



Planning and Development Guiding Documents

Authority: Council

Effective Date: January 1, 2019

Date Approved by Council: December 10, 2018

Resolution No.: 309/12/18/SP

Future Review Date: 2026

Last Review/Revision: 2022

Responsibility: Planning and Development

References: Municipal Government Act Part 17; Statutory Plans; Land Use Bylaw; Non-statutory plans and other guiding documents regarding planning and development.

Replaces: No Prior Policy

1.0 Purpose: To outline the guiding documents Planning and Development Decision Makers use for planning and development decisions. To enable the creation of a framework to compile and keep updated a list of documents considered in making decisions under Part 17 of the Municipal Government Act regarding planning and development matters. To establish the types of these documents and to enable the creation of guidelines, standards, and procedures to implement these documents.

2.0 Scope: This policy applies to Planning and Development Decision Makers, Planning and Development, and documents considered during the decision making process.

3.0 Definitions:

Planning and Development: means the portion of the Town’s Administration involved in planning and development matters.

Planning and Development Decision Makers: means Council or any person or organization authorized or established by Council by bylaw under Division 3 Planning Authorities of Part 17 of the Municipal Government Act.

Town: means the Town of Stony Plain, a Municipal Corporation in the Province of Alberta.

4.0 Statement: Town documents considered in making decisions on planning and development matters will be made available to the public and published on the Town website. The Town will create and maintain a framework for these documents to ensure planning and development decisions are in compliance with the legislation and made in a transparent, consistent, and fair manner. Documents to provide clarity on procedures and requirements for the acceptance, processing, and consideration of complete land development applications will be created and published on the Town website.

5.0 Standards:

5.1 Framework for Planning and Development Documents

5.1.1 General Provisions

- 5.1.1.1 A framework will be established to list Town documents considered in making decisions on planning and development matters;
- 5.1.1.2 This framework will be published on the Town website; and,
- 5.1.1.3 This framework will contain a list of documents, a description of each document, and a summary of the documents and how they relate to each other.

5.1.2 Planning and Development Decision Makers Responsibilities

- 5.1.2.1 Will only have regard to the Town documents contained within the framework when deciding on planning and development matters.

5.1.3 Planning and Development Responsibilities

- 5.1.3.1 To create, maintain, review, and update the framework.

5.2 Types of Planning and Development Documents

5.2.1 General Provision

- 5.2.1.1 Documents contained within the framework will be categorized by type as per sections 5.2.2 to 5.2.9 to indicate their origin, influence, and relationship to one another.

5.2.2 Statutory Plans

- 5.2.2.1 Plans that are approved by Council by bylaw under Division 4 of Part 17 of the Municipal Government Act, including the municipal development plan, area structure plans, area redevelopment plans, and intermunicipal development plans.

5.2.3 Land Use Bylaw

- 5.2.3.1 The current bylaw and amendments in effect approved by Council governing subdivision and development under Division 5 of Part 17 of the Municipal Government Act.

5.2.4 Non-statutory Plans

- 5.2.4.1 High-level plans, studies, reports, and strategies that are prepared for use by Administration, which are not approved by bylaw and may be presented to Council for information, including but not limited to, the Trails Master Plan, the Transit Study, and the Economic Development Strategy.

5.2.5 Bylaws Pertaining to Planning and Development Matters

- 5.2.5.1 Bylaws pertaining to planning and development matters that are approved by Council and not statutory plans, including but not limited to, the Off-site Levy Bylaw, the Municipal Planning Commission Bylaw, the Subdivision and Development Appeal Board Bylaw, and road closure bylaws.
- 5.2.6 Policies Pertaining to Planning and Development Matters
 - 5.2.6.1 Council and Administrative policies pertaining to planning and development matters approved by Council or the Chief Administrative Officer, including but not limited to, the Compliance Reports Policy, and the Subdivision, Street and Building Naming Policy.
- 5.2.7 Guidelines, Standards, and Procedures
 - 5.2.7.1 Documents created under Section 5.3 of this policy.
- 5.2.8 Other Town Documents
 - 5.2.8.1 Agreements and detailed plans, reports, studies, and drawings may not be available to the public and would not be provided within the framework. Such documents that pertain to planning and development decision making will be made available however, may not necessarily be published on the Town website.
- 5.2.9 Non-Town Documents
 - 5.2.9.1 Non-Town documents such as the Municipal Government Act, the Edmonton Metropolitan Region Board Growth Plan, Provincial Land Use Policies, and regional plans that must or may be considered in making decisions on planning and development matters are not required and may not be included within the framework.
 - 5.2.9.2 These documents will be made available as copies, references, and links.
- 5.3 Planning and Development Implementation Documents
 - 5.3.1 General Provision
 - 5.3.1.1 Guidelines, standards, and procedures may be developed to implement the documents contained within the framework and provide clarity on procedures and requirements for the acceptance, processing, and consideration of complete land development applications.
 - 5.3.1.2 These guidelines, standards, and procedures will be considered part of the framework.
 - 5.3.2 Planning and Development Responsibilities
 - 5.3.2.1 To review the documents of the framework periodically so as to identify where any gaps, inconsistencies, conflicts, and ambiguities exist or where updates are required. This includes the identification of where the development of procedures for planning and development processes would be useful to clarify expectations and application requirements.

5.3.2.2 To create and publish guidelines, standards, and procedures where any gaps, inconsistencies, conflicts, and ambiguities have been identified as well as where processes would be advantageous to document.

6.0 Policy Review: This Council policy shall be reviewed by Administration within four years of being implemented, with any changes being submitted to Council for approval.