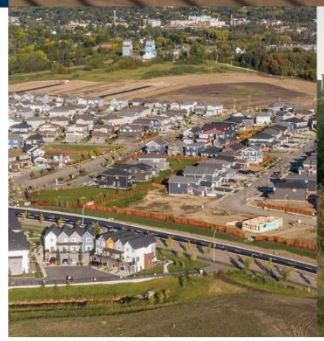
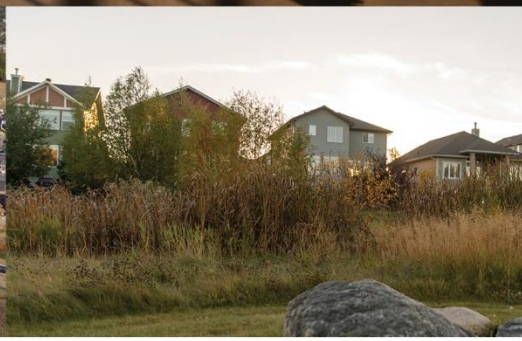
Area Structure Plan & Neighbourhood Plan Terms of Reference

Updated August 2023





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1.0 Introduction

The *Area Structure Plan and Neighbourhood Plan Terms of Reference* provides information to land developers and the public on the application process, and details regarding the preparation of Technical Reports for Area Structure Plans (ASPs) and Neighbourhood Plans (NPs) under the City of St. Albert Municipal Development Plan (MDP), *Flourish*.

ASPs approved in 2021, or earlier, will continue following the single-tier ASP structure and the *Area Structure & Redevelopment Plans Redevelopment Sites: Technical Report Terms of Reference*. ASPs approved in 2022, and onward, will follow the *ASP and NP Terms of Reference*.

1.1 Two-Tier Policy Framework

The ASP and NP Terms of Reference outlines a two-tier policy structure:

- Tier One – Area Structure Plan
- Tier Two – Neighbourhood Plan

Tier One is an Area Structure Plan that is a statutory plan, as per the Municipal Government Act (MGA), which provides direction through policies on future development areas. The ASP must provide policy direction for future growth and development of a defined area and address policies in the Edmonton Metropolitan Region Growth Plan (EMRGP) and City of St. Albert MDP, *Flourish*. The ASP covers large tracts of land and addresses high level land uses, density, population projections, traffic networks, and servicing layouts. The decision-making authority of ASPs is City Council.

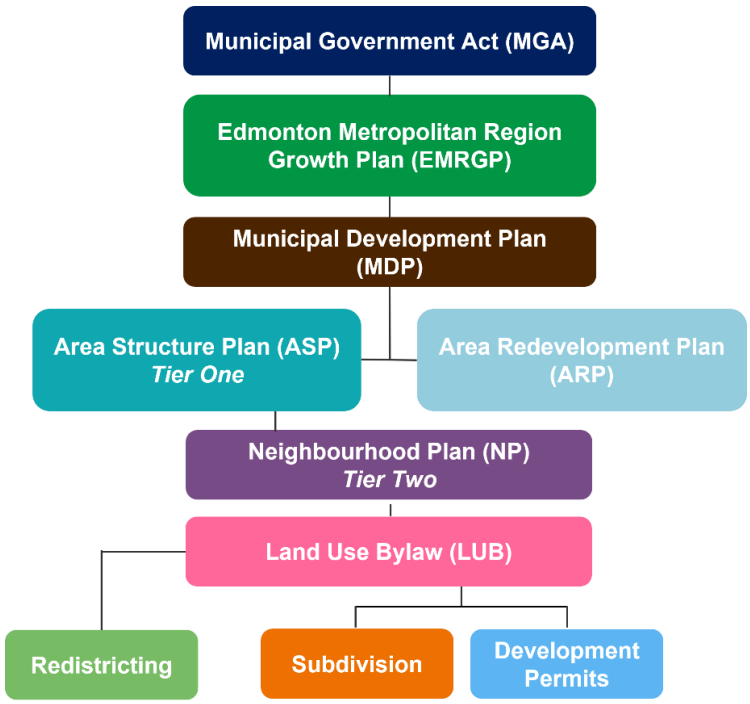
It is anticipated that two-tier ASPs would encompass a minimum development area of 256 hectares. Each ASP area would be determined based on the scale, and servicing and transportation infrastructure capacity. The scale of each ASP should be large enough to facilitate multiple Neighbourhood Plans to be developed within each ASP. It is anticipated that each ASP contain a high school site. The ASP should also identify the amount of non-high school sites, based on the number of school aged children generated as a component of the total population of the ASP. At least one school site is anticipated for every 64 hectares be allocated within each ASP.

Tier Two is the Neighbourhood Plan that must be located within an approved Area Structure Plan. NPs will encompass an approximate area of 64 hectares of land and may vary in area to the discretion of Administration. A Neighbourhood Plan must address the policies in the Area Structure Plan (which are aligned with *Flourish*) while providing additional implementation details, such as but not limited to, land use designations, neighbourhood design, statistics on density for population and dwelling units, classification of parks, and road networks. The Neighbourhood Plan will directly correlate to the Land Use Bylaw and inform future subdivision and redistricting applications. As an NP is a technical document, the decision-making authority of NPs is the Director of Planning and Development. The NP review and approval is not a public process, however, upon approval, the NP will be publicly available to view on the City's website.

1.2 Plan Hierarchy

Figure 1-1 illustrates how ASPs and NPs fit into the larger planning framework.

Figure 1-1: Plan Hierarchy



The **Municipal Government Act** (MGA) provides the legal framework for governance and planning in Alberta municipalities. It enables municipalities to create statutory plans.

The City of St. Albert is a member municipality of the **Edmonton Metropolitan Region Board** (EMRB) and must comply with the Edmonton Metropolitan Region Growth Plan.

The **Municipal Development Plan** (MDP), *Flourish*, provides policy direction on how the City will grow to a population of 100K.

An **Area Structure Plan** (ASP) implements the MDP policies for development within a specific greenfield area of the city.

An **Area Redevelopment Plan** (ARP) implements the MDP polices for development within an already developed area of the city.

A **Neighbourhood Plan** (NP) details on how an area of an ASP will be developed and correlates to the Land Use Bylaw.

The **Land Use Bylaw** (LUB) regulates standards for development of land including land uses, housing types, densities, parking, landscaping, building height, etc.

A **Subdivision** is the division of a parcel of land often referring to creating additional parcel(s).

Development Permits (DP) are approvals for the development of land provided for by the Land Use Bylaw.

1.3 Land Use Designations Across Plans

Figure 1-2 depicts the breakdown in land use designations across from MDP, to ASP, to NP. The NP land use designations are consistent with the Land Use Bylaw. Detailed descriptions for land uses in an ASP are outlined in **Section 4.1**, and **Section 6.1** for an NP.

Figure 1-2: Land Use Designations Across Plans

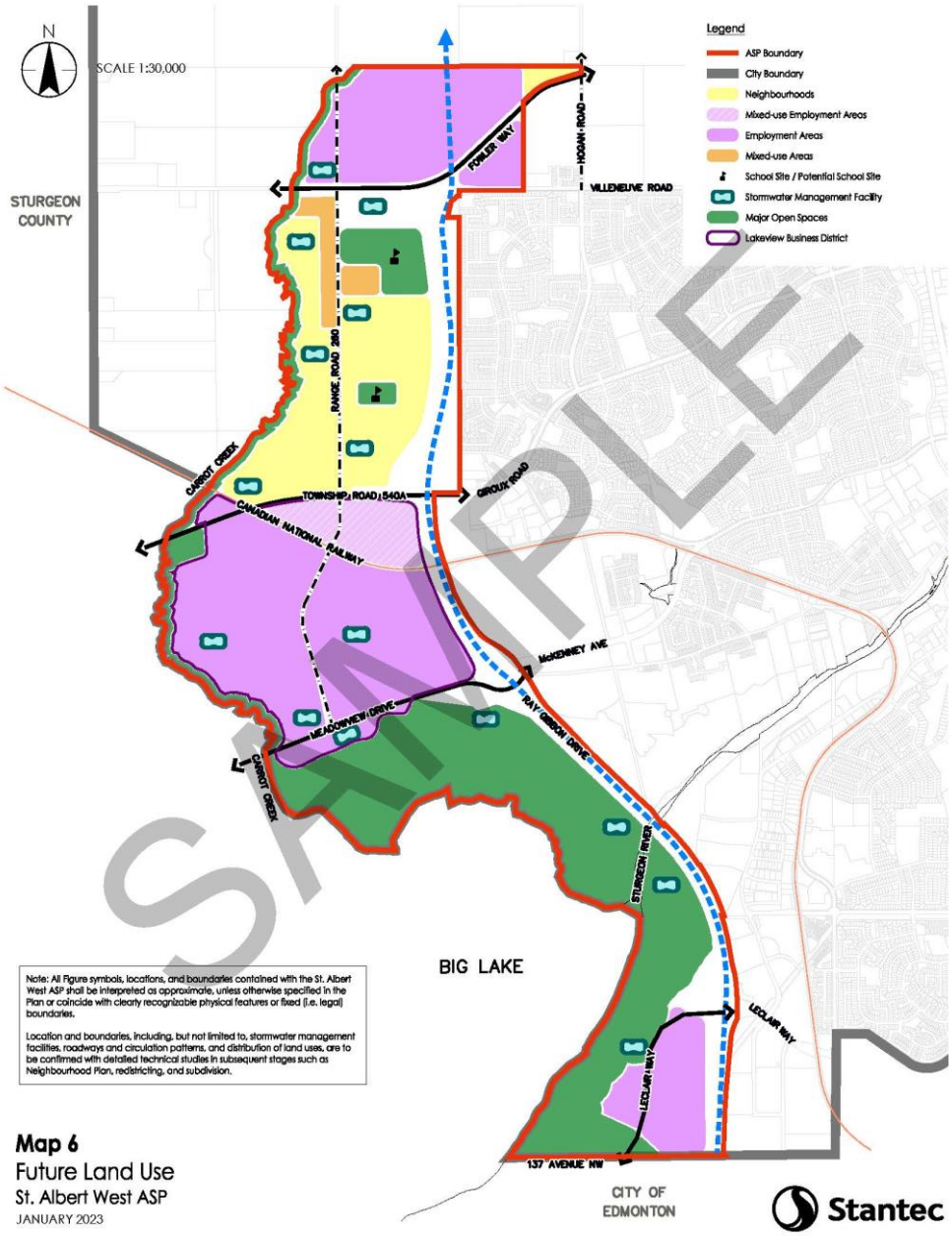
Municipal Development Plan (As shown in MDP Map 3 Urban Structure & General Land Use)	Area Structure Plan	Neighbourhood Plan
• **Major Open Spaces** ▪ Floodplains of Big Lake, Sturgeon River, and Carrot Creek	• **Major Open Spaces** ▪ Major Environmental Reserve	• **Environmental Reserve** ▪ Exact size and locations of all Environmental Reserve
• **Major Open Spaces**	• **Major Open Spaces** ▪ Municipal Reserve ▪ City Parks ▪ Community Parks ▪ High School Sites	• **Parks (Municipal Reserve)** ▪ Exact size and locations of all MR ▪ All school sites
• **Neighbourhoods**	• **Neighbourhoods**	• **Low Density Residential** • **Medium Density Residential** • **Neighbourhood Commercial** • **Neighbourhood Institutional** • **Residential Mixed-use**
• **Employment Areas**	• **Employment Areas**	• **Industrial** • **Institutional** • **Non-Residential Mixed-use** • **Commercial (Complementary)**
• **Trail Corridor Areas** ▪ Rapid Transit Stations ▪ Transit Oriented Development Centre	• **Trail Corridor Areas**	• **High Density Residential** • **Commercial** • **Residential Mixed-use**
• **Mixed-use Nodes**	• **Mixed-use Areas**	• **Medium Density Residential** • **Residential Mixed-use**
• **Mixed-use Employment Areas**	• **Mixed-use Employment Areas**	• **Non-Residential Mixed-use**
• **N/A**	• **Stormwater Management Facilities** ▪ Locations	• **Stormwater Management Facilities** ▪ Exact size and locations
• **Transportation Network** ▪ Boulevard Roadways ▪ Crosstown Roadways ▪ Connector Roadways	• **Transportation Network** ▪ Boulevard Roadways ▪ Crosstown Roadways ▪ Connector Roadways ▪ Neighbourhood Roadways	• **Transportation Network** ▪ Boulevard Roadways ▪ Crosstown Roadways ▪ Connector Roadways ▪ Neighbourhood Roadways ▪ Local Roadways ▪ Laneways ▪ Pedestrian Walkways

1.4 Area Structure Plan Map Example

Figure 1-3 is conceptual to illustrate the ASP design based on policy objectives of the MDP and to highlight features such as, but not limited to:

- Connected street network for improved access within neighbourhoods.
- Location and distribution of land uses.
- Location of community parks and commercial / mixed-use nodes, etc., around major intersections to provide access and frontage (visibility) onto higher order public roads.

Figure 1-3: Area Structure Plan Sample Map

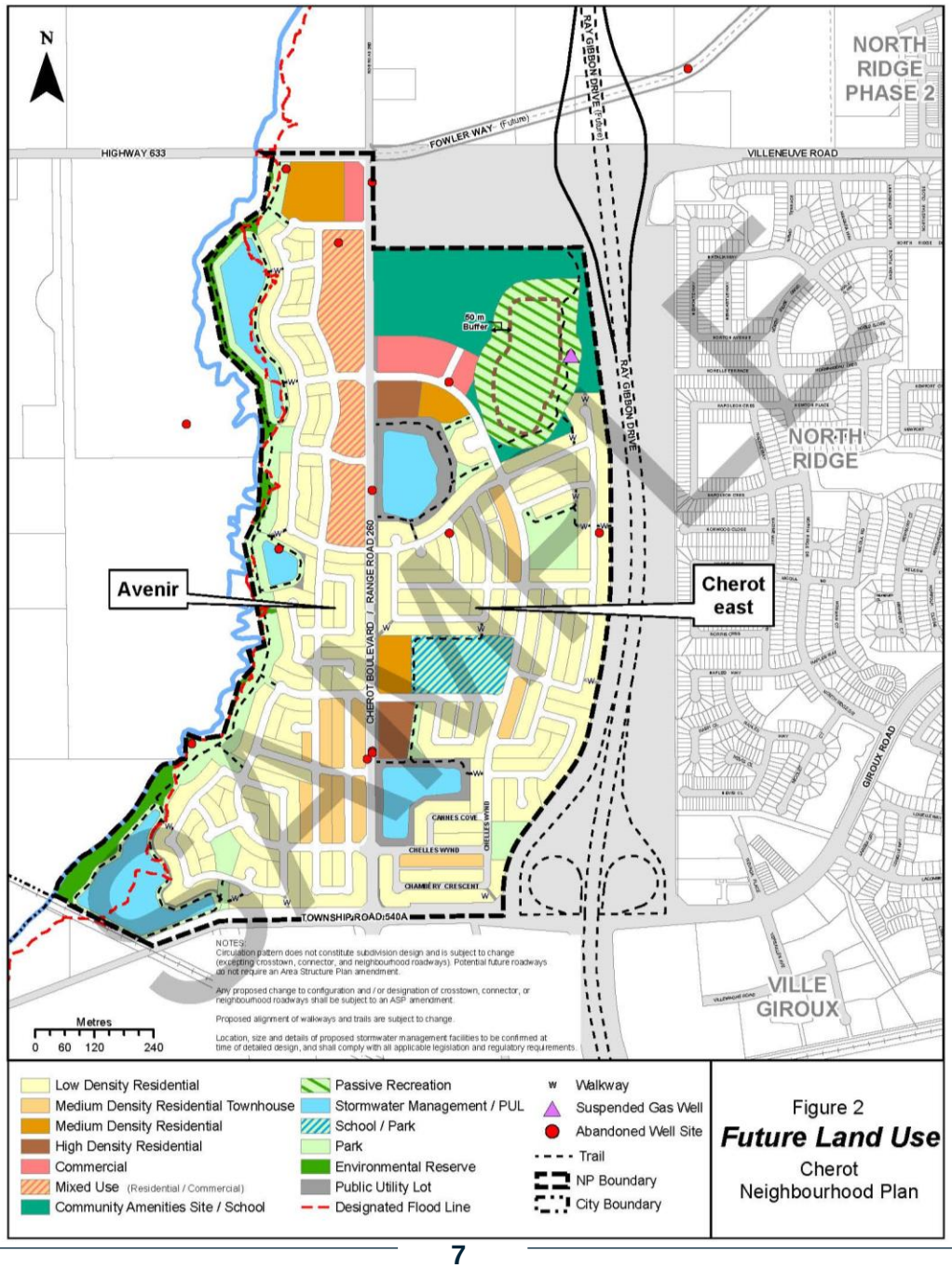


1.5 Neighbourhood Plan Map Example

Figure 1-4 is conceptual to illustrate the NP design further refined from its ASP with features such as, but not limited to:

- Defined residential area and densities.
- All roadway classifications and pedestrian walkways.
- Defined sizes of parks, school site(s), and stormwater management facilities.

Figure 1-4: Neighbourhood Plan Sample Map



2.0 Applications

2.1 Pre-Application Meeting

As the first step in the application process, a pre-application meeting is recommended for new Area Structure Plans and Neighbourhood Plans, and respective plan amendments. The City's Planning Branch can provide information regarding the application process, public consultation requirements, submission requirements, review process and timelines as per the ASP and NP application process illustrated in this document.

The standard process requires the applicant to submit preliminary information about the development concept of the proposed ASP, NP, or both. Feedback by City Administration are provided based on the quality of information provided by the applicant. Upon an internal circulation of the proposal prior to the submission of a formal application, feedback comments are compiled and provided to the applicant. Additional information may be requested upon the review of the application.

Fees for pre-application meeting(s) are required as per Schedule G of the City of St. Albert *Master Rates Bylaw*.

An applicant will engage professionals in the respective fields of land use planning, urban design, engineering, and other areas as needed, to assist in the preparation of their application. Preparing an application in conformity with this Terms of Reference does not guarantee that the proposal or plan amendment will be supported by Administration or approved.

The quality of the application shall maintain the following standards:

- Demonstrate a high regard for all applicable policies;
- Prepared in accordance with the current ASP and NP Terms of Reference;
- Provide planning rationale for the proposal; and
- The proposal must follow the City's Public Participation Policy and *Public Participation Standards for Planning and Development Applications.*

2.2 Application Submission

Prior to submitting the ASP or NP application with the supporting documents, please contact the Planning Branch, who will advise on the fees in accordance with the *Master Rates Bylaw*. A PDF for each document is required, along with CAD files for the maps.

If an application is deemed incomplete, the applicant will be given a deadline to submit missing items. If the missing items are not provided by the deadline, the application will be deemed incomplete and returned. Administration's review of an application for completion does not include the in-depth review of the documents submitted. The review for completion is to ensure that all required documents for the application are included in the submission. The in-depth review of the documents will occur during the circulation period.

3.0 Area Structure Plan Process

3.1 Area Structure Plan Timeline & Process

The ASP process ranges between 6 to 13 months. **Figure 3-1** outlines the process and associated timelines for new ASPs and amendments to an ASP. Please note that the timelines listed are associated with an ideal application that is deemed complete upon submission, and conforms to applicable plans and legislation. Additionally, many factors can result in an increased timeline, e.g., submitting an incomplete application.

