



City of St. Albert  
**CITY COUNCIL POLICY**

Public Consultation requirements for  
 Planning and Development  
 processes

AUTHORITY	APPROVED	Res. No.	mm	dd	REVISED	Res. No.	mm	dd
City Council		C228-2006	04	18				

## Purpose

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

## Policy

Council believes that land development is a partnership. They acknowledge that consultation is a roundabout process that requires time and effort from all participants. It may require circling back to repeat previous stages, integrate feedback and revisit certain elements. The time invested in respectful and meaningful consultation up front will likely save a good deal of adversity and expense in the long run.

The City shall conduct public consultation processes as part of proposed intermunicipal and municipal development plans, area structure and redevelopment plans initiated by the City, and other special planning studies that may have an impact on the greater public, as well as significant amendments.

Developer/applicants shall pro-actively seek public input to minimize the potential impacts and opposition from the community through effective consultation. They shall conduct public consultation processes as part of their proposed area structure or redevelopment plan technical reports and redistricting applications. They are also responsible for conducting public consultation processes regarding development permit applications, as deemed necessary by the Development Officer.

Applicants shall conduct public consultation processes regarding the proposed siting of telecommunications towers prior to making application to Industry Canada.

## Obligations

*City Council* is expected to use the Public Hearing process to listen to the issues raised by members of the public, and to consider such issues in making their decision along with the developer/applicant and administration. Council members should 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 ensures a fair process for both citizens and the developer/applicant.

*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 making a final decision.

*Administration* 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. Administration 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, when the City 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.

*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.

## **Definitions**

*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, are 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 second phase to present a draft report/application to the public.

*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.

*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.

*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.

*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.

*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.

*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.

*Record* means a verbatim transcript of a meeting or event prepared by a professional Court Reporter or detailed minutes prepared by one of the City’s Legislative Officers.

*Wireless Telecommunications Tower* means a tower supporting equipment used for wireless communication facilities. Such a tower may have a variety of configurations including, but not limited to, a monopole (single pole), a lattice tower (usually a tripod shape with diagonal metal bracing), or a guyed tower; or any other facilities or configurations related to this such as shelters, transmitters, receivers, antennas and antenna mounts.

## Standards

### Notification Requirements

These are minimum requirements. These requirements may be exceeded depending on the nature of the application.

<b>Type of application</b>	<b>Notification requirements and distance</b>
Intermunicipal Development Plans, Municipal Development Plans	All citizens (newspaper ads) Neighbouring municipalities, school authorities (mailed notices)
Area Structure Plans, Area Redevelopment Plans	All citizens (newspaper ads) Neighbouring municipalities (if adjacent to ASP/ARP areas), school authorities (mailed notices and full ASP) Landowners within area and within 100 m of the site (mailed notices)
Amendments to Area Structure Plans and Area Redevelopment Plans	All citizens (newspaper ads) Landowners within area and within 100 m of the site (mailed notices) Neighbouring municipalities (if adjacent to ASP/ARP areas), school authorities (mailed notices)
Redistricting	Landowners within 100 m (mailed notices)
Subdivision	Landowners within 100 m (mailed notices) Neighbouring municipalities (if adjacent to subdivision), school authorities (mailed notices)
Development permit for Direct Control District	60 m *
Development permit for discretionary use, or for permitted use with variance	30 m *

Type of application	Notification requirements and distance
Wireless Telecommunications Tower	Landowners within six times the height of the proposed tower or 100 m, whichever is greater (mailed notices, newspaper ads)
Specialized development (Home-based business; low density residential development/ redevelopment in established neighbourhoods)	Property owners and tenants within 10 m of the subject property and across the street

\* Greater distance at Development Officer's discretion

### Public Consultations by Developer/Applicant

A Public Consultation plan shall be prepared by the Developer/Applicant and implemented to the satisfaction of the Director of Planning & Development.

A minimum of two opportunities for Public Consultation, coordinated by the developer/applicant, shall be required for:

- Area Structure Plans initiated by applicant
- Area Redevelopment Plans initiated by applicant

Additional opportunities for Public Consultation, coordinated by the developer/applicant, may be required at the discretion of the Director of Planning and Development for:

- Proposed amendments to Area Structure, Area Redevelopment, Municipal and Intermunicipal Development Plans at the discretion of Planning and Development
- Redistricting
- Development permits, at the discretion of Planning and Development

Each opportunity for Public Consultation requires the following be provided to the City:

1. Court reporter written record of a Public Meeting (at the cost of the applicant), and copies of all comment forms by participants in an Open House
2. 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
- New construction of or significant renovations to a single family home, semi-detached home or duplex in an established neighbourhood.

### Public Consultations by City

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 City, shall be required for:

- Intermunicipal Development Plans
- Municipal Development Plans
- Area Structure Plans initiated by the City
- Area Redevelopment Plans initiated by the City

- Any plan amendments, at the discretion of the Director of Planning & Development
- Redistricting/Development Permits at the discretion of the Director of Planning & Development

In accordance with the *Municipal Government Act*, public notification by the City 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:

1. Legislative Services Officer written record of a Public Meeting, or copies of all comment forms by participants in an Open House
2. Written report outlining issues raised at the consultation and how the City intends to address each

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**Legal References:** *Municipal Government Act RSA 2000, Chapter M-26 (as amended)*

**Cross References:** Land Use Bylaw 9/2005 Municipal Development Plan Bylaw 4/2000, Development Authority Bylaw 23/2005, Subdivision Authority Bylaw 24/2005, Subdivision and Development Appeal Board Bylaw 20/1995, Area Structure Plan Terms of Reference

