



STRATHCONA
COUNTY

STATUTORY PLAN TERMS OF REFERENCE

December 2022

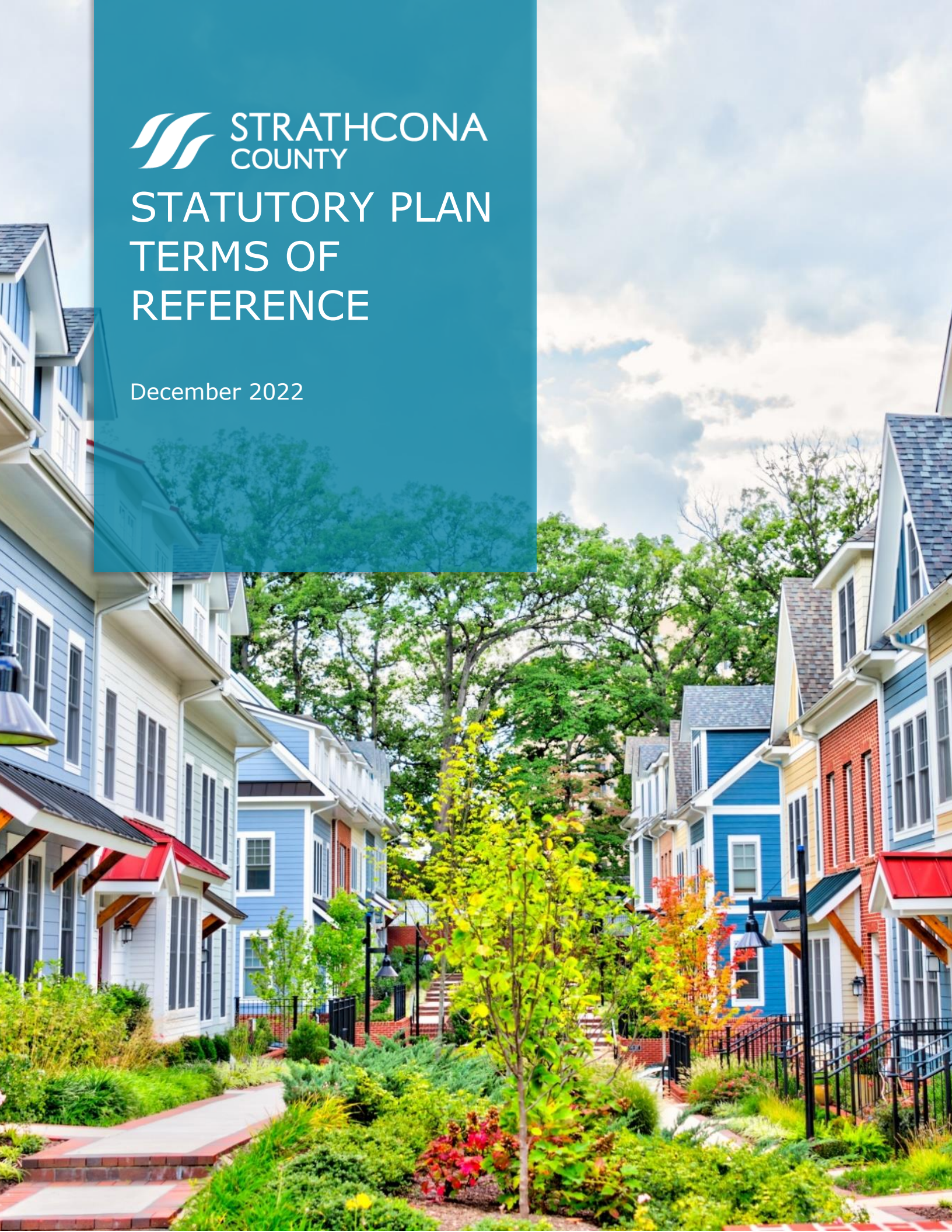


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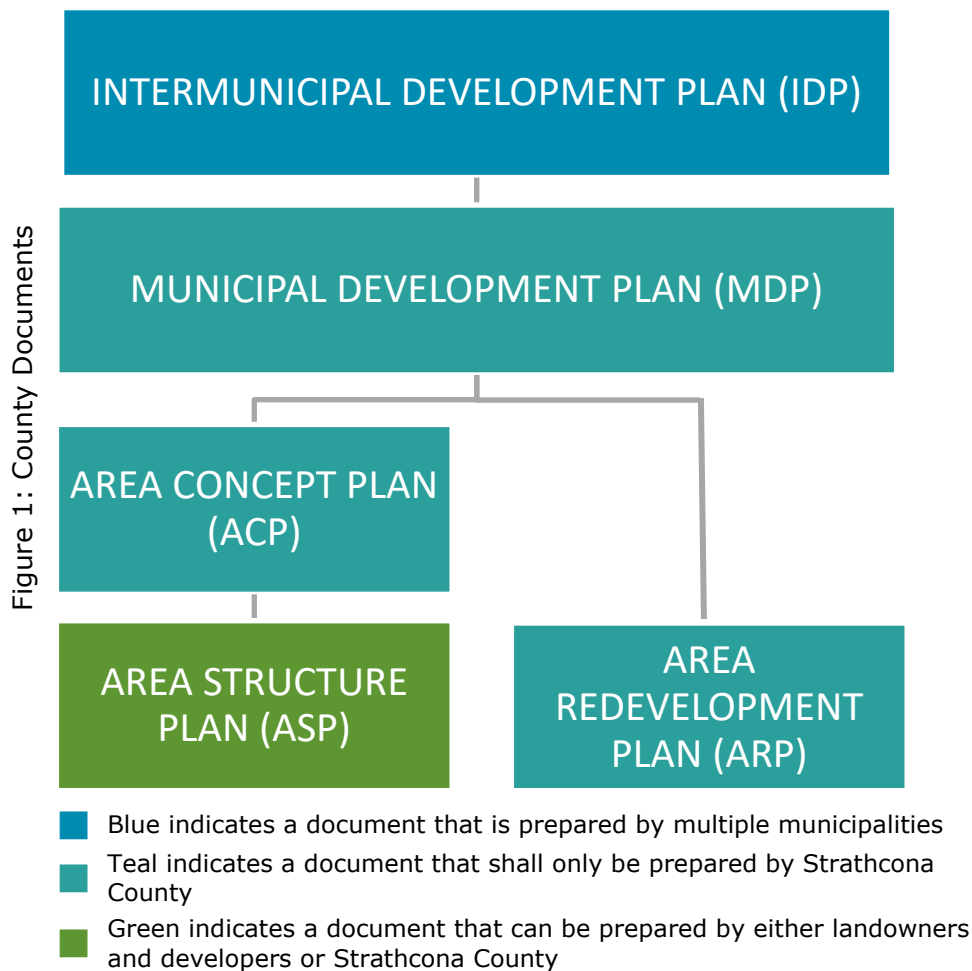
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PART 1 INTRODUCTION

1.1 PREAMBLE

Statutory plans in Strathcona County include the Municipal Development Plan (MDP), Area Structure Plans (ASPs), Area Concept Plans (ACPs), Area Redevelopment Plans (ARPs), and Intermunicipal Development Plans (IDPs).

The MDP and all ARPs, ACPs and IDPs shall be prepared by Strathcona County. ASPs and statutory plan amendments may be initiated by landowners and developers in the private sector or by Strathcona County when deemed appropriate.



1.2 PURPOSE

This document acts as the Terms of Reference for and supports the Strathcona County Statutory Plans Procedure. Applicants shall follow this document when preparing an ASP proposal or proposing to amend a statutory plan. Preparing an ASP or statutory plan amendment in conformity with the Terms of Reference does not guarantee that the proposed ASP or statutory plan amendment will be supported by Administration or approved by Council.

1.3 STATUTORY PLAN PROCESS

The following is a general outline of the County's Statutory Planning Process. Timelines are approximate and will depend on the specifics of the proposed application submitted and the time it takes for the applicant to submit the required information.

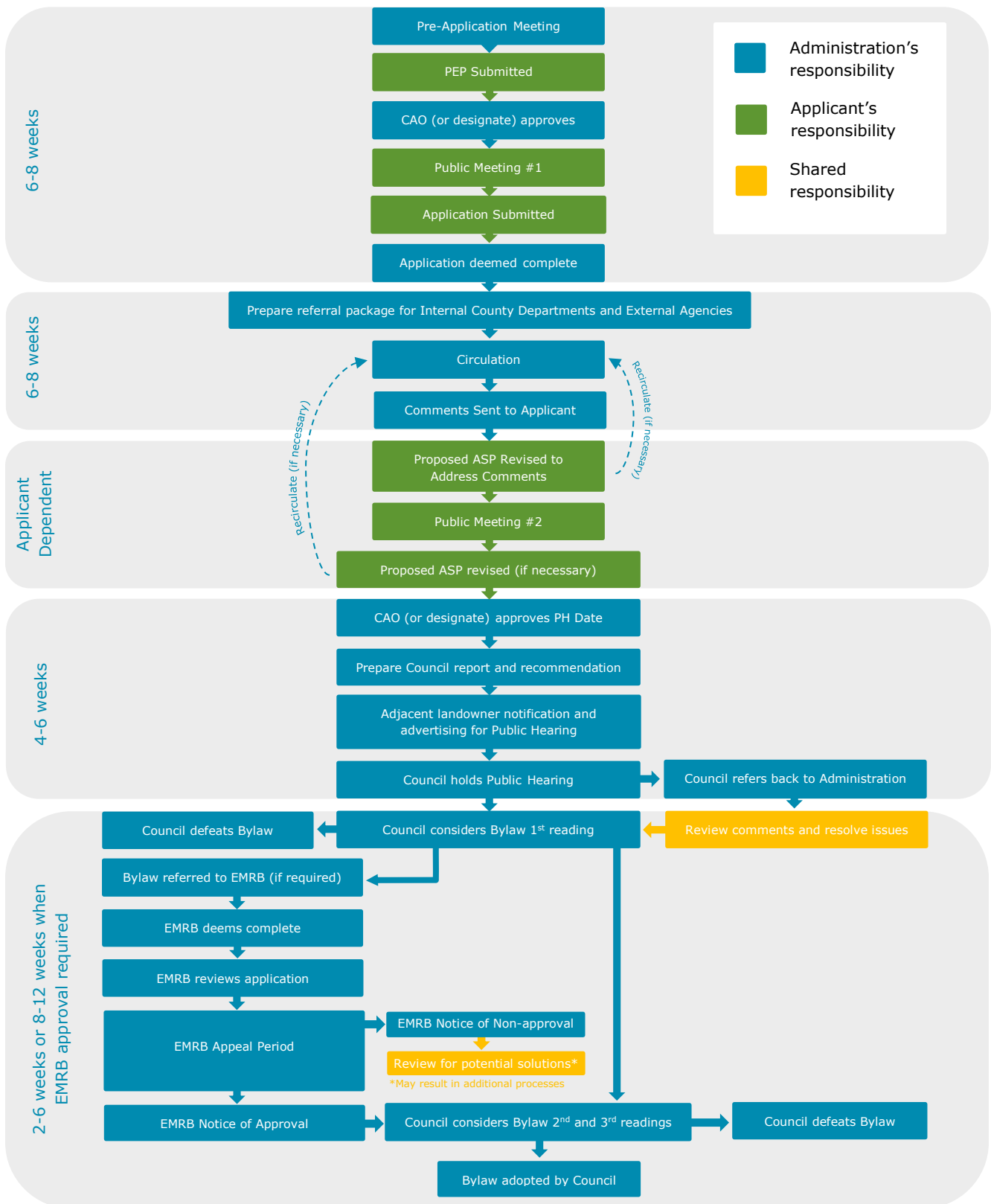


Figure 2: Statutory Planning Process

PART 2 PRE-APPLICATION PROCESS

2.1 PRE-APPLICATION MEETING PROCESS

The following outlines the County's pre-application meeting process:

