



**City of
Lloydminster**

Policy

Policy Title:	Area Structure Plan Policy	Policy Number:	610-03
Date of Adoption:	March 28, 2022	Motion Number:	136-2022
Date of Amendment:	June 22, 2026	Motion Number:	187-2026

1. Purpose:

- 1.1. To create a framework and provide clarity for comprehensive long-range planning of any undeveloped parcel of land which is larger than approximately one (1) quarter section (64.7 hectares) in size.
- 1.2. To provide clarity to Applicants regarding the preparation and submission of Area Structure Plans and to ensure consistency in end products.
- 1.3. To ensure compliance with the City’s Municipal Development Plan (MDP).

2. Background:

- 2.1. The City requires the preparation of an Area Structure Plan (ASP) for the long-term planning of undeveloped lands within the City and to facilitate the next phase of planning, Neighbourhood Structure Plans (NSPs).

3. Definitions:

Administration	An employee or Contract employee of the City of Lloydminster.
Applicant	An individual or company that submits an application for a development or project to the City of Lloydminster. The City of Lloydminster may also be the Applicant.
Area Structure Plan (ASP)	Statutory document comprising a high-level, long-term planning framework for an area of the City of Lloydminster.
City	The corporation of the City of Lloydminster.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) as a Member of Council.
Development Authority	As defined in the <i>Municipal Government Act</i> and persons responsible for carrying out the responsibilities of this Policy.
Neighbourhood Structure Plan (NSP)	Non-statutory document comprising a high-detail, short-term planning framework for an area within the City of Lloydminster.

Public Hearing	As outlined within the City's Procedure Bylaw, as amended from time to time.
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4. Process:

- 4.1. The Applicant shall schedule a pre-application meeting with the City to discuss the requirements and expectations of the ASP, receive guidance, and ask clarifying questions.
- 4.2. The Applicant shall obtain any technical studies deemed necessary by the Development Authority, as outlined in Section 3.3 of Schedule "A".
- 4.3. The Applicant shall organize and conduct landowner and interested party consultation and public engagement to the satisfaction of the Development Authority.
- 4.4. The Applicant shall submit a draft ASP at the time of application for review by the Development Authority.
- 4.5. Administration shall circulate the draft ASP to applicable City departments for comments and return it to the Applicant with comments for revision, as necessary. The Applicant may be required to conduct further consultation or engagement if there are significant revisions.
- 4.6. The Development Authority shall submit all relevant comments along with the final draft ASP at first reading.
- 4.7. An ASP shall be approved through a series of three readings of Council and a Public Hearing. The Public Hearing shall be advertised in accordance with the *Public Notification and Advertising Bylaw*.
- 4.8. If Council refuses a bylaw to adopt an ASP or amendment, the Development Authority shall not accept another application for an ASP or amendment on land that is the same or substantially the same until six (6) months have passed after the date of such refusal.

5. Content:

- 5.1. ASPs shall include the information described in Schedule "A": Area Structure Plan Terms of Reference.
- 5.2. The Applicant may be required to include additional information beyond what is described in Schedule "A" depending on the context of the ASP. Such requirements shall be assessed on a case-by-case basis as determined by the Development Authority.

6. Amendments:

- 6.1. Prior to submitting an application for an amendment, applicants shall schedule a pre-application meeting with the Development Authority to discuss the nature of the amendment.
- 6.2. Applications to amend an existing ASP will follow the same process as the creation of an ASP outlined in Section 4.
- 6.4 For ASPs in existence prior to this Policy coming into effect, the amendment process shall be at the discretion of the Development Authority in consideration of, but not limited to, the following:
 - 6.3.1. compliance of the existing ASP with this Policy;
 - 6.3.2. the level of detail of analysis of the ASP; and
 - 6.3.3. consistency of the existing ASP with the MDP, Master Plans and other engineering documents.

7. Penalty:

- 7.1. Any member of Administration found to be in violation of this Policy may be subjected to disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 7.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the "*Council Code of Ethics Bylaw*" or provisions of "*The Lloydminster Charter*".
- 7.3. Any Applicant found to be in violation of this Policy may be dealt with on a case-by-case basis in accordance with the applicable Bylaw in contravention.

8. Responsibility:

- 8.1. Council shall review and approve all policies.
- 8.2. The Development Authority may administer this Policy through the use of a supporting procedure, as required.

SCHEDULE "A"

**Area Structure Plan
Terms of Reference**

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1.0 Introduction

The purpose of this Terms of Reference is to provide the Applicant with sufficient detail to successfully create an Area Structure Plan (ASP).