## Summary of minimum Public Consultation requirements

Type of Application	Form of Public Consultation*	Purpose	Responsible
Intermunicipal Development Plan, Municipal Development Plan  <i>(Will likely require a greater level of public consultation)</i>	Public Meeting prior to plan development	Consult public input/feedback on issues/options from interested parties	Planning
	Open House on draft plan	Inform public of plan and recommendations incorporating changes arising from public feedback in first public consultation	Planning
	Public Hearing	Inform public of formal hearing before Council, as per Municipal Government Act and this policy	Legislative Services
Area Structure Plans, Area Redevelopment Plans, or major amendments to any statutory plan	Public Meeting prior to technical report development	Consult public input/feedback on issues/options from interested parties	Planning or Developer/Applicant
	Public notification of Application	Inform public an application has been received and invite feedback, as per this policy	Planning
	Open House on draft technical report	Inform public of plan and recommendations incorporating changes arising from public feedback in first public consultation	Planning or Developer/Applicant
	Public Hearing	Inform public of formal hearing before Council, as per Municipal Government Act and this policy	Legislative Services
Redistricting	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
	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 City if no major issues were raised in the first	Developer/Applicant
	Public hearing notification	Inform public of formal hearing before Council, as per Municipal Government Act and this policy	Legislative Services
Subdivisions	Public notification of Application	Inform public an application has been received and invite feedback, as per this policy	Planning
Development permit for Direct Control District	Public Meeting	Consult public input/feedback on issues/options from interested parties	Developer/Applicant
	Public notification of decision (if within already approved DC district)	Inform public of development permit decisions, as per Municipal Government Act and this policy	Planning
	Public hearing	Inform public of formal hearing before Council, as per Municipal Government Act and this policy	Legislative Services
Development permit for major project, discretionary use, or for permitted use with variance	Public Meeting	Consult public input/feedback on issues/options from interested parties	Developer/Applicant
	Public notification of decision	Inform public of development permit decisions, as per Municipal Government Act and this policy	Planning
Wireless Telecommunications Towers – Letter of support	Public Meeting prior to application submission	Consult public input/feedback on issues/options from interested parties	Applicant
	Open House follow up after application submission	Present proposed siting incorporating changes arising from public feedback in first public consultation. This second consultation may be waived by City if no major issues were raised in the first	Applicant
Specialized development (Home-based business; low density residential development/ redevelopment in established neighbourhoods)	Neighbouring Properties consultation	Inform neighbouring property owners and occupants of the proposed development	Applicant

\* Other public consultation mechanisms may be used in addition to the minimum required and outlined in this table.

## Summary of responsibility and legislative requirements for Public Consultation

Plan or application	Responsibility for Public Consultation				
	Public Consultation 1	Public Notification of application	Public Consultation 2	Public Notification of decision	Public Notification of hearing
Intermunicipal Development Plan	PD <i>MGA Sec 636</i>	-	PD <i>MGA Sec 636</i>	-	LS <i>MGA Sec 692 (4)</i>
Municipal Development Plan	PD <i>MGA Sec 636</i>	-	PD <i>MGA Sec 636</i>	-	LS <i>MGA Sec 692 (4)</i>
Area Structure and Redevelopment Plans & Technical Reports	PD or DV <i>MGA Sec 636</i>	PD	PD or DV <i>MGA Sec 636</i>	-	LS <i>MGA Sec 692 (4)</i>
Amendments to IDP, MDP, ASPs and ARPs	PD or DV	PD	PD or DV	-	LS <i>MGA Sec 692 (4)</i>
Redistricting	DV	PD	DV	-	LS <i>MGA Sec 692 (4)</i>
Direct Control Districts	PD or DV	PD	PD or DV	PD <i>MGA Sec 692 (4), 640 (2) (c) (vii) (d) and LUB</i>	LS <i>MGA 642, 692 and LUB</i>
Subdivision	-	PD <i>MGA 653 (4)</i>	-	-	-
Development permits (if permitted with variance, discretionary use or major development, at discretion of PD)	DV	-	DV	PD <i>MGA Sec 692 (4), 640 (2) (c) (vii) (d) and LUB</i>	-
Wireless Telecommunications towers	AP	PD	AP	-	-
Specialized Development (Home-based business; low density residential development/redevelopment in established neighbourhoods)	DV	-	-	<i>See redistricting or development permits</i>	<i>See redistricting or development permits</i>

PD – Planning & Development


DV – Developer/Applicant

AP – Applicant

LS – Legislative Services



May be required by PD

	City of St. Albert <b>ADMINISTRATIVE PROCEDURES</b>	Public Consultation requirements for Planning and Development processes
	AUTHORITY City Manager	SIGNATURE 
		dd mm yyyy 21 04 2006 20 12 2010

1. The attached exhibit *Public Consultation requirements for Planning and Development processes* dated April 2006, outlines the procedures and Public Consultation requirements for:

Plan or Application	Result	Initiator
Intermunicipal Development Plans	Plan	City
Municipal Development Plans	Plan	City
Area Structure and Redevelopment Plans	Technical Report/Plan	City or Developer/Landowner/Applicant
Amendment to IDP, MDP, ASP or ARP	Amendment to Plan	City or Developer/Landowner/Applicant
Redistricting	Approved redistricting	Developer/Landowner/Applicant
Subdivision	Approved subdivision	Developer/Landowner/Applicant
Development Permits	Approved development permit	Developer/Landowner/Applicant
Telecommunications Towers	Request for Letter of support	Applicant
Specialized development (Home-based business; low density residential development/ redevelopment in established neighbourhoods)	Approved redistricting or development permit	Applicant

Exhibit: *Public Consultation requirements for Planning and Development processes*

# Public Consultation requirements for Planning & Development processes

April 2006



This document forms part of the Administrative procedures for  
City of St. Albert Policy C-P&E-01  
Public Consultation requirements for Planning and Development processes.

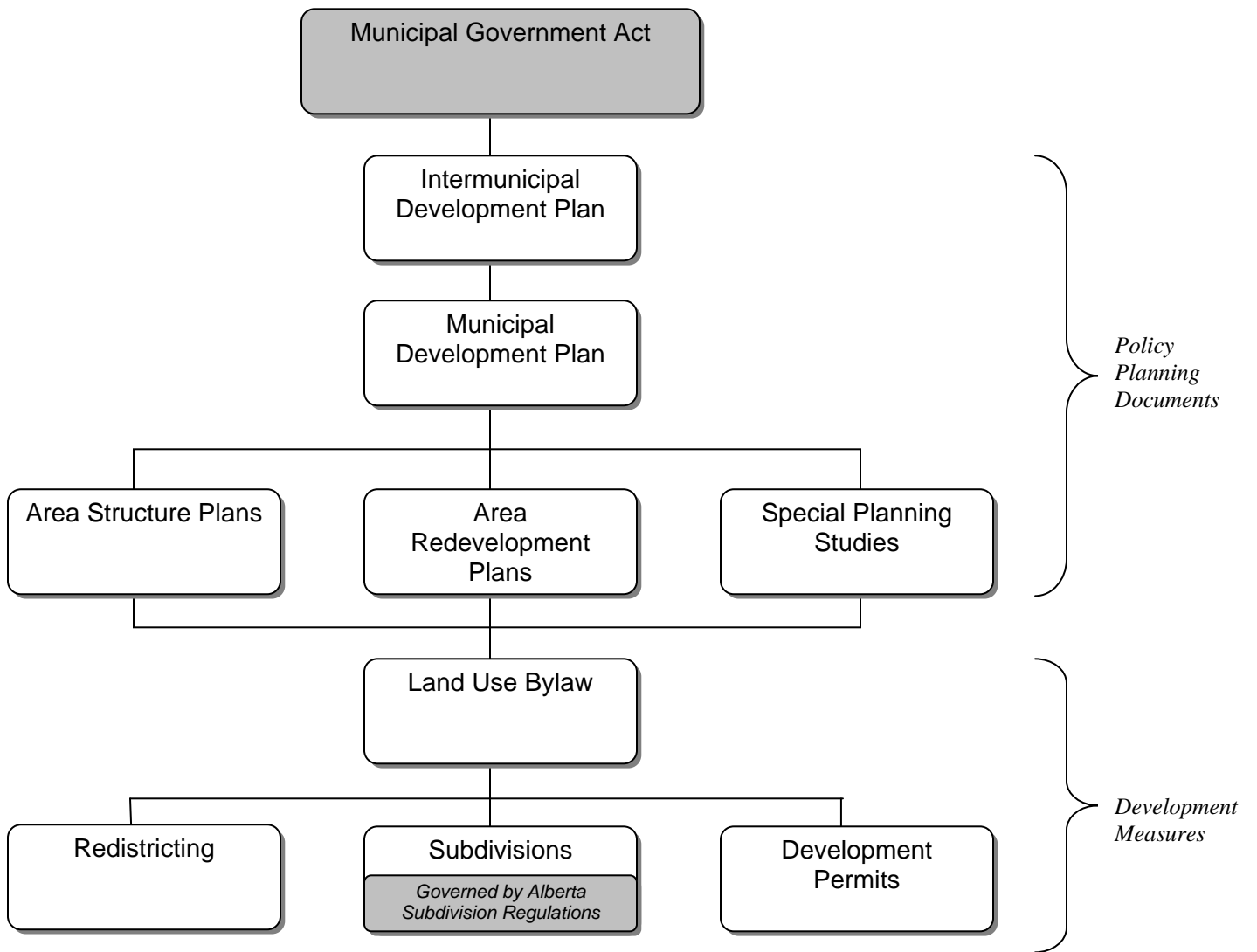
# Public Consultation Requirements for Planning and Development Processes