- (a) A pre-application meeting shall be held prior to submission of a Public Engagement Plan (PEP), a proposed ASP or a statutory plan amendment application;
- (b) The applicant shall contact Land Development Planning to request a pre-application meeting;
- (c) The pre-application meeting will be facilitated by a planner in Planning & Development Services;
- (d) As part of the pre-application meeting, the applicant will provide an overview of their PEP and ASP or statutory plan amendment proposal. County staff will comment on County requirements, typical timelines, and provide initial feedback;
- (e) Initial feedback from the County File Manager may include whether a proposed statutory plan amendment would be considered a major or minor amendment;
 - i. A minor amendment consists of text or map amendments that do not result in land use changes that require engineering redesign. All other amendments are considered major amendments; and
 - ii. Final determination regarding whether a proposed statutory plan amendment is a minor or major amendment will occur at the time of application submission.
- (f) Any necessary changes to the proposed PEP, ASP or statutory plan amendment identified for the applicant at the pre-application meeting are to be addressed prior to the applications being submitted;
- (g) The applicant shall distribute to all attendees for review, meeting minutes identifying the main points discussed at the meeting, within ten (10) working days of the meeting;
- (h) The planner from Planning and Development Services, who attended the meeting, will provide any clarifications or revisions from the County to the applicant regarding the meeting minutes; and
- (i) Final meeting minutes shall be distributed by the applicant to all pre-application meeting attendees.

2.2 AREA STRUCTURE PLAN NAMING

The following outlines the County's Area Structure Plan naming process:

- (a) ASP names will be submitted during the pre-application process;
- (b) If the name meets the Naming of Development Areas, Roads, Parks, and Public Facilities Policy, then the name will proceed concurrently with the ASP submission to Council for consideration; and
- (c) If the name does not meet the Naming of Development Areas, Roads, Parks, and Public Facilities Policy, the name will be processed separately prior to the ASP and will remain generic (i.e. legal land location) until a name is approved by Council.

PART 3 PUBLIC ENGAGEMENT PLAN

3.1 PUBLIC ENGAGEMENT PLAN (PEP) PROCESS

The following outlines the process for a public engagement plan:

- (a) A pre-application meeting shall be held prior to submission of a PEP;
- (b) All PEPs shall be approved by the Director of Planning and Development Services;
- (c) Approval of the PEP in accordance with 3.1(b) is required prior to the applicant receiving mailing addresses from the County File Manager and the applicant proceeding with any notification of the first public engagement; and
- (d) Materials for the second public engagement, where applicable, shall be submitted by the applicant and approved by the County File Manager prior to the applicant receiving mailing addresses from the County File Manager and the applicant proceeding with any notification of the public or adjacent landowners.

3.2 PUBLIC ENGAGEMENT PLAN SUBMISSION MATERIALS

A public engagement plan shall include the following:

- (a) Planning for public engagements in accordance with section 3.3.1;
- (b) The anticipated dates of the proposed public engagements;
- (c) The public engagement formats and agendas;
- (d) Materials for the first public engagement, including:
 - i. a PowerPoint presentation (max of 20 slides), display boards and/or other materials showing and explaining the proposed development concept;
 - ii. an air photo of the subject lands;
 - iii. information on any technical assessments; and
 - iv. a questionnaire or feedback form;
- (e) Newspaper advertisements for the first public engagement (see Section 3.3.4 and Figure 3 for a template) and;
- (f) Notification letters for the first public engagement (see Section 3.3.3 and Figure 3 for a template).

3.3 PUBLIC ENGAGEMENTS

The applicant will be responsible for the costs, notification and organization of all logistics associated with the public engagements.

Failure to comply with any of the conditions described in Section 3.3 may result in a requirement for a new public engagement(s).

3.3.1 Number, Format and Timing of Public Engagements

The following outlines the required number, format and timing of public engagements:

- (a) An applicant shall host at least two public engagements in the form of a public meeting to present the proposed ASP or proposed statutory plan amendment to the public.
- (b) Despite Section 3.3.1(a), for proposed statutory plan amendments, alternative methods of public engagement may be considered in place of a public meeting for the first public engagement, where it has determined by the County File Manager that:
 - i. the proposal does not alter the original intent of the plan; and
 - ii. there are a minimal number of landowners affected by the proposal; or
 - iii. at the discretion of the Director.
- (c) Despite Section 3.3.1(a), for a proposed ASP or proposed statutory plan amendment, alternative methods of public engagement may be considered in place of a public meeting for the second public engagement, where it has determined by the County File Manager that:
 - i. the first public engagement received minimal responses and/or attendance;
 - ii. there are no substantial changes to the initial proposal presented at the first engagement; and
 - iii. there has not been a substantial time lag from when the first public engagement was held; or
 - iv. at the discretion of the Director.
- (d) Despite Section 3.3.1(a) and 3.3.1(c), for proposed statutory plan amendments, a second public engagement may not be required, where it has determined by the County File Manager that:
 - i. there were no concerns from the first public engagement related to the proposed amendment;
 - ii. there are no substantial changes to the initial proposal presented at the first engagement; and
 - iii. there has not been a substantial time lag from when the first public engagement was held; or
 - iv. at the discretion of the Director.
- (e) The first public engagement shall be held after the formal pre-application meeting and prior to the proposed application submission to the County. The purpose of the first public

engagement is to introduce the proposed development concept(s) and receive feedback from the public regarding development within the plan area;

- (e1) Despite Section 3.3.1(e), for proposed minor statutory plan amendments, a proposal to complete the first public engagement concurrent with an application may be considered by the County File Manager;
- (f) A second public engagement shall be held after comments from circulation have been addressed by the applicant to the satisfaction of the County File Manager and within approximately two months of the anticipated Council Public Hearing date. The purpose of the second public engagement is to present the refined plan to the public and seek feedback prior to the Public Hearing;
- (g) Public meetings shall not be scheduled on the date of a Council or Priorities Committee Meeting, on a weekend, during any statutory holiday, during the period of December 15 through January 2, on Fridays or during the period between the municipal election nomination deadline through to the swearing in of the new municipal Council. It is recommended that public meetings not be scheduled during any break extending longer than a 2-day period for area school boards; and
- (h) The date chosen for the public meeting shall consider the availability of the Mayor and Ward Councilor.

3.3.2 Public Meeting Logistics

- (a) The following outlines requirements for in person public meeting logistics:
 - i. The chosen location for an in person public meeting shall be a public setting that is accessible and preferably within reasonable distance to the subject lands;
 - ii. The applicant will be responsible for all costs and logistics associated with the in person public meeting including but not limited to room bookings, audio-visual needs, materials and refreshments (snacks and beverage refreshments are encouraged); and
 - iii. The County File Manager will be present at all required in person public meetings to observe and answer questions of a procedural nature or questions pertaining to County Policy.
- (b) The following outlines requirements for virtual public meeting logistics:
 - i. Pre-registration is encouraged;
 - ii. Participants will be given an opportunity to participate in the meeting through Q&As, breakout rooms and/or open forum;
 - iii. The technology used will be user-friendly and widely accessible without a specific license or membership required to participate;
 - iv. The technology used will have a phone in option;
 - v. The applicant will be responsible for all costs and logistics associated with the virtual public meeting; and
 - vi. The County File Manager will participate in any virtual public meetings to observe and answer questions of a procedural nature or questions pertaining to County Policy.

3.3.3 Notification of Landowners

The following outlines requirements for notification of landowners:

- (a) The applicant is responsible for the costs and for sending notification letters to landowners prior to each public engagement. The County File Manager shall provide the mailing information for landowners to the applicant after the PEP has been approved;
- (b) The applicant shall send a notification letter to all landowners within the distance described as follows:
 - i. For applications within the Urban Service Area and Hamlets, the notification distance shall be 60 metres;
 - ii. For applications within the Rural Service Area, the notification distance shall be 200 metres;
 - iii. Where an application occurs on or adjacent to an urban or hamlet boundary, the notification distance shall be 60 metres within the Urban Service Area or Hamlet and 200 metres within the rural area;
 - iv. For a proposed ASP the notification distance shall be measured from the plan area boundary;
 - v. For a proposed statutory plan amendment, the notification distance shall be measured from the area subject to the plan amendment; and
 - vi. Despite Section 3.3.3(b)i, ii and iii; a greater notification distance to include affected properties may be required at the discretion of the Director in accordance with an approved PEP;
- (c) Notification shall be sent via regular mail at least 14 calendar days prior to a public meeting, such that it can be received by the landowners no less than 7 calendar days prior to the public meeting date;
- (d) For public engagements that are not in the form of a public meeting, materials or instructions on how to view and receive materials should be included with the notification;
- (e) Adjacent landowner notification shall include:
 - i. items as listed under Section 606(6) (a) and (d) of the *Municipal Government Act*;
 - ii. a map identifying:
 - A. all major roads surrounding the subject lands;
 - B. adjacent community names; and
 - C. highlighting of the subject lands;
- (f) Notification letters may not be required in specific circumstances, at the discretion of the Director and;
- (g) Refer to Figure 3 for an example of a suitable adjacent landowner notification format.

