

## LAC LA BICHE COUNTY PROCEDURE

TITLE: <b>COMMUNITY ENGAGEMENT PRACTICES</b>	PROCEDURE NO: PI-61-001
SPECIAL NOTES/CROSS REFERENCE: Policy: PI-61-001	AMENDMENT DATE:

### PROCEDURES:

These procedures are referenced to Policy PI-61-001 being Community Engagement Practices. These procedures are reflected in the Land Use Bylaw to ensure land use applications and decisions reflect effective communication processes that obtain as much public input as possible.

#### 1.0 DEFINITIONS

1.1 “**Community Engagement**” means the process of informing and/or consulting with the public in the planning and development process. It could include:

- i. Informing the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions. The role of the developer/applicant is to keep the public informed.
- ii. Consulting the public to obtain public feedback on analysis, alternatives and/or decisions. The developer/applicant will keep the public informed, listen to and acknowledge their concerns, and provide feedback on how public input influenced the decision. The issue is defined before public input is sought.

1.2 “**Community Engagement Plan**” means a written document outlining the types of public consultation, the tools to be used, and the process to be followed in conducting public consultation on a proposed planning and/or development application or project.

1.3 “**Major or Specialized Development**” means a residential, commercial, industrial or institutional use that, by virtue of its size, density or characteristics, is anticipated to have impacts on the ecosystem, transportation network, water distribution system, sewage collection system, water distribution system, storm water management, water bodies or water courses or the riparian environment adjacent to them, health or create nuisances such as odours, smoke, dust, noise, etc.

1.4 “**Neighbouring Properties Consultation**” means a specific consultation process for a proposed home business application, statutory plan amendment, statutory plan, subdivision plan and development or redevelopment applications in an established neighbourhood.

- 1.5 “**Notification Zone**” means an area where planning or development applications are circulated to obtain input from land owners and/or stakeholders who have an interest in lands within this zone. The Notification Zone may vary from adjacent properties up to 1000 m from the property boundary depending upon the type of application under consideration.
- 1.6 “**Open House**” means a method of community engagement that involves a formal/informal presentation by the organizer on the issues and options. Members of the public are able to ask questions and provide input in a public forum, and a record of the proceedings is kept. This form of community engagement is often used in the first phase, prior to or just after an application is submitted.
- 1.7 “**Primary Consultation**” means a specific consultation between the developer/applicant, internal and external government agencies, stakeholders and the general public prior to initiating any statutory plan, statutory plan amendment, subdivision application, or significant development application. First Nations Metis Settlements are also included where these lands may be affected by planning and development decisions.
- 1.8 “**Public Hearing**” means the portion of a regular or special meeting of Council during which any person, group or representative affected by a proposed bylaw as per Section 692 of the Municipal Government Act shall be heard. County Council will listen to the issues raised by members of the public, and to consider the issues in making their decision along with the developer/applicant and administration. Council members will defer involvement or engagement in discussions on planning and development projects with either citizens or developers until the Public Hearing, as that is the appropriate time for all information, issues and concerns to be put forward. This will ensure a fair process for both citizens and the developer/applicant.
- 1.9 “**Public Notification**” means a method of informing the public of either a planning or development decision; an upcoming public hearing; any proposed bylaw to adopt a statutory plan or land use bylaw; or amendments to any such documents. Notified landowners include those located within the site for which the application has been made (not including the applicant) and other landowners within a defined area (see also Notification Zone).
- 1.10 “**Record**” means detailed minutes prepared by County staff.
- 1.11 “**Record of Proceedings**” means minutes and or survey results from an applicant’s/developer’s Open House identifying concerns by those in attendance at the Open House about the proposed planning or development application.
- 1.12 “**Stakeholder(s)**” means a person, group or organization that has an interest or concern in the outcome of a decision by a Development Authority.

## 2.0 COMMUNITY ENGAGEMENT PROCESS

- 2.1 The Planning & Development Department is responsible for directing land owners/agents to conduct a public notification within a notification zone for applications such as an area structure plan, concept plan or area redevelopment plan, an amendment to the land use bylaw, or the development of land where the land use may be contentious as well as the subdivision of land.
- 2.2 Public input shall be received from the following: (1) Property owners and lease holders within 60 m of the subject property boundary; (2) Stakeholders; (3) Federal or Provincial agencies and boards; and (4) Internal departments.
- 2.3 The notification buffer may be extended up to 1000 m from the subject property boundary if:
  - i. The application is for a major or specialized development;
  - ii. The proposed use may affect the surrounding transportation network; storm drainage network or result in nuisance odours, dust or noise well beyond the subject property boundaries; or,
  - iii. The Planning & Development Department deems that a wider circulation is needed to obtain input from a larger notification zone.
- 2.4 Input shall take the form of: (1) Informing the public through the County web site and an Open House(s); (2) Consulting the public through surveys or public meetings; (3) Involving the public through forums such as workshops; (3) Collaborating with the public through citizen advisory committees or other forms of participatory decision making; and, (4) Empowering the public through delegated decision making.
- 2.5 The applicant/land owner is responsible for coordinating advertising, presentations, displays and obtaining feedback from attendees at an Open House. A feedback form or survey shall be used to record public comment. A sign-in sheet for names and addresses of attendees shall be required.
- 2.6 An Open House shall occur before:
  - i. A decision related to a development application is made by the Development Authority and/or County Council;
  - ii. First Reading of a bylaw for a planning application occurs by County Council; or,
  - iii. A decision related to a subdivision application is made by the Development Authority.

