

**TERMS OF REFERENCE FOR THE PREPARATION
AND AMENDMENT OF RESIDENTIAL
NEIGHBOURHOOD STRUCTURE PLANS**

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Planning and Development Department

Version 5 (2010)

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1 INTRODUCTION

1.1 PREAMBLE

The art and practice of creating and developing a community in the City of Edmonton is an exciting and challenging prospect. It is about building communities that are healthy, vibrant, sustainable, respect the natural environment, honour local history, and establish a compelling vision of the future. However, it is also about reconciling provincial statutes, municipal bylaws, business practice, policies and procedures within the plan along with citizen and industry expectations and the challenges this brings with it. Applicants, stakeholders and the City are asked to consider their role in creating and developing complete communities that contribute to Edmonton's natural environment, social and cultural capital, economy, and overall quality of life.

1.2 AUTHORITY

The Municipal Government Act (MGA) provides for the preparation of Area Structure Plans (ASP) and their adoption by Bylaw. Neighbourhood Structure Plans (NSP) are not directly authorized under the MGA, but by City Council through the intents of the ASP and the Municipal Development Plan (MDP). Formal authority for NSP preparation is not required except that the NSP must be located within an approved ASP and the applicant must consult the Planning and Development Department prior to preparation of the NSP. Neighbourhood Structure Plans are approved by Bylaw of City Council as an amendment to the parent ASP document.

Where Area Structure Plans (ASPs) provide a general framework for the subsequent subdivision and development of land divided into component sub-areas or neighbourhoods, Neighbourhood Structure Plans (NSPs) are applied to these component areas and used to further refine the development framework established under the ASP. As such the ASP and the NSP are in a hierarchical relationship with the NSP expanding upon the detail of the "parent" ASP. Moreover:

- An NSP shall be consistent with the parent ASP, MDP and all other statutory Plans adopted by the City;
- Contents of an NSP must be internally consistent;
- An NSP shall describe the general pattern of development and subdivision by designating the type of land uses, the size and location of the arterial, collector, and local roadway network and top of the bank walk/roadways (if applicable), the detailed servicing schemes, the location and size of neighbourhood facilities and the staging pattern for development; and
- An NSP may contain any other matters that City Council deems necessary.

1.3 PURPOSE

The NSP provides a framework for the future development of lands identified within an ASP considered to be an integrated planning unit. It provides an intermediate link between the ASP and future plans of subdivision by implementing policies and objectives defined by the parent ASP.

Suburban residential NSPs form a sub-area within an ASP with a population (typically 4000 to 7000), support a range of housing, services and amenities, and are considered to be an integrated planning unit by either natural or man-made boundaries. The minimum size of the land area within the NSP shall be approximately 60 ha (148 ac.) to a maximum of 400 ha (988 ac.), except where unique local circumstances such as topographic or environmental constraints, or the location of major utility or transportation corridors or rights of way suggest that the Planning and Development Department consider a smaller or larger plan area.

The NSP provides clear guidelines and basic environmental requirements to ensure the orderly and efficient development of a plan area with regard to the provision of essential services and

facilities, land uses, transportation systems, population sizes and densities, and the sequence of development.

1.4 FRAMEWORK

Suburban NSPs shall establish a framework for implementing MDP and parent ASP policies, guiding future development, and ensuring all documentation and supplemental information is internally consistent within the plan. Furthermore, an NSP shall adhere to the spirit and purpose of the MDP, parent ASP, the Zoning Bylaw and various City Council and administrative policies related to planning and development as a whole.

1.5 RESPONSIBILITY

Neighbourhood Structure Plans shall be prepared or submitted by the owner (or owners) of the majority of land within the plan area, or by consultants acting on their behalf. Alternatively, NSPs can be prepared by the City of Edmonton as may be deemed appropriate.

1.6 INTERPRETATION

All NSP map symbols, locations and boundaries shall be interpreted as approximate unless otherwise specified within the plan, or coincide with clearly recognizable physical features or fixed (i.e. legal) boundaries.

1.7 APPLICATION OF TERMS OF REFERENCE

Where a Neighbourhood Area Structure Plan (NASP) is being prepared or amended within the context of a Servicing Concept Design Brief (SCDB), other plan (e.g. Outline Plan, Community Plan) or not, the NASP will employ all process, information and format requirements set out under these NSP terms of reference. Where information requirements and standards change over time, these Terms of Reference will be updated as required by the Planning and Development Department.

2 PLAN REQUIREMENTS

2.1 PUBLIC CONSULTATION AND INVOLVEMENT

Applicants are responsible for consulting with stakeholders and providing opportunity for public involvement throughout the planning process in accordance with legislative requirements (e.g. MGA, City of Edmonton Public Involvement Policy C-513) and urban planning best practices. Applicants are encouraged to share information (e.g. Technical Studies), initiate early consultation, and provide opportunities for a range of stakeholder participation. In addition, planners (i.e. Planning and Development) will use the Land Development Application (LDA) Public Involvement Plan (PIP) to guide public involvement for each planning application.

2.2 PLAN PREPARATION

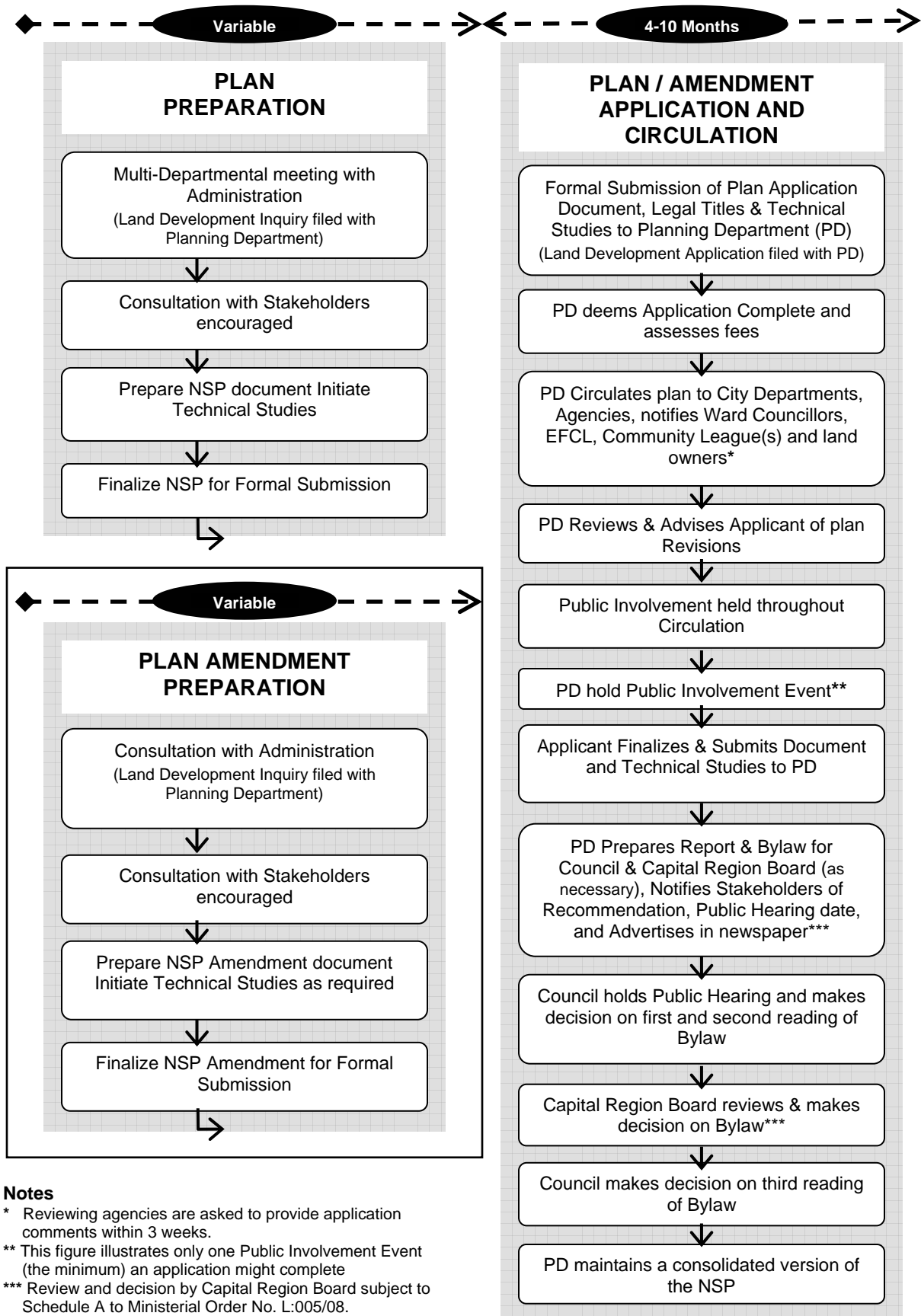
2.2.1 Process

Where the owner (or owners) of the majority of land within the plan area wish to prepare an NSP for lands identified within an approved ASP, applicant(s) shall consult civic departments, necessary Provincial and Federal agencies, and public utility operators prior to formal application (see Figure 1 – Neighbourhood Structure Plan Planning Process and Timeline). This planning process includes:

Consultation with Administration

Applicants will contact Planning and Development Department to hold a multi-departmental meeting to discuss the proposed plan prior to preparation of the NSP. The meeting should include senior decision-makers with representatives from the Planning and Development Department, other civic departments (e.g. Parks, Transportation Department, Emergency Medical Services, Fire Rescue Services), Energy Resources Conservation Board (ERCB), Alberta Utilities Commission (AUC), mineral rights (lease) holders, oil, gas, pipeline and public utility operators (e.g. EPCOR), and any necessary Provincial and Federal agencies.

