



# Planning Primer



# Table of Contents

<b>Commonly Used Acronyms</b>	<b>3</b>		
<b>Introduction to Planning</b>	<b>5</b>		
What is Urban Planning?	5		
Who Plans?	5		
Who are Planners?	6		
Who are Development Officers?	6		
The Development Authority	6		
<b>Public Participation</b>	<b>7</b>		
Public Participation in Planning	7		
Public Notice	7		
Referral Letters	7		
How to Get Involved	7		
<b>Planning Trends</b>	<b>8</b>		
Healthy Communities	8		
Housing Diversity	10		
Mixed-Use Buildings	11		
<b>Planning Framework</b>	<b>12</b>		
Planning Hierarchy	12		
Lloydminster Charter (Charter)	12		
Municipal Government Act (MGA)	12		
Official Community Plan (OCP)	13		
		Municipal Development Plan (MDP)	13
		City Council's Strategic Plan	13
		Land Use Bylaw (LUB)	14
		Master Plans	16
		Statutory vs Non-Statutory Plans	17
		Pre-Application Meetings	17
		Environmental Regulations	17
		<b>Planning &amp; Development in Lloydminster</b>	<b>18</b>
		Area Structure Plans (ASPs)	18
		Neighbourhood Structure Plans (NSPs)	19
		Subdivisions	20
		Offsite Levies	24
		Land Designation	24
		Development Permits	25
		Excavation, Building, Gas,	
		and Electrical Development Permits	27
		Water Meters	28
		Real Property Report (RPR)	28
		Occupancy Permits	29
		Planning Bylaw Amendments	29
		Definitions	31

# Commonly Used Acronyms

This section provides concise definitions of commonly used acronyms in planning.

## **APPI – Alberta Professional Planners Institute**

Organization responsible for certifying and regulating planners in Alberta, the Northwest Territories, and Nunavut.

## **ASP – Area Structure Plan**

Statutory document that outlines high-level, long-term planning for a large area within a municipality.

## **BMASP – Bud Miller All Seasons Park**

Two-hundred acre park within the City of Lloydminster that serves various recreational functions.

## **BP – Building Permit**

Document that grants authorization to begin new construction on a new building or make changes to an existing one.

## **CCC – Construction Completion Certificate**

Document that certifies a development has been completed in accordance with approved plans and specifications.

## **CRU – Commercial Retail Unit**

A unit located within a shopping centre or commercial building.

## **DA – Development Agreement**

Agreement that outlines the terms and conditions for developing a property.

## **DA – Development Authority**

Statutory body responsible for overseeing and managing urban development.

## **DARP – Downtown Area Redevelopment Plan**

Strategic initiative aimed at revitalizing the downtown area.

## **DO – Development Officer**

Professional that administers and enforces land use bylaws and regulations.

## **DP – Development Permit**

Document that grants authorization for a particular type of development or use on a property.

## **ER – Environmental Reserve**

Land designated during subdivision to protect environmentally sensitive areas.

## **FAC – Final Acceptance Certificate**

Document issued at the end of the warranty period that confirms the City accepts all responsibility for the development.

## **GIS – Geographic Information System**

Framework for gathering, managing, and analyzing spatial and geographic data.

## **ICF – Intermunicipal Collaborative Framework**

Document required by the Municipal Government Act that outlines how neighbouring municipalities will work together to provide services.

### **IDP – Intermunicipal Development Plan**

Statutory document created jointly by two or more neighbouring municipalities that coordinates land use planning decisions for areas near the shared boundaries.

### **LUB – Land Use Bylaw**

Set of regulations that governs land use and development within a municipality.

### **MB – Municipal Buffer**

Designated area of land that serves as a separation between different land uses.

### **MGA – Municipal Government Act**

Legal framework for how municipalities within Alberta can operate.

### **MDP – Municipal Development Plan**

Statutory document that outlines the long-term vision for land use and development within a municipality in Alberta.

### **MR – Municipal Reserve**

Land set aside during subdivision for the purpose of public use such as parks, schools, or recreational facilities.

### **MSR – Municipal and School Reserve**

Land set aside during subdivision for both municipal and school purposes.

### **MU – Municipal Utilities**

This is a land designation that is set aside during subdivision for essential services owned by the municipality such as water, electricity, natural gas, telecommunications, and waste management.

### **NSP – Neighbourhood Structure Plan**

Document created to guide development for specific neighbourhoods.

### **OCP – Official Community Plan**

Statutory document that outlines the long-term vision for land use and development within a municipality

in Saskatchewan. According to the Planning and Development Act, 2007 (PDA) in Saskatchewan, an OCP can be joint. We hold a joint OCP with the RM of Wilton and RM of Britannia.

### **PU – Public Utilities**

This is a land designation that is set aside during subdivision for essential services such as water, electricity, natural gas, telecommunications, and waste management.

### **RM – Rural Municipality**

Form of a municipality in Saskatchewan.

### **RPP – Registered Professional Planner**

Certified urban planner who has met specific educational and professional requirements.

### **RPR – Real Property Report**

Legal document prepared by a land surveyor that provides a detailed representation of a property's boundaries and structures.

### **SDAB – Subdivision and Development Appeal Board**

An independent board, separate from City administration, that hears and decides on appeals related to subdivision and development.

### **SPPI – Saskatchewan Professional Planners Institute**

Organization that certifies and regulates planners in Saskatchewan.

### **SR – School Reserve**

Land set aside during subdivision for educational purposes, such as a school or related facility.



# Introduction to Urban Planning

## What is Urban Planning?

**Imagine a summer day at Bud Miller All Seasons Park.** You walk down a path shaded by a lush canopy of trees and come across a picnic shelter nestled in vibrant greenspace. The air fills with the familiar aroma of campfire smoke as people grill burgers and hot dogs over firepits. You head to the pickleball courts where you mingle and play as the sun goes down, casting a warm glow over the park. This atmosphere is no accident; it's the result of urban planning.

**Now, envision yourself walking down 50th Avenue.** The air buzzes with the constant hum of traffic as vehicles rush past on one side, and expansive parking lots stretch out on the other. As a pedestrian, you can't help but feel out of place in this part of the city. This scene is a product of urban planning, too.

Urban planning shapes how a city functions and feels by managing things like land use, transportation, infrastructure, environmental sustainability, and historical preservation. Modern planning aims to create balanced, functional, and attractive environments that meet the diverse needs of the population, acknowledging that the design and organization of urban spaces profoundly impact our quality of life.

## Who Plans?



### Professionals:

Planners,  
Development Officers,  
and other supporting  
roles.



### Interested Parties:

Various parties,  
including public  
and private interest  
groups.



### Residents:

Any member of the public  
has the opportunity to be  
involved in the planning  
process.

## Who are Planners?

Planners are professionals who specialize in urban planning. They strive to enhance the connection between people and their environment, shaping the way we experience our communities by giving each area an intended purpose. Their goal is to create positive urban spaces by balancing the needs of the community with economic and environmental considerations. Planners work with a variety of interested parties, including internal departments, government officials, developers, and the public to ensure the planning process is inclusive and comprehensive.

