



A PLANNING PRIMER

FOR RESIDENTS & BUSINESS

JANUARY 2008

INTRODUCTION

As long as people need places to live, work and spend their lives, land development is inevitable. Development often results in change. Just like you make changes to your home, changes are also made in a city. These changes often have an impact on the land uses or people around them.

We hope this Planning Primer helps you understand why and how change occurs in the city. This Primer also provides you with information on how you can get involved and have your voice heard in the process.



LESSON 1: ABC'S OF PLANNING

Statutory documents (the Municipal Government Act defines them) often have long names, so they're referred to by their acronyms. The shortened versions are used throughout this document.

ARP Area Redevelopment Plan

A plan for rehabilitating or preserving an existing neighbourhood or area. It is generally prepared for older residential areas, but can also be prepared for commercial, industrial or mixed use areas.

It could include policy guidelines for: land use, density, transportation, servicing, parks, recreational activities, commercial activities, sequence of development, design standards, etc.

ASP Area Structure Plan

A plan for turning undeveloped areas into new neighbourhoods.

It could include policy guidelines for: land use, density, transportation, servicing, parks, recreational activities, commercial activities, sequence of development, design standards, etc.

IDP Intermunicipal Development Plan

A plan developed jointly by two or more municipalities to include a specific piece of land within their boundaries. It addresses future use and development on this particular land, and contains policies regarding intermunicipal planning and cooperation. A full review of an IDP is undertaken every five to ten years.

LUB Land Use Bylaw

This document of rules and regulations, required by the Municipal Government Act, outlines different categories of land uses throughout the municipality called districts. Only specific compatible uses and activities are permitted in a given area or district. Each district has standards for lot size, building type and height, building setbacks, site coverage, densities, parking, landscaping and signage. These standards provide for the amenity and safety of the area, and keep the location and form of physical development consistent. Changing the land use of a parcel is called redistricting.

MDP Municipal Development Plan

This plan is required by the Municipal Government Act. It sets out the goals and policies for all aspects of the municipality's development. *CityPlan* is the City's MDP and provides policy direction to guide the city's growth to a population of approximately 105,000 by 2029. Policy areas include: population and growth management; housing and neighbourhood design; economic activities and development; parks, recreation and schools; environmental management; transportation and infrastructure; social, health and protective services and intermunicipal and regional cooperation and planning.

Area Structure Plans, Area Redevelopment Plans, Special Planning Studies, IDPs and the Land Use Bylaw must all conform to the policies outlined in the MDP. A full review of the MDP is undertaken on average every 5 - 10 years.

MGA Municipal Government Act

The provincial legislation that governs everything municipalities do, including planning and development.

PUBLIC INVOLVEMENT

There are a number of different ways you can get involved in the planning process.

PUBLIC HEARING

Held during a Council meeting, a public hearing is required for all proposed bylaws that change a statutory document. Any person or groups of people affected by the proposed bylaw may speak to the issue at the Public Hearing. Public Hearings are held in the Council chambers and each speaker is permitted 5 minutes. A group is allowed 10 minutes.

PUBLIC NOTIFICATION

The City is required to notify nearby landowners of development decisions. Look for an ad in the Citylights advertising section of the local papers or check the website for updates.

While not required, the Planning Department notifies nearby landowners by mail when a new application for subdivision or redistricting has been received, and invites feedback prior to a decision being made.

Public notification, by newspaper ad, is also required for Public Hearings for bylaws related to any plan, plan amendment, direct control district, or redistricting.

APPEAL

City decisions about a subdivision application or development permit may be appealed to the Subdivision and Development Appeal Board. There are some restrictions as to who can file an appeal.

PUBLIC MEETING

A formal presentation by the group developing the project on the issues and options (developer, City or landowner). Members of the public ask questions publicly and the proceedings are minuted. The purpose is to gather information from the public about the issues and options around a particular proposal. This is usually held earlier in the process to help the organizer gather public input and feedback on issues or options as plans are being developed.

OPEN HOUSE

An informal session with displays or other information available for participants to review. Organizers are available to answer questions the public may have. A feedback form or survey is often used to record public comment. This is generally held later in the process to inform the public of a proposal, including how feedback from earlier consultation was incorporated into it.



LESSON 2: CITY PLANNING 101

WHAT IS CITY PLANNING?

