

Terms of Reference

for the preparation and amendment of

Area Structure Plans and Neighbourhood Area Structure Plans

in Okotoks greenfield development areas



Okotoks
Historic Past, Sustainable Future

TABLE OF CONTENTS

1	Purpose of Terms of Reference.....	2
2	What are ASPs and NASPs.....	2
3	Hierarchy of Plans.....	4
4	Plan Preparation Process	5
5	Amendment process.....	10
6	Supporting Technical Documents.....	11
7	Submission Requirements.....	12
8	ASP and NASP Content Requirements.....	13
9	Technical Studies Description.....	31
10	Public Participation Requirements.....	34

1 PURPOSE OF TERMS OF REFERENCE

The purpose of this document is to establish a common understanding of the process, content and submission requirements for Area Structure Plans (ASP) and Neighbourhood Area Structure Plans (NASP) in greenfield development areas. A greenfield development area is land that has not previously been developed to urban density levels or utilized for more intensive purposes than agricultural production or country residential development. See Municipal Development Plan (MDP) for full definition. This document articulates a general process for the Town, landowners, developers and their consultants to follow during the preparation of ASPs and NASPs to help facilitate and expedite the plan review and decision making process.

Disclaimer: If there is a conflict between this document and another policy document of the Town, the policy document will prevail. The document is intended to serve as a guide for the preparation of ASPs (whether they are Town or landowner led) and NASPs which are typically landowner led. References to ‘applicant’ throughout this document apply to whoever has initiated plan preparation, which could be the Town or a landowner.

2 WHAT ARE ASPs AND NASPs

ASPs and NASPs are both statutory plans that are adopted by Council following a public hearing process. The key difference between the two plans is the level of detail in the plan and amount of land within the plan area. ASPs are less detailed and cover larger areas than NASPs, which typically include more detailed design guidance to provide specific direction on land use, subdivision and development decisions at the neighbourhood level.

Area Structure Plan

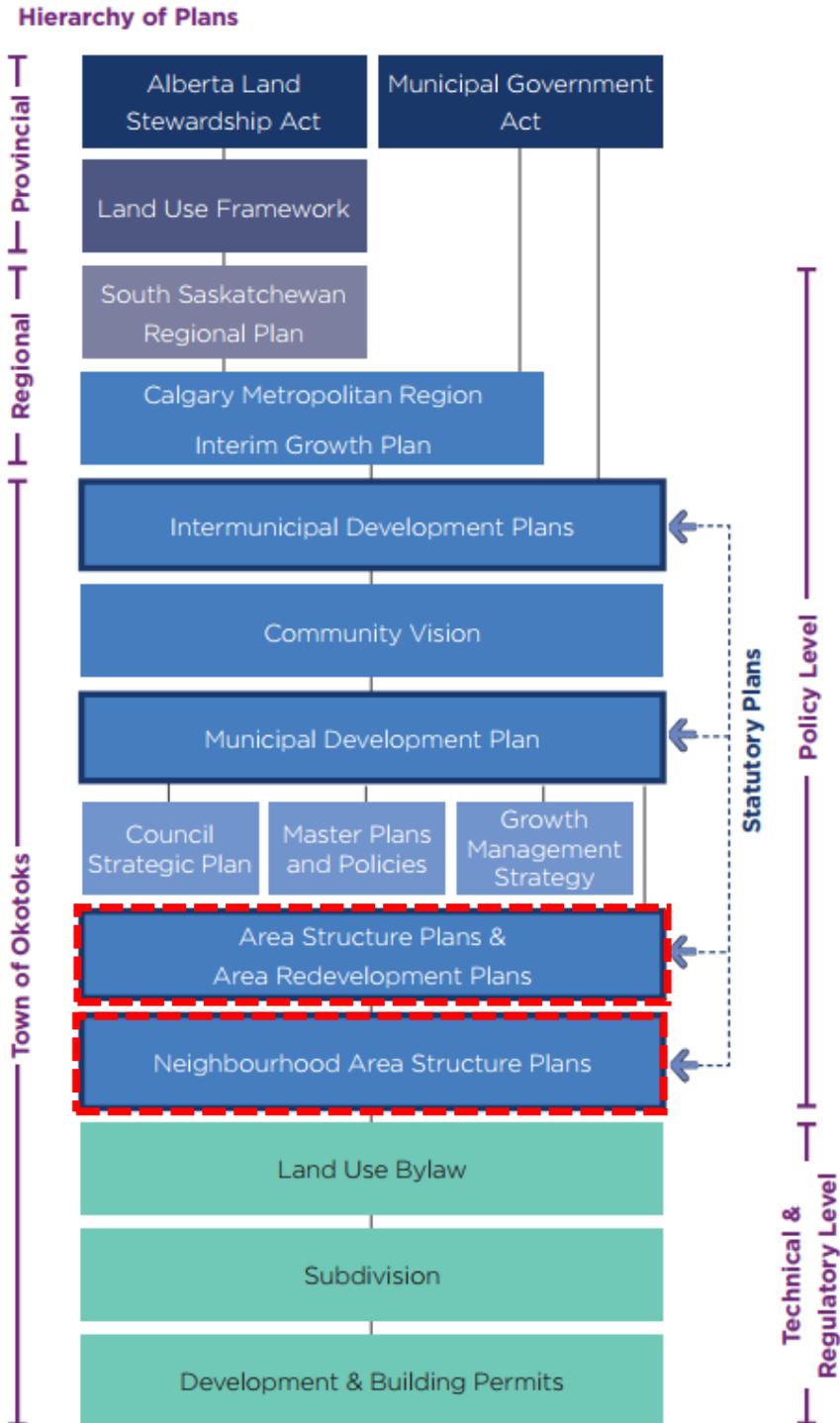
ASPs are statutory plans under the *Municipal Government Act* and provide a general land use, transportation and servicing framework for specific greenfield areas. In Okotoks, these plans typically encompass 2-6 quarter sections of land. These plans must align with and support the implementation of the Municipal Development Plan (MDP) and other master plans and they inform the development of more detailed NASPs typically at the quarter section level. As stipulated in policy 1.7.1.b) of the MDP, ASPs will be prepared by the Town unless otherwise authorized.

Neighbourhood Area Structure Plan

NASPs are statutory plans under the *Municipal Government Act* and are expected to cover smaller areas than ASPs and provide more detailed design and policy. In Okotoks, these plans encompass approximately one quarter section of land. They are a required step in developing new neighbourhoods and commercial areas and provide a detailed framework for the future development of lands by providing a link between

higher level ASPs and future land use, subdivision and development applications. They refine the general direction of the MDP and parent ASP by generating a high level of urban design quality and sustainability in new neighbourhoods and commercial areas.

3 HIERARCHY OF PLANS



Planning Bylaws and Guiding Documents can be found here: <https://www.okotoks.ca/your-government/plans-and-projects/community-planning/planning-bylaws-and-guiding-documents>

4 PLAN PREPARATION PROCESS

New ASPs and NASPs should be prepared through a collaborative process with all stakeholders. Proponents are encouraged to share any available information on a proposed plan early in the process, initiate early public participation and provide opportunity for a range of stakeholders to participate in the plan making process. The timeline from initiation of an ASP or NASP to Council adoption can vary widely depending on the scale and complexity of the plan area, issue resolution and meeting dates. However, as a general guideline, upon submission of a complete application the process (Steps 3-5 below) can take between 12-24 months and is highly dependent on the volume of applications underway, budgets, complexity of the application, quality of the submission materials, and the time it takes the applicant to address circulation and review comments. This timeline does not include pre-application stages articulated in Stage 1 and 2. Appropriate professional expertise will be needed to prepare ASPs (when not being led by the Town) and NASPs. The Town strongly encourages landowners to retain professional consultants for this purpose. The following outlines the general process for the initiation, review and approval of an ASP or NASP.

