

Terms of Reference for the Preparation and Amendment of Statutory and Non-Statutory Land Use Plans

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Beaumont
Planning & Development

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1.0 How to Use this Document

This document provides information to both developers and the public on the requirements and processes of preparing statutory and non-statutory land use plans in the City of Beaumont. It consists of six sections:

Section 2.0 – Introduction describes what statutory and non-statutory plans are in Alberta as well as the purpose of the document for the City of Beaumont.

Section 3.0 – Authority and Policy Alignment provides information on what legislation, plans, and policies all statutory and non-statutory plans must comply with, and how.

Section 4.0 – Preparation of New Statutory Plans outlines in detail the process of preparing and adopting statutory plans in the City of Beaumont.

Section 5.0 – Plan Contents uses a proposed table of contents template to describe what a statutory plan will include to support the future development of an area.

Section 6.0 – Statutory Plan Amendments outlines the process and requirements of amending statutory plans in the City.

Section 7.0 – Non-Statutory Plans and Amendments describes the process of preparing and adopting non-statutory plans and plan amendments in the City.

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2.0 Introduction

The City of Beaumont is committed to developing a vibrant, healthy, family-oriented community that welcomes diversity, nurtures business, promotes excellence and is environmentally conscious, while celebrating its Indigenous, agricultural and French heritage.

Statutory plans allow municipal councils to establish general development policies for all or part of the municipality. The *Municipal Government Act* defines statutory plans as an intermunicipal development plan, a municipal development plan, an area structure plan and an area redevelopment plan adopted by a municipality under Division 4 (Section 616 (dd)). These plans serve the following purposes:

1. **Intermunicipal Development Plan** - Two or more municipalities may adopt an intermunicipal development plan in respect of land where a consensus on future land use and development is desired. Such a plan typically relates to the fringe area of urban and rural municipalities or to share natural features such as lakes.
2. **Municipal Development Plan** - A municipal development plan establishes policies for land use in the entire municipality. All municipalities in Alberta must adopt a municipal development plan.
3. **Area Structure Plan** - Municipalities may adopt area structure plans to establish the general land use, transportation, and servicing framework for specific areas undergoing substantial new development, usually in greenfield areas.
4. **Area Redevelopment Plan** - Municipalities may adopt area redevelopment plans to outline proposals for addressing planning issues when rejuvenating existing developed areas.

In addition to these statutory plans, municipalities may also adopt non-statutory plans to guide future planning and development in certain areas. There are different names and functions to these plans. In the City of Beaumont, the most common types of non-statutory land use plans are:

1. **Neighbourhood Structure Plan** - the City of Beaumont adopts neighbourhood structure plans to provide a more detailed planning/land use and servicing framework for a specific area within an area structure plan. These plans must comply with the higher order area structure plan.
2. **Outline Plan** - in the past, the City of Beaumont adopted outline plans to provide land use and servicing frameworks for future subdivision and development within neighbourhoods. These frameworks were consistent with the City's Municipal Development Plan land use policies as well as other relevant municipal policies and plans at the time of adoption.

Our Complete Community- Municipal Development Plan provides policy direction on the future development of statutory and non-statutory plans. This direction includes:

- 4.2.1 Area Structure Plans shall be prepared for the development of all Future Residential, Commercial, Business Park, and Light Industrial areas. Neighbourhood Structure Plans may be required to support Area Structure Plans for development areas larger than 64 hectares (one quarter section).
- 4.2.2 New Neighbourhood Structure Plans will not be permitted without an approved Area Structure Plan in place.
- 4.2.3 No new Outline Plans will be permitted.
- 4.2.6 An Area Redevelopment Plan may be required prior to changes in built-up urban areas, at the discretion of the development authority.

- 10.2.1 Beaumont or a landowner may initiate an amendment to *Our Complete Community*. Beaumont may require the submission of background information prior to the commencement of the bylaw amendment process. Amendment of *Our Complete Community* shall follow the procedures set out in the *Municipal Government Act* for amendment to statutory plans.
- 10.4.1 In addition to the requirements set out in the *Municipal Government Act*, Beaumont may require Area Structure Plans and Area Redevelopment Plans to include any of the following that are relevant:
- a) detailed layout of future land uses;
 - b) detailed layout of internal roadways based on municipal design and construction standards;
 - c) detailed provisions for stormwater management, potable water, and wastewater;
 - d) development phasing;
 - e) traffic and transportation networks;
 - f) environmental assessments, including Indigenous traditional knowledge;
 - g) geotechnical characteristics;
 - h) biophysical characteristics (e.g. existing vegetation, water features, ecological connections) in particular for Conservation Reserve purposes;
 - i) historical resource conservation;
 - j) an Edmonton Metropolitan Region Growth Plan compliance matrix; and
 - k) any other information that is deemed necessary.

3.0 Authority and Policy Alignment

All statutory and non-statutory plans in Beaumont must be compliant and consistent with the following legislations, plans and policies. Should the proposed plan not meet statutory plan or local plan policies, the applicant must identify the differences and possible solutions, which may include additional statutory or non-statutory plan amendments, where applicable.

3.1 Municipal Government Act

Sections 631-635 of the *Municipal Government Act* set out the requirements for the adoption of intermunicipal development plans, municipal development plans, area structure plans and area redevelopment plans. These sections include explicit direction about the consistency of plans. In addition, Section 638 establishes a hierarchy of statutory plans.

Although non-statutory plans are not defined in the *Municipal Government Act*, a council may adopt non-statutory plans according to Sections 180 and 181 of the *Act*, i.e. either by resolution or by bylaw. In addition, these non-statutory plans must be consistent with any higher level plans, such as the municipal development plan and area structure plan.