FIGURE 1. Neighbourhood Structure Plan Planning Process and Timeline



Preliminary information such as parent ASP document, neighbourhood Land Ownership and Site Features map (see Section 2.2.2) should be shared to properly prepare for and discuss the following:

- Land Ownership – Delineation of Crown ownership of participating lands within plan area;
- Plan rationale, policy context, public involvement and vision for area;
- Applicable development considerations or issues concerning the plan area and interface with surrounding lands, related to:
 - Ecology – Preservation of environmentally sensitive, significant and natural areas, ecological connections / corridors, existing waterbodies, wetlands, riparian system, woodlots, protected farmland (if applicable), top of bank, determination of environmental reserve and crown land ownership;
 - Environment – Soil, air, and water quality and conservation, existing oil and gas facilities as per City Policy C-515; existing pipelines, location, status and contents;
 - Social / Cultural – Historic areas, landscapes, sites, and buildings; provision of a range of housing forms for a variety of income levels and household types in response to a continuum of need (e.g. market, affordable, low-income, social, special needs housing); inter-municipal governance and cooperation (if applicable);
 - Economic – Economic growth; market trends and forecasts; availability of serviced lands; land absorption rate; and
 - Infrastructure / Urban Service – Infrastructure; transportation (e.g. roadways, rail and transit service, walkability), servicing (e.g. water, sanitary, sewer), utility access and serviceability; community services including access to health care, protection / emergency services, school-park sites and open space.
- Planning process and timings:
- Technical study requirements and expected level of Preliminary Report detail by reviewing City Departments at time of formal application submission.

Consultation with Stakeholders

Applicant(s) will notify all local land owners within the study area by letter mail of their intention to prepare an NSP and provide contact information regarding the project.

Applicant(s) are *strongly* encouraged to consult with affected stakeholders within and surrounding the plan area prior to formal application submission. Stakeholders include: local land owners, Ward Councillors, Edmonton Federation of Community Leagues, surrounding community leagues, EPCOR, Edmonton School Boards, Canadian National Railway, Canadian Pacific Railway, affected adjacent municipalities, and (as necessary) applicable Provincial and Federal agencies.

A record of consultations must be summarized within the NSP document (see Section 2.2.2).

Preparation of NSP

The NSP document will be prepared for formal application submission according to the content and format requirements set out under this Terms of Reference. Applicants will confirm any necessary technical studies to be prepared, and level of detail required in consultation with reviewing City department (see Appendix 4.2).

2.2.2 Content Requirements

The NSP will be prepared using a standardized template (see Appendix 4.3.1) and include four (4) sections:

- Administration
- Plan Context
- Land Use, Transportation and Servicing
- Appendix

Applicants are required to include all *applicable* sub-sections described under this section as headings within the document. Where the vision or goals of a proposed NSP may not support a particular land use, this may be omitted.

Administration

The NSP will provide a concise statement or brief description of the plan's purpose, authority, timeframe, interpretation, and if any amendment has been made over time.

Plan Context

The NSP will provide a concise statement or brief description of the following:

Location

- Location, area and general background of the NSP study area; and
- Location map identifying the plan area in relation to surrounding areas, approved / proposed plans and influencing factors;

Background

- Background history of area conditions, development (e.g. uses, activity), and connectivity of lands within the plan area having regard for the surrounding area;

Land Ownership

- Land ownership characteristics in the plan area that includes:
 - A table of registered and assessed owners and legal addresses in conformance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act; and
 - Land Ownership map identifying the legal address (i.e. Alberta Township System) of proponent, private and public (i.e. Municipal, Provincial and Federal owned) lands within the plan area in conformance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act;
 - Waterbody Delineation and Legal Survey. Applicants are responsible for delineation (i.e. legal survey) of all water features for participating lands within the plan area subject to ownership and or regulatory interest by the Province or Municipality. This includes wetlands, water bodies, and filled-in water bodies. Where participating lands occupy a portion of a water feature, the remnant portion of this area (i.e. non-participating land ownership) will be surveyed in accordance with Alberta Land Surveyor code of practice.

This requirement will separate land title ownership prior to formal application, provide important information on existing natural resources, regulations affecting future development, and identify outstanding Crown and Municipal interest in lands for preservation (i.e. Environmental Reserve) and or conservation purposes. Identifying land ownership prior to zoning and subdivision will provide greater clarity and certainty for future land development (e.g. proforma, investment).

Applicants are required to contact both Sustainable Resources Development (SRD) Public Lands Division and City of Edmonton Asset Management and Public Works Department (AMPW) to provide notice, necessary information (e.g. aerial and or contour mapping of subject area and features), and arrangement for legal survey of identified water features within participating lands of the plan area.

Following survey of the plan area, applicants are required to forward a copy of the legal survey to both SRD Public Lands Division and AMPW.

A copy of the legal survey delineating Provincial and Municipal ownership of lands within the plan area is required prior to plan finalization. Applicants are advised that a non-response to an inquiry is not equivalent to a waiver of the Crown's claim of ownership to the bed and shore of a water feature. Non-participating lands at the NSP stage will be further reviewed at the Zoning level.

Site Context

The NSP will include an examination of the following site opportunities and constraints within or adjacent the plan area including:

- Agricultural soils capability;
- Geotechnical and hydrological characteristics (i.e. floodplain, top-of-bank slope stability, unstable and flood risk areas);
- Existing vegetation, water features (e.g. water bodies, (non)permanent wetlands, filled-in areas), natural areas and ecological connections;
- Existing and proposed infrastructure (e.g. storm, drainage, water and sanitary facilities);
- Historical areas, landscapes, sites, or buildings;
- Landscape character, unique vistas, views, natural pathways;
- Existing development and subdivisions;
- Utility corridors and registered rights of way;
- Transportation roadways, railways, public transit routes and facilities;
- Abandoned, suspended, existing and proposed petroleum and gas well-sites, pipelines, storage, extraction, processing or operation facilities, lease areas and access roads;
- Abandoned, existing and proposed sand, gravel or mine lands, extraction, processing or operation facilities;
- Any other areas requiring further investigation (e.g. telecommunications aerial / cellular towers, contaminated lands);
- Boundaries or locations of any restricted area or indications of areas which may be affected by any government regulation (e.g. areas covered by environmental protection legislation, the North Saskatchewan River Valley Area Redevelopment Plan Bylaw, restricted development areas, First Nations lands, airport NEF and crash hazard zones);
- Site Features map identifying existing neighbourhood site opportunities and constraints over an orthophotograph of plan area; and
- Site Contours map identifying 5 metre contour intervals within the neighbourhood plan area.

Public Involvement

The NSP will provide a summary of public involvement under this section including method of stakeholder consultation, participation and general input into the plan.

Land Use, Transportation and Servicing

The NSP will provide the following information:

Land Use Concept and Population Statistics

- Land Use Concept map illustrating the distribution of: applicable neighbourhood-level ecological features; local historical resources; special urban design areas / districts; residential; commercial; parkland, recreational facilities and schools (e.g. CKC, school / park, community league facilities, pocket parks, greenways); natural areas; institutional / urban service; mixed use, transportation; stormwater management facilities; and applicable special use areas;

Note: This map is conceptual in nature. The exact location and alignment of land uses, facilities, roadways, and services will be determined at zoning and subdivision stage.

- A tabled summary of Land Use Concept and Population Statistics provided for the plan area (see Appendix 4.3.5) including:
 - Calculations of gross area, Environmental Reserve, existing land uses, gross developable area, total non-residential area, and net residential area;
 - Calculation of Municipal Reserve for the entire neighbourhood plan area;
 - Disposition of any arterial roadway right of way or City owned land in the area;
 - Land use sub-classifications with approximate area (hectares) dedicated to each land use type as per overall development concept;
 - Calculation of: Net residential area, units per hectare, units, population of each residential land use type (i.e. Single/Semi-Detached, Row Housing, Low-rise/Medium Density Housing, and Medium to High Rise Units) and percentage breakdown of residential units according to type;
 - Calculation of: Net residential unit and population density, percentage of future population within walking distance (500m) of parkland, (400m) of transit service and (600m) of commercial service, and percentage of natural areas protected, conserved and removed;

Note: All new plans shall meet the Capital Region Plan density guidelines.

- A summary of natural areas protected, conserved, and lost by land and water feature; and
- Anticipated student generation, to be determined in consultation with Joint Use Agreement Partner school boards for each school system by school type and the total plan area.

Vision

Description of the long-term vision for the NSP in conformance with the parent ASP and Municipal Development Plan.

Goals and Objectives

Statement of broader policy goals and objectives of the plan.

Statement of policy conformance with applicable Federal, Provincial and Municipal policies, provisions, regulations and strategic planning documents (e.g. Provincial Wetland Policy, Municipal Development Plan, Transportation Master Plan, Area Structure Plan, Smart Choices for Developing Our Community).

Policy

Description of each *applicable* land use, transportation, and servicing component of the concept in support of the plan's goals and objectives.

