure, servicing, and staging, and potential interim solutions to provide connectivity to and between new neighbourhoods.

Figures & Tables

Figures may be embedded in the ASP or NSP in the appropriate sections of the plan or all figures may be included within the appendix to the ASP or NSP for ease of reference.

Appendices

The Land Use & Population Statistics Table should be included in the appendix. Supplementary information may also be included in the appendix if appropriate, for example, LEED ND concepts, supplementary environmental information, or other supporting technical information may be included for ease of reference.







APPENDIX

1. Application Checklist
2. Sample Land Use & Population Statistics Table
3. Sample Land Use Concept Maps
4. Technical Reports
5. Glossary of Terms



APPENDIX 1

ASP APPLICATION CHECKLIST

- ☐ A copy of the application checklist;
- ☐ A signed and complete application form;
- ☐ Application fee as indicated in the City's Fees and Charges Bylaw;
- ☐ All current certificates of title for properties within the proposed ASP area. Current titles are those that are pulled within 30 days of submission;
- ☐ One (1) PDF copy of the ASP to be submitted via email to landuseplanning@fortsask.ca (identifying the recipient and describing the document) or on USB flash drive;
- ☐ All mapping within the proposed ASP in AutoCAD compatible format;
- ☐ All Technical Studies/Reports as confirmed during the pre-application meeting (Additional technical studies and reports may be required by the City of Fort Saskatchewan or other government agencies following the first technical circulation);
- ☐ Land use and population statistics;
- ☐ The Pre-application public engagement summary report; and
- ☐ A Letter of Intent for a new ASP that:
 - a. certifies that the proposal was prepared in accordance with the ASP Terms of Reference;
 - b. describes the intent of the proposal;
 - c. provides the planning rational for the proposal; and
 - d. outlines alignment with the provincial legislation and municipal policies, bylaws, and procedures that guide land use in Fort Saskatchewan and identifies statutory planning policies that support the proposal.

An application for an ASP amendment must be in accordance with the City of Fort Saskatchewan Statutory Plan Amendment Package.



[DOWNLOAD APPLICATION FORMS](#)

NSP APPLICATION CHECKLIST

- ☐ A copy of the application checklist;
- ☐ A signed and complete application form;
- ☐ Application fee as indicated in the City's Fees and Charges Bylaw;
- ☐ All current certificates of title for properties within the proposed ASP area. Current titles are those that are pulled within 30 days of submission;
- ☐ One (1) digital copy of the ASP that clearly identifies all proposed revised text in a distinct colour and all text deletion as strikethrough and One (1) PDF copy of the NSP to be submitted via email to landuseplanning@fortsask.ca;
- ☐ All mapping within the proposed NSP amendment in AutoCAD compatible format.
- ☐ All new or updated technical studies deemed required at the pre-application meeting and an updated land use & population statistics table and a detailed land use concept map;
- ☐ The Pre-application public engagement summary report; and
- ☐ A Letter of intent for an amendment to the ASP that:
 - a. certifies that the proposal was prepared in accordance with the ASP & NSP Terms of Reference;
 - b. describes the intent of the proposal; and
 - c. provides the planning rational & specifies statutory planning policies that support the proposal.

ASP/NSP AMENDMENT CHECKLIST

An application for an ASP or NSP amendment must contain:

- ☐ A copy of the application checklist;
- ☐ A signed and complete application form;
- ☐ Application fee as indicated in the City's Fees and Charges Bylaw;
- ☐ One (1) digital copy of the ASP / NSP that clearly identifies all proposed revised text in a distinct colour and all text deletion as strikethrough;
- ☐ All mapping within the proposed ASP / NSP amendment in AutoCAD compatible format;
- ☐ Updated technical studies if deemed required at the pre-application meeting and an updated land use & population statistics table; and
- ☐ A Letter of intent for an amendment to the ASP / NSP that:
 - a. certifies that the proposal was prepared in accordance with the ASP & NSP Terms of Reference;
 - b. describes the intent of the proposal; and
 - c. provides the planning rational & specifies statutory planning policies that support the proposal.