- **Education:** A post-secondary degree in urban planning.
- **Accreditation:** To become a Registered Professional Planner (RPP), you must either:
  - Have an accredited degree and work in the planning industry for at least two years, or
  - Have a non-accredited degree and have worked in the planning field for at least seven years.
  - Additionally, you must meet other professional, ethical, and competency requirements.For more information, refer to the Alberta Professional Planners Institute (APPI) website or the Saskatchewan Professional Planners Institute (SPPI) website.



## Who are Development Officers?

Development Officers are professionals responsible for overseeing development projects and reviewing development proposals submitted to the City. They ensure each project adheres to the regulations specified in the Land Use Bylaw and keep residents informed about applications that may affect them. Development Officers are the front-line representatives of the Planning Department, handling daily planning inquiries from the public and ensuring residents' concerns are addressed promptly and appropriately. Planners depend on the expertise of the Development Officers to manage daily operations within the department and to support various planning projects.

- **Education and Experience:** Development Officers come from diverse educational and professional backgrounds. Individuals with experience in planning can also transition into Development Officer roles.

## The Development Authority

The Development Authority is the official body responsible for approving or denying development applications, issuing permits, contraventions, and stop orders, and imposing penalties for non-compliance. The Development Authority refers to the City Manager or their designate, who is formally appointed for 12 months, and City Council for matters within Direct Control Districts.

# Public Participation

## Public Participation in Planning

To create public spaces that truly benefit the community, Planners must understand the desires and needs of residents, making public participation crucial to the planning process. By actively seeking feedback and collaborating with the public, Planners gain valuable insights and diverse perspectives, leading to more successful planning outcomes.

## Public Notice

Public participation is supported through public notices and referral letters. Before rendering a decision on certain development applications, and throughout the creation of various planning documents, advertisements are published in newspapers, on the City website, and are circulated via email subscriptions. Additionally, referral letters are distributed to invite community input.

## Referral Letters

Referral letters inform landowners about discretionary development, variance applications, subdivision applications, and map and text amendment applications that fall within a particular distance of their property, as specified in the Land Use Bylaw. These letters ensure property owners are aware of such applications and provide them with the chance to voice planning-related concerns. There is also a referral list of internal and external parties who may be notified based on the specifics of the application. There is a 14-day period where people can respond for all types of development applications. For subdivision, map, and text amendment applications, there is a 21-day response period.

## How to Get Involved

Lloydminster values public participation and invites citizens to engage in the planning process. Here's how you can get involved:



**Stay Informed:** Subscribe to the Planning Services' email list and regularly check the local newspaper, the City website, and City social media channels for updates on planning matters.



**Join Committees:** Participate in citizen-run committees that discuss and influence planning matters. More information can be found on the City website.



**Attend Council Meetings and Public Hearings:** These meetings are open to the public and cover a variety of topics. The Council meeting agendas are posted on Friday before a scheduled meeting on the City website.

# Planning Trends

## Healthy Communities

Healthy communities promote wellness by encouraging physical activity, fostering social interaction, enhancing social equity, and promoting the longevity of natural spaces within the community.

### Encouraging Physical Activity

Urban design that promotes physical activity can significantly enhance the health and well-being of residents. Strategies include:

- **Walkable Access to Essential Services:** Ensuring facilities such as grocery stores, schools, and healthcare facilities are within walking distance to residential areas.
- **Attractive Destinations:** Having amenities such as parks, swimming pools, and shops within close proximity to residential areas to encourage people to venture out of their homes and stay active.
- **Pedestrian-Friendly Design:** Focusing on human-scale environments to make active modes of transportation such as walking or cycling more appealing.



### Fostering Social Interaction

Communities designed to encourage social interaction can increase liveliness and vibrancy, contributing to the overall happiness of residents. This can be achieved through:

- **Inviting Public Spaces:** Designing areas that encourage people to get outside and engage with their neighbours.
- **Community Events and Gatherings:** Creating spaces that can host events and gatherings to bring people together.







## Enhancing Social Equity

Providing equal access to amenities enhances social equity and health by allowing everyone to meet their needs within their neighbourhood. This is particularly beneficial for:

- **People with Limited Mobility:** Elderly individuals or those with disabilities can still access essential services without needing to travel far.
- **Community Health:** Giving everyone the ability to access schools, healthcare, and recreational facilities promotes overall wellbeing.



## Longevity of Natural Spaces

Communities that encourage active modes of transportation and less reliance on vehicles have positive effects on the environment. Benefits include:

- **Reduced Pollution:** Less vehicular traffic means lower emissions.
- **Improved Air Quality:** Incorporating parks and greenspaces to enhance air quality and provide recreational areas.



## Other Benefits

Healthy communities can have profound impacts on residents and the greater community. Additional benefits include:

- **Economic Growth:** Increasing pedestrian activity can boost local businesses.
- **Enhanced Safety:** More pedestrian traffic can reduce crime and increase safety.

## Housing Diversity

### What is Housing Diversity?

Housing diversity refers to the availability of different housing types within a community. This includes different sizes, styles, and price points, which cater to the diverse needs and preferences of residents.

### Why We Need Housing Diversity

Housing diversity is necessary for many reasons, including:

- **Accommodation for Different Circumstances:** A variety of housing stock enables families to better address their needs. For example, allowing additional dwelling units such as garden suites in low-density residential areas allows families to house their aging parents close by while maintaining privacy.
- **Adaptability to Preferences and Budget:** More housing options accommodate the changing preferences and budgets of individuals and families throughout various stages of life.
- **Economic Development:** Diverse housing options attract new residents, boosting local economic development and encouraging people to move to the area.
- **Social Equity:** By providing a range of housing options, social equity increases, allowing various demographics to live in desirable neighbourhoods.
- **Enhanced Social Interaction:** A mix of housing options attracts a diverse range of residents, enriching the social fabric of the community.
- **Efficient Land Use:** Enabling housing diversity allows developers to build housing that responds to market demand, which can lead to the utilization of empty lots within developed communities.

### Who Benefits from Housing Diversity?

Housing diversity can benefit everyone, including:

- **Current Residents:** Those looking to downsize or upsize without leaving their beloved community or neighbourhood.
- **Young Professionals and Families:** Individuals and families seeking affordable and suitable housing options.
- **Elderly and Disabled Individuals:** People who need accessible housing close to essential services.
- **Developers and Local Businesses:** Developers can meet market demands, and local businesses benefit from increased population and economic activity.
- **The Whole Community:** A diverse housing stock supports a vibrant, inclusive, and resilient community.



## Mixed Use Buildings

Mixed use buildings integrate multiple functions such as residential, commercial, institutional, and recreational spaces, creating vibrant destinations. They promote healthy communities by enhancing social interaction, sustainability, and safety.