For each component, a standardized table containing stated plan objectives, policies, and implementation method will be required (see Appendix 4.3.4). This includes:

- Statement of specific land use objective(s) in support of the NSP development concept;
- Statement of specific land use policy strategies required to achieve NSP objectives in support of higher order strategic policies / plans including Capital Region Plan land use policies and principles;
- Statement of how land use policy strategies will be implemented within the plan including:
 - Manner in which existing uses will be removed or incorporated as development occurs;
 - Key land use policies to be addressed and approvals required at subsequent planning stages (e.g. Zoning Bylaw, Subdivision, Servicing Agreements) to implement the development concept.
 - Direction and timing of development as it relates to the sequence or phasing of neighbourhood development;
 - Identification of any problems anticipated in the orderly staging of development or off-site development impacts generated (e.g. additional funding requirements or costs to City, downstream servicing impacts, traffic) and solutions presented at the time of NSP submission to the Planning and Development Department;
 - Identification and or assignment of any particular stakeholder roles, responsibilities or actions as necessary; and
 - A summary of the policy rationale for each land use, transportation, and servicing component and any necessary technical study (see Appendix 4.2) and or information required.

Note: All land strategies (e.g. Urban Design), uses (e.g. Commercial), and information (e.g. technical report summary) must be incorporated within the Policy section of the document. While some strategies and or uses may not apply given the vision and goals of a particular NSP in conformance with the parent ASP, those applicable will be prepared using the standardized format provided under Appendix 4.3.4.

Green Development

- Application of sustainable development principles in support of progressive land use concepts, design, strategies, techniques and or technologies at the neighbourhood level having regard for strategic ASP and City plans and policies including City of Edmonton Municipal Development Plan, Transportation Master Plan, Environmental Policy C-512, Environmental Strategic Plan, as well as urban planning best practices including LEED Neighbourhood Design (ND);
- Principles to be applied to energy efficient neighbourhood design through the orientation and intensity of land use pattern and block design in relation to prevailing wind direction, path of sunlight, utility servicing, transportation network, and landscaping;
- Principles to be applied to neighbourhood design of land uses in support of natural habitat(s) (e.g. use of native landscaping, stormwater management, natural / ecological connections)

Urban Design

- Guidelines to be applied in the arrangement, function and appearance of urban space concerning:
 - Seasonality and affect on neighbourhood design (e.g. Winter Cities);
 - Treatment of natural landscape, development pattern, and local character (e.g. ecology, historical resources, architecture, public spaces, special district(s), sense of place);
 - Treatment of plan boundaries (i.e. edges), connections (e.g. greenways), and viewpoints of lands adjacent the North Saskatchewan River Valley Area Redevelopment Plan (NSRVARP), surrounding lands, and any special development areas (e.g. institutional use, historical resources);
 - Architectural and landscape design in the provision of high quality and healthy living environments;
 - Transition between land uses and arterial roadways, transportation, rail lines and utility corridors within and surrounding the plan area. This includes separation distances between land uses and that of heavy industrial development to ensure minimal conflict between transportation networks and traffic flows servicing each use;
 - Direction at subsequent planning stages (e.g. funding strategies, application of CPTED principles among other relevant policies), having regard for, but not restricted to, those of the parent ASP, Municipal Development Plan and other Council approved documents (see Appendix).

Ecology

- Ecological Network map showing an orthophotograph overlaid with outline of proposed development concept identifying existing natural areas or systems, ecological connections / corridors, waterbodies, wetlands, riparian system, naturalized stormwater management facilities, any special lands, and location of top of bank.

Note: Applicants are required to submit an Ecological 'Shadow' Plan under separate electronic file as part of their formal application. This conceptual plan will be an overlay of the following maps: Ecological Network, Transportation Infrastructure, Storm Servicing Scheme, Water Network, Sanitary Servicing Scheme, and Utility Network. It will be reviewed in the context of the NSP by the Office of Natural Areas and used for information purposes only. *It will not be included in the final NSP document or adopted as part of the plan.*
- Identify preservation, conservation, loss and mitigation development strategy concerning ecological resources including:
 - Natural areas and or systems (as per City policy C-531 Natural Area Systems);
 - Waterbodies, all wetlands, drainage courses, watershed management within an integrated and connected system;
 - Potential designation of any additional natural area on the basis of ecological or environmental conditions, excess reserve land available, historical or aesthetic significance, following the provisions of the Municipal Government Act, the Municipal Development Plan, Natural Areas Systems Policy C-531, the River Valley Area Redevelopment Plan Bylaw, and or Urban Parks Management Plan; and
 - Local wildlife (i.e. terrestrial and aquatic) habitat (e.g. woodlots, streams) and movement (e.g. wildlife crossings, elimination of hanging culverts).

- Determination of Environmental Reserve claimed by the Crown for participating lands within the plan area through the legal survey of all water features in conjunction with SRD Public Lands Division;
- Determination of Environmental Reserve for participating lands within the plan area to the satisfaction of the Office of Natural Areas of the Asset Management and Public Works Department (as per MGA and Office of Natural Areas Guidelines for Determining Environmental Reserve (ER) Dedication for Wetlands and Other Water Bodies);
- A Geotechnical Study (if required) and Top of Bank (Walk) Study (if required) for participating lands within the plan area to the satisfaction of Transportation Department City Geotechnical Engineer and Planning and Development Department respectively; and
- An Ecological Network Report (ENR) (Stage 1) for participating lands within the plan area if previously uncompleted, to the satisfaction of the Office of Natural Areas of the Asset Management and Public Works Department, and if required, a Stage 2 Ecological Network Report and Natural Area Management Plan.

Environment

- Principles to be applied in the protection of soil, air, and water quality;
- Principles to be applied in the conservation and efficient use of land and infrastructure including brownfield sites;
- Treatment of abandoned, suspended, existing and proposed petroleum and gas well-sites, pipelines, storage, extraction, processing or operation facilities within and surrounding the plan area as per City Policy C-515. In addition, the following information will be provided:
 - Facility type, location (i.e. coordinates), status and site access; and
 - Energy Resources Staging map showing oil and gas facilities type, location, setbacks, and continued transportation, maintenance and emergency access to facilities.
- A Phase One Environmental Site Assessment (ESA) for participating lands within the plan area, to the satisfaction of the Environmental Planning Unit of the Planning and Development Department;
 - Note: Where a Phase 1 ESA has been previously approved for participating lands and is older than one (1) year but less than five (5) years, a Phase 1 ESA Update will be required.
- A Risk Assessment for participating lands within the plan area as required by the Planning and Development Department and reviewed by Community Services Department Fire Rescue Services.

Historical Resources

- Preservation, conservation and integration of cultural, historical or archaeological resources (i.e. areas, landscapes, sites, structures or buildings) having local, regional or provincial significance or potential future significance;
- Inventory of all existing buildings or structures on site for participating (i.e. proponent) lands if previously uncompleted; and
- Historical Resources Overview and or Historical Resources Impact Assessment (HRIA) for participating lands (and those older than 10 years) within the plan area concerning historically significant areas, landscapes, sites, structures or buildings prepared in accordance with Alberta Community Development requirements.

Residential

- Location, pattern and design (i.e. compatibility and integration) of a mix of residential uses within the plan;
- Sufficient neighbourhood density and scale in support of local mixed land uses, services, amenities, transit service, pedestrian and multi-use trail connectivity at the neighbourhood level;
- Principles applied for a maximum 400 m walking distance for access to public transit from all areas within the neighbourhood;
- Strategies to ensure the provision of a range of housing forms to accommodate a variety of income levels and household types in response to a continuum of housing need (e.g. market, affordable, low-income and special needs housing) ; and in accordance with applicable housing objectives or policies approved by Council; and
- Principles to be applied to residential design in support of natural habitat(s) (e.g. use of native landscaping, stormwater management, prevention of hanging culverts / connectivity)

Commercial

- Location, size, function (e.g. retail, office, live-work), and design (e.g. compatibility, integration) of commercial uses (i.e. neighbourhood commercial, community / major commercial, major and or highway commercial corridors);
- Provision and availability of commercial services including employment opportunities;
- Justification of commercial uses within the NSP based on population to be served, size of the area, distribution of commercial sites and trade areas outside the immediate plan boundary, appropriate policies of the Municipal Development Plan, Area Structure Plan, and or Commercial Market Needs Assessment (if not previously completed);
- A Commercial Market Needs Assessment for participating lands as required, where community and or regional-level shopping services will be provided within the neighbourhood. This assessment will be prepared to the satisfaction of the Corporate Planning and Policy Section of the Planning and Development Department; and
- Principles to be applied to commercial design in support of natural habitat(s) (e.g. use of native landscaping, stormwater management, connectivity).

Parkland, Recreational Facilities and Schools

- Parkland, Recreational Facilities and Schools map showing the proposed concept including the location, size and distribution of city, district, community and neighbourhood level education and recreational facilities (i.e. CKC, recreation and community league facilities, park space), school drop-off zone, top of bank roadway / walkway (where applicable), connectivity (i.e. multi-use trail, pedestrian and parkland connections), and stormwater management facilities;
- Identification of the actual location, size, distribution, configuration and method of acquisition of education, recreation and community league sites having regard for the distribution of similar type sites outside the immediate plan boundary;
- Identification of alternative land uses for future school building envelope sites should schools not be constructed as planned;
- Potential designation of any additional parkland on the basis of environmental conditions, residential density, historical or aesthetic significance, following the provisions of the Municipal Government Act, the Municipal Development Plan, the River Valley Area Redevelopment Plan Bylaw, and the Urban Parks Management Plan;

- A Community Knowledge Campus (CKC) Needs Assessment for the plan area prepared by proponents of the NSP as per the City of Edmonton CKC Needs Assessment Guidelines while following the provisions of the MGA and Joint Use Agreement;
- A Parkland Impact Assessment (PIA) for the plan area prepared by proponents of the NSP to the satisfaction of Asset Management and Public Works Department; and
- A Geotechnical Report (where applicable) for participating lands located within a future CKC or school / park site to the satisfaction of Transportation Department and City Geotechnical Engineer.

