

	<h2>Municipality of Crowsnest Pass Procedures</h2>
<p>Procedure Category: Worksite: Approval Date: Revision Date: Department:</p>	<p>Area Structure Plan Applications Procedure Office October 20, 2015 August 06, 2025 Development &amp; Trades</p>

### 1.0 Definitions

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

**Conceptual scheme** means a detailed plan that illustrates:

- (a) The layout of a proposed subdivision, with parcel or block boundaries and dimensions.
- (b) Municipal Reserve, Environmental Reserve, and Conservation Reserve.
- (c) Land uses and density of population.
- (d) Public roadways.
- (e) The location and capacity and upsizing requirements of existing or required on-site and off-site municipal water, wastewater, and stormwater infrastructure, based on the design volumes required and produced by the proposed subdivision.
- (f) The relation of the proposed subdivision to future subdivision and development of adjacent areas.
- (g) The sequence of the proposed subdivision.
- (h) The additional information provided for in the Matters Related to Subdivision and Development Regulation (Alberta Regulation 84/2022) and the Land Use Bylaw that the Development Officer may deem relevant to making an informed decision on the subdivision application.

The purpose of a conceptual scheme is to provide for the coordinated planning of access roads, municipal infrastructure (water, wastewater, stormwater), and other aspects (e.g. reserves and walkways). A conceptual scheme is not adopted by a bylaw however, the Development Officer may require that a public hearing for the conceptual scheme is held before Municipal Council, which is a requirement under the Municipal Government Act and the Matters Related to Subdivision and Development Regulation for the conceptual scheme to have standing with provincial government agencies.

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

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

**“Development Agreement”** - a contractual agreement between the Municipality and a Developer as a condition of subdivision approval pursuant to s. 655 of the Municipal Government Act, that specifies the required Municipal Improvements (e.g. public roadways, public utilities, other public and franchised services), the cost estimate to construct them, and the guarantees, securities, and associated payments to be provided by the Developer to the Municipality.

**“Geotechnical Report”** - a comprehensive analysis and report of sub-surface conditions with recommendations, prepared by a Professional Engineer.

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

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

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

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

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

**“Professional Planner”** – a person who is licensed by the Alberta Professional Planners Institute (APPI), or one of the other Provincial and Territorial Institutes and Associations, to use the designation of “Registered Professional Planner (RPP)”, or the applicable provincial or territorial designation, to practice the profession of planning.

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

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

## **2.0 Procedure**

### **A. Process of Preparing an Area Structure Plan**

#### **2.1 Terms of Reference and Design Requirements**

Before beginning the process of preparing an Area Structure Plan (ASP), the Developer should discuss the following with the Municipality's Development and Trades Department, who will coordinate with other Municipal departments as required:

- a. Outline of the Plan Area: The Plan Area must include only full parcels of land, even if only portions of a parcel are being proposed for subdivision. The Developer must have ownership or written consent for each parcel of land within the Plan Area.
- b. Overall vision for the Subdivision: The Developer is encouraged to provide a clear description of the proposed subdivision. This can help clarify how the proposal will tie into existing development in the area and other existing plans or proposed plans in the area. This must include at least a conceptual land use framework, population density, sequencing of subdivision, Municipal, School, Environmental, and Conservation Reserve dedication requirements, engineering standards, major public utility servicing requirements (conceptual design), the major public transportation network and intersections (conceptual design), and other relevant aspects.
- c. Terms of Reference: A description of the proposed plan contents, procedures for plan preparation, expert studies that may be required, and key dates. Administration will advise the Developer on what type of public consultation process is expected.

#### **2.2 Statutory Notification of ASP Process and Initial Stakeholder Consultation**

Pursuant to the requirements of the Municipal Government Act (s. 636 Statutory Plan Preparation), the Developer shall notify stakeholders of the intent to prepare an ASP.