### Benefits of Mixed Use Buildings

- **Social Interaction:** One benefit of mixed use buildings is the creation of “third spaces,” which are areas where people can gather outside of their home and workplace and experience community.
- **Sustainability:** Mixed use buildings offer various amenities within close proximity, reducing car dependency and optimizing space. These approaches minimize the need for **greenfield development**<sup>1</sup> and reduce **urban sprawl**<sup>2</sup>.
- **Safety:** Mixed use buildings enhance safety by reducing the frequency of desolate, empty areas known as “liminal spaces” or “dead spaces.” These spaces often feel unsafe at certain times of the day due to a lack of activity resulting from buildings only serving one purpose. For example, a street lined with office buildings can become deserted and unsettling after working hours. By incorporating attractions like pubs, restaurants, and cafes at the base of these buildings, activity increases, transforming the area into a lively environment that feels safer.

Overall, mixed use buildings contribute to a more dynamic and appealing community. By integrating diverse functions and amenities, mixed use buildings foster social interaction, promote sustainability, and enhance safety. This holistic approach enriches the urban experience and creates thriving, resilient communities where people feel connected and engaged.

“It’s not the absence of bad people that makes an area safe; it’s the presence of good people.”

– Jan Gehl

#### Quick Reference

##### 1. Greenfield Development

Development that takes place on previously unused land.

##### 2. Urban Sprawl

Uncontrolled expansion of urban areas into previously undeveloped land.

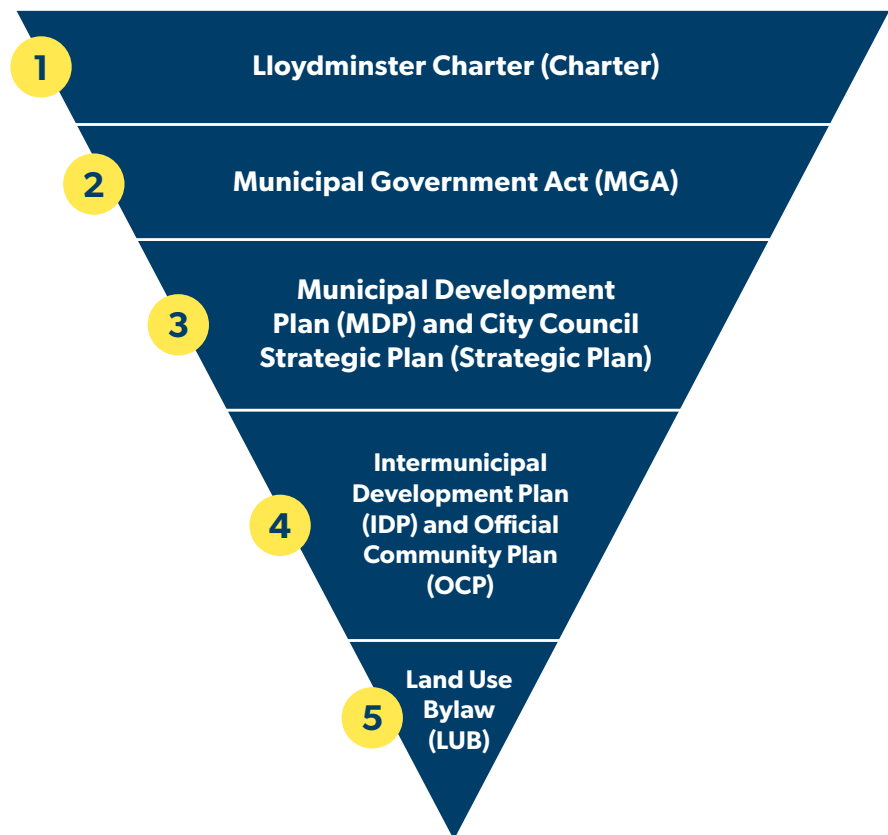




# Lloydminster's Framework

## Planning Hierarchy

In Lloydminster, several key documents influence the City's development. These documents guide and shape planning and development activities. The hierarchy of these documents is as follows:



## 1 Lloydminster Charter (Charter)

The *Lloydminster Charter* outlines when the City will follow Alberta or Saskatchewan law. *The Charter* defines the authority of the Saskatchewan and Alberta governments within Lloydminster and serves as a point of reference for all other planning documents and legislation. *The Charter* directs that planning matters in Lloydminster are governed by *part 17* of the *Alberta Municipal Government Act*, except for subdivisions and **replotting**<sup>3</sup> in Saskatchewan, which follows *The Planning and Development Act, 2007* and *Subdivision Regulations, 2014*.

### Quick Reference

#### 3. Replotting

Reconfiguring property boundaries within a municipality, such as adjusting lot lines, merging properties, or subdividing.

## 2 Municipal Government Act (MGA)

The *Municipal Government Act* is a legislative framework that establishes the fundamental laws governing the operations and administration of municipalities in Alberta. *Part 17*, specifically, addresses planning and development.

## 3 Municipal Development Plan (MDP)

*Municipal Government Act part 17 section 6.32(1)* states that every municipality must adopt a municipal development plan. In Lloydminster, this document is called *Connection to Our Future*, and it guides growth and development for the next 30 years by outlining the City's long-term goals, priorities, and strategies.

## 3 City Council Strategic Plan (Strategic Plan)

The *Strategic Plan* is a multi-year plan set by Council. It is subject to regular changes and updates as Council determines new priorities and following local elections. It outlines Council's mission, vision, and values, and serves as a detailed action plan and performance metric.

## 4 Intermunicipal Development Plan (IDP)

The *Intermunicipal Development Plan* is a strategic document created by two or more neighbouring municipalities, in this case the City of Lloydminster and the County of Vermilion River. It promotes cooperation by providing a regional framework for managing land use, subdivision, and development, aiming to establish a stable economic foundation and ensure consistent land development through effective intermunicipal communication.

## 4 Official Community Plan (OCP)

Similar to the *Intermunicipal Development Plan*, the *Official Community Plan* is a comprehensive regional framework created with Lloydminster's Saskatchewan neighbours, the RM of Wilton and the RM of Britannia. It is in place to promote collaboration and sustainable, organized growth.



## 5 Land Use Bylaw (LUB)

*Municipal Government Act* part 17 section 640(1) states that every municipality must pass a land use bylaw. This bylaw divides the city into land use districts and regulates the use of land and buildings within those districts. Its purpose is to promote orderly and economic land development and enhance the quality of the physical environment. In Lloydminster this bylaw is called *Land Use Bylaw 05-2025*.

- **What is a Use?** The purpose or activity for which a piece of land or its buildings are developed or intended, or for which it is occupied or maintained. For example, a commercial use would be land or buildings intended for businesses.
- **What is a District?** A defined area of the City as required in the *Municipal Government Act* and set out in the Land Use Bylaw. Lloydminster has five main categories of districts: Residential, Commercial, Industrial, Public Service, and Direct Control. This next section will provide an overview of each district category.
- **What is Development?** Development refers to a variety of activities. These activities include:
  - **Construction:** The creation of new buildings or the expansion of existing structures.
  - **Replacement or Repair:** The renovation, repair, or replacement of existing buildings or infrastructure.
  - **Change of Use:** Land or building changing in purpose.
  - **Intensification of use:** Increasing the activity of a use.
  - **Excavation or Stockpiling:** The removal of earth or other materials from a site, or accumulation of materials for future use in construction or landscaping projects.