STEP 1: AGREEMENT TO INITIATE PLAN PREPARATION

- Prior to commencing the preparation of an ASP or NASP, the applicant must consult with the Director of Community Growth, Investment and Sustainability (or designate) to determine if the application can be initiated. The applicant should be prepared to articulate the overall vision for the plan area and demonstrate how it aligns with Council's strategic priorities and MDP policies.
- Key considerations in the Town's decision to authorize or initiate preparation of an ASP or NASP include:
 - Alignment with MDP policies and Council's strategic priorities;
 - For NASPs, an adopted ASP is in place for the lands and the proposed plan is in alignment with ASP phasing strategy;
 - Infrastructure capacity, including availability and timing to service the development area;
 - Innovative plan aspects that are not provided for in existing approved land supply
- ASPs will be prepared in accordance with policy 1.7.1.b) of the MDP
 - The Town may initiate an ASP in accordance with the Town's strategic priorities and budget approval;
 - An ASP may be initiated by a landowner in partnership with the Town, upon authorization by the Town;

- An ASP may be initiated by a landowner, independently, upon authorization by the Town.
- NASPs may be prepared in accordance with the phasing strategy outlined in the adopted parent ASP, upon authorization by the Town.

STEP 2: COLLABORATIVE PLAN PREPARATION

Collaborative Visioning and Technical Study Scoping

- Following agreement to proceed with plan preparation and review of this document, contact your designated file manager to schedule a collaborative visioning and technical scoping session with Town staff to inform project charter development. Multiple sessions may be required.
- The intent of this exercise is to work collaboratively with the applicant to set the stage for a plan that is aligned with higher order plans, policies and Council strategic objectives. All landowners within the plan area must be afforded the opportunity to participate in this collaborative visioning session.
- This early collaboration will also include the identification of any known issues, opportunities, constraints and challenges to inform plan development. It will also outline how the plan can achieve the policies of the MDP and strategic priorities of Council.

Project Charter Development

- The outcome of the collaborative visioning and technical scoping exercise will be the development of a project charter that provides an overarching framework and common understanding to guide the development of the plan.
- As a general guide, a project charter must include:
 - Plan area description
 - Land ownership
 - Key Stakeholders
 - Vision, Goals and Objectives
 - Strategic and Policy Alignment
 - Opportunities and Constraints Identification
 - Technical Studies and Supporting Information Requirements
 - Public Participation Plan
 - High level anticipated timeline and key milestones
- The final project charter will be provided to Council for information where the applicant will have the opportunity to introduce the project and share their vision with Council.

Pre-application Public Participation

- Following completion of the project charter and prior to submitting a formal application, the applicant will be required to facilitate opportunities for owners within and surrounding the plan area to learn about the proposed plan and to provide input into the plan development process. Early consultation is an important step in plan development as it helps to identify and address any comments or concerns from those affected early on in the process. Please ensure consultation is in alignment with the Public Participation Plan and Open House requirements outlined in Section 10 of this Terms of Reference.
- The timing and format of this participation event should be determined in consultation with Community Growth and Investment and in consideration of the project charter and the Town's Public Participation Strategy and Toolkit. In addition, it should be in alignment with the requirements of Section 10 of this Terms of Reference. www.okotoks.ca/publicparticipation.
- The applicant is also strongly encouraged to engage with other affected stakeholders, such as, but not limited to: adjacent municipalities, affected government agencies and utility providers, and local school divisions prior to submitting a formal application.

Plan and Technical Study Preparation

- The applicant is responsible for preparing a complete plan document which includes supporting policy, background information, technical studies and the requisite application form and fees. Refer to the project charter and Section 7 application requirements of this document to ensure all required documentation is prepared to support preparation of a complete application.

STEP 3: COMPLETE APPLICATION SUBMISSION

- The application stage begins when the applicant submits a completed ASP or NASP application package that includes all required forms, fees and supporting documentation as outlined in Section 7 of this document and the project charter. Incomplete applications will not be processed.
- A file manager will review the application package for completeness and notify the applicant if any materials are missing or if there are any plan deficiencies that would prevent the application from being deemed complete.
- The application will not proceed to Step 4: Plan Review, until the application has been deemed complete by the file manager.

STEP 4: PLAN REVIEW

Review and Circulation

- Once the plan has been deemed complete and acceptable for circulation and full review of content, it will be circulated to appropriate Town business centres, review agencies, key stakeholders and adjacent landowners.
- It is at this stage that the formal statutory plan notification process outlined in section 636 of the *Municipal Government Act* will be undertaken by the Town.
- Responses from agencies, stakeholders, adjacent landowners, and Town business centres are collected concurrent with a detailed review by the file manager. All comments are identified and provided to the applicant along with any recommended design and policy changes. Meetings will be held as needed to discuss items of concern arising from circulation responses.
- The time required for the Town to prepare comprehensive comments on the application varies depending on the complexity of the application and quality of the submission.
- The Town may seek third party review, at the applicant's expense, of some required technical studies to address any concerns with the design. Should this option be pursued the Town will enter into an agreement with the applicant to confirm the scope and costs associated with any third party review of submitted technical studies.

Public Participation

- Following the initial review and circulation of the plan, the applicant will be required to initiate a public participation event to present the draft plan.
- The timing and format of this participation event should be determined in consultation with Community Growth and Investment and in consideration of the Town's Public Participation Strategy and Toolkit for guidance.
www.okotoks.ca/publicparticipation.
- As a general guide, this engagement should not occur until after comments have been received on the plan through the initial circulation and review process, and any substantive revisions have been made.
- Additional public participation during this stage may be required if there have been major design changes resulting from the review and circulation process and/or if a significant amount of time has passed between initial public participation referenced above.
- Thoughtful public participation throughout plan development will assist in demonstrating to Council that robust public participation was undertaken to inform the final plan.
- A detailed overview of public and stakeholder feedback received throughout plan development, and how the comments were addressed or why they were not addressed, should be included as an appendix to the final ASP or NASP submission.

Plan Revisions & Re-Circulations

- The intent of the collaborative visioning, project charter development and early public participation outlined in Step 2 is to minimize the amount of plan revisions later in the process. However, following detailed review and circulation of the complete plan and supporting technical studies, the plan document may need to be further modified, updated or amended to ensure alignment with strategic objectives, policies and standards.
- For all revised submissions, the applicant will be required to provide a covering letter that discusses how each review comment has been addressed.
- The Town will determine the number and duration of subsequent circulations that are needed for the application. This will be determined based on file complexity, the quality of submission materials and the scope and scale of circulation comments.
- Once all comments have been addressed to the satisfaction of the Town, all technical studies have been accepted, and appropriate public participation opportunities have been provided, the plan may proceed to the plan approval process outlined in Step 5.
- At this time the applicant will also submit a name registration application to have the proposed name considered by the Governance and Priorities Committee following first reading of the plan bylaw. The proposed community name will be considered in accordance with the Naming of Roadways, Parks, Neighbourhoods and Facilities Policy GP-B-2.4.

STEP 5: PLAN APPROVAL PROCESS

- The Town will prepare a detailed planning report and bylaw for consideration by Council.
- After the bylaw has received first reading from Council:
 - a public hearing date will be set and formal notification of the hearing will be undertaken by the Town.
 - the bylaw and detailed planning report will be referred to the Municipal Planning Commission (MPC) for a motion of support or non-support.
 - the proposed community name will be presented to the Governance and Priorities Committee in accordance with the Naming of Roadways, Parks, Neighbourhoods and Facilities Policy GP-B-2.4.

- In considering the ASP or NASP, Council will consider the planning merits of the proposed plan, including alignment with higher order plans and policies, the recommendation from MPC, and representations made at the public hearing.
- If Council is not satisfied with the ASP or NASP as presented, the bylaw may be defeated at second reading, or Council may request additional information or that revisions be made to the plan before rendering a decision.
- Depending on the type of application, the plan may require review by the Calgary Metropolitan Region Board (CMRB) before Council can consider granting 3rd reading to the bylaw. The file manager will confirm if the application requires CMRB approval.
- When Council is satisfied with the ASP or NASP as presented, and (if applicable) the plan has been approved by the CMRB, they can choose to adopt the plan by granting third reading to the bylaw.
- Notice of refusal or approval of the ASP or NASP bylaw is sent to the applicant and affected agencies that were originally notified of the proposal following a decision by Council.

