	CORPORATE POLICY INFORMATION REQUIREMENTS FOR REDISTRICTING BYLAWS	Policy No: 7,005 Revised
		Approved By: Council
		Effective Date: Oct. 11, 2016
		Resolution No: 235-16
		Department: Planning and Infrastructure

INFORMATION REQUIREMENTS FOR REDISTRICTING BYLAWS

POLICY STATEMENT


The City of Spruce Grove shall require the developer to submit certain information to the City prior to Council considering third reading of a land use bylaw redistricting bylaw.

1. PURPOSE

- 1.1 The purpose of this policy is to ensure that the development industry, Administration and Council have a shared understanding of the information requirements and approval process required prior to any Land Use Bylaw redistricting being recommended by Administration for the final reading by City Council.
- 1.2 This policy also articulates the criteria and circumstances when Council may wish to waive the normal requirements for the submission of information prior to third reading of Land Use Bylaw redistricting bylaws.

2. DEFINITIONS

- 2.1 “Administration” means employees of the City of Spruce Grove;
- 2.2 “City” means the City of Spruce Grove;
- 2.3 “Council” means the duly elected officials of the City of Spruce Grove, also known as the Mayor and Aldermen;
- 2.4 “Developer” means the applicant who has applied to the City of Spruce Grove to amend the Land Use Bylaw by way of a redistricting bylaw;

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2.5 “Redistricting Bylaw” means a bylaw to amend the Land Use Bylaw by changing the land use district for a site to a different land use district.

3. RESPONSIBILITIES

3.1 City Administration will

- a. Prepare request for decisions for all appropriate council meetings to provide Council with the necessary background information to make an informed decision; and
- b. Prepare the development agreement upon receipt of application and necessary supportive documentation and fees from the applicant.

3.2 City Council will

- a. Uphold the intent of this policy when considering Land Use Bylaw redistricting applications.


3.3 Developer will

- a. Provide all of the information required as outlined in this policy.

4. POLICIES

4.1 Prior to consideration of third reading for a land use bylaw amendment to redistrict a site, City Administration will be in receipt of and/or have reviewed and approved no less than one week prior to the Council meeting where the matter will be considered:

- a. An application for subdivision of the lands, where required;
- b. An application for development of the land, where required;
- c. All engineering drawings relevant to the proposal;

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- d. A development agreement signed by the developer, where required;
 - e. All security deposits in the required form and amounts as defined in the terms of the development agreement if required;
 - f. All third party approvals required for construction to proceed, if required; and
 - g. All fees related to the process.
- 4.2 Notwithstanding, in those instances where the subject lands are proposed to be redistricted to a commercial or industrial land use district, Council may consider third reading for a land use bylaw amendment, regardless that the above listed have not been submitted, when the developer can demonstrate clear and feasible servicing options.

RELATED DOCUMENTS

N/A

APPROVAL

Mayor: Original signed by Stuart Houston Date: October 17, 2016