### Residential District

The primary intention is to facilitate residential development in the City through providing a variety of housing options in different areas of the City and at varying levels of density to meet the diverse needs of the public. In Lloydminster, residential districts are separated into low, medium, and high density areas to ensure the infrastructure can support them. High-density districts have more housing units per lot, which means more people live there. This requires more services like schools and utilities. Low-density districts have fewer housing units per lot, providing more space and a quieter environment, and also require fewer services. These distinctions reflect the needs and character of the neighborhood. High-density districts have more housing units per lot, meaning additional utilities, schools, and other amenities will be needed. Low-density areas might be more suburban or rural, appealing to those who value more space and a quieter lifestyle.



### **Commercial District**

The primary intention is to facilitate commercial development in the City. Commercial districts provide specific provisions for development at varying levels of intensity. For example, within the *Neighbourhood Commercial District* the commercial uses must integrate with the adjacent residential neighbourhoods and promote pedestrian connectivity. This contrasts with the *Commercial Corridor District*, where businesses are located along highways and can support more intense uses that wouldn't be suitable in residential neighbourhoods such as a hotel or nightclub.



### **Industrial District**

The primary intention is to facilitate industrial development within the City. The specific provisions of the industrial districts ensure a varied approach of industrial development to promote industrial development to promote industrial activity that is environmentally safe, mitigates public nuisance, and ensures public safety. For example, the *Business Transition District* is intended for commercial and light industrial activities that do not cause external disturbances. This district acts as a buffer between commercial and residential areas and the *Medium Industrial District*, which has a greater impact on its surroundings due to its potential to create limited nuisances in the neighbourhood.



### **Public Service District**

The primary intention is to facilitate public service oriented development. These districts include areas on the perimeter of the City and areas providing institutional and recreational uses such as schools and parks.



### **Direct Control District**

Developments within Direct Control Districts serve various purposes. Due to their specific needs or impact, development decisions made in these districts are made publicly through City Council Meetings, except for decisions regarding signs and landscaping. This is the only district where the approval or refusal of a use is decided directly by Council.

## Master Plans

Master Plans provide comprehensive technical strategies for managing City infrastructure. These guiding documents offer long-term plans addressing population growth, infrastructure upgrades, land use planning, capital project budgeting, and more. Master Plans are crucial in demonstrating how City services adapt responsibly and efficiently to growth. They are made by Engineers who work with Planners to ensure alignment with *Connection to our Future, Land Use Bylaw 05-2025* and other planning documents.

Infrastructure Master Plans the City currently has in place include:



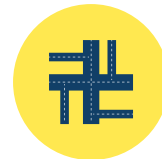
*Public Transportation  
Master Plan*



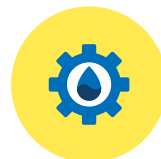
*Sanitary Sewer  
Master Plan*



*Stormwater  
Master Plan*



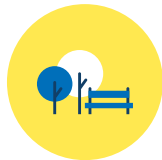
*Transportation  
Master Plan*



*Water  
Master Plan*



*Trails and  
Sidewalk  
Master Plan*



*Recreational,  
Cultural and Parks  
Master Plan*



*Lloydminster  
Cemetery  
Master Plan*



*Waste  
Management Facility  
Master Plan*



*Waterworks Master  
Plan and System  
Assessment*

**These  
Infrastructure  
Master Plans can  
be viewed on the  
City website.**





## Statutory vs Non-Statutory Plans

The *Municipal Government Act* outlines the authority of Council to adopt statutory plans, details these plans must include, and their preparation requirements. Statutory plans are official bylaws authorized by the Provincial Government and have a mandated adoption process consisting of public engagement, an official public hearing, and 3 separate readings at Council. The second and third readings typically take place in the same Council meeting.

Examples of Statutory Plans include:

- *Land Use Bylaw 05-2025*
- *Municipal Development Plan /Connection to our Future*
- *Intermunicipal Development Plan*
- *Area Structure Plans*
- *Official Community Plan*

Non-statutory plans do not require community consultation since they do not involve adopting a bylaw and are approved internally. They serve as tools to support and implement statutory plans as well as provide a framework for various projects. Non-statutory plans are to be adhered to; however, they are not enforceable by law and can be adjusted as circumstances change without needing to undergo a formal amendment process.

Examples of Non-Statutory Plans include:

- *Master Plans*
- *City Council's Strategic Plan*
- *Neighbourhood Structure Plans*

## Pre-Application Consultation

It is recommended to engage in consultation prior to starting any planning-related project, including building and development permit applications, planning bylaw amendment applications, and subdivision applications. These meetings help applicants understand the requirements and expectations for their projects and provide an opportunity to ask clarifying questions and receive guidance from the planning department. In this meeting, the applicant and the planning team will discuss requirements such as preliminary drawings for drainage, grading, and landscaping.

Consultation can be as simple as a phone call, email, or in person chat. Contact Planning Services at 780-874-3700, [permits@lloydminster.ca](mailto:permits@lloydminster.ca), or in person at the Lloydminster Operations Centre located at 6623 53 Street to discuss what is required for your application.



## Environmental Regulations

Lloydminster follows the Saskatchewan *Environmental Code* for all forms of planning and development. This means that all developments within City boundaries, including those physically within Alberta, must adhere to Saskatchewan environmental regulations.

# Planning & Development

## Area Structure Plans (ASPs)

### What are Area Structure Plans?

Area Structure Plans are statutory documents that execute the vision of the Municipal Development Plan while giving guidance to more detailed plans like Neighbourhood Structure Plans (NSPs). They provide a high-level framework for effective, sustainable, and cohesive development of new neighbourhoods. Area Structure Plans follow the City's *Area Structure Plan Policy*, which may be updated periodically.