Figure 3-1: Area Structure Plan Timeline & Process

1	Pre-Application Meeting
2	Public Consultation Plan (Submission & Approval)
3	Public Participation
4	Application Submitted
5	Application Deemed Complete
6	Circulation
7	Circulation Comments to Applicant
8	Applicant Review Circulation Comments
9	Review and Accept Applicant Responses
10	Prepare and Circulate Draft ASP to Applicant
11	**EMRB Referral <u>Not Required</u>** Prepare Council Package for Public Hearing & Council Decision
11	**OR EMRB Referral <u>Required</u>** Prepare Council Package for Public Hearing & Council Decision

Notes:

- A timeline associated with the above steps will be generated when an application is submitted. The timeline will assume a best case / complete application.
- The applicant is required to respond to the City's comments by a given deadline. Responses to comments must be deemed satisfactory by the City's review before the application can proceed. At the discretion of Administration, an application may require re-circulation depending on the extent of changes to the proposal, and re-submission fees may be required and payable by the applicant.
- Administration will prepare the agenda report and bylaw to Council for the ASP or ASP amendment.

3.2 Public Consultation Plan

The applicant of an ASP or ASP amendment is responsible for organizing, conducting, and funding public consultation(s) in accordance with the City of St. Albert's *Public Participation Policy and Public Participation Standards for Planning and Development Applications*. A Public Consultation Plan must be approved by the Director of Planning and Development, prior to implementation of the consultation plan. Depending on technical complexity and public input, an application may require multiple rounds of public consultation.

3.3 Who Writes the Area Structure Plan?

The applicant or Administration can write the draft ASP, which is a schedule to the Bylaw, based on information provided and in accordance with City policies. The draft ASP document is to consider City policies and priorities, the interests of the public, applicant, stakeholders, and referral agencies. The ASP document will be reviewed and edited by Administration, before going to Council. Should the applicant be interested in preparing the draft ASP, the template will be provided to the applicant by Administration. Please note that approval timelines are not fast-tracked if the ASP document is prepared by the applicant.

3.4 Policy Writing for Area Structure Plan

3.4.1 Guiding Elements

The policy sections of the ASP will use the following writing structure designed to link the big picture and vision for the community, to the specific ways it can be achieved.

- **Vision**: Communicates the long-term vision, key features, and community feel for the plan area.
- **Objectives**: Sets out specific outcomes or results of the plan.
- **Policies**: Provides specific actions to meet the objectives.

3.4.2 Interpretation of Policy Terms

Policies of the ASP will include terminology consistent with the MDP. There are four types of policies which may be used in an ASP. The policy type, function, key words, and examples are outlined **Figure 3-2**.

Figure 3-2: Policy Types

Policy Types	Policy Function	Key Words
Mandatory	Outlines compulsory requirements which must be met to achieve critical goals of the plan or statutory regulations.	Require, Ensure, Prohibit, & Must
Permissive	Outlines requirements which are generally to be met; however, discretion may be applied if it can be demonstrated why the policy is inappropriate or unreasonable and the intent of the objective is still met.	Encourage, Support, Promote, & Allow
Restrictive	Limit practices or actions that are contrary to the goals of the plan, although compliance or implementation is generally discretionary.	Discourage & Limit
Action-Oriented	Identify important initiatives, generally led by the City, that will support the goals of the plan.	Adopt, Partner with, Establish, Develop, Evaluate, Monitor, Maintain, Prepare, Assess, & Update

3.5 Approvals

ASPs and ASP amendments require approval by Council in accordance with the MGA. Council approves an ASP by enacting a bylaw. Enabling regulation in the MGA outlines that ASPs are statutory plans. The enacting bylaw approved by Council provides legal authority for bylaw enforcement of ASPs. ASPs require Edmonton Metropolitan Region Board (EMRB) approval to ensure compliance with policies within the Edmonton Metropolitan Region Growth Plan (EMRGP). As part of the public hearing process, the applicant can present to City Council.

3.6 Simultaneous Area Structure Plan Applications

Should an area of the city be developed by different land developers initiating separate ASPs, or Neighbourhood Plans within the same ASP, Administration may require that they be submitted simultaneously. Alternatively, the development concept must demonstrate coordination between developers for matters such as land uses,

connectivity, transit, and servicing. Further requirements will be determined by Administration.

For example, if more than one application is received by Administration to amend the same ASP, Administration will determine which application will go first for a decision of Council. There will be a time delay for the second application to go to Council. MGA Section 187(3), Bylaw readings, states “Each councillor present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after first reading.” Therefore, before a second ASP application amendment can go to Council, a decision on the first application that is before Council must be made, because the outcome of the decision may impact the text and maps.

3.7 Area Structure Plan Application Checklist

Please note that a digital copy of the application form, supporting documentation, and technical studies are required. At the pre-application stage, Administration will confirm the number of hard copies for the documents required. **Figure 3-3** is a checklist of required documents and **Figure 3-4** is a list of additional studied needed for an ASP submission. All documents are to be submitted at the same time, as they are reviewed together.

Figure 3-3: Required Documents for an Area Structure Plan

Required Documents	Description
Application Form and Checklist	The application form and attached checklist can be found here: https://stalbert.ca/dev/planning/applications/planning-processes/
ASP Technical Report & Maps	The purpose of a Technical Report is to explain and provide rationale for each new Plan or Plan amendment and summarizes the findings for the studies. The Technical Report is to inform Administration, stakeholders, residents, and Council if a development proposal is feasible, its impacts, and what might need to occur to consider development of the lands. The Technical Report must be based on good planning principles and demonstrate conformity to policies in the MDP and other applicable policies and bylaws. Please refer to Section 4.0 for further details.
Current Certificate of Title	Required for each parcel of land within the ASP boundary and, as requested, a copy of any easement, right-of-way, or other legal document registered on the property that affects the use of the lands.
Draft Area Structure Plan	Preparation of the Area Structure Plan by the applicant is optional. Administration can provide the template, upon request.

Required Documents	Description
Fees	Cheque only. Credit card payments are not accepted.
Owner's Authorization	Required by the primary landowner making the application.
Records from Public Consultation	A court report verbatim transcript of the public consultation. See Public Consultation Standards for Planning and Development Applications.
Technical Studies and Reports	At the pre-application meeting, additional studies and reports will be identified that the applicant must prepare. It is also possible that following circulation, more studies and reports could be identified and required.

Figure 3-4: Additional Studies for an Area Structure Plan

Additional Studies	Description
Agricultural Impact Assessment (AIA)	The AIA is required and must meet the requirements outlined in Appendix D of the EMRGP. It must provide a description of the development proposal; describe the applicable planning policies, regulations, and contextual factors, provide an assessment on the viability of agriculture, discuss the impacts on agriculture, discuss alternative locations; and discuss mitigation measures.
Alberta Energy Regulator (AER) Report	To identify wells, oil and gas facilities, and pipelines within the Plan area.
Constraints	Map and information identifying rights-of-way locations, confined feed operations, sour gas wells, abandoned wells, high pressure pipelines, utility lines, rail lines, landfills, natural and cultural features, steep slopes, flood hazards, etc.
Environmental Site Assessment (ESA)	A Phase 1 investigation for all lands within the ASP boundary to identify areas of potential environmental concern associated with past and present activities. Determine if additional assessment measures are required. Considerations such as wellheads, sour gas wells, chemicals used on the site, spills (chemical, oil, etc.), farming practices, railway ties, asbestos, lead paint, landfills, storage sites (snow, salt, sand, etc.), pipelines, powerlines, underground tanks (gas, septic, etc.), and any other matter that impacts land, air, and water.
Historical Resources Act (HRA) Approval	The HRA approval can be obtained through a Historic Resources Application with the Historic Resource Statement of

Additional Studies	Description
	Justification, and submitted through the Alberta Government Online Permitting and Clearance System (OPaC). To see if there are any lands within the Plan area that are within the Listing of Historic Resource map, visit https://www.alberta.ca/listing-historic-resources.aspx, and search 'listing web map application'. The listing of historic resources will help identify if future development will impact historic resources such as archaeological sites, paleontological sites, Indigenous traditional use sites, and/or historic structures. The Historic Resources Statement of Justification is designed to determine if the subject lands contain any known historical resources, or if they contain potential for any unrecorded resources that will be impacted by future land development. The report requirements must be in keeping with the Historical Resources Act requirements.
Market Analysis	If the proposed land use designations within the Plan area do not comply with the MDP, e.g., proposed conversion from non-residential to residential.
Natural Features Assessment and Prioritization Report	This report entails a desktop review and assessment of natural features within the Plan area, vegetation mapping, a review of wetland function and relative value assessment, crown-claimable lands, and water boundaries review. The assessment of natural features should involve an appropriate evaluation and methodology for the prioritization of natural features. The report should discuss buffers for natural features identified for retention, any mitigation, and future considerations. Note that the St. Albert Natural Areas Assessment – 2015 Update and Growth Management Study – Ecological Assessment (2020) provides desktop information of natural features in St. Albert. These documents can be utilized in the preparation of the Natural Features Assessment and Prioritization Report. However, updates to the current state of any natural features must be reflected in the Report.
Servicing Design Brief	The Servicing Design Brief outlines storm water management facilities, water reservoirs, lift stations, and major pipes that effectively make up the spine of the storm, water, and wastewater/sanitary networks. Documents shall be stamped and signed by a registered professional Engineer.

Additional Studies	Description
Student Population Projection	This information is to inform the potential number of school sites based on the most recent municipal census data and resident population within the ASP area. Please refer to **Appendix E**.
Traffic Impact Assessment (TIA)	The TIA shall follow requirements and conditions set within the City's TIA Guidelines and will provide an overview of the technical evaluation and background of analysis on major roads (Boulevards, Crosstowns, Connectors, Neighbourhood roadways) and entrances to the neighbourhood(s). Documents shall be stamped and signed by a registered professional Engineer (Alberta registered).
Additional Supporting Documents	At the pre-application stage, any additional supporting documents will be identified.

4.0 Area Structure Plan Technical Report

This section describes what to include in the ASP Technical Report. Supporting documents must be consistent with each other, and with the development concept. A peer review of documents may be initiated by the City, at the cost of the applicant. All measurements must be in hectares (ha) or metres (m).

4.1 Outline

The Technical Report for an ASP should follow the outline in **Figure 4-1**, which identifies content for each section. If there are sections within the ASP outline that are not applicable to the ASP (such as a specific land use concept), provide rationale as to why that section is not included.

Figure 4-1: Area Structure Plan Technical Report Outline

1.0	**Introduction**	
1.1	**Site Location**	• On a map with a scale and a north arrow, show the location of the site in context to the whole city. • Provide the area, in hectares, of the Plan area. • Be clear of what the Plan boundaries are, in consultation with Administration, i.e., if a roadway is a boundary, clarify if the boundary includes the entire road width, or midway.
1.2	**Name of Area Structure Plan**	• Naming of an Area Structure Plan shall be initiated by the developer. • Provide rationale for the name of the proposed ASP. • The Municipal Naming Policy provides information on naming an Area Structure Plan. • Area Structure Plan name shall be approved by Council.
1.3	**List of Consultants**	• Provide a list of consultants (planners, engineers, architects, market appraisers, etc.) that are involved with the ASP.
1.4	**Purpose**	• Provide MDP land use designations and the key land use designations for the ASP, and the documents used to create the Technical Report.
1.5	**Vision**	• Describe the overall vision for the area and how Neighbourhood Plans will be incorporated; how development may look and feel once developed; and the meaning to the public and the end-users. Describe the interest in development of this area of the city. • For amendments, provide rationale and justification for the proposed change(s), and how the change supports the vision of the area and Council priorities.

1.6	**Objectives**	• At full build-out, describe what this development provides to the citizens and businesses of St. Albert. • Provide a connection to the MDP goals, so it is clearly articulated.
1.7	**History**	• Describe previous and existing land uses on the site and adjacent lands. • Include any significant information about the site that should be documented and/or retained. • Provide any knowledge of traditional land uses of the subject area by Indigenous peoples. • Provide any information of historic resources that are of value to cultural heritage as identified in the Listing of Historic Resources (National, Provincial, and Municipal listings). • Historical Resources Act Approval from the Government of Alberta.
1.8	**Timeframe of the Plan**	• Identify the expected timeframe, in years and the year, for build-out, and any factors that would speed up or slow down the development of the area.
1.9	**Property Ownership Patterns**	• A table showing legal description, ownership, area(s) in hectares, and percentage of the total land areas. • Identify any parcels of land that the applicant may be purchasing to incorporate into the Plan area. • Map of property ownership(s): ASP boundary, gross area, City boundary, legal descriptions, name of ownership, area in hectares, rights-of-way plan numbers and ownership, and roadway plan numbers. • If there has been history of change in land ownership, provide a table showing the date, owner, and legal description of each property and size. • Should a landowner choose not to participate in the Plan area, discuss what attempts are being made or have been made to involve specific landowner(s), and reasons for non-participation. Administration encourages lands to be included in the Plan area even if the landowner is not ready to develop their land.
2.0	**Edmonton Metropolitan Region Board**	Within the Edmonton Metropolitan Region Growth Plan, St. Albert is identified as an Urban Centre and a Metropolitan Area. Describe how this proposal meets the Edmonton Metropolitan Region Growth Plan (EMRGP) six Regional Policy Areas: 1. Economic Competitiveness & Employment

2. Natural Living Systems
3. Communities & Housing
4. Integration of Land Use & Infrastructure
5. Transportation Systems
6. Agriculture

Statutory plans will be evaluated with the Ministerial Order for Regional Evaluation Framework (REF) to determine if a referral to the EMRB for a decision is required. A referral would occur after the first reading and before the third reading of Council. Referral times following first reading by Council, for a decision by the EMRB are approximately 3 months.

MDP Map 2: EMRB Growth Plan Structure identifies key points for St. Albert in relation to the Growth Plan.

3.0 Statutory Plan Compliance

Provide a brief statement and identify 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.

- Municipal Development Plan (MDP).
    - Any proposed ASP or ASP amendment must include a comprehensive review of MDP Map 2: EMRB Growth Plan Structure, Map 3: Urban Structure and General Land Use, and incorporate corresponding policies to demonstrate conformance with the MDP.
    - It is expected that the application will be consistent with the MDP.
    - Should a MDP amendment be required, the applicant must provide justification for the amendment by upholding the intent of the MDP goals and principles, to the satisfaction of Administration. Additional technical support studies may be required as part of a MDP amendment application. MDP amendments may be processed concurrently.
- Existing Area Structure Plan (ASP) for the specific area.
- Adjacent ASP(s) to the specific area: Identify how roads, pedestrian connectivity, land uses, etc. will be compatible and interfaced.
- If adjacent lands are not within an approved ASP, describe the land uses and the jurisdiction of the lands.

4.0 Municipal Documents

The City has several municipal documents, each with a specific focus, with each relating to how land is used. These documents are available on the City's website. Please review these documents and reference the applicable documents in the Technical Report that support or do not support the concept of the application:

- Big Lake Stormwater Management Plan
- Carrot Creek Regional Drainage Master Plan
- City of St. Albert Land Use Bylaw
- City of St. Albert Municipal Development Plan (MDP)
- City of St. Albert Municipal Engineering Standards
- City of St. Albert Parks and Open Space Standards & Guidelines
- Complete Streets Guidelines and Implementation Strategy
- Edmonton Metropolitan Region Growth Plan (EMRGP)
- Environmental Master Plan (EMP)
- Heritage Management Plan
- Ministerial Order for Regional Evaluation Framework
- Municipal Government Act RSA 2000 Ch. M-26
- Natural Areas Conservation and Management Plan
- Off-Site Levy Bylaw
- Park Master Plans
- Public Participation Standards for Planning and Development Applications
- Smart City Master Plan
- St. Albert Natural Areas Assessment
- Stormwater Management Master Plan
- Surface Drainage Bylaw
- Traffic Bylaw
- Traffic Impact Assessment (TIA) Guidelines
- Transit Long Term Department Plan
- Transportation Master Plan (TMP)
- Utilities Master Plan
- Water Conservation Bylaw

5.0 Public Consultation Summary

Public consultation activities include:

- Approval of Public Consultation Plan prior to public consultation.
- Summary of the public consultation tools used along with dates of meetings (in-person/online) or other activities, list of attendees with addresses, postal codes, or emails,

meeting location, and method of advertisements (mail-outs, newspaper ads of public notifications).
- Feedback received and how it was incorporated into the development proposal.
- Any deviations from the initially approved Public Consultation Plan, with rationale.

Record of public meeting(s) must be provided. Virtual meetings are recorded so that people unable to attend can view the video. A verbatim transcript prepared by a court reporter is required for in-person and online meetings. Verbatim transcripts are to be provided as PDF with the application.

6.0 Site Analysis

Provide a summary of the findings for each supporting report and study identified as a requirement by Administration, under the Application Checklist. This includes describing pre-development conditions of the Plan area.

7.0 General Policies

The MDP is structured around nine (9) goals and principles:

1. Green Environment
2. Robust Economy
3. Housing Options
4. Mobility Choices
5. Cultural Richness
6. Resilient Infrastructure
7. Community Well-being
8. Great Places
9. Sustainable Growth / Land Use Concept

The goals and principles of the MDP explain what is intended to be achieved and the policies are how to achieve them. In the ASP, the structure will be objectives and policies. The objectives will outline what is trying to be achieved and the policies will describe how it will be achieved. The following goals and principles of the MDP, as general policies, are required to be reviewed and conformed within the ASP. The proponent should include draft ASP policy statements that support the MDP principles and provide “how” the draft ASP policies will be achieved. The rationale for the ASP policies must be included in the Technical Report. For the purpose of this Document, the Sustainable Growth section will be discussed with the section regarding the Land Use Concept.

7.1 Green Environment

Objective

Conformance with MDP policies in Section 5 is required. This section of the ASP will ensure environmental protection and enhancement policies of the MDP are addressed.

Policy

ASP policies must demonstrate the protection and enhancement of natural features, promotion of biodiversity, protection of water quality and quantity, and protection and expansion of City's urban forest and tree canopy.

Sample Policy:

Require Neighbourhoods Plans to address the adequate provision of parkland, including, but not limited to, park type classification, size, and block configuration, to ensure that future park facilities can be appropriately accommodated.

7.2 Robust Economy

Objective

Conformance with MDP policies in Section 6 is required to ensure creation and protection of a robust economy policies within the MDP are addressed.

Policy

ASP policies must demonstrate the expansion of economic and employment growth in new employment areas to accommodate a broad range of employment uses, and facilitate growth, innovation, and entrepreneurship.

Sample Policy:

Promote opportunities for innovative businesses to advance the economy, promote a sustainable community, and address emerging trends.

7.3 Housing Options

Objective

Conformance with MDP policies in Section 7 is required to ensure that housing options are being provided in all stages of new growth neighbourhoods through the provision of a variety of housing forms and affordable housing options.

Policy

ASP policies must demonstrate the accommodation of a full and balanced mix of housing choices, meeting the needs of everyone, at all stages of

Sample Policy:

Encourage projects with 10 units or more to have a minimum of 10% of units be designed to meet universally accessibility standards.

life, and ensure that appropriate, adequate, and affordable housing is available to all current and future residents.

7.4 Mobility Choices

Objective

Conformance with MDP policies in Section 8 is required to ensure that St. Albert supports a safe and efficient multi-modal transportation network, providing a full range of attractive and healthy options for moving around.