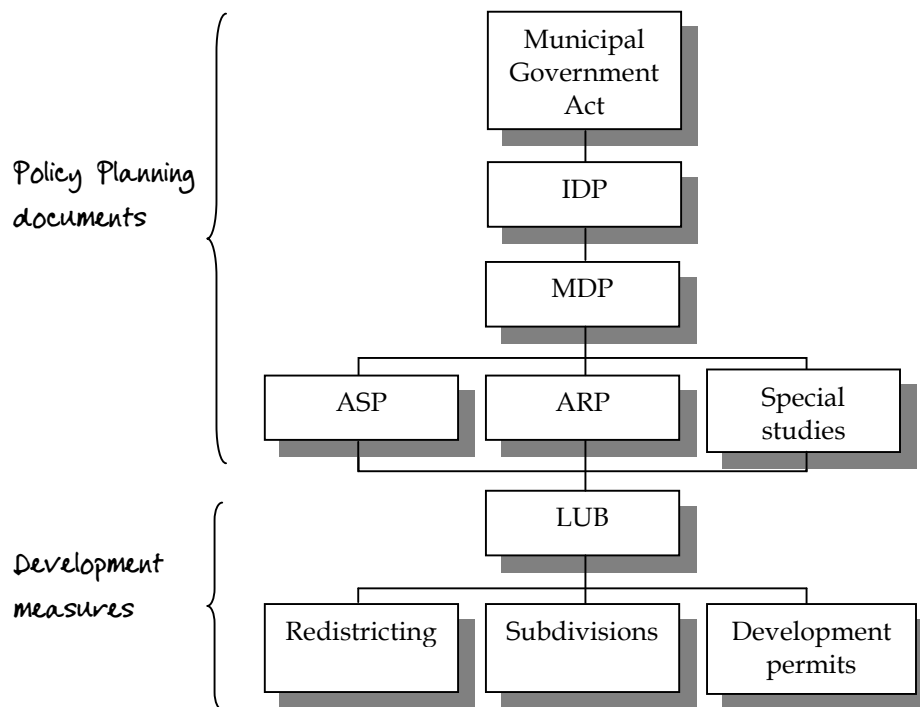
Decisions are made everyday that impact land use in a city. They are made by public officials, developers, real estate interests, businessmen, church and school boards, private individuals or other governments. These decisions eventually evolve into a pattern of community growth. Planning provides a unifying framework for community decisions, pulling all interests together and minimizing the negative impacts of these decisions on commerce, population, education, housing, streets and roads, services and facilities.

City Planning involves looking five, twenty, and even fifty years into the future to anticipate how a city will function, how it will look as it develops or redevelops in the future, and the consequences of current trends and land use decisions. It also considers the many systems found in a city and their relationship with land use, such as transportation, the economy, the environment, urban design, physical facilities, culture and politics, all of which contribute to a city's quality of life.

City Planners need to balance information from research; knowledge of the community; community input; their own training and experience; and the political, economic and social realities of the city when they make recommendations to City Council for a decision.

HOW DO CITIES PLAN?

Planners in Alberta use a number of different tools to help guide their recommendations, primarily policy planning documents and development measures. All of these need to be consistent with one another and help the processes run clearly and smoothly.



The MGA outlines requirements for all tools and processes related to city planning.

Subdivisions also must follow Provincial Subdivision regulations.

WHO DOES PLANNING FOR THE CITY?

The Planners and Development Officers in the Planning and Development Department are the ones who “do planning” for the City. You’ll find them on the second floor of St. Albert Place. There are three key areas they work on:

LONG-RANGE/POLICY PLANNING MDPs, IDPs, special studies and policy development

CURRENT PLANNING ASPs, ARPs, redistricting and subdivisions

DEVELOPMENT Development permits and compliance certificates

Other departments also take part in planning activities such as Engineering, Transit, Office of the Environment, Finance, Recreation and the Fire Department.

City Council makes the final decisions on planning policy by adopting plans and the LUB.

If you have any questions about a planning issue, don’t hesitate to call (459-1654) or drop by the office on the 2nd floor of St. Albert Place. Planners and Development Officers are very approachable about any planning or development issue and would be happy to answer any questions.

WHO DOES DEVELOPMENT IN THE CITY?

Private developers and builders do most of the development in the City, but private landowners and the City may do it, as well.

WHO MAKES THE DECISIONS?

