



**City of
Lloydminster**

Policy

Policy Title:	Neighbourhood Structure Plan Policy	Policy Number:	610-02
Date of Adoption:	March 28, 2022	Motion Number:	137-2022
Date of Amendment:	June 22, 2026	Motion Number:	188-2026

1. Purpose:

- 1.1. To create a framework and provide clarity for comprehensive short and long-range planning of any undeveloped land up to a maximum of approximately one (1) quarter section (64.7 hectares) in size.
- 1.2. The area of an NSP shall be determined in collaboration with Administration, taking into consideration, at a minimum, the following influencing factors:
 - 1.2.1 Natural and built environment constraints to development;
 - 1.2.2 Logical boundaries such as waterbodies, roadways, railways, etc.;
 - 1.2.3 Extent of servicing basins; and
 - 1.2.4 Demonstrated market demand and land absorption rates.
- 1.3 The maximum area described in 1.1 may be exceeded at the discretion of the Development Authority where the expanded study area boundary is more conducive to the achievement of planning objectives.
- 1.4 To provide clarity to Applicants regarding the preparation and submission of plans and to ensure consistency in end products.

2. Background:

- 2.1. The City requires the preparation of a Neighbourhood Structure Plan (NSP) prior to the redistricting and subdivision of land in undeveloped lands.

3. Definitions:

Administration	An employee or Contract employee of the City of Lloydminster.
Applicant	An individual or developer that submits an application for a development or project to the City of Lloydminster.
Area Structure Plan (ASP)	Statutory document comprising a high-level, long-term planning framework for an area with the City of Lloydminster.
City	The corporation of the City of Lloydminster.

Development Authority	As defined in the <i>Municipal Government Act</i> and the 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.
Technical Review Committee	A group of representatives from various City departments that review and consider approval of Neighbourhood Structure Plans.

4. Process:

- 4.1. The Applicant shall schedule a pre-application meeting with the City to discuss the requirements and expectations of the NSP, 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/or public engagement, to the satisfaction of the Development Authority.
- 4.4. The Applicant shall submit a draft NSP at the time of application for review by Administration.
- 4.5. The Development Authority shall circulate the draft NSP to applicable City departments for comments and return to the Applicant with comments for revision, as necessary.
- 4.6. The Development Authority will bring the revised draft NSP to the Technical Review Committee for review and consideration for approval.
- 4.7. If the Development Authority refuses an application to adopt an NSP or amendment, Administration shall not accept another application for an NSP 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. NSPs shall include the information as described in Schedule "A": Neighbourhood 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 NSP.

Such requirements shall be assessed on a case-by-case basis by the Development Authority and discussed at the pre-application meeting.

6. Amendments:

- 6.1 Applications to amend an existing NSP shall follow the same form and process as outlined in Sections 4.0.
- 6.2 Landowner, interested party consultation and/or public engagement may be required as part of an amendment application at the discretion of the Development Authority.

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.
- 8.3. The Technical Review Committee shall be comprised of members of Administration representing the City departments as described in Schedule "A": Neighbourhood Structure Plan Terms of Reference.

SCHEDULE "A"

Neighbourhood Structure Plan Terms of Reference

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1 Introduction

The purpose of this Terms of Reference is to provide the Applicant with sufficient detail to successfully create a Neighbourhood Structure Plan (NSP).

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

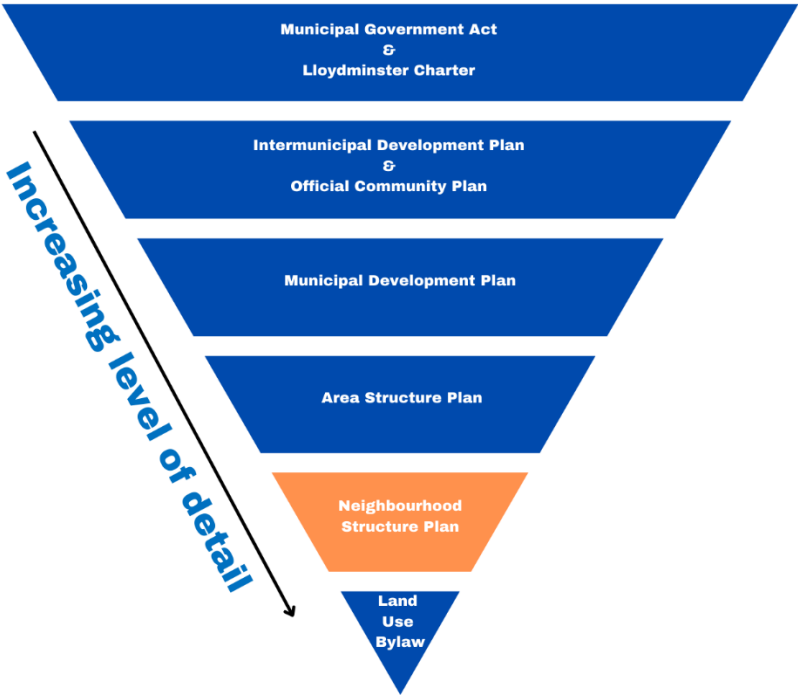
2 Context

An NSP is a highly detailed development framework enabled by an Area Structure Plan (ASP) for any undeveloped land up to a maximum of approximately one (1) quarter section (64.7 hectares) in size. An NSP does not have statutory standing and is not a bylaw.