There are other provincial and federal legislative and regulatory requirements that must be considered in the preparation of statutory and non-statutory plans and plan amendments. These include, but are not limited to, the *Alberta Environmental Protection and Enhancement Act*, the *Alberta Water Act*, the *Canadian Fisheries Act*, the *Canadian Navigable Waters Act*, etc. It is the responsibility of the applicant to identify applicable requirements and communicate within the application how the proposed plans comply with these requirements.

In addition, Section 636 of the *Municipal Government Act* sets out basic notification and consultation requirements that municipalities must carry out when preparing a statutory plan.

3.2 Edmonton Metropolitan Region Growth Plan

All statutory plans in Beaumont must align with the Edmonton Metropolitan Region Growth Plan (the Growth Plan). The Growth Plan provides a framework for managing economic, employment and population growth according to policy tiers that consider the diversity of contexts in the region. Beaumont is within the Metropolitan Area policy tier and contains several regionally identified features including an urban centre, regionally significant road, proposed park and ride, and overdimensional corridor. To meet Growth Plan requirements, all new statutory plans and statutory plan amendments in Beaumont must provide policy direction to address, where applicable (but not limited to):

- Minimum greenfield residential density of 35 dwelling units per net residential hectare for the plan area (Schedule 6 of the Growth Plan);
- Aspire to achieve intensification target of 10% dwelling units allocated to built-up areas compared to greenfield areas (Schedule 6 of the Growth Plan);
- Planned major employment areas (Schedule 3A);
- Planned and local employment areas (Schedule 3B);
- Location and accommodation of regionally significant roads (Schedule 10A);
- Location and accommodation of proposed park and ride and regional bus routes (Schedule 10B);

- Location and accommodation of Airports, Rail Facilities and Overdimensional Corridors (Schedule 10C); and
- Agricultural impact assessment and proposed mitigation (Schedule 11).

Area structure plans should also identify:

- Projected population growth rate per year
- Projected employment growth rate per year
- Projected student population
- Percentage of dwellings allocated to built-up urban areas, if applicable

The Edmonton Metropolitan Region Board uses the Regional Evaluation Framework to implement its Growth Plan. Under the Regional Evaluation Framework, the Board reviews and approves statutory plans and plan amendments from its 13 municipal members to ensure regional planning decisions are coordinated and consistent with the direction and intent of the integrated Growth Plan.

Statutory plans may need to be referred to the Board if they trigger certain criteria. A referral would occur after the first reading and before the third reading of Council. The Board's timeline for issuing a decision on a referral is approximately 6-8 weeks. Following approval, the decision is subject to a 28 calendar day appeal period, after which the decision is considered final.

More information about the Regional Evaluation Framework, including what may trigger the need for a referral, can be found in the [EMRB Planning Toolkit. A Guidebook for Understanding the Regional Evaluation Framework and the Implementation of the Edmonton Metropolitan Region Growth Plan](#), on the Edmonton Metropolitan Region Board's website.

3.3 Intermunicipal Planning Framework Agreement

As per Section 631(1) of the *Municipal Government Act* the City of Beaumont is not required to adopt an Intermunicipal Development Plan with neighbouring municipalities as members of a Growth Management Board. However, an Intermunicipal Planning Framework Agreement between the City of Beaumont, the City of Edmonton, and Leduc County, signed in February 2020, fulfills many of the core functions and benefits of an intermunicipal development plan. This framework includes:

- Future land use within the framework area;
- Manner of future development in the framework area;
- Provision of transportation systems for the framework area;
- General environmental matters within the framework area;
- Referral requirements for development applications, including statutory and non-statutory plans;
- Procedures to resolve or attempt to resolve any conflict between the City of Beaumont, the City of Edmonton, and Leduc County;
- Procedure to amend or repeal the Framework; and
- Provisions related to the administration of the Framework.

The City of Beaumont is committed to implementing this Framework by ensuring statutory and non-statutory plans and plan amendments adhere to the provisions within this Framework.

3.4 City of Beaumont Statutory and Non-Statutory Plans

Our Complete Community – Municipal Development Plan

Our Complete Community- Municipal Development Plan provides policy direction to guide sustainable and responsible land use planning and development in Beaumont in accordance with the following six pillars:



Our Complete Community provides policy direction under each pillar that shapes neighbourhood design and land use planning.

Other statutory plans include Our Centre-Ville Area Redevelopment Plan and Elan Area Structure Plan.

3.5 City of Beaumont Directional Plans and Municipal Policies

Beaumont has several directional documents developed to support *Our Beaumont* – Municipal Strategic Plan 2017-2022, each with a specific focus. All statutory and non-statutory plans will be evaluated for their consistency with directional plans and municipal policies that may affect the preparation of statutory and non-statutory land use plans. These include but are not limited to:

- a) *Our Beaumont* – Municipal Strategic Plan 2017-2022;
- b) *Our Connectivity*: Transportation Master Plan;
- c) Environmental Master Plan;
- d) *Our Inclusivity*: Social Master Plan;

- e) *Our Places and Play*. Recreation Master Plan;
- f) Open Space and Trails Master Plan;
- g) *Our Zoning Blueprint*. Land Use Bylaw 944-19;
- h) Beaumont Urban Design Guidelines; and
- i) Beaumont General Design Standards.

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4.0 Preparation of New Statutory Plans

The preparation and approval process for all statutory plans consists of three major stages, as illustrated in Figure 1. Information regarding amendments to statutory plans is provided in Section 6.0 of this document.

During the pre-application stage, the applicant works with Planning and Development, ideally through pre-application meetings, to discuss the intention of developing a draft plan that is consistent with Beaumont's policy direction and to identify potential development considerations or issues concerning the plan area and interface with surrounding areas. As a result of these meetings, the applicant is responsible to complete all the required supporting technical studies to be included in the application package. The time required to complete this stage varies depending on the complexity of the plan and the issues that arise during consultation and engagement with stakeholders.