Decisions are made by:

STATUTORY PLANS & REDISTRICTING, BOTH OF WHICH REQUIRE BYLAWS

City Council

SUBDIVISIONS

Director of Planning & Development Department (aka the Subdivision Approving Authority)

DEVELOPMENT PERMITS & COMPLIANCE CERTIFICATES

Director of Planning & Development Department and the Development Officers

APPEALS RELATED TO SUBDIVISIONS & DEVELOPMENT PERMITS

Subdivision and Development Appeal Board



LESSON 3: PUBLIC CONSULTATION

WHAT IS PUBLIC CONSULTATION?

City Council, or a delegated authority of Council, makes the decisions on planning proposals. You are affected by these decisions and have a stake in the outcome of these decisions. It is through public consultation that you are informed, consulted and heard before that decision is made.

The City is only required by provincial law to notify you of upcoming public hearings or of certain decisions by the City, and then only if you live or own land near a project. This only allows a very reactive opportunity late in the process for you to have a say.

The City now has a Public Consultation policy that gives you the opportunity to provide input earlier in the process. Generally a two-part consultation process is required. The first gives you the chance to provide suggestions and feedback on issues and/or options for a particular proposal, often through a public meeting or an open house. A second opportunity may come later, and is intended to inform you of the final proposal, including how your input from the first session was incorporated, usually through an open house. These give you a good opportunity for two-way discussions with planners, developers or others connected to a proposal.

WHY PUBLIC CONSULTATION?

You, as a member of the community, have a knowledge of your community, your neighbourhood, and your streets that is invaluable to planners. You can provide insight into potential problems or concerns, as well as help us understand your community's goals and aspirations.

We know it can be frustrating because it can seem like projects are being pushed through. The required forms of public consultation such as limited notification periods or even public hearings are not the best forums for two-way discussions. It makes it hard to have real meaningful discussions on every proposal. We're hoping this manual will help you better understand the process and how best to be heard and get your questions answered.

WHO INITIATES PUBLIC CONSULTATION?

Depending on the proposal, it could be a developer, landowner or the City.

ASSIGNMENT: MAKING THE MOST OF YOUR INPUT

BE PROACTIVE

Get involved as early in the process as you can. Did you hear a rumour about something in your neighbourhood? Check with Planning & Development to see if it is true and, if so, how you can provide input.

GET ORGANIZED

Are there other people who have similar concerns to yours? Work together. It's an opportunity to meet your neighbours and come together for your community.

DO YOUR RESEARCH

Gather information on the issue; make sure you understand what it's all about. Sometimes well-meaning people provide misinformation to further their views. What are the regulations and plans? Does the proposal meet their requirements? If you make a suggestion, is it realistic and possible that it could be done?

Contact the City's Planning & Development Department. The staff there are friendly and would be happy to discuss concerns you have, or help you understand how to have your voice heard in the process.

BE THOROUGH/FOLLOW THROUGH

Look for multiple avenues to get your message across. Tailor your message to the audience or decision-maker. Listen to what others have to say. Wait until the end of the meeting and hear the decision. Write a letter. Make a presentation.

BE RESPECTFUL

Landowners are entitled to develop their property in accordance with the City's regulations. Everyone is entitled to his/her view, and to have the opportunity to present it. Please don't yell, hiss or boo at those who have different views than you, or take out your frustrations on City staff, landowners or City Council.

FOCUS ON ISSUE & FACTS AND BE SUCCINCT

Steer away from opinions and personal comments. Pick your focus and stay with it. Don't bring up every concern you have about the neighbourhood, developer, or City Administration.

BE OPEN, CHANGE/ DEVELOPMENT IS INEVITABLE - HELP MAKE IT GOOD

Think about the other side. What's the worst that could happen if the development or proposal went ahead? If there were some adaptations, could it work? If it is going to be approved, how could it be done better?

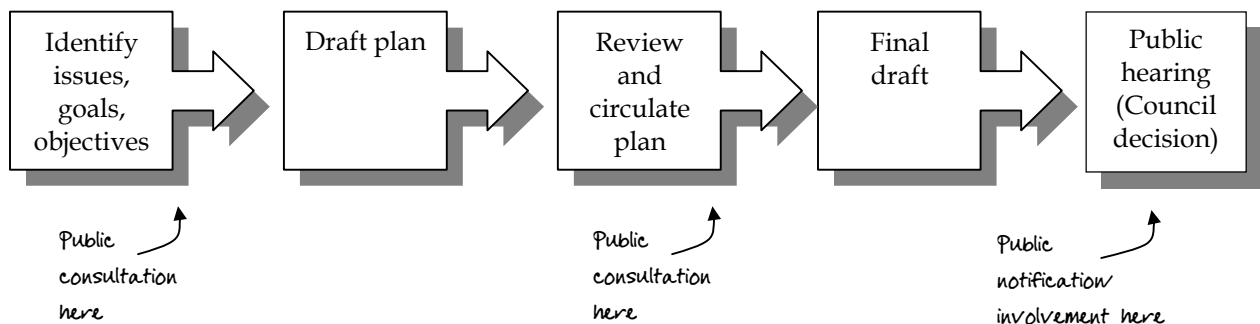


LESSON 4: STATUTORY PLANS

WHAT IS A STATUTORY PLAN?