### When is an Area Structure Plan Created?

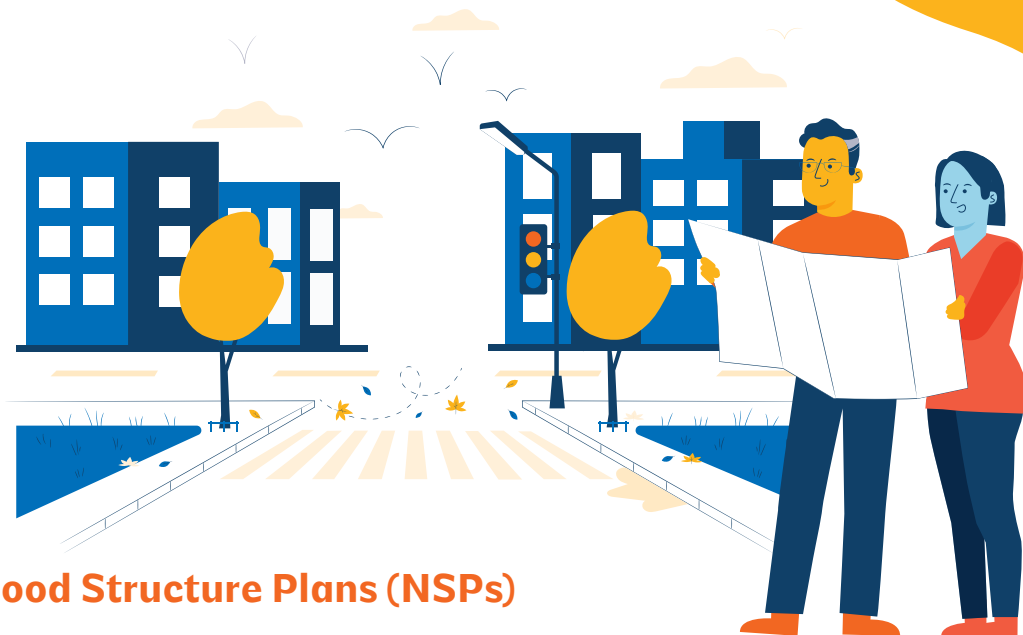
An Area Structure Plan is required prior to major development or the subdivision of land larger than one quarter section (64.7 hectares).

### Who Creates Area Structure Plans?

From a municipal perspective, it is generally preferred that the City creates Area Structure Plans as these are high-level statutory documents that should align with other documents created by the City. However, private consultants can also create Area Structure Plans.

### Area Structure Plan Application Steps





## Neighbourhood Structure Plans (NSPs)

### What are Neighbourhood Structure Plans?

Neighbourhood Structure Plans are non-statutory documents designed to support the overarching Area Structure Plan. They translate high-level policy goals into actionable strategies tailored to specific neighbourhoods.

Neighbourhood Structure Plans provide guidance on how development should proceed within a defined area, streamlining the development approval process. Neighbourhood Structure Plans follow the City's *Neighbourhood Structure Plan Policy*, which may be updated periodically.

### When is a Neighbourhood Structure Plan Created?

A Neighbourhood Structure Plan is required prior to development and subdivision proposals for land less than one quarter section (64.7 hectares). Once there is an Area Structure Plan in place, Neighbourhood Structure Plans within its boundaries can be created.

### Who Creates Neighbourhood Structure Plans?

It is generally preferred that developers lead the creation of Neighbourhood Structure Plans as these plans serve as blueprints for the physical work required to develop the land. The developer should work in collaboration with the City to ensure the applicable legislation, plans, policies, and technical standards are considered.

### Neighbourhood Structure Plan Application Steps





## Subdivisions

### What is a Subdivision?

Subdivision refers to the division of land into smaller parcels. This can take place on a large scale (e.g., a quarter section of a farmer's land being subdivided into numerous smaller residential/commercial parcels to form a new neighbourhood) or on a smaller scale (e.g., a single residential property being divided into two or more parcels).

### Why Subdivide?

People choose to subdivide land for a variety of reasons, including:

- **Sale Potential:** Smaller sections are typically easier to sell, potentially increasing the overall value of land through individual sales.
- **Raw Land Development:** When raw land is going to be developed, it is necessary to separate it into sections that each have a dedicated land use.
- **Infill Development:** Subdivided parcels can be designated for specific land uses, facilitating various developments.
- **Development Approvals:** With smaller and more defined areas, the approval process for developments can be expedited.
- **Land Use Bylaw Regulations:** When a development plan does not comply with existing land use bylaw regulations, subdivisions may be required to create smaller parcels that conform to the permitted land uses, densities, setbacks, and other requirements.
- **Efficiency:** Subdivisions enhance the efficiency of land use, planning, and development. Smaller sections with distinct land uses are easier to oversee and manage with respect to the plan for the greater area.

## Who Subdivides Land?

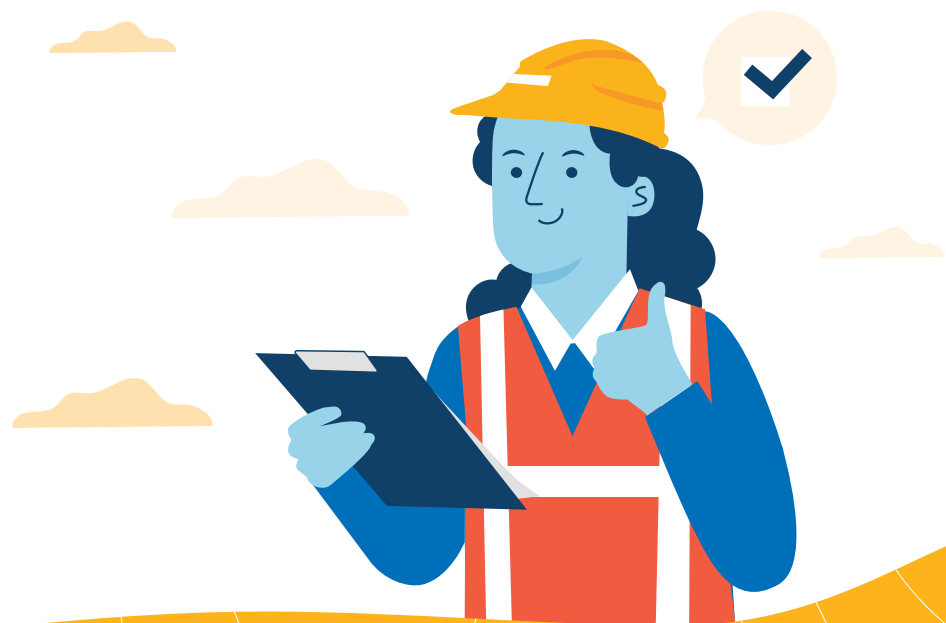
A Land Surveyor is the only person qualified to subdivide land because of their expertise in:

- **Boundary Determination:** Land surveyors can accurately determine the boundaries of a property, ensuring the new parcels are legally defined and align with neighbouring properties.
- **Compliance with Regulations:** Land surveyors ensure subdivisions meet Land Use Bylaw regulations including minimum lot sizes, setback requirements, and easements.
- **Plat Preparation:** Land surveyors are experienced in making plat maps, which are detailed drawings showing the layout of the subdivided lots with boundary lines, dimensions, and other information. These maps are sent to the **Subdivision Authority**<sup>4</sup> for approval.
- **Boundary Markers:** Once subdivisions are approved, surveyors put boundary markers, also commonly referred to as markers or pins, to define the boundaries or property lines of the lot. The pins are set at each corner of the property, including any angle or change in direction of the boundary line, are depicted on the property survey and serve as legal reference points.
- **Land Documentation:** Land surveyors provide legal descriptions and documentation for each subdivided parcel, which is essential for any transaction related to the land. This documentation ensures each parcel is accurately identified and recognized legally.

