



## LAC LA BICHE COUNTY POLICY

TITLE: PUBLIC HEARING (REZONING/ASP)	POLICY NO: PI-61-002
RESOLUTION: 10.004	EFFECTIVE DATE: JANUARY 12, 2010
LEAD ROLE: MANAGER, PLANNING & DEVELOPMENTNEXT	REVIEW DATE: MAY 13, 2011
SPECIAL NOTES/CROSS REFERENCE: CM-61-001	AMENDMENT DATE:

### **POLICY STATEMENT:**

Lac La Biche County believes that it is important to have a standardized process for preparing for and holding public hearings. It is necessary to establish a process to curtail issues which may arise during the preparation for or during the public hearing and to keep the process consistent.

### **PROCEDURE:**

1. Lac La Biche County will conduct public hearings as per section 230 of the Municipal Government Act.
2. Lac La Biche County will ensure the advertising/notification of a public hearing is as per section 606 of the Municipal Government Act.
3. Landowners within a minimum 50 meter radius of the subject land will be mailed written notice of a public hearing. Depending on the circumstance a larger radius may be notified.
4. Maps will be included in the written notices as well as within the advertisement in the local paper.
  - i. General Location Map is a snapshot of where the parcel is located. This map will consist of the application number, the legal address, a proper scale number (ex. 1:40,000), the subject property labeled and outlined, and where the subject property is in relation to the Hamlet of Lac La Biche or Plamondon if applicable.
  - ii. Schedule A is a map that forms a portion of the new Bylaw being brought forward showing a close up of the parcel. This map will consist of the Bylaw number, a proper scale number (ex. 1:2,500), the subject property labeled/outlined, indication of what the it is being rezoned to, and the legal address.
  - iii. The Combination Map makes up a portion of the advertisement in the local paper and a portion of the public hearing background package. This map is a combination of the General Location Map and Schedule A combined on to one sheet. Schedule A on the top half of the page labeled as Detail and the General Location Map on the bottom portion labeled as General Location.
5. Written submissions in regards to the public hearing must be made by 12 p.m. the day of the Public Hearing.

6. Preparation of PUBLIC HEARING BACKGROUND report consists of the bylaw number, applicant/owner, land location, requested zoning, and the background. The background information must contain, when first reading was given, the intent of the rezoning, the size and location of the parcel of land, what the developer is proposing to do, and the appropriate Land Use Bylaw section(s). The standardized form is attached forming Schedule A.
7. The process shall take a minimum of two weeks as covered by the Municipal Government Act regulations.

\_\_\_\_\_  
"Original Signed"  
Chief Administrative Officer

\_\_\_\_\_  
January 22, 2010  
Date

\_\_\_\_\_  
"Original Signed"  
Mayor

\_\_\_\_\_  
January 22, 2010  
Date

**SCHEDULE "A"**

**Agenda Item:**

**PUBLIC HEARING BACKGROUND**

Public Hearing Date: \_\_\_\_\_

**BYLAW NO:** \_\_\_\_\_

**APPLICANT/OWNER:** \_\_\_\_\_

**LAND LOCATION:** \_\_\_\_\_

**REQUESTED ZONING:** \_\_\_\_\_  
\_\_\_\_\_

**BACKGROUND:**

- When the Bylaw Received 1<sup>st</sup> reading.
- The intent of the rezoning.
- The amount the subject land consists of approximately and it's location.
- The proposal for the subject land.
- Any other important background information pertaining to the file.
- The former Lakeland County's Land Use Bylaw or the former Town of Lac La Biche's appropriate section from the Land Use Bylaw.