Policy

ASP policies must demonstrate how a multi-modal transportation system supports pedestrian, cyclist, and vehicle movement through the design of street network and active transportation network including trails and public transit.

Sample Policy:

Design a multimodal transportation network that provides connections to pedestrian, bicycle, vehicle, and transit routes within the Plan area to facilitate access for all users.

7.5 Cultural Richness

Objective

Conformance with MDP policies in Section 9 is required to provide opportunities for residents and visitors to experience arts and cultural programming, preserve history by conserving tangible and intangible heritage assets, and promote the increased awareness of the rich Indigenous and Métis history and culture in St. Albert.

Policy

ASP policies must demonstrate support and enhance cultural richness, heritage, and reconciliation of Indigenous and Métis peoples.

Sample Policy:

Foster opportunities that incorporate Indigenous culture such as place names, the provision of cultural space, and the integration of interpretive elements into the landscape, to promote and celebrate Indigenous culture.

7.6 Resilient Infrastructure

Objective

Conformance with MDP policies in Section 10 is required to ensure infrastructure systems are resilient, efficient, adaptable, and embracing innovative technologies.

Policy

ASP policies must demonstrate that efficient, equitable, and fiscally responsible servicing infrastructure is provided to support densities for sustainable growth, while minimizing adverse impacts of climate change. This includes waste management and utility infrastructure.

Sample Policy:

Require stormwater management facilities to be located in appropriate areas to the satisfaction of the City, to ensure alignment with provincial and municipal requirements and standards.

7.7 Community Well-being

Objective

Conformance with MDP policies in Section 11 is required to ensure that St. Albert supports the physical, mental, and social well-being of residents with a continuum of community services and neighbourhoods that support healthy lifestyles.

Policy

ASP policies must demonstrate that the dedication and future programming of schools, parks, open spaces, and community facilities are planned to enable efficient, safe access to community services to enhance the mental, physical, and social health, and overall well-being of the community.

Sample Policy:

Locate synergistic uses together or in proximity to one another, such as senior housing, affordable housing, market housing, school sites, commercial uses, and community services, to create complete communities and promote community gathering, health, and well-being.

In addition to applicable MDP policies, additional school sites may be required at the NP for neighbourhoods with student populations greater than 1,000 students, based on density and population increases. Location of high school sites should be identified in the ASP based on population projection, access to higher order street and community park location. Community park sites that are 3.8 hectares or greater in area, as identified in the ASP, may be allocated as future school sites at NP.

Identified school sites in an ASP and NP must be located on a higher order street network, include more than one street frontage, and have access onto a public roadway.

Location and quantity of protective services such as fire halls and police stations, and community facilities such as recreation centres and libraries should be identified in the ASP based on population projections, service distance, and emergency response time. Reference applicable master plans and policies of the respective City department.

7.8 Great Places

Objective

Conformance with MDP policies in Section 12 is required to ensure that St. Albert creates a unique sense of place and community, with well-designed built environments that create lively spaces and instill civic pride.

Policy

ASP policies will contribute to distinctive gathering places, streets designed for people, placemaking, accessibility, and effective signage.

Sample Policy:
Require mixed-use developments located adjacent to the Neighbourhood roadway to be street-oriented and have high standard of architectural aesthetic.

8.0 Sustainable Growth & Land Use Concept

The ASP Technical Report should demonstrate how the proposal will manage growth and support intensification within the city. It should also describe how the proposed policies and concept plan implement the land use policies and further defines the future land use in the MDP.

8.1 Priority Areas of Growth

Priority areas for growth within the city are identified on Map 4 of the MDP. Please identify if the lands for development are within a priority growth area. If the ASP is not within an identified priority growth area, provide justification for why this area is proposed for development.

8.2 Outward Growth

The MDP sets an aspirational target to accommodate a population of 100,000 people, directing the majority (70%-80%) of this growth to the outward growth areas. This section must provide a review of outward growth policies as per Section 13.1 of the MDP to ensure efficient use of land and infrastructure, to support growth, and to attract new residents and businesses.

Demonstrate how the proposed plan contributes to a tax revenue split of 70% for residential and 30% for non-residential assessment, as per MDP Policy 13.1.6, and show assumed employment generation figures in terms of jobs per hectare for proposed non-residential uses. Should the lands be within the 2022 north annexation area, the tax revenue split is 60% for

residential and 40% for non-residential assessment, as per MDP Policy 13.1.13.

The Plan must achieve a minimum overall density of 40 dwelling units per net residential hectare for new neighbourhoods, as per MDP Policy 13.1.3.

8.3 Transit Oriented Development (TOD)

The North Transit Oriented Development (TOD) Centre and Rapid Transit Station (RTS) areas as identified in Map 3 of the MDP, enable higher residential densities and mix of uses to be achieved. Many of the RTS sites are within the Priority Areas for Intensification as identified on Map 4. The EMRGP must be met with respect to development proposals around TOD/RTS sites such as efficient parking use and site design to reduce parking impacts. Auto oriented uses or uses that are incompatible with mixed-use and residential uses are generally discouraged.

Commercial and mixed uses that create an active streetscape such as retail storefronts are encouraged to be located centrally within TOD/RTS sites. Commercial uses that focus more on generating employment rather than an active streetscape, are encouraged to be located outside of the central TOD/RTS area. This is intended to prioritize access and walkability from transit to the active uses. However, the development should support a minimum density of 140 people and jobs per gross hectare.

TOD/RTS sites should be designed with redevelopment potential in mind to allow transition to future intensification supported by transit. Smaller parcel size and grid pattern road network should support the transition and intensification of designated and future TOD/RTS sites. Use existing transit and multi-modal transportation as a means of mobility to support highest and best use developments and intensive land uses around TOD/RTS sites. Emphasis should be placed on high quality treatments and application of good urban design principles to esthetically enhance these developments.

8.4 Land Use Concept

In the ASP Technical Report, provide:

- A coloured map, with a scale, showing future land uses. See **Figure 1-2** for terminology of land uses in the legend.
- In addition to land use, this map should include:
    - General location of stormwater management facilities.
    - Approximate locations for city-wide and community parks, reserve lands, and school

sites adjacent to community parks based on population projection.

- A table with development statistics (see **Appendix A**: Sample Development Statistics Table for Area Structure Pla). When applying for an ASP amendment, please keep what is shown in the approved ASP, prepare a second set of columns to show what the amendment is proposing, and then additional column(s) to show the combined of the existing and proposed. The statistics need to clearly depict what is being proposed.
    - The EMRGP and MDP both require a minimum residential density of 40 dwelling units per net hectare to be achieved for all new residential developments in St. Albert.

8.5 Major Open Spaces

Natural Features, as identified in the MDP and on Maps 3 and 5 of the MDP, are incredible resources to the City and to be maintained through conservation and enhancement. This section must demonstrate how the ASP addresses MDP policies in Sections 14.1 and 14.2 to ensure conservation of natural features and the management of major open spaces.

8.7 Trail Corridor Areas

This section must demonstrate how the ASP addresses MDP policies in Section 14.4 to ensure these areas will shift to become more transit oriented mixed-use areas that support vertical mixed-use buildings and high density housing, with appropriate transition to existing and future land uses.

8.8 Mixed-use Areas

Mixed-use Nodes from the MDP are identified as Mixed-use Areas in an ASP.

Mixed-use Nodes are discussed under MDP Section 14.5 and identified on MDP Map 3. Additionally:

- MDP Policy 13.1.4 identifies the minimum Mixed-use Node density in the range of 50-60 units per net residential hectare.
- MDP Policies 13.1.5 and 13.2.5 identify that a minimum density of 140 people and jobs per gross hectare is needed in Mixed-use Nodes. As such, the encouraged mix of uses are walkable and compact commercial, institutional, public places, parks, and medium density housing.

Mixed-use Areas are adjacent to the Neighbourhood land use designation, along major roadways, and provide services to adjacent Neighbourhoods. These focal points are easily

accessed, walkable, with a compact built form that enable complementary mix of uses and supports medium density developments. Medium density residential sites should surround Mixed-use Areas located on higher order streets to allow a transition between Mixed-used Areas and low density residential areas.

8.9 Neighbourhoods

Neighbourhoods should have a range of low and medium density housing forms, to meet housing needs of a diverse socioeconomic community. Housing form will predominantly be low-rise and can include compatible low-rise or mid-rise apartment buildings. Development will have active transportation connections, support St. Albert's green character with street trees, and develop complementary to surrounding neighbourhoods. Section 14.6 of the MDP must be reviewed for conformance with this section to ensure that all new neighbourhoods are designed to be complete, inclusive, and walkable, accommodating a diverse range of housing types and mix of uses.

ASP policy should also enable neighbourhood scale commercial and institutional land uses that serve the immediate residential neighbourhood and considered walkable. These uses should be located on Crosstowns roadways or Connector roadways to improve accessibility and to mitigate traffic related impacts on local roads. The location of these uses is to be detailed thought the land use concept and polices in the NP.

8.10 Employment Areas

MDP Section 14.7 must be reviewed and conformed with to ensure creation and protections of employment areas to attract and accommodate a broad range of office and industrial uses that are critical to the city's economy and non-residential tax base.

8.11 Mixed-use Employment Areas

MDP Section 14.8 and Map 3 identifies Mixed-use Employment Areas for the city. Development is small-scale, pedestrian-oriented with light industrial, office, and complementary commercial.

9.0 Transportation

The City of St. Albert Municipal Engineering Standards and Transportation Association of Canada (TAC) Design Guideline for Canadian Roads apply to the roadways of St. Albert. The City of St. Albert utilizes its Complete Streets Guidelines and Implementation Strategy for typology and naming of roadway classes, which may be supplemented by TAC roadway classifications. The ASP roadway design must conform to the MDP Section 8.2 – Street Network.

- ASPs need to show the major transportation networks such as the Boulevard, Crosstown, Connector, and

Neighbourhood roadways to support transportation and servicing to neighbourhoods within the ASP and demonstrate connectivity to the city-wide grid.

- The transportation map will show the anticipated roadway alignment of Boulevard, Crosstown, Connector, and Neighbourhood roadways.
- The balance of the lower order roadways within the neighbourhoods such as local roadways and lanes are to be included in the Neighbourhood Plan.
- ASP road design must support vehicular traffic volumes projected for the Neighbourhood Plan(s) within the ASP, active modes of transportation, and pedestrian connectivity.
- A Transportation Impact Assessment (TIA) prepared by a qualified professional is required as part of the ASP application.
- An ASP area must have multiple access points that may be from different Boulevard, Crosstown, and Connector roadways, ensuring Neighbourhood Plan areas have at least three points of access.
- Roadway policies should discuss the public realm of the roadway types and interface with adjacent land uses.

9.1 Boulevard Roadway

- Roadways that support the Edmonton metropolitan area, serving local and regional travel, typically used for public transit services, and often providing commercial / large load movement.
- Examples of a Boulevard roadway would be St. Albert Trail (Highway 2), Ray Gibbon Drive, and Anthony Henday Drive.

9.2 Crosstown Roadway

- Allows users to travel across the city, without changing corridors. These streets provide connectivity for public transit buses and may provide for commercial / large load movements.
- Indicate existing and proposed Crosstown roadways within and bordering to the Plan area.
- If a Crosstown roadway, will be built or upgrade provide information about timing of construction, road right-of-way widths, intersections and spacing, type of intersections (right-in/right-out, full signalizations, turn lanes etc.), and pedestrian/bicycle movement.
- Examples of a Crosstown roadway would be Boudreau Road, Giroux Road, Hebert Road, Neil Ross Road, future Fowler Way, future extension of 127 Street NW, Gervais

Road, LeClair Way, Campbell Road, McKenney Avenue, Bellerose Drive, and Sir Winston Churchill Avenue.

9.3 Connector Roadway

- Connects Crosstown roadways together. Connectors provide connectivity for public transit buses and may provide for commercial / large load movements.
- Indicate existing and proposed Connector roadways, within and bordering to the Plan area.
- Provide policies about the timing of roadway construction, roadway widths, intersections and spacing, type of intersections (right in/right out, full signalizations, turn lanes etc.), and pedestrian/bicycle movement.
- Examples of a Connector roadway would be Sturgeon Road, Veness Road, Dennison Road, Villeneuve Road, and Hogan Road.

9.4 Neighbourhood Roadway

- Provides direct access to, and around a neighbourhood. Capable of accommodating public transit buses.
- Indicate the Neighbourhood roadways, timing of developed, roadway widths, intersections and spacing, type of intersections (right in/right out, full signalizations, turn lanes etc.), traffic calming, sidewalks, connectivity, and pedestrian/bicycle movement.
- Examples of a Neighbourhood roadway would be North Ridge Drive, Erin Ridge Drive, and Riel Drive north of Levasseur Road.

9.5 Transportation Design Considerations

Complete Streets principles must be followed for all street designs including, but not limited to, design of streetscapes and intersections. The following should be identified in the ASP to be enabled in the neighbourhood design of the Neighbourhood Plan:

- Multi-modal transportation systems to allow shared right-of-way for vehicles, pedestrians, and bike lanes.
- Grid-like street network enabling more connected street network by reducing cul-de sacs.
- Smaller block sizes with appropriate number of access points to improve safe access and manage traffic volumes.
- Improved traffic flow and reduce operational costs using roundabouts.
- Traffic calming measures and neighbourhood design for reduced speeds (40 km/h).
- Purpose of the roadway such as truck traffic route, transit route, connection, etc.

- Future expansions, realignment, or upgrades.
- Timing of the roadway construction as it relates to the development of the Plan area.
- Expected coordination between jurisdictions, CN Railway, and the Government of Alberta.
- Interchange and road right-of-way protection based on functional plans.
- Railway crossings such as how many roadways in the Plan area cross the railway, needed road realignment, and needed upgrades to provide safe crossings.
- Bridge crossings, new or upgrades.
- Limited access to certain roadways because of their classification.

10.0 Transit

10.1 Transit Servicing

- Public Transit services to be planned in accordance with the MDP policies and principles in Section 8.3 – Public Transit.

10.2 Transit Planning

- Discuss how the ASP area may coordinate and support existing and future park and ride facilities, and future light rail train or rapid bus services.

11.0 Utilities

11.1 Wastewater Collection System (Sanitary), Stormwater Management, and Water Servicing

- Water, sanitary, and stormwater management servicing must conform to the MDP polices and principles in Section 10.1 – Servicing Standards.
- ASP policies to include higher order servicing network connectivity and capacity to support proposed ASP land uses and overall densities.
- In the ASP Technical Report, the Wastewater Collection System (Sanitary), Stormwater Management, and Water Servicing sections will each require a summary based on the Servicing Design Brief. The discussion will include required new builds such as water reservoir and lift stations for storm and sanitary, major trunk lines, extension of line under major roadways, upgrades, capacity in existing systems, pipe sizes, and an overview of how the ASP areas will be serviced in a contiguous order. A separate map for sanitary, water, and stormwater is to include the location of new builds and upgrades, general direction of flow, and trunk lines.
- Show the ultimate design and interim servicing options with timelines as to when the options will apply and when

the ultimate design will be required. This may be based on hectares of land, uses, and densities.

- The Utilities Master Plan should be studied, as off-site projects may be required before development can proceed.
- All servicing must conform to the current City of St. Albert Municipal Engineering Standards, and relevant bylaws. At time of development, the Standards and Bylaws that are in place at time of development are adhered to.
- Requirements for oversizing of servicing shall be determined by the City's Engineering Department.

12.0 Implementation

12.1 Implementation Hierarchy

- Any proposed ASP or ASP amendment must be consistent to the policies of the MDP.
- Any proposed ASP or ASP amendment application must be supported by applicable MDP policy review to uphold the intent of MDP policies and principles.
- The policies of the ASP will be implemented by Neighbourhood Plans within each ASP area.
- MDP Policy 16.2.12 refers to this Terms of Reference as the guiding document for the preparation of the two-tier ASP and NPs.
- The applicant is responsible to show how the goals, principles, and policies of the MDP are achieved by the proposed ASP or ASP amendment.

12.2 Timing of Development

- When the application is circulated for comments, it is possible that development will be restricted until supporting infrastructure and roadways are installed, or for unforeseen reasons.
- The direction of development will be determined by the logical extension of infrastructure and servicing in the area. Development shall be in a contiguous manner.
- Identify anticipated challenges and possible solutions.

12.3 Neighbourhood Plans

- Prior to the approval of subdivision or redistricting, Neighbourhood Plans will be required to be prepared by the applicant and approved by the Director of Planning and Development.
- Neighbourhood Plans must be consistent with the ASP.

13.0 Maps

Maps should include the north arrow, scale, legend. A map is required to illustrate the following:

- Location

- Future Land Use
- Transportation
- Water Servicing
- Wastewater Collection System
- Stormwater Management
- Legal Descriptions
- Major Open Spaces
- Site Analysis
- Direction of Development
- Aerial
- Surrounding Context
- Neighbourhood Plan Areas (if known)

5.0 Neighbourhood Plan Process

5.1 Neighbourhood Plan Timeline & Process

The NP process ranges between 3 to 5 months. **Figure 5-1** outlines the process and associated timelines for new NPs and amendments to an NP. Please note that the timelines listed are associated with an ideal application that is deemed complete upon submission, and conforms to applicable plans and legislation. Additionally, many factors can result in an increased timeline, e.g., submitting an incomplete application.

Figure 5-1: Neighbourhood Plan Timeline and Process

1	Pre-Application Meeting
2	Application Submitted
3	Application Deemed Complete
4	Circulation
5	Circulation Comments to Applicant
6	Applicant Review Circulation Comments
7	Review and Accept Applicant Responses
8	Prepare and Circulate Draft NP to Applicant
9	Director's Review and Decision

Notes:

- A timeline associated with the above steps will be generated when an application is submitted. The timeline will assume a best case / complete application.
- As NPs are technical documents, they are circulated internally, and may be circulated to external agencies for review, where appropriate. NPs are not circulated to the public.
- The applicant is required to respond to the City's comments by a given deadline. Responses to comments must be deemed satisfactory by the City's review before the application can proceed. At the discretion of Administration, an application may require re-circulation depending on the extent of changes to the proposal, and re-submission fees may be required and payable by the applicant.
- Administration will prepare the Director's Report and NP for the Director of Planning and Development's consideration.

5.2 Who Writes the Neighbourhood Plan?

The applicant or Administration can write the draft Neighbourhood Plan, based on the approved ASP or anticipated approved ASP, information provided, and in accordance

with City policies. The draft NP document is to consider the interests of the applicant, stakeholders, referral agencies, residents, and the future residents and businesses. The NP document will be reviewed and edited by Administration, before a decision by the Director of Planning and Development. A template for the design of the NP will be provided to the applicant by Administration, if requested. Please note that the approval timelines are not fast-tracked if the NP document is prepared by the applicant.

5.3 Policy Writing for Neighbourhood Plan

5.3.1 Guiding Elements

The policy sections of the Neighbourhood Plan will use the following writing structure designed to link the ASP policies with the NP. The ASP policies will be considered for each NP within that ASP. The NP is the document that further identifies implementing the ASP policies. When considering ASP policies, ask the six questions: Who, What, When, Where, Why, and How. Possible questions might include:

- How will the policies be implemented? This may be about the order of development.
- What policies will be implemented? What needs to happen to have policies implemented?
- Who will implement the policies?
- When will the policies be implemented?
- Why is a policy not being implemented or being changed?
- Where will the land uses be placed?