### Quick Reference

#### 4. Subdivision Authority

Legal body responsible for reviewing and approving subdivision applications. The Subdivision Authority ensures that subdivisions comply with local bylaws and regulations. The City Manager or their designate serves as the Subdivision Authority, as appointed by Council.



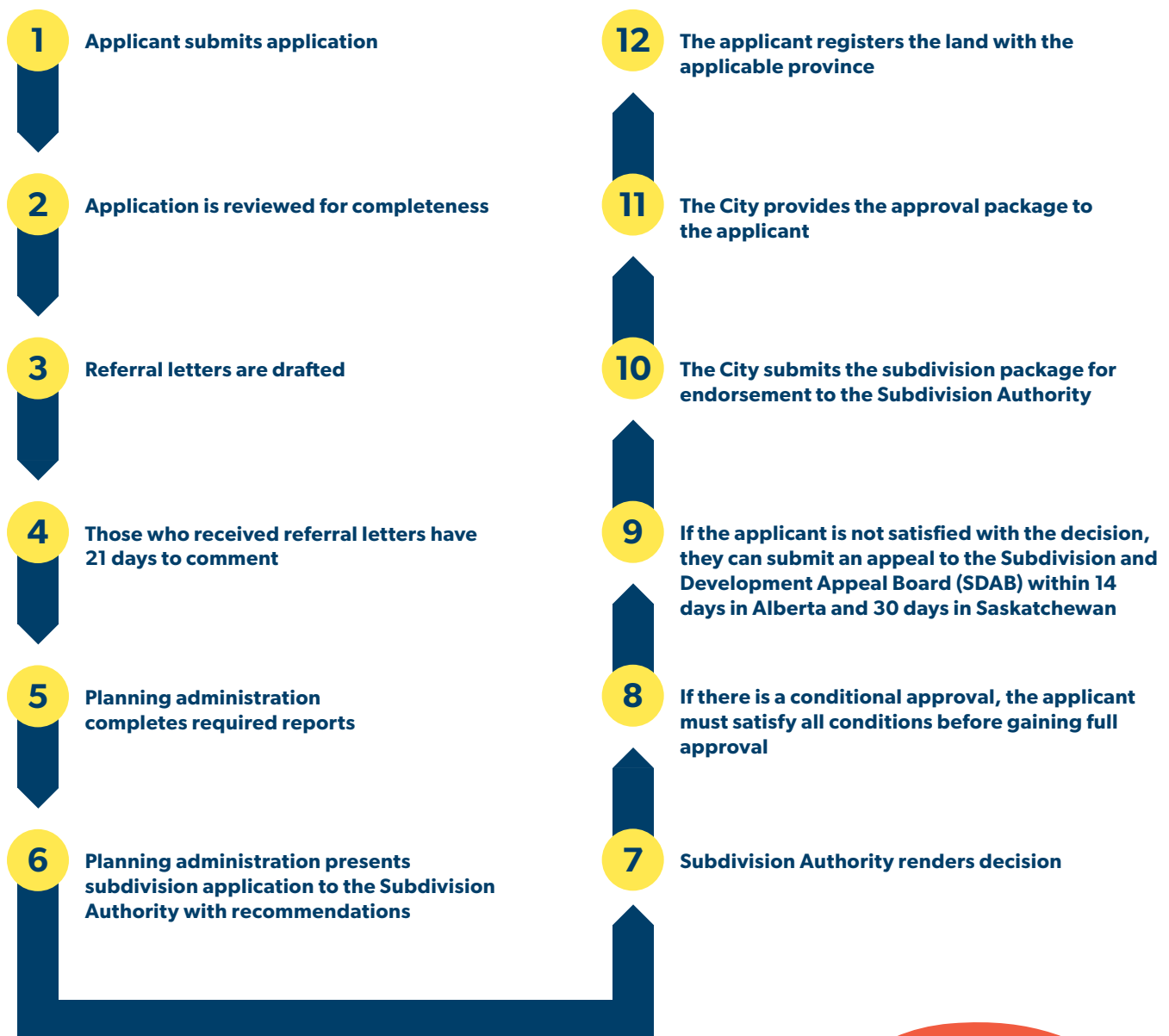
## Subdivision Proposals

In Lloydminster, subdivision proposals must comply with the regulations of their respective province.

Subdivision applications for property located in Saskatchewan are processed in accordance with *The Planning and Development Act*, the *Saskatchewan Subdivision Regulations*, the *Statements of Provincial Interest Regulations* and the *Dedicated Lands Regulations* as amended.

Subdivision applications for property in Alberta are processed in accordance with *subsection 635.1* of the *Municipal Government Act* and the *Alberta Subdivision Regulations*.

### Subdivision Application Steps





## Subdivision and Development Appeal Board (SDAB)

The Subdivision and Development Appeal Board is an independent tribunal consisting of local residents selected by City Council on a term basis. They are responsible for hearing appeals for decisions made by the Development Authority. The Subdivision and Development Appeal Board operates separately from City administration, ensuring impartiality and fairness in its decisions.

Anyone interested in serving on the Subdivision and Development Appeal Board can apply through Volunteer Connector at [www.volunteerconnector.org](http://www.volunteerconnector.org). Prior board or committee experience, as well as a background in planning, are considered valuable assets as they enhance the board's ability to make informed decisions on subdivision and development appeals. Certification training is provided and required for all board members, with a refresher certification every three years.

Decisions made by the Subdivision and Development Appeal Board are final; however, they can be taken to the Court of Appeal if it is believed that the board acted out of its legal jurisdiction.

## Land and Property Rights Tribunal (LPRT)

The Land and Property Rights Tribunal is made up of professionals appointed by the Minister of Municipal Affairs in Alberta. The Land and Property Rights Tribunal handles appeals that require provincial approval and are beyond the jurisdiction of the Subdivision and Development Appeal Board.

## Subdivision Inspections

During the construction of a subdivision, the City conducts periodic inspections of publicly utilized infrastructure. These inspections confirm the infrastructure is compliant with the City's *Municipal Development Standard's* regulations and safety standards before ownership is eventually transferred to the City.

## Transfer of Infrastructure Ownership

When a subdivision passes the required inspections, a Construction Completion Certificate is issued, and the two-year warranty begins. The developer remains responsible for the maintenance of public infrastructure during the warranty period. After two years, a final inspection takes place and if the development still complies with all standards, a Final Acceptance Certificate is issued. Ownership of the public infrastructure is then transferred to the City, and the City assumes all responsibility for maintenance moving forward.

## Offsite Levies

### What are Offsite Levies?

Offsite levies, also known as development charges or impact fees, are payments made by developers to the municipality to develop **raw land**<sup>5</sup>. New developments place added demand on the City's infrastructure systems through necessary improvements and expansion of services. Offsite levy charges help the City cover these costs.

### How are Offsite Levies Calculated?

The appropriate offsite levy charges are calculated using each Master Plan and then combined to determine a rate per hectare of land. Master Plans assess system functionality, identify necessary upgrades, and determine the timing of these upgrades based on growth predictions. The City of Lloydminster's *Offsite Levy Bylaw* specifies the rate per hectare that developers must pay in offsite levies. These levies are not required for Municipal Reserve, School Reserve, or Environmental Reserve land.