- a. The notification shall include:
  - i. a description of the Plan Area, and
  - ii. a vision of the future redistricting, subdivision, and development of the Plan Area, including the proposed land uses, the approximate number of parcels, the approximate population density, and the expected timeline to full build-out of the Plan Area.
- b. The notification shall request any initial input and representations that the stakeholders may have, and that the stakeholders register their interest to remain involved in the ASP process and provide their preferred method of communication.

- c. The following stakeholders must be notified:
- Plan Area and adjacent landowners and other members of the public who may be affected by the ASP, as determined by the Municipality,
  - the school board(s) with jurisdiction in the area to which the ASP preparation applies,
  - an adjacent municipality where the Plan Area is adjacent to that municipality,
  - the Minister responsible for the Highways Development and Protection Act, where the Plan Area is within 1.6 kilometres of a provincial highway,
  - other provincial government agencies who the Municipality determines may have an interest in the Plan Area [i.e. Alberta Government departments responsible for the environment, public lands, and historic resources, the Alberta Energy Regulator (as may be required under legislation)],
  - applicable federal government agencies who the Municipality determines may have an interest in the Plan Area,
  - Indian Bands and Metis Settlements that are adjacent to the Plan Area,
  - affected public utility companies, and
  - the licensee of an oil or gas well or an abandoned well in or adjacent to the Plan Area.

While this is a legislated requirement for a new ASP but not for an amendment to an existing ASP, the Municipality may require that an amendment to an ASP shall comply with this requirement, based on the nature of the proposed amendment.

The Municipality may be able to assist in the mailing of the notification, at the Developer's cost.

### **2.3 Information Gathering**

The Developer is responsible for conducting research and collecting background data relevant to the proposed ASP or amendment. This includes previous planning studies, civil engineering studies, survey work, geotechnical studies, traffic impact assessments, and legislative, policy and other planning documents. The Municipality may release required data upon request however, a fee will be charged for staff time to package the information for release. A signed data sharing agreement will be required from the Developer, and portions of documents may have to be redacted to comply with FOIPP.

### **2.4 Draft ASP Preparation**

After completing the terms of reference, design requirements, notification / initial stakeholder consultation, and the background data collection process, the developer may prepare a draft ASP, or a draft amendment, and demonstrate to the

Municipality's satisfaction how input received during the statutory notification and initial consultation stages was incorporated into the draft ASP.

## **2.5 Draft ASP Review**

The Municipality will review the draft ASP, or amendment, and provide comments to the Developer with suggested changes. The review of the draft ASP will involve consideration of several items, including:

- a. conformity to the Municipality of Crowsnest Pass higher order statutory plans, policies, and bylaws;
- b. land use;
- c. compatibility with adjacent uses;
- d. transportation impacts;
- e. park and school requirements, including Municipal Reserve, School Reserve, Environmental Reserve, and Conservation Reserve;
- f. environmental impacts;
- g. servicing requirements and costs; and
- h. public and agency feedback.

The review and comment process may have several iterations until the Municipality is satisfied with the ASP content. Once the Developer has made the required changes to the Municipality's satisfaction, the draft ASP can proceed to formal public consultation.

## **2.6 Public Consultation**

- a. The Developer is required to host a minimum of one public open house.
  - i. The open house is the responsibility of the Developer – Municipal staff may attend the open house as a courtesy but will not make presentations or otherwise engage with the public.
  - ii. An additional open house may be required depending on the nature of the public concerns with the draft ASP. If significant public opposition is noted at the mandatory first open house, a second open house will be required to show how the concerns are being addressed through revisions to the ASP.
- b. The Developer will be responsible for holding the open house(s) mentioned above, including all advertising and venue costs.
  - i. Adjacent landowners who, during the statutory notification, registered their interest to remain involved in the ASP process must be notified at least two weeks prior to the open house.
  - ii. The Developer must place an advertisement in the local newspaper at least two weeks prior to the open house.