5 AMENDMENT PROCESS

General expectations for the amendment process are outlined below; however, Steps 3, 4 and 5 of the Plan Preparation Process outlined in Section 4 will also serve as a guide for facilitating ASP or NASP amendments.

Any amendments to an adopted ASP or NASP must be approved by Council through a formal bylaw and public hearing process. Depending on the nature of the proposed amendment, it may also need to be referred to the Calgary Metropolitan Region Board (CMRB) for approval prior to Council granting third reading of the amendment. For NASPs, if there is an inconsistency between the proposed NASP amendment and the higher order ASP, an amendment to the ASP may also be required, which could also trigger a referral to the CMRB.

The applicant should contact Community Growth and Investment to discuss the details of the proposed amendment in order to determine what may be required to proceed. Depending on the nature of the proposed amendment, the Town may request additional supporting information such as new or revised technical studies. If significant changes are proposed to the ASP or NASP, the applicant may be required to facilitate public participation opportunities to gain feedback on the proposed changes from a broad range of stakeholders. Additionally, significant changes to an approved ASP or NASP may warrant circulation to external agencies.

Generally, amendments to ASPs will typically be required in the following circumstances:

- Major changes to infrastructure such as roads, sanitary and stormwater are proposed;
- Major shifts in land use categories are proposed, such as from residential to industrial or regional commercial; and/or
- Changes that, in the opinion of the Town, are significant enough to warrant consideration by Council (i.e, interests of the public)

Generally, amendments to NASPs will typically be required in the following circumstances:

- Change from one land use category to another (e.g., commercial to residential);
- Changes within one land use category that would result in a change in density (e.g., high density to low density residential);
- Changes to the location of community facilities and schools;
- Changes to the design and location of roadways and utility infrastructure;
- Changes that may impact adjacent neighbourhoods; and/or
- Changes that, in the opinion of the Town, are significant enough to warrant consideration by Council (i.e, interests of the public)

6 SUPPORTING TECHNICAL DOCUMENTS

At the discretion of the Town, the preparation of an ASP or NASP may require any or all of the supporting technical studies described in this section. The requirements will be outlined in the project charter for the plan following the collaborative visioning and technical study scoping with Town staff. The Town reserves the right to require additional supporting technical documents, when warranted, in consideration of site conditions, adjacent or proximal uses, environmental considerations, circulation comments and other factors.

The Town will consider supporting technical documents in evaluating the merits of the application and monitoring the implementation of the plan. Supporting documents may be circulated to internal and external stakeholders as deemed appropriate, but they will not be appended to the approved bylaw. The ASP or NASP document itself must provide a brief summary of the key findings of each supporting document and include any applicable maps and supporting policy.

For amendments to statutory plans, memos or smaller-scale studies updating previously approved technical documents may be acceptable at the discretion of the Town.

The following list outlines typical technical study requirements for ASPs and NASPs that may be required to support plan preparation. Please note this list is not exhaustive and is intended to highlight typical study requirements. The project charter for the plan will outline expected study requirements:

Supporting Technical Documents for ASPs

- Biophysical Overview
- Phase 1 Environmental Site Assessment
- Historic Resources Overview
- Geotechnical Report
- Commercial/Retail Market Needs Assessment
- Transportation Impact Assessment
- Water and Sanitary Servicing Study
- Master Drainage Plan
- Traditional Knowledge and Land Use Assessment
- Fiscal Impact Analysis
- Functional Transportation Study for Arterial Roadways
- Any other studies or reports that provide necessary information to justify and support the proposed ASP

Supporting Technical Documents for NASPs

**At the discretion of the Town, based on findings of the studies supporting the parent ASP, some of these study requirements may be waived.*

- Biophysical Impact Assessment
- Phase 1 Environmental Site Assessment (if not undertaken for parent ASP)
- Phase 2 Environmental Site Assessment (if identified in Phase 1 ESA)
- Historical Resources Impact Assessment or Historic Resources Clearance
- Geotechnical Report
- Commercial/Retail Market Needs Assessment
- Architectural Guidelines
- Staged Master Drainage Plan
- Transportation Impact Assessment
- Water and Sanitary Servicing Study
- Traditional Knowledge and Land Use Assessment (if not undertaken for parent ASP)
- Any other studies or reports that provide necessary information to justify and support the proposed NASP

7 SUBMISSION REQUIREMENTS

Formal submission of the ASP or NASP document and amendments must provide all necessary content requirements outlined in Section 8 of this Terms of Reference, and include all technical studies identified in the project charter.

A complete ASP or NASP submission will include:

- Completed application form

- Application fees as prescribed in the current Okotoks Fees, Rates and Charges Bylaw;
- Authorization by the Town to proceed with ASP, when not led by the Town;
- A Letter of Authorization from the registered owner(s) of the property, if the Applicant is not the owner;
- Completed Sustainable Development Scorecard (once available);
- Copy of the Land Title Certificate(s), certified within 90 days of submission, and copies of any restrictive covenants, easements, caveats or other registered agreements that affect the use of the subject lands;
- 5 paper copies, a PDF and a Microsoft Word version of the ASP or NASP document;
- 5 paper copies and a pdf version of all transportation and utility servicing studies;
- 2 paper copies and a pdf version of all other supporting documents;
- 2 full size paper copies and a pdf version of the Landscape Concepts shown in the ASP or NASP document, printed to scale;
- AutoCAD version of land use concept;
- Any additional information that may have been identified during collaborative visioning, technical study scoping and project charter development.

8 ASP AND NASP CONTENT REQUIREMENTS

Appendix E of the Municipal Development Plan (MDP) provides an outline of the minimum required contents of ASPs and NASPs. Please note these are minimum requirements only and are intended to serve as the starting point for preparation of these plans. Applicants are responsible for reviewing the MDP and other plans and policies shaping growth in Okotoks, in their entirety, in developing an ASP or NASP.

The minimum ASP and NASP content requirements outlined in the MDP are not intended to be exhaustive, and additional requirements may be identified based on the unique circumstances of the proposed development area. Additional content requirements will be determined during the collaborative visioning and project charter development processes. Conversely, there may be unique circumstance that warrant removal of certain ASP or NASP content requirements, such as for a commercial/industrial plan. In these circumstances applicants should provide a supportive rationale for not including certain content requirements, and the Town will determine if it is acceptable to remove said requirements.

To assist in successfully addressing the ASP and NASP content requirements, and more efficiently work through the plan review process, Table 1: ASP Content Requirements and Table 2: NASP Content Requirements below provide further direction and clarification of the expectations for fulfilling the minimum content requirements outlined in the MDP. The content requirements are not intended to serve

as the organizational structure of an ASP or NASP. Applicants may use their discretion in organizing the required content within the document layout.