- 2.7 Only one (1) Open House shall be required of a land owner/agent unless:
- i. Additional information is required that was not obtained at the first Open House in order to make a decision on the application;
  - ii. The first Open House was improperly advertised or other land owners not properly notified of the event; and
  - iii. Attendance at the first Open House did not reflect the number of land owners deemed to be affected by a decision of a Development Authority or County Council.
- 2.8 An Open House does not take the place of a Public Hearing for adopting a statutory plan or making a decision on a development application: It represents an additional requirement of the applicant to ensure as much public input is obtained when considering a decision affecting the future use of a property.

### **3.0. STANDARDS**

- 3.1 The minimum notification requirements for various applications are provided in Table 1 attached to and forming a part of this Procedure Statement.
- 3.2 The minimum Notification Zones for various applications are provided in Table 2 attached to and forming a part of this Procedure Statement.
- 3.3 Mailed notices also refer to transmission of emails between the County and agencies if this is deemed by the Planning & Development Department to be administratively more efficient.

### **4.0 COMMUNITY ENGAGEMENT RESPONSIBILITIES:**

- 4.1. Land owner/agent:
- i. A Primary Consultation between the land owner/agent and the Planning & Development Department shall be undertaken prior to initiating the types of applications outlined earlier in this Procedure Statement that will affect other land owners. This is intended to address information requirements and discuss issues prior to the land owner/agent undertaking works in support of the project.
  - ii. A Community Engagement Plan shall be prepared by the land owner/agent and implemented to the satisfaction of the Senior Manager, Planning & Development Department or designate.
  - iii. A minimum of one (1) Open House shall be required to be coordinated by the land owner/agent.

- iv. Additional opportunities for Community Engagement, coordinated by the land owner/agent, may be required at the discretion of the Senior Manager, Planning and Development Department.
- v. Each opportunity of Community Engagement requires that the following be provided to the County by the land owner/agent after the event is held:
  - a. A written record of a Public Meeting (at the cost of the land owner/agent);
  - b. Copies of all comment forms by participants in an Open House; and,
  - c. A written report outlining issues raised at the consultation and how the applicant intends to address each.
- vi. A Neighbouring Properties Consultation may be required for an application for:
  - a. A home-based business; and,
  - b. New construction of or significant renovations to a single family home or duplex in an established neighbourhood.

4.2. Lac La Biche County:

- i. A Community Engagement Plan shall be outlined in the Terms of Reference for any plan or plan review undertaken by Planning and Development.
- ii. A minimum of two opportunities for Community Engagement, coordinated by Planning & Development, shall be required for:
  - a. Preparation or major amendment of an Intermunicipal Development Plan or other form of statutory plan between municipalities;
  - b. Preparation or major amendment to the Municipal Development Plan;
  - c. Preparation of, or major amendments to, Area Structure Plans, Area Redevelopment Plans or Concept Plans initiated by the County;
  - d. Any statutory plan amendments, at the discretion of the Senior Manager, Planning & Development or designate; and
  - e. Redistricting/Development Permits at the discretion of the Senior Manager, Planning & Development or designate.
- iii. In accordance with the Municipal Government Act, public notification by the County to all landowners adjacent to the affected area and those within 100 m of its boundary shall be required for subdivision applications.

- iv. Each opportunity for Community Engagement requires:
  - a. A written record of a Public Meeting or copies of all comment forms by participants at the Open House;
  - b. A written report outlining issues identified from the consultation and how the County intends to address each.

“Original Signed”  
Chief Administrative Officer

March 10, 2017  
Date

PROCEDURE PI-61-001

TABLE 1. SUMMARY OF MINIMUM PUBLIC CONSULTATION REQUIREMENTS

Type of Application	Form of Public Consultation	Purpose	Responsible Party
Intermunicipal Development Plan  New or major amendment to Municipal Development Plan	Work shop/focus group/citizen advisory group prior to plan development.	Gather public input/feedback on issues/options from interested parties/ land owners/agencies/organizations.	Planning & Development
	Open house to present draft concept land use plan.	Inform public of plan and recommendations incorporate changes arising from public feedback from earlier public consultation.	Planning & Development
	Open house on draft policy document.	Inform public of plan and recommendations incorporate changes arising from public feedback from earlier public consultation.	Planning & Development
	Public Hearing	Inform public of formal hearing through website and advertising.	Planning & Development
New or major amendment to Statutory Plans  Concept Plans  New or major amendment to Land Use Bylaw	Open House prior to technical report.	Gather public input/feedback on issues/options from interested parties to include in plan.	Landowner/agent
	Public notification of application	Inform public an application has been received and invite feedback, as per this policy	Planning & Development
	Public Hearing	Inform public of formal hearing through website and advertising.	Planning & Development
Rezoning	Open House prior to application submission.	Gather public input/feedback on issues/options from interested parties if necessary.	Developer/Applicant
	Public Notification of application	Inform public and invite feedback.	Planning & Development
	Public Hearing notification	Inform public of formal hearing through website and advertising.	Planning & Development
Development Permits for Major Projects or Discretionary Use	Open House before application	Gather public input/feedback on issues/options from interest parties	Land owner/agent
	Community engagement to solicit property owner or stakeholder input.	Obtain as much public input as possible prior to formulating a decision and/or recommendation.	Planning & Development
	Public Notification of decision	Inform public of development permit decisions, as per the Municipal Government Act and this policy	Planning & Development
Specialized Development	Neighbouring Properties Consultation	Inform neighbouring property owners and occupants of the proposed development	Land owner/agent
	Public Notification of decision	Inform public of development permit decisions, as per the Municipal Government Act and this policy.	Planning & Development