- c. An open house shall not be held on a statutory holiday. An open house during the months of July and August should be avoided, if possible.
- d. The Developer must provide:
  - i. a summary of the comments received at the open house(s) and how the ASP was revised to address those comments, preferably incorporated into the ASP text with references to relevant policy numbers;
  - ii. a sign-in sheet indicating the number of attendees;
  - iii. a digital copy of any poster boards/information provided at the open house; and
  - iv. a copy of the template adjacent landowner letter and the newspaper advertisement.

## **2.7 Public Consultation Review**

Based on the feedback from the public and agency consultation, the Developer and Administration will review, provide comments for, and find consensus on revisions required to the draft ASP to address the input received.

## **2.8 Further Public Consultation**

A second open house may be required to provide feedback to and gather input regarding ASP revisions from the public, adjacent landowners and other stakeholders who may be impacted by the ASP.

## **2.9 Final Review and Changes**

The Developer is required to address and/or incorporate all feedback received from the public consultation and Administration review, and may then prepare the final ASP for consideration of first reading of a bylaw by the Municipal Council.

## **2.10 First Reading**

The final ASP is given a bylaw number and is presented to the Municipal Council, who will give first reading of the proposed ASP bylaw and will schedule a public hearing.

## **2.11 Advertisement and Public Hearing**

Following first reading of the bylaw, Council must hold a public hearing prior to second reading. The public hearing provides a formal opportunity for the public, adjacent landowners, and other stakeholders to provide input directly to Council. The Municipality will give notice of the public hearing by an advertisement in the local newspaper for two weeks and by mailing/delivering the notice to owner(s) of the subject parcel and to adjacent landowners. If significant concerns about the ASP are

raised at the public hearing, Council may require the Developer to revise the ASP before considering second reading of the bylaw.

### **2.12 Second Reading**

If Council is satisfied that further revisions to the ASP are not required, Council may consider second reading of the proposed ASP bylaw. This step may occur on the same day as the Public Hearing or may be at a later date if Council requests additional time to consider the merits of the ASP.

### **2.13 Approval from Ministry of Alberta Transportation**

If the Plan Area is within 1.6 km (one mile) of a Provincial Highway, the proposed ASP may have to be submitted to the Alberta Ministry of Transportation for approval, prior to being given third reading, depending on the referral comments received from the Ministry earlier in the review process.

### **2.14 Third and Final Reading**

The proposed ASP bylaw is given third reading and formally adopted as a Municipal Bylaw, pursuant to the Municipal Government Act.

## **B. Contents of an Area Structure Plan**

### **2.15 Planning and Technical Overview of the Plan Area**

The ASP text should provide an assessment by qualified professionals of the physiography, developability and serviceability of the Plan Area in the context of existing development and municipal infrastructure. If applicable, special studies and reports that are deemed necessary to make such an assessment must be submitted with and summarised in the draft ASP.

Planning and servicing design at the ASP stage is typically conceptual and does not require detailed design. Unless it is deemed necessary by the qualified professionals, or required by the Municipality in a specific context, it is not required that an ASP involve the preparation of detailed studies that are typically completed as part of a subdivision application. The following reference of the types of studies that may be relevant, will provide the context for when special studies may be required:

- a. Environmental Site Assessment (ESA): A Phase I ESA is a tool to identify sources of environmental contamination, the presence of infrastructure and other relevant information within or adjacent to the Plan Area. It is in the Developer's best interest to complete such an assessment early in the process however, this is a voluntary document for the ASP stage, unless the Municipality is aware of conditions that warrant an assessment at the ASP stage, in which case the ASP shall include a Phase 1 ESA report. Depending on

the findings and recommendations of a Phase I ESA, subsequent Phase II and Phase III ESAs may be required.