Table 1: Explanation of ASP Content Requirements

MDP Content Requirement (Appendix E)	Expectations and Clarification
<p>Introduction: Introduction and policy context as to how this ASP fits within the Town’s policy framework</p>	<ul style="list-style-type: none"> • Introduction that outlines the purpose of the plan, including a graphic representation showing how the ASP fits within the provincial and local policy framework
<p>Planning area: Map and description of the lands, including legal description, development constraints, topographical, geotechnical, ecological disruptions, and any other relevant information. Information on existing development context and function of the area is also required</p>	<ul style="list-style-type: none"> • Include a written description of the plan area including an analysis of existing conditions, opportunities and constraints • Include a series of maps showing: <ul style="list-style-type: none"> • Location of plan area within Okotoks • Legal land descriptions and land ownership • Existing and surrounding land uses • Topography and drainage pattern, including existing vegetation, water bodies and natural areas <ul style="list-style-type: none"> ○ show maximum contour interval of 1.5 m of the subject lands and sufficient topography of all lands within 150 m of the subject lands in order to illustrate the continuity or existence of topographic features and drainage patterns that may either influence or be influenced by the proposal • Existing utilities and rights-of-way • Historic and cultural resources • Any other existing site features, opportunities or constraints that affect the plan area including, but not limited. to: <ul style="list-style-type: none"> ○ NEF (Noise Exposure Forecast) contours for those areas affected by airport noise from the Okotoks Air Ranch Airport; ○ Any other special requirements for proposals within the vicinity of an airport; ○ Location of the floodway and flood fringe limits for those areas affected by the provincial Flood Hazard Mapping; ○ Location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water that is contained within the bounds of the proposed parcel of land; ○ Line marking the 1.5 km radius from a sour gas facility, if applicable

	<ul style="list-style-type: none"> ○ Setbacks from the railway line, high pressure gas lines, waste water treatment facility, and active or inactive land fill sites, if applicable; ● A brief summary of the key findings of all background studies supporting the plan
<p>Regional Context: At a minimum, a map which shows the plan area and any regionally significant corridors as identified in the CMRB Regional Growth Plan (or Regional Servicing Plan) as well as information on the proposed ASP’s compliance with the guiding principles and policies of the CMRB Regional Growth Plan</p>	<ul style="list-style-type: none"> ● The Town of Okotoks is a member of the CMRB which is a growth management Board for the Calgary Region ● All new ASPs or regionally significant amendments to existing ASPs must be in alignment with the regional growth plan, and in most cases require Board approval against the regional growth plan, before Council can adopt the plan ● Proponents should review the Regional Growth Plan and Regional Evaluation Framework to ensure that the proposed plan is in alignment and that required information is included in the plan to address CMRB requirements ● The Town would be happy to assist proponents in navigating regional requirements in preparing their plans
<p>Planning Approach: Overall planning approach, goals, and principles, including how the ASP meets the goals, principles, objectives and policies of the MDP</p>	<ul style="list-style-type: none"> ● Describe the overall vision, goals and objectives of the ASP ● Include a summary of <u>how</u> the proposed ASP meets <u>each</u> principle and goal of the MDP. This summary should be supported by highlighting specific policies and design elements within the plan document
<p>Statutory Document Hierarchy: Information on how the proposed ASP aligns with the Town’s higher level plans such as the Environmental Master Plan; Culture, Heritage and Arts Master Plan; Municipal Heritage Designation Program; Recreation, Parks and Leisure Master Plan and any other relevant statutory plans.</p>	<ul style="list-style-type: none"> ● In addition to summarizing how the ASP aligns with the MDP, include a summary overview of how the proposed ASP aligns with and furthers the direction of any other relevant plans and policies approved by Council, including implemented initiatives within these plans (i.e., Municipal Heritage Designation Program) ● Provide specific examples within the proposed ASP that align and build on these policies
<p>Public Participation: Information on the public participation and consultation</p>	<ul style="list-style-type: none"> ● As an appendix to the ASP document, provide a detailed summary of the public participation undertaken, the feedback received, and how

<p>that was conducted in preparing the ASP</p>	<p>this feedback was considered in developing the plan</p> <ul style="list-style-type: none"> • Within the summary, include information on the approximate demographics that participated in the public participation and how efforts were made to include a range of demographic and socioeconomic groups in the public participation process. • Within the main body of the plan, include a brief overview of the entirety of the public participation that informed the final plan, with reference to the detailed summary in the Appendix
<p>Land Use, Density and Urban Structure: Conceptual land use plan and statistical breakdown of the proposed land use mix and density numbers</p>	<ul style="list-style-type: none"> • Conceptual land use map showing the general locations of: <ul style="list-style-type: none"> ○ Residential, commercial and industrial land uses; ○ If applicable any major recreation facilities; ○ Future school sites; ○ General location of major roadway infrastructure, and linkages to existing transportation infrastructure; ○ Major open spaces and regional pathway system • Features identified in the conceptual land use map should be supported by written descriptions and policy to inform more detailed planning at the NASP stage • Include a statistical breakdown in tabular form showing: <ul style="list-style-type: none"> ○ Total plan area; ○ Gross developable area; ○ Gross residential area; ○ Area of land uses shown in conceptual land use map; ○ Planned density and approximate minimum dwelling units to achieve density targets; ○ Anticipated population and jobs for plan area; ○ Municipal reserve requirements
<p>Designing Great Neighbourhoods: How the ASP meets the intent and outcomes of Designing Great Neighbourhoods (Part C, Section 2.1.1.b of MDP)</p>	<ul style="list-style-type: none"> • Include a summary of how the proposed ASP meets <u>each</u> of the outcomes referenced in section 2.1.1.b) i.-vii. <ul style="list-style-type: none"> • Where appropriate, illustrations and maps should be utilized to demonstrate how these

	outcomes will be achieved through implementation of the plan policies
Population: Expected population and capacity	<ul style="list-style-type: none"> • Provide an estimate of the projected population at full build-out of the plan area, based on the anticipated number of residential dwelling units • Provide an estimate of anticipated school-aged children
Housing: The range of housing types and how the ASP aligns with the Housing Needs Strategy	<ul style="list-style-type: none"> • Describe how implementation of the plan will facilitate provision of a variety of housing types to support housing need in the community • How will the direction provided in the ASP guide the provision of diverse housing types at the NASP stage?
Historical: How the community aligns and is designed to acknowledge the historical aspects of the particular land on which it is proposed	<ul style="list-style-type: none"> • Describe the history of the area and any unique historical or cultural features that exist or affect the area • Describe how the history of the area and identified features have been considered in the development of the ASP • Describe how the findings of the traditional knowledge and land use assessment have been considered in the development of the plan
Employment: The total number of jobs the plan area will support and rationale outlining this information	<ul style="list-style-type: none"> • Provide an estimate and rationale for the number of anticipated jobs to support identification of employment areas in land use concept map
Transportation: The general transportation network (including primary pathways, potential future transit routes, and arterial and collector road network). Transportation Impact Analysis at all levels of planning implementation (ASPs, ARPs, NASPs)	<ul style="list-style-type: none"> • This must be supported by a Transportation Impact Analysis and must consider the policies of the MDP, in particular section 3. Integrated Transportation • Include a map, description and supportive policy of the general transportation network work to ensure it is realized through more detailed planning stages
Environment: The lands proposed for, and approach to, conservation of environmentally sensitive areas, such as Environmental Reserves and Conservation Reserves as well as identifying potential or established provincial Environmentally Significant Areas and regional Environmentally Sensitive	<ul style="list-style-type: none"> • Identify on a map, the approximate boundaries of any potential provincial environmentally significant areas, regional environmentally sensitive areas, and natural assets • Include policy to guide further review of environmental features at the NASP and subsequent development stages • Review the Town's Natural Asset Inventory to identify natural assets within the plan area. Ensure the plan justifies how these assets will be treated

<p>Areas. Natural and naturalized assets are identified and the proponent shows and justifies how they will treat those areas (e.g., conserve, mitigate, remove)</p>	<ul style="list-style-type: none"> • Review the MDP policies and the CMRB Regional Growth Plan for direction in identifying regional environmentally sensitive areas within the plan boundaries
<p>Historic and Cultural Resources: Identification and preservation considerations for any historic or cultural resources in the plan area</p>	<ul style="list-style-type: none"> • Identify, describe and provide policy direction on how important historic or cultural resources will be addressed at the NASP or subsequent development stages
<p>Parks, Schools and Amenities: Approximate location and type of parks, schools, recreation facilities, cultural facilities, and other amenities</p>	<ul style="list-style-type: none"> • Consult with school authorities, and the Town to determine the needs for parks, schools and other amenities within the plan area • Identify on a map, the generalized location of parks, schools and amenities throughout the plan area • Include supportive description and policy to guide the allocation of parks, schools and other amenities at the NASP stage
<p>Servicing: The proposed approach, and conceptual design of servicing as well as a Stormwater Master Plan and identifying and considering utilizing natural assets for servicing provision</p>	<ul style="list-style-type: none"> • Review applicable servicing master plans for the Town and describe how the area will be serviced • Identify any upgrades that will be required to service the area, and how the development of the area will be phased based on service capacity • Review the Town’s Natural Asset Inventory and identify opportunities for utilizing natural assets in place or alongside traditional infrastructure • Identify potential stormwater reuse opportunities and include policy direction to inform more detailed NASPs
<p>Phasing: The proposed approach to phasing and implementation of the ASP</p>	<ul style="list-style-type: none"> • Identify and describe how development in the plan area will be phased. This should establish the sequence for the preparation of NASPs to guide more detailed planning with the plan area • Include a map showing the preferred phasing sequence • Include implementation policies that guide how future development will be considered in the plan area, and describe the plan amendment process including what will/will not require amendment to the plan
<p>Interface: The interface between the area and adjacent municipalities, major</p>	<ul style="list-style-type: none"> • Identify and describe important interface areas that will require further consideration at the NASP and subsequent planning stages

