



**Lac La Biche County**  
welcoming by nature.

## LAC LA BICHE COUNTY POLICY

TITLE: CONSULTATION REQUIREMENTS FOR PLANNING AND DEVELOPMENT PROCESSES	POLICY NO: PI-61-001
RESOLUTION: 09.443	EFFECTIVE DATE: DECEMBER 8, 2009
LEAD ROLE: PLANNING AND INFRASTRUCTURE SERVICES	NEXT REVIEW DATE: DECEMBER 2, 2011
SPECIAL NOTES/CROSS REFERENCE: SUMMARY OF MINIMUM CONSULTATION REQUIREMENTS	AMENDMENT DATE:

### **POLICY STATEMENT:**

Lac La Biche County desires to increase public involvement in planning and development decisions in order to result in more informed decisions, greater public understanding, acceptance and more enduring solutions. The intent is to standardize the process to inform and consult the public.

### **PROCEDURE:**

1. Obligations:
  - i. "Open House" means a method of public consultation that involves an informal session with displays or other information available for participants to review. The developer/applicant or administration, depending on who is organizing the event, is available to answer any questions the public may have. A feedback form or survey is used to record public comment, and a sign-in sheet for names and addresses of attendees is required. This form of public consultation is often used in the by the developer/applicant to present a draft report/application to the public.
  - ii. "Developers/Applicants" are expected to work with administration to develop and implement a Public Consultation Plan that is effective and appropriate to the project. Public Consultation should be initiated early in the process and the developer/applicant should listen to the public, acknowledge public concerns and take public input into consideration when finalizing the details of the project.
  - iii. "Planning and Infrastructure Services (Planning and Development Department)" is expected to work with developers/applicants to ensure an effective and appropriate Public Consultation Plan is developed and implemented so that it meets the requirements of this policy. Planning and Development will strive to ensure the Public Consultation Plan is appropriate for the type, scale and nature of each project, and undertake required notifications for each project. In addition, before the County initiates a project, administration will develop and implement a Public Consultation Plan that is effective and appropriate to the project. Public Consultation should be initiated early in the process

and Administration should listen to the public, acknowledge their concerns and take public input into consideration when making a final decision.

- iv. “Citizens” are expected to participate in the public consultation process with the developer and use the public hearing process to provide comments and concerns to Council. They are expected to understand the nature of the consultation, whether the public is being consulted or informed and to participate accordingly. They should learn about the issue, listen to all perspectives, and try to understand opposing viewpoints, and provide comments at the appropriate time in the process.

2. Definitions:

- i. “County Services Consultation” means a specific consultation between the developer/applicant and all affected County departments prior to initiating any statutory plan, statutory plan amendment, subdivision application, or significant development.
- ii. “Neighbouring Properties Consultation” means a specific consultation process for a proposed home business, or a low-density residential development or redevelopment in an established neighbourhood.
- iii. “Public Consultation” means the process of informing and/or consulting with the public in the planning and development process. It could include:
  - 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.
  - 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.
- iv. “Public Consultation 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 project.
- v. “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.
- vi. “Public Meeting” means a method of public consultation that involves a formal 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 public consultation is often used in the first phase, prior to or just after an application is submitted.

- vii. “Public Notification” means a method of informing the public of either a subdivision 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.
- viii. “Record” means detailed minutes prepared by County staff.

3. Standards:

- i. Notification Requirements - These are minimum requirements. These requirements may be exceeded depending on the nature of the application.

Type of Application	Notification Requirements and Distance
Amendment to Municipal Development Plan	<ul style="list-style-type: none"> <li>• All Citizens (newspaper ads)</li> <li>• Neighbouring municipalities, school authorities, Alberta Transportation, Alberta Environment (mailed notices)</li> </ul>
New or Amendments to Area Structure Plans New or Amendments to Area Redevelopment Plans	<ul style="list-style-type: none"> <li>• All Citizens (newspaper ads)</li> <li>• Neighbouring Municipalities (if adjacent to ASP/ARP area), School Authorities, Alberta Environment and Alberta Transportation (mailed notices and full ASP/ARP)</li> <li>• Landowners within existing neighbouring subdivisions and within 100 m of the site (mailed notices)</li> </ul>
Redistricting	<ul style="list-style-type: none"> <li>• Landowners within 100 m (mailed notices)</li> </ul>
Subdivision	<ul style="list-style-type: none"> <li>• Landowners within 100 m (mailed notices)</li> <li>• Neighbouring municipalities (if adjacent to subdivision)</li> <li>• School Authorities (mailed notices)</li> <li>• Other Affected Government Agencies (mailed notices)</li> </ul>

4. Public Consultation:

- i. Developer / Applicant:
  - A County Services Consultation will be undertaken prior to initiating the project. This is intended to address information requirements and discuss issues prior to the Developer/Applicant undertaking works in support of the project.