5.4 Approvals

An NP is approved by the Director of Planning and Development, as per the approved Neighbourhood Plan Bylaw 5/2022. All NPs must conform to the policies of the ASP in order to inform redistricting and subdivision applications. Any NP proposals or amendments to NPs that do not conform to the respective ASP, will require an ASP amendment. An amendment of the respective ASP would require Council approval prior to the NP being considered for approval. The NP must be referenced in the policy framework of each ASP as an implementation tool.

An NP cannot be approved until the ASP is approved by Council. However, the processes can run concurrently.

5.5 Simultaneous Neighbourhood Plan Applications

When an ASP has different developers initiating separate Neighbourhood Plans or areas within the same Neighbourhood Plan, Administration may require developers to submit their applications simultaneously. Alternatively, the development concept must demonstrate coordination between developers for matters such as land uses,

connectivity, transit, and servicing. These requirements will be determined by Administration.

When more than one application is received by the City to amend the same Neighbourhood Plan, the City will determine which application will go first for a decision. Before a second Neighbourhood Plan application amendment can have a decision, the decision on the first application that is before the Director of Planning and Development must be made, because the outcome of the decision may impact the text and maps.

5.6 Neighbourhood Plan Application Checklist

Please note that a digital copy of the application form, supporting documentation, and technical studies are required. At the pre-application stage, Administration will confirm the required technical studies and the number of hard copies required.

Figure 5-2: Required Documents for a Neighbourhood Plan

Required Documents	Description
Application Form and Checklist	The application form and attached checklist can be found here: https://stalbert.ca/dev/planning/applications/planning-processes/
Current Certificate of Title	Required for each parcel of land and each easement, right-of-way, or other legal document registered on the property that affects the use of the lands.
Draft Neighbourhood Plan	Preparation of the Neighbourhood Plan by the applicant is optional. Administration can provide the template, upon request.
Fees	Cheque only. Credit card payments are not accepted.
NP Technical Report & Maps	The purpose of a Technical Report is to explain and provide rationale for each new Plan or Plan amendment. The Technical Report is to inform Administration if development is feasible, its impacts, and what might need to occur to consider development of a site. The Technical Report must be based on good planning principles and demonstrate conformity to policies in the MDP, ASP in which the NP is located, and other applicable policies and bylaws. Please refer to Section 6.0 for further details.
Owner's Authorization	Required by the primary landowner making the application.
Technical Studies and Reports	At the pre-application meeting, additional studies and reports will be identified based on the specific proposal that the applicant must prepare. It is also possible that following circulation, more studies and reports could be identified and required.

Figure 5-3: Additional Studies for a Neighbourhood Plan

Additional Studies	Description
Alberta Energy Regulator (AER) Report	To identify wells, oil and gas facilities, and pipelines within the Plan area.
Biophysical Impact Assessment **(May include Wetland Assessment)**	Findings from the ASP's Natural Features Assessment and Prioritization Report should be reviewed to inform the NP's Biophysical Impact Assessment. The Biophysical Impact Assessment is a field study undertaken to identify flora (plant life including mosses and fungi) and fauna (mammals, birds, insects, fish, reptiles, and amphibians etc.), located on the subject lands, and identify environmentally sensitive areas, locally sensitive areas, and wildlife corridors as currently identified in the City of St. Albert Natural Areas Assessment – 2015 Update, and the City of St. Albert Natural Area Conservation and Management Plan. While a specific Rare Plant Survey is not required, should any rare plants be observed during any field investigations or assessments, the Assessment report shall note the findings. The assessment will study the impact of development and recommendations for compensation, conservation, naturalization, and best management practices. This report should be in keeping with provincial legislation and the City of St. Albert's environmental policies. A Biophysical Impact Assessment may often be referred to as a Natural Area Assessment.
Constraints	Map and information identifying rights-of-way locations, confined feed operations, sour gas wells, abandoned wells, high pressure pipelines, utility lines, rail lines, landfills, natural and cultural features, steep slopes, flood hazards, etc.
Environmental Site Assessment (ESA)	Based on the ESA completed for the ASP, discuss what mitigation is required for the NP. If an ESA was not completed for the NP lands, then a Phase 1 ESA must be completed, and depending on the findings, a Phase 2 ESA may be required. The ESA should identify appropriate uses for the land, such residential, institutional, and commercial.
Fiscal Impact Analysis (FIA)	The FIA is to be prepared by Applications Management Consulting Ltd. using the City of St. Albert's fiscal model. The FIA is based on full build-out providing anticipated capital costs, replacement costs, operational costs, and revenues to the City.

Additional Studies	Description
	The FIA should account for the mix of uses and respective densities, and discuss fiscal implications of residential versus non-residential uses. This may require scenarios for different forms of development. It is possible additional analysis may be required after the initial FIA is submitted.
Geotechnical Report	Provides a geotechnical assessment on undeveloped land to evaluate the existing soil conditions and properties and unconfined groundwater levels to determine the potential impacts on the future development of the subject lands. The geotechnical assessment will characterize the general soil properties found within the assessment area and provide general guidance to constructability of buildings, transportation networks, and supporting infrastructure. The City requires information regarding groundwater levels to evaluate the range of the depth to groundwater throughout the year. The City generally asks that groundwater level data be collected over a two-year period (minimum of four measurements per piezometer). Groundwater levels should be collected in the Spring and Fall of each year. Additionally, each piezometer will be sampled at least once for inorganic groundwater chemistry including pH, alkalinity, and electrical conductivity. This information will assist in developing future drainage and stormwater management plans as well as provide background information for the dewatering of construction sites. The submission must identify the locations of the proposed piezometers and monitoring frequency. When slopes exist, the study will identify structure development line (foundations of principal building and structure cannot be built beyond the structure development line), urban development line (rear property line), and top of bank; plus, restrictions such as no fill, irrigation, or swimming pools.
Height Impact Study	To investigate potential impacts of any wind tunnels, building massing, etc.
Historical Resources Act (HRA) Approval	The HRA approval can be obtained through a Historic Resources Application with the Historic Resource Statement of Justification, and submitted through the Alberta Government Online Permitting and Clearance System (OPaC).

Additional Studies	Description
	To see if there are any lands within the Plan area that are within the Listing of Historic Resource map, visit https://www.alberta.ca/listing-historic-resources.aspx, and search 'listing web map application'. The listing of historic resources will help identify if future development will impact historic resources such as archaeological sites, paleontological sites, Indigenous traditional use sites, and/or historic structures. The Historic Resources Statement of Justification is designed to determine if the subject lands contain any known historical resources, or if they contain potential for any unrecorded resources that will be impacted by future land development. The report requirements must be in keeping with the Historical Resources Act requirements.
Historical Resource Impact Assessment (HRIA)	An assessment may be required before a development activity begins if the project may impact Alberta's historic resources. If there are lands that are contained within the Listing of Historic Resources, an HRIA may be required.
Market Analysis	If the proposed land use designations within the Plan area do not comply with the MDP, e.g., proposed conversion from non-residential to residential.
Noise and Vibration Mitigation Study	This study should address potential impact from noise and vibration through the use of setbacks, screening/buffers such as landscaping, berms and fences, and appropriate building materials. This study should explore mitigation measures caused by noise and vibration impacts from industrial / commercial operations, rail line, traffic on Crosstown and Boulevard roadways, and other impactful uses. If the Plan area is in proximity to railway operations, please refer to: http://www.proximityissues.ca/
Parks & Open Space Evaluation Tool	See **Appendix F**, the City of St. Albert Parks and Open Space Standards and Guidelines. Within the Guideline is the Evaluation Tool, to be used in assessing how well a proposed park system meets the City's Parks and Open Space Standards and Guidelines.
Parking Study	To help develop appropriate parking regulations, parking management strategies, and guide future parking development.
Servicing Design Brief	The Servicing Design Brief outlines all details of the stormwater, water, and wastewater/sanitary networks. Details should include

Additional Studies	Description
	connectivity to adjacent areas (including future development areas), expected utility line sizes, locations for SWMF, sanitary/storm lift stations, and water pressure reducing valves. Temporary and permanent facilities required at each stage of development should be shown. Where possible, Servicing Design Briefs should identify shared contributed infrastructure that will require cost-sharing arrangements between multiple parties. Documents shall be stamped and signed by a registered professional Engineer.
Student Population Projection	This information is to inform the number of school sites necessary based on the most recent municipal census data and resident population within the NP area. Please refer to **Appendix E**.
Sun Shadow Study	To illustrate sun and shadow impacts of proposed development in relation to its surroundings during the equinoxes of March and September, and on the solstices of June and December at the hours of 9:00 am, 12:00 pm, 3:00 pm, and 6:00 pm. A time lapse clip can also be provided.
Topography Map / Survey	Topography and flood mapping for the subject lands will include a topographic survey for the Plan area at one (1) metre intervals. The map will include the topography and a description of the range of slopes in the development area, 100-year flood map, show top of bank, proposed development setbacks as identified in the Geotechnical Report, and the high-water mark. High resolution LIDAR is preferred.
Traffic Impact Assessment (TIA)	The TIA shall follow requirements and conditions set within the City's TIA Guidelines and will provide the detailed technical evaluation and background of analysis on major roads (Boulevards, Crosstowns, Connectors, Neighbourhood roadways) and minor roads (Local roadways and Laneways), with supplementary supportive reporting on active mode considerations, parking, noise mitigation and incidental TIA details. Documents shall be stamped and signed by a registered professional Engineer (Alberta registered).
Tree Inventory and Assessment	To assess trees and woodland on private property for retainment. Assessment should examine the condition and ecological value of the trees, potential to acquire woodland as Municipal Reserve, and discuss measures for tree protection. The Tree Inventory and Assessment must be completed by a Certified Arborist.

Additional Studies	Description
Urban Design Study	Prepare an urban design study that should place emphasis on high quality treatments and application of good urban design principles to aesthetically enhance industrial and mixed-use developments, including well-integrated connectivity, to enable walkability and access to transit, building placement, and site design.
Wetland Assessment	The assessment involves the identification and classification of wetlands through field surveys when an appropriate amount of vegetation growth is present under snow-free conditions. Wetlands will be assessed in accordance with the requirements of the Alberta Wetland Identification and Delineation Directive. Field data undertaken for a Wetland Assessment is typically valid for three years, therefore, it should be completed if development is foreseeable within three (3) years from the completion of the Wetland Assessment.

6.0 Neighbourhood Plan Technical Report

This section describes what should be in the NP Technical Report. Supporting documents must be consistent with each other, and to the development concept. A peer review of documents may be initiated by the City, at the cost of the applicant. All measurements must be in hectares (ha) or metres (m).

6.1 Outline

A NP Technical Report will follow the document outline in **Figure 6-1**. If there are sections within the NP outline not applicable to the NP (such as a specific land use), provide rationale as to why that section is not included. An explanation of what is expected in each section of the Technical Report follows **Figure 6-1**.

Figure 6-1: Neighbourhood Plan Technical Report Outline

1.0	**Introduction**	
1.1	**Site Location**	• State the name of the ASP the NP is within. • On a map with a scale and a north arrow, show the location of the site in relation to the whole city and the ASP the NP is within. • Provide the area, in hectares, of the Plan area. • Be clear of what the Plan boundaries are, in consultation with Administration, i.e., if a roadway is a boundary, clarify if the boundary includes the entire road width, or midway. • A map outlining existing built form/land use and future plans (approved or shadow) surrounding the subject lands to provide context.
1.2	**Name of Neighbourhood Plan**	• The ASP name is a decision of Council. The Neighbourhood Plan name may have the same name as the ASP or a marketing name. The Neighbourhood Plan name should be consistent with the principles of the Municipal Naming Policy.
1.3	**List of Consultants**	• Provide a list of consultants (planners, engineers, architects, market appraisers, etc.) that are involved with the Neighbourhood Plan.
1.4	**Purpose**	• Provide highlights of the NP Technical Report, size of the area, and the documents used to create the Technical Report.
1.5	**Vision**	• Describe the overall vision for the neighbourhood; how the neighbourhood will look and feel once developed;

		and the meaning to the citizens and businesses of St. Albert. • For Neighbourhood Plan amendments, provide rationale and justification for the proposed change(s), and how the change supports the vision of the area (as outlined in the ASP) and Council priorities.
1.6	**Objectives**	• At full build-out, describe what this Neighbourhood Plan provides to the citizens and businesses of St. Albert.
1.7	**History**	• Describe previous and existing land uses on the site and adjacent lands. • Include any significant information about the site that should be documented and/or retained, including but limited to, Indigenous peoples and cultural heritage. • If a Historical Resource Impact Assessment (HRIA) was done, provide a summary of the outcomes.
1.8	**Timeframe of the Plan**	• Identify the expected timeframe, in years and the year, for the Neighbourhood Plan build-out, and any factors that would speed up or slow down the development of the area.
1.9	**Property Ownership Patterns**	• A table showing legal description, ownership, area(s) in hectares, and the percentage of the total land areas. • Identify any parcels of land that the applicant may be purchasing to incorporate into the Plan area. • Map of property ownership(s) within the NP boundary, and also show the ASP boundary, NP boundary, gross area of the NP, City boundary, legal descriptions, name of ownership, area in hectares, rights-of-way plan numbers and ownership, and roadway plan numbers. • If there has been history of change in land ownership within the NP, provide a table showing the date, owner, and legal description of each property and size. • Should a landowner choose not to be participate in the NP area, discuss what attempts are being made or have been made to involve specific landowner(s), and reasons for non-participation.
2.0	**Edmonton Metropolitan Region Board**	ASPs are submitted to the EMRB for a decision, where necessary in accordance with the Ministerial Order for the EMRB's Regional Evaluation Framework. An NP is not referred to the EMRB, because an NP that conforms to the ASP in turn conforms to the EMRGP. If an NP does not conform to the ASP,

an ASP amendment is required, which may require a submittal to the EMRB for a decision.

3.0 Statutory Plan Compliance

- Provide a statement of whether the proposed NP application complies with the Municipal Development Plan.
- Describe in general how the NP complies with the policies in its ASP.
- Identify how the proposed NP complements adjacent ASPs or NPs by addressing how roads, pedestrian connectivity, land uses, etc., will be compatible and interfaced.
- Note that any non-conformity of the NP against the polices of the ASP may require an ASP amendment application. An ASP amendment application must demonstrate justification for the amendment by upholding the intent of the ASP. Additional technical studies may also be required to support an ASP amendment application.
- Should the proposed NP application not meet the policies of the MDP and ASP, identify the differences and possible solutions, which may include additional statutory plan amendments.

4.0 Municipal Documents

The City has several municipal documents, each with a specific focus, relating to how land is used. These documents are available on the City's website. Please review these documents and reference the applicable documents in the NP Technical Report that support or do not support the concept of the application:

- Big Lake Stormwater Management Plan
- Carrot Creek Regional Drainage Master Plan
- City of St. Albert Land Use Bylaw
- City of St. Albert Municipal Development Plan (MDP)
- City of St. Albert Municipal Engineering Standards
- City of St. Albert Parks and Open Space Standards & Guidelines
- Complete Streets Guidelines and Implementation Strategy
- Edmonton Metropolitan Region Growth Plan (EMRGP)
- Environmental Master Plan (EMP)
- Heritage Management Plan
- Municipal Government Act RSA 2000 Ch. M-26
- Natural Areas Conservation and Management Plan

- Neighbourhood Plan Bylaw
- Off-Site Levy Bylaw
- Park Master Plans
- Public Participation Standards for Planning and Development Applications
- Smart City Master Plan
- St. Albert Natural Areas Assessment
- Stormwater Management Master Plan
- Surface Drainage Bylaw
- Traffic Bylaw
- Traffic Impact Assessment (TIA) Guidelines
- Transit Long Term Department Plan
- Transportation Master Plan (TMP)
- Utilities Master Plan
- Water Conservation Bylaw

5.0 Site Analysis

Provide a summary of the findings for each supporting report and study identified as a requirement under the Application Checklist by Administration. This includes describing pre-development conditions for the NP area.

6.0 Land Use Concept

The Neighbourhood Plan must conform to the policies of the MDP and applicable ASP. Please refer to **Figure 1-2** for the breakdown of land uses per document – MDP, ASP, and NP.

Provide a description of each development area including:

- Area of land
- Type of land use
- Range of built forms for each land use type
- Number of dwelling units for low, medium, high density sites, and mixed-use sites
- Density ranges for residential land uses

The Land Use Bylaw districts will be considered when determining land use designations in the NP to ensure alignment.

Review and conformance to the corresponding land use policies in the ASP must be demonstrated in the Neighbourhood Plan though the use of proposed neighbourhood design, densities, land uses, and built form.

The following should also be included in the Technical Report corresponding to the text section of land use concept:

- A coloured map, with a scale, showing future land uses with land area (in hectares) for each land use.
- A table with development statistics (see **Appendix B**: Sample Development Statistics Table for Neighbourhood Plan).

The development statistics table should include the following information:

- Each land use type and allocated land area including, but not limited to, residential, non-residential, MR/ER, etc.
- Percentage of total land area allocated to each land use.
- Number of units allocated to each residential and mixed-use land uses.
- Projected population for each type of residential and mixed-use land uses.
- Assumed density within the density range used to calculate projected densities for low, medium, high, and mixed-use land uses.
- Assumed persons/unit used to calculate population projection. Administration can advise on the census data of person per household used to determine the projected population.
- When applying for a Neighbourhood Plan amendment, please keep what is shown in the approved Neighbourhood Plan, prepare a second set of columns to show what the amendment is proposing, and then additional column(s) to show the combined existing and proposed. The statistics table needs to clearly depict what is being proposed.
- Statistics for mixed-use sites/development can include multiple entries depending on the combination of uses. Careful attention should be paid to ensure double counting does not occur between entries.

6.1 Residential

6.1.1 Low Density

- The density range for low density residential housing forms such as single-detached dwellings, semi-detached dwellings, and duplexes is 23-39 du/nrha.
- The density range for plexes, street-oriented townhouse, and townhouses within low density district is 40-110 du/nrha.

6.1.2 Medium and High Density

- The density range for medium density residential is 35-94 du/nrha, and up to 125 du/ha with design criteria.

- The density range for high density residential is 94-141 du/nrha, or higher as per the provisions of the Land Use Bylaw.
- As per the MDP, high density residential is to be located within Trail Corridor Areas and Downtown. This is to support a future LRT along St. Albert Trail.
- Consider Section 14.6 in the MDP, which relates to neighbourhood design principles, and location for medium density residential; and MDP Section 7.1 'Housing Diversity' and MDP Section 7.2 'Housing for Everyone'.
- Servicing and transportation infrastructure capacity shall be considered in determining between medium and high density developments where there is overlap between density ranges.
- Compatibility with surrounding land uses shall be considered in determining the location of medium and high density developments. Good urban design principles such as adequate setback, landscaping, and architectural treatments are to be incorporated into the proposed design to reduce impacts such as height, massing, noise, traffic, privacy, sun/wind, etc.
- Building placement should consider addressing the interaction with the higher order street such as use of high-quality architectural treatments on facades facing the street, orientation of main entrances to the higher order public street, and tight front setback providing walkable connectivity to the public realm.