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## Hierarchy of Plans & Development Measures

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# Planning & Development

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The *Municipal Government Act* gives Alberta municipalities the authority to undertake planning and development activities. The purpose of these activities is to:

- Ensure orderly development of land
- Improve the physical environment in which people live
- Balance the rights of individuals and the greater public interest as related to the built environment

There are two categories of tools municipalities use for their planning and development activities: policy planning documents and development measures.

Of the policy planning documents, every municipality over 3,500 population must have a Municipal Development Plan. The other plans are not mandatory; however, public consultation is required as part of the development of these plans.

Every municipality is required to have a Land Use Bylaw, and to designate a Subdivision Authority and a Development Authority. A Subdivision and Development Appeal Board is also required.

All of these planning documents and development measures must be consistent with one another and facilitate the processes essential to planning and development.

Types of Public Consultation required in St. Albert

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Type of consultation prior to submission of application

**Consult**

Involves: Developer or Planning/Citizens

Purpose: To obtain public feedback on analysis, alternatives and/or decisions.

Result: The public will be kept informed, listened to and their concerns acknowledged, provided with feedback on how the public input influenced the final decision by the developer.

Example tools: public comment, focus groups, surveys, public meetings

**Inform**

Involves: Developer or Planning

Purpose: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.

Result: The public will be kept informed by the developer.

Example tools: fact sheets, web sites, open houses

Type of consultation after submission of application, further consultation to inform and consult may also be needed after submission of application.

**Public Notification**

Involves: Planning or Legislative Services

Purpose: To provide notice to the public about key opportunities and milestones during the approval process.

Result: The public will be informed by administration.

Example tools: newspaper ads, mailed notices

**Public Hearing**

Involves: Council/Planning/Developer/Citizens

Purpose: Council can hear any person, group of persons or persons representing them who claims to be affected by a proposed bylaw or resolution.

Result: Council makes a decision based on information provided by administration, the developer and citizens.

# Public Consultation

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Land development often results in changes to the urban environment. Whether the development is good or bad, change can be upsetting. When people are informed and consulted, their anxiety and concern is reduced and they tend to be more receptive and open to change.

Consultation is a central principle in sound planning and decision making. It allows local government, developers, community members and administrators to make informed decisions about planning issues that affect the community. Consultation also aims to maximize opportunities for citizens to be informed and heard before a decision is made. They can provide insight into potential problems or concerns, as well as interpretations of community goals and aspirations.

There are considerable benefits to be gained by involving the community in planning and development decisions. While the process will not necessarily result in agreement, it will yield more informed decisions, greater public acceptance and more enduring solutions.

Consultation is a roundabout process that requires time and effort from all players. It may require circling back to repeat previous stages, integrate feedback and revisit certain elements. The time invested in respectful and meaningful consultation up front will likely save a good deal of adversity and expense in the long run.

The City of St. Albert sees land development as a partnership. However, it is the developer's responsibility as the applicant to pro-actively seek public input to minimize the potential impacts and opposition from the community through effective consultation.

Because the vast majority of planning and development projects must meet well-defined requirements in existing statutory plans and the land use bylaw, consultation and the provision of information allow the most feasible form of citizen involvement. Citizen engagement, in which the public has direct input in defining alternatives and formulating solutions, are generally considered for significant redevelopment or city-wide planning initiatives of the City.

## **Legislative Requirements**

Legislation requires a municipality to provide the following opportunities for public involvement in Planning and Development issues:

*Public Notification* – a method of informing the public of either a subdivision or development decision, or of an upcoming Public Hearing. Notified landowners in the affected area include those located within the site for which the application has been made (not including the applicant) and other landowners within a defined distance of the boundaries of the subject site. Notification of a Public Hearing is also required for any proposed bylaw to adopt a statutory plan, land use bylaw or amendments to any such documents. Once the Subdivision or Development Authority has made a decision on an application for subdivision or a development permit for anything other than a permitted use that meets all criteria, the public has 14 days to appeal the decision to the Subdivision and Development Appeal Board.

*Public Hearing* – a requirement of the *Municipal Government Act*, a Public Hearing before Council is required for proposed bylaws as per section 692 of the *Municipal Government Act* or resolution before Council at which any person, or groups of people affected by the proposed bylaw or resolution may be heard.

Public Consultation Tools

Minimum public consultation requirements include these tools.

Additional tools that could be used as part of a public consultation plan.

*Open House*

An informal session with displays or other information available for participants to review. Organizers are available to answer any questions the public may have. A feedback form or survey is used to record public comment.

*Public Meeting*

A meeting with a formal presentation by the organizer on the issues and options. Members of the public ask questions publicly and the proceedings are minuted.

*Advisory Committees or Working Groups*

A representative group made up of a cross-section of affected people and/or organizations allows ongoing exchange of information and views between stakeholders and the developer, and can be effective for more complex projects.