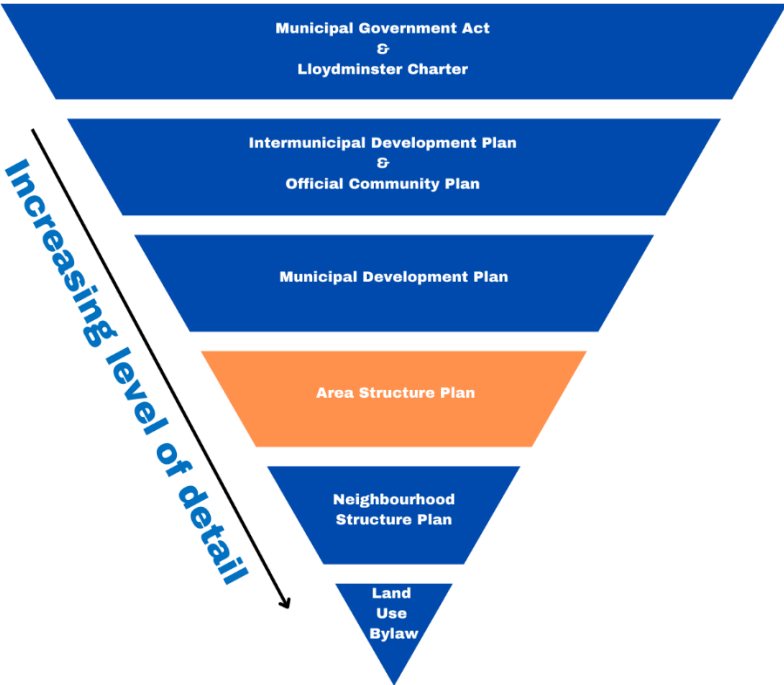
The Terms of Reference contains supplemental information to guide the preparation of an ASP. For any outstanding questions, please contact the City of Lloydminster’s Planning Department at 780-874-3700.

2.0 Context

Area Structure Plans (ASPs) are statutory planning documents that contain a high-level framework to guide future development of undeveloped lands. They are intended to ensure compatibility with existing policy and continuity among developments areas. ASPs interpret and implement the long-term vision of the Municipal Development Plan (MDP) and apply to lands typically larger than approximately one (1) quarter section (64.7 hectares) in area. They give guidance to more detailed Neighbourhood Structure Plans (NSPs), which specify more detailed planning for individual neighbourhoods which supports future subdivision, redistricting, and development within the ASP area.

Figure 1 shows the relative position of ASPs within the City of Lloydminster’s planning document hierarchy:

Figure 1. Lloydminster Planning Document Hierarchy



As a statutory document enabled under Part 17 of the *Alberta Municipal Government Act (MGA)*, an ASP shall describe:

- 1. Proposed sequence of development;
- 2. General location of land use for the area;

3. Proposed population density of the area;
4. General location of major transportation routes and public utilities; and
5. Any other information that Council may require.

ASPs in the City of Lloydminster shall graphically illustrate the following:

1. Plan area in the context of the greater community;
2. Aerial photography of plan area;
3. Existing natural and built environment features representing opportunities and constraints to development;
4. Future servicing;
5. Future Land Use Concept;
6. Sequence of development; and
7. Anything else required by the Development Authority or City Council depending on the specific attributes of the study area.

3.0 Preparation Process

As mentioned above, the level of detail required for an ASP is relatively low. Preparation of an ASP will require extensive public engagement to encourage community support for and feedback on the overall development scheme.

The following key steps are required in the preparation of an ASP

1. Pre-Application Meeting.
2. Technical Analysis.
3. Engagement.
4. Prepare ASP Document.
5. ASP Adoption Process.

3.1 Pre-Application Meeting

Prior to drafting an ASP, the Applicant shall meet with Administration to discuss the requirements and expectations for the project including compliance with the MDP and other City documents. These meetings are intended to provide the Applicant with guidance and the opportunity to ask clarifying questions.

3.2 Technical Analysis

The Applicant shall undertake site visits, desktop and in-field analyses, and technical studies, as necessary, to assess existing conditions and suitability of the area for future development.

ASPs shall include a description of the existing site conditions through the following:

1. Site analysis describing pre-development conditions and summarizing each technical study undertaken as part of the site assessment (refer to section 3.2.1); and
2. Detailed map(s) showing the location of existing opportunities and constraints that may include, but are not limited to:
 - a. Utility Right-of-Way;
 - b. Oil and gas infrastructure;
 - c. Rail lines;
 - d. Natural features;
 - e. Agricultural operations;
 - f. Hazardous lands (i.e., floodplain, steep slopes); and

- g. Any other opportunities or constraints specific to the ASP study area.

3.2.1 Technical Studies and Approvals

Technical studies and approvals supporting the analysis shall be completed by qualified professionals in their respective fields. These studies may include, but are not limited to:

1. Desktop Biophysical with Wetland Assessment;
2. Servicing Design Brief describing at a network level:
 - a. Water distribution;
 - b. Sanitary collection; and
 - c. Stormwater management.
3. If the lands are located in Alberta, approval from the *Historical Resources Act* (if the proposed lands are included in the *Listing of Historical Resources*);
4. If the lands are located in Saskatchewan, approval through a Heritage Resource Review (if the proposed lands are located within a heritage-sensitive area as identified by the Government of Saskatchewan's screening tool)
5. Population projections including student enrolment projections to determine future need for school sites; and
6. Any other reports or approvals required by the Development Authority.