The application stage begins with the submission of a complete application. This stage includes a referral process to external agencies and stakeholders which requires a minimum of four weeks to complete. However, additional time may be required to address issues and questions raised by Administration or the public, and as a result the applicant may have to revise the draft plan accordingly.

The decision stage begins with the preparation of a final plan document that has addressed all technical and stakeholder comments. Planning and Development will guide the application through the City Council and, when required, the Edmonton Metropolitan Region Board's Regional Evaluation Framework approval processes, which can be expected to take approximately 4 months. During the summer and holiday seasons, or if significant questions or appeals are raised by the approval bodies, this timeframe may be extended.

The plan application for statutory plans process takes, at a minimum, 16-25 weeks, or 4-6 months, from the application being deemed complete to adoption. However, as illustrated in Figure 1, there are components of the process whose timelines may vary and/or are dictated by an external body beyond the control of Beaumont Administration.

Multiple related applications may occur concurrently, at the discretion of Planning and Development. For instance, neighbourhood structure plan, redistricting and subdivision applications may occur concurrently with an area structure plan application, or an amendment to the Municipal Development Plan may be pursued simultaneously with an area redevelopment plan application.

The following subsections provide details of the process and contents for developing and adopting statutory plans in Beaumont. The development of intermunicipal development plans and municipal development plans is usually initiated by the City, rather than by an external applicant. However, it is generally expected that all proponents (the City or external applicants) of all types of statutory plans adhere to the processes described in this document. Information on amendments to statutory plans can be found in Section 6.0 Statutory Plan Amendments.

Activity	Responsibility	Timeline
Pre-Application		
Pre-Application Meeting	Applicant; Planning and Development	
Stakeholder Consultation	Applicant	Varies
Plan and Technical Study Preparation	Applicant	Varies
Application		
Application Submission	Applicant	
Application Review and Deemed Complete	Planning and Development	1-2 weeks
Application Referral to Agencies & Stakeholders	Planning and Development	3-4 weeks
Public Engagement	Applicant	Varies
Plan Revisions (if applicable)	Applicant	Varies
Application Re-Circulation (if applicable)	Planning and Development	3 weeks
Decision		
Preparation of Final Document	Applicant	Varies
Preparation of Report to Council and Draft Bylaw	Planning and Development	4-6 weeks*
Report to Council and 1st Reading of Bylaw	City Council	
Submission to the EMRB (if applicable)	Planning and Development	1-2 weeks
EMRB Review and Decision	Edmonton Metropolitan Region Board	6-8 weeks [†]
Notification of Public Hearing	Planning and Development	2 weeks
Public Hearing, 2nd/3rd Reading, Bylaw Adoption	City Council	

*Timeline extended during summer and holiday seasons

[†]Timeline extended if a Board member appeals the Plan

Figure 1: Statutory Plan Preparation and Approval Process

4.1 Pre-Application

Pre-Application Meeting with Planning and Development

Applicants must contact Planning and Development to discuss the proposed statutory plan, such as an area structure plan, before preparing the document. Planning and Development will schedule a meeting with the applicant, inviting other departments at its discretion. Items to be discussed include, but are not limited to:

- Planning process and timeline;
- Technical study requirements and expected level of detail;
- Preliminary discussion of neighbourhood vision and land use concept;
- Obligation to meet Edmonton Metropolitan Region Board REF requirements;
- Stakeholder consultation requirements, including landowner notification; and
- Approved and up-to-date methods of calculating land use statistics, including residential density and student population.

As the plan and technical studies are refined, additional pre-application meetings with Administration may be scheduled as requested by Planning and Development or the applicant.

Stakeholder Consultation

Applicants are strongly encouraged to undertake consultation with affected stakeholders in and around the plan area before submitting a formal application, to reduce the potential of any unforeseen issues arising during the formal application process that could delay the approval of the plan. As such, it is required that the applicant develop a Public Engagement Plan to describe the proposed public engagement, including the anticipated schedule of engagement activities, the type of communication proposed, and the format of any meetings during the preparation of the plan. Applicants must notify all landowners within the study area by mail, or other appropriate methods, of their intention to prepare an area structure plan or an area redevelopment plan and provide contact information regarding the project. Planning and Development may assist applicants to identify stakeholders such as local landowners, school boards, adjacent municipalities, and provincial and federal agencies.

The plan document must include a summary of the consultation and how the plan has addressed concerns/issues raised during this phase of consultation.

Statutory Plan and Technical Study Preparation

The statutory plan and supporting technical documents submitted as part of the formal application must meet the content and format requirements set out in this Terms of Reference and agreed upon with Planning and Development during the pre-meeting.

4.2 Application

A complete application submission includes all required forms, fees, and supporting documentation. Incomplete applications will not be processed. Planning and Development may ask the applicant to provide additional information until the application is deemed complete. Application forms and fees and charges for the application can be found on Beaumont's Planning and Development website.

When the application is deemed complete, Planning and Development will refer the application materials to affected agencies and stakeholders for their review. During the referral period, the applicant may carry out any additional public engagement as set out in the Public Engagement Plan for the application. Following the referral period and engagement, the applicant must address any agency, stakeholder or public comments received to the satisfaction of Planning and Development. In the case of substantial changes, at the discretion of Planning and Development, additional stakeholder meetings may be scheduled and the revised application materials may be re-circulated to some or all affected stakeholders.