*Face-to-face meetings*

Best with two or more people from each perspective, effective way of developing trust and open channels of communication, easier to make progress than through emails or phone.

*Focus Groups*

Focused discussions in small groups of stakeholder representatives (often paid) guided by an independent facilitator. Provides a cross-section of views from people who would not normally contribute to a consultation.

*Information pieces*

Tools used to provide information to citizens and organizations. They could include newsletters, fact sheets, or a website.

*Interviews*

Conducted in person or over the phone with individuals and/or small groups. Provides maximum opportunity for input and allows for more in-depth information. Useful with other methods, and when issues are relatively simple.

*Online Consultation*

Could include surveys, discussion boards, postings, frequently asked questions and moderated discussions. Does not build relationships or work for negotiations. Best used in conjunction with other methods.

*Petitions*

Written requests or statements signed by citizens and presented to Administration or City Council. Can help assess level of support or opposition but does not necessarily meet Municipal Government Act requirements.

*Position Papers*

A researched paper, about 10 pages or less, that clearly articulates a point of view either supporting or opposing an issue, along with a rationale for the position.

*Questionnaires and Surveys*

Surveys provide a framework for further in-depth discussion, base-line data for comparison purposes and are best when specific responses to specific issues are needed, and for more simple issues.

*Small Group Meetings*

A formal meeting with a small group of invited stakeholders. It is ideal for gathering information and building relationships and negotiations.

# Tools for Public Consultation

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This guide suggests the minimum requirements for public consultation. For community members and developers alike, meeting the minimum requirements may not be enough. Developers know there are instances when they must notify the public about their plans. Community members can also get by attending public hearings on large proposals while paying little heed to numerous other development initiatives that affect them. To really get parties talking, it is often best to do more than the minimum.

Wherever possible, developers and applicants are encouraged to engage the public at a very early stage of the process, even prior to developing a design concept.

## ***Minimum Public Consultation Requirements***

The minimum requirements for public consultation are a Public Meeting and an Open House prior to submission of a statutory plan. These same requirements may again be required at the Redistricting and Development Permit stages at the discretion of Planning and Development. Depending on the nature of a project, additional tools may be beneficial to the process.

## ***Records of Public Consultation***

It is worthwhile to ensure a record is kept of the results of the public consultation process to ensure effective feedback and to demonstrate how the results of public consultation activities have been addressed in a project. To best do this, there are a number of methods to be used.

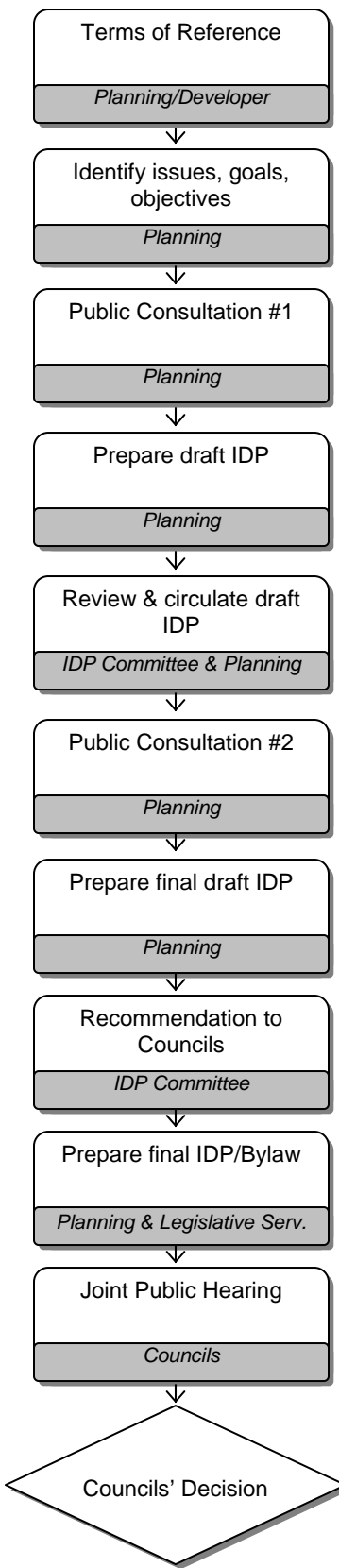
*Court Reporter record* – a verbatim transcript of a meeting or event prepared by a professional Court Reporter.

*Legislative Services record* - a transcript of a meeting or event organized by the City, and prepared by a Legislative Officer.

*Public Consultation Report* - A written report outlining the issues and concerns raised during the public consultation process, and the responses of the applicant.

*Mediation* - a mediator listens to conflicting sides and facilitates discussions among the parties to reach a satisfactory conclusion about the issues. This may be used after other methods have been undertaken without a satisfactory agreement being reached.

Intermunicipal Development Plan



*Note: this entire process is undertaken jointly by the participating municipalities and decisions must be agreed upon by the Councils of all participating municipalities.*

**Public Consultation #1 Requirements**

- Purpose:* - Present issues/options to public and obtain feedback
- Advertising:* - Newspaper ads  
- Notice to citizens and neighbouring municipalities
- Reporting:* - Record of names, addresses of attendees  
- Legislative Services prepared transcript of proceedings including a summary of issues raised and responses given by participating municipalities  
- Report outlining how participating municipalities will address public concerns

**Public Consultation #2 Requirements**

- Purpose:* - Present plan incorporating changes arising from public feedback
- Advertising:* - Newspaper ads  
- Notice to citizens and neighbouring municipalities
- Reporting:* - Record of names, addresses of attendees  
- Legislative Services prepared transcript of proceedings including a summary of issues raised and responses given by participating municipalities

*Depending on the Terms of Reference, additional public consultation may be required.*

**Public Notification (Hearing) Requirements**

- Purpose:* - Notify public that plan is going before Councils, public may make presentations
- Advertising:* - Newspaper ads
- Reporting:* - Councils' minutes

# Intermunicipal Development Plans

Policy Planning Document

An **Intermunicipal Development Plan (IDP)** may be jointly developed by two or more municipalities to include a specific piece of land within their boundaries. The plan will address future use and development on this particular land, and contain policies regarding intermunicipal planning and cooperation. A full review of an IDP is undertaken every five to ten years.

The City of St. Albert and Sturgeon County prepared an IDP in May 2001 that ensures a coordinated and cooperative framework is in place for managing the use and development of lands adjacent to the boundary of St. Albert, within Sturgeon County. It addresses future growth needs of the City of St. Albert beyond 2014 and beyond a population of 78,000.