Summaries of all completed technical studies shall be included in the applicable sections of the ASP, while full copies of the studies shall be included as appendices to the completed document.

3.3 Engagement

Public engagement is a required component in the preparation of an ASP. The engagement process shall be well-publicized, transparent, accessible, and inclusive, enabling participation from affected landowners, interested parties and members of the public who may be affected by or interested in the ASP.

The engagement period may span a minimum of 4-8 weeks, allowing sufficient time for interested parties to review materials, attend events, and provide feedback. Engagement may be phased where appropriate and include regular project updates to maintain transparency and encourage continued participation.

A comprehensive Engagement Summary Report shall be submitted to Administration prior to the ASP proceeding to City Council. This report may include, but is not limited to:

1. A description of each engagement activity conducted;
2. The number and type of participants;
3. Materials and information shared at the event;
4. A summary of feedback received, including feedback and concerns; and
5. A description of how the feedback was considered, including proposed strategies for mitigating concerns, where applicable.

3.4 Prepare ASP Document

While the layout of ASPs will vary depending on their specific content, it is recommended that Applicants follow the sample outline included in Appendix "A".

Additionally, ASP documentation is concise and visually appealing with clear indication of how the ASP upholds and implements the policies of the MDP.

3.4.1 Future Land Use Concept

ASPs shall include a Future Land Use Concept for the ASP study area that considers the opportunities and constraints identified in the Site Analysis and illustrates the concept through the following:

1. A detailed map or maps illustrating:
 - a. Plan boundary in relation to adjacent existing land uses;
 - b. General location of land use categories such as residential, commercial, and industrial;
 - c. Existing and proposed arterial and collector network roads;
 - d. Proposed location of major intersections;
 - e. Existing trails and proposed generalized trail connections;
 - f. Location of major parks and open spaces;
 - g. Location of existing and proposed school sites;
 - h. Generalized locations of future stormwater management facilities; and
 - i. North arrow, legend, and scale bar.

Discussion explaining the rationale for the Future Land Use Concept to ensure that the proposed concept is consistent with any higher-order City planning documents. This discussion may include, but is not limited to:

- a. Guidelines for Municipal Reserve Dedication,
- b. Urban design guidelines,
- c. Site servicing including summarized information from the completed Servicing Design Brief,
- d. Description of proposed uses and the objective of their inclusion in the study area,
- e. Any other information relevant to the ASP study area at the discretion of the Development Authority.

The supporting discussion may be broken into individual sections of the ASP (Transportation Network, Utility Servicing, Open Space and Recreation, etc.) depending on the requirements of the Development Authority and the breadth of existing site considerations and the future land use concept. Additionally, the supporting discussion may include tables, additional maps, concept renderings of the development, or other visual representation tools to clearly represent the proposed development concept.

3.4.2 Policies

The policies within an ASP shall support and reflect the language and intent of the policies in the MDP. Policies shall be crafted so that their type, function, and responsible party (corporate entity of the City of Lloydminster, or the Developer/Applicant) is clearly understood:

Type	Function	Key word
Mandatory	Denotes compliance with or adherence to a preferred course of action.	shall
Directional	Denotes compliance is desired or advised but may be impractical or premature because of valid planning principles or unique/extenuating circumstances.	may
Permissive	Denotes discretionary compliance or a choice in applying policy	may

Sample policies:

1. *The Applicant shall be responsible for all costs associated with the installation of municipal services to service the proposed development.*
2. *The Applicant may employ enhanced design criteria in the development of higher density residential neighbourhoods.*
3. *The Applicant may request to defer municipal reserve dedication to a future phase of development.*

4.0 ASP Adoption Process

As a statutory document, an ASP is adopted by bylaw following three readings a public hearing, which is held after first reading and prior to second readings.

When a draft ASP document is deemed suitable for presentation to Council for consideration of first reading, the Development Authority will initiate the Council process. The Applicant is encouraged to attend all Council meetings and the public hearing.

The entire Council process will typically take between 4 and 6 months depending on Council's meeting schedule, agenda priority, draft ASP document edits, advertising requirements, public hearing outcomes and other matters that Administration may not control. The initiation of the Council adoption process does not guarantee the ASP bylaw will receive third and final reading.

5.0 Amendments

Amendments to an ASP follow the same process as initial Plan approval. Applicants shall discuss the nature of the proposed amendment with Administration in a pre-application meeting and undertake any technical studies or engagement deemed necessary by the Development Authority prior to submitting a draft amendment. The amendment will be circulated internally for review and comments. Following circulation of the application, Administration will submit the draft amendment and any relevant comments to Council for first reading. The amendment shall be approved after a series of three readings by Council and a public hearing.

For ASPs in existence prior to this Policy coming into effect, the amendment process is subject to the discretion of the Development Authority.