

	<h2>Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Supersedes Policy: Department:</p>	<p>2003-02 Area Structure Plan Applications Policy August 23, 2022 2003-01 Development, Engineering and Operations</p>

1.0 POLICY PURPOSE

This policy is a guide for providing a consistent approach in the preparation and processing of an area structure plan submitted to the Municipality by an applicant.

2.0 DEFINITIONS

“Area Structure Plan (ASP)” - a statutory plan pursuant to the Municipal Government Act and the municipal development plan that provides information regarding land uses, public roadways, and public utilities over which the Municipality will assume direction, control and management, density and staging proposed for an undeveloped area of land in the Municipality, for the purpose of providing a framework for the subsequent subdivision and servicing of the area of land.

“Council” - the Council of the Municipality of Crowsnest Pass in the Province of Alberta.

“Developer” - a landowner or a person acting pursuant to the consent of a landowner who, in the context of this policy, makes an application to the Municipality for an area structure plan or a subsequent subdivision.

“Development Agreement” - a contractual agreement between the Municipality and a Developer as a condition of subdivision approval pursuant to s. 655 of the Municipal Government Act, that specifies the public roadways, public utilities, other public and franchised services, and the guarantees, securities, and associated payments to be provided by the Developer to the Municipality.

“Geotechnical Report” - a comprehensive site analysis and report with recommendations prepared by a Professional Engineer.

“Multi-lot Subdivision” - two or more contiguous parcels in a proposed plan of subdivision.

“Land Use Bylaw” - the bylaw that has been adopted by the Municipality for the purpose of regulating and controlling the use and development of land and buildings within the Municipality of Crowsnest Pass.

“Municipal Development Plan (MDP)” - a statutory plan adopted by bylaw in accordance with the Municipal Government Act.

“Municipality” - the municipal corporation of the Municipality of Crowsnest Pass, or the area contained within the Municipality boundaries, as the context requires.

“Professional Engineer” - an engineer who has been licensed to practice the profession of engineering by the Association of Professional Engineers and Geoscientists of Alberta (APEGA).

“Subdivision” - the division of land into separate certificates of title by a plan of subdivision pursuant to the Municipal Government Act, and "subdivide" has a corresponding meaning.

“Responsible Department” - the office or department that develops and administers a particular policy and procedures and is accountable for the accuracy of its subject matter, issuance and timely updating.

3.0 POLICY STATEMENT

3.1 Obligations

- a. The Developer shall provide a useful, comprehensive area structure plan document that clearly outlines the vision for development in a proposed area. After area structure plan approval, the Developer will be required to engage in further steps, which may include Redistricting (Rezoning), Subdivision, Development Agreement, and the issuance of Development Permits for individual lots.
- b. Administration shall provide to the developer a clear understanding of Council's expectations. They will assist in outlining the requirements for an ASP in accordance with this Policy and will review the proposed area structure plan. Administration will provide comments regarding the submission and any changes that may be required prior to beginning the statutory approval process with Council. When administration is satisfied that the document meets the necessary requirements, they will prepare a bylaw and schedule a public hearing where the Plan will be presented to Council and the public.
- c. Council is expected to use the public hearing process to listen to the issues raised by members of the public, and to consider such issues in making their decisions along with input from the developer/applicant and administration.

3.2 General Overview

- d. An application for multi-lot subdivision shall be accompanied by an area structure plan to the Municipality's satisfaction. An ASP provides the Municipality with a comprehensive analysis of a subdivision proposal. Most importantly, it ensures that the Municipality's citizens will have the opportunity for input into the plan and will be able to make their views known before Council in a public hearing.
- e. A multi-lot subdivision application which proposes to create less than six (6) lots may be exempted from the preparation of an area structure plan; however the applicant may be required to undertake a Conceptual Scheme.
- f. The ASP will be approved by Council only if it can be deemed that the proposal is in the best interest of the Municipality in the long term. The plan must be consistent with the Municipal Development Plan and the Land Use Bylaw. The Municipality will ultimately be responsible for the area and the associated Municipal Improvements after the development is complete, so Council will not be inclined to approve a plan that is likely to result in significant infrastructure or servicing costs to the Municipality, or that will have other negative impacts in the long term.

- g. The Municipality strongly recommends that the applicant appoints a professional consultant to assist in the preparation of the plan.
- h. Council may by resolution waive the requirement to prepare an ASP, or any of the requirements of this Policy or the associated Procedure when, in the opinion of Council, no purpose would be served by preparing an Area Structure Plan or by completing any specific requirement stated in this Policy or the associated Procedure.

3.3 Responsibilities

- a. Municipal Council to:
 - i. Approve by resolution this policy and any amendments.
 - ii. Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- b. Chief Administrative Officer to:
 - i. Implement this policy and approve procedures.
 - ii. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- c. Development Engineering and Operations is the Responsible Department, and shall:
 - i. Ensure implementation of this policy and procedure.
 - ii. Ensure that this policy and procedure is reviewed every three years.
 - iii. Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

MUNICIPALITY OF CROWSNEST PASS



Mayor

August 23, 2022.
Date



Chief Administrative Officer

August 24, 2022
Date