APPENDIX 2

EXAMPLE - AREA STRUCTURE PLAN LAND USE

	Area (ha)	% OF GA	NBHD1	NBHD2	NBHD3	NBHD4
GROSS AREA (GA)	#	100.0%	#	#	#	#
Natural Area (ER)	#	%	#	#	#	#
Pipeline & Utility Right of Way	#	%	#	#	#	#
Highway Road Right of Way	#	%	#	#	#	#
GROSS DEVELOPABLE AREA	#	100%	#	#	#	#
Mixed-Use Land Uses	#	%	#	#	#	#
Commercial Uses	#	%	#	#	#	#
District Park / Recreation	#	%	#	#	#	#
School (MR)	#	%	#	#	#	#
Natural Area (MR)	#	%	#	#	#	#
Institutional Uses	#	%	#	#	#	#
Transportation - Circulation	#	%	#	#	#	#
Transportation - Transit Centre, Park & Ride	#	%	#	#	#	#
Infrastructure & Servicing - Stormwater Management Facility	#	%	#	#	#	#
TOTAL NON-RESIDENTIAL AREA	#	%	#	#	#	#
NET RESIDENTIAL AREA	#	%	#	#	#	#



		ASP	NBHD1	NBHD2	NBHD3	NBHD4
RESIDENTIAL LAND USE AREA, UNIT COUNT & POPULATION COUNT		#	#	#	#	#
Low Density Residential (<45 du / nrha)	Area (ha)					
	Area (%)					
	Units					
	Population					
Medium Density Residential (45-70 du / nrha)	Area (ha)					
	Area (%)					
	Units					
	Population					
High Density Residential (>70 du / nrha)	Area (ha)					
	Units					
	Population					
TOTAL RESIDENTIAL	Area (ha)					
	Units					
	Population					
STUDENT GENERATION COUNT						
Public School Board	#	#	#	#	#	#
Elementary	#	#	#	#	#	#
Junior / Senior High	#	#	#	#	#	#
Francophone School Board	#	#	#	#	#	#
Elementary	#	#	#	#	#	#
Junior / Senior High	#	#	#	#	#	#
Catholic School Board	#	#	#	#	#	#
Elementary	#	#	#	#	#	#
Junior / Senior High	#	#	#	#	#	#
TOTAL STUDENT POPULATION						



APPENDIX 2

SAMPLE LAND USE & POPULATION STATISTICS TABLE

EXAMPLE - NEIGHBOURHOOD STRUCTURE PLAN LAND USE		
	Area (ha)	% OF GA
GROSS AREA (GA)	#	100.0%
Natural Area (ER)	#	%
Pipeline & Utility Right of Way	#	%
Highway Right of Way	#	%
GROSS DEVELOPABLE AREA	#	100%
Mixed-Use Land Uses	#	%
Commercial Uses	#	%
District Park / Recreation	#	%
School (MR)	#	%
Natural Area (MR)	#	%
Institutional Uses	#	%
Transportation - Circulation	#	%
Transportation - Transit Centre, Park & Ride	#	%
Infrastructure & Servicing - Stormwater Management Facility	#	%
TOTAL NON-RESIDENTIAL AREA	#	%
NET RESIDENTIAL AREA	#	%
STUDENT GENERATION COUNT	Population	
Public School Board	#	
Elementary	#	
Junior / Senior High	#	
Francophone School Board	#	
Elementary	#	
Junior / Senior High	#	
Catholic School Board	#	
Elementary	#	
Junior / Senior High	#	



RESIDENTIAL LAND USE AREA, UNIT COUNT & POPULATION COUNT		
Low Density Residential (<25 du / nrha)	Area (ha)	
	Units/ha	
	Units	
	Population	
	% of NRA	
Mixed-low Density (25-44 du / nrha)	Area (ha)	
	Units/ha	
	Units	
	Population	
	% of NRA	
Medium Density Residential (45-70 du / nrha)	Area (ha)	
	Units/ha	
	Units	
	Population	
	% of NRA	
Medium-high Density Residential (70-99 du / nrha)	Area (ha)	
	Units/ha	
	Units	
	Population	
	% of NRA	
High Density Residential (>99 du / nrha)	Area (ha)	
	Units/ha	
	Units	
	Population	
	% of NRA	
TOTAL RESIDENTIAL		