A statutory plan is one described in the Municipal Government Act (MGA). It includes Intermunicipal Development Plans (IDPs), Municipal Development Plans (MDPs), Area Structure Plans (ASPs), and Area Redevelopment Plans (ARPs).

HOW IS A PLAN DEVELOPED?



WHO DEVELOPS PLANS?

The City initiates IDPs and MDPs, and their reviews or updates. The work may be done by City staff or a hired consultant. The City, or occasionally a community/developer, initiates ARPs. The work may be done by City staff or a hired consultant.

Developers initiate ASPs. They prepare a detailed ASP Technical Report, and the City prepares the actual ASP.

The City or a developer may initiate amendments to any plans.

Council has final approval of any plan or amendment.

WHY DEVELOP A PLAN?

The MGA requires the City to have an MDP. Plans provide a framework for future development of land. While they are not written in stone, they provide the City and residents with a 'roadmap' for development.

For amendments to plans, the public consultation may be optional depending on the nature of the changes. It is up to the discretion of staff and/or Council.

Plan development may require more involved public consultation, especially MDPs and ARPs, if it is a full review or development of a new plan.

PLANNING SPEAK

A **PUBLIC HEARING** is held before Council for proposed bylaws. Any person, or groups of people, affected by the proposed bylaw or resolution may make a presentation to Council. The MGA requires Public Hearings for plan approval or amendment.

Refer to the **ABCS OF PLANNING** for a definition of each type of plan and the MGA.

ASSIGNMENT: GETTING INVOLVED - STATUTORY PLANS

Find out about statutory plans

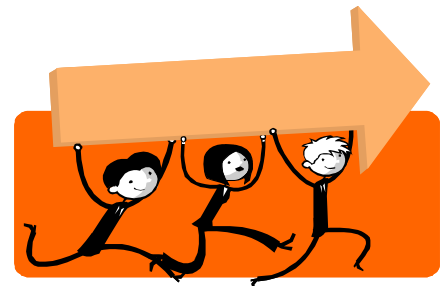
- * All the existing plans are available on the City website at www.stalbert.ca
- * For MDP development, extensive information will be made available through the local paper or other means. Read the paper. Notices of a public hearing for a plan amendment must be advertised in the local paper in CityLights for a couple of weeks beforehand.
- * For ASP development or amendment, watch for notices in the paper, information mailed directly to you or signs on the property.
- * For ARP development, residents of the area will likely be directly notified and invited to participate.
- * Call the Planning Department, 459-1654.

Gathering information & having your say

- * Attend a public meeting or open house. This is a good opportunity for two way discussion. Take the opportunity to ask questions and get answers.
- * Call the Planning Department, 459-1654. They are happy to answer your questions.
- * Do some research on the Internet or at the library about similar proposals and their impact in this City or in others.
- * Write a letter or send an email to the Planning Department or to Council. Stick to the issue at hand and focus on facts, not opinions.
- * Make a presentation at the Public Hearing. Prepare it ahead of time, keep it brief, stick to the issue at hand and focus on facts, not opinions. Sign up with Legislative Services at 459-1500 to present to City Council.

Notes

- * For MDP or ARP development, there are generally more opportunities for residents to get involved through additional methods such as focus groups or surveys or other methods to help identify key issues and elements of the plan. Get involved early, be prepared to share your ideas but also listen respectfully to others.

