



STONY PLAIN PLANNING FRAMEWORK

OCTOBER 2023

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EXECUTIVE SUMMARY

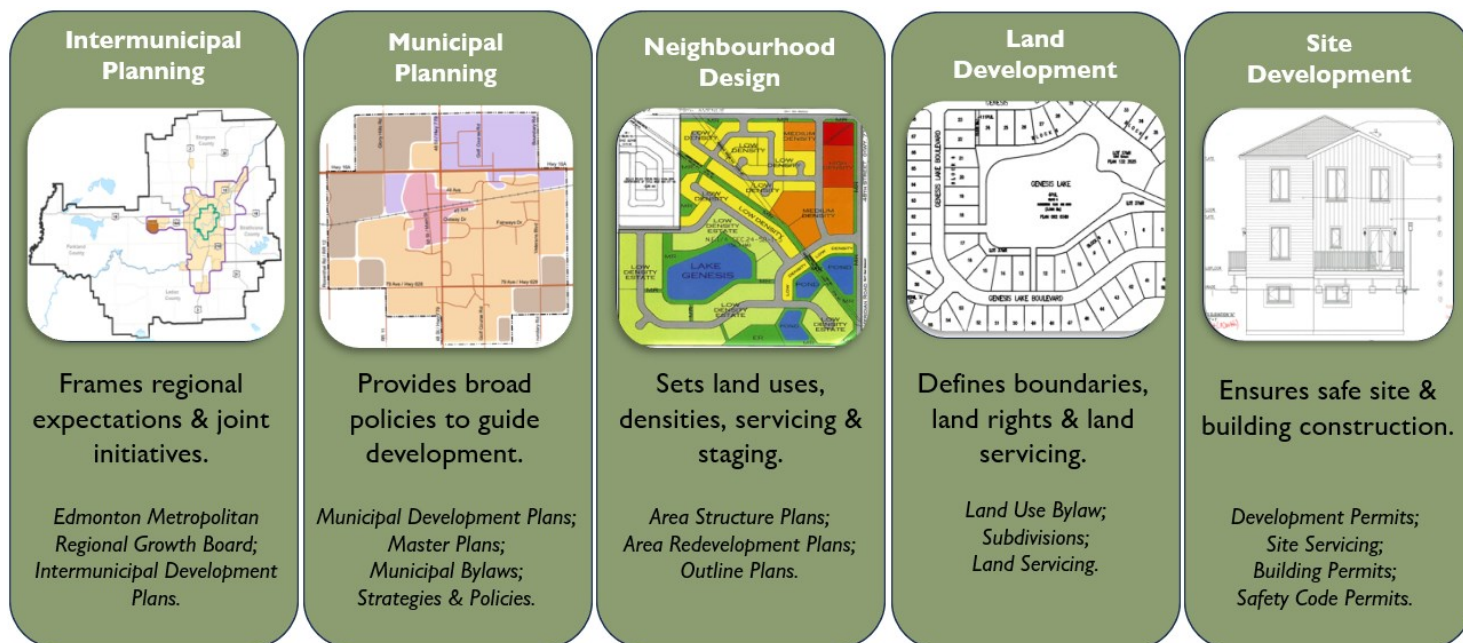
This document provides an in-depth framework to Stony Plain land use planning and development. It describes legislation that guides planning in Alberta, as well as major local planning documents.

This guidebook is for anyone – from community members who are curious about the land use planning process and want to learn more, to industry members and developers who want to know the details of the development process for Stony Plain.

The core of the guidelines is broken into four sections. The first section introduces the regional context of Stony Plain. It describes what land use planning is, as well as the provincial legislation that guides decisions. Key roles in planning and development and the differences between federal, provincial, and municipal jurisdiction are also outlined.

Section two describes the land development process in Stony Plain by using a five-level framework. It begins with intermunicipal planning, which provides broad policy goals for the entire province or region. The middle levels include municipal planning, neighbourhood design and land development. These cover municipal wide plans, area specific plans, and detailed planning and servicing for neighbourhoods. The last level, site development, is the most detailed and largely focuses on permitting.

FIVE-LEVEL FRAMEWORK



EXECUTIVE SUMMARY

The third section introduces how members of the community can get involved in planning and development. It describes what public participation is and the different forms it can take. It discusses when public hearings are held, and the mandates associated with public participation. This section also describes the notification regulations associated with planning and development projects.

The fourth section discusses trends and opportunities in planning. These are topics that have garnered public attention. Currently, this section holds discussions on infill development, housing diversity in Stony Plain, and how parking is regulated in the town. The document ends with a glossary of relevant planning and development definitions to help provide clarity to reader on any unique terms.



LAND ACKNOWLEDGEMENT

Stony Plain is located on Treaty 6 territory, the traditional meeting grounds, gathering space, and travel route of the Cree, Saulteaux, Blackfoot, Dene, and Nakota Sioux and the homeland of the Métis Nation.

The Town of Stony Plain respectfully acknowledges all the many First Nations, Métis, and Inuit communities whose footsteps have marked this landscape since time immemorial.

We acknowledge the deeply rooted relationship between indigenous heritage, culture, language, spirituality, and history to Stony Plain's land, water, and air. We thank the many past, present, and future Indigenous groups who have protected and thrived in this environment for millennia.

As Treaty people, we commit to ensuring the wellbeing of our environment by acknowledging this rich Indigenous cultural legacy through the Planning and Development Guidelines.

1.0 Introduction

1.1 Regional Context

The town of Stony Plain is a municipality west of Edmonton. Originally inhabited by the Stoney People, the town became a settlement area in 1881. At first named Dog Rump Creek, Stony Plain became the official name in 1892. Stony Plain began as a village in 1907 and was incorporated as a Town in 1908.

Stony Plain shares boundaries with the city of Spruce Grove to the east, and Parkland County to the north, south and west. Two provincial highways, Highway 779 and Highway 16A pass through the town. As of 2021, Stony Plain has a population of 17,993.



1.2 What is Planning?

Planning guides community growth. Planners think about how a community will look in the next five, ten, 20 and 50 years. They work with communities to develop goals and visions and make or recommend decisions that reflect those objectives. Planning uses tools to assist decision making and to guide planning decisions. These tools can include statutory plans, regional growth strategies, or bylaws that guide development.

One function of planning is to review and make decisions on development applications. Planners help to ensure the orderly building of the places we live.

Another function of planning is to make recommendations to Council. Planners provide context, policy interpretation, and professional opinions on planning issues in the municipality. Planners are held to a professional code of conduct, and function to provide advice that is within the public interest.

Planning is a collaborative field. Planners work with other departments, such as engineering, economic development, recreation, and emergency services. Planners also collaborate with land developers and builders, school boards, as well as local community members and stakeholders. Balancing the inputs from these groups is what guides community growth decisions.

1.3. Planning Legislation

Planning is governed by several high-level documents and legislation. This section provides a brief overview of some of these documents.

The 1929 *Town Planning Act* introduced comprehensive planning to Alberta. Prior to 1929, legislation was limited to certain areas like Calgary or Edmonton, or only included regulations on certain items, such as subdivision. The Planning Acts of 1963 and 1977 continued the evolution of planning in Alberta. All existing planning legislation was incorporated into the *Municipal Government Act* (MGA) in 1995.

With the incorporation of the MGA, Alberta established the Land Use Policies (LUP), a set of broad goals and related policies to guide planning and development decisions across Alberta. Regional Plans under the ALSA/LUP will replace the LUPs, as the plans are adopted by the province.



Municipal Government Act (MGA)

The MGA is legislation that outlines how municipalities operate. The first iteration of this Act came into effect in 1968 and defined the guidelines for municipal operations. Since then, the MGA has evolved to better fit the changing landscape of municipal governance in Alberta.

