

Title: Minor Area Structure Plan

Policy No: 6001

Effective Date: January, 2023

Motion Number: 23.01.18

Supersedes Policy No: 6001

Department: Planning & Development Services

Review Date: January, 2026



Legal References:

Municipal Government Act R.S.A. 2000, c. M-26

Cross References:

Bylaw 18-800 "Land Use Bylaw"
 Bylaw 799 "Land Use Bylaw" – Grande Cache
 Development Guidelines and Municipal Servicing
 Standards

Purpose: To provide Council, Administration, and the public with the standard practice of formulating Minor Area Structure Plans to ensure developers are responsible for providing the required Minor Area Structure Plan before development occurs. The policy establishes definitions, guidelines, roles, and responsibilities related to Minor Area Structure Plans and amendments.

1. DEFINITIONS

- 1.1. **Administrative Amendment** means a proposed change to a Minor ASP to correct clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance.
- 1.2. **Development Guidelines and Municipal Servicing Standards (Municipal Servicing Standards)** means the Development Guidelines and Municipal Servicing Standards as amended by Greenview for the installation of municipal and local improvements.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Land Use Bylaw (LUB)** means Greenview’s Land Use Bylaw.
- 1.5. **Major Amendment** means a proposed change which impacts the policies or intent of an approved Area Structure Plan and may include changes to land use, land use areas, servicing concepts, population densities, road networks or park and open space dedications.
- 1.6. **Major Area Structure Plan (Major ASP)** means a long-range land use plan that will usually encompass a large land area, is prepared by Greenview and is adopted by Council.
- 1.7. **Minor Area Structure Plan (Minor ASP)** means a statutory plan prepared by a developer in accordance with the MGA and adopted by Council to provide a comprehensive planning framework for subsequent subdivision and development, and can include the sequence of

development anticipated throughout the quarter section or parcel, the land uses proposed for the area, and the general location of transportation routes and public utilities. A Minor ASP can contain an area of land within an existing Major ASP.

- 1.8. **Municipal Development Plan (MDP)** means Greenview's Municipal Development Plan.
- 1.9. **Municipal Government Act (MGA)** means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.
- 1.10. **Public Engagement Proposal (PEP)** means a document prepared by a Planner before the commencement of the public engagement, which describes the strategy for public engagement and outlines the opportunities for landowners, residents, and stakeholders to review and provide representation and input on a proposed plan or amendment.
- 1.11. **Planner** means a qualified Professional Planner, who is a registered member of the Canadian Institute of Planners and licensed to practice in the Province of Alberta, and who is appointed or engaged by the Developer to be responsible for the preparation of a Minor Area Structure Plan.

2. POLICY STATEMENT

- 2.1. The purpose of a Minor ASP is to ensure Greenview's land use policies, as outlined in the MDP and the Strategic Plan, are implemented in more detailed planning documents. These planning documents will present a comprehensive planning policy framework and a generalized future land use concept for lands under review, which Greenview will use to:
 - A) Guide the future development of the lands;
 - B) Promote orderly development of the lands; and
 - C) Guide Greenview and adjacent property owners when reviewing future proposals for redesignation, subdivisions, and development.
- 2.2. Greenview shall require the adoption of a Minor ASP, prepared in accordance with Section 633 of the MGA, prior to the approval of:
 - A) An industrial or commercial subdivision exceeding one (1) lot;
 - B) A country residential subdivision resulting in a cumulative density of four (4) or more lots on the subject quarter section;
 - C) Any multi-lot country residential subdivision or recreational resort located adjacent to a lake or other watercourse; or
 - D) Any subdivision located in proximity to a highway when requested by Alberta Transportation.

3. PROCEDURE

- 3.1. The lands subject to a proposed Minor ASP or amendment may be subject to other federal and provincial statutes and regulations. It is the responsibility of the applicant to ensure that a proposal complies with any federal or provincial requirements.
- 3.2. An application for a Minor ASP or amendment shall comply with all applicable Greenview policies and requirements.
- 3.3. A Minor ASP shall include the following:
 - A) A future land use scenario including lot design and configuration, parcel size, and density; proposed open space, including active and passive open space, natural areas, and pedestrian linkages to other existing or potentially developed adjacent lands;

- B) Dedicated lands, including but not limited to conservation easements, public utility lots, municipal and school reserves, and, if necessary, environmental reserves;
- C) Development phasing for the entire plan area;
- D) Innovative and efficient proposed access and internal road circulation for both immediate and long term, recognizing municipal and provincial requirements for road standards and development guidelines;
- E) All known site constraints to development, including man-made and natural, including but not limited to geotechnical, environmental, hydrogeological, or historical;
- F) Water and wastewater servicing strategies, including identification of rights-of-way required for a future tie-in to potential regional municipal systems as and when available, and strategies for interim communal servicing strategies where appropriate with deferred servicing agreements to accommodate a future tie-in;
- G) Indication of utility rights-of-way for natural gas, telephone, cable, and electricity; and
- H) Any other document or studies Greenview deems necessary.