Institutional / Urban Services

- Identification of the need for and location of institutional and urban service uses within the neighbourhood (e.g. including post-secondary institutions, library, ambulance, fire and police stations, cemeteries, service yards) in consultation with service providers (e.g. Edmonton Capital Health, Neighbourhood Community Development, Recreation Facility Services, Fire Rescue Services, Emergency Medical Services, Edmonton Police Service, Edmonton Public Library, and Edmonton Federation of Community Leagues) and Asset Management and Public Works Department; and
- Location of Fire Rescue Station, Emergency Medical Services, and or Police Department Station(s) adjacent to major arterial roadway to ensure response coverage is achieved. Stations may be at the same or separate locations as determined by each deployment model. Fire Rescue Services operates under City Council direction for response time targets which are identified in Fire Rescue Master Plan, Goal 1, Administrative Guideline 1.1 Fire Response Time Service Level Targets as specified in National Fire Protection Association 1710. Emergency Medical Services will meet response time targets as endorsed by City Council.

Mixed Use

- Location, size, function and design of mixed use development (e.g. compatibility, integration of uses on same parcel or within same structure);
- Justification of mixed use development within the NSP on the basis of population to be served, size of the area, and appropriate ASP and City policies; and
- Principles to be applied to mixed use design in support of natural habitat(s) (e.g. use of native landscaping, stormwater management, connectivity).

Transportation

- Transportation Network map showing the location and design of the neighbourhood transportation pattern and facilities including top of the bank roadway / walkway (where applicable), freeways, interchanges, arterial and collector roadways, primary transit route(s), High Speed Transit (HST), park and ride facilities, transit centre, and identification of major access points to Provincial controlled highways, any creek and ravine crossing(s);

Note: Applicants are required to submit a detailed Local Roadway 'Shadow' Plan as part of their formal application. This conceptual plan will be reviewed in the context of the NSP by the Transportation Department and used for information purposes only. *It will not be included in the final NSP document or adopted as part of the plan.*

- Pedestrian and Multi-use Trails map showing the conceptual location and design of collector and local roadways, top of the bank roadway / walkway (where applicable), transit routes, High Speed Transit (HST), park and ride facilities, transit centre, multi-use trail, pedestrian pathways, connections, and any creek or ravine crossing(s);
- Transportation Network and Pedestrian and Multi-use Trails maps will include the following qualification:

Terms of Reference for the Preparation & Amendment of Residential Neighbourhood Structure Plans

Note: This map is conceptual in nature. The specific location and alignment of facilities, roadways, and services may be technically amended and change at time of subdivision.

- Provision of systems that support efficient vehicle circulation (i.e. express, freeway, arterial and major collector roadways, truck routes) having regard for the City of Edmonton Transportation Master Plan;
- Design and numbering of neighbourhood roadway network where possible to provide appropriate direction for emergency services and the general public;
- Provision of convenient public transportation facilities and routes (i.e. standard and High-Speed Transit routing) to reflect a walking distance to public transit within a maximum of 400 m or to the satisfaction of Edmonton Transit;
- Provision of systems that support community walkability and pedestrian connectivity including major pedestrian connections, pathways and facilities.
- Multi-Use Trail system network and connectivity to surrounding area lands and City wide routes;
- Proportion of future neighbourhood population within walking distance (400m) of transit service;
- Support of regional transportation systems including rail and other;
- Universal or inclusive design that promotes equal opportunity for use by individuals with or without disability;
- Crime Prevention Through Environmental Design to enhance public safety, security and prevention of crime;
- Right-of-ways and major easements where required;
- Consideration of potential ecological and environmental impacts having regard for animal habitat and migration patterns, City of Edmonton Urban Traffic Noise Policy, dangerous goods route(s);
- Transportation Impact Assessment (TIA) for the plan area shall be prepared by proponents of the NSP, to the satisfaction of the Transportation Department; and
- Noise Assessment Study for affected lands shall be identified within the plan area as required by, and to the satisfaction of the Transportation Department.

Infrastructure, Servicing and Staging

- Transportation Infrastructure map identifying roadway infrastructure and facilities staging required to support the ASP (e.g. roads, interchanges, estimated general completion time)
- Storm Servicing Scheme map showing the overall permanent servicing plan involving the major trunk sewers, stormwater management facilities, outfalls and connection points, top-of-bank setback and low-lying areas restrictions, and outlining existing and future catchment areas outside the neighbourhood.
- Water Network map identifying the conceptual location of the major water network, both interim and permanent, required to serve the area and connection points into the existing system (i.e. transmission mains, booster station(s), reservoir);
- Sanitary Servicing Scheme map showing the overall permanent servicing plan involving the major trunk sewers, pump stations/forcemains and the special servicing needs of low-lying areas, and outlining existing and future contributing areas outside the neighbourhood;
- Utility Network map showing the location of any existing, interim or permanent utility installation (electrical substation(s), electrical distribution line(s), telecommunication conduit,

switching stations and towers, high pressure gas line distribution line(s) and gate stations) required to serve the area; and

- All Transportation Infrastructure, Storm Drainage, Water, Sanitary, and Utility Network maps will include the following qualification:

Note: This map is conceptual in nature. The exact location and alignment of land uses, major facilities, roadways, and services will be determined at zoning and subdivision stage.

- Planned development and staging of neighbourhood sub-unit storm, sanitary, water, and shallow utilities;
- Efficient and effective infrastructure and management having regard for potential off-site impacts;
- Utilization of existing, short, and long-term planned infrastructure and servicing;
- Underground mains and trunks, booster stations, water reservoirs, catchment area, storm water management facilities, and sanitary pumping stations;
- Right-of-ways, easements, power lines, substations and service yards;
- Top of bank walkway / roadway location and setbacks (to scale);
- Communication infrastructure and facility location (e.g. cell tower), site design, impacts and stakeholder consultation;
- Neighbourhood Design Report (NDR) for the plan area, as required by, and to the satisfaction of the Drainage Services Branch of the Asset Management and Public Works Department. This report will reflect recommendations and or restrictions identified in any applicable Natural Area Management Plan for the NSP;
- Hydraulic Network Analysis (HNA), as required by, to the satisfaction of EPCOR Water; and
- Environmental Impact Assessment (EIA) along with applicable Provincial and Federal approvals necessary for the discharge of storm water into the North Saskatchewan River Valley and Ravine System as required or identified to be performed at the subdivision stage coordinated by the Planning and Development Department.

Special Use

- Location, size, function and design of any special land use(s) (e.g. local business / employment area) compatible with provincial and municipal objectives, policies and programs; and
- Any other technical study, assessment, or information that Administration or City Council considers to be necessary.

Appendix

Applicants may provide any other necessary information in support of the application in this section.

2.2.3 Format Requirements

Preparation of NSP Document for Formal Submission

Preparation of the NSP document for formal submission shall conform to format requirements identified under Section 2.3.3.

2.3 PLAN APPLICATION AND CIRCULATION

2.3.1 Process

All formal submission requirements must be completed prior to acceptance and circulation of a NSP application. Formal submission of the NSP document to the Planning and Development Department will provide all content (Section 2.2.2), format (Section 2.3.3) and technical study (Appendix 4.2) requirements specified for the NSP application prior to the application being deemed complete and ready for circulation.

Once submission requirements and conditions have been met, the application will be assessed Land Development Application (LDA) fees and circulated to appropriate civic departments and agencies for review and comment. Review agencies are asked to provide comments in response to a formal application within 3 weeks. The Planning and Development Department will monitor the status of agency responses, advise applicant(s) accordingly, and call a meeting as necessary to deal with any outstanding technical issues or file complexities.

A public involvement event will be scheduled by the Planning and Development Department which will also notify property owners and invite other City departments as required soliciting public input into the plan prior to advancement to Council and Public Hearing.

A minimum of one public involvement event (e.g. Public Meeting) is required. Additional public involvement events (e.g. open house information session, charette) may be required depending on the nature the NSP, or if significant changes have been made to the plan as a result of circulation. Such public involvement events will comply with the City's Public Involvement Policy C513.

2.3.2 Content Requirements

Formal application and submission of the NSP document to the Planning and Development Department for circulation shall provide all necessary content requirements specified in Section 2.2.2. This includes submission of necessary technical studies to the level of detail as required by reviewing department (see Appendix 4.2).

During circulation of the plan application, the NSP document may be further modified, updated or amended. Any changes to the document shall conform to the content requirements identified under these Terms of Reference and be completed prior to finalization of the NSP document.

All necessary technical studies and or studies shall be completed and summarized along with consultation(s) held with affected stakeholders prior to finalization of the NSP document and Planning and Development Department's formal report to Council for Public Hearing.