The MGA outlines regulations for several processes, including the administration of taxes, how Council functions, and the lifecycle of bylaws. Part 17 of the MGA gives municipalities the authority to plan. It describes the powers a municipality can use to plan for the future, subdivision and development regulations, as well as how the Town charges off-site levies for new development.

Alberta Land Use Framework (LUF)

LUF strategizes the management of provincial land and natural resources. The Government of Alberta has identified three long term objectives for Alberta – a healthy economy, healthy environment, and communities that are people-friendly. LUF sets out long term strategies to achieve these land use goals, including:

- Developing seven regional land-use plans;
- Creating an advisory council for each land use region;
- Managing the environmental impacts of our land use;
- Developing a stewardship strategy for public and private lands;
- Promoting efficient land use;
- Establishing a system to monitor and improve our land use decisions; and
- Integrate indigenous perspectives in Alberta's land use planning.

In Stony Plain, LUF will eventually be replaced by the North Saskatchewan Regional Plan once created under the *Alberta Land Stewardship Act*.



Alberta Land Stewardship Act (ALSA)

ALSA was established by the Government of Alberta in 2009. The primary objective of ALSA is to:

- Allow regions in Alberta to establish statutory plans to guide regional development; and
- Co-ordinate regional efforts to achieve their environmental, social or economic objectives.

ALSA allows the provincial government to set out planning regions. Seven planning regions have been adopted, corresponding to the seven watershed areas in the province. Stony Plain is a member of the North Saskatchewan Planning Region. ALSA requires that regional plans set out:

- A vision for the future of the region; and
- One or more objectives for the region.

Regional plans can optionally include items such as land use policies.

Regional plans are statutory. Once in effect, the provincial government, provincial agencies, municipalities, and land development authorities must comply with their respective regional plan.

To harmonize the planning efforts of the various municipalities within the region, ALSA takes precedence over any other provincial legislation or statutory plan in effect, and will replace the LUPs.

1.4. Who Does What?

Planning is performed by different roles in Stony Plain, with some roles conducting work and making recommendations, while other roles function as decision-makers.

Council

Town Council consists of seven community-elected members: a mayor who serves as the chief elected official and six Councillors. These elected officials consider the interests and welfare of the municipality to promote integrated and strategic land use planning. Town Council makes decisions on behalf of the residents of the Town on planning issues, such as:

- Statutory Plans, such as a municipal development plan or area structure plans;
- Land Use Bylaw;
- Other planning and development bylaws; and
- Any amendments to these documents.

Council also delegates its authority to Administration on specific planning and development matters. In Stony Plain this includes decisions on subdivisions, development permits and most naming requests.

Administration

Administration includes all Town staff – this includes the chief administrative officer (CAO) and anyone who works under the CAO in the organization, including planners and development officers. Administration makes recommendations to Council for planning topics that Council decides on. Administration also decides upon matters that Council has delegated. In Stony Plain, Administration acts as the subdivision and development authorities.

Chief Administrative Officer (CAO)

The CAO, or Town Manager in Stony Plain, is a Council hired position. The CAO is the administrative head of the municipality and ensures that policies and programs administered by the municipality are implemented. The CAO also advises Council on the operations of the municipality. The CAO may delegate some of their powers to other designated officers within Town Administration. In Stony Plain, the subdivision and development authorities are delegated by the CAO.



Subdivision Authority (SA)

The SA exercises subdivision powers and duties on behalf of the municipality. The title is often held by the CAO, but power is delegated to other designated officers within Administration. In Stony Plain, the SA is the General Manager of Planning and Infrastructure. The SA reviews and makes decisions on subdivision applications.

Development Authority (DA)

Development Officer (DO)

The DA exercises development powers and duties on behalf of the municipality. The title is often held by the CAO, but powers are delegated to other designated officers within Administration. The DA reviews and makes decisions on development permits. In Stony Plain, the CAO has delegated this authority to planning and development staff, usually development officers (DO). DOs apply the Land Use Bylaw to ensure that development applications comply. DOs can use their discretion on land use decisions and grant reasonable variances to the Land Use Bylaw.



Safety Codes Officer (SCO)

SCO's carry out compliance monitoring work in a municipality. SCO's implement the codes and regulations set out by the *Safety Codes Act*. SCOs perform several duties, including permit issuance, site inspections, and advising contractors and homeowners on code requirements. SCOs authority comes directly from the Province, which is unique from other planning and development staff.

Planning and Development Administrative Group

Town of Stony Plain's planning and development administrative group handles all planning applications, inquiries, and services for the municipality. Planning and development develops plans and strategies for the future development of Stony Plain, and manages all current planning applications, such as development permits and subdivision applications.

1.5. Jurisdiction

Different levels of government will control different aspects of the Town. Authorities and jurisdictions are divided between the federal and provincial governments. Provincial governments can delegate powers and authorities to municipalities. This separation of jurisdictions allows for services to either have broad standards and requirements, or be localized to the area.

Federal

The federal government has authority over:

- Aeronautics;
- Telecommunications (radio and television);
- National Parks;
- Crown land;
- Waterbodies;
- Military Bases;
- Postal Services; and
- Railways.

Inter-provincial matters are also within the federal government's jurisdiction, such as air or water related matters.

Regional

There are also instances of regional jurisdictions. Stony Plain is included in the Edmonton Regional Growth Board (EMRB). The EMRB has jurisdiction over:

- Regional Growth Initiatives; and
- Regional Land Use Planning Decisions, which includes agriculture and statutory plans.

Provincial

The Province of Alberta has jurisdiction over:

- Alberta Highways;
- Environment (mines, minerals, non-renewable resources, forestry, administration of crown lands);
- Municipal Affairs (establishing municipal powers); and
- Utilities.



Municipal

Municipalities mainly have jurisdiction over local matters. It is important to remember that all powers a municipality possesses have been granted by the province.

Examples of municipal jurisdiction include waste services, taxes, local utilities, and fire safety, as well as zoning and local land use planning matters.

2.0 FIVE-LEVEL FRAMEWORK

Administration uses a five-level framework to describe the land development process in Stony Plain.

FIVE-LEVEL FRAMEWORK



2.1. Intermunicipal Planning

Intermunicipal planning can be broken into two categories – provincial legislation and regional planning. In Alberta, planning is regulated by the Alberta Land Use Policies, the *Municipal Government Act* (MGA), the *Alberta Land Stewardship Act* (ALSA), and the Alberta Land Use Framework (ALUF). Regional Boards also guide the planning process in Alberta. Stony Plain is a member of the Edmonton Regional Growth Board.

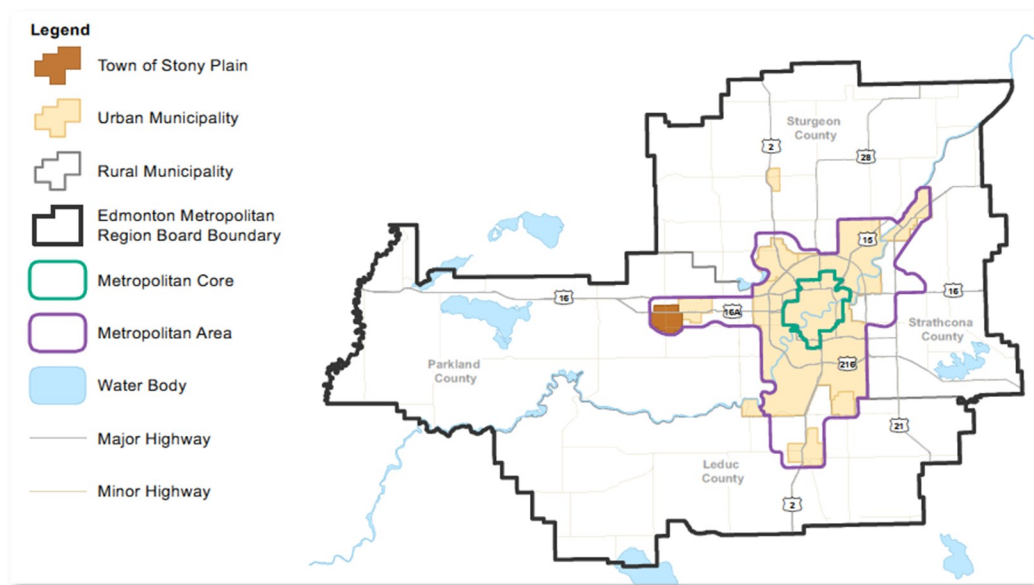


Edmonton Metropolitan Region Board (EMRB)