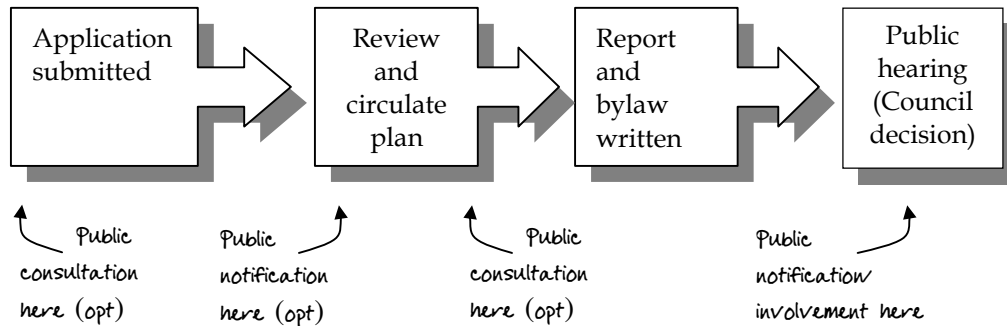


LESSON 5: REDISTRICTING

WHAT IS REDISTRICTING?

Redistricting is the process of changing the land use district that applies to a particular parcel of land. It is sometimes called rezoning.

HOW IS LAND REDISTRICTED?



WHO INITIATES REDISTRICTING?

The City, landowner or Developer initiates a redistricting, depending on the project.

WHY REDISTRIBUTE LAND?

The MGA requires the City to have a Land Use Bylaw (LUB) that outlines different categories of land uses throughout the municipality. Under the LUB, only certain compatible uses and activities are permitted in a given area.

Cities continue to change and evolve over time. Sometimes it is feasible for the use of a parcel of land to change.

PLANNING SPEAK

Refer to the **ABC'S OF PLANNING** for a definition of the LUB and the MGA.

LAND USE DISTRICTS are specific geographic areas or districts in a city that have specific regulations and requirements governing the use, placement and size of land and buildings. In St. Albert these are primarily residential, commercial, industrial/business park, institutional and park.

A **PUBLIC HEARING** is held before Council for proposed bylaws. Any person, or groups of people, affected by the proposed bylaw or resolution may make a presentation to Council. The MGA requires Public Hearings for redistricting.

If Council says no to the redistricting you can resubmit the application in six months.

Public notification is required to inform landowners within 100m of the site of the proposal.

ASSIGNMENT: GETTING INVOLVED - REDISTRICTING

Find out about redistricting proposals

- * Read the paper. Notices of a public hearing for a redistricting must be advertised in the local paper in CityLights for a couple of weeks beforehand.
- * Watch for notices, if you live within 100 m of the site being redistricted, you should get a notice in the mail.
- * Look for signs on the property indicating a redistricting is proposed.
- * Call the Planning Department, 459-1654.

Gathering information & having your say

- * Attend a public meeting or open house. This is a good opportunity for two way discussion. Take the opportunity to ask questions and get answers.
- * Call the Planning Department, 459-1654. They are happy to answer your questions.
- * Research the proposed land use district and determine if any of the land uses or regulations cause you any concern. This is found in the LuB at <http://www.stalbert.ca>
- * Do some research on the internet or at the library about similar proposals and their impact in this city or in others.
- * Write a letter or send an email to the Planning Department or to Council. Stick to the issue at hand and focus on facts, not opinions.
- * Make a presentation at the Public Hearing. Prepare it ahead of time, keep it brief, stick to the issue at hand and focus on facts, not opinions. Sign up with Legislative Services at 459-1500 to present to Council.

Notes

- * Public meetings and open houses are not always held for redistricting applications. It is up to the Director of Planning & Development who decides based on the nature of the redistricting and its proximity to other uses.
- * A Direct Control District is a unique land use district, with the uses and regulations specific to that site. City Council makes the decision on the details of this particular land use, a minimum of two public consultation opportunities are required, as well as notification when the application is received and again for the public hearing.