- b. Geotechnical Assessment, Soil Percolation Testing and Groundwater Quantity and Quality Analysis: For an ASP Plan Area that is located outside of the Municipality's serviced urban area, reports by qualified professionals to confirm the feasibility of servicing the Plan Area with on-site groundwater wells and Private Sewage Disposal Systems (PSDS), and to determine foundation requirements, are typically required at the subdivision stage. The ASP must include a policy that addresses the requirement for such studies at the subdivision stage, as follows:
  - i. A Groundwater report analysing water tables and aquifers in terms of quantity and quality of groundwater for household wells if the proposed subdivision cannot be serviced with Municipal infrastructure.
  - ii. Percolation testing to identify high water tables that could require specialized construction design and practices. This report will also assess the suitability of the Plan Area for specific types of PSDS if the proposed subdivision cannot be serviced with Municipal infrastructure.
  - iii. An assessment of slope stability and subsurface conditions for foundations in the Plan Area, and recommendations to ensure suitable building sites.
  - iv. An assessment of stormwater management strategies and erosion control requirements.
- c. Wastewater Management: When the Plan Area is located within the Municipality's serviced urban area or within proximity to it such that Municipal wastewater servicing of the Plan Area is feasible, the ASP must include information on Municipal infrastructure capacity and a conceptual design to collect and move wastewater from the Plan Area to the Municipal wastewater treatment plant. When the Plan Area is located outside of the serviced urban area, the ASP must include a policy that requires, at the subdivision stage, an assessment of the Plan Area or of each parcel in a plan of subdivision for the suitable method(s) of wastewater management by PSDS or, when applicable, as may be approved by Alberta Environment, for disposal and treatment within the Plan Area. For this purpose, the assessment shall apply "*The Model Process for Subdivision Approval and Private Sewage – the Suitability and Viability of Subdivisions Relying on Private Sewage Systems*" (prepared by The Alberta Association of Municipal Districts & Counties in Partnership with Alberta Municipal Affairs, February 1, 2011).
- d. Stormwater Management: Regardless of its location within or outside the serviced urban area, the ASP must include a conceptual design for the



management of stormwater runoff and erosion control. The conceptual stormwater design will be refined into a detailed design at the subdivision stage.

- e. Potable and Fire Protection Water Supply: When the ASP Plan Area is located within the Municipality's serviced urban area or within proximity to it such that Municipal water servicing of the Plan Area is feasible, the ASP must include information on Municipal infrastructure capacity and a conceptual design to move sufficient water into the Plan Area to service it. When the Plan Area is located outside of the serviced urban area such that Municipal water servicing is not feasible, the ASP must include a description of the proposed potable water supply. If potable water is proposed to be provided by individual or communal groundwater wells, and the ASP proposes a subdivision that will result in six or more parcels per quarter section (including existing subdivisions), the ASP must include a policy that requires, at the subdivision stage, the preparation of a report pursuant to Section 23 of the Water Act and to the Municipality's satisfaction.

The ASP shall include a policy relative to water requirements for fire protection [see section i].

- f. Transportation: The ASP shall provide a conceptual design of major transportation routes and intersections, and shall include a policy that requires the detailed assessment of the traffic impact of the proposed subdivision by a qualified transportation engineer, at the subdivision stage. If the proposal is within 1.6 km (one mile) of a provincial highway, the ASP will be reviewed by Alberta Transportation, who may require additional information (e.g. a Traffic Impact Assessment to determine road or intersection upgrades, etc.).

In addition to building an internal road system, the Developer may be required to upgrade roads leading to the proposed subdivision at no cost to the Municipality or provide a contribution toward future upgrades. The ASP must include information and policies to address these requirements in a conceptual manner.

Unless the proposed subdivision is intended to be a condominium property, road design must meet the specifications in the Engineering and Development Standards and accommodate stormwater run-off and provide for erosion control [see section d], emergency vehicles, household waste removal vehicles and school buses to the Municipality's satisfaction.

- g. Biophysical Assessment: The ASP must include any known information and relevant policies to ensure that the biophysical aspects of the Plan Area are assessed, protected, or preserved when subdivision occurs. At the subdivision stage, the Municipality may require that a qualified professional produce a

Biophysical Assessment when the Plan Area and/or surrounding area is known to be environmentally sensitive, in terms of the cumulative effect of impacts on or as a result of wildlife habitat and movement corridors, potential contamination from previous or adjacent land uses, or potential effects on nearby lands (within one kilometre of the subject lands), proposed land uses, water bodies or groundwater tables that are expected as a result of the proposed subdivision.