The Edmonton Metropolitan Region Board (EMRB) oversees the growth of the region. As a member of the EMRB, Stony Plain must comply with the Edmonton Metropolitan Regional Growth Plan. The purpose of the growth management plan is to set common goals between the member municipalities, while working together to grow harmoniously. Some goals of the growth plan include:

- Collaborate to manage growth;
- Promote economic competitiveness and regional prosperity;
- Achieve compact growth and efficient use of infrastructure;
- Effective regional mobility;
- Management of agricultural resources; and
- Protection of natural living systems and environmental assets.

To ensure that statutory plans are in alignment with the EMRB growth plan, certain criteria has been developed that requires some statutory plans to be referred to the EMRB for approval. This approval process is the Regional Evaluation Framework.



Intermunicipal Development Plans (IDP)

The MGA requires IDP's between neighbouring municipalities to harmonize land use decisions and management between the two municipalities. If, however, municipalities belong to a growth region, such as the Edmonton Regional Growth Board, they are not required to develop an IDP within adjacent municipalities. In Stony Plain, the Edmonton Metropolitan Region Growth Plan functions as our IDP.

Alongside IDP's, municipalities also enter into an Intermunicipal Collaboration Framework (ICF). ICF's provide for the integrated planning, delivery, and funding of intermunicipal services between two or more municipalities.

2.2. Municipal Planning

Municipal Development Plan (MDP)

The MGA requires that every municipality in Alberta have a Municipal Development Plan (MDP). MDP's are statutory plans that set out a broad vision and themes for future community development. All other municipal planning documents developed under the MDP must align with the goals and visions set out in the MDP.

The Town of Stony Plain's MDP, *Uniquely Stony Plain*, outlines five themes for future development:

- Environmental Responsibility;
- Community Development;
- Economic Opportunity;
- Supportive Infrastructure; and
- Governance & Partners.

In addition to the goals and themes set out in the MDP, it also describes municipal policies, the land use and growth management strategy, and how the MDP will be implemented.



Within the MDP, land within Stony Plain has been broken into five categories:

- Areas of New Residential Development – where new housing is being built outside the existing urban area.
- Areas of Employment Land – where land has been identified for the development of employment uses.
- Areas of Transition – where land uses are expected to intensify over time.
- Areas of Stability – mature areas where minimal intensity is to occur.
- Areas of Future Urban Development – where urban development is not expected within the lifetime of the MDP.

Master Plans

Master plans are a long range guide for municipal decision making. Master plans outline municipal goals and strategies on a specific topic, like parks or transportation.



Trails Master Plan

The Trails Master Plan stewards the interconnected trail system in Stony Plain. This plan promotes the development of new trails and the connection of missing links within the existing trail network. Another goal of this master plan is to foster and integrate a regional trail system that encourages the conservation of our natural and heritage resources.

A well integrated trail system in Stony Plain promotes health and wellness, and increases the quality of life for residents. The Active Transportation Strategy refreshed many aspects of the Trails Master Plan to consider how different modes of transportation use public infrastructure beyond just trail usage, encouraging a more balanced approach.

Parks & Open Space Master Plan

The Parks and Open Space Master Plan manages the green spaces in Stony Plain. This plan establishes how parks and green spaces will be maintained, developed, and connected. The goals of the Parks and Open Space Master Plan include:

- Protecting and enhancing the quality and integrity of the environment;
- Accommodating the outdoor recreation needs of the population;
- Providing a connected and accessible trail system that links key destinations; and
- Provide a diverse set of facilities that meet community needs.

Urban Agriculture Master Plan

Stony Plain's Urban Agriculture Plan discusses the Town's commitment to urban agriculture. This plan establishes a framework to encourage various agriculture methods. The intention of this plan is to support the community to engage in their own agriculture projects, big and small. This can include gardening, supporting local pollinators, to growing their own food. Objectives of the Urban Agriculture Master Plan include:

- Creating public awareness and interest in urban agriculture;
- Preparing for agriculture related climate change impacts;
- Advising decision makers on strategies and actions that promote urban agriculture in our land use decisions; and
- Expanding urban agriculture in Stony Plain.



Environmental Master Plan

The Environmental Master Plan (EMP) sets out Stony Plain's commitment to environmental stewardship. EMP guides future actions to prioritize the health and wellness of our environment. EMP is intended to work alongside the MDP to carry forward the environmental initiatives outlined.

The Environmental Stewardship Strategy (ESS) operates in tandem with the EMP. ESS functions as an action plan to achieve the goals set out in the EMP. ESS also holds the Town's Environmental Portfolio—holding every environmental initiative the Town is, or will be, undertaking.

Transportation Master Plan

The Transportation Master Plan (2021) set out to catalogue travel patterns, traffic volumes and other community factors. This information informed a road network plan that will accommodate future growth in Stony Plain. The Transportation Master Plan comprises:

- A road network strategy;
- A transportation safety strategy; and
- Infrastructure management and maintenance safety.

Utility Master Plans

Utilities are an important element to how a municipality functions. Everyday we use tap water and dispense waste into our sewer system. The municipality also has to consider how it manages rain and water runoff. The strategies for these services are outlined in two master plans: one for water and sanitary; the other for stormwater.

The Water and Sanitary Master Plan details how Stony Plain manages its water and sanitary sewer systems. This plan reviewed the current state of the water and sanitary infrastructure, as well as identified future pathways for updates to the water and sewer infrastructure. The objectives of this plan include:

- Projecting future growth rates;
- Assessing the current state of the systems; and
- Proposing and prioritizing updates to the water and sanitary systems.

The Stormwater Master Plan reviews how the Town collects its stormwater run off, the systems in place to retain the water, and how it is conveyed into adjacent water systems. It evaluates the existing stormwater management system Stony Plain has in place, identifies areas for improvement, and proposes strategies for future development.

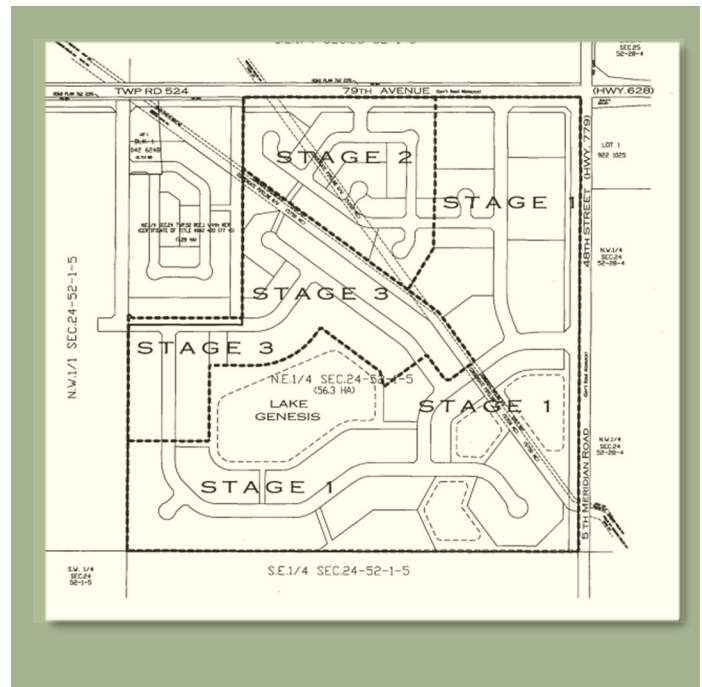


2.3. Neighbourhood Design

Area Structure Plans (ASP)

ASPs outline a development framework for new “greenfield” neighbourhoods. ASPs are a statutory plan that are required to describe the phasing of future development, the proposed land uses in the area, forecasted population densities, as well as the location of future major transportation routes and public utilities.