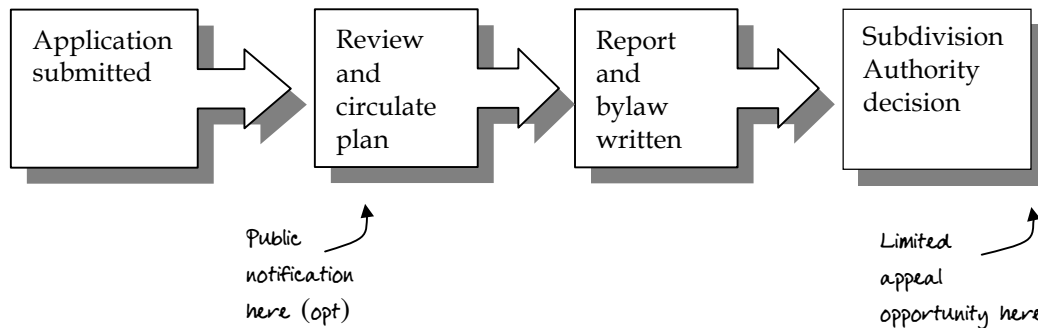


LESSON 6: SUBDIVISION

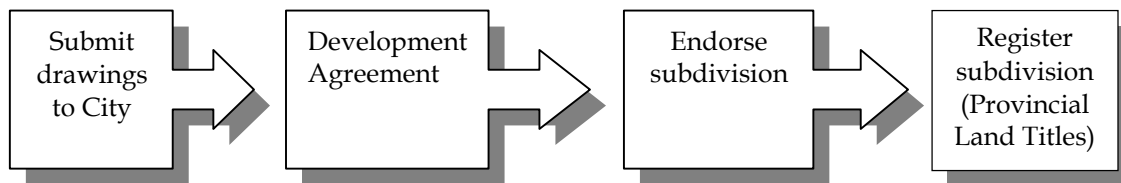
WHAT IS SUBDIVISION?

A subdivision is the process of dividing a parcel of land into two or more parcels so each will have its own legal title. Redistricting typically happens before a subdivision, if a change in land use is being proposed.

HOW IS LAND SUBDIVIDED?



AFTER THE SUBDIVISION DECISION



WHO SUBDIVIDES LAND?

The City, landowner or a developer can initiate a subdivision.

PLANNING SPEAK

A **DEVELOPMENT AGREEMENT** between the City and a developer/landowner outlines details about the intended process for development including schedules, plans, cost estimates, servicing, financial implications, fees and how various City requirements will be met.

The **SUBDIVISION AUTHORITY** is the body or person(s) determined by Council through bylaw that will have the authority to make decisions about subdivisions on behalf of the municipality.

SUBDIVISION ENDORSEMENT is the final review by the City to ensure the accuracy of the subdivision plan and all related documents, municipal land reserves and provide the final seal and signature needed to register the subdivision.

In St. Albert, the Subdivision Approving Authority is the Director of the Planning & Development Department.

A subdivision can only be appealed by the applicant, a government department or a school board.

ASSIGNMENT: GETTING INVOLVED - SUBDIVISIONS

Find out about subdivision proposals

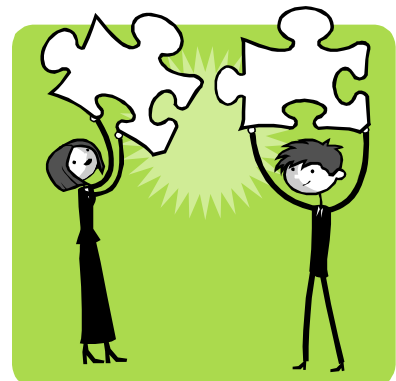
- * watch for notices. If you live within 100 m of the site being subdivided, you should get a notice in the mail of an application.
- * Call the Planning Department, 459-1654.

Gathering information & having your say

- * Call the Planning Department, 459-1654. This is a good opportunity for two way discussion, and to find out information about the proposed subdivision.
- * Do some research on the Internet or at the library about similar proposals and their impact in this city or in others.
- * write a letter or send an email to the Planning Department. Stick to the issue at hand and focus on facts, not opinions.

Note

- * As a resident, you do not have the right to appeal a subdivision to SDAB. However, you can bring forward your concerns or suggestions during the initial subdivision review process.

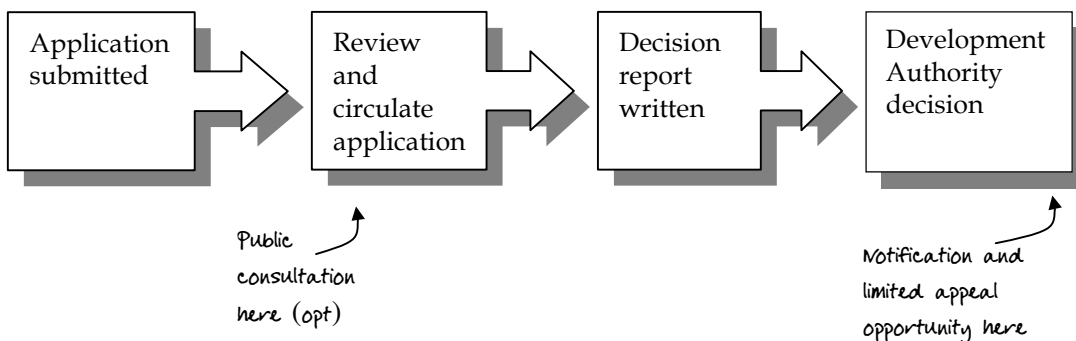


LESSON 7: DEVELOPMENT PERMITS

WHAT IS A DEVELOPMENT PERMIT?