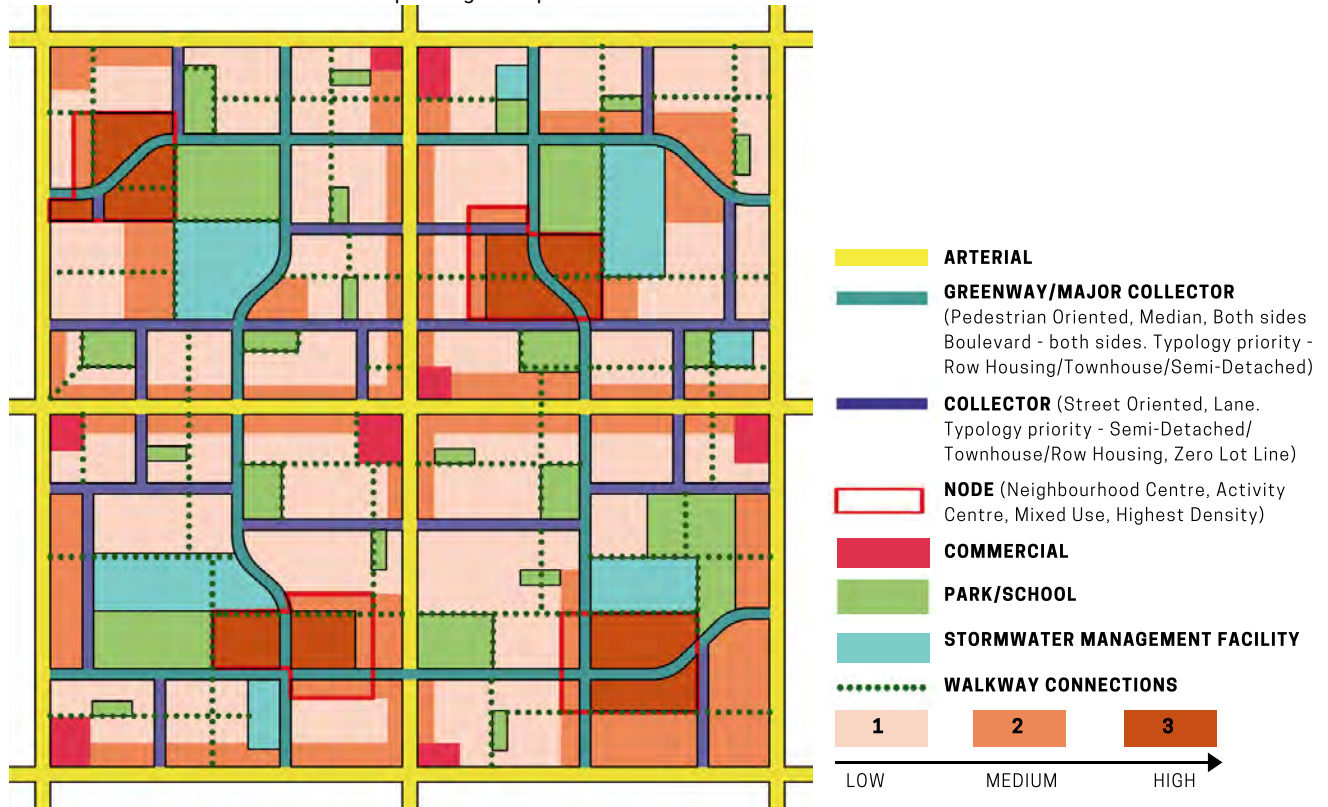
APPENDIX 3

EXAMPLE LAND USE CONCEPT

AREA STRUCTURE PLAN

Conceptual Land Use Plan

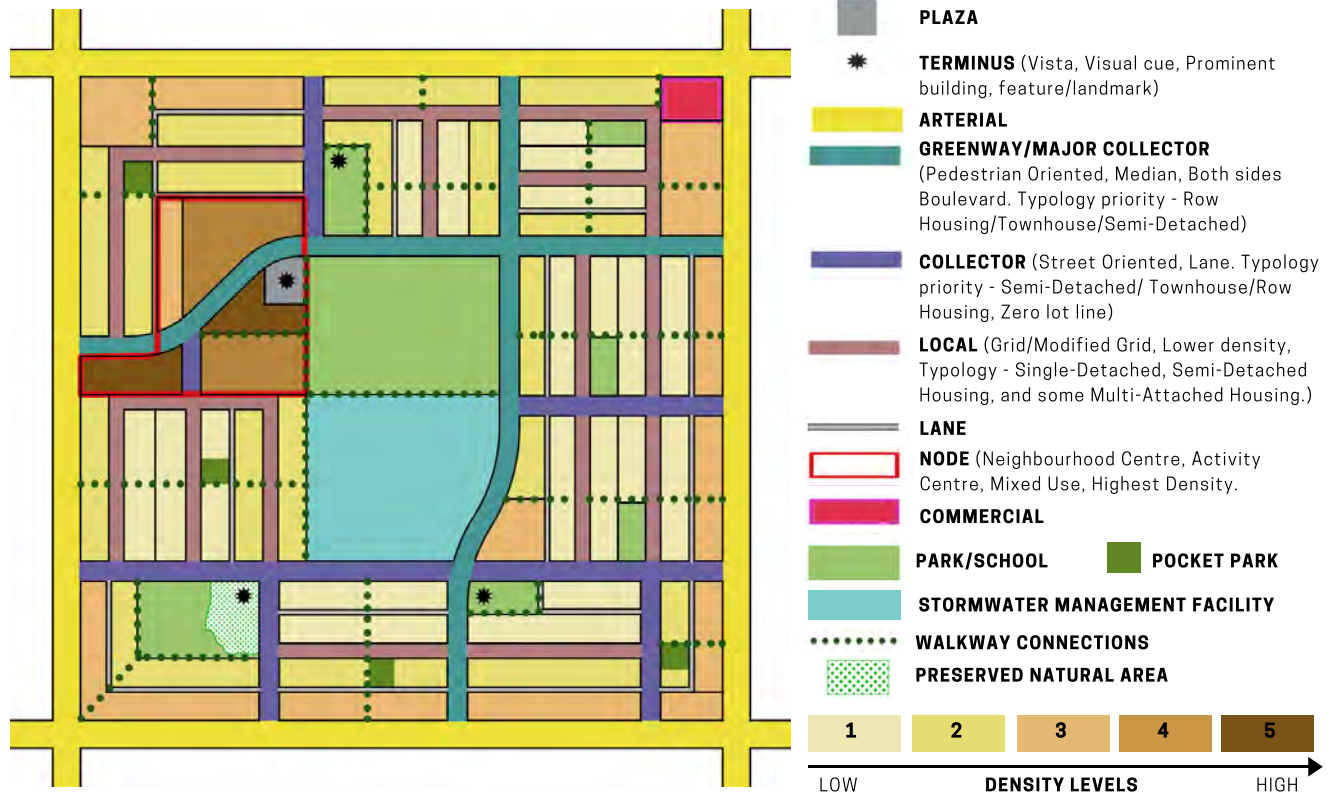
This map is conceptual, intended to identify the level of detail, transportation network, and distribution of land uses expected within Land Use Plans. It is to demonstrate planning concept of an area.





NEIGHBOURHOOD STRUCTURE PLAN Conceptual Land Use Plan

This map is conceptual, intended to identify the level of detail, transportation network, and distribution of land uses expected within Land Use Plans. It is to demonstrate planning concept of a neighbourhood.





APPENDIX 4

TECHNICAL REPORTS

Required Technical Reports

The required technical reports should be confirmed with the City of Fort Saskatchewan Administration during the pre-application meeting. It is expected that higher level studies will be prepared at the ASP level and more detailed studies will be prepared to support the NSP and/or other planning / development stages.

Agricultural Impact Assessment

To determine the agricultural impacts of the ASP or NSP, identify active agricultural lands within and surrounding the study area and recommend measures to mitigate potential land use conflicts. Detailed development timing should be included to provide certainty to agricultural operations so that operations can continue until land is needed for development in accordance with the ASP/ NSP.