3.3.4 Newspaper Advertisement

The following outlines requirements for newspaper advertisements:

- (a) The applicant is responsible for the costs and for submitting advertising to the local newspaper that is used by Strathcona County for its formal notices, the Sherwood Park / Strathcona County News;
- (b) The advertisements shall be published in Friday issues of the newspaper for 2 consecutive weeks;

Figure 3: Newspaper Advertisement and Notification Letter Format Example

NOTICE OF PROPOSED PUBLIC MEETING

PROPOSED AREA STRUCTURE PLAN (ASP)

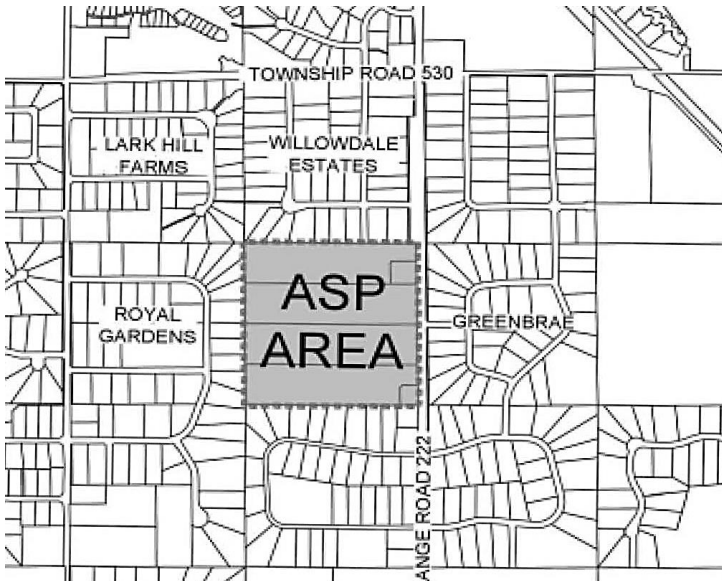
(Consultant) on behalf of the landowner is preparing an ASP for **(Legal Description)** which will provide a policy framework to guide the overall future development of the property.

We invite you to a meeting to discuss the proposed plan. Concepts and information specific to the proposed plan will be available for viewing and comments.

Consultants, landowners, and Strathcona County Administration will be present to discuss the project and answer questions.

The primary objectives for the meeting are to:

- Outline the main concepts of the proposed plan
- Identify and discuss any issues that the plan should address
- Obtain feedback on the proposed application



DATE
TIME
LOCATION
ADDRESS

CONSULTANT
Phone
Email

COUNTY
Phone
Email

- (c) The second advertisement shall appear in the newspaper at least 5 days prior to the public engagement (dates may be modified for alternative public engagement options at the discretion of the Director);

- (d) The newspaper advertisement shall include:
 - i. items as listed under Section 606(6) (a) and (d) of the *Municipal Government Act*; and
 - ii. a map identifying:
 - A. all major roads surrounding the subject lands;
 - B. adjacent community names; and
 - C. highlighting of the subject lands;
- (e) Newspaper advertisements may not be required in specific circumstances, at the discretion of the Director;
- (f) Refer to Figure 3 for an example of a suitable newspaper advertisement format.

3.3.5 Additional Notification by Administration

The County File Manager shall provide the notification letter and/or mailout package to Council and the Mayor. For any events hosted in or directly affecting the Rural Service Area and hamlets, the County File Manager should also provide the notification letter and/or mailout package to the Rural Liaison Officer. Administration shall also advertise public meetings through the County's engagement calendar on the County's website.

3.3.6 Public Engagement Summary Report

As part of the application submission, the applicant is required to provide a summary report regarding the public engagement(s) and comments received. The following outlines requirements for public engagement summary reports:

- (a) The applicant is responsible for maintaining a complete record of all comment sheets prior to the application submission;
- (b) Comment sheets shall be collected by the applicant at the engagement(s);
- (c) The public shall have up to 14 days following a public meeting(s) to send further comments to the applicant;
- (d) Where the public engagement is not in the form of a public meeting the public shall be provided 21 days from the mailing date of the notification to review and respond;
- (e) Any written comments received by the County will be forwarded to the applicant;
- (f) The public engagement summary report shall generally follow the format outlined within Figure 3A: Engagement Summary Layout:

Figure 3A: Engagement Summary Layout

ENGAGEMENT SUMMARY LAYOUT		
1. Proposal Overview -Provide a general overview of the proposal.		
2. Engagement Opportunities, Notification and Attendance -Provide an overview of the engagement opportunities including the dates, form, location and attendance. -Provide an overview of who was notified and how participants were notified of the engagement opportunities.		
3. Comments and Responses -Provide a summary of how comments on the proposal were received including the number received and what form they were received in (survey, phone, email, virtual, in person). -Summarize the overall themes heard through the public engagement process. -If a survey was completed provide the results of the survey. -Provide a Comment Responses Table as outlined in Table 1 below:		
TABLE 1: COMMENT RESPONSE TABLE		
TOPIC	WHAT WE HEARD	RESPONSE/RESULTING ACTIONS
Buffers	We heard concerns regarding the lack of a buffer between the proposed development area and adjacent properties	We integrated a 20.0m buffer adjacent to the neighbouring properties where the existing natural vegetation will be maintained.
Open Space	We heard concerns that there was not enough park space included.	The proposed municipal reserve dedication aligns with the Municipal Government Act and County policies.
Connections	We heard concerns about a missed opportunity to connect to the existing county trail system.	We added a connection from the onsite active transportation network to the existing county trail system adjacent to the development area.
Screening of Storage	We heard concerns about the potential visibility of industrial storage, particularly from major roadways.	We integrated policies that encourage developments with significant storage components to locate away from major roadways and provided design standards for the screening and placements of industrial storage throughout the development area.
4. Appendices Appendix A: Communication Materials -Include all notifications, advertisements, open house boards, presentations or other engagement materials. Appendix B: Comments Received -Include a summary of phone conversations including date and topic of discussion. -Include a summary of comments heard at public engagement meetings. -Include all written correspondence received and sent related to the County's engagement process.		

PART 4

APPLICATION SUBMISSION

4.1 APPLICATION SUBMISSION

- (a) An applicant may submit their proposed ASP or proposed statutory plan amendment to the County File Manager following completion of the first public meeting.
- (b) The proposed ASP or proposed statutory plan amendment shall be prepared by or endorsed in writing by a full member in good standing of the Canadian Institute of Planners (MCIP or FCIP).
- (c) At the discretion of the Director, some of the items detailed in this part may not be required due to the nature of the proposed ASP or proposed statutory plan amendment.
- (d) Formal application and submission of an application to Planning and Development Services shall include the required application fee, as outlined in the Fees, Rates & Charges Bylaw.

4.2 APPLICATION SUBMISSION MATERIALS

The following items are required to be submitted as part of an application for a new ASP (excluding seasonal recreational resorts) or a statutory plan amendment. ***Please refer to Appendix B for application submission material descriptions for Seasonal Recreation Resort ASPs:***

- (a) The completed application form with original signature;
- (b) A copy of all current certificate(s) of title for properties within the proposed plan area including any registrations naming Strathcona County on those titles. Current titles are considered those pulled a maximum of 30 days prior to submission;
- (c) The Public Engagement Meeting Summary Report;
- (d) A Letter of Intent that:
 - i. is prepared and signed by a registered professional planner and certifies that the proposal was prepared in accordance with the Statutory Plans Terms of Reference;
 - ii. describes the intent of the proposal;
 - iii. provides planning rational for the proposal;
 - iv. specifies statutory planning policies that support the proposal.
- (e) The proposed ASP or amendment:
 - i. where the application is for a statutory plan amendment, one (1) digital copy shall display all proposed revised text as a distinct colour or with shading and all text deletion as strikethrough; and

- ii. where the application is for a statutory plan amendment, one (1) digital copy, clean version of the proposed statutory plan.
- (f) Digital plans prepared in accordance with Section 4.4 of the Statutory Plan Terms of Reference;
- (g) Land Use and Population Statistics as outlined in Section 5.9 of the Statutory Plan Terms of Reference;
- (h) Three (3) paper copies of the Engineering Servicing Design Brief in addition to the digital copy;
- (i) Transportation Impact Assessment (TIA);
- (j) A letter prepared, and certified by a registered professional Engineer licensed to practice in Alberta in accordance with APEGA:
 - i. the Engineering Servicing Design Brief and Transportation Impact Assessment (TIA) were prepared in accordance with the County Design and Construction Standards; or
 - ii. If alternative standards have been proposed, these sections have been highlighted in the cover letter.
- (k) If alternative engineering standards have been proposed, a copy of each variance request as outlined in Strathcona County's Design and Construction Standards, with the required application fees, as outlined in the Fees, Rates & Charges Bylaw;
- (l) Biophysical Assessment; and
- (m) Any additional technical studies as identified by the County File Manager which may include but is not limited to a Geotechnical Report, Floodplain Assessment, Erosion Study, Commercial Needs Assessment, Financial Impact Assessment, Environmental Site Assessment, Agricultural Impact Assessment, Historical Resource Assessment, Noise Impact Assessment, Tree Conservation Report, Wildlife Impact Review and Wetland Assessment; or updates to existing technical studies.

4.3 TECHNICAL REPORTS

Various Technical Reports may be required to support an ASP or proposed statutory plan amendment as outlined within the application submission requirements. Additional information is provided in Table 2:

TABLE 2: REFERENCE GUIDE TO COMPLETE TECHNICAL REPORTS	
TRANSPORTATION IMPACT ASSESSMENT (TIA)	
QUALIFICATIONS AND ADVISEMENTS	<p>The applicant is advised to contact Alberta Transportation for their requirements if the subject lands are located within 1,600 m of the centerline of a highway right of way.</p> <p>The final version of all engineering reports and drawings are to be stamped, signed and dated by Engineering Professional accredited by ASET and/or APEGA to practice Civil Engineering, in accordance with the Engineering and Geoscience Professions Act.</p>
RELATED POLICIES AND DOCUMENTS	<ul style="list-style-type: none"> • Bremner Area Project or Centre in the Park Design and Construction Standards (where applicable); • Bremner Area Project and Centre in the Park Transportation Impact Assessment Guidelines (where applicable); • Bremner Area Project Transportation Plan or Centre in the Park Transportation Master Plan (where applicable); • Design and Construction Standards Section 2.2.1.5
SERVICING DESIGN BRIEF	
QUALIFICATIONS AND ADVISEMENTS	<p>The final version of all engineering reports and drawings are to be stamped, signed and dated by Engineering Professional accredited by ASET and/or APEGA to practice Civil Engineering, in accordance with the Engineering and Geoscience Professions Act.</p>
RELATED POLICIES AND DOCUMENTS	<ul style="list-style-type: none"> • Bremner Area Project Design and Construction Standards (where applicable); • Bremner and LEA Utilities Master Plan (where applicable); • Centre in the Park Design and Construction Standards (where applicable); • Water Network Analysis and Conceptual Plan – Design and Construction Standards Section 2.2.1.3; • Sanitary Sewer Analysis and Conceptual Plan – Design and Construction Standards Section 2.2.1.3; • Stormwater Management Plan – Design and Construction Standards Section 2.2.1.3 and 2.2.1.4
BIOPHYSICAL ASSESSMENT	
QUALIFICATIONS AND ADVISEMENTS	<p>Documents shall be signed by a qualified professional in the environmental field licensed to practice in Alberta;</p>
RELATED POLICIES AND DOCUMENTS	<ul style="list-style-type: none"> • Conservation of Biological Diversity Policy SER-009-041 • Biophysical Assessment Directive SER-009-032D; • Tree Conservation Directive SER-009-042D; • Conservation and Environmental Reserve Easements Directive SER-009-031D • Wetland Conservation Directive SER-009-036D; • Floodplain Assessment – Design and Construction Standards Section 2.2.1.2