Examples of some ASPs in Stony Plain include: *The Brickyard at Old Town*, *South Creek*, and *Fairways North*.



Intent

The intent of an ASP is to organize the framework for a new neighbourhood. ASPs take the goals laid out by the MDP and apply it to the neighbourhood level. The ASP streamlines the future development of the neighbourhood, by laying out a detailed plan for the area in advance of construction. An ASP allows the developer, municipality, and community members to anticipate land uses and potential development in the area.

Process

ASPs are usually initiated, funded, and produced by a land developer. When a developer has purchased and identified a piece of land as a potential new neighbourhood, they will develop the ASP and submit it to municipal staff for approval. The development of an ASP includes studies on the existing conditions of the land, storm water, environmental considerations and drainage. Land uses, transportation needs and servicing requirements are devised after the initial land studies. The final piece of the ASP process is implementation.

The ASP will outline a phasing timeline, determining which areas of the neighbourhood will be built first. The ASP is then submitted to the municipality for internal review. This phase can involve public engagement to gather community feedback on the planned neighbourhood. The ASP will then be sent to Council to be adopted as a statutory plan.

Amendments

Once an ASP is adopted, any changes or updates must be done through an amendment. Changes that would require an amendment include altering the land uses or changing the road network. Proposed amendments must be sent to the planning and infrastructure department and require Council approval.



Area Redevelopment Plans (ARP)

ARPs outline the redevelopment initiatives for an existing neighbourhood. ARPs can focus on the generation of new development in an existing area, but can also target the preservation of some existing areas. Stony Plain has one ARP: the *Old Town Community Plan*.

Intent

The intent of an ARP is to plan for the redevelopment of a neighbourhood, while maintaining sensitivity to existing land uses and character. ARPs set the vision for how the area will evolve in the future. ARPs also identify areas that need improvement, including land, existing roads, public utilities and municipal services.

Process

ARPs follow a similar process to the development of an ASP, with a few key differences. Where ASPs are usually developer-led, ARPs are typically initiated and led by the municipality. The development of an ARP involves conducting community investigation through engagement with the public, as well as studies and analysis on the current state of the neighbourhood.

Priorities and vision are determined from this initial investigation, and the ARP is developed. The ARP may go through a few more rounds of community engagement to gather public feedback. The plan is then presented to Council to be read, and eventually adopted as an official statutory plan. After its adoption, the ARP will guide the redevelopment of the area.

Amendments

Once an ARP is adopted, any changes or updates must be done through an amendment. Changes that would require an amendment include altering the land uses or changing the road network. Proposed amendments must be sent to the planning and infrastructure department and require Council approval.

Land Use Districts

Town of Stony Plain has 16 land use districts. These districts are broken down into residential, commercial, industrial, public, and future development categories.

Residential

R1 – Large Lot Detached Dwelling Residential District provides for detached dwellings on large lots. There is the possibility for secondary suites in this district.

R2 – Detached Dwelling Residential District provides for detached dwellings on a range of lot shapes. There is the possibility for secondary suites in this district.

R3 – Manufactured Home Residential District provides for residential that consists primarily of manufactured dwellings. This district contains two sets of regulations, to accommodate different scales of development.

R4 – Mixed Form Residential District provides for detached dwellings, semi-detached dwellings, duplex dwellings, and row house dwellings. These housing typologies are accepted on a variety of lot shapes. There is the possibility for secondary suites in this district.



R5 – Small Lot Mixed-Form Residential District provides for detached dwellings, semi-detached dwellings, and row housing dwellings. In this district, these housing typologies are aimed for smaller, compact lots that are often serviced by lanes.

R6 – Comprehensively Planned Residential District provides for comprehensively planned medium density residential development. This district contains two sets of regulations to accommodate different scales of development.

R7 – Multi-Unit Building Residential District provides for medium density housing, primarily accommodating infill or redevelopment.

R8 – High Density Residential District provides for medium to high density development along major roads and in redevelopment areas. This district may include commercial development.



Commercial

C1 – Local Commercial District provides for the development of convenience retail and service outlets. These developments primarily serve adjacent residential areas. C1 can also contain residential development.

C2 – General Commercial District provides for a broad range of businesses and may also contain residential development. This district is located primarily around collector and arterial roads and highways.

C3 – Central Mixed-Use District provides for pedestrian-oriented residential, service and retail uses.



Industrial

M1 – Business Industrial District provides for commercial, and light and medium industrial uses.



Public

P1 – Parks District provides land for the development of parks in the community.

P2 – Community Services District provides for the development of public or privately owned community services, such as education, government, or recreation services.

P3 – Utility District provides for major utilities, most commonly stormwater management facilities.

Future Development

FD – Future Development District provides for the reservation of land for future urban uses. This district is typically rural, and being held until development occurs in the future.

Annual Updates & Amendments

Land use districts are changed through an amendment to the LUB. Only Council may amend the LUB through an amendment bylaw. Administration undertakes an annual LUB updates to ensure our LUB is current with our community's needs.

Redistricting

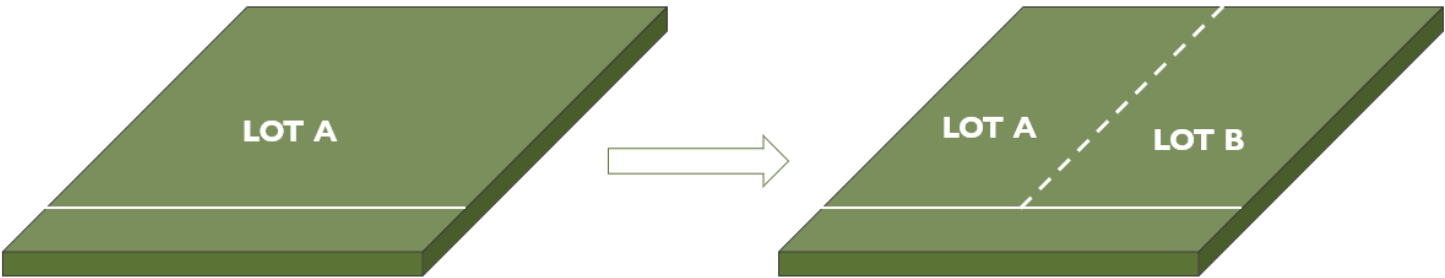
Redistricting involves changing the land use district applied to a property. If you want to develop a property with a land use that is not included in the current district, you must redistrict the property. You must also redistrict the property if you wish to subdivide it for a different land use.

REDISTRICTING PROCESS



Subdivision

Subdivision involves dividing a parcel of land into two or more smaller titled areas. The subdivision authority oversees subdivisions within the municipality. Stony Plain’s subdivision authority is Administration. Subdivisions are regulated by the MGA’s Subdivision and Development Regulations, as well as the LUB.



If a change in land use is intended for the newly subdivided parcels, the redistricting process generally takes place before subdivision.