- h. Municipal Reserve, School Reserve, Environmental Reserve, and Conservation Reserve: The ASP shall provide policies consistent with the Municipal Development Plan and the Land Use Bylaw that require the dedication of Reserve to the Municipality at the subdivision stage as follows:
  - i. in any portion of the Plan Area where land qualifies for Environmental Reserve or Conservation Reserve (i.e. the land is adjacent to a water course or water body, consists of a ravine, or is otherwise undevelopable, e.g. due to steep slopes or unstable ground conditions or is of an environmentally sensitive nature), and
  - ii. where it is required that Municipal Reserve and/or School Reserve is dedicated to the Municipality in the amount of 10% of the total Plan Area excluding the area dedicated as Environmental Reserve or Conservation Reserve. Cash-in-lieu of Municipal Reserve may be considered at the discretion of the Municipality, where a need for parks or schools have not been identified.

The ASP shall include policies to specify that, if money is to be provided in place of Municipal Reserve or School Reserve, the Developer shall conduct a market value appraisal at the time of subdivision application in order to calculate the cash-in-lieu contribution, or the Developer and the Municipality may agree on a different method to determine land value.

The Municipal Government Act contains several options for providing Environmental Reserve or Environmental Reserve Easement, and Conservation Reserve, and for the Developer or Landowner to enter into a written agreement with the Municipality – the ASP shall include policies relative to these matters as may be applicable, and such policies and the land use concept shall serve the purpose of a written agreement pursuant to the relevant provisions of the Municipal Government Act.

- i. Wildland-urban interface: if the Plan Area cannot be connected to Municipal water infrastructure for fire protection, the ASP shall include a policy relative to provisions for fire protection and suppression. When the Plan Area is within a distance from an existing Municipal fire hydrant that is acceptable to the Fire Chief, the preference is that fire protection shall occur by way of

shuttle tanker instead of other methods [e.g. a dry hydrant(s) tied into a natural or man-made water source, or buried water cisterns].

The ASP shall provide details of measures to mitigate the impact of the proposed subdivision on wildlife habitats and movement corridors. The Miistakis Institute has developed a web-based “Connectivity Risk Assessment Tool” to help determine how a proposed subdivision might impact the ecological corridors in Crowsnest Pass.

- j. Community identification name, street names and civic addressing: the ASP may address details of the proposed community name, signage, and street names and if not, this information shall be provided at the subdivision stage.
- k. Fencing: the ASP may address details of the location and type of fencing proposed for the Plan Area.
- l. Existing and Proposed Land Uses and Population Density: In reference to the proposed land use concept map which will be included as part of the document, the ASP shall include a section detailing the existing and proposed land uses in the Plan Area and adjacent lands, and outlining any conflicts that may arise as a result of the proposed subdivision, and providing measures to mitigate these conflicts. The ASP shall provide the number of proposed parcels or condominium units in the Plan Area, the types of dwelling unit to be developed, the proposed land use districts, approximate parcel sizes, and an estimate of the population density that is expected in the Plan Area.
- m. Historic Resource Impact Assessment: In accordance with the Alberta Historical Resources Act, the Minister may require that any proposed activity that could affect the integrity of a historic resource is preceded by a Historic Resources Impact Assessment (HRIA).

The ASP shall include an overview of known historical resource values in the Plan Area and shall include policies that require the Developer to conduct the HRIA as part of the subdivision stage, or provide a letter of clearance from the Ministry.

- n. Phasing: The ASP shall provide a tentative phasing schedule for the subdivision of the Plan Area.

## **2.16 Maps**

Area Structure Plan maps shall be professionally designed and shall contain, at a minimum, the following components:

- legend,
- scale,
- title,
- the boundary of the Plan Area along legal lot line boundaries, and

- Municipal boundaries (if applicable).

