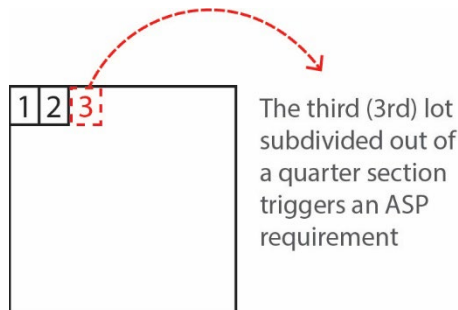


**POLICY NUMBER:** P-005-0622  
**POLICY SUBJECT:** AREA STRUCTURE PLAN POLICY  
**DEPARTMENT:** PLANNING AND DEVELOPMENT  
**INITIAL EFFECTIVE DATE:** JUNE 13, 2022  
**EFFECTIVE DATE:** JUNE 13, 2022  
**REVISION DATE (s):**

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**I. POLICY STATEMENT**

- i. Area Structure Plans (ASPs) will be prepared and submitted to the Town for review prior to subdivision and development of lands to an urban standard. Council will adopt an ASP by bylaw as per the *Municipal Government Act*.
- ii. This policy allows the Town to undertaken comprehensive planning in the community, providing certainty for developers and residents. In addition, this policy assists applicants in the preparation of plans so that the required information is noted and provided to the Town for evaluation.
- iii. The Town of Coaldale requires that an Area Structure Plan (ASP) be provided for any proposed development or subdivision creating 3 (three) or more lots in a quarter section.



**II. PURPOSE**

- i. The purpose of this policy is to provide Town Council, Administration, and the public with a standard of practice in formulating or amending an Area Structure Plan (ASP) that ensures any applicant is responsible for providing the required Plan and all corresponding studies before any development occurs.
- ii. This policy establishes definitions, guidelines, and technical studies related to new Area Structure Plans and amendments to existing Area Structure Plans.

**III. EFFECTIVE**

- i. This policy comes into effect on the date of the Council meeting where it is approved.

**IV. DEFINITIONS**

**"Area Structure Plan (ASP)"** refers to a statutory plan adopted by Council through bylaw after receiving three readings and a public hearing and provides the framework for future subdivision and development of a parcel of land at the neighbourhood level.

**"Area Structure Plan (ASP) Amendment"** refers to an amendment to an Area Structure Plan that is required when a landowner proposes to make a significant change within an existing ASP, such as changes to the road network or land use, requiring approval by Town Council.

**"Land Use Bylaw (LUB)"** refers to a planning-related policy document guiding growth and development within the Town outlines rules and regulations on how individual properties may be used or developed based on specific zoning districts.

**"Municipal Development Plan (MDP) or Town Plan"** refers to a guiding document that communicates the long-term desired land use of the community and serves as a high-level blueprint as to how the Town is expected to change over time.

**"Municipal Government Act (MGA)"** refers to a guiding document also known as the 'Act' and is the guide to how municipalities operate and is one of Alberta's most significant and far-reaching statutes. Its applicability in the ASP process includes providing legislative requirements for the development of an Area Structure Plan.

**"Public Engagement"** refers to any process that directly engages the public in decision-making and fully considers how the applicant incorporated general feedback into the final outcomes.

**V. LEGISLATION**

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.

An Area Structure Plan aims to ensure the Town of Coaldale's land use policies, as outlined in the Town Plan and all relevant Town policies, are implemented in detailed planning documents. These planning documents will present a comprehensive planning policy framework and generalized future land use concept for lands under review, which the Town of Coaldale will use to:

- i. Guide the future development of lands;
- ii. Promote orderly development of the lands; and
- iii. Guide residents, developers, and adjacent landowners through redesignation, subdivision and development approvals.

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:

- i. Proposed land uses,
- ii. Population densities,
- iii. The general location of major transportation routes and public utilities,
- iv. The sequence of development proposed for the area

AND

- v. Any other matters that Administration and/or Council considers necessary

## **VI. TOWN POLICY**

All lands subject to the Area Structure Plan or amendment may be subject to federal and provincial statutes and regulations. The applicant is responsible for ensuring that the proposal complies with any federal or provincial requirements.

An application for an Area Structure Plan or amendment shall comply with all applicable Town policies and requirements, inclusive of but not limited to:

- i. Town Plan (MDP)
- ii. Transportation Master Plan (TMP)
- iii. Infrastructure Master Plan (IMP)
- iv. Malloy Drain Master Drainage Plan
- v. Gateways and Corridors Strategic Plan
- vi. Parks and Trails Master Plan
- vii. Recreation Master Plan
- viii. Land Use Bylaw

## **VII. DOCUMENT REQUIREMENTS**

The Municipal Development Plan (MDP), or Town Plan, outlines the types of development which require the preparation of an Area Structure Plan. An Area Structure Plan is a

Statutory Plan having a legislative process requiring the Plan's adoption by resolution of a Bylaw.