4.3 Decision

When the applicant has prepared the draft statutory plan document to the satisfaction of Planning and Development, Planning and Development will schedule the Council date for the first reading of the bylaw to adopt the statutory plan. After this reading, Planning and Development will submit the statutory plan to the Edmonton Metropolitan Region Board for review under the Regional Evaluation Framework. If the Board does not approve the plan, the plan will need to be re-evaluated and the applicant may resubmit for Regional Evaluation Framework approval. If the Board approves the plan, Planning and Development will provide two weeks' notice of the Public Hearing for the plan to affected stakeholders and the public, in accordance with the *Municipal Government Act*. The Public Hearing will be scheduled after the 28 day Regional Evaluation Framework appeal period. The applicant will be informed of Planning and Development's recommendation to Council prior to the Public Hearing. Council will generally hold the

second and third reading and the vote to adopt the bylaw at the same Council meeting immediately following the Public Hearing. Council has the ability to adopt the statutory plan as presented, adopt it with amendment(s), refer the item to a future meeting for final decision, or defeat the bylaw.

Following the approval of the statutory plan bylaws, the applicant may proceed to the next stage of planning and development, including the neighbourhood structure plan(s), redistricting, and subdivision applications. If these processes were undertaken concurrently, neighbourhood structure plans and redistricting application approval may be considered at the same Council meetings adopting the statutory plan.

4.4 Closure of Inactive Application

If there has been no progress on an application for at least six (6) months due to the inactivity of the applicant, Planning and Development may send a file closure letter to the applicant advising that an application will be closed. Prior to sending such a letter, Planning and Development will contact the applicant regarding the lack of progress via written or e-mail correspondence. Inactivity that is due to the approval timelines for higher order plan amendments that are required to align with the proposed plan (e.g., an amendment to the Municipal Development Plan to align with land uses in a proposed area structure plan) does not count towards the six-month timeline.

An applicant or owner who wishes to reactivate a file for which a file closure letter has been executed must submit a new application. The new application must include:

- An updated statutory plan document;
- Any updated supporting documents; and
- The application forms and fees in effect at the time of the reactivation.

A new Public Engagement Plan or an additional meeting may also be required, at the discretion of Planning and Development.

4.5 Re-Application

Where a bylaw to adopt a statutory plan or amendment has been defeated by Council, the City will not accept an application for a statutory plan or amendment that is, in the opinion of Planning and Development, the same or substantially the same until after six (6) months of the date on which the bylaw was defeated.

However, if an applicant addresses and resolves the issues that were of concern to Council and/or the public to the satisfaction of Planning and Development, a new application may be accepted for consideration within the six (6) month period. The new application must include:

- An updated statutory plan document;
- Any relevant updated reports, drawings, analysis or studies;
- The application forms and fees in effect at the time of the re-application; and
- A new Public Engagement Plan or a summary of additional public meetings.

5.0 Plan Contents

Using the area structure plan as an example to guide this discussion, this section describes the minimum requirements of the contents of a statutory plan. There may be minor differences in the contents and details between various types of statutory plans. The applicant may include more detail on different topics in the plan document to address important issues, features, or areas of concern that impact the plan area.

If the plan area is larger than 64 hectares (one quarter section), an area structure plan may be used as an overarching plan, at the discretion of Planning and Development. In this case, a non-statutory neighbourhood structure plan will be required to refine the development framework for a sub-planning area established under the area structure plan, prior to development. The neighbourhood structure plan must comply with the direction established in the area structure plan (see Section 7.0).

5.1 Table of Contents (A Proposed Template)

Applicants may wish to use the following template and document headings to organize a new area structure plan document. The structure and headings may be adapted as appropriate, provided all required information is included in the area structure plan.

Table of Contents

- 1.0 Introduction
- 2.0 Vision
- 3.0 Goals and Objectives
- 4.0 Plan Context
- 5.0 Plan Compliance
- 6.0 Site Context
- 7.0 Land Use Concept
- 8.0 Policy
 - 8.1 Summary
 - 8.2 Urban Design
 - 8.3 Ecology
 - 8.4 Environment
 - 8.5 Historical Resources
 - 8.6 Residential
 - 8.7 Commercial
 - 8.8 Open Spaces, Recreational Facilities and Schools
 - 8.9 Institutional Services
 - 8.10 Mixed Use
 - 8.11 Transportation
 - 8.12 Infrastructure, Servicing and Staging
- 9.0 Implementation
- 10.0 Appendix, List of Figures, List of Maps, and List of Tables

5.2 Introduction

This section of the area structure plan describes the intent and rationale of the development and land use concept for the area. It shall include a concise statement or brief description of the plan’s purpose, the authority under which it is being prepared, the timeframe for its implementation, and any previous amendments. It should also include any notes or terminology that may help readers to interpret the area structure plan. This section may include a summary of the consultation and engagement that took place and how the plan has addressed the concerns/issues raised.

5.3 Vision

This section provides a description of the long-term vision for the area structure plan, which must be consistent with the objectives of *Our Complete Community* Municipal Development Plan.

5.4 Goals and Objectives

This section states the broader policy goals and objectives of the plan.

5.5 Plan Context

This section provides a concise statement or brief description of the following:

Location

- a) Location map identifying the plan area in relation to surrounding areas, approved/proposed plans and influencing factors; and
- b) Existing conditions, development history, and connectivity of lands in and around the plan area.
- c) If adjacent lands are greenfield areas, describe the land uses and the jurisdiction of the lands.

Land Ownership

- a) A table of all registered and assessed owners and legal addresses in the plan area, in conformance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act; and
- b) A map identifying the legal addresses of all proponent, private and public lands in the plan area, in conformance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act

5.6 Plan Compliance

This section reviews how the area structure plan policies comply with applicable federal, provincial, regional and municipal policies, provisions, regulations and strategic planning documents. A partial list is provided below; additional sources may be added as required. For assistance in locating any of the documents listed, please consult Planning and Development.

