

AREA STRUCTURE PLAN REVIEW PROCESS - COUNCIL ENGAGEMENT ATTACHMENT

CURRENT ADMINISTRATIVE PROCEDURE

STAGE 1 Pre Application	1. Proponent prepares ASP concept based upon direction within the Municipal Development Plan 2. Proponent meets with Administration 3. Developer hosts Open House Meeting - May be required to host more than one meeting	TIMELINE Variable (1-3 years)	Council Advisory Notice distributed - Council notified of Open House
STAGE 2 Application	1. Developer submits Application 2. Administration deems the application complete 3. Application prepares External Circulation and notifies adjacent landowners 4. Administration reviews the public feedback and internal comments -incorporate the comments into the proposal 5. Administration prepares the Council report	TIMELINE 4 months	Council Advisory Notice distributed - Informed of the Application OPTIONAL - If significant changes Council Advisory Notice distributed
STAGE 3 Bylaw Process	1. First Reading and Public Hearing - Agenda Report posted 2 weeks before Public Hearing 2. Council renders decision	TIMELINE 2-5 months	Council discusses at Public Hearing

OPTION 1. PRE APPLICATION PRESENTATION - GOVERNANCE, PRIORITIES, & FINANCE COMMITTEE

STAGE 1 Pre Application	1. Proponent prepares ASP concept based upon direction within the Municipal Development Plan 2. Proponent meets with Administration 3. Developer hosts Open House Meeting - May be required to host more than one meeting 4. Administration presents ASP concept to Council Committee (Open House information) - At Governance, Priority & Finance Meeting - Discuss Open House and ASP Plan	TIMELINE Variable (1-3 years) + 3 months	Council Advisory Notice distributed - Council notified of Open House NEW! - Council discusses proposed ASP with Administration
STAGE 2 Application	As outlined above within the Current Administrative Procedure	TIMELINE 4 months	
STAGE 3 Bylaw Process	As outlined above within the Current Administrative Procedure	TIMELINE 2-5 months	

OPTION 2. PRE APPLICATION MEETING IN-CAMERA - LAND MATTER

STAGE 1 Pre Application	1. Proponent prepares ASP concept based upon direction within the Municipal Development Plan 2. Proponent meets with Administration 3. Developer hosts Open House Meeting - May be required to host more than one meeting 4. Administration presents ASP concept in-camera to Council. - At Council Meeting	TIMELINE Variable (1-3 years) + 3 months	Council Advisory Notice distributed - Council notified of Open House NEW! - Council discusses proposed ASP with Administration
STAGE 2 Application	As outlined above within the Current Administrative Procedure	TIMELINE 4 months	
STAGE 3 Bylaw Process	As outlined above within the Current Administrative Procedure	TIMELINE 2-5 months	

OPTION 3. COUNCIL ADVISORY NOTICE - OPEN HOUSE DETAILS

STAGE 1 Pre Application	1. Proponent prepares ASP concept based upon direction within the Municipal Development Plan 2. Proponent meets with Administration 3. Developer hosts Open House Meeting - May be required to host more than one meeting 4. Administration provides a Council Advisory Notice (Slot Memo) to Council regarding the details of the Open House	TIMELINE Variable (1-3 years) + 0 months	Council Advisory Notice distributed - Council notified of Open House NEW! - Council Advisory Notice Distributed
STAGE 2 Application	As outlined above within the Current Administrative Procedure	TIMELINE 4 months	
STAGE 3 Bylaw Process	As outlined above within the Current Administrative Procedure	TIMELINE 2-5 months	