Maps shall be created in a digital format that can be imported into the Municipality's GIS system (e.g. shapefile, AutoCAD).

The ASP proposal must consist of maps, including the following:

- Natural Areas: A map of the physiographic features of the Plan Area and, where applicable, surrounding lands. This map shall identify topographical features, including natural drainage, steep slopes, near surface water tables, and sensitive natural areas, and shall include an orthographic aerial photo overlay.
- Existing Land Use: This map shall identify existing land uses within and adjacent to the Plan Area, e.g. confined feeding operations, sour gas installations, electric transmission corridors, abandoned wells, oil and gas facilities, country residential development, urban development, provincial parks and recreational areas, and any other existing land uses which may affect the Plan Area or be affected by the proposed ASP.
- Boundaries of Adjacent Municipalities: The Plan shall identify the location of the adjacent Municipalities, which may require specific design considerations and referral to those Municipalities pursuant to current Intermunicipal Development Plans.
- Transportation and Servicing Concepts: These maps shall identify existing and proposed roads conceptually, and shall provide conceptual designs for water and wastewater servicing and stormwater management.
- Municipal, Environmental, and Conservation Reserves: Proposed Reserve dedication shall be identified on a map and the approximate area calculations shall be provided. If the Municipality prefers cash in-lieu-of land for Municipal Reserve dedication, the ASP must include an appropriate policy.
- Land Use Concept: The ASP shall contain a land use concept with the level of detail at the block scale. It is not necessary to provide the level of detail at the individual lot scale, which would be required for a tentative plan of subdivision. The plan shall include the proposed density in the Plan Area and an approximation of lot sizes (if that level of detail is known).
- Phasing: The land use concept shall include any proposed phasing and sequencing of subdivision, and a timeline of the completion of the project.

## **2.17 Additional Information**

- Further Studies or Detailed Investigation: The review of the above noted aspects of the ASP by the Municipality may indicate that additional more detailed assessments or evaluations are required, as well as possible mitigation

measures. Any additional studies shall be completed by the Developer, at no cost to the Municipality.

- b. Documents Submitted: In addition to paper copy submissions (the number of copies will be provided by the Municipality), the Developer is required to submit digital documents.
- c. Council's Option to Waive: The requirement for an ASP or any of the requirements of this Procedure may be waived by resolution of Council when, in the sole discretion of Council, no purpose would be served by preparing an Area Structure Plan or by completing any specific requirement stated in this Procedure.
- d. Associated Costs: There are costs involved in the preparation of an ASP and subsequent subdivision application. While this list is not exhaustive, the following items are generally the major costs associated with the ASP and subdivision process.
  - i. Professional Fees (planner, engineer, environmental expert, surveyor, lawyer). The Municipality has experienced that it is in the best interest of a Developer to involve professionals from the start of the process.
  - ii. Application Fees.
  - iii. Costs associated with holding an open house.
  - iv. Development Agreement and Security Deposit for the cost of Municipal Improvements and Third-Party Infrastructure (at the subdivision stage).
- e. Additional Contacts: The preparation of an ASP may require contact with outside agencies. If the ASP is being prepared by a professional planner, engineer, or surveyor, they will likely have the required information. If not, the following agencies may need to be contacted:
  - i. Alberta Environment
  - ii. Alberta Transportation
  - iii. Alberta Municipal Affairs (Safety Codes)
  - iv. Alberta Health & Wellness
  - v. Alberta Arts, Culture and Status of Women

## **2.18 Conceptual Scheme**

At the discretion of the Municipality in consultation with Alberta Transportation and Economic Corridors where applicable, the Developer may prepare a conceptual scheme in place of an ASP, pursuant to the provisions in the Municipal Government Act, the Matters Related to Subdivision and Development, and the Land Use Bylaw.

### 3.0 Approval

Department Manager: Johan van der Bank Date: August 06, 2025  
(print name)

  
(signature)

### 4.0 End