Disposition of Reserve Land	Neighbouring Properties Consultation	Inform property neighbouring owners and/or occupants of a proposed action related to reserve land.	Planning & Development
	Public Hearing	Inform public of formal hearing through website and advertising.	Planning & Development
	Public Notification of Decision	Fulfill requirements of the Municipal Government Act and this policy.	Planning & Development
Subdivisions	Consultation with stakeholders on application as stipulated in the Subdivision & Development Regulations (AB Regulation 43/2002 as amended)	Obtain input on decision related to subdivision application	Planning & Development
	Circulation to properties in vicinity of subject property that the subdivision authority considers necessary [Optional step]	Notify property owners of proposal and obtain information from them to be included in formulating a decision on an application [Optional step].	Planning & Development
	Notice of decision	Notify stakeholder agencies to which the application was referred as required under the Subdivision & Development Regulations (AB Regulation 43/2002 as amended)	Planning & Development



**TABLE 2. MINIMUM NOTIFICATION ZONES FOR APPLICATIONS**

<b>Type of Application</b>	<b>Notification Requirements and Distance</b>
Preparation of/or Amendments to Statutory Plans	<ul style="list-style-type: none"> <li>• All citizens (newspaper ads and/or website).</li> <li>• Neighbouring municipalities (where necessary), school authorities, Alberta Transportation, Alberta Environment (email or mailed notifications).</li> <li>• Landowners within existing neighbouring subdivisions and within 60 m of the site (mailed notices) [May be increased to a larger Notification Zone if major amendment].</li> </ul>
Preparation of Land Use Bylaw and/or Major Amendments	<ul style="list-style-type: none"> <li>• All citizens (newspaper ads and/or website).</li> <li>• Individual property owners if properties are being rezoned as part of adoption of a new Land Use Bylaw [mailed notices].</li> </ul>
Rezoning of land	<ul style="list-style-type: none"> <li>• Landowners within 60 m (mailed notices) to a maximum of 1000 m depending on proposed size of parcel to be rezoned or complexity of land use proposal.</li> </ul>
Subdivision	<ul style="list-style-type: none"> <li>• Landowners within 60 m (mailed notices) or more depending on complexity of proposal.</li> <li>• Neighbouring municipalities (if adjacent to municipal boundary).</li> <li>• Referral agencies (mailed notices) stipulated by the Subdivision &amp; Development Regulations (AB Regulations 43/2002 as amended) and others depending upon complexity of proposal.</li> </ul>
Major or Specialized Development Applications	<ul style="list-style-type: none"> <li>• All rural commercial and industrial development applications within 1,000 m of the property boundary.</li> <li>• Major or specialized developments require up to 1,000 m from the property boundary if deemed necessary by the Development Authority.</li> <li>• All citizens (newspaper ads and website).</li> <li>• School authorities, provincial and federal agencies where required.</li> </ul>

<p>Discretionary Development Applications</p>	<ul style="list-style-type: none"> <li>• Discretionary development applications that are considered by Planning &amp; Development to warrant soliciting public feedback as part of the decision making process. Notification zone may vary but generally a minimum of 60 m to a maximum of 1,000 m of the subject property line. Public notification to occur as part of the review process before a recommendation or decision is made.</li> <li>• Referral agencies will be the same as the above row.</li> </ul>
<p>General Development Applications</p>	<ul style="list-style-type: none"> <li>• General development applications that are considered by the Planning &amp; Development Department to benefit from notifying properties within 60 m of the subject property line.</li> <li>• Public notification to occur as part of the review process before a decision is made by the Development Authority.</li> </ul>
<p>Disposal of Reserve Land</p>	<ul style="list-style-type: none"> <li>• Must meet, at a minimum, the requirements of the <i>Municipal Government Act</i>;</li> <li>• Public notification to occur as part of the review process before a decision is made by County Council.</li> <li>• All citizens (newspaper ads and/or website).</li> <li>• Individual property owners within 60 m of subject property depending upon size of reserve land or its location this may be increased up to a maximum of 1,000 m.</li> <li>• Notification sign must be placed on subject property advising public of intent to dispose of the reserve designation including Public Hearing date and where to obtain further information from the County.</li> </ul>