SUBDIVISION PROCESS

SUBDIVISION APPLICATION
SUBMITTED

SUBDIVISION PLAN IS
REVIEWED AND
CIRCULATED

SUBDIVISION REPORT IS
WRITTEN

SUBDIVISION AUTHORITY
MAKES DECISION

14-DAY APPEAL PERIOD



Types of Subdivision

Traditional Subdivision is the creation of two or more lots from one or more original lot(s). Lot line adjustments are subdivisions that include lot consolidation as part of a traditional subdivision.

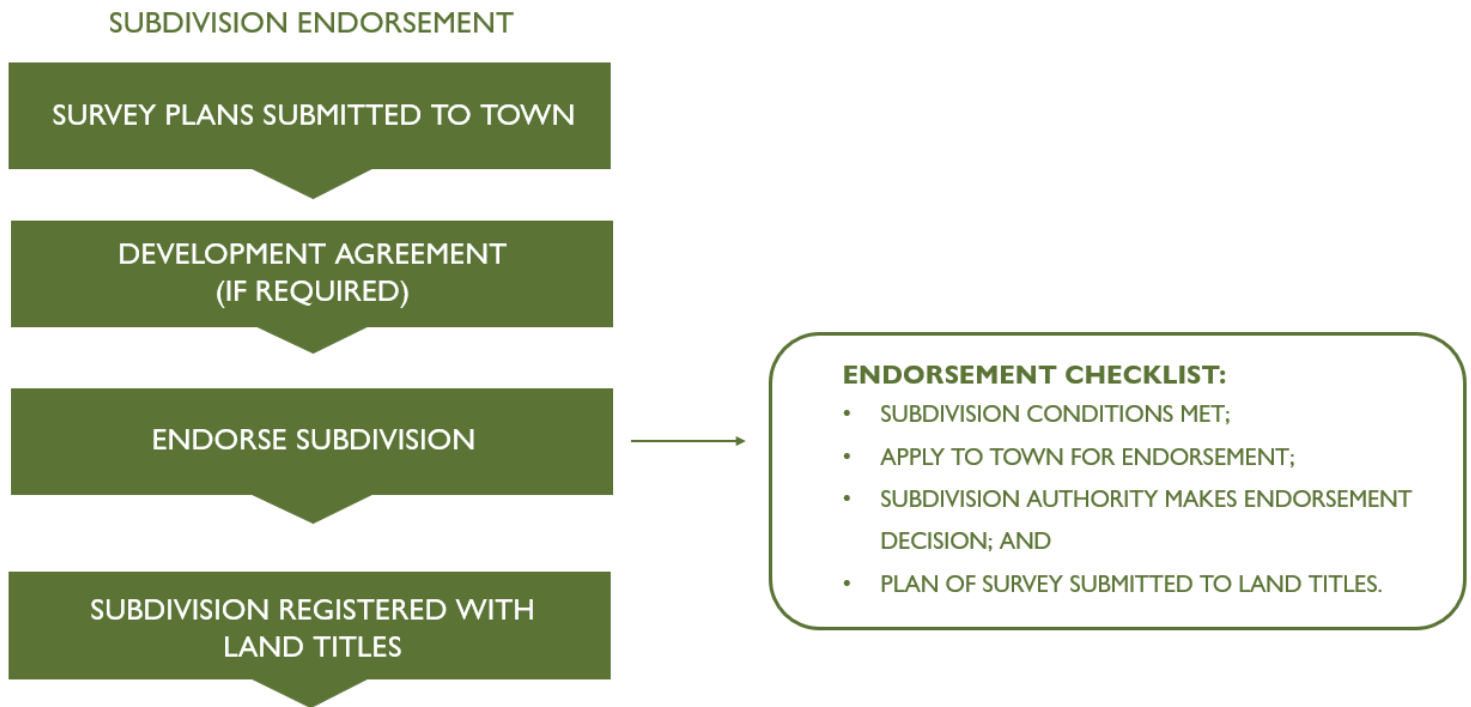
Condominium Conversion Subdivision is the legal separation of space within an existing building. Owners of a condominium would have legal ownership of their condominium but share communal ownership of the shared spaces outside of their unit, such as hallways, stairwells and areas surrounding any buildings. Any shared areas are part of common property owned by the condominium corporation.

Bare Land Condominium Subdivision is the legal separation of an area of a property. This form of subdivision creates “bare land units”. Owners of a bare land condominium unit own their individual unit, and a portion of any common property, which usually consists of private roads within the condominium site.

Strata Subdivision is the legal separation of volumetric space. Strata subdivision creates “strata units”. Strata units can be independent of physical structures on a site. Strata units are only supported where the other subdivision types cannot be used, for example where a connection is created above a road between two buildings.

Subdivision Endorsement

After a subdivision decision has occurred, and the application given tentative approval, the subdivision goes into the endorsement phase. Subdivision endorsement ensures that the applicant has met all the conditions of the tentative approval. If the conditions of the tentative approval are met, the subdivision authority will endorse the subdivision.



Subdivision Appeals

Decisions made by the subdivision authority can be appealed. An appeal can be made if your subdivision application has been refused, if the conditions of approval are unacceptable to you, or if the subdivision is not decided on within the regulated timeframe. A municipality or relevant government agency may also appeal a subdivision decision.

Appeals are addressed by two bodies: the Alberta Land and Property Rights Tribunal if there are provincial interests involved in the application, or the Subdivision and Development Appeal Board (SDAB).

Land Servicing

Engineering Drawings

Engineering drawings are submitted to show the locations for infrastructure such as roads, sidewalks, trails, water, sanitary and stormwater pipes, and landscaping. Engineering drawings are prepared by an engineer typically hired by the land developer. These drawings are then reviewed by municipal engineers, who will accept the drawings after all necessary revisions are completed by the engineer who submitted them.

Development Agreements

A development agreement is a legal contract that determines the details of a development project. The contract is between the municipality and the landowner (often the developer). Development agreements can include details regarding the schedule for development, security requirements, land development conditions, and development charges or fees. Development agreements can also specify construction and maintenance standards.

Construction Completion Certificates (CCC)



When a construction project is completed and an inspection is passed, a CCC is issued. This may apply to underground improvements, surface improvements, as well as landscaping. The issuance of a CCC deems the work to be accepted by the Town and signals the start date of the warranty period associated with the construction work. During a warranty period of two years, any defect or deficiency in the work completed must be remedied by the construction company at their own expense. A developer may be eligible to request a partial release of their construction security once a CCC is issued.

Final Acceptance Certificate (FAC)

After the warranty period has lapsed, the developer may request a final inspection. The developer must correct any issues identified by the final inspection. The issuance of the FAC signals the turnover of responsibility for the servicing and other improvements to the municipality. A developer may request a partial or full release of their construction security once a FAC is issued.

Development Charges

Development charges are used to pay for new infrastructure being built off the development site. This infrastructure may include roads, water, sanitary and stormwater infrastructure, or the land required for these services. Developers are required to pay these development charges to cover the cost of new growth in the municipality. The most common type of development charges are off-site levies and oversizing charges.

Off-site Levies

Off-site levies are a form of development charge levied in Stony Plain. Both the MGA and Stony Plain's Off-site Levy Bylaw gives the Town the authority to charge off-site levies. Charges are calculated per hectare. Off-site levy rates are updated from time to time. Off-site levies can only be used to pay for specific types of infrastructure. In Stony Plain, this is water, transportation, sanitary, and recreation.



Oversizing

In some instances, developers may be required to pay for oversizing, or excess capacity, for a servicing requirement. When oversizing is pursued, the sponsor of the oversizing is usually eligible for reimbursement over time by the next developer or the municipality.