Reference Document	Source
Edmonton Metropolitan Region Growth Plan	Edmonton Metropolitan Region Board
Regional Evaluation Framework	Edmonton Metropolitan Region Board
Municipal Strategic Plan 2017-2021	City of Beaumont

Reference Document	Source
Municipal Development Plan	City of Beaumont
Intermunicipal Planning Framework	Planning and Development
Our Centre-Ville Area Redevelopment Plan	Planning and Development
Beaumont Urban Design Guidelines	Planning and Development
Open Space and Trails Master Plan	Planning and Development
Transportation Master Plan	Planning and Development
Land Use Bylaw 944-19	Planning and Development
Environmental Master Plan	Planning and Development
Recreation, Parks and Facilities Master Plan	Community Services
Public Participation Guidelines	Communications

This section should provide a brief statement of overall compliance and identify specific policies of existing statutory documents that the proposal complies with and complements. Should the application not meet the policies within these documents, identify the differences and possible solutions, which may include additional statutory plan amendments. The review may be presented in table format.

5.7 Site Context

This section describes the following opportunities and constraints within or adjacent to the plan area, including:

- a) Agricultural soils capability;
- b) Geotechnical, hydrological, and hydrogeological characteristics;
- c) Existing vegetation, water features (e.g. water bodies, wetlands, filled-in areas), natural areas and ecological connections;
- d) Existing and proposed infrastructure (e.g. storm, drainage, water and sanitary facilities);
- e) Historic areas, landscapes, sites, or buildings;
- f) Landscape character, major vistas, views, natural pathways;
- g) Existing development and subdivisions;
- h) Utility corridors and registered rights of way;
- i) Transportation routes and facilities;
- j) Type, location, status and access requirements of abandoned, suspended, existing and proposed petroleum and gas well-sites, pipelines, storage, extraction, processing or operation facilities, lease areas and access roads;
- k) Abandoned, existing and proposed sand, gravel or mine lands, extraction, processing or operation facilities;
- l) Any other areas that may require further investigation (e.g. telecommunications aerial/ cellular towers, contaminated lands);
- m) Site Features map identifying existing site opportunities and constraints over an orthophotograph of plan area; and
- n) Site Contours map identifying topography and drainage patterns within the plan area.

Unless otherwise indicated in the subsections that follow, any supporting technical documents should generally be summarized in this section.

5.8 Land Use Concept

This section describes the future land uses and development concept proposed for the area, either generally or with respect to specific parts of the area. The content should include, but is not limited to, the following matters:

- a) General layout of future land uses¹;
- b) General layout of major (arterial and collector) roadways based on municipal design and construction standards;
- c) Applicable neighbourhood boundaries;
- d) Distribution of ecological features;
- e) Historic resources;
- f) Urban design areas/districts;
- g) Stormwater management facilities;
- h) Multi-use trails and pedestrian connections;
Park and ride and regional bus routes and potential future local transit routes, if applicable;
- i) A summary of the Fiscal Impact Analysis, if applicable; and
- j) A map showing the land use concept and identifying the features described. The map should include the following qualification:

This map is intended to be conceptual. The exact location and alignment of land uses, major facilities, roadways, and services will be determined at the redistricting and subdivision stage.
- k) A table summarizing the land use concept and population statistics for the plan area including:
 - Calculations of gross area, Environmental Reserve, existing land uses, gross developable area, total non-residential area, and net residential area;
 - Calculation of Municipal Reserve and resultant balance by sub-area (i.e. neighbourhood) and for the entire plan area;
 - Calculation of planned dwelling units per net residential hectare for each residential land use and the residential density for the total plan area;
 - Disposition of any arterial roadway right of way or Beaumont-owned land in the area;
 - Major land use classifications with approximate area dedicated to each land use type as per development concept;
 - A summary of natural areas protected, conserved, and lost; and
 - Anticipated student generation, to be confirmed by school boards for each school system, by school type for each neighbourhood and the total plan area.

¹ As per the Land Use Bylaw, land may only be redistricted to the Conventional Neighbourhood (CN) District if the approved Area Structure Plan or Neighbourhood Structure Plan provides direction stating as such.

5.9 Policy

This section describes how each applicable land use, transportation, and servicing component of the concept will support the plan's goals and objectives. For each component, the plan objectives, policies, and implementation method must be stated as described below.

All maps will be considered to be conceptual in nature, as the exact location and alignment of land uses, major facilities, roadways, and services will be determined at the redistricting and subdivision stage. It is recommended that maps include a statement to this effect.

Summary

- a) Statement of specific land use objective(s) in support of the area structure plan development concept;
- b) Statement of specific land use policy strategies required to support higher order strategic policies/plans (i.e. municipal development plan) including the Edmonton Metropolitan Region Growth Plan land use policies and principles;
- c) Summary of the policy rationale for each land use, transportation, and servicing component and any necessary technical study and or information required to inform subdivision and development; and
- d) Statement of how land use policy strategies will be implemented within the plan including:
 - Manner in which existing uses will be incorporated, conserved, or removed as development occurs;
 - Key land use policies to be addressed and approvals required at subsequent planning stages (e.g. Land Use Bylaw) to implement the development concept;
 - General direction and timing of interim and long-range development as it relates to the sequence or phasing of development;
 - Identification of any problems anticipated in the orderly staging of development or off-site development impacts generated (e.g. additional funding requirements or costs to Beaumont, downstream servicing impacts, traffic) and solutions presented at the time of area structure plan submission to Planning and Development; and
 - Identification and or assignment of any particular stakeholder roles, responsibilities or actions as necessary.

Urban Design

- a) Application of sustainable development principles in support of progressive land use concepts, design, strategies, techniques and/or technologies, having regard for Beaumont's Strategic Plan and policies including the Municipal Development Plan, Transportation Master Plan, as well as urban planning best practices including LEED Neighbourhood Design (ND), Crime Prevention through Environmental Design (CPTED) and Winter City Design.
- b) Guidelines to be applied in the arrangement, function and appearance of urban space concerning:
 - Treatment of natural landscape, development pattern, and neighbourhood character;
 - Treatment of major plan boundaries, districts, focal points, connections (e.g. greenways), and viewpoints of lands and any special development areas; and

- Transition between different land uses and arterial roadways, transportation and utility corridors within and surrounding the plan area. This includes separation distances between non-complementary land uses and business park and industrial development to ensure minimal conflict between transportation networks and traffic flows servicing each use.