6.1.3 Supportive Living Accommodation

- Supportive living is typically in a multiple unit structure that is recognized, authorized, licensed, or certified by a public authority. The Land Use Bylaw is specific as to where these facilities can be located.
- Supportive living includes on-site professional care and daily living support such as meals, laundry, and housekeeping.
- Sleep units do not have a full kitchen.
- Units without full kitchens will not be counted in the dwelling unit count. The overall population statistics of the NP will count the anticipated population within the facility.

6.1.4 Mixed-use

Describe the proposed mixed-use development within the NP, as it aligns with its ASP and the MDP. Refer to **Figure 1-2** for various land use designations at each planning stage.

Under the NP, Residential Mixed-use is:

- A single parcel of land developed with a combination of residential, commercial, and institutional uses on the parcel of land and within the built form.
- The mixed-use development is within the context of a residential area, i.e., within the Neighbourhoods land use designation at the ASP and MDP.
- Residential Mixed-use within Neighbourhoods would have non-residential uses at grade on corner lots with transitions to surrounding existing and proposed uses.
- Residential Mixed-use may occur under its ASP's Neighbourhood, Trail Corridor Area, and Mixed-use Areas.

Under the NP, Non-residential Mixed-use is:

- A single parcel of land that does not contain residential uses. Non-Residential Mixed-use development occurs in the context of non-residential development and may include a combination of industrial, commercial, and institutional uses within a building or on the same site.
- Non-Residential Mixed-use may occur under its ASP's Mixed-use Area, Trail Corridor Area, Mixed-use Employment Area, or Employment Area.

Additional notes for mixed-use development at the NP stage:

- Multi-storey, multi-unit, mixed-use buildings are encouraged to enable compact and walkable mixed-use developments that meet the people + jobs / gross hectare (gha) requirements.
- Housing development may include medium density residential units, live/work units, and high density residential in mixed-use area of an RTS area or TOD Centre.
- Indicate the mix and where the residential is located in relation to the commercial, i.e., whether there is residential located above the commercial, live/work units behind commercial areas, or if the uses are within the same building or in separate buildings.

- Indicate the area of land for each use within horizontal mixed-use sites or the proportion of floor area of each use within a vertically integrated mixed-use building.
- Discuss how compact built form and enhanced urban design will achieve walkability for pedestrians and transit connection within the mixed-use area.
- Consideration for parking, for example, adequate supply of parking, how residential and commercial parking is separated within parkade structure, etc.
- Mitigation measures to address potential issues from commercial operations such as noise, light, odour, delivery trucks, garbage locations, screening, staff and patron accesses, and hours of operation.
- Consider Section 14.6 in the MDP, which relates to neighbourhood design principles, location for medium density residential, and staging on when multiple family dwelling units should be developed.
- The residential density range for Mixed-use Nodes is 50-60 dwelling units per net residential hectare (du/nrha).

6.1.5 Rapid Transit Station Areas and Transit Oriented Development (TOD) Centre

- All Rapid Transit Station (RTS) Areas and the North Transit Oriented Development (TOD) Centre are located along the Trail Corridor Areas, as show on MDP Map 3.
- MDP Policy 13.2.5, indicates that within the 800-metre radius of the rapid transit station area, the minimum density target is 140 people and jobs per gross hectare (gha). See **Appendix D** for potential scenarios in achieving a minimum of 140 people and jobs per gross hectare.
- MDP Policy 14.4.6, encourages medium and high density residential forms within 400 metres of an RTS area.
- MDP Policy 13.2.6, identifies 50-125 dwelling units per net hectare for development within 800 metres, and 200 dwelling units per net hectare for development located within 400 metres of an RTS area.

The following discussion applies to Rapid Transit Stations (RTS) and TOD.

- Commercial and mixed-uses that create an active streetscape such retail storefronts are encouraged to be located centrally within the site. Commercial uses that focus more on generating employment rather than an active streetscape, are encouraged to be located outside

of the central TOD and RTS areas. This is intended to prioritize access and walkability from transit to the active uses.

- Sites should be designed with redevelopment potential in mind to allow transition to future intensification supported by transit. Smaller parcel size and grid pattern road network should support the transition and intensification of designated and future sites. Use existing transit and multi-modal transportation as a means of mobility to support highest and best use developments and intensive land uses around TOD and RTS areas. Emphasis should be placed on high quality treatments and application of good urban design principles to esthetically enhance these developments.
- Compatibility with surrounding land uses shall be considered in determining the location of medium and high density developments. Good urban design principles such as adequate setback, landscaping, and architectural treatments to be incorporated into the proposed design to reduce impacts such as height, massing, noise, traffic, privacy, sun/wind, etc.
- Building placement should consider addressing the interaction with the higher order street such as use of high-quality architectural treatments on facades facing the street, orientation of main entrances to the higher order public street, and reduced front setback providing walkable connectivity to the public realm.

6.2 Commercial

6.2.1 Trail Corridor Commercial

Undeveloped Trail Corridor Areas to become mixed-use, transit-supportive places with a framework of interconnected streets that facilitate intensification over time. Encourage vertical mixed-use buildings with commercial on ground floor. Review and conform to policies in Section 14.4 of the MDP pertaining to Trail Corridor Areas. Refer to **Appendix D** for the TOD density calculation and associated policies in section 6.1.5 of this outline.

6.2.2 Neighbourhood Commercial

The planned function of the neighbourhood commercial land use is to provide convenient goods and services that are generally within walking distance of the market being served in the immediate residential neighbourhood. These uses are permitted within small-scale sites and that are easy access of residents.

- Neighbourhood commercial uses will generally be located on the corner of a Crosstown or Connector roadway. The residential amenity of the surrounding neighbourhood will be maintained or enhanced through design, accessibility, limited size of uses, siting of parking or service/loading areas, landscaping, lighting, and access locations. Such matters will be regulated through the Land Uses Bylaw and Development Permit.
- Low rise building forms are encouraged with uses that create an active street front such as ground level retail and restaurant. Consideration should be given to mixed-uses such as residential unit of live-work units, and office spaces to be located on the second floor of the building.
- The proposed small scale neighbourhood commercial use must demonstrate compatibility with adjacent residential uses. Buffering may be required through the provision of setback, landscaping, fences, etc., between a proposed neighbourhood commercial use and abutting residential uses.
- Open storage of goods and materials is not permitted.
- Parking is encouraged to be located at the rear or side of buildings.
- Orient the principal entrance to the street.
- Building and site design must complement and contribute to a safe and desirable neighbourhood character.
- Convenient, accessible, and appealing streetscape is encouraged between the front of the building and the street curb.
- Pedestrian access or connectivity between uses.

6.3 Institutional

Provide a description of each development area, including area of land, style of institutional development, who the product will be marketed to, parking management and access, and anticipated land use district from the Land Use Bylaw. Also describe what mitigation is provided to adjacent land uses, especially residential land uses. Potential uses may include place of worship, government services, schools, hospital, community care facilities, and library.

Post-secondary education facilities are encouraged to locate within Downtown, Trail Corridor Areas, and Employment Areas, as per MDP Policy 6.4.3.

6.4	**Industrial (Employment Area)**	The industrial designation is an Employment Area intended to provide convenient locations for manufacturing, wholesale trade, construction, transportation, storage, communications, utilities, and similar uses. Any proposal for land uses within Employment Areas must conform to MDP Section 14.7 – Employment Areas. • Identify mitigation measures when industrial uses are adjacent to residential land uses, bodies of water, and environmentally sensitive areas. • Identify industrial parcel sizes, anticipated mix of industrial uses, and alignment with City's focus sectors. • Demonstrate the economic impact for industrial development. • Consider synergies needed to enable industrial development. • Consider the location and design of the public realm for the main entrance or gateway into the industrial area. • Provide the anticipated percentage mix of industrial, office, and complementary commercial uses.
6.4.1	**Business Park Industrial (Mixed-use Employment Areas)**	Mixed-use Employment Areas are identified on Map 3 and Section 14.8 of the MDP. Lands may be developed as Business Park Industrial that provides prominent locations for light industrial, office uses, and complementary commercial amenities and services in architecturally treated and finished buildings with a high-quality landscaped setting. • Identify the type of uses envisioned for the industrial business park.
6.5	**Reserves, Parks, Open Space, & School Sites**	• Each NP should anticipate the inclusion of one school site unless the majority of the land use is for non-residential purposes. NPs consisting of majority of non-residential land uses could consider the inclusion of a high-school site. • Any proposals for Municipal Reserve must conform to the MDP policies and principles under Section 11.1 – Municipal Reserve. • Any proposal for parks, open space, and trails must conform to MDP policies and principles under Section 11.2 – Parks, Open Space, and Trails. • Proposed parks and reserves (ER, CR, MR) must adhere to the City of St. Albert Parks and Open Space Standards and Guidelines (POSSG), with completion of the Evaluation Tool contained within the POSSG. As part

of the evaluation, provide a detailed parks map, with graphic scale, to show the following:

- Municipal Reserve(s) (MR) designation.
- Environmental Reserve(s) (ER) designation.
- Conservation Reserve(s) (CR) designation.
- Park Classification identified for each MR parcel and park including parcel size(s) proposed for dedication in hectares.
- Open space.
- School site(s).
- Walkway connections.
- Street classification.
- Percentage of street frontage of the park (required street frontage varies with park classification).
- Width and length of connector park(s) in metres.
- Trail connections within NP and connection to adjacent neighbourhood(s). See sample park map in **Appendix C**.

- When designing park spaces, consideration must be made with the following points:
  - Proposed park(s) and open space(s) must meet the requirements identified in the City of St. Albert Parks and Open Space Standards and Guidelines.
  - From their home, every resident will be within 400-metre access to a park or open space, unobstructed (high traffic road, railway line, fence, or other barriers) walk on the active transportation network.
  - Park spaces being dedicated as Municipal Reserve need to be parcels of land that are developable and of a size to support a variety of unprogrammed and programmed recreational spaces. Remnant un-useable spaces will not be accepted.
  - Identify the timeframe for development of parks through phasing of the plan.
  - Identify any park elements provided by the developer above and beyond City's standards.
  - State the amount of land in hectares for Municipal Reserve, the percentage of Municipal Reserve for the Neighbourhood Plan gross developable area,

and development stage when the reserves are anticipated to be dedicated to the City.
    - Lands dedicated to the City for future school and park development must be free from encumbrance, and of soils that can be developed with structures.
    - Pipes located underground within parkland shall be within PULs, no Municipal Reserve credit will be given to parkland containing underground pipes.
    - Some trail connections could be through a Public Utility Lot (PUL); therefore, no Municipal Reserve credits will be granted for that portion of a trail.
    - Connectivity is required between adjacent and future developments.
    - Multi-use trails adjacent to roadways will not receive Municipal Reserve credit.
    - Storm Water Management Facilities (SWMF): See MDP Policy 10.5.5 Stormwater Management, which indicates that no Municipal Reserve will be given to lands prone to flooding. In addition, public safety and liability must be considered when placing SWMF adjacent to certain types of parks.
    - Provide a description of special natural features within the development site, if it will be retained, and what steps need to be taken to retain the natural feature. Examples may include tree cluster, wetlands, migration corridor, etc.
    - Park should be accessible from a roadway as per the street frontage requirements and not closed in by adjoining lots.

6.5.1 Municipal Reserve Calculations

- Municipal Reserves are calculated at 10% of the aggregate amount of land (the full plan area), less environmental reserves and conservation reserves as per MGA Section 666(2). This means internal roadways and un-built Crosstown and Connector roadways are part of the aggregate land mass.
- Existing built Crosstown and Connector roadways are typically the boundary for a Plan area and are not part of the Plan calculation for Municipal Reserve.
- When a service road is adjacent to another roadway, and the service road is being included in the Plan area, the

service road is part of the full plan calculation for Municipal Reserve dedication.

- If some of the Municipal Reserves (MR) were paid as cash-in-lieu to another municipality for lands that were annexed, it may mean that the 10% MR dedication of the Plan area may not be possible.
- MR requirements to be satisfied through land dedication for new residential developments as per MDP Policy 11.1.2.

6.5.2 School Site Development

- School sites within the NP must conform to the ASP and MDP Section 11.4 – Schools.
- It is possible that additional school sites beyond what is identified in the ASP may be required in NPs based on increase in density, population projection, and corresponding census data.
- It is possible more than one school site may be required based on increase in density, population projection, corresponding census data, and Alberta Infrastructure.
- Schools must front onto and be accessed from a Neighbourhood roadway. Ideally, a school will be on two road frontages. The site selection must consider amount of land, quality of the soils, building setback, building expansion, play area, playfields, use of multi-storey building(s), and on-site parking for teachers and students. In addition, bus drop-off spaces and movement of traffic.
- Minimum school size is 1.8 hectares with an adjoining community park site with a minimum of 2.0 hectares, for a total minimum parcel size of 3.8 hectares.
- Community park sites that are 3.8 hectares or greater in area as identified in the ASP may be allocated as future school sites at NP.
- At time of subdivision, the school site(s) and park site(s) will be divided. The school site(s) will become owned by the assigned School District, and the park site will be City owned. The school site will encompass school building(s), parking lot, playground, tarmac area, and future classroom space expansion. The city park site will encompass the park and recreation amenities for school and community use.
- During subdivision of the school site(s), the frontage of the remnant public park parcel should be considered to meet frontage requirements for public parks.

- School demand projection data should be provided for the Neighbourhood Plan area in the Technical Report.
- St. Albert's municipal census is typically completed every two years. The most recent census data is available on the City's webpage. At the time of undertaking the Neighbourhood Plan Technical Report, please refer to the current census data to calculate school population projections, as shown in **Appendix F**.

6.6 Shadow Plan Area

A shadow plan will show how the adjacent developments align with the balance of the Neighbourhood Plan. Illustrate how each of the Neighbourhood Plan areas fit and function as a cohesive unit:

- Connectivity to major road networks
- Servicing connections
- Linear park linkages
- Walkways and trail linkages
- Land uses

7.0 Transportation

The City of St. Albert Municipal Engineering Standards and the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads apply to the roadways of St. Albert. The City of St. Albert utilizes its Complete Streets Guidelines and Implementation Strategy for typology and naming of roadway classes, which may be supplemented by TAC roadway classifications.

- The transportation map will show all road classifications, anticipated roundabouts, and intersections.
- Boulevard, Crosstown, Connector, and Neighbourhood roadways shall align to the transportation map in the ASP.
- A minimum of three different roadway access points is required per neighbourhood.
- Roadways within a neighbourhood should be connected; therefore, not creating single access points to any part of the Neighbourhood Plan.
- For each roadway classification, identify the interface with adjacent land uses, timing for roadway constructions, roadway widths, intersections and spacing, type of intersections (right in/right out, full signalizations, turn lanes, roundabouts, etc.), traffic calming, and pedestrian/bicycle movement.

		• Roadways will accommodate pedestrians and cyclists to ensure walking and cycling are viable transportation options.
7.1	**Boulevard Roadway**	• Regional streets that support the Edmonton metropolitan area, serving local and regional travel, typically used for public transit services, and often providing commercial / large load movement. • Identify access points from a Boulevard roadway to a Neighbourhood Plan area; what are the possible benefits this access provides to the neighbourhood; and what must be developed to enable the access. • Examples of Boulevard roadways are St. Albert Trail (Highway 2), Ray Gibbon Drive, and Anthony Henday Drive.
7.2	**Crosstown Roadway**	• Major streets that allow users to travel across the city, without changing corridors. These streets provide connectivity for public transit buses and may provide for commercial / large load movements. • Identify pedestrian areas for crossing these major roadways. • Examples of a Crosstown roadway would be Boudreau Road, Giroux Road, Hebert Road, Neil Ross Road, future Fowler Way, future extension of 127 Street NW, Gervais Road, LeClair Way, Campbell Road, McKenney Avenue, Bellerose Drive, and Sir Winston Churchill Avenue.
7.3	**Connector Roadway**	• Major streets that connect Crosstown roadways together. Connectors provide connectivity for public transit buses and may provide for commercial / large load movements.
7.4	**Neighbourhood Roadway**	• Minor streets that provide direct access to, and around a neighbourhood. Capable of accommodating public transit buses. • Access to schools shall be from a Neighbourhood roadway.
7.5	**Local Roadway**	• Minor streets that provide direct access to the fronts of properties, do not accommodate public transit buses or large load movement, and typically connect to neighbourhood roadways.
7.6	**Laneways**	• Minor roads that provide access to the rear of properties and do not provide for public transit buses or commercial / large load movement.

		• Lane/alley discuss where lanes will be located and the built form that will access the lane. • Identify the percentage of lanes to the overall road network of the Neighbourhood Plan. • Require vehicular access from lanes where a lane is provided.
7.7	**Pedestrian / Bicycle Linkages**	• Specify how this development will be walkable and accessible to different modes of transportation such as bicycles and walking, and how the pedestrian/bicycling system will connect to adjacent and future developments. Active mode accommodation is considered and standardized within the Complete Streets roadway cross sections. • Highlight significant pedestrian crossing locations (crossings of roadways) that maintain connectivity within and to adjacent neighbourhoods. • Identify how the connectivity is safe for the end-user, and how it will link to the Red Willow Park system. • Walkway connections can be shown on the future land use map as a 'W'. • Pedestrian connectivity in low density areas should be promoted through the provision of mid-block connections, and to connect cul-de-sacs to Connector and Neighbourhood roadways. • Provisions for active mode connections, by trail or sidewalk, to the broader city network should be completed in the early stages of development, where applicable. • Planning, design, and integration of active modes will incorporate considerations of Universal Accessibility. • Where commercial uses abut residential uses, walkways should be incorporated into the site layout and proposed building design to enable walkability between commercial and residential uses and reduce dependency on vehicular trips.
8.0	**Transit**	
8.1	**Transit Servicing**	• Public Transit services to be planned in accordance with the MDP Section 8.3 – Public Transit. • Transit service may be initiated in the first phase of development. • At time of circulation of the application, Transit Services may identify future transit.

		• The transit distances: 400 metres to 90% of dwelling units; 250 metres to large multi-unit dwelling development, and institutional uses; and 150 metres to major seniors' residences and activity centres.
8.2	**Transit Planning**	• Discuss how the Plan area may coordinate and support existing and future park and ride facilities, and future light rail train or rapid bus services.
9.0	**Utility Services**	
9.1	**Wastewater Collection System (Sanitary), Stormwater Management and Water Servicing**	• In the Technical Report, the wastewater collection system (sanitary), stormwater management, and water servicing each require a summary based on the Servicing Design Brief, separate maps, and discussion of required new builds, upgrades, direction of flow, pipe sizes, capacity in existing systems, and an overview of how the development will be serviced. • The Utility Master Plan should be studied, as off-site projects may be required before development can proceed. • Show ultimate design and interim servicing options with timelines as to when the options will apply and when the ultimate design will be required. This may be based on hectares of land, uses, and densities. • Identify any off-site infrastructure required to support the NP area. • The applicant must identify stages of development for servicing needs. • All servicing must conform to the current City of St. Albert Municipal Engineering Standards, and relevant bylaws. • Requirements for oversizing of servicing shall be determined by the City's Engineering Department.
9.2	**Public Utility Lot (PUL)**	• Public Utility Lot(s) range in size from 6 metres to 15 metres in width depending on the pipe size and the utility services within. • PULs may be used for walkways to provide connectivity. A PUL as a walkway can be shown with a 'w' on the future land use concept. If the grades are too steep, a walkway connection may not be possible. • No Municipal Reserve credit is given to a PUL.
9.3	**Shallow Utilities**	• Developer(s) should contact utility companies for agreements and development requirements.