NSPs inform short-term decisions regarding redistricting, subdivision, and development applications. NSPs shall be consistent with Master Plans, engineering documents, and other documents within the City’s Planning Document Hierarchy. If an NSP is also consistent with the overarching ASP, then it can be approved by the Technical Review Committee, paving the way for redistricting, subdivision, and development applications. If NSPs are found to be inconsistent with existing plans either the NSP or the applicable plans shall be amended.

Figure 1 shows the relative position of NSPs within the City of Lloydminster’s Planning Document Hierarchy:

Figure 1. Lloydminster Planning Document Hierarchy



The area of land addressed by an NSP is determined in collaboration with City Administration, taking into consideration, but not limited to the following influencing factors:

1. Natural and built environment constraints to development,
2. Logical boundaries such as waterbodies, roadways, railways, etc.,
3. Extent of servicing basins,

4. Demonstrated market demand and land absorption rates, and
5. Any other site-specific considerations.

An NSP shall describe:

1. Its alignment with the overarching ASP, MDP, and other applicable City documents;
2. Opportunities and constraints, including existing and proposed oil and gas facilities;
3. Land use, residential and employment density, population projection, and development staging;
4. Traffic circulation and the transportation network, including pedestrian walkways and trails;
5. Utility servicing capacity, sizing and locations;
6. Parks, open spaces, and reserve lands;
7. Existing or proposed community services and amenities (i.e., school sites, potential joint use sites, emergency services facilities, etc.);
8. Plan implementation; and
9. Any further detailed analysis identified at the ASP stage applicable to the development area.

An NSP shall graphically illustrate the following:

1. Plan area in the context of the greater community;
2. Relation of plan area to the approved ASP and the MDP;
3. Aerial photography of plan area with existing parcel boundaries;
4. Existing natural and built environment features representing opportunities and constraints to development;
5. Development concept;
6. Utility servicing;
7. Stormwater management;
8. Transportation network;
9. Oil & gas infrastructure;
10. Sequence of development; and
11. Any other items required by the Development Authority depending on the specific attributes of the study area.

3 NSP Preparation Process

The following key steps are required in the preparation of an NSP:

1. Pre-Application Meeting.
2. Technical Analysis.
3. Engagement.
4. Prepare NSP Document.
5. NSP Review & Approval Process.

3.1 Pre-Application Meeting

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

3.2 Technical Analysis

The applicant shall undertake site visits, in-field analysis, and technical studies to assess existing conditions and suitability of the area for near-term development. Technical studies shall be completed by qualified professionals in their respective fields and are intended to provide analysis of potential development constraints within the area. The existing Area Structure Plan (ASP) may provide direction on what studies are necessary for completion within the specific NSP study area. These studies may include but are not limited to the technical studies referred to in Section 4.3 of these Terms of Reference.

NSPs 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).
2. Detailed map(s) showing the location of existing development opportunities and constraints which may include but is not limited to the following:
 - a. Utility Rights-of-Way;
 - b. Oil and gas infrastructure and appropriate development setbacks;
 - c. Utility lines;
 - d. Rail lines and development setbacks;
 - e. Landfills and development setbacks;
 - f. Natural features;
 - g. Steep slopes;
 - h. Flood hazards; and
 - i. Any other opportunities or constraints specific to the NSP study area.

3.2.1 Technical Studies and Reports

Technical studies, reports, and assessments are required to support the development of an NSP depending on the specific attributes of the study area.

The following technical studies and assessments may be required during the site assessment process:

1. Detailed Engineering Design,
2. Market Analysis,
3. Fiscal Impact Analysis,
4. Population projections including student enrolments projections to determine future need for school sites,
5. Historic Resources Impact Assessment (Alberta) or Heritage Resource Impact Assessment (Saskatchewan) if required, based on the results of the heritage screening process. The screening is completed as part of the ASP.
6. Field-level Biophysical and Wetland Assessments,
7. Environmental Site Assessment Phase 1,
8. Environmental Site Assessment Phase 2 if required by a Phase 1 Assessment,
9. Alberta Energy Regulator Report, or Saskatchewan Ministry of Energy and Resources, identifying:
 - i. Sour gas wells,
 - ii. Abandoned wells,

- iii. High pressure pipelines,
- 10. Geotechnical Report,
- 11. Traffic Impact Assessment,
- 12. Parking Study, and
- 13. Any additional supporting documentation may be required at the discretion of the Development Authority depending on the nature of the NSP study area.