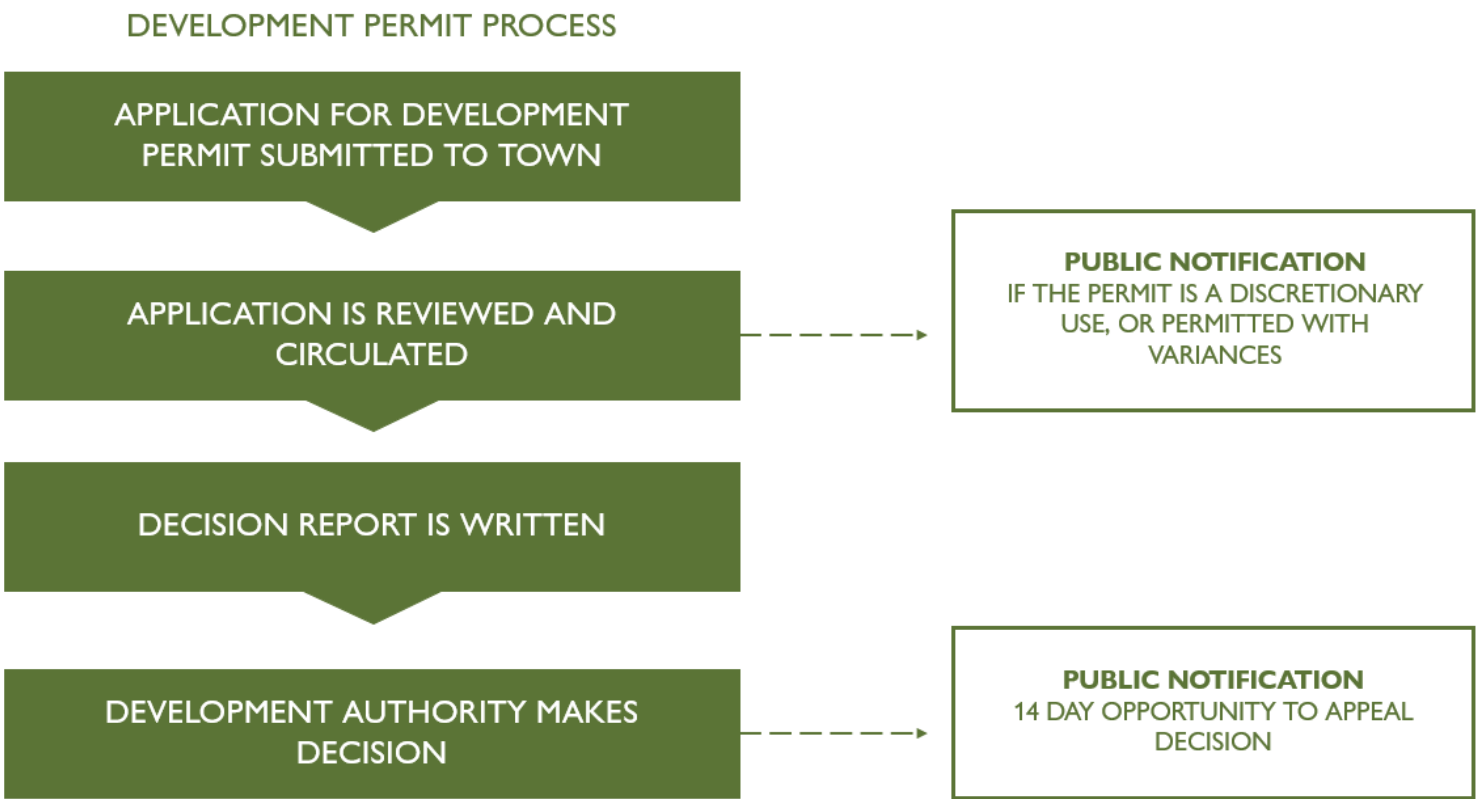
2.5. Site Development

Development Permits

A development permit is used as a tool by a municipality to give permission to undergo development. The purpose of a development permit is to ensure that the uses being proposed are allowed, and that LUB regulations are being followed. Development permit uses are either permitted or discretionary. For a discretionary use, a development permit allows the municipality to ensure the proposed development is compatible with surrounding uses and that notice of the potential use is provided to neighbouring parties.

When issuing a development permit for a permitted use, if all LUB regulations are met, the permit must be granted. There is no advertisement or appeal process for a development permit for a permitted use. Permitted uses in a district are chosen because they are compatible with surrounding uses.

Development permits for discretionary uses have additional steps once issued, as notice of their issuance must be provided to adjacent landowners, and they may be appealed. Discretionary use development permits can also be refused if the development is considered incompatible.



Development Permit Appeals

Development permit decisions can be appealed to the Subdivision and Development Appeal Board in certain circumstances, including:

- A decision made by the development authority regarding the approval, conditions of approval, or refusal of a development permit; or
- A deemed refusal of a development permit.

Building Permits

Building permits are required to construct new buildings, and to demolish, repair, and alter existing structures. Building permits allow the municipality to grant permission for construction to occur.

You must apply for a building permit if you're constructing:

- New construction of residential buildings;
- New construction of commercial, industrial, institutional, or community service buildings;
- A residential alteration, including:
 - Accessory buildings;
 - Renovations or basement developments;
 - Decks;
 - Swimming pools; and
 - Wood burning appliances.
- Non-residential or multi-unit residential construction projects, including:
 - Additions or alterations to an existing building;
 - A non-residential change of use;
 - Tenant improvements for a non-residential space;
 - Home occupations; and
 - Secondary suites.

Permits are also granted for other services, such as gas, plumbing and electrical. These permits ensure that the servicing being inputted into buildings in Stony Plain conform to provincial safety standards.

Safety Codes

Safety codes operate under the *Safety Codes Act* – provincial legislation that encompasses construction and other related work that has a health and safety element. The *Safety Codes Act* establishes standards for construction, codes for conforming, and administrative processes to enact the legislation. Safety codes officers act on behalf of the *Safety Codes Act*. They inspect construction sites and grant building and other trade (gas, plumbing, electrical, etc.) permits. Safety codes inspections ensure safety codes and standards are being adhered to.



Site Servicing

Site servicing is the construction of on-site, private servicing, extended from municipal infrastructure. It extends from the road right of way into the private lot. From the private lot, servicing runs to the buildings being constructed on the lot. Site servicing includes utilities such as water, sanitary, stormwater and roads. It can also include other utilities such as natural gas, telecommunications and electricity.

Site servicing plans are submitted by the developers engineer to municipal engineers for review and acceptance. Site servicing plans can be submitted after a development permit is issued, but could also be required at the subdivision stage, depending on the development plans.



3.0 PUBLIC PROCESS

3.1. Public Participation

The MGA requires that every municipality establish a public participation policy. Stony Plain's public participation policy outlines how Administration will engage with the public on issues affecting the Town. The MGA also requires that a public meeting be advertised, and that meeting be open to the public.

Public Participation Policy

Stony Plain's public participation policy outlines four categories of impact in public participation. Each level varies in the level of impact the public has on the decision or project. The level of participation is dependent on the project.

Connect: The Town will keep residents informed, listen to feedback, and consider the information gathered in the decision-making process.

Involve: The Town will work with residents to ensure all viewpoints are heard and considered in alternatives developed and provide feedback on how the input influenced the decision.

Partner: The Town will put together teams of residents and stakeholders who will form recommendations that will be directly considered in the decision-making process.

Empower: The Town will provide tools for the decision-making process to be directly in the hands of the public.



Administration usually requires applicants to host a public participation event prior to Council's first reading of a bylaw, such as a new ASP or an LUB amendment to garner community reception to the plan or development proposal.