2.3.3 Format Requirements

Formal application and submission of the NSP document to the Planning and Development Department for circulation shall include:

- Four (4) copies on 21.5 cm x 28 cm (8½" x 11") paper along with:
- An electronic copy of the formal NSP submission document text (in Microsoft Word file format), mapping (PDF file format), and additional copy of the Land Use Concept map in AutoCAD on one (1) compact disk to the Planning and Development Department for review;
- All required maps must be formally submitted with appropriate title, plan boundaries, north arrow, scale, legend, known street names and qualifications as required. Additional maps which form an integral part of the NSP document shall be provided at an appropriate scale, page size and included within the body of the report; All mapping must be reproducible in greyscale (i.e. black and white) colour format. A sample AutoCAD file is available on the Planning and Development LDA website;

- Land Ownership map and table containing legal addresses and a list of registered and assessed owners, in conformance with Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act;
- A copy of all legal titles for lands within the plan area in excess of 2 ha (4.9 acres);
- A copy of legal survey delineating Provincial and or Municipal ownership of participating lands within the NSP as identified under the ASP;
- Any additional technical figures and illustrations may be incorporated as necessary in support of the plan document;
- All required statistical summaries;
- All required technical studies (identified under Appendix 4.2) and or additional reports. These shall (be):
 - Provide a clear, concise review of findings under each component Policy section along with necessary associated map(s) or illustration(s);
 - Submitted in PDF electronic format on one (1) compact disk, and four (4) bound copies on 21.5 cm x 28 cm (8½" x 11") paper unless indicated otherwise by the primary reviewing department. In the case of EPCOR Water Services, applicants are required to submit only one (1) bound paper copy of the HNA; and
 - Submitted to the Planning and Development Department who will then forward these to the affected civic departments and or agencies (see Appendix 4.2)
- One copy of the submitted NSP document or summary thereof (i.e. executive summary, land use concept map, population and land use statistics) shall be provided for each registered owner upon request

Submission of NSP application fees is required at time of acceptance of formal application.

Once the application has been reviewed and deemed complete, Planning and Development will assess fees payable as per fee schedule established by City Council through the Fees Bylaw. Fees are payable online or by cheque within 15 days of assessment.

Where the NSP document is further modified, updated or amended during plan circulation, changes shall conform to format requirements identified under Section 2.3.3.

2.4 COUNCIL CONSIDERATION

2.4.1 Process

The NSP is referred to City Council for Public Hearing for consideration of the plan and in some cases (as per Schedule A to Ministerial Order No. L:005/08), to the Capital Region Board (CRB).

Where the NSP does not require review and a decision by the CRB, Council may adopt the plan with or without amendment, reject the plan or postpone decision.

Where the NSP must be referred to the CRB, this will be done prior to third reading of the plan Bylaw. Furthermore, Administration will present the proposed Bylaw to the Board for its review and decision. The CRB may approve or reject the plan or plan amendment. Once a decision has been reached, the proposed NSP Bylaw may be forwarded to City Council for consideration of third reading at Public Hearing. Council may adopt the plan with or without amendment, reject the plan or postpone decision.

Should the NSP be adopted, the City Clerk's Office will hold an official original hard copy of the complete NSP documentation along with an electronic copy as approved by City Council. A copy of the final City Council approved NSP will be posted on the Planning and Development

Department website for public access and information. The Planning and Development Department will maintain a consolidated version of the NSP.

2.4.2 Content Requirements

Upon adoption of the NSP document as Bylaw, The Planning and Development Department and applicant (if required) will finalise any additional amendment(s) to the document as required by City Council arising from the Public Hearing.

2.4.3 Format Requirements

The final City Council approved NSP shall conform to format requirements identified under Section 2.3.3.

3 PLAN AMENDMENT REQUIREMENTS

All development proposals are reviewed by the Planning and Development Department (and at times the broader Administration) with regard to, among other things, their compliance to existing plans for the lands affected by the proposal. As a result, NSP policies, text, and mapping information may be amended from time to time in order to remain current and up-to-date in response to development and or issue(s) affecting the plan area.

3.1 PUBLIC CONSULTATION AND INVOLVEMENT

Applicants are responsible for consulting with stakeholders and providing opportunity for public involvement throughout the planning process in accordance with legislative requirements (e.g. MGA, City of Edmonton Public Involvement Policy C-513) and urban planning best practices.

In addition, planners (i.e. Planning and Development) will use the Land Development Application (LDA) Public Involvement Plan (PIP) to guide public involvement for each planning application.

3.2 PLAN AMENDMENT PREPARATION

3.2.1 Process

Where the owner (or owners) of the majority of land within the plan area wish to advance a development concept that appears to vary from an NSP, the applicant shall consult the Planning and Development Department and affected land owners, prior to formal application. This includes the plan amendment application and circulation process (see Figure 1 – Neighbourhood Structure Plan Planning Process and Timeline). This process includes:

Consultation with Administration

If, in the opinion of the Planning and Development Department or Administration, a specific development proposal does not conform with an existing plan(s), the Planning and Development Department will inform the proponent of the basis of this evaluation.

In determining whether a development proposal will necessitate a plan amendment, the following criteria must be considered:

- Overall character of the NSP development concept. Will the proposal significantly impact the overall character of the NSP development concept? Changes which may have an impact given their overall magnitude include:
 - Change in the boundary of the plan due to necessitated addition / deletion of land from the plan area;
 - Change in land use or pattern of land use development;
 - Increase / decrease in the compatibility, intensity and or population density of development; and

- Significant change in community service requirements (e.g. surplus school site, Community Knowledge Campus, revised provision of Municipal Reserve or Environmental Reserve).
- Infrastructure and servicing concept. Will the proposal significantly impact the approved method, and or design of development / servicing? Changes which may have an impact include:
 - Significant change in the servicing scheme (e.g. relocation of major infrastructure or services, alternative methods of stormwater management); and
 - Note: where a water feature or drainage course is proposed to be modified or altered, Provincial and Federal agencies must be contacted by the file planner.
 - Significant change in the transportation, multi-use trail or pedestrian circulation network as determined by the Transportation Department.
- Environmental and geotechnical considerations. Will the proposal significantly impact identified environmental resources or ecological system? Does the proposal identify unforeseen geotechnical issues or contamination that must now be dealt with? Changes which may have an impact include:
 - Subsequent identification of natural areas which would constrain or enhance the originally approved pattern of development;
 - Unforeseen geotechnical circumstances or information requiring revision to the overall development pattern, placement of municipal services, transportation system, an approved top-of-bank roadway, walkway location or development setback; and
 - Other concerns, including previously undocumented soil or groundwater contamination, proximity of residential to heavy industry, major overhead power transmission lines, oil / gas transmission mains, pipelines, well-sites, storage and or processing facilities and right-of-ways.
- Other considerations. Any other considerations that would impact the approved implementation of the plan.

During consultation, the Planning and Development Department will provide preliminary comments on the merits of the proposal, its acceptability from a policy perspective and advise as to the manner in which the existing applicable plan(s) can be amended such that the development proposal and the applicable plan(s) is/are compatible.

Where necessary, Planning and Development will contact and or hold a meeting with internal and or external agencies regarding technical study requirements or matters related to a particular technical issue for further clarification or direction (e.g. Provincial and Federal agencies regarding contouring, dredging, removal of a natural water feature).

Consultation with Stakeholders

Plan amendments vary significantly in scope and impact. Accordingly, applicant(s) are strongly encouraged to consult with affected land owners, civic agencies, Provincial and Federal departments (as necessary) in alignment with the City of Edmonton Public Involvement Policy C-513. This may include sharing information such as technical studies, initiating early consultation, and or creating opportunities for active stakeholder participation identified under Section 2.2.1. In all cases, consultations held with stakeholders will be summarized within the amendment document further outlined under 3.2.2.

Preparation of NSP Amendment

Amendment(s) to an NSP shall be prepared or submitted by the owner (or owners) of the majority of land within the plan area, or by qualified urban planning, municipal engineering and

environmental consultants acting on their behalf. Alternatively, amendments to NSPs can be prepared by the City of Edmonton as may be deemed appropriate.

Applicants shall prepare the NSP amendment for formal application.

3.2.2 Content Requirements

Any amendment to NSP policy, text or mapping information shall be comprehensive, internally consistent, and in accordance with the Municipal Government Act, the City of Edmonton Municipal Development Plan (MDP), parent Area Structure Plan, and Neighbourhood Structure Plan Terms of Reference. Furthermore, supporting technical studies and or amendment to existing reports (e.g. Phase 1 Environmental Site Assessment) may be further identified and required to the satisfaction of the requesting Department at time of amendment preparation or circulation.

Preparation of the NSP amendment document must include the following four (4) sections: Introduction, Background, Amendment, and Amendment to Bylaw. Depending on the type of amendment, proposed changes will affect those NSP land strategies and or land uses described under Section 2.2.2 of these terms of reference.