- A Public Consultation Plan shall be prepared by the Developer / Applicant and implemented to the satisfaction of the Director of Planning and Infrastructure Services.
- A minimum of two opportunities for Public Consultation, coordinated by the Developer/Applicant, shall be required for: Area Structure Plans initiated by the applicant; and Area Redevelopment Plans initiated by the applicant.
- Additional opportunities for Public Consultation, coordinated by the developer / applicant, may be required at the discretion of the Director of Planning and Infrastructure Services for: proposed amendments to Area Structure, Area Redevelopment and Municipal Development Plans at the discretion of the Director of Planning and Infrastructure Services; Redistricting; and Development Permits, at the discretion of the Director of Planning and Infrastructure Services.
- Each opportunity of Public Consultation requires that the following be provided to the County: a written record of a Public Meeting (at the cost of the applicant), and copies of all comment forms by participants in an Open House; and a written report outlining issues raised at the consultation and how the applicant intends to address each.
- A Neighbouring Properties Consultation may be required for an application for a: home-based business; and new construction of or significant renovations to a single family home or duplex in an established neighbourhood.

ii. County:

- A Public Consultation Plan shall be outlined in the Terms of Reference for any plan or plan review undertaken by Planning and Development.
- A minimum of two opportunities for Public Consultation, coordinated by the County, shall be required for: Municipal Development Plans; Area Structure Plans initiated by the County; Area Redevelopment Plans initiated by the County; Any plan amendments, at the discretion of the Director of Community Services; and Redistricting/Development Permits at the discretion of the Director of Community Services.
- 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.
- Each opportunity for Public Consultation requires: a written record of a Public Meeting, or copies of all comment forms by participants at the Open House; and a written report outlining issues raised at the consultation and how the County intends to address each.

02. Colon  
Chief Administrative Officer

Dec 9, 2009  
Date

Peter Kuyper  
Mayor

Dec 15 2009  
Date

## Summary of Minimum Public Consultation Requirements

Type of Application	Form of Public Consultation	Purpose	Responsible
Amendment to Municipal Development Plan (will likely require a greater level of consultation)	Public Meeting prior to plan development	Consult public input/feedback on issues/options from interested parties	Planning Department
	Open House on draft plan	Inform public of plan and recommendations incorporating changes arising from public feedback in first public consultation	Planning Department
	Public Hearing	Inform public of formal hearing before Council, as per Municipal Government Act and this policy	Corporate Services
New or Amended Area Structure Plans	Public Meeting prior to technical report development	Consult public input/feedback on issues/options from interested parties	Planning Department or Developer/Applicant
	Public Notification of application	Inform public an application has been received and invite feedback, as per this policy	Planning Department
New or Amended Area Redevelopment Plans	Open House on draft technical report	Inform public of plan and recommendations incorporating changes arising from public feedback in first public consultation	Planning Department or Developer/Applicant
	Public Hearing	Inform public of formal hearing before Council, as per Municipal Government Act and this policy	Legislative Services
Major Amendments to Any Statutory Plan	Public Meeting prior to application submission	Consult public input/feedback on issues/options from interested parties	Developer/Applicant
	Public Notification of application	Inform public an application has been received and invite feedback, as per this policy	Planning Department
Redistricting	Open House follow-up after application submission	Inform public of proposed redistricting incorporating changes arising from public feedback in first public consultation. This second consultation may be waived by County if no major issues were raised in the first	Developer/Applicant
	Public Hearing notification	Inform public of formal hearing before Council, as per the Municipal Government Act and this policy	Legislative Services
	Public Meeting	Consult public input/feedback on issues/options from interest parties	Developer/Applicant
Development Permits for Major Project or Discretionary Use	Public Notification of decision	Inform public of development permit decisions, as per the Municipal Government Act and this policy	Planning Department
	Neighbouring Properties Consultation	Inform neighbouring property owners and occupants of the proposed development	Applicant