The City issues a development permit for most proposed development including: new buildings; additions, replacement or repair of existing buildings; change in use, or intensity of use, of land or buildings; excavation or stockpiling of soil; or signage on buildings or private land. The LUB outlines the types of development allowed in each land use district, the rules and regulations governing those uses, and smaller developments that do not need a development permit.

HOW DO YOU GET A DEVELOPMENT PERMIT?



WHO NEEDS A DEVELOPMENT PERMIT?

Any landowner, resident or business owner who is going to take on a development needs a development permit.

WHY A DEVELOPMENT PERMIT?

A development permit ensures the development meets all the regulations and rules outlined by the City, and informs residents of what can and cannot be developed. The LUB also outlines what types of development do not need a development permit.

PLANNING SPEAK

A **PERMITTED USE** is any use allowed in a land use district (planners often say allowed by 'right') and subject to the rules and regulations applicable to that district. There is no public consultation for permitted uses, and no appeals can be made, except on a condition of a development permit approval.

A **DISCRETIONARY USE** is a use that may be allowed in a land use district and is subject to the rules and regulations applicable to that district. It is also subject to review by a Development Officer to determine if the proposed use is compatible with others in that location and will not adversely affect the area. Such uses may not be approved. They may require some public consultation and the decisions on discretionary uses may be appealed by the applicant, landowner or a resident.

In St. Albert, the Development Approving Authority is the Director of Planning & Development or the Development Officers.

Public consultation is at the discretion of the Director of Planning & Development, and depends on the nature of the development.

ASSIGNMENT: GETTING INVOLVED - DEVELOPMENT PERMITS

Find out about development permit proposals

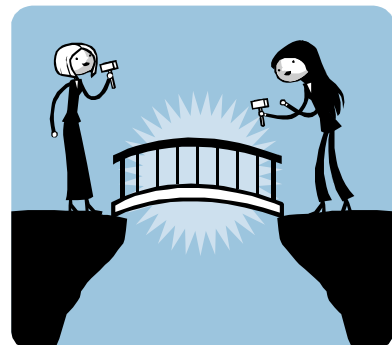
- * watch for notices. If you live within 30 m of the site of the development permit, you should get a notice in the mail.
- * Look for notices in the mail or the paper about public meetings or open houses.
- * Call the Planning Department, 459-1654.

Gathering information & having your say

- * Attend a public meeting or open house. This is a good opportunity for two way discussion. Take the opportunity to ask questions and get answers.
- * Call the Planning Department, 459-1654. They are happy to answer your questions.
- * Do some research on the internet or at the library about similar proposals and their impact in this City or in others.
- * write a letter or send an email to the Planning Department or to Council. Stick to the issue at hand and focus on facts, not opinions.

Notes

- * Public meetings and open houses are not always held for development permits. It is up to the Director of Planning & Development, who decides based on the nature of the development permit and neighbouring uses.

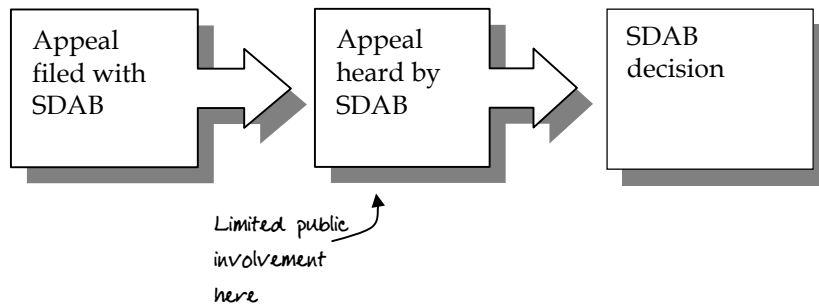


LESSON 8: APPEALS

WHAT IS AN APPEAL?

Just like in the courts, decisions on subdivisions and certain development permits can be appealed to a higher body, in this case the Subdivision & Development Appeal Board (SDAB).

HOW DO YOU APPEAL A DECISION?



WHO CAN APPEAL A DECISION & WHY?