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

3.3 Engagement

Engagement of adjacent landowners and other interested parties at the discretion of the Development Authority is required to support the development of an NSP. The engagement approach shall be sufficiently advertised and arranged to allow for access by the widest possible range of parties who may be affected by or otherwise interested in the NSP. During the pre-application meeting the engagement approach shall be reviewed with Administration, which may include, but are not limited to, the following aspects:

1. Meetings with interested parties which may include, but are not limited to:
 - a. Landowners/lessees;
 - b. Potentially buyers/investors; and
 - c. Applicable City departments including Fire, Waste Management, Engineering Services, Planning Services, or Environmental Services.
2. Project initiation/awareness campaign that may include, but is not limited to:
 - a. Social media posts;
 - b. Newspaper advertisements
 - c. Website posts;
 - d. Effected landowner meetings; or
 - e. Roadside signs in neighborhood.

An Engagement Summary Report shall be provided to Administration within the formal NSP submission. This report may include, but is not limited to:

1. A description of each engagement activity conducted;
2. The number 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 NSP Document

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

Additionally, NSP documentation is concise and visually appealing with clear indications of how the NSP upholds and implements the policies of the applicable ASP.

3.4.1 Development Concept

NSPs shall include a Development Concept for the NSP study area that considers the opportunities and constraints identified in the Site Analysis and illustrate the development concept through the following:

1. A detailed map or maps illustrating:
 - a. The plan boundary in relation to adjacent existing land uses;
 - b. Proposed land uses and development layouts;
 - c. Existing adjacent roadways and proposed internal road layout and local roadways including laneways;
 - d. Existing and proposed pedestrian walkways and trails, illustrating connection points;
 - e. Existing and proposed open spaces, reserve lands, and school site(s);
 - f. Sizes and locations of stormwater management facilities,
 - g. Setback requirements related to oil and gas infrastructure within and adjacent to the plan area, and
 - h. Any other information relevant to the NSP study area, at the discretion of the Development Authority.

2. Discussion explaining the rationale for the Development Concept is necessary to clarify the intended look and feel of the study area and 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. Housing typologies,
 - b. Description of the proposed road network including:
 - i. Summaries of all completed transportation technical assessments (Parking Study, Traffic Impact Assessment etc.),
 - ii. Description of proposed pedestrian network,
 - iii. Alignment with the City's *Municipal Development Standards* (MDS) including road cross sections, right-of-way dimensions and other applicable information and where it is recommended to deviate from the regulations of the MDS.
 - c. Municipal Reserve Dedication,
 - d. Population and employment statistics,
 - e. Site servicing including summarized information from the completed Servicing Design Brief,
 - f. Description of the types of development intended within an area i.e., retail stores, single family homes, etc.,
 - g. How the Development Concept responds to the policies of the overarching ASP, and
 - h. Any other information relevant to the NSP study area at the discretion of the Development Authority.

The supporting discussion may be broken into individual sections of the NSP (Transportation Network, Utility Servicing, Open Space and Recreation, etc.). Additionally, the supporting discussion may include tables, additional maps, concept renderings of the development, street cross sections or other visual representation tools to clearly represent the proposed development concept.

3.4.2 Policies

Policies within an NSP shall support and reflect the language and intent of the policies in the applicable ASP. Policies are to 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 ensure the development meets the setback requirements of the respective land use district. (e.g., HI: Heavy Industrial District).*
2. *The Applicant shall complete a geotechnical investigation prior to application of a Development Permit.*
3. *The Development Authority may require the Applicant to complete additional studies depending on the findings of environmental assessments completed prior to development.*
4. *All pedestrian pathways may be integrated into the existing pedestrian network.*

4 NSP Review & Approval Process

Once a final NSP is submitted by the Applicant to Administration for processing, it will be circulated internally for review and comment. A memorandum summarizing all comments will be prepared and taken to the Technical Review Committee for review and consideration of NSP approval.

The Technical Review Committee comprises two representatives from the Operations Department, one from Planning, one from Engineering, and one representative from another City department who is familiar with the Planning process. Based on the needs of the Technical Review Committee, representatives from other departments may be consulted. A recommendation report will be prepared and presented to the Technical Review Committee for review and consideration prior to rendering a decision.

The length of time for the Technical Committee review will vary depending on the context of the NSP and Administration’s familiarity with the project.

5 Amendment Process

Amendments to NSPs follow a process similar to the NSP review process. Amendment requests are circulated internally for review and comments. Following circulation of the application, a recommendation report will be prepared and taken to the Technical Review Committee for review and consideration of approval.

Given the level of detail and design within NSPs any changes to the approved concept shall be presented to the Technical Review Committee for review and approval. Depending on the scope of amendment, and the level of public engagement completed at the time of initial approval, additional public engagement may be required to amend an NSP.