Ecology

- a) Strategies and policies regarding the preservation, conservation, loss and impact mitigation of ecological resources, including but not limited to:
 - Natural areas and/or systems;
 - Waterbodies, wetlands, drainage courses, and watershed management within an integrated and connected system; and
 - Wildlife habitat and movement.

If applicable, this section should include policy on compliance with provincial and/or federal legislative and regulatory requirements, such as the Alberta Wetland Policy, the *Alberta Water Act*, etc.

Environment

- a) Principles to be applied in the protection of soil, air, and water quality;
- b) Principles to be applied in the preservation of existing environmental features including, wetlands and tree stands;
- c) Principles to be applied in the conservation and efficient use of land and infrastructure;
- d) Policies for the treatment of abandoned, suspended, existing and proposed petroleum and gas well-sites, pipelines, storage, extraction, processing or operation facilities within and surrounding the plan area.

Historic Resources

- a) Policies for the preservation, conservation and integration of cultural, historical or archaeological resources (i.e. areas, landscapes, sites, structures or buildings) having local, regional or provincial significance or potential future significance.

Residential

- a) Location and pattern of residential development;
- b) Community density and scale that supports mixed land uses, services, amenities, transit, and pedestrian and multi-use trail connectivity, and that aligns with regional Growth Plan targets;
- c) Description of innovative or unique residential development forms contemplated within the plan area;
- d) Principles to be applied at the subdivision stage for the distribution, compatibility, and integration of a mix of residential uses;
- e) Principles to be applied at the subdivision stage to ensure the provision of a range of housing forms for a variety of income levels and household types, including principles for the provision of affordable housing, in accordance with applicable Council-approved objectives or policies.

Commercial

- a) Location, size, and general function of neighbourhood and large-scale commercial uses;

- b) How non-residential land uses contribute to employment growth, job creation, and taxable non-residential gross floor area, including a summary of the Commercial/Retail Market Needs Assessment, if applicable.

Open Spaces, Recreational Facilities and Schools

- a) Map showing the proposed open space concept including the location, size, distribution and connectivity of educational and recreational facilities, parks, multi-use trails, stormwater management facilities, and other open spaces as applicable;
- b) How natural features are integrated into the park and trail system including urban forests and wetlands;
- c) Principles for the design and programming of the open space network; and
- d) Potential designation of additional parks and open spaces on the basis of environmental conditions or residential density, following the provisions of the *Municipal Government Act*, the municipal development plan, the Open Space and Trails Master Plan and other local plans if applicable.

Institutional Services

- a) Identification of the need for and location of any major institutional service uses within the plan area (e.g. including post-secondary institutions, library, ambulance, fire and police stations) in consultation with service providers and administration departments; and
- b) Location of fire rescue station, emergency medical services, and or police department station(s) adjacent to at least one major arterial roadway to ensure response coverage is achieved. Stations may be at the same or separate locations as determined by each deployment model.

Mixed Use

- a) Location, size, and distribution of mixed use development within the plan area; and
- b) Justification of mixed use development within the area structure plan on the basis of population to be served, size of the area, and appropriate policies.

Transportation

- a) Map showing the conceptual location and design of the transportation network and facilities, including applicable highways, interchanges, arterial and collector roadways, park and ride facilities; potential future local transit routes; and major cycling and pedestrian routes;
- b) Provision of systems and land use patterns that support efficient vehicle circulation having regard for the transportation master plan;
- c) Provision of systems and land use patterns that support community walkability and pedestrian connectivity including major pedestrian connections, pathways and facilities;
- d) Provision of systems and land use patterns that support safe cycling and cycling route connectivity, including major on- and off-street routes and any applicable end-of-trip facilities;
- e) Provision of systems and land use patterns that support transit service including corridors conducive to the provision of transit service and any major transit connections
- f) Major right-of-ways and easements where required;
- g) Consideration of potential ecological and environmental impacts having regard for animal habitat and migration patterns, noise impact, and dangerous goods route(s); and

- h) A summary of the Transportation Impact Assessment completed as a supporting technical document for the plan area.

Infrastructure, Servicing and Staging

- a) Transportation Infrastructure map identifying the staging and estimated general completion date of roadway infrastructure required to support the area structure plan (e.g., road construction or widening; interchange construction);
- b) Storm Drainage Network map identifying interim and permanent drainage catchment basin(s), low-lying sub-basins requiring special servicing considerations, and the conceptual locations of any major utility installations (i.e., stormwater management facilities, storm trunks flow direction, drainage outfall(s) with wider/external system connections required to serve the area);
- c) Water Network map identifying the conceptual location of the major water network required to serve the area, including both interim and permanent facilities as applicable, and connection points into the existing system;
- d) Sanitary Network map identifying the conceptual location of interim and permanent facilities required to serve the area, including sanitary catchment basin(s), low-lying sub-basins requiring special servicing considerations, sanitary trunk(s) flow direction, and pumping stations;
- e) Utility Network map showing the conceptual location of any interim or permanent major utility installations required to serve the area; and
- f) A description of the planned development and staging of major storm, sanitary, water, and shallow utilities, including:
 - The proposed utilization of existing, short, and long-term planned infrastructure and servicing;
 - Underground mains and trunks, booster stations, catchment area, storm water management facilities, and sanitary pumping stations;
 - Right-of-ways, major easements, power lines, substations, and service yards;
 - Location, size and function of any special land use(s) (e.g. business / employment area) compatible with provincial and municipal objectives, policies and programs;
- g) A summary of the Municipal Servicing Report, if applicable, and any other technical study, assessment, or information that Planning and Development or Council considers to be necessary; and
- h) Policies for efficient and effective infrastructure and management, having regard for potential off-site impacts.