Subdivision decisions have limits on who can appeal. Only the applicant, a government department to which the subdivision was referred, or a school board if the application is related to school reserve land, may appeal the decision.

The applicant can appeal a development permit or subdivision if it is refused or if they are not in agreement with conditions attached to the decision.

If a property owner receives a stop order, he/she may appeal it. SDAB can only determine if the order was properly issued.

Any resident or group who feels they are impacted by the decision on a discretionary development permit or a variance can appeal.

The decision of SDAB can also be appealed to the Courts, but only if there is some question about law or jurisdiction.

If SDAB refuses an appeal, a new application for a discretionary use can be resubmitted after six months.

An appeal must be filed within 14 days of the decision of the Subdivision or Development Authority.

PLANNING SPEAK

Council appoints the **SUBDIVISION & DEVELOPMENT APPEAL BOARD** to hear and make decisions on appeals of decisions made by the City about subdivision or development permit applications.

A **STOP ORDER** is a notice to a landowner to stop, remove, replace or take other necessary measures if a development is not in accordance with the regulations or the conditions of the development permit.

A **VARIANCE** is a change to the existing land use regulations. Development Officers have the power to allow a limited variance for certain aspects of a development if they believe it will not negatively affect the neighbourhood or interfere with the use, enjoyment or value of a neighbouring property.

ASSIGNMENT: GETTING INVOLVED - APPEALS

Making an appeal

- * Fill out an appeal form and pay the fee, \$150 for development appeals and \$2,500 for subdivision appeals. These fees do change from time to time, so check first. This is done through the Legislative Services Department at St. Albert Place.
- * At the next SDAB meeting, the Board reviews your appeal and decides on the notification radius; that is, how far away from the subject property landowners will be informed of the appeal.
- * Legislative Services then sends out notices.
- * At the following SDAB meeting, your appeal is heard.
- * The person making the appeal, the appellant, will make a presentation to the Board after the Development Officer or Planner.

In your presentation

- * Stick to planning related issues. That is the only evidence SDAB can base their decision on. The user, the economic benefits or the impacts on property values are not criteria that can be used in an appeal decision. Each case is decided on its own merits. Just because something happened or did not happen before, does not mean the same will happen now.
- * Do your research ahead of time, be brief and to the point.

Notes

- * Once an appeal has been filed and until the decision is final, work on the development or subdivision, cannot begin or has to stop.
- * While you may hear the decision at the meeting, it is not official until it is written out and signed by the Chair. Only after that will permits be released.



LESSON 9: SPECIAL DEVELOPMENT

DIRECT CONTROL DISTRICTS

A Direct Control District is a land use district that Council decides warrants a custom-made, site-specific land use district. This is generally used if there are specific features of a site or a project that would require unique rules and guidelines. It might be based on an existing land use district, with some changes, or it could have its own rules and guidelines.

Council makes the final decision about the creation and any future development of Direct Control Districts.

A direct control district follows the same process as a regular redistricting including the Public Hearing, except two public consultations are required for a direct control district.

SITING TELECOMMUNICATIONS FACILITIES

Industry Canada, the federal government department, provides permits for any wireless communication towers or facilities. Before the federal government provides such a permit, the company has to provide a letter from the City saying they support the proposed location.

Before providing such a letter, the City requires the telecommunications company to undertake a public consultation. The telecommunications company is responsible for contacting the public and letting them know about their proposal.

HOME-BASED BUSINESSES

When an application is made for a home-based business development permit, the development officer may ask the applicant to contact the neighbours immediately adjacent to the lot where the business will be located, and provide them with information on the proposed business and its impact.

LOW-DENSITY INFILL DEVELOPMENT

When an application is made for a new home or major renovation in an Established Neighbourhood, the development officer may ask the applicant to contact the neighbours immediately adjacent to the lot where the development will be located, and provide them with information on the proposed development. You, as a neighbour, should be provided with an elevation, or drawing, of the proposed development.

The City has guidelines for infill development which you can find on the website at <http://www.stalbert.ca>

ROAD CLOSURES

Sometimes the City may instigate permanent closure of a road. This is generally done if an undeveloped road allowance is no longer required, or if new development will include a replacement for an existing road. It often happens at the same time as a subdivision and/or redistricting.

Nearby landowners are notified of a proposed road closure bylaw and its public hearing.

If you would like additional copies of this document,
contact Planning and Development at 459-11654 or
come see us on the second floor of St. Albert Place.

This document is also available on the City of St. Albert website
www.stalbert.ca under Planning and Development Department.