3.2. Different Forms of Public Participation

Public Hearings for Council (formal)

Formal public hearings are meetings that are required by the MGA. Public hearings are required for proposed bylaws and resolutions. Anyone can attend these meetings, but only those who are affected by the proposed changes have the right to speak. At their discretion, Council may allow others to speak at these hearings as well. These meetings have a formal procedure that must be followed to be in accordance with the MGA.

Public Hearings for Appeals

Public hearings are held when an appeal is undergone. Appeals are filed through the Subdivision and Development Appeal Board. Similar to the public hearing process, this hearing process is formal, and follows a procedure to ensure it is in accordance with the MGA.

Open Houses / Public Meetings

Open houses and public meetings are an informal format to engage with the public. These meetings can vary in format and serve to host a conversation with the community about the topic. Presentations may be made at these meetings, as well as displays set up for public education and feedback.

3.3. When to Hold a Public Hearing?

The MGA has regulations surrounding public hearings, including when they must be held, what information must be provided to the public, and rules surrounding petitions.

A public hearing is a formal type of public participation. It's typically held before the second reading of a proposed bylaw, or before Council votes on a proposed resolution. During a public hearing, Council hears any person or group of persons who claim to be affected by the proposed bylaw, and who has complied with the procedures outlined by Council. Council may also agree to hear any other person who wishes to speak.

3.4. When is Public Participation Mandated?

Public participation is mandatory when a proposed Council bylaw or resolution requires Council to hold a public hearing. Participation for other situations is dependent on the public participation policy. Administration may conduct public engagement events when:

- Establishing or reviewing programs and services;
- Identifying priorities in the Town's Municipal Development Plan;
- Transacting Council priorities as outlined in the Strategic Plan;
- Formulating recommendations to Council regarding the Corporate Plan; and
- Otherwise directed by Council.

3.5. Notification Regulations

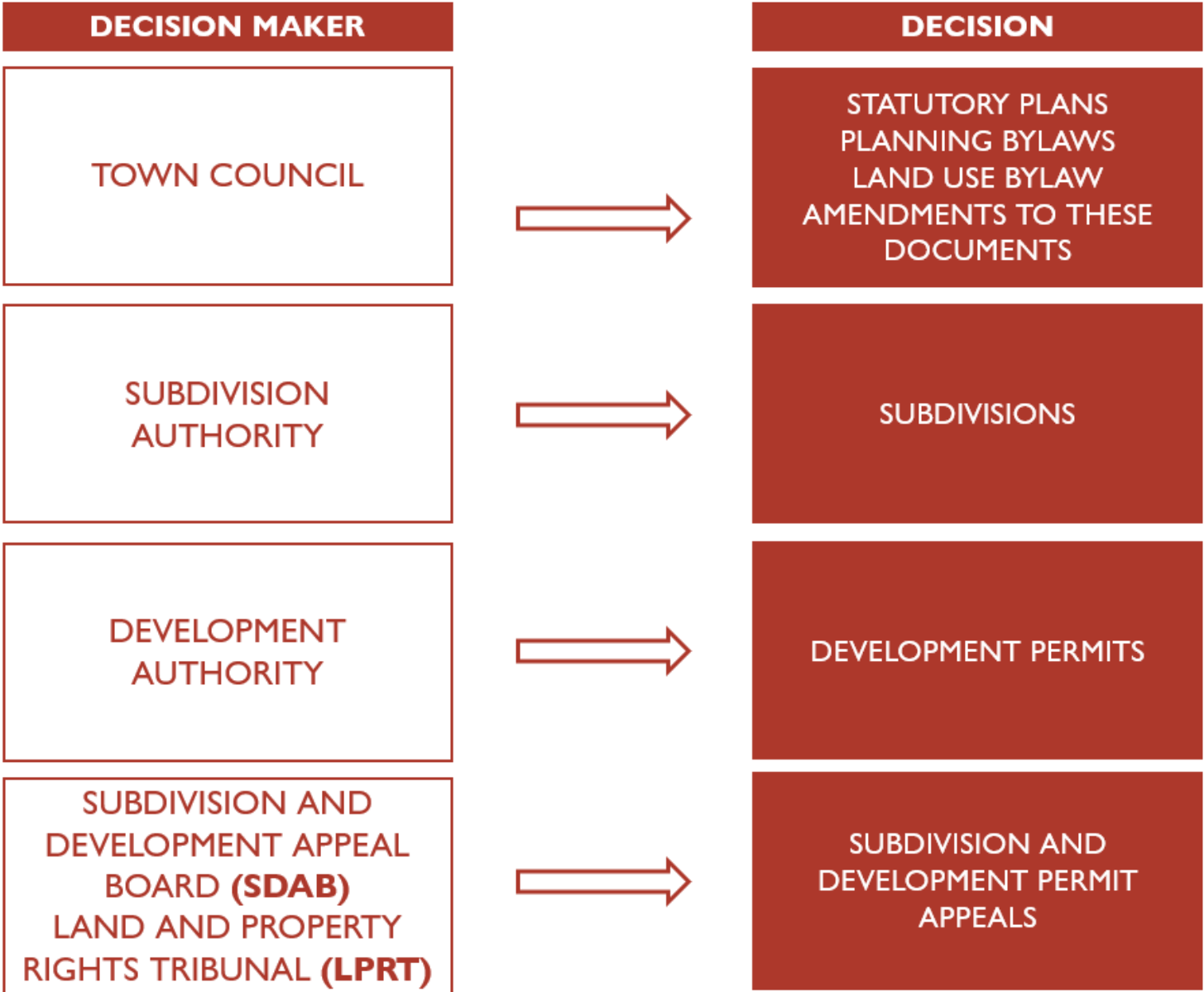
The MGA specifies requirements for notification. Notice of a bylaw, resolution, meeting, or public hearing must be either:

- published at least once a week for two consecutive weeks in at least one newspaper, or a publication circulating in the area; or
- notice of the hearing must be mailed/delivered to every residence in the area of the proposed bylaw, resolution, or hearing relates.

Notices of a proposed bylaw must be advertised before the second reading. The notice of a meeting or public hearing must be advertised at least five days before the meeting occurs.



Decision Maker Matrix



4.0. TRENDS & OPPORTUNITIES

4.1. What is Infill Development?

Infill development is the redevelopment or intensification of land in an existing neighbourhood. It encourages increased density and can occur on various sites—ranging from public lands like school sites and government buildings, to industrial, commercial, or residential sites.

Infill can vary in its form. Residential infill can range from row house dwellings, multi-unit buildings, to adding secondary suites to existing lots.



As a member of the Edmonton Metropolitan Region Board (EMRB), Stony Plain must comply with the residential density targets set by the EMRB. In Stony Plain, 15% of new residential development must be achieved through infill.

Stony Plain's MDP has identified areas and considerations for infill development. Gentle densification and infill are encouraged within areas of stability and areas of transition. Considerations for infill in Stony Plain include:

- High quality design;
- Continuity with the streetscape and lot patterns;
- Compatibility with surrounding land uses;
- Ensuring there is proficient landscaping and parking;
- Preservation of existing vegetation; and
- Adequate infrastructure capacity and traffic volumes.

Infill can be an environmentally friendly option. Infill development utilizes existing infrastructure, as opposed to having to extend servicing. Infill also combats urban sprawl, protecting agricultural land and revitalizing existing communities.

4.2. What is Housing Diversity?

Stony Plain allows for a diverse array of housing typologies in the town. These are a few of the different forms of housing that Stony Plain allows.

Affordable Housing

Stony Plain has developed a housing strategy to identify and address housing need. Core housing need describes households who cannot find or maintain housing that meets their needs. A household is in core housing need if their housing does not meet at least one of the following criteria, or if they do not have the means to seek alternative housing.

- **Adequate Housing** – housing that does not require any major repairs;
- **Affordable Dwellings** – housing that costs less than 30% of gross household income; and
- **Suitable Housing** – housing with enough bedrooms to accommodate the household.