An Area Structure Plan or amendment to an existing Plan shall require:

- i. Land Use Concept(s)
- ii. All applicable Technical Studies

### **VIII. LAND USE CONCEPTS**

The proposed land uses for a Plan area are to be identified within the Land Use Concept and must be accompanied by mapping that shows the relationship between uses. Both draft and final land use concepts must be accompanied by a description of land use components and how they are applied in the Plan area.

Land Use Concept(s) must include:

- i. General land use concept
- ii. Types of land use
- iii. Parks, open space and Municipal Reserve (MR) dedication
- iv. Identification of environmentally sensitive areas
- v. Projected neighbourhood population
- vi. Community facilities
- vii. Major road/servicing alignment proposal
- viii. Transportation network design and preferred block layout
- ix. Types of roads and road hierarchy
- x. Proposed development staging

### **IX. TECHNICAL STUDIES**

- i. Biophysical Impact Assessment (BIA)
- ii. Historic Resource Impact Assessment (HRIA)
- iii. Phase 1 Environmental Site Assessment (ESA)
- iv. Transportation Impact Assessment (TIA)
- v. Environmental Impact Assessment
- vi. Geotechnical Evaluation
- vii. Master Drainage Plan
- viii. Deep Utility Servicing Plan

Certain studies may not be required and deferred to the Outline Plan stage in some cases of new ASPs and amendments to existing ASPs, to be determined on a case-by-case basis by the Director of Growth and Investment and the Manager of Development Engineering.

**X. PUBLIC ENGAGEMENT**

All Area Structure Plan applications, including amendments, shall require a Public Participation Plan (P2 Plan) that outlines planned engagement with adjacent landowners that may be affected by the proposed Plan.

Applicants are required to review the Town of Coaldale's *Public Participation Policy C-017-06-18*, which provides a framework for gathering the community's input on matters of civic importance and recognizes the critical role that meaningful dialogue holds in decision-making processes undertaken by Council.

The applicant shall prepare a P2 Plan that describes the proposed public engagement description, including an engagement schedule, communication methods and planned meeting format.

Public consultation shall be required before the draft Area Structure Plan or amendment is reviewed by Administration and submitted to Town Council for consideration.

An applicant may be required to hold an additional public engagement session if the Director of Growth and Investment determines that a public engagement session or communications with the public were not held as per the approved P2 Plan or in the case that additional consultation is deemed necessary by Town Council.

A Public Hearing is required to adopt an Area Structure Plan or amendment. It shall be held as part of a regularly scheduled Council meeting under the Municipal Government Act (MGA) requirements.

The Director of Growth and Investment may waive the requirement for a P2 Plan where a technical amendment to an existing ASP is considered insufficient in consequence to warrant public engagement.

**XI. COUNCIL DECISION MAKING PROCESS**

**The first reading** is the first time that Town Council will review the proposed ASP. It is the initial step in moving the ASP towards approval. A public hearing is scheduled if the Council votes to pass the first reading. The process ends if the Council does not vote to give it the first reading.

**A public hearing** is where the community can directly provide input on the proposed document to Council. Community members can present a verbal or written submission to the proposed ASP at the public hearing. Typically, the applicant will prepare a presentation to provide additional clarity on their proposed document.

**The second reading** allows council members to discuss community feedback publicly. At this time, Council may ask town administration questions relating to the ASP. Once the question period has concluded, Council will vote on giving the proposed document second reading. If the vote passes, the document moves to the third reading. If it fails, the process ends.

**The third reading** is the final step in the process. Council can continue to ask Administration clarifying questions relating to the ASP. If the vote passes, the ASP is formally adopted as a Town Bylaw. If it fails, the process ends.

## **XII. ROLES AND RESPONSIBILITIES**

Developing an Area Structure Plan requires ongoing communication between Town Administration, the applicant, Town Council and the general public. Refer to the section below to ensure that all roles and responsibilities are clearly understood.

The applicant is responsible for the following:

- i. Preparing and submitting all necessary documentation, including supportive Technical Studies
- ii. Preparing and implementing a Public Participation Plan (P2 Plan)
- iii. Preparing the draft and final Area Structure Plan and making any revisions deemed necessary
- iv. Payment of all applicable fees associated with the Plan

The Planning and Development Department is responsible for the following:

- i. Processing the application
- ii. Meeting with the applicant to provide clarification and direction
- iii. Reviewing the Plan and Technical Studies to ensure conformance with legislation
- iv. Providing commentary on the proposal to ensure conformance with the Town's guiding documents and strategic plans
- v. Referring the application to internal departments and external agencies for commentary
- vi. Attending public engagement sessions
- vii. Preparing reports and recommendations for Town Council's consideration

Internal Town Departments are responsible for the following:

- i. Providing written commentary relating to Engineering and Infrastructure, Fire and Emergency Services, and Environmental considerations to the Planning and Development Department
- ii. Meeting with the Planning and Development Department and applicant, as required, to resolve any issues relating to the commentary provided

The Director of Growth and Investment is responsible for the following:

- i. Reviewing and approving an application for submission to Council

Town Council is responsible for the following:

- i. Reviewing the application
- ii. Holding a public hearing for the public
- iii. Approving or refusing the application
- iv. Adopting the Bylaw