Biophysical Impact Assessment / Ecological Impact Assessment (Desktop at ASP stage, detailed report at NSP stage)

This is an identification of environmentally significant areas and natural areas, and an assessment and evaluation of the potential impacts on them. The report should contain an inventory of environmentally significant areas, wetlands, watercourses, or other natural areas forming components of the existing ecological network and species habitat. The report should identify construction and operational mitigation measures regarding these components as applicable.

Environmental Site Assessment (ASP Stage, update at NSP stage may be required)

A Phase I Environmental Site Assessment considers the potential for wellheads, sour gas wells, chemical use, spills (chemical, oil, etc.), farming practices, railway ties, asbestos, lead paint, landfills, storage sites (snow, salt, sand etc.), pipelines, power lines, underground tanks (gas, septic, etc.), or any other matter to impact the quality of the land, air, and water within the plan area. An Environmental Site Assessment shall be completed according to the Alberta Environmental Site Assessment Standard in effect. Where a Phase I Environmental Site Assessment has been previously approved for participating lands and was completed more than one year but less than five years before the submission date of the Area Structure Plan, a Phase I Environmental Site Assessment Update may be required. The findings of the Phase I assessment or update may warrant the completion of a Phase II Environmental Site Assessment.

Fiscal Impact Analysis

The fiscal impact analysis is required to determine anticipated financial implications of development, including the municipal capital costs, replacement costs, operational costs, and revenues to the City of Fort Saskatchewan based on the full build-out of the proposed development. The fiscal model prepared on behalf of the municipality will be used to produce a fiscal impact analysis.



Geotechnical Report

A geotechnical report at the ASP level classifies lands as suitable for development, requiring further investigation, or not suitable to physically accommodate development from a geotechnical analysis. The geotechnical evaluation report, which is prepared at the ASP stage, should be completed by a qualified geotechnical engineer, professional geologist, or professional geophysicist and is intended to evaluate the geotechnical conditions of the site and confirm that the land may be safely used for the intended purpose. The evaluation may include a preliminary slope stability analysis and / or a preliminary hydrogeological evaluation when groundwater is a known potential concern in the area. The purpose is to describe subsurface conditions and soil engineering characteristics. While the content will vary by location and project size, all geotechnical reports should contain certain basic essential information, including:

- Summary of all subsurface exploration data, including subsurface soil profile, exploration logs, laboratory or in situ test results, and ground water information;
- Interpretation and analysis of the subsurface data;
- Potential geological hazards;
- Recommendation on suitability of the site for the proposed development;
- Comments on the soil bearing capacity and specific engineering recommendations for design; and
- Recommended geotechnical special provisions / Discussion of proposed solutions for anticipated problems.

Sound engineering should govern project requirements for testhole / borehole spacing and location. A testhole location plan and soil logs for each testhole shall be included in the geotechnical evaluation report. A more detailed investigation into the geotechnical site conditions (including hydrogeologic conditions if required) is required at the NSP stage.

Historical Resources Overview (HRO) - ASP stage

The purpose is to identify if development may impact Alberta's historic resources based on historical records. If it is determined that historic resources may be located on site, a Historic Resource Impact Assessment will be required. Findings shall be reflected in the ASP.

Historic Resource Impact Assessment (Depends on results of HRO)

A Historic Resource Impact Assessment may be required before development activity depending on the results of the Historical Resources Overview (HRO) and if the project could impact Alberta's historic resources. The purpose is to assist in the protection and understanding of historic resources on affected lands.



Hydraulic Network Analysis (HNA)

To support an ASP or NSP, a Hydraulic Network Analysis (HNA) report is required to demonstrate that the proposed water system is capable of meeting design and construction standards based on system pressures, flow velocities, head losses and flow rates, and that the proposed ASP or NSP will not have a detrimental impact on the adjacent areas.

Municipal Servicing Report/ Neighbourhood Design Report

The purpose of the municipal servicing report is to assess the storm drainage and sanitary servicing and determine how storm and sanitary infrastructure will be provided in the plan area. Information on the pre-development drainage and the stormwater management facility(ies) must be included.

Public Engagement Plan

The applicant is responsible for consulting and involving stakeholders and providing opportunities for input throughout the ASP / NSP preparation or ASP / NSP amendment processes. A public engagement plan shall be prepared in accordance with City's Public Engagement Policy GOV-006-C, the City's Public Engagement Framework, and in consultation with City Administration.