In Stony Plain, affordable housing is housing that is adequate, affordable, and suitable. These priorities are reflected in the Housing Strategy. Some of these goals include:

- Increasing the supply and diversity of affordable and supportive housing options;
- Improving access to and choice of market housing; and
- Building partnerships, knowledge, and capacity within the community.

These goals direct us to look at how we are regulating housing in Stony Plain, and how we can make it easier for more diversity to grow in the area.

Secondary Suites

A secondary suite is a dwelling that is accessory to another dwelling unit. Secondary suites can take the form of a basement suite, garage suite or garden suite. Secondary suites do not include recreational vehicles.

Secondary suites are a good option to improve density and housing diversity within our existing housing stock.

Surveillance Suites

A surveillance suite is a housing unit provided solely for security personnel on a site. Surveillance suites may not contain more than one bedroom.



4.3. What are Parking Regulations?

Stony Plain regulates parking through the Land Use Bylaw. Parking requirements are based on:

- The type of related use (industrial, commercial, residential);
- Whether it's for public or private use;
- Surface or underground parking;
- The type of vehicle (compact vehicles, recreation vehicles); and
- Special circumstances (barrier free, care facilities, mixed-use districts).



There are two different kinds of parking ownership – public and private. Public parking includes anything that is on Town owned land. This can include street parking, or public parking lots owned by the Town. Private parking involves driveways, private parking lots, or parking within a building.

The Land Use Bylaw determines the minimum number of parking spaces required by use. For example, for a detached dwelling, the minimum number of parking spaces is 2 per dwelling unit. These regulations ensure that there is sufficient parking provided for residents, without delivering an excessive amount of parking. The LUB also regulates minimum parking spaces for non-residential uses. For example, a restaurant must have 1 space per 30 square meters of gross floor area.

Parking regulations may be varied at the DOs discretion.



Appendix A

Glossary of Relevant Terms

Term	Definition
Administration	All the employees working for the Town including the CAO, subdivision authority, development authority, planners, development officers, safety codes officers and administrative group.
Appeal	A formal request to an appeal body to overturn or change a planning and development decision, such as a subdivision or development permit. There are restrictions regarding who can file the appeal.
Area Redevelopment Plan	A statutory plan to guide the future development of an existing neighbourhood or area within
Area Structure Plan (ASP)	A statutory plan to guide the development of a new “greenfield” neighbourhood or area within a municipality.
Bare land condominium	To legally separate space on a property. There are no buildings upon the land at the time of preparing the condominium plan, so subdividing creates “bare land units”. Owners each own
Bylaw	Laws made by a municipality based on the powers delegated to it by the MGA, such as the LUB or for a statutory plan. They are enforceable, can be challenged in court and must comply with the legal hierarchy.
Condominium	A form of property ownership involving the ownership of an individual unit, in addition to a share of amenity areas or common spaces.
Condominium Conversion	A form of subdivision where one or more buildings on a parcel are divided into individual units and the rest of the amenity areas or common spaces on the parcel become common property owned by the condominium corporation.
Density	The number of Dwelling Units within a defined area of land.
Developer	An owner, agent, person, or corporation who develops and services land.
Development	A change in the use, or intensity of the use, of land or a building, which may include excavating and stockpiling or the replacement, repair, or construction of a building.
Development Agreement	A legal contract under the MGA between a municipality and a developer to service or develop land, address development charges related to the development of land or both.

Glossary of Relevant Terms

Term	Definition
Development Authority	A person or body having the authority to makes decisions relating to development permits.
Development Permit	A document that is issued under a LUB to authorize development.
Discretionary Use	A use of land or a building provided for in the districts of the LUB for which a development permit may be issued, upon an application having been made and the public notified in accordance with the MGA.
Edmonton Metropolitan Region Board (EMRB)	A provincially created board of 13 municipalities surrounding and including Edmonton mandated to develop a long term plan for the growth management of the region.
Environmental Reserve (ER)	Land that is, or is proposed to be, dedicated via subdivision to a municipality because it is undevelopable due to its location or natural features, such as having poor soils, steep slopes or being a wetland or within a flood plain.
Greenfield	Land that is undeveloped, prior to receiving urban services.
Infill	The redevelopment of a site that had a previous use.
Infrastructure	Physical features and facilities that support development in a municipality, such as roads, sidewalks, trails and utilities.
Land and Property Rights Tribunal (LPRT)	A quasi-judicial board that makes decisions on planning, development, and other matters where there is a provincial interest.
Land Use	The different ways land can be utilized where common land use categories include residential, commercial, industrial, or public.
Land Use Bylaw	A document required by the MGA that regulates how land and property can be developed by defining districts that are applied to specific areas of land.
Land Use District	A zoning category established in a LUB with a specific set of allowable land uses and associated subdivision and development regulations.
Mass/Massing	The overall design and configuration of a structure in relation to the environment around it, such as adjacent structures, streets or open spaces.
Municipal Development Plan (MDP)	A statutory plan required under the MGA to guide the future development and growth of an entire municipality.
Municipal Government Act (MGA)	Provincial legislation that regulates everything municipalities do, including planning and development functions of a municipality.

Glossary of Relevant Terms

Term	Definition
Municipal Reserve (MR)	Land that is, or is proposed to be, dedicated via subdivision to a municipality for municipal use, such as land for parks, schools or as a buffer between different uses.
Non-Statutory Plan	A plan not specifically defined as a statutory plan under the MGA.
Off-site Levy	A type of development charge imposed by a municipality upon a developer via a bylaw as allowed under the MGA to fund certain types of municipal infrastructure located outside or “off” of a development site from a developer.
Permitted Use	A use of land or a building provided for in the districts of the LUB for which a development permit will be issued if an application is deemed complete and it conforms to the LUB, or may be issued if an application is deemed complete and it does not conform to the LUB, upon the public being notified in accordance with the MGA.
Plan of Subdivision	A plan of survey prepared in accordance with the <i>Land Titles Act</i> for the purpose of effecting a subdivision.
Public Hearing	A formal public meeting required under the MGA for certain bylaws, especially planning related, where issues are discussed by a committee or Council and affected persons may share their views on the topics being addressed.
Road Right-of-way	Public land that is designated, or has been dedicated, for traffic and pedestrians accommodations or other transportation related uses.
Setback	The minimum horizontal distance between a building or other structure and a lot line, watercourse, flood plain or any other feature, usually excluding the eaves.
Statutory Plan	An intermunicipal development plan, municipal development plan, area structure plan or area redevelopment plan adopted by a municipality via bylaw in accordance with the MGA.
Subdivision	When a parcel of land is divided into two or more parcels with separate legal titles for each parcel.
Subdivision Authority	A person or body having the authority to makes decisions relating to subdivisions.
Subdivision and Development Appeal Board (SDAB)	A quasi-judicial board that makes decisions on planning, development, and other matters where there is not a provincial interest formed by Council members and Stony Plain residents.

Glossary of Relevant Terms

Term	Definition
Subdivision Endorsement	Final approval of a subdivision by Administration once the conditions of that approval have been met, which allows the associated plan of subdivision to be registered at Land Titles.
Traffic Impact Assessment (TIA)	A document that provide the results of an analysis of the traffic generated by a new development or change proposed that usually include a description of the project, any projected impacts of the project, and mitigation measures.
Utility Right-of-way	An arrangement that allows the right to use or access a portion of a property for the purpose of installing and maintaining utilities.
Variance	A change made to a LUB regulation that is granted by development officers and must be within reason.
Zero Lot Line	A property line where a structure is built right on the edge of a property line to maximize space on a parcel.
Zoning	The layperson term for districting, which is defined as a land use district.