4.4 DIGITAL PLANS

Various maps may be required to support an ASP or proposed statutory plan amendment as outlined within the application specifics. The digital plans for these maps shall be submitted in accordance with the following requirements:

- (a) All maps, drawings and associated data must be submitted in either an ESRI supported file format (preferred) such as .shp or .gdb or an AutoCAD supported file format such as .dwg or .dxf;
- (b) All maps, drawings and associated data must be drawn true to scale and spatially referenced to the NAD 1983 3TM 114 projected coordinate system;
- (c) AutoCAD submissions must be drawn in model space, be GIS ready and adhere to high quality digital drawing standards. High quality digital drawing standards include but are not limited to:
 - i. clean linework defined by layers (preferred) or properties (color or line weight);
 - ii. closed polygons;
 - iii. accurate dimensions; and
 - iv. appropriate use of plot styles, text formatting and naming conventions;
- (d) Use of the Autodesk Drawing Cleanup Tool prior to submission is required;
- (e) An Adobe PDF copy of each digital map or drawing is required at the time of submission; and
- (f) Digital plan submissions must accurately indicate the location and clear definition of the following (where applicable):
 - i. ASP boundary;
 - ii. existing parcel base;
 - iii. land use;
 - iv. development stages;
 - v. open spaces;
 - vi. bodies of water;
 - vii. transportation network(s);
 - viii. transit network(s);
 - ix. active transportation network(s);
 - x. walksheds;
 - xi. stormwater management utilities;
 - xii. water utilities; and
 - xiii. wastewater utilities.

4.5 COMPLETE APPLICATION

Subject to this Terms of Reference and at the discretion of the County File Manager, the application may be deemed complete and put into circulation. The following outline the process of determining a complete application:

- (a) The County File Manager should notify the Applicant in writing or by e-mail, within 5 working days of submission that an application is complete or incomplete;
- (b) Applications will not be deemed complete and considered ready for full circulation if, at the discretion of the Director, there are major land use conflicts that may affect the design of the neighbourhood;
- (c) Applications will not be deemed complete and considered ready for full circulation if, in the opinion of the County File Manager:
 - i. The application was not prepared in accordance with this document (The Statutory Plan Terms of Reference);
 - ii. Information or technical studies are missing;
 - iii. Information or technical studies do not include the necessary information to assess the application;
 - iv. Digital plans fail to meet any of the County's requirements for format or content;
 - v. Information or technical studies are not certified by a registered professional Engineer licensed to practice in Alberta in accordance with APEGA; or
 - vi. Recommendations of technical studies are not reflected in the plan.
- (d) If incomplete, the County File Manager will indicate what information is still required;
- (e) An application shall not be deemed complete until the identified deficiencies are resolved;
- (f) Administration may request additional information, documentation or technical studies from the applicant as a result of circulation and detailed review of the application submission.

4.6 CIRCULATION

Following an application being deemed complete, Administration will prepare a package for circulation. Multiple circulations may be required before an application is presented to Council. The following outlines the circulation process:

- (a) The circulation will be sent to relevant internal departments and external agencies, as determined by the County File Manager;
- (b) The initial circulation period for an application is 28 calendar days;
- (c) Subsequent circulations may have a shorter circulation period as determined by the County File Manager where:

- i. The number and type of comments on the previous referral to be addressed are not substantial; and
 - ii. Application volumes allow for a reduced referral period;
- (d) After the end of the circulation period, the County File Manager will compile all comments received and provide the consolidated comments to the applicant;
- (e) The County File Manager will endeavor to provide consolidated comments within 2 weeks of the end of the circulation period;
- (f) The timeline to compile comments may take longer than this, particularly if the County File Manager has not received comments, there are unresolved issues which require action or application volumes are high;
- (g) Consolidated comments will be in the form of a tracking sheet supplied by the County File Manager;
- (h) Where a meeting is required to provide clarification or resolve potential issues arising out of the comments:
 - i. The applicant shall submit meeting minutes to the County File Manager, identifying the main points discussed at the meeting within ten (10) working days of the meeting and distribute the minutes to all attendees for review;
 - ii. The County File Manager will provide any clarifications or revisions from the County to the applicant regarding the meeting minutes; and
 - iii. Final meeting minutes shall be distributed by the applicant to all meeting attendees.
- (i) The application will be recirculated to ensure that the resubmitted application reflects circulation comments;
- (j) Subsequent application submissions for circulation shall include a filled out Consolidated Comment Tracking Sheet, detailing how each comment has been addressed and in what section, to direct reviewers and expediate the review process;
- (k) Prior to scheduling a Public Hearing, application submission materials must be considered final as determined by the County File Manager; and
- (l) Final application submission materials shall ensure inclusion of final digital versions in Word and PDF formats as well as mapping and graphics in accordance with 4.4.

4.7 FINAL APPLICATION SUBMISSION PROCESS

The following outlines the final application submission process:

- (a) When the application submission materials have been considered final, as determined by the County File Manager, the County File Manager will submit a report to the Chief Commissioner or designate requesting a Public Hearing for the proposed bylaw(s);
- (b) Where a Regional Evaluation Framework (REF) referral is required, and Council has given first reading, the proposed Bylaw(s) will be brought back to Council to consider second and third reading after the proposed Bylaw(s) has received final approval from the Edmonton Metropolitan Region Board (EMRB);
- (c) Final approval from the EMRB does not guarantee second and third readings of a proposed Bylaw(s) from Council;
- (d) Where a proposed Bylaw(s) has been referred by Council to Administration for further review and/or to consider comments and concerns presented at the Public Hearing:
 - i. The direction provided by Council shall be addressed by the applicant prior to the proposed Bylaw(s) being brought back to Council for consideration; and
 - ii. It will be at the discretion of the Director of Planning and Development when the proposed Bylaw(s) are ready to be brought back to Council for consideration; and
- (e) Where a proposed ASP or proposed statutory plan amendment has not resolved outstanding issues to Administrations' satisfaction, Administration may not support the proposed statutory plan or statutory plan amendment application when the application is presented to County Council for consideration.

4.8 EDMONTON METROPOLITAN REGION BOARD

The following apply where a proposed ASP or proposed statutory plan amendment requires a REF (Regional Evaluation Framework) submission to the Edmonton Metropolitan Region Board (EMRB):

- (a) Additional materials may be required to support the submission if requested by the Edmonton Metropolitan Region Board; and
- (b) The applicant shall submit the required fees for a REF referral, as outlined in the Fees, Rates & Charges Bylaw.

4.9 INACTIVE APPLICATION

The following apply to an inactive application:

- (a) If there has been no progression of an application submission to conclusion for at least six (6) consecutive months, a file closure letter may be sent to the applicant any time after six (6) months advising that an application will be closed. File closure will be at the discretion of the Director;
- (b) Prior to a file closure letter being sent to an applicant, notification regarding the lack of progression of an application may be sent by e-mail to the applicant;
- (c) If an applicant requests to reactivate a file which has been closed, at the discretion of the Director, new application submission materials and fees in accordance with Part 4 may be required; and
- (d) At the discretion of the Director, a new PEP in accordance with Part 3 may be required.

4.10 RE-APPLICATION

The following apply to a re-application:

- (a) Where a Bylaw to adopt a proposed statutory plan or proposed statutory plan amendment has been defeated by Council, an application submission that is in the opinion of the Director the same, or substantially the same, shall not be accepted for consideration until after one (1) year of the date on which the Bylaw was defeated;
- (b) Despite 4.9(a), an application submission may be accepted for consideration within one (1) year of the date on which the original Bylaw was defeated if:
 - i. The issues that were of concern have been addressed to the satisfaction of the Director; or
 - ii. The Director determines that the application submission is substantially different from the one that was defeated;
- (c) At the discretion of the Director, new application submission materials and fees in accordance with Part 4 may be required; and
- (d) At the discretion of the Director, a new PEP in accordance with Part 3 may be required.

PART 5

DOCUMENT STRUCTURE

5.1 DOCUMENT LAYOUT

- (a) The required Document Layouts are outlined in the Appendices as identified in below:
 - i. **Appendix A:** Specifics for ASPs (excluding seasonal recreational resorts) or related amendments;
 - ii. **Appendix B:** Specifics for Seasonal Recreational Resort ASPs or related amendments;
 - iii. **Appendix C:** Specifics for Bremner Sub-ASPs or related amendments.
- (b) Sections outlined the appendices shall be included where applicable.
- (c) Variation of the required structures for new statutory plans may be considered at the discretion of the County File Manager.
- (d) The document layout for proposed statutory plan amendments shall be at the discretion of the County File Manager.
- (e) The Planning Context section of an ASP document shall contain text and a figure that acknowledge how the document interacts with other County documents within the planning hierarchy. Figure 4: Planning Hierarchy shows an example of a planning hierarchy figure.

Figure 4: Planning Hierarchy



5.2 POLICY SECTIONS

For this section, please reference the document layout in the applicable appendix.

- (a) ASP policy sections are to be divided into General Policy Sections, Land Use Concept Policies and Implementation Policies
- (b) The General Policy Section is intended to capture items that are not specifically tied to a land use concept area such as transportation and utilities.
- (c) The Land Use Concept Policy Section should be separated into land use concept areas based on either land use or unique characteristics that require separate policy direction. **The legend of the land use concept provided will dictate policy subsections. Refer to Figure 5: Land Use Concept Policy Subsections for an example.** Policies within each subsection should describe the land use concept area and how development will occur now and in the future.
- (d) The Implementation Policy Section speaks to items that are needed to fully implement the policies of the ASP and guide subsequent land use bylaw amendments, subdivision and development. It may also include recommendations or direction from technical documents that have indicated further study or requirements needed as part of rezoning or subdivision application review.