5.10 Implementation

This section provides a description of how the plan is implemented through phasing and subsequent planning and development process, such as the development of neighbourhood structure plans (if needed), redistricting and subdivision approvals.

5.11 Appendix, List of Figures, List of Maps, and List of Tables

This section includes all other reference materials, or any other information, that support the preparation of the statutory plan or the future development of the plan areas such as policy and plan alignment, list of figures, list of maps and list of tables, including land use and population statistics.

5.12 Supporting Technical Documents

At the discretion of Planning and Development, the preparation of an area structure plan may require any or all of the supporting technical documents described in this section. The requirements will be discussed during the pre-meeting with Planning and Development and/or as a result of issues and concerns raised during the referral process to external agencies and stakeholders. Applicants are required to provide these supporting technical studies to address those areas of concerns. The Planning Department reserves the right to require additional supporting technical documents not included in the Terms of Reference.

The City will consider supporting documents in evaluating the merits of the application and monitoring the implementation of the plan. Supporting documents may be circulated to internal and external stakeholders and Council, but they will not be appended to the approved bylaw. The area structure plan document itself must provide a brief summary of each supporting document with applicable maps.

For amendments to statutory plans, memos or smaller-scale studies updating previously approved technical documents may be acceptable at the discretion of Planning and Development.

Geotechnical Report

While the content and format will vary by types of plans and project size, all geotechnical reports should contain certain basic essential information, including:

- a) Summary of all subsurface exploration data, including subsurface soil profile, exploration logs, laboratory or in situ test results, and ground water information;
- b) Interpretation and analysis of the subsurface data;
- c) Potential geological hazards;
- d) Specific engineering recommendations for design;
- e) Discussion of proposed solutions for anticipated problems; and
- f) Recommended geotechnical special provisions.

Municipal Servicing Report/Hydraulic Network Analysis/Neighbourhood Design Report

The purpose of the municipal servicing report/hydraulic network analysis/neighbourhood design report is to determine how infrastructure servicing will be provided in the plan area. Other titles in this category may include storm servicing scheme, water network analysis, sanitary servicing scheme, utility network analysis, etc. The report should discuss:

- a) The overall impact on the trunk and local municipal service capacities (e.g., water treatment plant, water distribution systems and pressure zones, pump stations, wastewater treatment plants, trunk sewers and stormwater management facilities) due to the proposed change in land use or development;
- b) The necessary onsite and offsite improvements to municipal servicing infrastructure required to support the proposed level of development;
- c) Mitigation measures to minimize any negative impacts;
- d) Water Network Analysis; and
- e) Other information as requested.

Historic Resource Impact Assessment

Most historic resources in Alberta fall into one of four categories: archaeological sites, paleontological sites, historic buildings and structures, and Aboriginal traditional use sites. Before development may take place, a Historic Resource Impact Assessment may be required to assist in the protection and understanding of historic resources on affected lands. The applicant is responsible for applying to Alberta Culture and Tourism for Historic Clearance, if required, prior to the adoption of the area structure plan.

Traffic Impact Assessment

This report is undertaken to demonstrate how vehicular and pedestrian circulation will be provided in the development area. It also assesses 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. The report should be completed according to any City guidelines in effect, and generally include:

- a) A review of the existing roadway network and volumes;
- b) A description of the additional roadway infrastructure to be built as part of the proposed development;
- c) Projections of the traffic to be generated by the proposed development; and
- d) An assessment of the anticipated performance of the roadway network under future conditions.

The report should identify any additional infrastructure (e.g., travel lanes, turning lanes, signals) recommended to mitigate the identified impacts.

If the proposed plan area is within 1.6 kilometres of a provincial highway, applicants must consult with Alberta Transportation of their plan proposal and seek for inputs and suggestions to plan.

Biophysical Inventory and Ecological Impact Assessment

This study outlines potential development impacts and appropriate mitigating measures on existing natural assets within the plan area. 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.

The applicant will be responsible for all required provincial approvals as part of the plan development process, as well as for any further assessment of environmental reserve or other environmentally sensitive areas that may be required by the province.

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. It should include an analysis of the estimated demand for and supply of the services being studied; an analysis of any special conditions, opportunities, or market segments to be considered; and recommendations for the type and amount of services to be provided within the plan area.

Alberta Energy Regulator Report

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

Environmental Site Assessment

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. It 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

A fiscal model prepared on behalf of the municipality will be used to produce a Fiscal Impact Analysis, when available. Until a model is prepared, a Fiscal Impact Analysis may be required of the applicant to determine anticipated municipal capital costs, replacement costs, operational costs, and revenues to Beaumont based on the full build-out of the proposed development. This may require scenarios for different forms of development. Additional analysis may be required after the initial FIA is submitted.

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.

Flood Plain Analysis

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

Public Consultation and Involvement

The applicant is responsible for consulting and involving different stakeholders and allowing opportunities for input throughout the plan preparation and amendment processes. The City of Beaumont Public Participation Policy and Public Engagement Manual provide guidance on how to conduct public participation and engagement activities in the City.

A Public Engagement Plan is generally required for all new statutory plans and major amendments, but not for technical amendments. It shall describe the proposed public engagement, including the anticipated schedule of engagement activities, the type of communication proposed, and the format of any meetings. All costs associated with public engagement will be the responsibilities of the applicant. The Public Engagement Plan must be submitted to Planning and Development for comment before the application is processed.

As part of the engagement activities, the applicant is encouraged to share information, including results of technical studies, with stakeholders. Stakeholders may include affected land owners, civic departments and agencies, school boards, provincial and federal departments and agencies, utility companies, and the general public. The applicant must include a summary of the stakeholder consultation as part of the application submission.