Introduction

A brief statement of the following:

- Purpose of the proposed amendment; and
- Proponent(s) of the amendment including land ownership and agent(s) acting on their behalf

Background

A brief description of the following:

- Amendment location and area within the approved plan;
- Brief description of planning and development history for plan area including bylaw numbers and date of original plan adoption and any previous amendments; and
- Brief description of existing development conditions within and surrounding the plan amendment area (e.g. ecological connections, land use, infrastructure, development staging, subdivision)

Amendment

A concise description of (the):

- Proposed amendment(s) to the NSP land use concept;
- Rationale or justification for applicable amendment(s) that includes:
 - Description of how the proposed amendment complies with Capital Region Plan land use policies and principles;
 - Description of how the proposed amendment complies with higher order plans (e.g. Municipal Development Plan, Transportation Master Plan, parent ASP), policies and or regulations;
 - Description of how the proposed amendment implements or revises the original NSP's vision, goals, objectives, and / or policies in conformance with higher order plans or policies;
 - Description of expected on-site (and any significant off-site) impacts of the proposed amendment such as: change in land use area(s), total population and or density, traffic volume(s), available commercial area, park space, protected natural area(s), development staging and servicing);

- A summary of any necessary technical report(s) or update(s) identified as part of the formal submission requirement; and
- A summary of public involvement method(s) used, stakeholder participation and input concerning the amendment.

Amendment to Bylaw

- Specific changes required to the original NSP Bylaw document in terms of text, maps, illustrations, statistics and or policy tables to effect the proposed amendment. Applicants will identify those sections within the approved NSP Bylaw document to be changed, and state whether any information must be deleted and substituted, added to, or removed from the approved Bylaw document.

3.2.3 Format Requirements

Preparation of the NSP amendment document shall conform to format requirements identified under Section 2.3.3.

3.3 PLAN AMENDMENT APPLICATION AND CIRCULATION

3.3.1 Process

Formal submission of the NSP amendment application to the Planning and Development Department will provide all content (Section 2.2.2), format (Section 2.3.3) and technical study (Appendix 4.2) requirements specified prior to the application being deemed complete and ready for circulation. Once submission requirements and conditions have been met, Land Development Application fees will be assessed by the Planning and Development Department and application circulated to appropriate civic departments and agencies for review and comment.

A minimum of one public involvement event is required and will be scheduled by the Planning and Development Department as per Section 2.3.1 of these Terms of Reference.

3.3.2 Content Requirements

Formal application and submission of the NSP amendment document to the Planning and Development Department shall provide all *content* requirements specified in Section 2.2.2. This includes submission of necessary technical studies to the level of detail as required by reviewing department (see Appendix 4.2).

During circulation of the plan amendment, the document may be further modified, updated or amended. Any changes to the document shall conform to the content requirements identified under these Terms of Reference and be completed prior to finalization of the NSP amendment document.

All necessary technical studies shall be completed and summarized along with consultation(s) held with affected stakeholders prior to finalization of the NSP amendment document and Planning and Development Department's formal report to Council for Public Hearing.

3.3.3 Format Requirements

Formal submission of an NSP amendment document shall include four (4) copies of the text along with electronic copies, legal titles for the amendment area, necessary technical studies, tables, maps, statistics and additional document copies as required under Section 2.2.3 of this Terms of Reference.

Submission of NSP application fees is required at time of acceptance of formal application.

Once the application has been reviewed and deemed complete, Planning and Development will assess fees payable as per fee schedule established by City Council through the Fees Bylaw. Fees are payable online or by cheque within 15 days of assessment.

Where the NSP amendment document is further modified, updated or amended during plan circulation, changes shall conform to format requirements identified under Section 2.2.3.

3.4 COUNCIL CONSIDERATION

3.4.1 Process

Refer to Section 2.4.1 of these Terms of Reference for further information.

3.4.2 Content Requirements

Refer to Section 2.4.2 of these Terms of Reference for further information.

3.4.3 Format Requirements

Refer to Section 2.4.3 of these Terms of Reference for further information.

4 APPENDIX

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4.1 REQUIRED REFERENCES

The following list of Bylaws, policies, guidelines and information, *must* be consulted and incorporated where applicable in the preparation of an NSP or its amendment. Additional sources may be further added as required.

Reference Category	Dept. Contact
Ecological / Environmental	
A Guide to Environmental Review Requirements	PD
C-512 Environmental Policy ; C-531 Natural Areas Systems	AMPW
Environmental Strategic Plan	AMPW
Guidelines for Determining Environmental Reserve (ER) Dedication for Wetlands and Other Water Bodies;	AMPW
Guidelines for the Preparation of Natural Site Assessments	AMPW
Guidelines for the Preparation of Natural Area Management Plans	AMPW
Inventory of Natural Areas (1993); Inventory of Natural Areas Addendum (2005)	AMPW
Land Development Process Policies and Guidelines for Potentially Contaminated Properties	PD
Public Lands Act	AE
North Saskatchewan River Valley Area Redevelopment Plan Bylaw; Natural Connections Strategic Plan	PD; AMPW
Risk Assessment	PD
Top-of-the-Bank Policy	PD, AMPW
Water Act	AE
Wetland Management in the Settled Area of Alberta	PD
Social / Cultural	
A Process of Resolving Intermunicipal Planning Issues	PD
Building Together: The City of Edmonton Low-Income and Special Needs Housing Strategy 2001-2011	AMPW
C-509 Naming Development Areas, Parks, Municipal Facilities, Roads and Honorary Roads	PD
C-513 City of Edmonton Public Involvement Policy	PD
Capital Region River Valley Park Plan of Action	AMPW
Child Friendly Edmonton Strategy	CMS
Community Knowledge Campus Needs Assessment; Design Guide for Safer Cities	PD
Future School Sites Study; Freedom of Information and Protection of Privacy Act	PD
Housing Mix Proportions in New Residential Development	PD
Joint Use Agreement	CMS, AMPW
Municipal Development Plan	PD
Municipal Government Act	AMA
Process for Disposal of Surplus School Sites	CMS
Smart Choices for Developing Our Community; Smart Choices Checklist	PD
Subdivision of Land; Suburban Neighbourhood Design Principles	PD
Urban Parks Management Plan; Ribbon of Green Master Plan; Parkland Impact Assessment	AMPW
Economic / Infrastructure	
Arterial Roadway Assessment	T
C-471B Public Consultation Process for Telecommunications Facilities	PD
C-515 Oil and Gas Facilities Policy	PD
C-535 Process for Developed Properties that are Currently Unserved to Connect to City Services	PD
City of Edmonton Design and Construction Standards	AMPW;T;EWSI;CC
Erosion and Sedimentation Control Guidelines	AMPW
Heliport Zoning Regulations	AMA;PD
Land Titles Act – Restrictive Covenant	AMA
Location of Liquor Sales Outlet Report	PD
Multi-Use Trail Corridor Study;	T
Policy for Screen and Uniform Fences in Plans; Policy Guidelines for the Integration of Resource Operations and Urban Development; Railway Noise Study	PD
Stormwater Management Facilities Guidelines	AMPW
Subdivision Authority Directive: Planning for the Interface of Pipeline Rights-of-Way; Subdivision Authority Directive: Subdivision Design Guidelines	PD
Traffic Impact Assessments and Parking Assessments; Transportation Master Plan; Urban Traffic Noise Policy	T
<p>PD=Planning and Development Department; AE=Alberta Environment; AMA=Alberta Municipal Affairs; CMS=Community Services Department; T=Transportation Department; AMPW=Asset Management and Public Works Department; EWSI=EPCOR Water Services Inc.; CC=Capital Construction Department</p>	

4.2 TECHNICAL STUDY REQUIREMENTS

Specific technical information may be required at the formal application stage and during circulation of the NSP. The need for particular planning studies and level of detail required for *Preliminary Reports* (in particular) should be confirmed by the applicant(s) with the reviewing City Department prior plan preparation and undertaking technical studies.

Technical studies may be submitted in preliminary or completed form to the satisfaction of the reviewing City Department. Information regarding the study type, timing, requirement, and reviewing City Department is provided below. All technical studies are to be submitted through the Planning and Development Department.

Neighbourhood Structure Plan Technical Report Requirements			
Technical Report	Required at Formal Application	Required prior to Plan Finalization	Reviewing City Department
Commercial/Retail Market Needs Assessment	As required	Completed Report	PD
Community Knowledge Campus Needs Assessment (CKCNA)	Preliminary Report	Completed Report	PD
Ecological Network Report (ENR) – Level 1	Preliminary Report	Completed Report	AMPW
Ecological Network Report (ENR) – Level 2	As required	Completed Report	AMPW
Environmental Impact Assessment (EIA) **	As required	Completed Report	PD
Geotechnical Report	Preliminary Report	Completed Report	TD
Historical Resources Impact Assessment (HRIA)	As required	Completed Report	PD
Historical Resources Overview (HRO)	Completed Report		PD
Hydraulic Network Analysis (HNA)	Preliminary Report	Completed Report	EWSI
Natural Area Management Plan	As required	Completed Report	AMPW
Neighbourhood Design Report (NDR)	Preliminary Report	Completed Report	AMPW
Noise Assessment Study	As required	Completed Report	T
Parkland Impact Assessment (PIA)	Preliminary Report	Completed Report	AMPW
Phase 1 Environmental Site Assessment (ESA) *	Completed Report		PD
Risk Assessment	As required	Completed Report	As specified
Top-of-Bank (Walk) Study	Preliminary Report	Completed Report	PD
Transportation Impact Assessment (TIA)	Preliminary Report	Completed Report	T
Any other report / study considered necessary by Administration or Council	As required	Completed Report	As required

PD=Planning and Development Department; T=Transportation Department; AMPW=Asset Management and Public Works Department; EWSI=EPCOR Water Services Inc.

Notes:

Applicants are advised to visit the City of Edmonton website www.edmonton.ca for up-to-date NSP Terms of Reference and technical report requirements.