		• Existing overhead services must be relocated and placed underground at the time of development. Coordination with the various service providers is the developer's responsibility. The developer should advise Administration, as part of the NP process, of relocation of services or requirements for installation. Services should be placed in a public utility lot, or at a minimum within a utility right-of-way that could be made into a PUL at time of subdivision.
9.4	**Energy Efficiency & Green Initiatives**	• Identify how energy efficiency will be maximized through design and construction. This can include building orientation, solar exposure and shading, ventilation, high albedo roofing materials, maximum glazing, and on-site renewable energy production. • Identify other green initiatives that will be implemented through design and construction. This can include stormwater management practices, electric vehicle charging infrastructure, restricting drive-through facilities, and maximizing quality and quantity of tree plantings. • Energy conservation or smart building technology concepts and measures to be used to make the development energy efficient. • Winter city principles that encourage compatibility of design with seasonal variations.
10.0	**Other Criteria**	
10.1	**Noise Attenuation and Vibration**	• When developing adjacent to major roadways and railway tracks, there is a risk of traffic noise and vibration to adjacent land uses. • In the development concept, identify what noise issues may be minimized and at what stage of development the noise could be addressed. Also, identify what mitigation measure will address vibration issues.
10.2	**Proximity to Railway Operations**	• The Federation of Canadian Municipalities and the Railway Association of Canada have prepared guidelines for new development in proximity to railway operations. Please refer to: www.proximityissues.ca/. • The guidelines discuss safety, train derailments, crossings, noise & vibration, and mitigation. • The guidelines discuss multi-storey building designs, noise barrier walls, and design for vibration isolation. • The railway line in St. Albert is the Sangudo Principal Branch Line, with the standard recommended building

setback for new residential development or other sensitive land uses at a minimum of 15 metres from the railway's property line.

- The standard mitigation includes a 1.83-metre high chain link fence along the railway property line for trespass issues. Additionally, within the 15-metre setback from the railway property line:
    - A 2.5 metre earth berm to protect against the physical component of a derailment.
    - A 3.0-metre high acoustical fence. The 3.0-metre high acoustical fence needs to be discussed with the Planning and Engineering Department. The Land Use Bylaw regulation on rear fencing is a maximum height of 2 metres. If there is a walkway between the railway line and private property, this may create a pedestrian safety issue if private property has a solid fence; as no one can see what is happening on the walkway.
    - Brick veneer on the building.

10.3 Off-Site Levies

- Off-site levies are assessed on the development for items such as roadway infrastructure, water infrastructure, sanitary sewer infrastructure, and storm sewer infrastructure.
- At the time of subdivision, levies are typically determined as part of the Development Agreement.
- Additional costs may be borne of the developer to facilitate the near-term plan of infrastructure capacity improvements.

10.4 Redevelopment Levies

- A redevelopment site may have redevelopment levies or requirements to upgrade services and roadway to support the redevelopment project. This may be determined at the time of the Development Agreement, or it may occur at the time of the Development Permit.

10.5 Other Areas to Consider

- Mitigation measures for high water table and wet soils that may impact building foundations and footings. Future bottom of building foundation/footing elevations should not be negatively impacted by the water table.
- When developing near powerlines, a PUL to accommodate the swing of powerlines, which will restrict development, may be required for safety and must adhere to the Electrical Code, as required by the service provider.

11.0 Implementation

11.1 Timing of Development

- When the application is circulated for comments, it is possible that development will be restricted until infrastructure and roadways are installed to support the development, or for other reasons that will be identified.
- Provide a description of the overall direction and staging of the build-out period so that development is sequential, and each stage is contiguous. A map may be used to supplement the description. Be clear in the document that the anticipated development staging is based on the logistics of engineering.
- Identify anticipated challenges and possible solutions for the direction/staging of development.

12.0 Maps

All maps should include the north arrow, scale, legend, etc.

- Location
- Future Land Use
- Transportation
- Water Servicing
- Wastewater Collection System
- Stormwater Management
- Legal Descriptions
- Municipal Reserve
- Constraints
- Staging
- Aerial
    - Pre-Development [Year]
    - Current [Year]

APPENDIX A: SAMPLE DEVELOPMENT STATISTICS TABLE FOR AREA STRUCTURE PLAN

Figure A-1: Area Structure Plan Development Statistics Table Template

	Area (ha)	% of Gross Developable Area	Units	Population	Population & Jobs / Gross Hectare
Gross Area					
Non-Developable Area			-	-	-
Major Open Space – Environmental Reserve (ER)			-	-	-
Major Open Space – Conservation Reserve (CR)			-	-	-
Subtotal Non-Developable Area			-	-	-
Net Developable Area (NDA)					
Other Uses			-	-	-
Public Utility Lots			-	-	-
Roadways • Boulevard • Crosstown • Connector • Neighbourhood			-	-	-
Major Open Space – Municipal Reserve • School Sites including High School(s) • City Parks • Community Parks			-	-	-
Stormwater Management Facility			-	-	-
Subtotal Other Uses			-	-	-
Employment			-	-	-
Employment Areas					
Mixed-use Employment Areas					
Subtotal Employment					
Neighbourhood			-	-	-
Neighbourhoods					
Mixed-use Areas					
Subtotal Neighbourhoods					
Trail Corridor			-	-	-
Trail Corridor Areas					
Subtotal Trail Corridor Areas					

Figure A-1 Notes:

- The development statistics table can be modified depending on what is being proposed in the Area Structure Plan.
- To calculate the population at the ASP stage, it is recommended to calculate the population based on the metric of 40 dwelling units per net residential hectare (du/nha), as this is the minimum density requirement. If the population is based on a density higher than 40 du/nha and not achieved, then an ASP amendment will be required.
- The number of persons per household unit depends on the housing type, based on the City's most recent census data.
    - 2.90 persons per single-detached house
    - 2.45 persons per low density mixed use development
    - 2.23 persons per semi-detached, duplex, townhouse, plex
    - 1.76 persons per apartment
- The population should be further refined at the Neighbourhood Plan stage.
- To provide a range of housing options and support a socioeconomically diverse community, consider the following:
    - A maximum of 60% of the total number of units towards low density residential units.
    - A minimum of 35% of the total number of units towards medium and/or high density residential units.

APPENDIX B: SAMPLE DEVELOPMENT STATISTICS TABLE FOR NEIGHBOURHOOD PLAN

Figure B-1: Neighbourhood Plan Development Statistics Table Template

	Area (ha)	% of Gross Developable Area	Units	Population	Population & Jobs / Gross Hectare
Gross Area					
Non-Developable Area			-	-	-
Environmental Reserve (ER)			-	-	-
Conservation Reserve (CR)			-	-	-
Subtotal Non-Developable Area			-	-	-
Net Developable Area (NDA)					
Infrastructure			-	-	-
Walkways (PUL)			-	-	-
Other PUL • Gas line • Transmission line			-	-	-
Stormwater Management Facility			-	-	-
Boulevard Roadway			-	-	-
Crosstown and Connector Roadways			-	-	-
Neighbourhood and Local Roadways			-	-	-
Laneways			-	-	-
Subtotal Infrastructure			-	-	-
Municipal Reserve (MR)			-	-	-
Proposed MR • Trails not over utilities • Parks • Woodlots			-	-	-
School Site(s)			-	-	-
Registered MR			-	-	-
Subtotal Municipal Reserve			-	-	-
Non-Residential			-	-	-
Commercial			-	-	
Institutional			-	-	
Industrial			-	-	
Mixed-use Commercial (with Residential)			-	-	
Mixed-use Commercial (with Institutional)			-	-	

Mixed-use Institutional (with Residential)			-	-	
Mixed-use Institutional (with Commercial)			-	-	
Subtotal Non-Residential			-	-	
Supportive Living			-	-	-
Supportive Living Accommodation • Not counted as a dwelling unit if the unit does not include a full kitchen or sleeping area • Population statistics are included					
Subtotal Supportive Living					
Residential (Neighbourhood)			-	-	-
Low Density Residential (Single and 2-Unit)					-
Low Density Residential (Plex, Townhouse)					-
Medium Density Residential (Townhouse)					-
Medium Density Residential (Apartment)					-
High Density Residential					-
Mixed-use Residential (with Commercial)					-
Mixed-use Residential (with Institutional)					-
Subtotal Residential					-

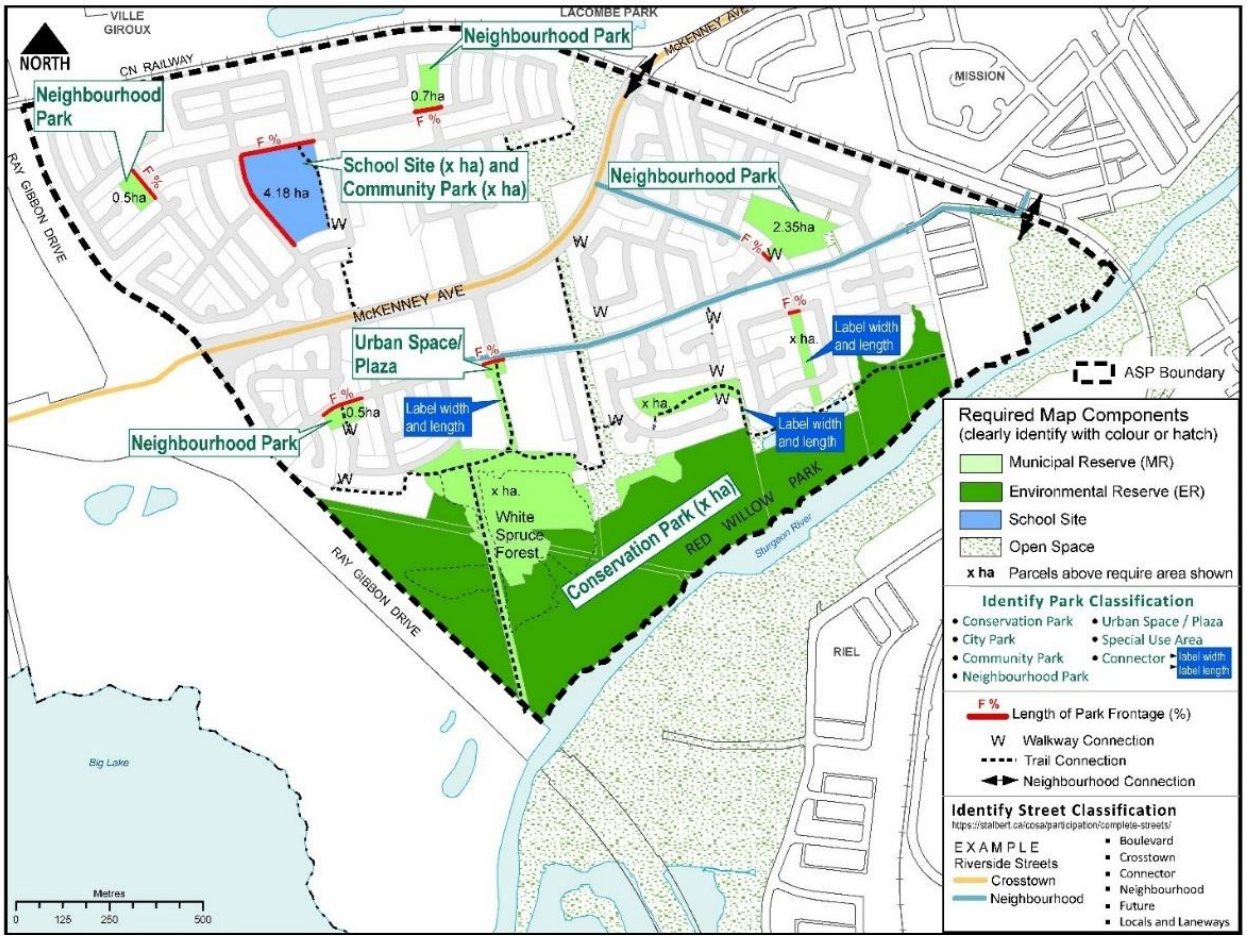
Figure B-1 Notes:

- The development statistics table can be modified depending on what is being proposed in the Neighbourhood Plan.
- Overall, there must be a minimum of 40 dwelling units per net residential hectare, as per MDP Policies 13.1.3 and 14.6.8(c). The residential breakdown may consist of:
    - 23-33 du/ha for low density residential development
    - 37-39 du/ha for low density residential mixed-use development
    - 35-42 du/ha for medium density residential development (may go to 54 du/ha if the development meets the design criteria in the Land Use Bylaw)
    - 40-94 du/ha for medium density residential (may go to 125 du/ha if the development meets the design criteria in the Land Use Bylaw)
    - 94-141 du/ha for high density residential (may be higher if the development meets the design criteria in the Land Use Bylaw)
- Population per residential dwelling unit based on the City's most recent census data
    - 2.90 persons per single-detached house
    - 2.45 persons per low density mixed-use development
    - 2.23 persons per semi-detached, duplex, townhouse, plex
    - 1.76 persons per apartment

APPENDIX C: RESERVE LAND

Figure C-1: Reserve Land Requirements

	RESERVE REQUIREMENTS	SUPPPORTING DOCUMENTS
Reserve Amount	The City requires 10% of gross land (less ER and CR) as Municipal Reserve.	• Section 666, Municipal Government Act
School Site	At least one school site is anticipated for every 64 hectares within each ASP. Sites identified in the ASP, will be shown in the NP. The minimum size of a school site is 1.8 ha combined with a minimum Community Park of 2 ha for a minimum total area of 3.8 ha.	• Municipal Development Plan • Joint Use and Planning Agreement (formerly School Site Allocation Agreement) • City of St. Albert Parks and Open Space Standards and Guidelines
Community Park	One Community Park required with an adjoining to school site. Minimum park size is 2 ha.	• Municipal Development Plan • City of St. Albert Parks and Open Space Standards and Guidelines



APPENDIX D: DENSITY TARGET SCENARIOS FOR TRANSIT ORIENTED DEVELOPMENT AND RAPID TRANSIT STATION AREAS

Development within 400 metres of the North Transit Oriented Development (TOD) and a Rapid Transit Station (RTS) is to achieve a minimum density of 140 people and jobs per gross hectare through mixed-use development, as per the MDP. There are multiple ways that this density target can be met. As an example, below is a table that describes six (6) different scenarios of a mixed-use area within 400-m of an RTS area.

Figure D-1: Sample Scenarios of Population & Jobs / Gross Hectare in TOD

	Commercial			Mixed-use Commercial				Mixed-use Residential						Medium Density Residential					People & Jobs	People & Jobs / gha
	Area (ha)	Job Density (jobs / ha)	Jobs	%	Area (ha)	Job Density (jobs / ha)	Jobs	%	Area (ha)	Density (units / ha)	Units	People Per Unit	People	Area (ha)	Density (units / ha)	Units	People Per Unit	People		
1	8.7	85	**680**	20%	0.98	85	**83**	80%	3.92	201	788	1.76	**1387**	1.2	90	108	1.76	**190**	**2400**	**140**
2	8.7	85	**680**	25%	1.22	90	**110**	75%	3.68	211	775	1.76	**1365**	1.2	90	108	1.76	**190**	**2405**	**140**
3	8.7	85	**680**	30%	1.47	95	**140**	70%	3.43	221	758	1.76	**1334**	1.2	90	108	1.76	**190**	**2403**	**140**
4	8.7	85	**680**	35%	1.72	100	**172**	65%	3.19	232	739	1.76	**1300**	1.2	90	108	1.76	**190**	**2402**	**140**
5	8.7	85	**680**	40%	1.96	105	**206**	60%	2.94	245	720	1.76	**1268**	1.2	90	108	1.76	**190**	**2403**	**140**
6	8.7	85	**680**	50%	2.45	110	**270**	50%	2.45	279	684	1.76	**1203**	1.2	90	108	1.76	**190**	**2402**	**140**

Scenario #1:

1. The gross area of the mixed-use area is 17.2 ha, which is the total TOD land area including all road infrastructure and Municipal Reserve.
2. The mixed-use area comprises:
    - Stand-alone commercial building of 8.7 ha.
    - Mixed-use building containing both commercial (0.98 ha) and residential (3.92 ha) uses, for a total of 4.9 ha.
        - 20% Mixed-use Commercial Area = 20% × 4.9 ha = 0.98 ha
        - 80% Mixed-use Residential Area = 80% × 4.9 ha = 3.92 ha
    - Stand-alone medium density residential building of 1.2 ha.
3. Regarding job and people density:
    - 85 jobs per hectare is assumed for the commercial development.
    - 90 units per hectare is assumed for the medium density residential development.
    - 1.76 people per unit is assumed for multi-unit residential development.

- Residential density increases as its total hectares decreases. The residential density for a mixed-use building is estimated and may vary.
- Job density increases as its total non-residential hectares increases. The job density for a mixed-use building is estimated and may vary.

4. The numbers of jobs are calculated for non-residential development only. For example, to calculate the number of jobs for the commercial uses in a mixed-use building in Scenario 1:
    - Area (ha) × Jobs Density (jobs/ha) = Jobs
        - 0.98 ha × 85 jobs/ha = **83 Jobs**
5. To calculate the number of people, we need to first understand the number of residential units in that scenario using the density identified. For example, in Scenario 1:
    - Area (ha) × Density (units/ha) = Units
        - 3.92 ha × 201 units/ha = **788 Units**
    - Units × People per Unit = People
        - 788 Units × 1.76 People / Unit = **1,387 People**
6. The second last column is the sum of the Total Number of People and Total Number of Jobs calculated in that scenario. For example, in Scenario 1:
    - Commercial Jobs + Mixed-use Commercial Jobs + Mixed-use Residential People + Medium Density Residential People = People & Jobs
        - 680 Jobs + 83 Jobs + 1,387 People + 190 People = **2,400 People & Jobs**
7. The last column is determined by the (Total Number of People + Total Number of Jobs) / Gross Area. The gross area is 17.2 ha. For example, in Scenario 1:
    - People & Jobs / Gross Area = People & Jobs / Gross Area
        - 2,400 People & Jobs / 17.2 ha = **140 People & Jobs / Gross Area**
8. Overall, the example demonstrates that 140 people and jobs can be achieved despite six (6) difference scenarios, particularly in relation to how much commercial versus residential area are allocated in the mixed-use building.

APPENDIX E: SCHOOL POPULATION PROJECTIONS FOR AREA STRUCTURE PLAN OR NEIGHBOURHOOD PLAN

Figure E-1: Template for Calculating the Student Generation

Age	Grades	% of [Most Recent Year of Census Data] City of St. Albert Census Age Composition [City Population]	Student Generation [Neighbourhood Name] [Neighbourhood Population]
5-9	K-4	6.5%	
10-14	5-9	6.9%	
15-19	10-12	6.6%	
Total	-	-	

Figure E-2: Sample Calculation of the Student Generation for a Neighbourhood Plan

Age	Grades	% of 2018 City of St. Albert Census Age Composition 62,842	Student Generation Cherot Neighbourhood Plan 7,935
5-9	K-4	6.5%	516
10-14	5-9	6.9%	548
15-19	10-12	6.6%	524
Total	-	-	**1,588**

Notes:

- The percentage for each *Age* is based on the most recent census data.
- To populate the column, *Student Generation*, the residential population of the ASP or NP area must be determined. The calculation below is an example for determining the number of K-4 students.
    - Age % Composition Population × Neighbourhood Population = Student Generation
    - 6.5% × 7,935 = **516 K-4 Students**

APPENDIX F: PARKS AND OPEN SPACE STANDARDS AND GUIDELINES

Please note that the City of St. Albert Parks and Open Space Standards and Guidelines is currently being updated to reflect the two-tier ASP and NP planning framework, as park planning is applied differently at the ASP and NP stages. In the interim, Administration can assist the applicant with the park planning.