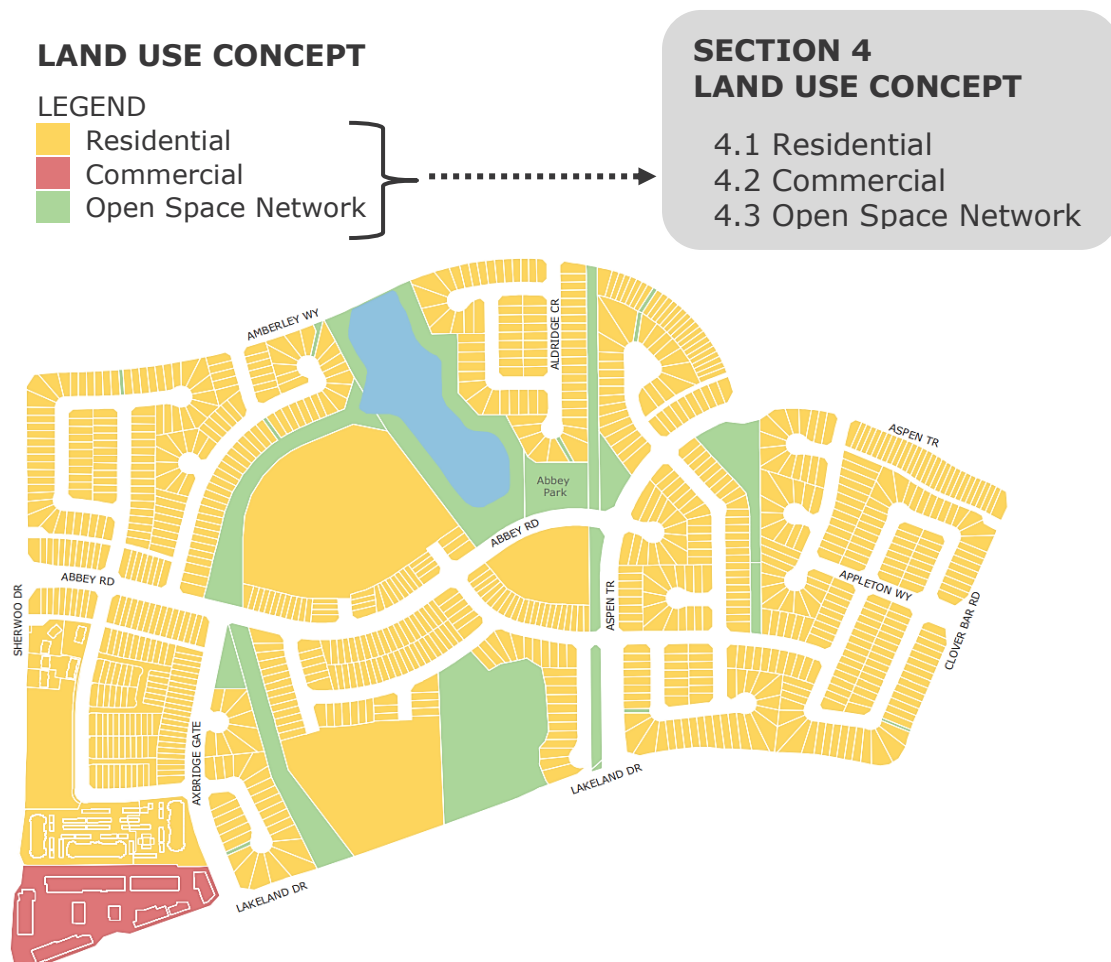
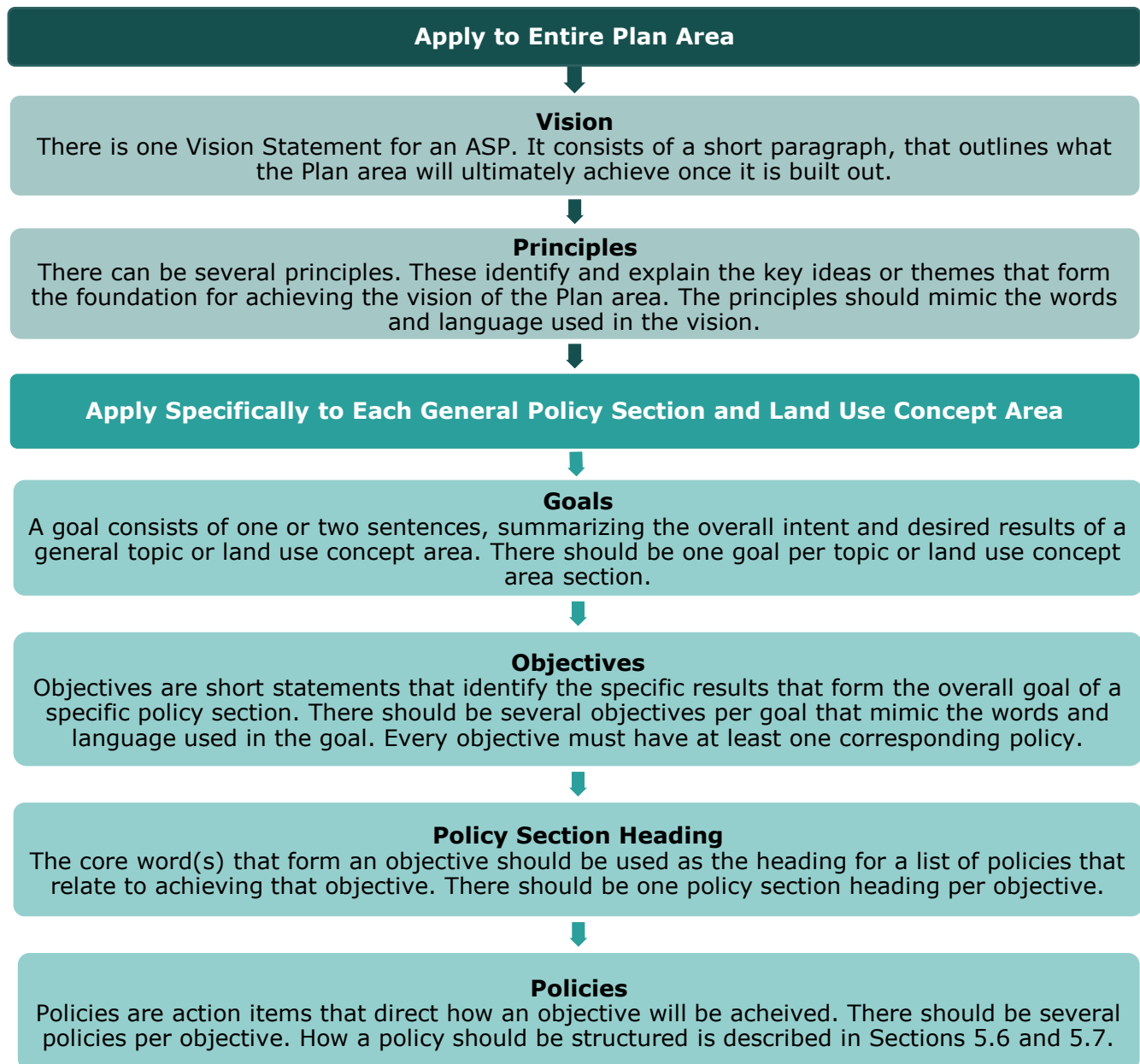


Figure 5: Land Use Concept Policy Subsections

5.3 STATUTORY PLAN GUIDING ELEMENTS

- (a) Figure 6: Statutory Plan Guiding Elements outlines the guiding elements of an ASP.
- (b) The ASP shall contain a hierarchy that connects the overarching vision to the more detailed implementable policies.
- (c) The Vision and Principles apply to the entirety of the plan area.
- (d) Each General Policy Section and Land Use Concept Areas shall contain their own unique set of Goals, Objectives, Policy Section Headers and Policies.

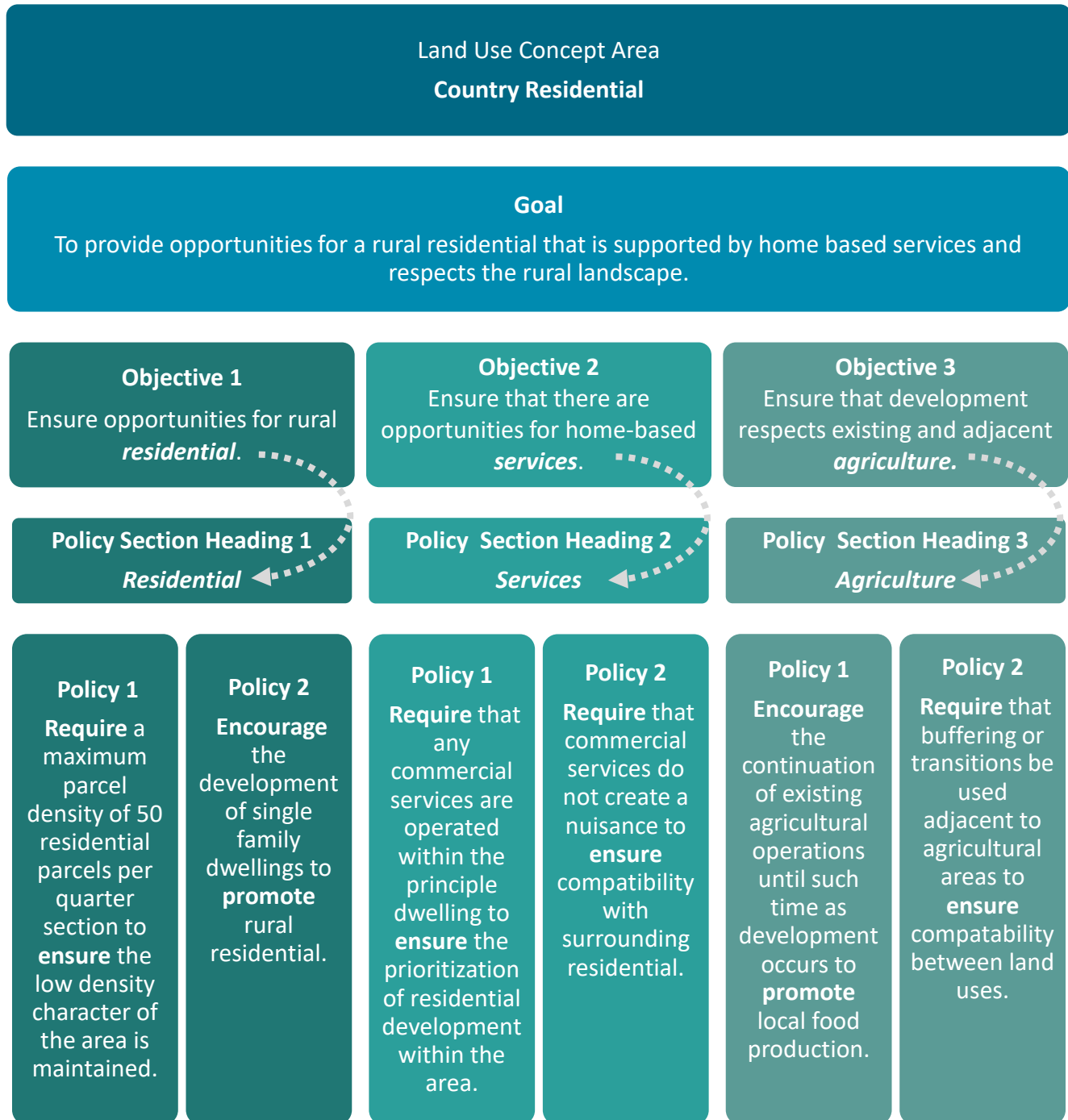
Figure 6: Statutory Plan Guiding Elements



5.4 GUIDANCE STRUCTURE

Figure 7: Land Use Concept Section Example, provides guidance on how to incorporate Statutory Plan Guiding Elements into each land use concept area of an Area Structure Plan. The Land Use Concept, ASP table of contents, as well the Land Use and Population Statistics shall directly correspond with each other.