<p>transportation routes, existing development and existing agricultural lands</p>	<ul style="list-style-type: none"> • Include policy direction on important considerations that should be addressed at the NASP and subsequent planning stages
<p>Innovation: How does this proposed ASP differ from existing development in the Town? What does it propose that is innovative to Okotoks?</p>	<ul style="list-style-type: none"> • No further explanation needed
<p>Scorecard: in consultation with administration, complete a Sustainable Development Scorecard (in development)</p>	<ul style="list-style-type: none"> • Once available, proponents of new ASPs will be required to complete the sustainable development scorecard
<p>Fiscal Sustainability Plan: including a lifecycle cost analysis of proposed major infrastructure</p>	<ul style="list-style-type: none"> • The intent of this requirement is to look beyond upfront capital costs of installing major infrastructure to support development, and establish a complete picture of the lifecycle costs of operating, maintaining and replacing this infrastructure over its lifespan • To understand the fiscal sustainability of major infrastructure over its lifetime, the lifecycle costs must be compared to the revenue that can be generated to operate, maintain and replace said infrastructure • Anticipated absorption rates and corresponding revenue generation through property taxes and user fees must be considered in understanding the fiscal sustainability of proposed infrastructure to support build out of the plan area
<p>Any other matters required by legislation, regional plans, or Council</p>	<ul style="list-style-type: none"> • Additional requirements may be identified through consultation with the Town, through external circulation or based on public feedback

Table 2: Explanation of NASP Content Requirements

MDP Content Requirement (Appendix E)	Expectations and Clarification
<p>Introduction: Introduction and policy context as to how this NASP fits within the Town’s policy framework</p>	<ul style="list-style-type: none"> • Introduction that outlines the purpose of the plan, including a graphic representation showing how the NASP fits within the provincial and local policy framework
<p>Planning area: Map and description of the lands, including legal, development constraints (e.g. airport contours, railways, etc.), topographical, and any other relevant information</p>	<ul style="list-style-type: none"> • Include a written description of the plan area including an analysis of existing conditions, opportunities and constraints • Include a series of maps showing: <ul style="list-style-type: none"> • Location of plan area within Okotoks; • Location of plan area within higher order ASP; • Legal land descriptions and land ownership; • Existing and surrounding land uses; • Topography and drainage pattern, including existing vegetation, water bodies and natural areas <ul style="list-style-type: none"> ○ show maximum contour interval of 1.5 m of the subject lands and sufficient topography of all lands within 150 m of the subject lands in order to illustrate the continuity or existence of topographic features and drainage patterns that may either influence or be influenced by the proposal • Existing utilities and rights-of-way; • Historic and cultural resources; • Any other existing site features, opportunities or constraints that affect the development area including, but not limited to: <ul style="list-style-type: none"> ○ NEF (Noise Exposure Forecast) contours for those areas affected by airport noise from the Okotoks Air Ranch Airport; ○ Any other special requirements for proposals within the vicinity of an airport; ○ Location of the floodway and flood fringe limits for those areas affected by the provincial Flood Hazard Mapping; ○ Location and boundaries of the bed and shore of any river, stream, watercourse, lake or other body of water that is contained within the bounds of the proposed parcel of land;

	<ul style="list-style-type: none"> ○ Line marking the 1.5 km radius from a sour gas facility, if applicable; ○ Setbacks from the railway line, high pressure gas lines, waste water treatment facility, and active or inactive land fill sites, if applicable ● A brief summary of the key findings of all background studies supporting the plan
<p>Planning approach: Including how the NASP meets the goals, principles, objectives, and policies of the MDP</p>	<ul style="list-style-type: none"> ● Include a summary of <u>how</u> the proposed NASP meets <u>each</u> principle and goal of the MDP ● This summary should be supported by highlighting specific policies and design elements within the plan document
<p>Statutory Document Hierarchy: Information on how the proposed NASP aligns with the Town’s higher level plans such as the Environmental Master Plan, ; Culture, Heritage and Arts Master Plan; Municipal Heritage Designation Program; Recreation, Parks and Leisure Master Plan and any other relevant statutory plans.</p>	<ul style="list-style-type: none"> ● Include a summary overview of how the proposed NASP aligns with and furthers the direction of its parent ASP and any other relevant plans and policies approved by Council, including implemented initiatives within these plans (e.g., Municipal Heritage Designation Program) ● Provide specific examples within the proposed ASP that align and build on these policies
<p>Public Participation: Information on the public participation and consultation that was conducted in preparing the NASP. Examples and information on how the feedback was incorporated into the proposed plan as well as details as to how the consultation incorporated feedback from a range of demographic and socioeconomic backgrounds</p>	<ul style="list-style-type: none"> ● As an appendix to the NASP document, provide a detailed summary of the public participation undertaken, the feedback received, and how this feedback was considered in developing the plan ● Within the summary, include information on the approximate demographics that participated in the public participation and how efforts were made to include a range of demographic and socioeconomic groups in the public participation process ● Within the plan document, include a brief overview of the entirety of the public participation that informed the final plan, with reference to the detailed summary in the Appendix
<p>Land Use and Urban Structure: Detailed land use plan and statistical breakdown of the proposed land use mix and density numbers, including</p>	<ul style="list-style-type: none"> ● Land use concept map showing: <ul style="list-style-type: none"> ○ The location, dimensions, area, and boundaries of the subject lands as well as the affected parcel(s); ○ The location and design of all proposed public roadways, primary or secondary

<p>the type and location of land use districts</p>	<p>highways, and rights-of-way within the subject lands and within 150 m of the subject lands (including proposed roadway names);</p> <ul style="list-style-type: none"> ○ The location of all existing and proposed roadways providing access to the subject lands for at least 300 m from the point of access in order to assess the safety and adequacy of the access location; ○ The location and areas of all municipal, school, environmental and conservation reserve parcels as may be required or proposed; ○ Proposed land uses for all lands within the NASP area. Please do not refer to specific land use designations, but rather identify low, medium and high density residential areas, and commercial, institutional and mixed-use areas; ○ Proposed active transportation system, including regional pathways, local pathways, and proposed safe routes within the outline plan area; ○ Any other relevant information that affected plan design and future uses <ul style="list-style-type: none"> ● The land use concept map should be accompanied by written descriptions, supporting policy and illustrations to convey the intended use and development forms of each land use ● Include a statistical summary of all reserve calculations ● Detailed statistical breakdown in tabular form showing: <ul style="list-style-type: none"> ○ Gross area of subject lands; ○ Gross developable area (less non-developable areas); ○ Gross residential area (less regional land uses); ○ Gross residential density (units per gross residential ha/acre); ○ Net area of each proposed land use shown on the land use concept map
<p>Designing Great Neighbourhoods: How the NASP meets the intent and</p>	<ul style="list-style-type: none"> ● Include a summary of how the proposed NASP meets <u>each</u> of the outcomes referenced in section 2.1.1.b) i.-vii.