During the application process, and guided by the Public Participation Policy and the Public Engagement Manual, the City will involve stakeholders to solicit feedback through notification letters, circulation of the application, meetings (if required), and the required legislative process—that is, a Notice of Public Hearing, advertisements in the local newspaper, advertisements on the City’s webpage, and a Public Hearing—before Council makes a decision on the application.

Other Technical Studies

Applicants may provide any other necessary information in support of the application. In addition, the City may require other technical studies to support the application.

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6.0 Statutory Plan Amendments

From time to time it may be necessary to amend a statutory plan to permit a change in land use; to add, eliminate or reclassify a road; or to align the statutory plan with higher order planning documents or provincial legislation. The plan amendment application follows the same process and timelines as a new statutory plan as described in the previous section.

In addition, a plan amendment application must include the following information:

1. An introduction briefly stating:
 - a) The purpose of the proposed amendment; and
 - b) The proponent(s) of the amendment including landowners and any agent(s) acting on their behalf
2. Background information, including:
 - a) The amendment location and area within the approved plan;
 - b) A brief description of the planning and development history for the plan area, including the date and bylaw number(s) of the original plan adoption and any previous amendments; and
 - c) A brief description of existing development conditions in and around the plan amendment area, such as ecological connections, land use, infrastructure, development staging, and subdivision.
3. A concise description of the proposed amendment(s) to the existing statutory plan such as land use concept;
4. A rationale or justification for applicable amendment(s) that includes:
 - a) A description of how the proposed amendment complies with the Edmonton Metropolitan Region's land use policies and principles including an analysis of whether the amendment may be considered substantive according to the Regional Evaluation Framework;
 - b) A description of how the proposed amendment complies with higher order plans (e.g. Intermunicipal Planning Framework, Municipal Development Plan, Transportation Master Plan), policies and or regulations;
 - c) A description of how the proposed amendment implements or revises the original statutory plan's vision, goals, objectives, and/or policies in conformance with higher order plans or policies;
 - d) A description of expected on-site (and any significant off-site) impacts of the proposed amendment, such as changes in land use areas, total population and or density, traffic volume(s), available commercial area, park space, protected natural areas, development staging and servicing;
 - e) A summary of any necessary technical reports or updates identified as part of the formal submission requirement; and
 - f) A summary of public involvement, including the methods used, stakeholder participation, and input concerning the amendment.
5. Any specific changes required to the original statutory plan bylaw document, including text, maps, illustrations, statistics and/or policy tables, to effect the proposed amendment.

7.0 Non-Statutory Plans and Amendments

There are two types of non-statutory land use plans in the City of Beaumont. These are outline plans and neighbourhood structure plans. In the past, the City of Beaumont adopted outline plans to provide land use and servicing frameworks for future subdivision and development within neighbourhoods. However, *Our Complete Community* does not allow the City to adopt new outline plans in the future. As a result of this policy change, only amendments will be accepted for existing outline plans in effect. Neighbourhood structure plans provide a more detailed planning/land use and servicing framework for a specific area within an area structure plan. The neighbourhood structure plan provides the link between the conceptual framework of the area structure plan and the detailed future design and layout of subdivisions in the neighbourhood.

The process of adopting neighbourhood structure plans and amendments is largely the same as adopting a statutory plan through a bylaw, except that the public hearing held prior to adopting the plan or amendment is a non-statutory one. A non-statutory public hearing functions the same way as any other public hearing, the only difference is that it is not a requirement in accordance with the *Municipal Government Act*. In addition, the process of adopting an outline plan amendment is through a resolution, rather than by bylaw, after a non-statutory public hearing. This means that formal first, second and third readings are not required, and instead Council may render a decision through a single vote.

7.1 Application Process

The framework set out in Section 4.0 Preparation of Statutory Plans is generally the same for the preparation and amendment of a neighbourhood structure plan and an outline plan amendment. Similar to the statutory plan process, it includes the (1) Pre-Application, (2) Application, and (3) Decision stages. Typically, the approval timeframe for a non-statutory plan is shorter than for an area structure plan, as the EMRB does not require a referral if a non-statutory plan is consistent with the framework established in the higher level plan.

As mentioned earlier, a neighbourhood structure plan or an outline plan must comply with the higher order plan, such as the Municipal Development Plan or an area structure plan, and other policies. Should the proposed plan not meet or comply with any of these plans and policies, the applicant is required to submit additional applications to amend those higher level plans, where applicable. The non-statutory plan or amendment cannot be adopted until the higher order amendments are approved by Council.

7.2 Plan Content and Supporting Documents

Section 5.0 Plan Contents sets out the plan contents and the required supporting documents to prepare non-statutory plans, in particular neighbourhood structure plans.

Area structure plans usually provide a general conceptual framework for the future development of neighbourhoods. Neighbourhood structure plans are used to provide further direction on how neighbourhoods are to be developed within sub-areas of the area structure plan. Thus, neighbourhood structure plans usually describe a more detailed land use plan, the location and layout of circulation networks (arterial, collector and local roads as well as pedestrian connections, etc.), more detailed infrastructure and servicing schemes, and may include a more detailed plan for community amenities.

These elements may require more detailed supporting documents for the evaluation of the application. For example, a biophysical assessment may have been conducted at the area structure plan stage, but if the assessment was only done using a desktop and air photograph approach, this biophysical assessment may have to be, at a minimum, updated with field data to substantiate the results within the neighbourhood structure plan area. Additionally, previously completed technical documents may need to be updated for the neighbourhood structure plan to provide a current and up to date analysis of development conditions. Applicants should discuss technical document requirements at the pre-application stage.

Last but not least, as discussed in Section 5.12 Public Consultation and Involvement, the applicant is responsible for consulting and involving different stakeholders and allowing opportunities for input throughout the planning process. Likewise, the City will involve stakeholders and the public during the application process, including the non-statutory public hearing.

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