Figure 7: Land Use Concept Section Example



5.6 POLICY TERMS

Statutory plans in Strathcona County use specific terminology within policies, as outlined in Table 3: Policy Terms, to ensure that they have clear intentions that are designed to be achieved through actions. All policies must contain one of the following actions:

- (a) **Require** - these policies are compulsory and must be met in order to be supported by County administration. Require policies are always paired with ensure. Require is the compulsory obligation and ensure explains the result that is to be achieved;
- (b) **Encourage** - proposals should be consistent with all applicable encourage policies in order to be supported by County administration. Proposals which do not meet an applicable encourage policy must provide justification to the satisfaction of County administration as to why the applicable encourage policy cannot be met. Encourage policies are always paired with promote. Encourage is what is expected and promote shows active encouragement for the result that is to be achieved;
- (c) **Consider** - proposals that fall under a consider policy will be evaluated on a case-by-case basis and may be supported by County administration based on the specifics of the proposal and how it aligns with the goals and objectives of the plan. Consider policies are always paired with support. Consider is followed by criteria for when an action may be suitable, and support shows passive County support through the conditional consideration of the result that is to be achieved; and
- (d) A version of Table 3: Policy Terms, shall be incorporated into the interpretation section of a proposed ASP. Example policies shall be pulled from the policies within the proposed ASP.

TABLE 3: POLICY TERMS

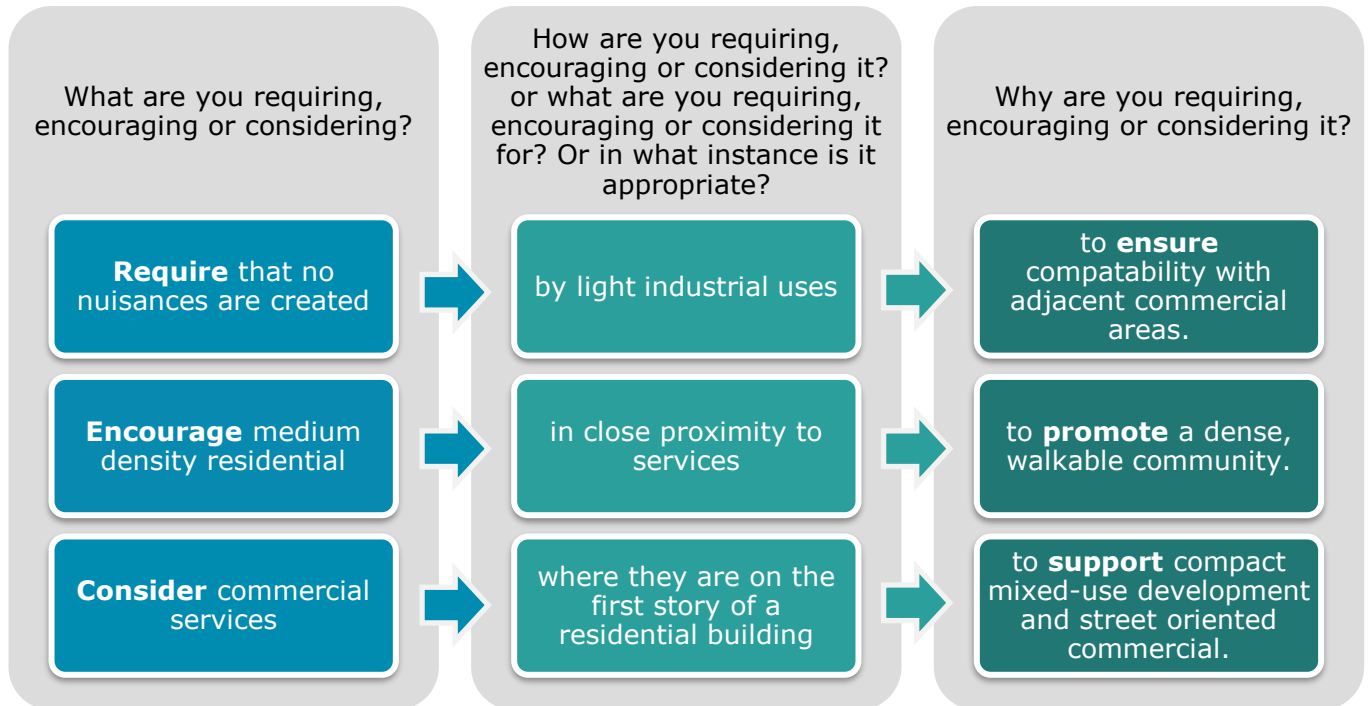
ACTION		INTENTION		POLICY LAYOUT
Require	Is a compulsory obligation	Ensure	To make sure of a result through a requirement	Require a minimum overall residential density of 40 dwelling units per net residential hectare to ensure compliance with the Regional Growth Plan
Encourage	Provides direction for what is expected	Promote	Shows active County encouragement	Encourage apartment housing above ground floor commercial and community service to promote an active centre.
Consider	Provides criteria for when actions may be suitable	Support	Shows passive County support through conditional consideration	Consider alternative energy systems or district energy systems <i>where located within centres</i> to support safe, reliable, and efficient utilities.

5.7 POLICY SENTENCE STRUCTURE

The County requires a specific policy sentence structure within statutory plans as outlined below:

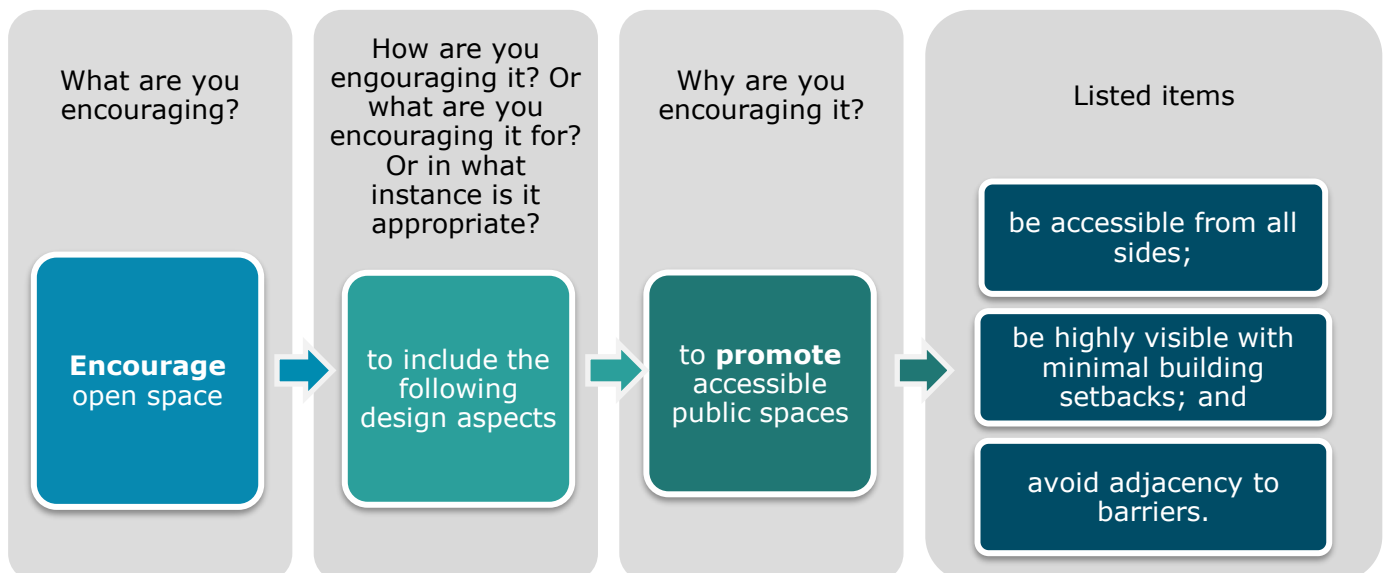
- (a) The sentence structure of a policy shall be guided by the format outlined in Figure 8: Policy Sentence Structure to ensure clear consistent policies that can be implemented through the later stages of the planning framework including subdivision and zoning; and

Figure 8: Policy Sentence Structure



- (b) The sentence structure of a policy that contains a list shall be guided by the format outlined in Figure 9: Policy Sentence Structure List. The structure is similar to Figure 8, except that the criteria within the sentence is replaced with "the following" and the criteria list will come at the end of the sentence.

Figure 9: Policy Sentence Structure List



5.8 GLOSSARY OF TERMS

The following outlines the requirements for a glossary of terms:

- (a) Specific words used within the proposed ASP policies shall endeavor to follow definitions identified in the following documents:
 - i. Municipal Government Act;
 - ii. Edmonton Metropolitan Region Growth Plan;
 - iii. Strathcona County Municipal Development Plan Bylaw 20-2017; and
 - iv. Applicable Area Concept Plan;
- (b) Where words used are the same or similar to a word defined in one of the documents above, Administration will direct the applicant to use a defined word from the document; and
- (c) Applicants may propose new words with a corresponding definition for their ASP where one does not exist that would capture a specific idea or context.

5.9 LAND USE AND POPULATION STATISTICS

The following outlines the requirements for land use and population statistics:

- (a) Land Use and Population Statistics shall be submitted as technical information in support of proposed ASP or proposed statutory plan amendment applications and structured as outlined in the relevant Appendix;
- (b) The statistics included within and as part of a statutory document shall be structured as outlined in the relevant Appendix;
- (c) Sections shall be included where applicable. Variation of this structure may be considered at the discretion of the County File Manager; and
- (d) Dwelling units per net residential hectare (du/nrha) shall be rounded to the nearest whole number.

APPENDIX A: SPECIFICS FOR ASPS (EXCLUDING SRRs)

A. AREA STRUCTURE PLAN DOCUMENT LAYOUT

The following is a general example of a table of contents for an ASP. General and Land Use Concept subsections will require customization based on the specifics of the application. The legend of the land use concept provided will dictate policy subsections for Section 4 (land use concept areas). Policies within these sections should describe the land use concept area and how development will occur now and in the future.