<p>outcomes of Designing Great Neighbourhoods (Part C, Section 2.1.1b) of MDP</p>	<ul style="list-style-type: none"> • Illustrations and maps should be utilized to demonstrate how these outcomes will be achieved (i.e. map showing how 90% of residences are no more than 800m from a neighbourhood hub)
<p>Connectivity to adjacent communities: How will the proposed NASP connect and integrate with surrounding neighbourhoods and land uses?</p>	<ul style="list-style-type: none"> • Include a map that highlights all areas within the plan that are adjacent to existing residential and non-residential areas, including identification of transportation, transit and local and regional/intermunicipal pathway connections • Include supporting policy to guide future land use, subdivision and development proposals for lands adjacent to existing communities to ensure adequate connectivity for all transportation modes and a context sensitive interface and transition with existing development • Include illustrations and cross-sections to demonstrate how the form and massing of development will be sensitive to existing established communities
<p>Population: Projected population numbers for the NASP area</p>	<ul style="list-style-type: none"> • Provide an estimate of the projected population at full build-out of the neighbourhood, based on the anticipated number of residential dwelling units • Include an estimate of the number of school-aged children
<p>Housing: Proposed mix of housing types and lot sizes, and anticipated levels of affordability, including proposed market and non-market affordable housing and alignment with the Town's Housing Needs Strategy</p>	<ul style="list-style-type: none"> • Provide a statistical breakdown of the anticipated number of single-detached residential units and attached residential units (units and percentage values) <ul style="list-style-type: none"> ○ For attached residential units provide a further breakdown on the anticipated housing type (i.e., semi-detached, town house, row house, apartment); ○ Describe how the proposed neighbourhood addresses the diversity of housing need based on the most recent Housing Needs Assessment completed by the Town; ○ Describe how diverse housing options, including affordable non-market housing, will be dispersed throughout the NASP area;

	<ul style="list-style-type: none"> ○ Describe how the NASP facilitates opportunities to achieve housing affordability; ○ Describe how the NASP supports opportunities for purpose-built rental housing
Employment: Anticipated number of jobs and general types of jobs (retail, office, etc) that the plan areas will support	<ul style="list-style-type: none"> ● This should be aligned with the methodology used in the higher order ASP
Transportation: The detailed transportation network (primary pathways, public transit stops, and the road network), and street cross-sections of each street type proposed in the plan area must be provided. Information on how the streets will meet the green criteria of the MDP and incorporate low-impact design stormwater management techniques when appropriate should be included. Information on how the proposed network meets the transportation mode hierarchy detailed in this plan should also be included	<ul style="list-style-type: none"> ● Include a map that shows the detailed transportation network and proposed road classifications ● Include cross-sections of each street type, illustrations and supportive policies to demonstrate alignment with the policies of the MDP, in particular how all transportation modes are accommodated utilizing universal design principles ● Identify 'safe routes' to and from schools ● Identify opportunities to incorporate sustainable features in street design such as enhanced stormwater management, water reuse, renewable energy, etc
Environment: Identify and describe all lands for conservation, including Environmental Reserves and Conservation Reserves	<ul style="list-style-type: none"> ● The boundaries and setbacks for all environmental and conservation reserves must be shown on a map and must be reflected in policy ● Boundaries and setbacks for environmental and conservation reserves must be based on the recommendations of a Biophysical Impact Analysis, Natural Asset Inventory, Provincial ESA setback calculations and any other higher level statutory plans or applicable policies ● Include a detailed statistical summary of all environmental and conservation reserves
Historical and Cultural Resources: Design guidelines for building on local character and heritage	<ul style="list-style-type: none"> ● Describe how local character and heritage of the area will be incorporated into the neighbourhood ● Include illustrations to demonstrate intent

	<ul style="list-style-type: none"> • Describe how the findings of the traditional knowledge and land use assessment have been considered in the development of the plan
<p>View Corridors: Plan view as well as renderings of key viewsheds and vistas that will be protected in the plan area shall be included. Key view corridors of the mountains and views of the town (where appropriate on higher elevations) should be noted and preserved for public view at key points throughout the plan area</p>	<ul style="list-style-type: none"> • Identify and demonstrate how public views of natural features, such as mountain vistas, will be protected through mapping and illustrations • Maintain distinct sightlines to key local built features • Identify and describe how elements and sites of significant historical or cultural heritage will be preserved
<p>Parks and Open Spaces: Conceptual design of all parks, plazas, greenways and other public spaces, including the location of public art. Information on the proposed park types, and how they will provide active and passive recreational opportunities for a range of demographics, should be included. Park equipment and design should align with the overall community vision and build on the sense of place of new communities. Information on how 90% of residential dwellings in the plan area will be within 400m of a park or open space should be shown graphically.</p>	<ul style="list-style-type: none"> • Include an overall Landscape Concept Plan for the entire plan area (and a series of site specific concepts) showing conceptual landscaping designs of all future public open space (e.g. parks, school sites, environmental reserve parcels, etc.) with specific identification of: <ul style="list-style-type: none"> ○ the function of individual park and open space areas (e.g. child-oriented, active recreation area, linkage, etc.) and how they relate to one another; ○ the location and identification of major landscape features, including public pathways, large planting beds, community gardens, playfields, playgrounds, and existing tree stands within the plan area; ○ the theme, location and conceptual design of all proposed optional amenity features, including entrance features and non-standard park infrastructure; ○ proposed utility rights-of-way, if available; and ○ existing grades, proposed direction of drainage, slope percentage and adjacent land use information • Show on a map, how 90% of residential dwellings within the plan area are within 400m of a park or open space • Identify major sports fields and their distance from storm facilities to support opportunities for stormwater reuse

<p>Schools, Recreation, and Cultural Facilities: Location and size of land provided for schools, recreation, and cultural facilities</p>	<ul style="list-style-type: none"> • The location and size of municipal reserve, municipal/school reserve and school reserve parcels should be shown on the land use concept map • Include a detailed statistical summary of all municipal, municipal and school, and school reserves • For school sites, include a conceptual layout of the school building envelope and associated playfields • Identify opportunities for joint-use school sites and co-location with community recreational and cultural facilities
<p>Urban Design: Form and massing; architectural design guidelines for multiple residential and commercial mixed-use hubs. A conceptual design of the commercial mixed-use hubs must be included in the NASP</p>	<ul style="list-style-type: none"> • Include conceptual layouts and illustrations for all commercial and multi-residential sites to ensure these areas are comprehensively planned and integrated with the overall design of the neighbourhood • Conceptual layouts should be accompanied by supporting policy to ensure the intended layout and design is realized at the subdivision and development stages • Conceptual layouts should include details on elements such as: <ul style="list-style-type: none"> ○ Safe and convenient access to and within the site for active transportation modes; ○ How the design of the site is human-scaled and supports a high quality pedestrian realm; ○ How the area interfaces with adjacent residential areas; ○ How the area connects to the open space network; ○ How ‘green’ or low impact development standards are incorporated into the design; ○ Form and massing details that contribute to a pedestrian scaled environment; ○ Anticipated commercial and residential square footage, including anticipated commercial uses
<p>Architectural Controls: Architectural controls that will be registered against all lots of a proposed NASP plan area –</p>	<ul style="list-style-type: none"> • Prepare neighbourhood-wide architectural design guidelines to be registered against lots at the time of subdivision

<p>including multi-unit residential and commercial - to ensure a consistent level of design for the NASP plan area</p>	<ul style="list-style-type: none"> • Neighbourhood-wide architectural design guidelines should establish unified design elements that reflect the unique neighbourhood identity and tie the community together and should include details on matters such as: <ul style="list-style-type: none"> ○ architectural types and information on common elements; ○ unifying design themes for the neighbourhood; ○ incorporation of universal design principles; ○ form and massing guidance in relation to street types, open spaces and adjacent established communities; ○ four season design; ○ design guidelines for each street type that incorporates mobility choices for all transportation modes; ○ proposed community fencing and street furniture; ○ Public art, including historical art or memorials
<p>Neighbourhood Hub Design: Detailed design of the neighbourhood hub area within the plan area including conceptual layout, materials, design standards, waste enclosure screening, signage guidelines and other details that will create a unique and pedestrian-oriented, mixed-use centre within the plan area (if identified within the ASP as being part of that particular NASP area)</p>	<ul style="list-style-type: none"> • Review the policies in section 2.4 of the MDP for guidance on this requirement • Include a conceptual layout, illustrations and supporting policy any neighbourhood hubs identified within the plan area demonstrating how the site is comprehensively planned and integrated with the overall design of the neighbourhood • The conceptual layout, illustrations and policy should have a sufficient level of detail to guide future subdivision and development and should include details on the elements outlined in section 2.4 of the MDP and the NASP content requirements list in the preceding column
<p>Servicing: Proposed servicing concept, including water, stormwater, sanitary sewers, shallow utilities, including lifecycle cost assessment and approach to natural assets</p>	<ul style="list-style-type: none"> • Identify all existing natural assets within the plan area and include an assessment of opportunities to utilize these natural assets in place of or along side engineered infrastructure as part of the overall servicing concept for the plan area • Provide a rationale and justification for the removal of any natural assets