All *Preliminary Reports* submitted at Formal Application must be completed during circulation of the plan and re-submitted as a *Completed Report* prior to finalization of the NSP document and completion of Planning and Development Department's formal report to Council for Public Hearing.

* Where a Phase 1 Environmental Site Assessments (ESA) has been previously approved for participating lands and is older than one (1) year but less than five (5) years, a Phase 1 ESA Update will be required. Phase 2 and 3 Environmental Site Assessments (ESA)s are not required at the NSP stage. These technical reports (if at all necessary) are required at the Zoning stage.

** Planning and Development Department will coordinate review of Environmental Impact Assessments (EIA)s in relation to the North Saskatchewan River Valley Area Redevelopment Plan (NSRVARP) along with other Departments and agencies as required.

4.3 DOCUMENT STANDARDS

4.3.1 Template – Table of Contents

Applicants will prepare all new NSPs using the following template and document headings to organize the report.

I. Administration

- Purpose
- Authority
- Timeframe
- Interpretation
- Amendment

II. Plan Context

- Location
- Background
- Landownership
- Site Context
- Public Involvement

III. Land Use, Transportation, and Servicing

- Land Use Concept and Population Statistics
- Vision
- Goals and Objectives
- Policy
 - Green Development
 - Urban Design
 - Ecology
 - Environment
 - Historical Resources
 - Residential
 - Commercial
 - Parkland, Recreation Facilities and Schools
 - Institutional / Urban Service
 - Mixed Use
 - Transportation
 - Infrastructure, Servicing and Staging
 - Special Use

IV. Appendix

4.3.2 Example – Administration Section

1 ADMINISTRATION

1.1 Purpose

The purpose of this Neighbourhood Structure Plan (NSP) is to establish a general land use framework for the development and servicing of the lands identified within the boundaries of Ambleside. This neighbourhood is...

1.2 Authority

The Ambleside NSP (as amended) was adopted by Council July 2005 under Bylaw 14057 in accordance with section 633 of the Municipal Government Act...

1.3 Timeframe

The Windermere area is expected to develop over the next 20 to 30 years. While no specific timeline is forecast within the Windermere ASP, it is anticipated that the neighbourhood of Ambleside within the plan area will be totally built out within ...

1.4 Interpretation

All map symbols, locations and boundaries contained within the NSP shall be interpreted as approximate unless otherwise specified within the plan, or coincide with clearly recognizable physical features or fixed (i.e. legal) boundaries.

1.5 Amendment

Policies, text, and mapping information contained within the Ambleside NSP may be amended from time to time in order to remain current and up-to-date in response to broader or more specific issue(s) affecting the plan area.

Any change to policy, text or mapping information contained within the Ambleside NSP shall be in accordance with the Municipal Government Act, Windermere Area Structure Plan, and Terms of Reference for the Preparation and Amendment of Neighbourhood Structure Plans.

4.3.3 Example – Plan Context Section

2 PLAN CONTEXT

2.1 Location

The Ambleside NSP is the first of 5 neighbourhoods described in the Windermere Area Structure Plan (ASP) and located in southwest Edmonton (see Figure 1.0 – Location Plan). The NSP is located south of the Transportation and Utilities Corridor, west of Whitemud Creek Ravine, north of Ellerslie Road (9 Avenue SW), east of Terwillegar Drive (170 Street). The plan area is bound on the north by Anthony Henday Drive, east by Whitemud Creek, Ellerslie Road to the south and Terwillegar Drive / 170 Street to the west.

The plan area is comprised of a number of parcels of land located within Sections 34, 27 and 26-54-25-W4M. The total gross area for the NSP is approximately 292 hectares. ...

2.2 Background

The Ambleside NSP has been prepared in response to an analysis of current and anticipated commercial and residential market demands in the Edmonton Region as well as the aspirations of the various landowners in the plan area. The surrounding land use north of Anthony Henday Drive is the developing residential neighbourhoods of Terwillegar Heights. West of Terwillegar Drive and Ambleside plan area is agricultural land and ...

2.3 Land Ownership

This plan has been prepared on behalf of two private corporations, owner of approximately 134 hectares of land within the study area. Approximately 134 ha of the land within the Ambleside NSP are owned by two private corporations. The remaining land is held by a number of other owners. Current land ownership is shown on Figure 2.0 – Land Ownership along with a listing of the legal parcels (see Table 1 – Land Ownership) in Appendix 2 – Land Ownership. ...

2.4 Site Context

The topography of the lands within the Ambleside NSP is generally flat throughout with slight undulations. Elevations throughout the neighbourhood generally vary from (approximately) 688 m in the southwest to 682 m towards the far north-western edge. Surface drainage throughout most of the plan area typically runs toward the northwest except in the eastern portion where it flows to Whitemud Creek as shown on Figure 3.0 – Site Features and Figure 4.0 – Site Contours)

As shown on Figure 3.0, there are relatively few areas of tree cover in an otherwise agricultural dominated landscape. The underlying regional geology in the area of the NSP consists of glaciolacustrine deposits (i.e. bedded sands, silts and clays) underlain by glacial till and bedrock. These soil conditions are suitable for urban development...

2.5 Public Involvement

In July 2005, letters of notification were sent to fourteen (14) land owners within the plan area. In August 2005, an open house information session was held to help answer local land owner's general questions and concerns regarding preparation of the plan. Stakeholders included ten (10) local land owners, one representative from EFCL, both Ward Councillors, two members from Canadian National Railway, and City staff from Planning and Development, Transportation...

Attendees were generally in favour of preparing an NSP for the area. However, a number of land owners were concerned about servicing costs and timing of future development...

4.3.4 Example – Land Use, Transportation, and Servicing Section

3 LAND USE, TRANSPORTATION, AND SERVICING

3.1 Land Use Concept and Population Statistics

The Ambleside NSP is guided by principles of Pedestrian / Transit Oriented Development and urban planning best practices outlined in the City of Edmonton’s Smart Choices report. The NSP will be developed as a mixture of residential, commercial and business uses as shown in Figure 5.0 – Land Use Concept. Higher density land uses will be located along major collector / arterial roadways, in proximity to commercial services, employment opportunities, and transit services set within an attractive, walkable pedestrian environment. More detailed information is provided in the following sections and in Table 2 – Land Use Concept and Population Statistics.

3.2 Vision

The Ambleside NSP area is an exciting and vibrant community in southwest Edmonton that incorporates a diverse mix of land uses and connectivity that gives rise to “total community”.

3.3 Goals and Objectives

Residential Mixed Use

- To establish development in Ambleside that is compact, pedestrian / transit-oriented, comfortable, attractive and offers a mix of uses. This supports Focus Edmonton and Windermere ASP through...

3.4 Policy

3.4.1 Green Development... 3.4.2 Urban Design... 3.4.3 Ecology...

3.4.10 Mixed Use

The Plan proposes to promote a vibrant, healthy, and life-long residence within Ambleside through the inclusion of mixed-used type development in the northwest portion of the NSP. This directly supports the sustainability of the local community in terms of the service and amenity opportunities that

Objective	NSP Policy	Implementation
3.4.3(a) To establish development in Ambleside that is compact, pedestrian / transit-oriented, comfortable and attractive	3.4.3(a) Any residential development proposed within the life-style oriented commercial component of the Major Commercial site shall be integrated above or at street-level to the commercial centre in conformance with municipal standards and policies	3.4.3(a) The exact size, shape and configuration of residential would be determined in consultation with the City of Edmonton Planning and Development Department and area residents. This may include larger, integrated residential projects central to the commercial site.
3.4.3(b)

Rationale

Emphasis on high quality urban design, human scale development, attractive street-scaping, and mix of uses at the local scale will establish a pedestrian-friendly environment. Residential development above street-front retail encourages...

Technical Summary

No specific technical requirements were further identified.

4.3.5 Template – Land Use Concept and Population Statistics

Applicants will prepare a statistical summary for all NSP applications using the following template:

NEIGHBOURHOOD STRUCTURE PLAN LAND USE CONCEPT AND POPULATION STATISTICS*

	Area (ha)	% of GA
GROSS AREA	#	100.0%
Natural Area (Environmental Reserve)	#	%
Pipeline & Utility Right-of-Way	#	%
Arterial Road Right-of-Way	#	%
GROSS DEVELOPABLE AREA	#	100.0%
Existing Land Uses	#	%
Commercial		
Major Commercial	#	%
Neighbourhood Commercial	#	%
Parkland, Recreation, School (Municipal Reserve)		
District Park	#	%
CKC / School / Park	#	%
Natural Area (Municipal Reserve)	#	%
Institutional		
Fire Station	#	%
Mixed-Use	#	%
Transportation		
Circulation	#	%
Transit Centre	#	%
Infrastructure / Servicing		
Stormwater Management Facilities	#	%
Special Use	#	%
TOTAL Non-Residential Area	#	%
Net Residential Area (NRA)	#	%

RESIDENTIAL LAND USE AREA, UNIT & POPULATION COUNT **

Land Use	Area (ha)	Units/ha.	Units	People/Unit	Population	% of NRA
Single/Semi-Detached ↓	#	25	#	2.80	#	%
Row Housing ↓↓	#	45	#	2.80	#	%
Low-rise/Medium Density Housing ↓↓↓	#	90	#	1.80	#	%
Medium to High Rise Units ↓↓↓↓	#	225	#	1.50	#	%
Total Residential	#		#		#	100.0%

SUSTAINABILITY MEASURES

Population Per Net Hectare (ppnha)		#
Units Per Net Residential Hectare (upnrha)		#
[Single/Semi-Detached] / [Row Housing; Low-rise/Medium Density Housing; Medium to High-Rise Units] Unit Ratio		% / %
Population (%) within 500m of Parkland		%
Population (%) within 400m of Transit service		%
Population (%) within 600m of Commercial service		%
Presence/Loss of Natural Area features	Land	Water
Protected as Environmental Reserve (ha)	#	#
Conserved as naturalized Municipal Reserve (ha)	#	#
Protected through other means (please specify) (ha)	#	#
Lost to Development (ha)	#	#

STUDENT GENERATION COUNT **

Public School Board	#	#
Elementary School	#	
Junior / Senior High School	#	
Separate School Board	#	#
Elementary School	#	
Junior High School	#	
Senior High School	#	
Francophone School Board	#	#
Elementary School	#	
Junior High School	#	
Senior High School	#	
Total Student Population	#	#

Notes:

* Where the vision, goals and objectives of a NSP reflect the context of a particular area, some land uses may not be necessary or desirable.

