



# Policy #6005

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**Policy Title:** Area Structure Plan (ASP) Process

**Policy No.:** 6005

**Approval:** County Council

**Effective Date:** December 13, 2006

**Amended Date:** April 27, 2016

**Supersedes Policy No.:** New

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**Policy Statement:** Mountain View County (the County) may establish a process for the undertaking of an Area Structure Plan (ASP).

**Purpose:** To provide Council, Administration and the public with a standard practice of the formulation of an ASP carried out by the County.

**Principles:**

1. Mountain View County is committed to providing an open and transparent process in formulating Area Structure Plans within the County ensuring that the public has a number of opportunities to participate in the formulation of the plan.
2. The Council of Mountain View County must ensure that the ASP is in keeping with the goals and vision of the County, the Municipal Development Plan and provides a balance which will benefit not only the community in which the ASP falls within, but the entire County.
3. The Council of Mountain View County shall approve a Terms of Reference for the ASP and a Terms of Reference for the Steering Committee.
4. The Terms of Reference for the Steering Committee shall set the number of Steering Committee members that will be made up of the following persons: Council Representatives (shall include the Councillor of the Division the ASP falls within); One (1) Representative appointed by the Community Association within the ASP area; Public Members at large appointed by Council. Should there not be a Community Association within the ASP area or should the Community Association not wish to appoint a member, Council may at their discretion appoint an additional member from the public to the ASP Steering Committee. Council is to ensure that a well balanced Steering Committee is struck which represents a wide array of viewpoints.
5. The Steering Committee may use County staff as resource personnel as defined in the Terms of Reference for the Steering Committee.
6. A qualified Consultant may be hired to formulate the ASP or participate as specified in the Terms of Reference of the ASP if approved by Council.

End of Policy



**Mountain View**  
C O U N T Y

## Procedure #6005-01

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### 1. Definitions

- 1.1 "CAO" means Chief Administrative Officer of Mountain View County
- 1.2 "ASP" means Area Structure Plan
- 1.3 "SC" means Steering Committee
- 1.4 "AD" means advertisement
- 1.5 "RFP" means request for proposals
- 1.6 "TBD" means to be determined

### 2. Procedures

- 2.1 All new ASP's shall follow the process as outlined on Schedule "A".
- 2.2 The ASP process may be amended by CAO.

End of Procedure

Procedure 6005 -01  
 Schedule "A"  
 Area Structure Plan Process