	<ul style="list-style-type: none"> • Life cycle cost assessment of proposed new infrastructure should include the long-term costs of operating and maintaining the infrastructure • Include a series of maps to show proposed servicing concepts • Identify opportunities and minimum infrastructure requirements to be stormwater reuse ready
<p>Innovation: Proposed innovations that are unique to the NASP area in terms of environmental, infrastructure and/or community design to the Town of Okotoks</p>	<ul style="list-style-type: none"> • What is unique about this neighbourhood? • How does it differ from other communities in Okotoks? • How does this neighbourhood further the principles and objectives of the MDP?
<p>Phasing: A detailed phasing plan of the land within the NASP should be provided</p>	<ul style="list-style-type: none"> • Include a map showing anticipated phasing sequence and supporting policy
<p>Materials and Community Design Features: Information on the proposed community fencing and street furniture materials and general design should be included to acknowledge how these aspects of the street and community design will provide a distinct character. The proposed fencing and street furniture should be minimal to no-maintenance to the Town over the long-term</p>	<ul style="list-style-type: none"> • Include visual illustrations, written descriptions and supporting policy to convey the overall design theme of features within the public realm, including within public park spaces. • These design features should tie the community together and should include details on matters such as: <ul style="list-style-type: none"> ○ architectural types and information on common elements; ○ unifying design themes for the neighbourhood; ○ incorporation of universal design principles; ○ form and massing guidance in relation to street types, open spaces and adjacent established communities; ○ four season design; ○ design guidelines for each street type that incorporates mobility choices for all transportation modes; ○ proposed community fencing and street furniture; ○ public art, including historical art or memorials
<p>Green Building Strategies: Meeting high performance</p>	<ul style="list-style-type: none"> • Describe how the NASP facilitates opportunities for building and site design to meet 'green' industry standards

<p>certified 'green' industry standards</p>	<ul style="list-style-type: none"> • How does the NASP promote and facilitate opportunities for water conservation, energy efficiency, renewable energy efficiency, waste reduction, natural environment enhancement, etc?
<p>Scorecard: In consultation with Administration, complete a Sustainable Development Scorecard (in development)</p>	<ul style="list-style-type: none"> • When available, Sustainable Development Scorecard must accompany all proposed NASP applications
<p>Any other matters required</p>	<ul style="list-style-type: none"> • Additional requirements may be identified through consultation with the Town, through external circulation or based on public feedback

9 TECHNICAL STUDIES DESCRIPTION

Biophysical Overview

Typically required at the ASP stage to provide background technical information on the biophysical features within and in proximity plan area. This overview, as a high-level desktop assessment, documents the existing physical environmental conditions of the site, identified potential environmental significant areas and regional environmentally sensitive areas, and identified areas for further investigation through a biophysical impact assessment at more detailed planning stages.

Biophysical Impact Assessment

A detailed field assessment that includes a full season of field inventories to expand on the findings of a biophysical overview and inform the development of detailed NASP's and development applications. Administration may waive this requirement if no significant environmental features were identified through the biophysical overview.

Phase 1 and 2 Environmental Site Assessments

A Phase 1 Environmental Site Assessment considers the potential for wellheads, sour gas wells, chemical use, spills (chemical, oil, etc.), farming practices, railway ties, asbestos, lead paint, landfills, storage sites (snow, salt, sand, etc.), pipelines, power lines, underground tanks (gas, septic, etc.), or any other matter to impact the quality of the land, air, and water within the plan area. It must be completed according to the Alberta Environmental Site Assessment Standard in effect.

The findings of a Phase 1 assessment may warrant the completion of a Phase 2 Environmental Site Assessment.

Historic Resources Overview

Typically undertaken to support an ASP, the purpose of a historical resources overview is to provide a general overview of historical resources located in the vicinity of the project area and to assess the potential impact that the proposed project poses to known and/or previously unrecorded historical resources. This overview is a first step in obtaining Historic Resources Act approval for an ASP area.

Historical Resources Impact Assessment

When submitting an NASP application, the proponent must either obtain Historic Resources Approval or prepare a Historic Resources Impact Assessment if not undertaken at the ASP stage.

Geotechnical Report

A report that is completed by a qualified geotechnical engineering consultant and is intended to evaluate the geotechnical conditions of the site and confirm that the land may be used safely for the intended use without undue risk of hazards. Reports can

include, but are not limited to: Preliminary Geotechnical Evaluations, Slope Stability, Hydrogeological, Cut/Fill, and Deep Fills. Refer to the [City of Calgary Geotechnical Report Guidelines for Land Development Applications](#) for additional information.

Commercial/Retail Market Needs Assessment

This report assesses the feasibility of various economic uses within the plan area. It is intended to identify underserved market demand that may be filled by the proposed development. It should include an analysis of the estimated demand for and supply of the services being studied; and analysis of any special conditions, opportunities, or market segments to be considered; and recommendations for the type and amount of services to be provided within the plan area.

Transportation Impact Assessment

This report is undertaken to demonstrate how vehicular and pedestrian circulation will be provided in the plan area. It also assesses whether the road network surrounding the proposed development will be able to handle the projected additional traffic while still maintaining an acceptable level of service. Report content generally includes the following (refer to the City of Calgary TIA Guidelines for additional information):

- a) Introduction / Background / Scope (scope to be developed with Okotoks)
- b) Background Operating Conditions (short and long term)
- c) Proposed Development (trip generation / distribution / assignment, access review, etc.)
- d) Post Development Operating Conditions (short and long term)
- e) Active Modes Assessment
- f) Transit Service Analysis and Assessment
- g) Conclusions

The report should identify any improvements to existing infrastructure (e.g., travel lanes, turn lanes, signals, access management, signals) recommended to mitigate the identified impacts of the development. An ASP or NASP boundary does not constitute the TIA study area boundary. If the proposed plan area is within 1.6 kilometres of a provincial highway, applicants must consult with Alberta Transportation of their plan proposal and seek for inputs and suggestions to the plan.

Water and Sanitary Servicing Study

The purpose of these studies is to support the planned development by conceptually showing how servicing will be provided to, within, and beyond the plan area. Servicing studies shall align with available master plans and provide information including, but not limited to the following:

- a) Conceptual water main sizes, alignments, and pressures
- b) Preliminary hydrant, valve, and PRV locations
- c) Pressure zone boundaries

- d) Conceptual collection system sizing (including oversizing), alignment, manholes, lift stations and force mains
- e) Contributing sanitary service areas
- f) Sanitary system capacities based on projected flows
- g) Conceptual storm system sizing, alignment, manholes, stormwater ponds
- h) Overall impact on existing service capacities
- i) Sufficient explanatory notes, descriptions, summaries, and drawings that describe the servicing concept and details for the development area.

Master Drainage Plan / Staged Master Drainage Plan

These reports shall generally align with Okotoks' Stormwater Master Plan and provide additional information related to the development area. MDP's and SMDP's should:

- a) Identify and locate stormwater ponds and BMP's
- b) Include options for stormwater re-use
- c) Provide storm trunk sizes and servicing routes
- d) Show overland drainage routes
- e) Provide water quality requirements
- f) Include sufficient explanatory notes, descriptions, summaries and drawings for the development area
- g) Include other information as requested

Additional information and technical requirements can be found in the City of Calgary Stormwater Management & Design Manual.