** Applicants are advised to consult with the Planning and Development Department for up-to-date housing mix guidelines, unit and population factors and School Boards specifically regarding school need and student generation factors.

↓ This land use is further prescribed under RF1, RPL, RSL, RF2, RF3, RF4 Zoning and includes triplex and fourplex dwellings.

↓↓ This land use is further prescribed under RF5 Zoning.

↓↓↓ This land use is further prescribed under RF6 and RA7 Zoning.

↓↓↓↓ This land use is further prescribed under RA8 and RA9 Zoning.

4.4 GLOSSARY

Amenities. All public facilities, cultural activities, programs and environmental features that serve to enhance the physical setting of a community.

Area Redevelopment Plan. A statutory plan that is primarily applied to mature areas and may designate an area for the purpose of preservation or improvement of land and buildings; rehabilitation of buildings; removal of buildings and/or their construction and replacement; or, the relocation and rehabilitation of utilities and services.

Area Structure Plan. A statutory plan that identifies where residential, commercial, institutional and recreational sites will be located and how essential municipal services such as water and sewer systems, roads and fire protection will be provided. These plans also describe the number of people that are expected to live in the new area and how development will be staged over time.

Business and Employment Area. An area where commercial, industrial and business activities take place and where the primary land use is commercial and/or industrial.

Business Employment. Development which includes commercial, office and service type activities and services located on / nearby major public roadways with high visibility and / or access.

Commercial. Development which includes retail, office, and commercial uses serving neighbourhood, community, and regional consumer needs.

Complete Report. A finalized technical report detailing the scope, parameters, concept and or findings concerning a particular land use proposal, component or plan.

Density. The number of dwelling units or the square meters of floor space in commercial and industrial buildings per acre or hectare.

Focal Point. Means a grouping of facilities and infrastructure within a common geographic location which acts as a destination point for a variety of purposes to serve a neighbourhood or community.

Goal. A general aim or purpose in support of a larger vision of a plan.

Greenway. A linear park or public open space (minimum width of 10 metres) that connects parks and other public open spaces to one another. Greenways will be active recreation spaces and will accommodate active transportation options for the community (e.g., walking or cycling to work, etc.).

Gross Developable Area. The total area of a parcel of land less the land required to be provided as pipeline/utility right-of-way, arterial road widening, environmental reserve and the land made subject to an environmental reserve easement.

High Impact Development. Any land use which, because of its type, scale, location or intensity, may generate negative off-site, cross border impacts including, but not limited to, traffic, emissions, noise, odours, nuisance, visual obstruction or intrusion, servicing demands, hazards to persons or property or other

Industrial. Development which includes manufacturing, processing, assembly, distribution, service and or repair.

Infrastructure. The services and facilities in which Edmonton has capital investment and maintenance responsibilities, including roadways, sidewalks, bridges, street lights and traffic signals, transit buses, light rail transit facilities, solid waste management systems, potable water distribution system, storm sewers, sanitary sewers, sports fields, playgrounds, arenas, pools, police and emergency response stations, vehicles and equipment, civic buildings, parks, boulevard trees and computer and telecommunications equipment.

Institutional. Development which includes publicly and privately owned facilities of an institutional or community service nature (e.g. religious assembly, cemetery, library, museum, art gallery).

Intermunicipal Development Plan. A statutory plan jointly prepared by neighbouring municipalities to establish strategic policies and identify issues of mutual interest that overlap municipal boundaries.

Intermunicipal Fringe. The Intermunicipal fringe is a strip of land extending 3.2 km or less inward from the City of Edmonton's border and is illustrated on Maps 4A, 4B, 4C and 4D in Schedule A of the MDP. The intermunicipal fringe does not include statutory area plans.

Involvement. The term used to cover the continuum of purposes or phases for engaging the public in municipal issues. The continuum includes sharing information, consultation to test ideas and collaborating to build solutions and active participation in decision making.

Linkage. Physical means of pedestrian-related connection of one building or activity centre with another, by means of walkway, trail, pedway or sidewalk.

Mixed Use Development. Development designed for more than one type of land use on the same parcel of land and often within the same building such as residential and retail development; residential, office/retail development; office/warehouse developments, etc.

Mutli-Use Trail. A linear recreation corridor and associated facilities which is marked, mapped, and maintained and allows for travel by people using non-motorized modes.

Natural Area. Remnant or self-sustaining areas with native vegetation, water or natural features.

Natural Area. An area of land or water that is dominated by native vegetation and relatively undisturbed by human activity. Such areas could include grasslands, forests, wetlands, peatlands, or riparian areas. Groomed parks and fields (i.e. un-programmed spaces), recreation areas for sports and school yards (i.e. programmed spaces) are not included in this definition.

Neighbourhood. A residential area, designed as a separate unit, having an appropriate mix of housing and dwelling types with convenience-type commercial facilities, and, where appropriate, schools or park facilities.

Neighbourhood Area Structure Plan. A statutory plan for a neighbourhood within an SCDB or for a neighbourhood physically separate from other planned areas that constitutes a discrete planning unit; comparable to an NSP as it applies to a smaller area, typically based on a single neighbourhood. Neighbourhood Area Structure Plans identify where residential, commercial, institutional and recreational sites will be located and how essential municipal services such as water and sewer systems, roads and fire protection will be provided. These plans also describe the number of people that are expected to live in the new area and how development will be staged over time.

Neighbourhood Structure Plan. A statutory plan for a smaller area within an ASP that identifies in greater detail where residential, commercial, institutional and recreational sites will be located and how essential municipal services such as water and sewer systems, roads and fire protection will be provided. These plans also describe the number of people that are expected to live in the new area and how development will be staged over time.

North Saskatchewan River Valley and Ravine System. The North Saskatchewan River Valley, its banks and the banks of its tributary system within the City of Edmonton.

Objective. A specific aim or purpose formulated to achieve a measurable effect within a particular timeframe in support of a goal.

Open Space. All land and water areas, either publicly owned or offering public access.

Policy. A set of formalized ideas or approach to a particular situation or occurrence in fulfillment of a plan's objectives, goals and vision.

Preliminary Report. An initial technical report outlining the general scope, parameters, concept and or general findings concerning a particular land use proposal, component or plan.

Public. The most general and inclusive term for participants of public process in the municipal context. This term includes individuals, not-for-profit, community and corporate organizations.

Public Involvement. Will be used to represent the various methods of engaging the people of Edmonton in discussions about civic matters that affect them.

Public Utility. A system or works used to provide for such services as sewage disposal and any other public utility defined under the Municipal Government Act.

Recreational Land Use. A public or private athletic or recreational facility or amenity, a joint-use site or a park or playground which serves the surrounding neighbourhood or community.

Residential. Development which includes all manner of dwellings intended for habitation by persons and their associated ancillary uses.

School / Park. Development which includes public land for learning institutions along with active and passive recreational uses.

Servicing Concept Design Brief. A non-statutory plan adopted by Council resolution, which provides a generalized framework for municipal infrastructure and servicing, planning and development guidelines and basic environmental requirements to facilitate the staged submission of Neighbourhood Area Structure Plans.

Statutory Plan. A plan adopted by municipal bylaw under the authority of provincial legislation. Examples are: an intermunicipal development plan, a municipal development plan, an area structure plan and an area redevelopment plan.

Suburban Areas. The area shown on Map 1 of the MDP which includes all neighbourhoods developed since 1970, lands approved for development and lands suitable for future residential development.

Sustainable Development. Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Table Lands. Those suburban and agricultural lands, outside of the North Saskatchewan River Valley and Ravine System, which were annexed to the City of Edmonton in 1982.

Technical brief. A specialized, draft report *outlining* the general scope, parameters, concept and general findings concerning a particular component of a land use plan; and

Technical report. A specialized, completed report *detailing* the scope, parameters, concept and findings among other information concerning a particular component of a land use plan.

Transit-Oriented Development. Refers to intensive, comprehensive, pedestrian-friendly development that is built within easy walking distance of a major transit station and generally includes a compact mix of different land uses that by design, are oriented to promote pedestrian activity.

Vision. An image of a future state a person or group seeks to create for a planning area.

Zoning Bylaw. The bylaw that divides the city into land use zones and establishes procedures for processing and deciding upon development applications. It sets out rules which affect how each parcel of land in the city may be used and developed. It also includes a zoning map.