City of St. Albert Parks and Open Space Standards and Guidelines

Adopted November 2018

This document developed in partnership with McElhanney Consulting Services

McElhanney

stalbert.ca

City of St. Albert Cultivate Life

Table of Contents

1. INTRODUCTION

St. Albert residents cherish their parks and the City's network of parks is an essential community service that yields many benefits to individuals, families, the environment, and economy. To realize these benefits, the park system must be purposefully planned, and individual parks must be thoughtfully designed, constructed, and operated. To enable the development of a well-planned and designed park system, the City has Parks and Open Space Standards and Guidelines.

1.1 Purpose of the Parks and Open Space Standards and Guidelines

The Parks and Open Space Standards and Guidelines are intended to provide a clear, modernized and principle-focused approach to parks planning and design at both the Area Structure Plan, Park Master Plan and individual park (or site) scales. This document replaces the 1994 City of St. Albert Parks and Open Space Standards and Guidelines and provides a strong guide to enable the City, developers, partners, and stakeholders to design and build parks that meet the present and future needs of the community.

The *Parks and Open Space Standards and Guidelines* are comprised of 4 key components:

Parks and Open Space Principles & Criteria

Parks and Open Space principles & criteria provide the framework and the action items for designing parks in alignment with the Guiding Principles of the Municipal Development Plan. The evaluation of parks and open space system in an Area Structure Plan or Park Master Plan are directly aligned with the Principles and Criteria.

Parks and Open Space Classifications

The Parks and Open Space Classifications provides direction on the types of parks to be included in an Area Structure Plan or Park Master Plan to provide a well-balanced, cohesive parks and open space system.

Parks Amenities

The Parks Amenities provides direction on the park amenities (or components) to be provided with each park. The amenities are defined by park classification and identified as:

- Standard for Park Classification
- Optional for Park Classification
- Incompatible with Park Classification

Evaluation

A comprehensive evaluation tool helps the City to determine how well an Area Structure Plan, Park Master Plan or individual park design meet the City's Parks and Open Space Standards and Guidelines.

2. FOUNDATIONS

The City's park system is planned, designed, constructed, and operated in alignment with the City's statutory and non-statutory plans and policies. Any new parks must adhere to the vision, policies, and regulations of the following statutory and non-statutory plans:

- **MDP**, the City's Municipal Development Plan (MDP), directs the City to maintain and develop a city-wide integrated system of schools; parks; open space; culture, recreation and library facilities which enhances the quality of life for all residents and helps preserve the natural environment.

In instances of policy conflict, the Municipal Development Plan, and the Land Use Bylaw will supersede direction set out in this document.

- The **City of St. Albert Land Use Bylaw 9/2005 (LUB)** provides the regulatory direction for the use and development of land for the City, including parks.
- **Area Structure and Redevelopment Plans Technical Report Terms of Reference (ToR)** details the application requirements for any Area Structure Plan, Area Redevelopment Plan or an amendment to an existing Plan including requirements for parks.
- The **City of St. Albert Municipal Engineering and Landscape Standards** provides the standards for the design of municipal infrastructure including landscape design guidelines, drawing standards, park amenities, pathways and trails, plantings, storm water management and maintenance.
- The **City of St. Albert Recreation Master Plan** in a non-statutory 'road map' that guides recreation development in the City.
- The **City of St. Albert Environmental Master Plan** provides strategic direction for environmental performance including a framework for environmental objectives and targets.
- The **City of St. Albert Natural Area Conservation and Management Plan** identifies the City's important natural areas, provides the tools for conserving natural areas as well as the principles and objectives of managing natural areas.

3. PARKS AND OPEN SPACE PRINCIPLES & CRITERIA

Aligned with the City's Municipal Development Plan and policy direction from the parks and recreation sector, the following Parks and Open Space principles and criteria are to be used to guide the design of a new park system and individual parks. The rationale for each principle is provided and specific planning criteria are described on which evaluation of the proposed park system will occur. When effectively applied, the Principles and Criteria will ensure the new park system will deliver on the City's vision.

PARKS AND OPEN SPACE includes all parks and / or open space associated with a defined classification (see Section 4).

PARK PLANNING PRINCIPLES are concepts that guide decisions about the configuration of the park system and the design of individual park sites.

PARK PLANNING CRITERIA outlines the specific planning direction that will be evaluated for each principle.

Principle 1: Quality of Life

Rationale: Parks and open space are essential to making St. Albert an attractive place to live and work. Parks and open space offer opportunities for the City and neighbourhoods to, support social cohesion and celebrate the City's uniqueness. To do so, the Parks and Open Space system is planned to address known recreation and conservation priorities, needs and desires of the community, and to provide deliberate opportunities for residents to enhance their health and wellness.

Criteria: *Community Needs & Trends*

Parks and open spaces are planned and designed to address known community needs, as determined through available needs assessments, market research, city policies and city staff knowledge, and to reflect the contemporary trends in the parks and recreation sector.

Criteria: *Health & Wellness*

Parks and open spaces are sited to and include amenities that support and enhance physical and mental well-being.

Criteria: *Social Interaction*

Parks and open spaces are sited and designed to be a central focal point within neighborhoods that enable community gathering and support social cohesion. Parks and open spaces contain amenities that enable social interaction and the opportunity for people to gather or share experiences.

Criteria: *Character & Identity*

Themes, amenities, and programming that reflect the distinct character of the City and the neighbourhoods are coordinated and integrated into the design of the park, amenities and infrastructure to ensure aesthetic continuity and consistency with the development. The City's brand as a "Botanical Arts City" is reflected in park designs.

Criteria: Safety

Safety is provided by universal access design which aims to eliminate physical barriers. In addition, user safety and security will be enhanced by incorporating Crime Prevention Through Environmental Design (CPTED) principles into the parks and open space siting and design and through best practises.

Criteria: Visual Aesthetics

Parks and open spaces are designed and arranged to protect the scenic quality of the City and the visual and spatial relationships of the surrounding neighbourhood context.

Principle 2: Connectivity & Integration

Rationale: To ensure the City's park system can be enjoyed by all residents, the Parks and Open Space system needs to be easily accessible, conveniently and compatibly sited, inviting, and visually and physically integrated with the community and to each other.

Criteria: *Access*

From their home, every resident will be within a 400-metre unobstructed (high traffic road, rail line, fence or other barriers) walk on the active transportation network to a park or open space. This is an estimated 5-minute walk.

Criteria: *Active Transportation Integration*

Each park and / or open space is fully connected to and integrated with the City's public and active transportation network.

Criteria: *Inviting*

Parks and open spaces front onto the street with unobstructed visibility to be clearly welcoming and meet the minimum street frontage indicated in the Parks and Open Space classifications.

Criteria: *Compatibility*

Parks and open spaces are sited and designed to maximize compatibility and minimize conflicts with adjacent non-park land uses and between recreation uses within each park.

Criteria: *Wayfinding*

Cohesive wayfinding and spatial awareness are incorporated to identify landmarks and gateways, and to support easy orientation and route finding within and between parks and other destinations in the City; thereby, enhancing the user experience; promoting safety and security, and opportunities for learning.

Principle 3: Diversity & Inclusivity

Rationale: Recreation demands are diverse, and no single park can meet the full range of opportunities desired by city residents. It is key that the broadest range of people are able to equitably access parks and open spaces, increasing social integration. To meet residents needs, deliberate attention needs to be given to ensuring the network offers a diversity of year-round opportunities that are desirable and available to all members of the community.

Criteria: *Functionality*

The land identified for a given park classification will facilitate the function as described in the Park Classifications (Section 4) Shape of the park, topography and soil conditions are key to the functionality of the park.

Criteria: *Demographics*

Parks and open spaces are planned to meet the current and anticipated demographic needs of the community which include age, gender, and ethnic background.

Criteria: *Diversity*

Parks and open spaces are planned to include an diversity of park classifications and amenities as identified in Table 1: Parks and Open Space Amenities (Section 5).

Criteria: *Four Season Design*

Parks and open spaces are designed to embrace the winter season, making the most of opportunities to capture the sun and protecting from the wind as well as the inclusion of amenities which provide opportunities for four season use.

Criteria: *Universal Design*

In alignment with the park classification, parks and open spaces are designed, to the extent practical, to be universally accessible to support inclusivity. Park design should align with the City's adopted accessibility standards in alignment with the Alberta barrier free design requirements.

Principle 4: Sustainability & Conservation

Rationale: To ensure future generations enjoy the Parks and Open Space system, sustainability of the parks and natural ecosystems must be considered. The City's Parks and Open Space system needs to be planned to protect its highest priority natural areas and to integrate ecological systems and green infrastructure in park design and operations. Alignment must occur with the current City of St. Albert Natural Area Conservation and Management Plan.

Criteria: *Conservation*

Parks and Open Space systems are sited, planned, designed, and operated to protect and conserve high priority natural and sensitive areas and maintain or enhance natural ecosystem processes and wildlife habitat.

Criteria: *Landscape Connectivity*

The network of parks and open spaces should be planned and sited to maintain landscape connectivity throughout the City and to surrounding regional corridors, parks, open spaces, natural areas, environmentally significant areas, and protected areas. Wildlife corridors must be taken into account.

Criteria: *Ecological Design & Green Infrastructure*

Parks and open spaces incorporate ecological design and low impact development practices (e.g. stormwater management, rain water harvesting, alternative energy use) during siting, design, construction, and operations.

Criteria: *Flexibility & Adaptability*

Parks and open spaces are designed to be flexible and adaptable to accommodate changing demands, trends, and innovations in park use and recreation.

Criteria: *Sustainable Funding & Resources*

Parks and open spaces are planned and designed to achieve operational efficiencies for the City through the integration of ecological design and the use of quality materials and construction practices.

4. PARKS AND OPEN SPACE CLASSIFICATION

4.1 Purpose of the Parks & Open Space Classification

The City's Parks and Open Space system is diverse and serves multiple functions. Some provide active recreation opportunities that elevate individual health or serve as places to gather and celebrate. Others protect environmentally significant areas and wildlife habitat and allow natural processes such as flooding and pollination to occur. While other parks and open spaces provide quiet contemplative places that improve residents' mental well being and provide opportunities to appreciate the City's natural and cultural heritage. Collectively, the system of parks and open space sites combine to deliver the outcomes that have been set for the City's parks and open space system.

Deliberate planning can create a great parks and open space system. Clear design direction is required to ensure that each individual site plays a purposeful role in the City-wide system. Planning and design direction begin with a clear Parks and Open Space classification system. A classification system is a useful tool to clearly articulate the desires and requirements the City has regarding the provision of parks and open spaces for its residents.

The purpose of the parks and open space classifications are to:

- Clearly define the intended purpose(s) and uses of each park and open space.
- Ensure the Parks and Open Space system is consistently and effectively supplied and configured to provide a deliberate spectrum of opportunities across the city.
- Ensure the Parks and Open Space system is functional and accessible.
- Provide general design guidance and requirements for each class of park and open space.
- Enable developers and the City to evaluate how well the proposed Parks and Open Space system meet City requirements.

4.2 Parks & Open Space Classifications

Seven classes of parks and open space will be applied throughout the City:

- Conservation Park
- City Park
- Community Park
- Neighbourhood Park
- Urban Square / Plaza
- Special Use Area
- Connector

4.3 Parks & Open Space Tables

The following tables present the purpose of each park class as well as clear siting and design direction that is to be applied during park system planning.

CONSERVATION PARK	
PURPOSE	To conserve environmentally sensitive areas and natural areas (as identified in the Natural Area Conservation and Management Plan). Conservation Parks are natural areas of land and / or water that are dominated by native ecosystems and vegetation in naturally occurring patterns. Conservation parks may provide appropriate low-impact and low-density outdoor recreation opportunities and serve as physical connections throughout the City where these uses will not unacceptably compromise the site's environmental values and habitat connectivity
PRIMARY FUNCTION	Conservation. Passive recreation.
SIZE	Variable – dependent on the conservation values the site is intended to protect.
LOCATION	Areas of high conservation value as identified in the City's Natural Area Conservation and Management Plan.
STREET FRONTAGE	Recommend 15% but may be affected by site constraints.
ACCESS AND CONNECTIVITY	From their home, every resident will be within a 400-metre unobstructed (high traffic road, rail line, fence or other barriers) walk on the active transportation network to a park or open space. This is an estimated 5-minute walk. Minimum one access point – where compatible with conservation values
UNIVERSAL DESIGN	Desired Refer to the City's adopted accessibility standards in alignment with the AB barrier free design requirements.
EXAMPLES	
• Grey Nuns White Spruce Park • Coal Mine Park	

CITY PARK	
PURPOSE	A major multi-purpose destination for structured and unstructured recreation, social gathering and community events that attracts residents from across City and motivates people from the Capital Region to visit the City. City Parks are focused on providing unique recreation opportunities and contain features that are not found in Community or Neighborhood Parks.
PRIMARY FUNCTION	Major city-wide / regional special events & city gatherings. Active structured and unstructured recreation. Competition quality outdoor sport.
SIZE	5 ha or greater
LOCATION	Located along arterial and collector roads, near major intersections with safe and practical road crossings and are accessible by various modes of transportation.
STREET FRONTAGE	Minimum 30%.
ACCESS AND CONNECTIVITY	From their home, every resident will be within a 400-metre unobstructed (high traffic road, rail line, fence or other barriers) walk on the active transportation network to a park or open space. This is an estimated 5-minute walk. Minimum two access points into park
UNIVERSAL DESIGN	High priority for Park amenities to be designed to be universally accessible. Refer to the City's adopted accessibility standards in alignment with the AB barrier free design requirements
EXAMPLES	
• Red Willow park • Lions Park • Kingswood Park • Lacombe Lake Park	

COMMUNITY PARK	
PURPOSE	Provide structured recreation amenities not available in City Parks or Neighbourhood Parks such as ball diamonds, outdoor rinks, sport fields, tennis courts, etc., either in association with a designated school site, or on its own. Additional unstructured spaces may be considered.
PRIMARY FUNCTION	Active structured recreation. Minimum one Community Park per ASP as per the requirement of one school site per ASP.
SIZE	2 - 5ha
LOCATION	Located along collector roads with safe and practical road crossings.
STREET FRONTAGE	Minimum 30%. .
ACCESS AND CONNECTIVITY	From their home, every resident will be within a 400-metre unobstructed (high traffic road, rail line, fence or other barriers) walk on the active transportation network to a park or open space. This is an estimated 5-minute walk. Minimum two access points into park
UNIVERSAL DESIGN	Desired Refer to the City's adopted accessibility standards in alignment with the AB barrier free design requirements
EXAMPLES	
• Flagstone • Deer Ridge • Willoughby • Alpine • Natalia	

NEIGHBOURHOOD PARK	
PURPOSE	The outdoor recreation focal point of a neighborhood, Neighbourhood Parks provide unstructured active and passive recreation opportunities for a variety of ages that aim to meet the interests of residents in the neighbourhood.
PRIMARY FUNCTION	Passive unstructured recreation. Active unstructured recreation.
SIZE	0.5 – 2ha
LOCATION	Distributed appropriately throughout the neighbourhood and adjacent to a local or collector road.
STREET FRONTAGE	Minimum 30%.
ACCESS AND CONNECTIVITY	From their home, every resident will be within a 400-metre unobstructed (high traffic road, rail line, fence or other barriers) walk on the active transportation network to a park or open space. This is an estimated 5-minute walk. Minimum one access point into park
UNIVERSAL DESIGN	Desired Refer to the City's adopted accessibility standards in alignment with the AB barrier free design requirements
EXAMPLES	
• Delage • Naples • Gordon • Lafleur	

URBAN SQUARE / PLAZA	
PURPOSE	Urban Squares / Plazas are flexible spaces that provide opportunity for community gathering, civic events and social interactions. They contribute to the character, vibrancy and livability of higher density mixed use and commercial areas.
PRIMARY FUNCTION	Community and civic gatherings. Events providing social interaction. Urban squares generally encompass hardscaped surfaces and therefore create higher construction and maintenance costs. To ensure financial sustainability and adequate green space within the entire ASP park system, the number of urban squares will be limited.
SIZE	0.1 – 1ha
LOCATION	Located in the ASP within higher density mixed use areas. These spaces are highly visible with significant frontage along local or collector streets, are inviting to the general public and are accessible by various modes of transportation.
STREET FRONTAGE	Minimum 50%.
ACCESS AND CONNECTIVITY	From their home, every resident will be within a 400-metre unobstructed (high traffic road, rail line, fence or other barriers) walk on the active transportation network to a park or open space. This is an estimated 5-minute walk.
UNIVERSAL DESIGN	High priority for Park amenities to be designed to be universally accessible. Refer to the City's adopted accessibility standards in alignment with the AB barrier free design requirements
EXAMPLES	
• St. Albert Place plaza	

SPECIAL USE AREA	
PURPOSE	The Special Use Park provides specialized and often single-purpose recreational opportunities. They are designed for a particular use such as BMX parks, mountain bike skills parks, skate parks or specialty gardens. Special Use Park lands are owned by the City but can be operated and managed through a lease or license to a non-profit organization(s) who wish to provide recreational opportunities.
PRIMARY FUNCTION	Specialized structured and unstructured recreation opportunities.
SECONDARY FUNCTION	N/A
SIZE	Dependant on the needs of the activity(s) to be provided.
LOCATION	Varies.
STREET FRONTAGE	Varies. Minimum of one access to a public roadway.
ACCESS AND CONNECTIVITY	Access to the park may or may not be restricted in accordance with stated hours of operation. Connectivity will vary. However, efforts should be made to ensure the park is connected to the City pathway and trail system and located close City transit stop and the active transportation network.
UNIVERSAL DESIGN	Desired, but will be dependant on the activity provided at the park.
EXAMPLES	
• Skateboard park- City operated • Water Play park- City operated • BMX- Leased • Fowler athletic park -City operated	

CONNECTORS	
PURPOSE	Connectors provide physical connections and access to and between neighborhoods, parks, shopping areas, roads, and other destinations in the City. Connectors are primarily pathways and trails with some associated open space and park amenities such as small seating areas or landscaping. In some cases, Connectors may occur along PULs (including SWMF) and will be designed and managed to ensure the original intent of the PUL is maintained.
PRIMARY FUNCTION	Provide physical connection and access.
SIZE	Varies Minimum width of 20 metres for Municipal Reserve parcels.
LOCATION	Varies.
STREET FRONTAGE	Varies
ACCESS AND CONNECTIVITY	From their home, every resident will be within a 400-metre unobstructed (high traffic road, rail line, fence or other barriers) walk on the active transportation network to a park or open space. This is an estimated 5-minute walk.
UNIVERSAL DESIGN	Desired Refer to the City's adopted accessibility standards in alignment with the AB barrier free design requirements
EXAMPLES	
• PUL • Storm Water Management Facility trails • Municipal Reserve	

5. PARKS AND OPEN SPACE AMENITIES

5.1 Purpose of Parks and Open Space Amenities

Park amenities facilitate quality park-based recreation experiences and enhance the comfort and convenience for park users. The City is working to ensure residents have access to a diversity of park-based experiences. Providing diversity is achieved, in part, but ensuring a diversity of park amenities are available to residents. Table 1 illustrates which park amenities are most common in each park classification. Not all amenities are required, or even desired, in each park classification. As such, Table 1 also illustrates whether those amenities are standard, optional, or incompatible with each park classification.