## **Public Consultation**

- Two-phase Public Consultation by all participating municipalities required
- Joint Public Hearing by all involved Councils required
- Additional Public Consultation may be required, to be determined as part of Terms of Reference

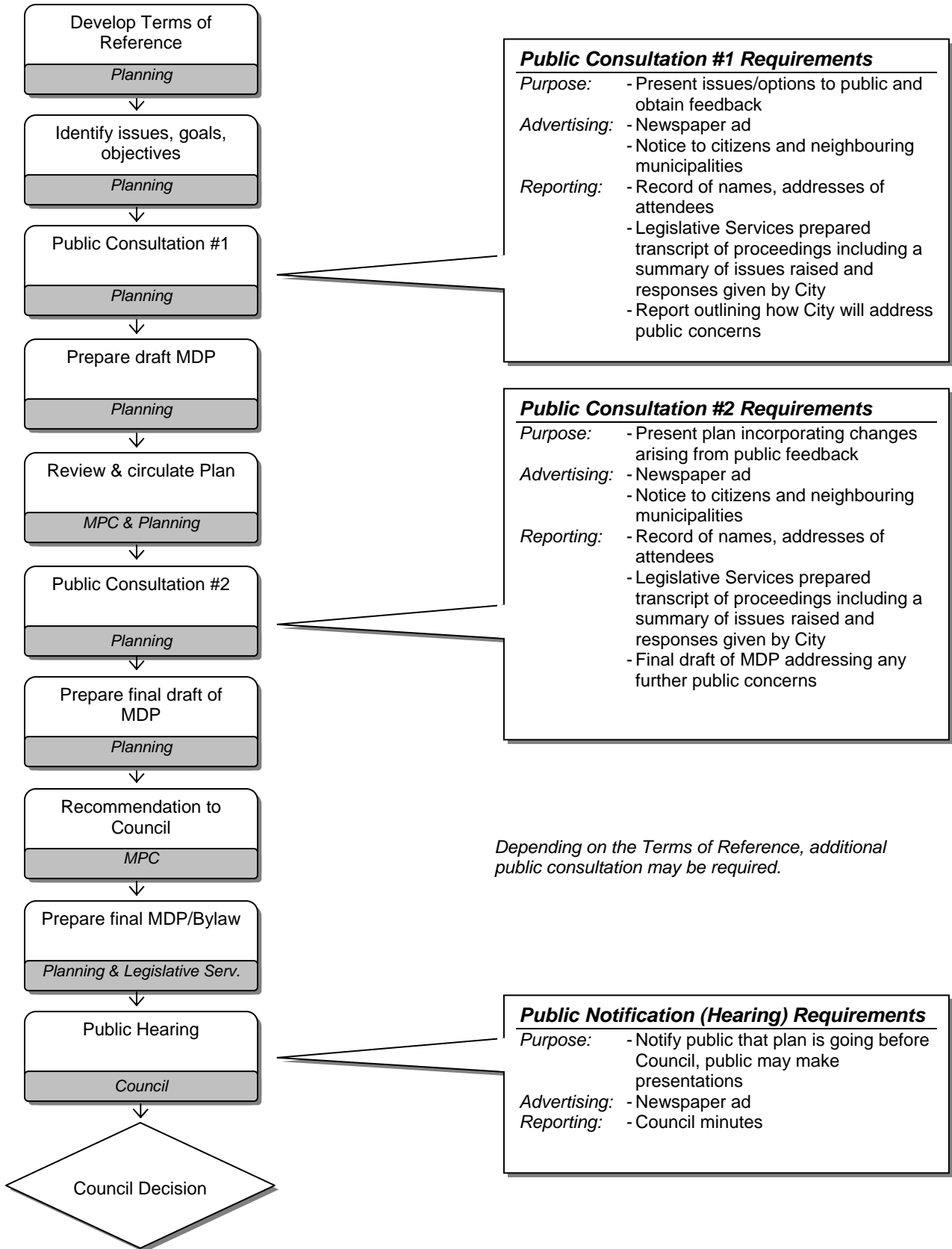
## **Consultation for Disputes (IDP Sturgeon County and City of St. Albert)**

There is a five step process that has been adopted to resolve intermunicipal disputes arising from the IDP currently in place for Sturgeon County and the City of St. Albert.

- Stage 1     Administrative Review to provide a technical evaluation of a proposal
- Stage 2     Intermunicipal Committee Review to attempt to reach consensus
- Stage 3     Municipal Councils establish position on the proposal
- Stage 4     Appropriate Dispute Resolution through mediation
- Stage 5     Appeal process to the Municipal Government Board under the provisions of Section 690 of the Municipal Government Act

There is no opportunity for public input during the Consultation for Dispute process.

## Municipal Development Plan



# Municipal Development Plan

Policy Planning Document

The *Municipal Government Act* requires all municipalities with a population of 3,500 or more to adopt a **Municipal Development Plan** (MDP) that sets out the goals and policies for all aspects of the municipality's development. A full review of the MDP is undertaken every 5 to 10 years.

CityPlan is the City of St. Albert's MDP and provides policy direction to guide the city's growth to a population of 78,000 by 2014. Policy areas include:

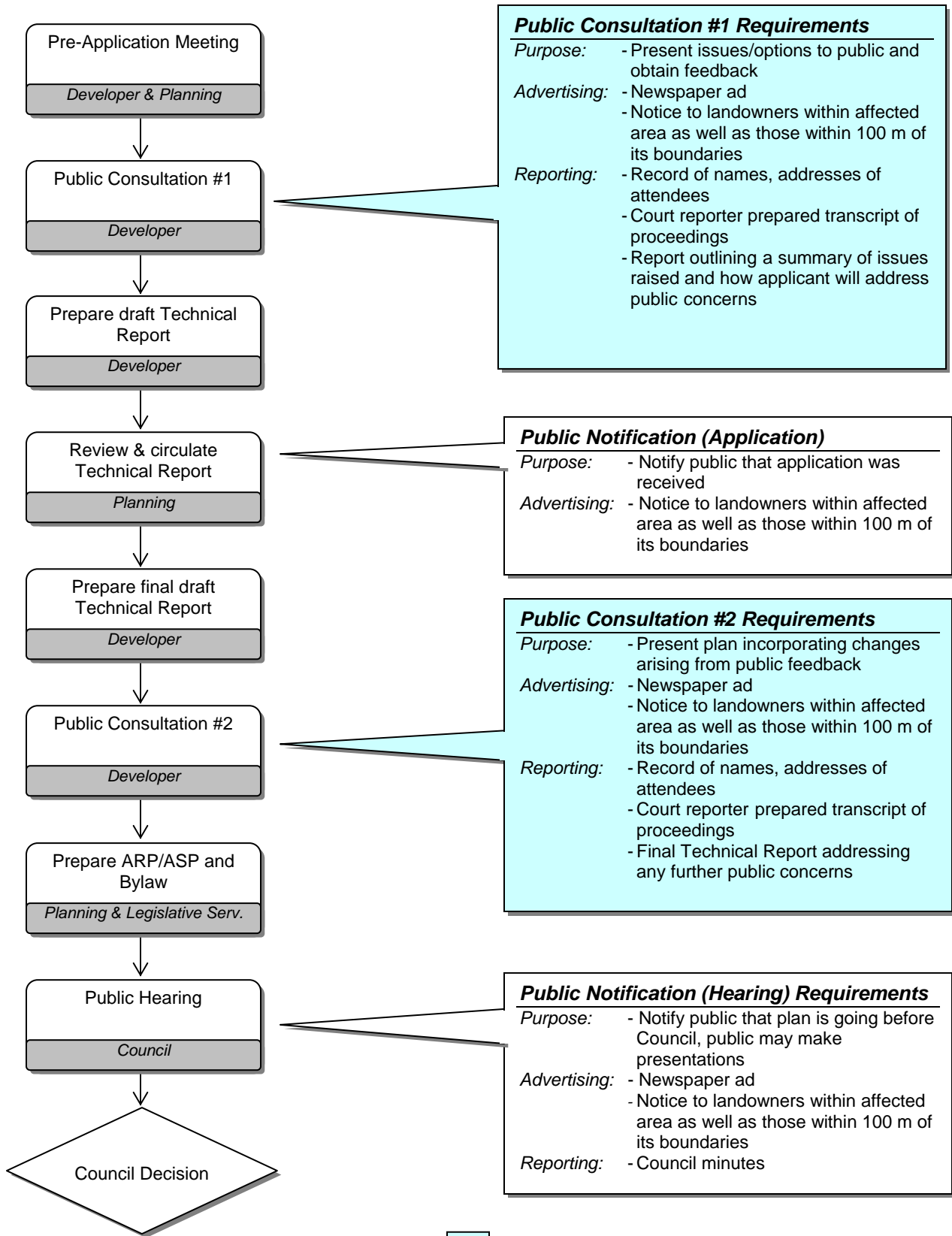
- Population and growth management
- Housing and neighbourhood design
- Economic activities and development
- Parks, recreation and schools
- Environmental management
- Transportation and infrastructure
- Social, health and protective services
- Intermunicipal and regional cooperation and planning

Area Structure Plans, Area Redevelopment Plans, Special Planning Studies and the Land Use Bylaw must all conform to the policies outlined in the MDP.

## **Public Consultation**

- Two-phase Public Consultation by City required
- Public Hearing by Council required
- Additional Public Consultation may be required, to be determined as part of Terms of Reference

## Area Structure & Redevelopment Plans (Applicant initiated)



# Area Structure Plans

Policy Planning Document

An **Area Structure Plan** (ASP) provides a conceptual planning framework for turning undeveloped areas into new neighbourhoods.

It addresses a broad range of technical matters including:

- Types of land uses permitted and proposed densities
- Transportation and servicing networks
- Parks, recreational facilities, schools and commercial activities
- Impact of the development on the site and adjacent areas
- Proposed sequencing of development
- Other design criteria or development standards

Area Structure Plans apply the broad policies of the Municipal Development Plan and provide guidelines for the various development measures used to implement the plan.

Either the City or a developer/applicant can prepare an Area Structure Plan, depending on who initiates the project. The process for a developer is on page 14, and for the City is on page 16.

## **Public Consultation**

- Two-phase Public Consultation by developer/applicant required
- Public Hearing by Council required

## **Sign Requirements**

The applicant must provide and install a sign on the property proposed for an Area Structure Plan. An illustration is included in Appendix 1. Such a sign must be:

- Readable from 5 m and in a prominent location on private property.
- Erected within 14 days of acceptance of amendment application and 21 days before the application is presented to City Council
- In place and maintained in good condition until the application is dealt with by City Council, or withdrawn
- Removed from the site within 30 days of final Council hearing
- Between one and three m<sup>2</sup>
- Maximum 3 m in height on planted metal channel or wood posts

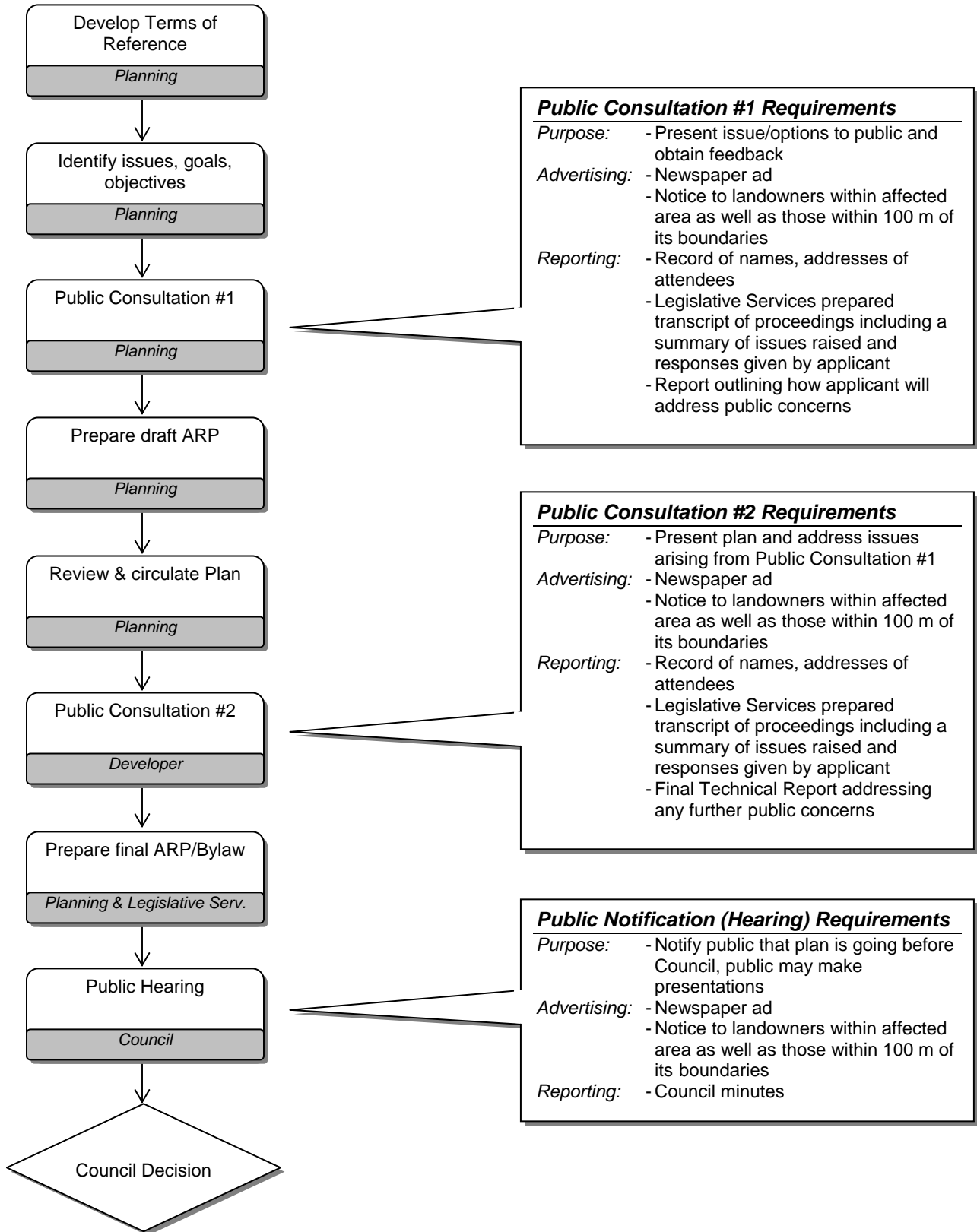
The sign must contain the following information:

- Maps showing currently approved and proposed ASP use(s), using appropriate colours (see Appendix 1)
- Legend explaining the uses on the maps and north arrow
- Contact phone numbers for applicant and Planning & Development (459-1642)
- City of St. Albert logo in Pantone 300 blue for 'St. Albert' and black for the words 'The City of' (available from Planning & Development – 459-1642)

## **Additional References**

*City of St. Albert Area Structure Plan Terms of Reference*

## Area Structure & Redevelopment Plans (City initiated)



# Area Redevelopment Plans

Policy Planning Document

An **Area Redevelopment Plan** (ARP) provides a conceptual planning framework 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 addresses a broad range of technical matters including:

- Types of land uses permitted and proposed densities
- Transportation and servicing networks
- Parks, recreational facilities, schools and commercial activities
- Impact of redevelopment on the site and adjacent areas
- Proposed sequencing of redevelopment
- Other design criteria or development standards

Area Redevelopment Plans involve extensive public consultation, apply the broad policies of the MDP and provide guidelines for the various development measures used to implement the plan.

Either the City or a developer/applicant can prepare an Area Redevelopment Plan, depending on who initiates the project. The process for a developer is on page 14, and for the City is on page 16.

## **Public Consultation**

- Two-phase Public Consultation by initiator of plan required
- Public Hearing by Council required

## **Sign Requirements**

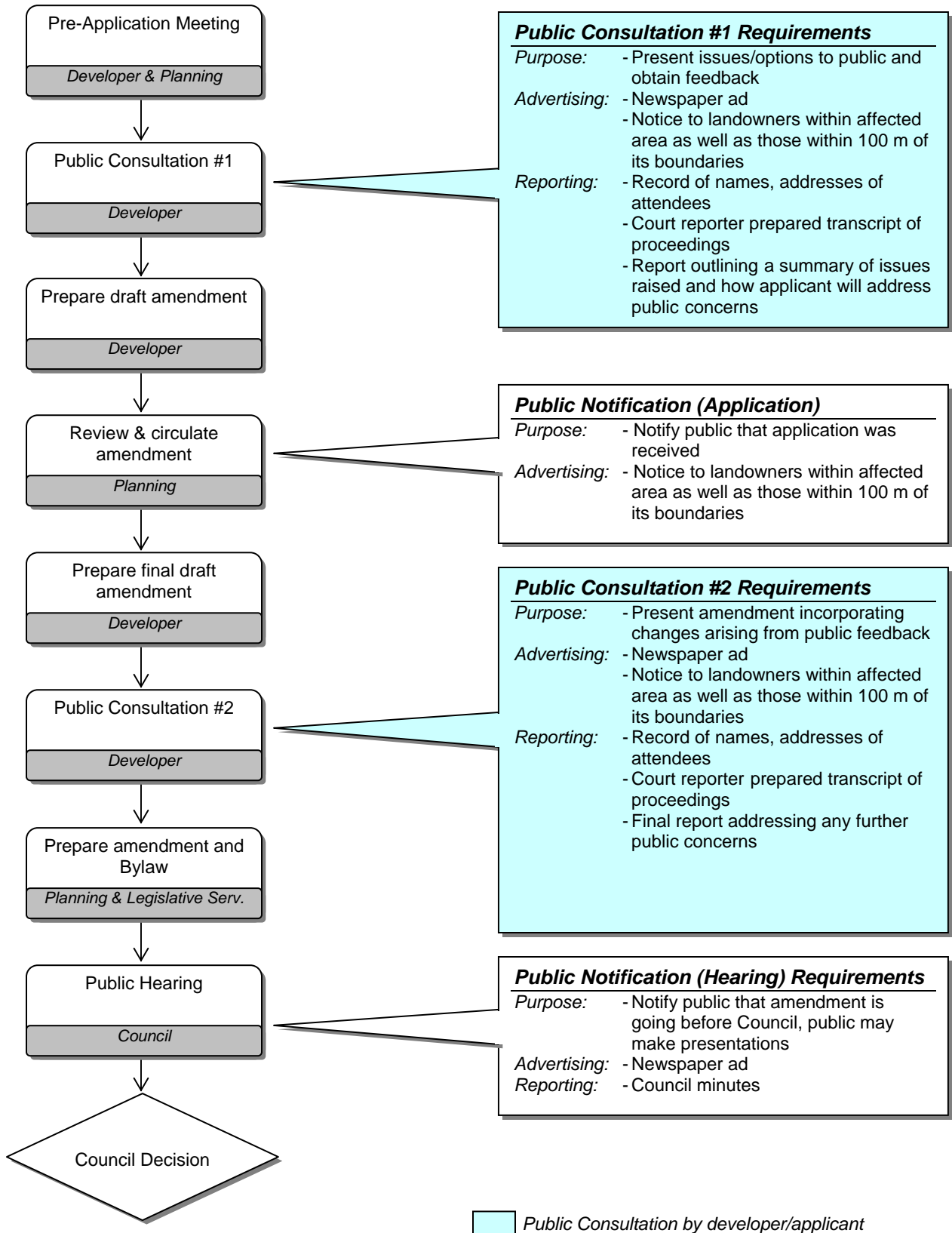
The applicant must provide and install a sign on the property proposed for an Area Redevelopment Plan. An illustration is included in Appendix 1. Such a sign must be:

- Readable from 5 m and in a prominent location on private property.
- Erected within 14 days of acceptance of amendment application and 21 days before the application is presented to City Council
- In place and maintained in good condition until the application is dealt with by City Council, or withdrawn
- Removed from the site within 30 days of final Council hearing
- Between one and three m<sup>2</sup> on ½ inch plywood
- Maximum 3 m in height on planted metal channel or wood posts

The sign must contain the following information:

- Maps showing currently approved and proposed ARP use(s), using appropriate colours (see Appendix 1)
- Legend explaining the uses on the maps and north arrow
- Contact phone numbers for applicant and Planning & Development (459-1642)
- City of St. Albert logo in Pantone 300 blue for 'St. Albert' and black for the words 'The City of' (available from Planning & Development – 459-1642)

## Amendments to Statutory Plans (Applicant initiated)



# Amendments to Statutory Plans

Policy Planning Document

Statutory plans include IDPs, MDPs, ASPs and ARPs. They are not meant to remain rigid and unchanging over time. An **Amendment** to an existing Statutory plan allows changes to be made to reflect new needs and requirements over time related to the effective implementation of the plan.