School Board Consultation Report

Applicants shall consult with all school boards when preparing an ASP or NSP to understand the future school site needs, assist in the effective delivery of school sites, and identify opportunities to enhance future school sites through land use planning and neighbourhood design.

Soil Management Plan

Consistent with the Regional Agricultural Master Plan, greenfield ASP will include a soil management plan demonstrating how soil will be managed within the municipality and how any exported soil will be managed by the receiving municipality. The purpose of this plan is to ensure effective management and the productive reuse of prime agricultural soils.





Traffic Impact Assessment (TIA)

The purpose of this report is to demonstrate how vehicular, cycling, and pedestrian circulation will be provided in the ASP or NSP area and to assess whether the road network surrounding the proposed development will be able to handle the projected additional traffic while still maintaining an acceptable level of service. A higher-level TIA that identifies major transportation corridors and connections is expected at the ASP stage and a more detailed TIA that builds upon the results and recommendations of the TIA prepared to support the ASP is expected at the NSP stage.

Discretionary Technical Reports

Depending on the location of the ASP/ NSP, some technical reports may not be required. The list of required technical reports will be determined in consultation with the City of Fort Saskatchewan Planning & Development Department.

Alberta Energy Regulator Report

This report identifies the location and status of oil and gas facilities, including abandoned wells, within the plan area.

Commercial/Retail Market Needs Assessment

This report assesses the feasibility of various economic uses within the plan area. It is intended to identify underserved market demand that may be filled by the proposed development.

Floodplain Analysis

This study identifies areas that experience periodic flooding, the spatial distribution of flood levels, and proposed strategies to control flows and mitigate impacts.

Hydrogeologic Report

This study is to be completed by a geotechnical engineer or hydrogeologist if current and future groundwater elevations with consideration of seasonal and long-term fluctuations may impact the performance of foundations, drainage systems, slope stability, among other groundwater impacts.

Risk Assessment (Oil and Gas Infrastructure and Facilities)

This study assesses the risk associated with abandoned, suspended, existing and proposed petroleum and gas well-sites, pipelines, storage, extraction, processing or operation facilities within and surrounding the plan area. The risk assessment shall outline recommended development restrictions and remediation or mitigation strategies.

Other Technical Studies

Applicants may provide any other necessary information in support of the application or the City Administration may require other technical studies to support the application.



APPENDIX 4

GLOSSARY OF TERMS

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

Affordable Housing: adequate housing that does not cost more than 30% of a household's pre-tax income.

Amenity Area:

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

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

purpose facilities and public and private Clubs.

Compatibility: 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 characteristics 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: the Council of the Municipality of the City of Fort Saskatchewan, as defined in the MGA, as amended.

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

Development:

- (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: a Development Authority established pursuant to the MGA, as amended.

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

Essential Services: 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.

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

Mixed Use Development: 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: land areas set aside as outdoor recreation or to protect sensitive natural features, habitat corridors, 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: 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.

Neighbourhood Structure Plan (NSP): although not directly authorized as statutory plans under the MGA, NSPs are approved by City Council by bylaw as an amendment to the overarching ASP. NSPs are prepared for a smaller area within an ASP and provide greater detail with respect to the location of residential, commercial, institutional, and recreational sites and the servicing of these sites, including the water and sewer systems, transportation infrastructure, and fire protection. These plans also describe the number of people that are expected to live in the new area and how development will be staged over time.

A Neighbourhood Structure Plan must comply with the higher order Area Structure Plan.

Plan of Subdivision: 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: 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: 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: 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.

Regional Evaluation Framework (REF): The Regional Evaluation Framework (REF) is the principal means through which the Growth Plan is implemented by Edmonton Metropolitan Region Board (EMRB) member municipalities. The REF review and approval process is designed to ensure that the new statutory plans and statutory plan amendments of EMRB member municipalities are consistent with the principles and policies of the Edmonton Metropolitan Region Growth Plan.

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

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

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

Use: 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: 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;
- (k) Any building required to operate the utility as defined in the MGA, as amended.





Terms of Reference for the Preparation of
Area Structure Plans & Neighbourhood Structure Plans



CITY OF
FORT SASKATCHEWAN
ALBERTA