ASP DOCUMENT LAYOUT	
1. Introduction 1.1 Purpose 1.2 Location 1.3 Vision and Principles 2. Administration 2.1 Planning Context 2.2 Policy Structure 2.3 Interpretation 3. General (where applicable) 3.1 Transportation 3.2 Utilities 3.3 Agriculture and Food 4. Land Use Concept Areas (where applicable) 4.1 Residential 4.1.1 Low Density 4.1.2 Medium Density 4.1.3 High Density 4.2 Commercial 4.2.1 Convenience Commercial 4.2.2 Business Commercial 4.2.3 Major Commercial 4.3 Community and Public Service 4.3.1 Local Community Service 4.3.2 Major Community Service 4.3.3 Public Service 4.4 Industrial 4.4.1 Light Industrial 4.4.2 Medium Industrial 4.4.3 Heavy Industrial	4.5 Open Space Network 4.5.1 Creeks 4.5.2 Wetlands 4.5.3 Uplands 4.5.4 Stormwater Management Facilities 4.5.5 Municipal Reserve 5. Implementation 5.1 Development Staging 5.2 Implementation Items 6. Definitions 7. Maps 1. Location 2. Land Use Concept 3. Development Staging Concept 4. Open Space Concept 5. Transportation Concept 6. Transit Concept 7. Active Transportation Concept 8. Walkshed 9. Stormwater Servicing Concept 10. Wastewater Servicing Concept 11. Water Servicing Concept 8. Appendices 8.1 Appendix A: Statistics Table 8.2 Appendix B: Site Specifics 8.3 Appendix C: Public Engagement

B. OVERALL ASP STATISTICS

The following table shall be included with an ASP as Appendix A:

ASP STATISTICS		
CATEGORY	AREA (HA)	TOTAL
Gross Land Area (GLA)		
Estimated Environmental Reserve (ER)		
Estimated Net Developable Area (NDA = GLA - ER)		
Estimated Municipal Reserve (MR) dedication		
Estimated Residential du/nrha		
Estimated Population		
Estimated Jobs		

C. LAND USE, POPULATION AND EMPLOYMENT STATISTICS

The following tables shall be completed and submitted as a separate technical document in support of an ASP or major amendment to an ASP. Alternative variations may be considered at the discretion of the County File Manager:

GENERAL STATISTICS		
CATEGORY	AREA (HA)	AREA (%)
Gross Land Area (GLA)		
Environmental Reserve (ER)		
Highway Dedication		
Net Developable Area (NDA = GLA – ER))		
Non-Developable Area (= GLA-NDA)		
Eligible Municipal Reserve (MR)		
Total Municipal Reserve (MR) Provided		
Street Network (excluding Arterial Streets)		
Arterial Streets		
Stormwater Management		
Reservoirs and Other Public Utility		

EMPLOYMENT STATISTICS				
CATEGORY	AREA HA	AREA (%)	JOBS/HA	JOBS
Commercial			98.8	
Community Service/Public Service			86.45	
School			1 per 10 Students	
Industrial			74.1	
Total				

INDUSTRIAL/COMMERCIAL/COMMUNITY AND PUBLIC SERVICE				
CATEGORY	AREA HA	AREA %	JOBS/HA	JOBS
Open Space				
Industrial			74.1*	
Community Service/Public Service			86.45*	
Commercial			98.8*	
Total				

*12.14 Jobs/Ha will be used for applications located in the Local Employment Area.

RESIDENTIAL STATISTICS							
CATEGORY	AREA HA	% OF RESIDENTIAL AREA	UNITS/ HA	UNITS	PEOPLE PER UNIT	POPULATION	DENSITY (DU/NRHA)
Low Density							
Single					2.8		
Semi-detached					2.8		
Total Low Density							
Medium Density							
Townhouse					2.8		
Low-rise Apartment (less then 5 storeys)					1.8		
Total Medium Density							
High Density							
Mid-rise Apartment (5-8 storeys)					1.8		
Mixed-use Building Residential					1.5		
High-rise Apartment (greater than 8 storeys)					1.5		
Total High Density							
Total Residential			N/A		N/A		

SCHOOL GENERATION			
CATEGORY	PRIMARY	SECONDARY	TOTALS
PUBLIC SCHOOL BOARD			
Generation Rate	(0.37Xdu)	(0.13Xdu)	N/A
Students			
CATHOLIC SCHOOL BOARD			
Generation Rate	(0.12Xdu)	(0.02Xdu)	N/A
Students			
Totals			

PROXIMITY	
MEASURES	(%) OF RESIDENTIAL
400 metres Proximity to Community Service	
400 metre Proximity to School Site	
400 metre Proximity to Commercial Services	
400 metre Proximity to Transit Controlled Location	
400 metres Proximity to a Park	

APPENDIX B: SPECIFICS FOR SEASONAL RECREATIONAL RESORT ASPS

A. APPLICATION SUBMISSION MATERIALS DESCRIPTIONS

The following items are required to be submitted as part of an application for Seasonal Recreational Resort ASP or major amendment to an existing Seasonal Recreational Resort ASP:

- (a) Application fees as per the County's Fees and Charges Bylaw;
- (b) The completed application form with original signature;
- (c) A copy of all current certificate(s) of title for properties within the proposed plan area including any registrations naming Strathcona County on those titles. Current titles are considered those pulled a maximum of 30 days prior to submission;
- (d) The Public Engagement Meeting Summary Report;
- (e) A Letter of Intent that:
 - i. is prepared and signed by a registered professional planner and certifies that the proposal was prepared in accordance with the Statutory Plans Terms of Reference;
 - ii. describes the intent of the proposal;
 - iii. provides planning rational for the proposal;
 - iv. specifies statutory planning policies that support the proposal;
 - v. indicates the associated natural attraction or natural environmental feature.
- (f) The proposed ASP or amendment:
 - i. Where the application is for a statutory plan amendment, one (1) digital copy shall display all proposed revised text as a distinct colour or with shading and all text deletion as strikethrough; and
 - ii. Where the application is for a statutory plan amendment, one (1) digital copy, clean version of the proposed statutory plan.
- (g) Digital plans prepared in accordance with Section 4.4 of the Statutory Plan Terms of Reference;
- (h) Three (3) paper copies of the Engineering Servicing Design Brief for proposed off-site improvements in addition to the digital copy.
- (i) Technical information regarding on-site water, wastewater and stormwater may be required to support the application. The applicant shall discuss potential utilities engineering report requirements at the pre-application meeting stage;
- (j) Transportation Impact Assessment (TIA) may be required to support the application. The applicant shall discuss the requirement for a TIA at the pre-application meeting stage;

- (k) Where an Engineering Servicing Design Brief and/or Transportation Impact Assessment have been required, a letter prepared, and certified by a registered professional Engineer licensed to practice in Alberta in accordance with APEGA:
 - i. the Engineering Servicing Design Brief and Transportation Impact Assessment (TIA) were prepared in accordance with the County Design and Construction Standards; or
 - ii. If alternative standards have been proposed for off-site improvements, these sections have been highlighted in the cover letter.
- (l) If alternative engineering standards have been proposed for off-site improvements, a copy of each variance request as outlined in Strathcona County's Design and Construction Standards, with the required application fees, as outlined in the Fees, Rates & Charges Bylaw;
- (m) Biophysical Assessment may be required to support the application. The applicant shall discuss the requirement for a Biophysical Assessment at the pre-application meeting stage;
- (n) Agricultural Impact Assessment may be required to support the application. The applicant shall discuss the requirement for an Agricultural Impact Assessment at the pre-application meeting stage; and
- (o) Any additional technical studies as identified by the County File Manager which may include but is not limited to a Geotechnical Report, Floodplain Assessment, Erosion Study, Commercial Needs Assessment, Environmental Site Assessment, Historical Resource Assessment, Tree Conservation Report, Wildlife Impact Review and Wetland Assessment; or updates to existing technical studies.

B. AREA STRUCTURE PLAN DOCUMENT LAYOUT

The following is a general example of a table of contents for a Seasonal Recreational Resort ASP. General and Land Use Concept subsections will require customization based on the specifics of the application.

ASP DOCUMENT LAYOUT FOR SEASONAL RECREATIONAL RESORTS	
1. Introduction 1.1 Purpose 1.2 Location 1.3 Vision and Principles 2. Administration 2.1 Planning Context 2.2 Policy Structure 2.3 Interpretation 3. General (where applicable) 3.1 Transportation 3.2 Utilities 4. Land Use Concept (where applicable) 4.1 Site Uses 4.1.1 Resort Sites 4.1.2 Services 4.1.3 Open Space and Recreation 4.1.4 Operational Structures 4.1.5 Compatibility (Buffers, transitions) 4.1.6 (Other items related to site uses) 4.2 Natural Environment 4.2.1 Wetlands 4.2.2 Creeks 4.2.3 Lakes 4.2.4 Tree Stands 4.2.5 (Other relevant natural features)	5. Implementation 5.1 Development Staging 5.2 Implementation Items 6. Definitions 7. Maps 1. Location 2. Land Use Concept 3. Development Staging Concept 4. Transportation Concept 5. Stormwater Management Concept 8. Appendices 8.1 Appendix A: Statistics Table 8.2 Appendix B: Site Specifics 8.3 Appendix C: Public Engagement

C. OVERALL ASP STATISTICS

The following table shall be included with an ASP as Appendix A:

ASP STATISTICS FOR SEASONAL RECREATIONAL RESORTS			
CATEGORY	AREA (HA)	AREA (%)	TOTAL
Gross Land Area (GLA)			
Estimated Environmental Reserve (ER)			
Roadway Dedication			
Estimated Net Developable Area (NDA = GLA - ER))			
Total Municipal Reserve (MR) owing			
Estimated Municipal Reserve (MR) dedication as land			
Estimated Municipal Reserve (MR) as Cash-in-Lieu			
Estimated Common Property			
Estimated Resort Sites			
Estimated Number of Resort Sites			

APPENDIX C: SPECIFICS FOR BREMNER SUB-AREA STRUCTURE PLANS

A. BREMNER SUB-AREA STRUCTURE PLAN DOCUMENT LAYOUT

The following is a general example of a table of contents for a Bremner Sub-ASP. General and Land Use Concept subsections will require customization based on the specifics of the application. The legend of the land use concept provided will dictate policy subsections for Section 4 (land use concept areas). Policies within these sections should describe the land use concept area and how development will occur now and in the future.