3.4. Minor Area Structure Plans may also include the following:

- A) Measures to ensure the integration of the proposed development with existing and adjacent development in a manner that ensures compatibility with adjacent land uses;
- B) Mitigation measures such as landscaping treatment, screening and berming, as necessary to address any on or off-site visual impacts, including site lines from existing adjacent developments;
- C) Identification and preservation of existing lines and views where possible;
- D) Development of a stormwater management plan that demonstrates best management practices, taking into consideration Albert Environment and Parks development standards for no net runoff, minimizing runoff coefficients, use of “green growth,” and catchment of water for on-site use, such as irrigation of landscaping, and engineered wetlands;
- E) Wetland assessment prepared by a qualified wetland science practitioner;
- F) Traffic Impact Assessment (TIA) which includes the analysis of the impact that the proposed plan will have on the existing road network and the proposed layout of the internal road network within the study area, in accordance with Greenview’s Municipal Servicing Standards;
- G) Biophysical assessment prepared by a qualified professional in the environmental field;
- H) Provide the locations for services such as mailbox locations, solid waste management transfer or pick-up sites, proposed road names and other municipal services; and
- I) A summary of the input from all, directly and indirectly, affected landowners within and adjacent to the Minor ASP throughout the preparation of the Minor ASP.

3.5. As determined by the Director of Planning and Economic Development, certain elements in sections 3.3. and 3.4. may not be required.

3.6. Except for Administrative Amendments, the development of a Minor ASP or major amendment must be prepared by a Planner.

4. PUBLIC ENGAGEMENT

4.1. All proposed Minor ASP and major amendment applications will require a PEP.

4.2. A PEP shall be prepared by a Planner for the applicant and provide a description of the proposed public engagement, including the anticipated schedule of engagement, the type of communication proposed, and a description of the format of any required meeting. The applicant shall bear all costs associated with a PEP.

- 4.3. In accordance with an approved PEP, an applicant shall host at least one (1) public consultation session to present the proposed Minor ASP or major amendment to the public.
- 4.4. Public consultation shall be required before the draft Minor ASP is reviewed by Administration and submitted to Council for consideration.
- 4.5. An applicant may be required to hold an additional public consultation session if the Director of Planning and Economic Development determines that a PEP meeting or communications were not held or conducted in accordance with an approved PEP, or where otherwise deemed necessary by Council.
- 4.6. An Administrative Amendment does not require a PEP.
- 4.7. A public hearing regarding a proposed Minor ASP or amendment shall be held as part of a regularly scheduled Council meeting, pursuant to the requirements of the MGA.

5. APPLICATION

- 5.1. Applicant shall:
 - A) Conduct a pre-application meeting with Greenview Administration;
 - B) Prepare and submit all necessary documents;
 - C) Ensure the implementation of the PEP; and
 - D) Pay all applicable fees.

6. COUNCIL RESPONSIBILITIES

- 6.1. Council shall adopt the bylaw through the process outlined in the MGA.

7. ADMINISTRATION RESPONSIBILITIES

- 7.1. Planning and Development Staff shall:
 - A) Arrange the pre-application meeting with the applicant;
 - B) Process applications;
 - C) Review and ensure conformity with legislation, municipal planning guidelines and Greenview Strategic Plan;
 - D) Provide comment on the proposal from the perspective of Greenview’s Strategic Plan, MDP, and LUB;
 - E) Refer applications to internal departments and external agencies;
 - F) Attend public engagement sessions; and
 - G) Prepare reports and recommendations for Council consideration.
- 7.2. Director of Planning and Economic Development shall:
 - A) Have discretion over the items noted within this policy which are to be determined by the Director of Planning and Economic Development or designate; and
 - B) Review the draft Minor ASP before scheduling the first public reading.
- 7.3. Other Greenview Departments shall:
 - A) Review design briefs or reports submitted with applications for conformity with Greenview’s Municipal Servicing Standards, other related standards and documents, as adopted by Council from time to time;

- B) Provide written comment on engineering issues related to the application to planning and development staff; and
- C) Meet with planning and development staff and the applicant(s), as required, to resolve engineering issues related to applications.