The list of amenities below is not exhaustive. Though the list includes the most common amenities, the City recognizes that some amenities may not have been included and that as technology and activities evolve, new amenities will emerge.

Table 1: Parks and Open Space Amenities

Incompatible - would not be considered
Optional - could be considered
Standard for Park - located in every park

PARK CLASSIFICATION	Conservation Park	City Park	Community Park	Neighbourhood Park	Urban Space / Plaza	Special Use Area	Connector
AMENITIES							
Aquatics							
Outdoor Leisure Pool							
Outdoor Spray Park							
Spray/Water Feature							
Ice surfaces							
Outdoor rink							
Social Ice Surface							
Park signage							
Identification sign							
Information Sign							
Site Furnishings							
BBQ pit/fire pit							
Bike racks							
Picnic tables							
Shelters							
Clubhouse							
Pavilion							
Picnic shelters							
Shade shelters							
Sport courts							
Basketball Court							
Beach Volleyball							
Small Unstructured Courts (*e.g. bocce ball, horse shoe pit, etc.*)							
Tarmac area							
Tennis Court							

PARK CLASSIFICATION	Conservation Park	City Park	Community Park	Neighbourhood Park	Urban Space / Plaza	Special Use Area	Connector
Incompatible - would not be considered Optional - could be considered Standard for Park - located in every park							
Washrooms							
Full Service washroom	Optional	Standard for Park	Incompatible	Incompatible	Optional	Optional	Incompatible
Portable washroom	Optional	Optional	Optional	Optional	Optional	Optional	Incompatible
Other							
Amphitheatre	Optional	Optional	Optional	Incompatible	Optional	Optional	Incompatible
Cross country ski trails	Incompatible	Optional	Optional	Optional	Optional	Optional	Optional
Dog Designated Area- Fenced	Incompatible	Optional	Optional	Incompatible	Optional	Optional	Incompatible
Multi-purpose Rectangular Field / Sport Field	Optional	Optional	Optional	Optional	Optional	Optional	Incompatible
Mountain bike	Optional	Optional	Optional	Incompatible	Optional	Optional	Incompatible
Off-leash Dog Area, Non-Fenced	Incompatible	Incompatible	Incompatible	Optional	Incompatible	Incompatible	Optional
Outdoor Fitness Equipment,	Incompatible	Optional	Optional	Optional	Optional	Optional	Optional
Playground	Optional	Optional	Optional	Optional	Optional	Optional	Incompatible
Skateboarding/ in line	Incompatible	Optional	Optional	Incompatible	Incompatible	Optional	Incompatible
Sliding hill	Incompatible	Optional	Optional	Optional	Incompatible	Optional	Incompatible
Parking Lot	Optional	Standard for Park	Optional	Incompatible	Optional	Optional	Incompatible
Servicing Requirements							
Water	Optional	Standard for Park	Standard for Park	Optional	Standard for Park	Optional	Optional
Sanitary	Optional	Standard for Park	Standard for Park	Optional	Standard for Park	Optional	Optional
Storm	Optional	Standard for Park	Standard for Park	Optional	Standard for Park	Optional	Optional
Power	Optional	Standard for Park	Standard for Park	Optional	Standard for Park	Optional	Optional
Gas	Optional	Standard for Park	Standard for Park	Optional	Standard for Park	Optional	Optional
Telecom	Optional	Standard for Park	Standard for Park	Optional	Standard for Park	Optional	Optional

The list of amenities above is not exhaustive. Though the list includes the most common amenities, the City recognizes that some amenities may not have been included and that as technology and activities evolve, new amenities will emerge. The City will work to maintain this list of amenities with feedback from developers and stakeholders.

As per the Engineering Standards, developers are required to install at minimum benches and garbage cans within a park.

6. EVALUATION

The planning and design of Parks and Open Space system will be evaluated objectively and consistently against the Principles and Criteria presented in Section 3. This principles-based evaluation will foster a collaborative planning process that encourages the City and the development community to undertake excellent park and open space planning and design.

6.1 Evaluation Tools

Park and open space content provided in an Area Structure Plan (ASP), Park Master Plan or individual park design will be assessed through the appropriate evaluation tool. The tool is an objective and consistent means of assessing how well a proposed park system meets the standards and guidelines. Since different levels of details on Municipal Reserve is needed for ASP review and Park Master Plans, separate evaluation tools have been developed.

The following categories are used to assess each criterion:

- **Meets Expectations:** Plan meets expectations for that criteria and does not require any revisions.
- **Needs improvement:** Plan does not meet the expectation for that criteria and needs revisions.
- **Not applicable:** Due to specific circumstances the criteria are not applicable for this plan or the criteria cannot be met. Example is:

  Criteria: Flexibility and adaptability may not be appropriate for a conservation park.

Figure 1. Pre- ASP Meeting or ASP Evaluation Tool

Step 1. The following is provided in ASP submission as AutoCAD, PDF and Paper:

- Park Classification identified for each MR parcel
- Municipal Reserve parcel size
- Width of connector
- Trail connections within ASP and connection to adjacent neighbourhood
- Percentage of street frontage
- Street classification
- 400 m access to parks

Step 2. Applicant completes the comments section and provides a short explanation of how the plan meets the specific criteria and submits as part of the ASP submission.

Step 3. City reviews and provides comments through the ASP review process

Figure 2. Park Master Plan Evaluation Tool

Step 1. Applicant completes the comments section and provides a short explanation of how the plan meets the specific criteria and submits to the Director, Recreation and Parks Department.

Step 2. City reviews and provides comments.

Figure 1: Pre-ASP Meeting or ASP Evaluation Tool

Step 1. The following is provided in ASP submission as AutoCAD, PDF and Paper:

- Street classification
- 400 m access to parks
- Municipal Reserve parcel size
- Width of connector
- Percentage of street frontage
- Park Classification identified for each MR parcel
- Trail connections within ASP and connection to adjacent neighbourhood

Step 2. Applicant completes the comments section and provides a short explanation of how the plan meets the specific criteria and submits as part of the ASP submission.

Step 3. City reviews and provides comments through the ASP review process

Name of ASP:

CRITERIA	EVALUATION QUESTIONS	COMMENTS	*CITY ADMINISTRATION ONLY*	
			QUALIFICATION	*COMMENTS*
PRINCIPLE 1: QUALITY OF LIFE				
Community Needs and Trends	Has information been provided on how the Parks and Open Space system responds to market research; city policies and known city needs? Do parks and open spaces adequately address the market research, city policies and known city needs?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Social Interaction	Are parks and open spaces sited in a location where they will be appropriate focal point in the neighborhood? *Example: Urban square located within high use area.*		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	

Safety	Are parks and open spaces adequately incorporating Crime Prevention Through Environmental Design principles? *Example: Minimum width of connectors is met. Street frontage being met.* MR parcels adjacent to SWMF pose a safety risk and are discouraged.		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
PRINCIPLE 2: CONNECTIVITY & INTEGRATION				
Access	From their home, every resident will be within a 5 minute or 400-metre unobstructed (high traffic road, rail line, fence or other barriers) walk on the active transportation network to a park or open space.		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Active Transportation Integration	Is each park and open space fully integrated with the public and active transportation network? *Example: Do any trails lead to dead ends or are there any gaps in system.* How does it connect to adjacent neighbourhood?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	

Compatibility	Are parks and open spaces adequately sited and designed to maximize compatibility with adjacent non-park land uses? Are the proposed parks and open space amenities compatible with each other or will they lead to potential conflict between uses within each park? *Examples of potential compatibility:* • *Urban square adjacent to high density area.* • *Outdoor Fitness equipment adjacent to a playground* • *Integration of existing tree stands or natural features* *Examples of potential conflicts:* • *Lit outdoor sports field adjacent to residential area* • *Off-leash dog area on an active transportation trail* • *Sledding hill that leads to a SWMF*		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	

Inviting	Are all parks and open spaces fronting on the street with unobstructed visibility? Are all parks and open spaces clearly welcoming to the public and not just to surrounding residents? *Example: Parks should have obvious gateways that provide a visually appealing first impression, so all feel welcome to enter.*		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
PRINCIPLE 3: DIVERSITY & INCLUSION				
Diversity	Is there a diversity of park classifications in the ASP? Is there a community park as part of the school site? Is an urban square appropriate in the ASP?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Functionality	Is the configuration of the park conducive to the siting the appropriate amenities? *Example: Does the shape limit options for amenities?*		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	

PRINCIPLE 4: SUSTAINABILITY & CONSERVATION				
Conservation	Are parks and open spaces planned, designed, and operated to protect and conserve the City's natural areas and wildlife habitat?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Landscape Connectivity	Does the network of parks and open spaces create and/or maintain landscape connectivity to surrounding regional corridors, parks, open spaces, environmentally significant areas, or protected areas?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	

	Completed By:	**Reviewed By:**
	Name *(Print)*	Name *(Print)*
	Signature	Signature
	Organization	Position
	Date	Date

Figure 2: Park Master Plan Evaluation Tool

Step 1. Applicant completes the comments section and provides a short explanation of how the plan meets the specific criteria and submits to the appropriate City representative.

Step 2. City reviews and provides comments.

Name of Park Master Plan:

CRITERIA	EVALUATION QUESTIONS	COMMENTS	*CITY ADMINISTRATION ONLY*	
			QUALIFICATION	*COMMENTS*
PRINCIPLE 1: QUALITY OF LIFE				
Community Needs and Trends	Has information been provided on how the Parks and Open Space system responds to market research; city policies and known city needs? Do parks and open spaces adequately address the market research, city policies and known city needs?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Character and Identity	Have themes been incorporated and do the themes and amenities reflect the distinct character of the City and the neighbourhood?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Social Interaction	Are parks and open spaces sited in a location where they will be appropriate focal point in the neighborhood?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	

Health and Wellness	Do parks and open spaces provide adequate opportunities to enhance resident's mental and physical well-being? *Examples:* • *Quality trails for active recreation.* • *Easy access to parks, which provide a link to the place they live.* • *Quiet places for reflection and relaxation.* • *Social gathering spaces that provide opportunity to build relationships.*		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Visual Aesthetics	Are parks and open spaces designed and arranged to protect the scenic quality of the City and the neighbourhood context?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Safety	Are parks and open spaces adequately incorporating Crime Prevention Through Environmental Design principles?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	

PRINCIPLE 2: CONNECTIVITY & INTEGRATION				
Access	How are people accessing the square?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Active Transportation Integration	Is each park and open space fully integrated with the public and active transportation network?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Inviting	Are parks and open spaces fronting on the street with unobstructed visibility? Are parks and open spaces clearly welcoming? *Example: Parks should have obvious gateways that provide a visually appealing first impression, so all feel welcome to enter.*		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Wayfinding	Is a cohesive wayfinding program included that promotes spatial awareness and meets the requirements of the City's Wayfinding Bylaw?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	

Compatibility	Are parks and open spaces adequately sited and designed to maximize compatibility with adjacent non-park land uses? Are the proposed parks and open space amenities compatible with each other or will they lead to potential conflict between uses within each park? *Examples of potential compatibility:* • *Urban square adjacent to high density area.* • *Outdoor Fitness equipment adjacent to a playground* • *Integration of existing tree stands or natural features* *Examples of potential conflicts:* • *Lit outdoor sports field adjacent to residential area* • *Off-leash dog area on an active transportation trail* • *Sledding hill that leads to a SWMF*		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	

PRINCIPLE 3: DIVERSITY & INCLUSION				
Functionality	Is the configuration of the park conducive to the siting the appropriate amenities?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Demographics	Are the parks and open spaces and the proposed amenities appropriate for the anticipated demographic needs of the community including age, gender, and ethnic background?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Diversity	Do all residential parcels have access to at least two different recreation amenities within 400 metres? *Please list all the amenities that demonstrate diversity.*		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Four Season Design	Are there different and continuous recreation experiences available year-round to every residential parcel? *Please list all the amenities that demonstrate four season design.*		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Universal Design	Does the design of the amenities align with the park classification requirements for accessibility standards?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	

PRINCIPLE 4. SUSTAINABILITY & CONSERVATION				
Conservation	Are parks and open spaces planned, designed, and operated to protect and conserve the City's natural areas and wildlife habitat? Do parks and open spaces adequately maintain or enhance natural ecosystem processes and drainage?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Landscape Connectivity	Does the network of parks and open spaces create and/or maintain landscape connectivity to surrounding regional corridors, parks, open spaces, environmentally significant areas, or protected areas?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Ecological Design & Green Infrastructure	Does the proposed design of the parks and open spaces adequately incorporate ecological design and / or low impact development?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	

Flexibility & Adaptability	Does the proposed design of each park and open space adequately incorporate opportunities for flexibility and adaptability to respond to future changes?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	
Sustainable Funding & Resources	Does the design of each proposed park and open space adequately incorporate operational efficiency for the City?		☐ Meets expectations ☐ Needs improvement ☐ Not applicable	

	Completed By:	**Reviewed By:**
	Name *(Print)*	Name *(Print)*
	Signature	Signature
	Organization	Position
	Date	Date

7. DEFINITIONS

Access – Means an area that serves as the physical connection between a park and an adjacent site or a park amenity and a park (adapted from *St. Albert Land Use Bylaw 9/2005*).

Active Recreation – Recreation activities which require physical exertion, e.g. jogging, bicycling, rowing, skating (*Edmonton Urban Parks Management Plan-June 2006*).

Active Transportation – Includes modes of travel that require physical activity, such as walking or cycling, in contract to other modes that require little physical effort (adapted from *Active Alberta 2011-2021*).

Active Transportation Network – The network of sidewalks, trails, pathways on on-street cycling lanes that facilitate active transportation (adapted from *Active Alberta 2011-2021*).

Area Structure Plan Scale – Refers to the location, size, and classification of the Parks and Open Space system for a plan adopted by Council as an Area Structure Plan Bylaw pursuant to the Municipal Government Act that provides a framework for the future subdivisions and development of an area (adapted from *St. Albert City Plan 2007*).

Area Structure and Redevelopment Plans Technical Report Terms of Reference (ToR) – Provides the application requirements for any Area Structure Plan, Area Redevelopment Plan or an amendment to an existing Plan including requirements for parks.

Catchment – The area from which a park attracts a population that uses its services (*Center for Spatially Integrated Social Science*).

City of St. Albert Environmental Master Plan – Provides strategic direction for environmental performance including a framework for environmental objectives and targets. This document defines how the City will protect the natural environment as part of long-term economic and social prosperity. The Parks and Open Space system will support the implementation this plan by aligning parks classifications with the environmentally significant and natural areas of the City.

City of St. Albert Land Use Bylaw 9/2005 (LUB) – The bylaw that divides the City of St. Albert into land use districts and establishes procedures for processing and deciding upon development applications. It sets out rules that affect how each parcel of land in the City of St. Albert can be used and developed and includes a district (zoning) map (*St. Albert City Plan 2007*).

City of St Albert Municipal Engineering and Landscape Standards – Provides the standards for the design of municipal infrastructure including landscape design guidelines, drawing standards, park amenities, pathways and trails, plantings, Stormwater management and maintenance. The standards are minimums and are intended to ensure that new municipal infrastructure is acceptable to the City regarding overall quality, safety and environmental considerations, functionality, operation and maintenance requirements, and lifecycle costs. These standards will be applicable to all parks and open space.

City of St. Albert Natural Area Conservation and Management Plan – Provides the tools for conserving natural areas as well as the principles and objectives of managing natural areas. This document identifies the legal tools used to conserve natural areas including and the management requirements to ensure these natural areas are protected for future generations.

City of St. Albert Recreation Master Plan – A non-statutory 'road map' for all things recreation that responds to resident and group recreation needs for the City of St. Albert. This plan provides a long-term framework for addressing recreation in St. Albert including casual recreation opportunities such as parks and trails, scheduled activities, such as swim programs. This plan provides the framework for how to achieve and integrate recreational opportunities in St. Albert. Park design and amenities, as well as the location and sizing of parks will compliment and facilitate the recreation priorities for the City.

Municipal Development Plan (MDP) – A "plan adopted by Council as a Municipal Development Plan pursuant to the Municipal Government Act" (*St. Albert City Plan 2007*).

Individual Park (or Site) Scale – Refers to size, location, orientation, integration, and amenities of one park within the overall neighbourhood Parks and Open Space system.

Landscape Connectivity – The degree to which the Parks and Open Space system facilitates movement (adapted from the *Ecological Society of America*).

Local Pathway – Is a pathway that provides secondary routes within communities, linking residential areas to facilities such as neighborhood parks, schools and other local community designation. Local pathway may also serve as links to the regional pathway system. (*City of St. Albert Engineering Standards*).

Low Impact Development (LID) – A land development and stormwater management approach that works with nature to manage stormwater as close to the sources as possible. (*City of Edmonton*).

Park – A specific- use open space area which is managed to provide opportunities for recreation, education, cultural or aesthetic use (*St. Albert Green Assets Committee City Manager Directive-2017*).

Park Planning Criteria (Criteria) – Outlines the specific planning direction that will be evaluated for each principle.

Park Planning Principles (Principles) – Are concepts that guide decisions about the configuration of the park system and the design of individual park sites.

Passive Recreation – Recreation activities which require limited physical exertion such as bird watching, walking, photography (*Edmonton Urban Parks Management Plan 2006*).

Percent Developed – The percentage of a park that is altered from its natural state to accommodate the function and amenities of the proposed park design.

Open Space – Space owned and maintained by a public agency and dedicated for the common use and enjoyment of the general public. This could include open green space, parks, public squares, or other spaces, and may include stormwater ponds or systems (*St. Albert Green Assets Committee City Manager Directive-2017*).

Regional Pathway – Regional pathway system is a citywide linear network that facilitates non-motorized movements for recreation and transportation purposes. The regional pathway is hard-surfaced, typically asphalt and located off-street. It is a multi-use facility and no one user or type of user is to be given preference (*City of St. Albert Engineering Standards*).

Street frontage – Means the width of a lot, parcel, or site at the front property line adjoining a public roadway (*St. Albert Land Use Bylaw 9/2005*). Street frontage percentage, as identified in the Park Classifications, is calculated by property line distance adjacent to the public roadway divided by the overall property line for the entire park.

Structured Recreation – Recreation activities that are organized and typically have clear rules, set times, and set locations / equipment (adapted from *National Recreation and Park Association*).

Tertiary Pathway – Tertiary pathway is a pathway generally located in natural areas or in parks in additional to a regional or local pathway (*City of St. Albert Engineering Standards*).

Universal Design – The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design (*Center for Universal Design*).

Universal Design Principles – The principles by which the environment can be designed to accommodate the abilities of all.

Unstructured Recreation – Recreation activities that are not organized, and can be impromptu, have little to no rules, set times or required equipment (adapted from *National Recreation and Park Association*).

Wayfinding – Refers to information systems, including environmental cues and / or signage, that guide people through a physical environment and enhance their understanding and experience of the space (adapted from *Society for Experiential Graphic Design*).