BREMNER SUB-ASP DOCUMENT LAYOUT

1. Introduction

- 1.1 Purpose
- 1.2 Location
- 1.3 Vision and Principles

2. Administration

- 2.1 Planning Context
- 2.2 Policy Structure
- 2.3 Interpretation

3. General (where applicable)

- 3.1 Community Framework
- 3.2 Transportation
- 3.3 Servicing
- 3.4 Agriculture and Food

4. Land Use Concept

- 4.1 Neighbourhoods
 - 4.1.1 Housing Diversity
 - 4.1.2 Mixed Density Residential
 - 4.1.3 Street Oriented Residential
 - 4.1.4 Services
 - 4.1.5 Transportation
 - 4.1.6 Neighbourhood Open Space
 - 4.1.7 Urban Design
- 4.2 Community Nodes Development Area
 - 4.2.1 Schools
 - 4.2.2 Local or Major Community Services
 - 4.2.3 Community Open Space
 - 4.2.4 Transportation
 - 4.2.5 Urban Design
- 4.3 Village Centre Development Area
 - 4.3.1 Mixed Use
 - 4.3.2 Residential
 - 4.3.3 Commercial
 - 4.3.4 Community Service
 - 4.3.5 Village Centre Open Space
 - 4.3.6 Transportation
 - 4.3.7 Urban Design

4.4 Open Space Network

- 4.4.1 Creeks
- 4.4.2 Wetlands
- 4.4.3 Uplands
- 4.4.4 Major Open Space Corridor

4.6 Business Park Development Area

- 4.6.1 Business Employment
- 4.6.2 Commercial
- 4.6.3 Transition
- 4.6.4 Transportation

5. Implementation

- 5.1 Development Staging
- 5.2 Implementation Items

6. Definitions

7. Maps

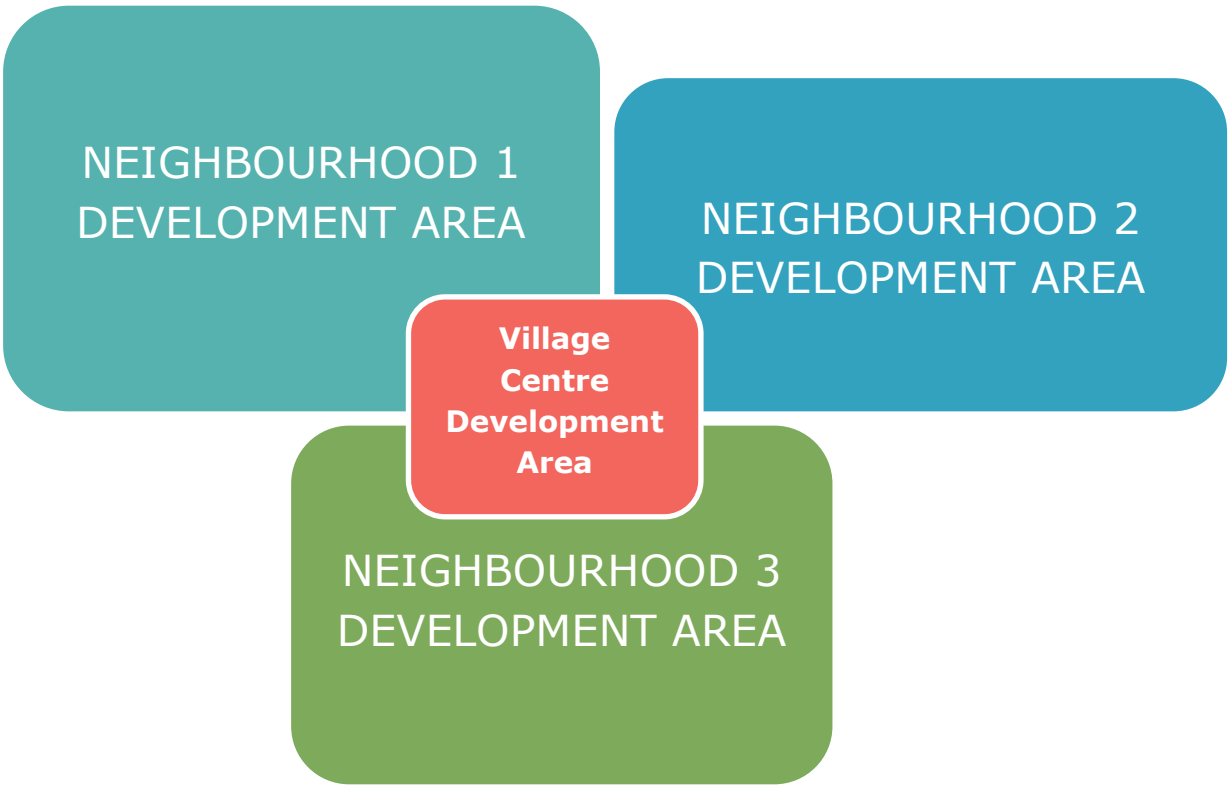
- 1. Location
- 2. Development Areas Concept
- 3. Land Use Concept
- 4. Development Staging Concept
- 5. Open Space Concept
- 6. Street Concept
- 7. Transit Concept
- 8. Active Transportation Concept
- 9. Walkshed
- 10. Stormwater Servicing Concept
- 11. Wastewater Servicing Concept
- 12. Water Servicing Concept

8. Appendices

- 8.1 Appendix A: Statistics Table
- 8.2 Appendix B: Site Specifics
- 8.3 Appendix C: Urban Design Standards
- 8.4 Appendix D: Public Engagement

B. BREMNER DEVELOPMENT AREA CONCEPTS

In addition to a land use concept, Bremner Sub-ASP’s are required to identify and incorporate the Development Areas indicated within the document layout into a Development Areas Concept. The below shows a very general outline of a Bremner Development Area Concept. The Land Use Concept, the Development Areas Concept, the ASP table of contents as well as the Land Use and Population Statistics for Bremner Sub-ASP’s shall directly correspond with each other.



C. OVERALL BREMNER SUB-ASP STATISTICS

The following table shall be included with a Bremner Sub-ASP as Appendix A:

ASP STATISTICS		
CATEGORY	AREA (HA)	TOTAL
Gross Land Area (GLA)		
Estimated Environmental Reserve (ER)		
Estimated Net Developable Area (NDA = GLA - ER))		
Estimated Municipal Reserve (MR) dedication		
Estimated Residential du/nrha		
Estimated Population		
Estimated Jobs		

D. LAND USE, POPULATION AND EMPLOYMENT STATISTICS

The following tables shall be completed and submitted as a separate technical document in support of a Bremner Sub-ASP application. Alternative variations may be considered at the discretion of the County File Manager:

GENERAL STATISTICS		
CATEGORY	AREA (HA)	AREA (%)
Gross Land Area (GLA)		
Environmental Reserve (ER)		
Highway Dedication		
Net Developable Area (NDA = GLA – ER))		
Non-Developable Area (= GLA-NDA)		
Eligible Municipal Reserve (MR)		
Total Municipal Reserve (MR) Provided		
Street Network (excluding Arterial Streets)		
Arterial Streets		
Stormwater Management		
Reservoirs and Other Public Utility		

PROXIMITY	
MEASURES	(%) OF RESIDENTIAL
400 metres Proximity to Community Node	
400 metre Proximity to Centre	
800 metre Proximity to Services	
400 metre Proximity to Transit Controlled Location	
400 metres Proximity to a Park	

Employment Statistics				
CATEGORY	AREA HA	AREA (%)	JOBS/HA	JOBS
Commercial			98.8	
Community Service/Public Service			86.45	
School			1 per 10 Students	
Business Employment			74.1	
Total				

BUSINESS PARK OR INDUSTRIAL/COMMERCIAL AREA				
CATEGORY	AREA HA	AREA %	JOB/HA	JOB
Open Space				
Business Employment/Industrial			74.1	
Community Service/Public Service			86.45	
Commercial			98.8	
Total				

SCHOOL GENERATION			
CATEGORY	PRIMARY	SECONDARY	TOTALS
PUBLIC SCHOOL BOARD			
Generation Rate	(0.37Xdu)	(0.13Xdu)	N/A
Students			
CATHOLIC SCHOOL BOARD			
Generation Rate	(0.12Xdu)	(0.02Xdu)	N/A
Students			
Totals			

RESERVE LANDS		
MUNICIPAL RESERVE	AREA HA	AREA % OF NDA
Community Nodes		
Open Space Corridor		
Neighborhood Parks		
Uplands		
Total MR		
ENVIRONMENT RESERVE	AREA HA	AREA % OF GLA
Crown Claimed Wetlands		
Creek		
Total ER		

COMMUNITY NODE (Separate charts are required where there is more than one community node)	AREA HA	AREA %		
Net Developable Area (=GLA - ER)				
Open Space				
Schools	AREA HA	AREA %	JOB/HA	JOB
Primary Schools			1 per 10 Students	
Secondary Schools			1 per 10 Students	
Community Service			86.45	

RESIDENTIAL STATISTICS										
CATEGORY	AREA HA	% OF RESIDENTIAL AREA	UNITS / HA	UNITS	PEOPLE PER UNIT	POPULATION	DENSITY (DU/NRHA)	LOW DENSITY RESIDENTIAL UNITS	MEDIUM DENSITY RESIDENTIAL UNITS	
Mixed Density										
Single and Semi-detached					2.8					
Townhouse					2.8					
Total Mixed										
Medium Density										
Townhouse/Rowhouse					2.8					
Low Rise Apartment (less than 5 storeys)					1.8					
Mid-rise Apartment (5-8 storeys)					1.8					
Total Medium Density										
Village Centre										
Townhouse					2.8					
Low Rise apartment (less than 5 storeys)					1.8					
Mid-rise Apartment (6-8 storeys)					1.8					
Mixed-use Building Residential					1.5					
Total Village Centre										
Total Residential			N/A		N/A					
Percentage of Total										

NEIGHBOURHOOD STATISTICS (Separate charts are required where there is more than one neighbourhood)	AREA HA	AREA %							
Net Developable Area (=GLA – ER)									
Open Space									
Commercial and Community Service	AREA HA	AREA %	JOBS/ HA	JOBS					
Total Commercial			98.8						
Total Community Service			86.45						
CATEGORY	AREA HA	% OF RESIDENTIAL AREA	UNIT S/ HA	UNITS	PEOPLE PER UNIT	POPULATION	DENSITY (DU/NRHA)	LOW DENSITY RESIDENTIAL UNITS	MEDIUM DENSITY OF RESIDENTIAL UNITS
Mixed Density									
Single and Semi-detached					2.8				
Townhouse					2.8				
Total Mixed									
Medium Density									
Townhouse/Rowhouse					1.8				
Low Rise Apartment (less than 5 storeys)					1.8				
Mid-rise Apartment (5-8 storeys)					1.8				
Total Medium Density									
Village Centre									
Townhouse									
Low Rise apartment (less than 5 storeys)					1.8				
Mid-rise Apartment (6-8 storeys)					1.8				
Mixed-use Building Residential					1.5				
Total Village Centre									
Total Residential			N/A		N/A				
Percentage of Total									

CENTRE STATISTICS (Separate charts are required where there is more than one neighbourhood)	AREA HA	AREA %						
Net Developable Area (=GLA – ER)								
Open Space								
Stormwater Management Facility								
Circulation								
Commercial	AREA HA	AREA %	JOBS/HA	JOBS				
Total Commercial			98.8					
Community Services	AREA HA	AREA %	JOBS/HA	JOBS				
Transit Terminal								
Local Community Service								
Senior/ Community Housing								
Other								
Total Community Service			86.45					
Residential	AREA HA	AREA %	UNITS/HA	UNITS	PEOPLE PER UNIT	POPULATION	DENSITY (DU/NRHA)	PEOPLE + JOB/GHA
Townhouse					2.8			
Low-rise Apartment (less than 5 storeys)					1.8			
Mid-rise Apartment (5-8 storeys)					1.8			
High-rise Apartment (greater than 8 storeys)					1.5			
Mixed-use Building					1.5			
Total Residential								