#### Quick Reference

##### 5. Raw Land

Land that is not yet serviced by City infrastructure such as roads, water, and sewer.

## Land Designation

When subdividing **raw land**<sup>5</sup>, portions of the land are dedicated for various public uses and utilities. These allocations ensure that the community has access to essential services and recreational spaces. In Lloydminster, the reserves include Municipal Reserve, School Reserve, Environmental Reserve, and land dedicated to Public Utilities and Municipal Utilities.

### Municipal Reserve (MR)

When subdividing **raw land**<sup>5</sup>, a developer is required to provide 10% of the land to the City, free of charge, which is designated for Municipal Reserve. This land is intended for active public uses like parks or walking trails. Alternatively, the City and developer may agree on a monetary contribution in lieu of the land or defer the required MR land to a future subdivision by placing a deferred reserve caveat on adjacent lands. A deferred reserve caveat is a legal restriction placed on other land owned by the developer, ensuring that the MR requirement is met in future subdivisions.

### School Reserve (SR)

School Reserve land is given or sold to a school board and is used for school sites.

### Environmental Reserve (ER)

If the subdivision includes an environmentally sensitive area, it is automatically designated as Environmental Reserve and owned by the municipality.

### Public Utilities (PU) and Municipal Utilities (MU)

During the initial point of subdivision, lands are set aside for Public Utilities and Municipal Utilities. These lands are used for infrastructure that supports services such as water, wastewater, electricity, natural gas, and telecommunications. Municipal Utilities are owned by the municipality, while Public Utilities can be owned by various entities.





## Road Closures

A road closure is the process of legally discontinuing the function of a public road. Road closures are typically pursued when a road is no longer needed for public use, often because alternative routes exist or because the road is undeveloped and impedes a proposed development land. In such cases, the closed road may be repurposed or consolidated into adjacent parcels of private land, allowing for better land use and integration with the surrounding property.

## Development Permits

A Development Permit grants authorization for a particular type of development or use on a property. They are typically obtained by landowners or their designate, such as a developer, contractor, or leaseholder. There are two types of Development Permit applications: one for permitted uses and one for discretionary uses, which are listed within each district of the Land Use Bylaw.

### Permitted Use Applications

A permitted use will always be granted a Development Permit provided the proposal complies with all regulations and standards in the Land Use Bylaw. The Development Authority may require certain conditions to be met as part of the approval as outlined in the Land Use Bylaw.

### Discretionary Use Applications

A discretionary use will be considered for a Development Permit, but it is not guaranteed to be granted approval. All discretionary uses must conform to the development standards and applicable provisions of the district they are in. The Development Authority can refuse or approve the application and prescribe conditions as they deem appropriate, having regard for the regulations and provisions of the Land Use Bylaw and any statutory plan.

Discretionary use proposals are reviewed on a case-by-case basis according to the process detailed in the Land Use Bylaw. They must be compatible with the surrounding area and create no unnecessary adverse impact on the local community in order to be considered for approval. Adjacent landowners are notified of the proposal via a referral letter and the public notice process outlined in the Land Use Bylaw. The decision process on a discretionary use application can take approximately 4-6 weeks.

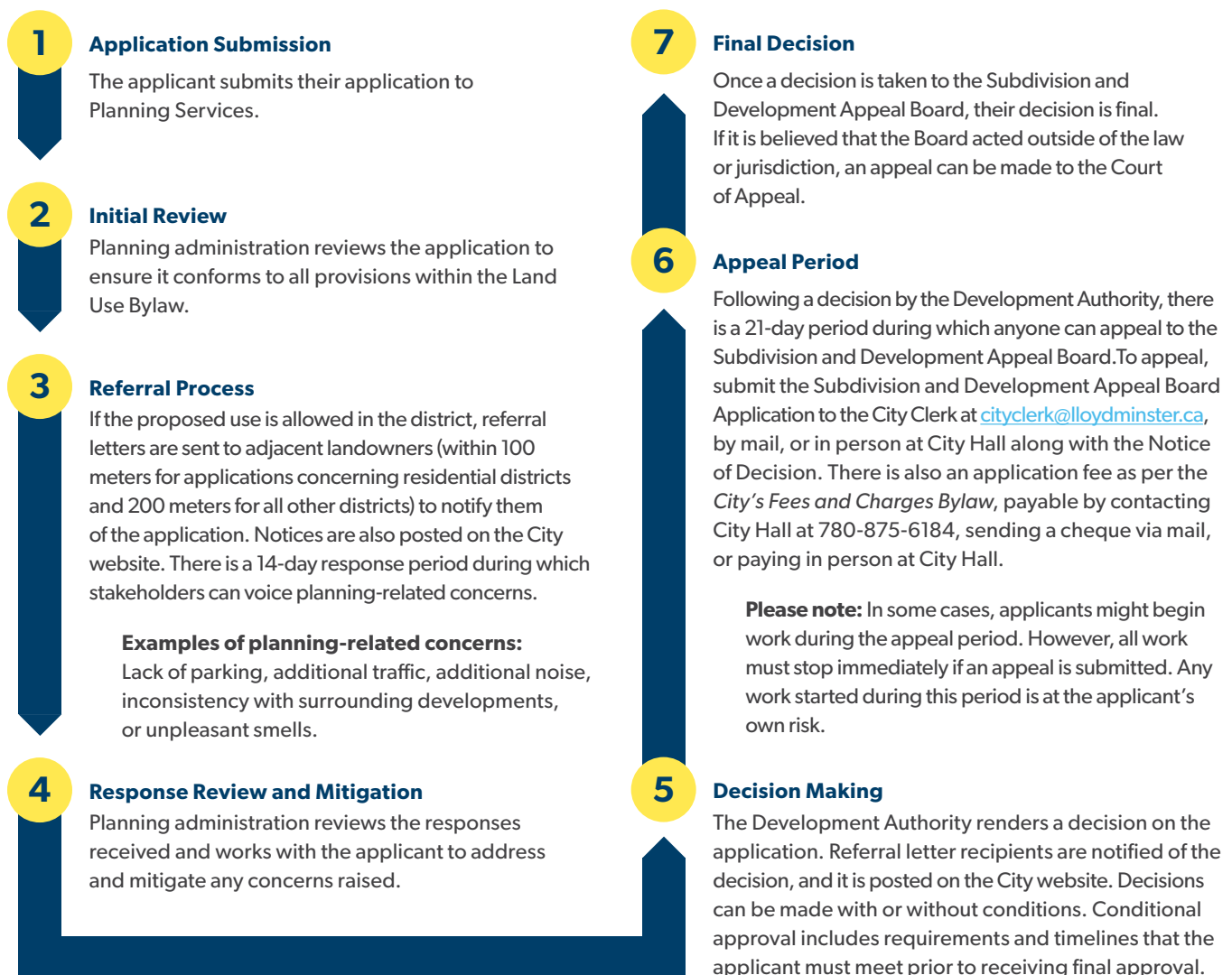
Proposals of this nature generally consist of two applications: one for the discretionary use and one for the development of the property.