Traditional Knowledge and Land Use Assessment

A Traditional Knowledge and Land Use Assessment (TKUA) can be prepared at the ASP or NASP stage and is aimed at understanding the lands potential to contain important traditional resources or that have special significant to First Nations based on the lands history and cultural significance. A TKUA supports a more comprehensive and holistic understanding of the lands and takes into account traditional resources such traditional knowledge of ceremonial and medicinal plants, their ecology and preservation, and specific histories and stories of the landscape that provide important cultural values such as sense of place and home.

Fiscal Impact Analysis

A fiscal impact model will be prepared on behalf of the Town to be used in the preparation of fiscal impact analyses required to support ASP's and NASP's. The fiscal impact analysis, as required by MDP policy, will determine anticipated municipal capital costs, replacement costs, operational costs, and revenues to Okotoks based on the full build-out of the proposed development.

Architectural Guidelines

Architectural Guidelines are typically submitted concurrently with an NASP application and establish an overarching framework to guide the architectural and site design of buildings and lots within the community. Architectural guidelines are registered on title at the time of subdivision and typically include details on: architectural styles, building materials, driveways and garages, fencing and landscaping.

10 PUBLIC PARTICIPATION REQUIREMENTS

When preparing an ASP or NASP for the Town of Okotoks, landowners, developers and their consultants must follow a standardized process in advance of any public consultation associated with a proposed statutory plan. This involves completing a Public Participation Plan (PPP) with the ASP or NASP Project Charter that informs pre and post-submission engagement events and the approach to Open Houses

Overall Intent

The overall intent of a Public Participation Plan (PPP) and consultation requirements for a proposed ASP or NASP, is to inform the public that a development is in the pre-application stage OR currently under consideration by the Town of Okotoks (post-submission). The *MGA* requires an opportunity for the public to comment on ASPs and the Town's Public Participation Policy requires meaningful community participation based on the principals of IAP2. Furthermore, it is to provide meaningful opportunities for feedback from key stakeholders and residents to inform the overall plan.

Although these requirements are designed for a traditional-style open house engagement event, the Town is supportive of, and encourages, creative and unique engagement events that achieve the same objectives as an open house. Open houses are the minimum expectation for Town and a variation of participation opportunities are encouraged. These events should be outlined in a PPP.

Public Participation Plan Requirements:

A Public Participation Plan for a developer-led ASP or NASP should include the following information at a minimum and be in alignment with the requirements outlined in this section of the Terms of Reference:

- The Public Participation Plan should be submitted with the Project Charter as outlined in an earlier section of this document
- Overview of the stages in the process where engagement events will occur
- Proposed methods of engagement (Please refer to the Public Participation Strategy and Toolkit on the Town's website).
- Maps showing all of the properties that will be circulated direct mail-outs advertising a future open house event

- Other forms of advertising for open houses and other public engagement type events (on-site poster advertising date and time of events, newspaper ads, social media, mail-outs, temporary signage, etc.)
- Proposed approach to engage key stakeholders and plan area landowners that are not directly involved in the drafting of the ASP.
- The PEP should outline the roles and responsibilities for the different parties at each stage of engagement (the Town, landowners/developer, consultants, etc.)
- The PEP should outline how feedback will be provided to the Town following any public engagement events (provision of survey results, “what we heard” reports post-engagement), etc.

Open House Requirements:

Public open houses are an opportunity for stakeholders, plan area landowners and area residents to provide feedback on proposed new development areas in Okotoks. At a minimum, a proposed ASP or NASP should include two open houses (or equivalent) to inform residents that a plan is proposed for a particular area in Okotoks and also to solicit feedback that can assist in informing future iterations and drafts of the subject plan.

Pre-Application Open House (Open House #1)

One (1) open house should be held prior to the formal submission of an ASP or NASP to the Town. This open house is an opportunity to hear the community’s vision and ideas for the subject land which will inform the application submission to the Town.

- The Town’s attendance at the first open house is voluntary. As no application has been submitted yet, the Town may choose to attend depending on resourcing capacity. If the Town does attend, it is strictly in an observational role while providing feedback to the public on general process questions or Town initiatives or projects.

Post-Application Open House (Open House #2)

A second open house should be held once the Town and Applicant have reached a fairly finalized version of the subject plan that will be likely moving forward to Council without any further significant changes. This open house should be held once revisions to the plan are made and it is in general alignment with the MDP, Council’s Strategic Plan and all other relevant policy frameworks subject to the plan area.

- The Town will typically be in attendance at the second open house. Although the role of the Town will largely be observational, Town representatives may provide feedback to residents on questions regarding the plan, overall Town projects and process-related questions.

- At the second open house, it is strongly recommended that key sub-consultants attend to provide more detailed feedback as required on specific studies and key items of concern – most notably, transportation and stormwater.
- The second open house should not occur until the plan has received full external and internal circulation and these comments have been provided and incorporated into a subsequent draft of the ASP or NASP.

General Open House Requirements

The following requirements should generally be followed when preparing for an open house. Although there is the potential for slight deviations from these requirements, the goal is to ensure adequate preparation time for all parties in advance of an open house date. In instances where alternate events are proposed that have similar goals as an open house, but are a unique or innovative approach to consultation, these general timelines should be followed in advance of the event.

Requirement	Responsibility	Comments
<p>Open House Date Selection</p> <p>The Applicant must advise the Town of Okotoks a minimum of six (6) weeks in advance of a proposed open house date. Selection of a suitable date should be a collaborative process between the Town and the Applicant to choose an open house date that works for both parties and is in the best interests of stakeholders and area residents.</p>	Applicant / Town	<p>The Town requires advance notice to ensure potential attendance at the open house for staff as well as to ensure the date does not conflict with other Town-led engagement events.</p> <p>It also provides adequate preparation and review time of materials for an open house.</p>
<p>Open House Notification Review</p> <p>The Applicant must provide the Town an overview and copies of all mail-outs and notification materials advertising a future open house at least four (4)</p>	Applicant / Town	<p>The Town should provide review and comment that open house notifications and advertising are satisfactory within five (5) – eight (8) business days to allow the Applicant to begin notifications at least two weeks prior to an open house date.</p>

<p>weeks in advance of the open house date.</p> <p>It also must include a list and mapping of the addresses that will be provided direct mail-outs</p> <p><u>Requirements:</u></p> <p>Direct mail-outs to all dwellings within a 200m radius of a proposed plan. Alternate communications (email to condo board) are sufficient for multi-residential buildings.</p> <p>On-site signage advertising an open house with the date, time and location.</p> <p>Newspaper ads in the Western Wheel in the two weekly editions released immediately prior to the open house date.</p>		
<p>Mail-Out and Notification Timing</p> <p>Advertising, mail-outs, signage and other forms of notification must be provided to adjacent and stakeholders a minimum of two (2) weeks in advance of the open house date.</p>	Applicant	
<p>Open House Timing</p>	Applicant	

<p>A “what we heard” report will be placed on the project page of the Town’s website.</p> <p>After the event, all Open House materials should be provided to the Town to be posted on the project information page.</p>		
---	--	--

Additional Engagement / Amendments to a Public Participation Plan

There may be circumstances where there is increased public interest and/or concern over particular aspects of a proposed ASP or NASP. In situations where these are not resolved through the plan review and drafting process and are still present and deemed to be considerable by the Town, there is the potential that the Town may suggest additional Applicant-led public engagement prior to an ASP or NASP being brought to Council for a decision.

It will be up to the Applicant as to whether they choose to proceed with additional engagement such as a third open house when it is suggested by the Town, however, it is strongly recommended to ensure a plan that has support from the overall community as well as Administration.

If there are significant changes to a plan following a second open house, additional public engagement may also be recommended by Administration to ensure transparency prior to a plan being brought forward to Council for a decision. As there will be a Public Hearing prior to Council formally providing approval to a proposed ASP or NASP, it is important to note that a more robust engagement plan can help to mitigate potential issues that may arise in advance of a Public Hearing.