## Variance Applications

When a proposed development does not meet the regulations within the Land Use Bylaw, applicants may request a variance to their development application. The Development Authority is responsible for evaluating these requests to determine whether the proposed development is consistent with the discretionary and variance considerations within the Land Use Bylaw.

Variance applications are only considered in cases of impractical difficulty, or other extenuating circumstance. They go through the same review process as discretionary use applications.

### Discretionary Use and Variance Application Steps



## How to Apply for a Development Permit

Applicants can apply for a Development Permit by visiting the City website and submitting an application. The completed application should be submitted to [permits@lloydminster.ca](mailto:permits@lloydminster.ca). Alternatively, applicants can submit their application in person at the Operations Centre located at 6623 52 Street. Planning will determine if the application is complete within 21 days.

## Requirements for Different Types of Development Permits

Whether a Development Permit is needed depends on the specifics of the project. Typically, any new construction larger than 10 square metres or with walls higher than 2.51 metres will require a permit. Additionally, decks over 0.6 metres in height will need a Development Permit. If a business is moving, changing its use, or increasing its intensity, a Development Permit may be required. For a list of developments that do not require a permit, refer to *subsection 3.2 of Land Use Bylaw 05-2025*.

Application packages on different types of development can be found on the City of Lloydminster's Planning Services web page.

## Other Permits

### Excavation

An Excavation Permit is required when City-owned land is disrupted by development and ensures that the area is restored once the work is done. An Excavation Permit can only be issued once the City has approved the project; this could be through a Development Permit, a Demolition Permit, or a utility line approval.

### Building, Plumbing, Gas, and Electrical

A development may require a Building, Plumbing, Gas, and Electrical Permit. It is the developer's responsibility to determine what permits their building requires.

## Who to Contact

- For information on Excavation Permits, contact Lloydminster's Planning Services at 780-875-3700, [permits@lloydminster.ca](mailto:permits@lloydminster.ca), or in person at the Lloydminster Operations Centre located at 6623 53 Street.
- For information on Building and Plumbing Permits, contact Superior Safety Codes.
- For information on Gas and Electrical Permits, contact the relevant Provincial Authority:
  - For property in Saskatchewan, contact the Technical Safety Authority of Saskatchewan.
  - For property in Alberta, contact the Alberta Safety Codes Authority.



## Water Meters

### What is a Water Meter?

A water meter is a device that measures the volume of water a building uses. Municipal water services are only activated once a water meter is installed.

### How To Get a Water Meter Installed?

To get a water meter installed, a request must be submitted to the City's Water Department; then, the request is sent to Planning Services to ensure inspections are up to date and that required documents, including a Real Property Report, have been submitted. During construction, a developer or contractor can obtain a water meter, but ownership of the meter cannot be transferred to a new owner until an occupancy permit is issued. This process prevents landowners from occupying a space prior to obtaining an occupancy permit.

## Real Property Reports (RPR)

### What is a Real Property Report?

A Real Property Report is a legal document prepared by a land surveyor indicating the exact property lines and the position of any built structure within the property boundaries.

### How to Get a Real Property Report

To obtain a new or updated Real Property Report, contact a land surveyor. For inquiries regarding a previous Real Property Report, applicants should contact Planning Services.



## Occupancy Permits

### What is an Occupancy Permit?

An Occupancy Permit verifies a building is safe for use and appropriate for its intended purpose.

### When is an Occupancy Permit Required?

An Occupancy Permit is required after new construction is complete and may be required when there is a change of use in the building.

### How to Get an Occupancy Permit

There is no application process for an Occupancy Permit. After construction is complete and the building passes its final inspection, the same agency that conducted the inspection will automatically issue an Occupancy Permit. To check if the building has an occupancy permit for its intended use, contact the planning department.

## Planning Bylaw Amendments: Map and Text Amendments

### What are Planning Bylaw Amendments?

Planning bylaw amendments are updates to any text, map, figure, or other aspect of a bylaw that changes its explicit intent. They are classified as either map or text amendments depending on their nature.

When there is redistricting, a map amendment is required. A redistricting is a change to the land use classification of a property. For example, changing a low-density site to a medium-density site.

When text is added, removed, or modified, that is classified as a text amendment. For instance, this can happen when a use is introduced or eliminated in a district or when a definition is included for clarity.

### When are Map and Text Amendments Required?

Any statutory planning documents requires a formal amendment process when there is a change implemented to any text, map, figure, or other aspect of a bylaw that changes its explicit intent.

City of Lloydminster planning bylaws that would need a formal amendment include:

- Municipal Development Plan/*Connection to Our Future*
- Area Structure Plans
- Area Redevelopment Plans
- *Land Use Bylaw 05-2025*

Additionally, Neighbourhood Structure or other non-statutory documents may need to be adjusted to reflect amendments to any of these documents.

## How to Apply for a Planning Bylaw Amendment

Any person may request an amendment by submitting an application to the City detailing the change and its rationale. Council may also initiate an amendment to any bylaw by resolution, which would be subject to the same amendment process.

An application package for planning bylaw amendments can be found on the City of Lloydminster's Planning Services web page.

## Important Considerations for Planning Bylaw Amendments

It is important to note that if one bylaw is amended, other related bylaws may also need to be amended. For example, if an item to be amended in the Land Use Bylaw is also reflected in the Municipal Development Plan, both bylaws would require amendments to ensure consistency.

## How are Planning Bylaw Amendments Implemented?

Planning bylaw amendments must undergo a bylaw adoption process, which includes a public hearing and 3 separate readings at Council.



# Definitions

Administration	An employee or contract employee of the City of Lloydminster.
Applicant	Person who has made an application.
The City	The corporation of the City of Lloydminster.
City Manager	Council's only employee, responsible for overseeing all of City Administration.
Council	The Municipal Council of the City of Lloydminster.
Developer	A person who develops land.
Development Permit	Document that is issued under a Land Use Bylaw and authorizes a development or use.
Direct Control District	A land use district in which development is regulated by Council.
Discretionary Use	A use that may be allowed in a district only at the discretion of, and under the conditions specified by the Development Authority.
District	Defined area of the City as required in the <i>Municipal Government Act</i> and set out in the LUB used to classify and regulate land development and use.
Greenfield Development	Development that takes place on previously unused land.
Raw Land	Land that is not yet serviced by City infrastructure such as roads, water, and sewer.
Replotting	Reconfiguring property boundaries within a municipality, such as adjusting lot lines, merging properties, or subdividing.
Subdivision Authority	Legal body responsible for reviewing and approving subdivision applications. The Subdivision Authority ensures that subdivisions comply with local bylaws and regulations. The City Manager or their designate serves as the Subdivision Authority, as appointed by Council.
Urban Sprawl	Uncontrolled expansion of urban areas into previously undeveloped land.