Either the City or a developer/applicant can propose an amendment to a plan, depending on who initiates the project. The process for a developer is on page 18, and the City would follow a process similar to that outlined for IDP, MDP or ASP/ARPs (City initiated), to bring forward a proposed amendment rather than a total plan.

## **Public Consultation**

- Two-phase Public Consultation by developer/applicant may be required
- Public Hearing by Council required

## **Sign Requirements**

The applicant must provide and install a sign on the property proposed for an Area Structure Plan. An illustration is included in Appendix 1. Such a sign must be:

- Readable from 5 m and in a prominent location on private property.
- Erected within 14 days of acceptance of amendment application and 21 days before the application is presented to City Council
- In place and maintained in good condition until the application is dealt with by City Council, or withdrawn
- Removed from the site within 30 days of final Council hearing
- Between one and three m<sup>2</sup> on ½ inch plywood
- Maximum 3 m in height on planted metal channel or wood posts

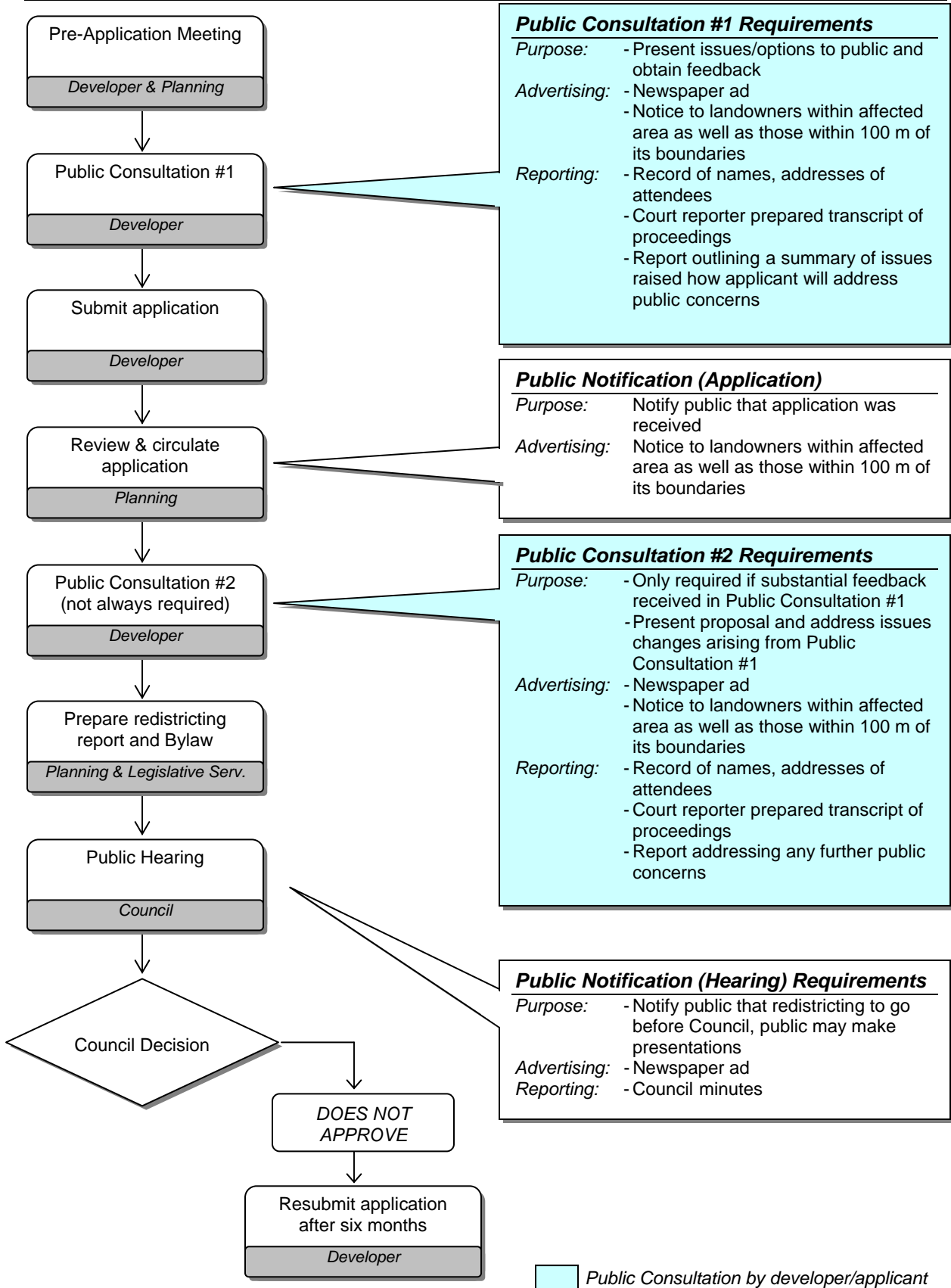
The sign must contain the following information:

- Maps showing currently approved and proposed ASP use(s), using appropriate colours (see Appendix 1)
- Legend explaining the uses on the maps and north arrow
- Contact phone numbers for applicant and Planning & Development (459-1642)
- City of St. Albert logo in Pantone 300 blue for 'St. Albert' and black for the words 'The City of' (available from Planning & Development – 459-1642)

## **Additional References**

*City of St. Albert Area Structure Plan Terms of Reference*

## Redistricting Application



# Redistricting

Development Measure

The *Municipal Government Act* requires every municipality to have a Land Use Bylaw that outlines different categories of land uses throughout the municipality. It provides a set of rules and regulations that divides the City into geographic areas or zoning districts. Under the Land Use Bylaw only certain compatible uses and activities are permitted in a given area or district. Each district contains 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 facilitate consistency in the location and form of physical development.

**Redistricting**, sometimes called rezoning, refers to the process of changing the land use district that applies to a particular parcel of land.

## **Public Consultation**

- Two-phase Public Consultation by developer/applicant may be required
- Public Hearing by Council required

## **Sign Requirements**

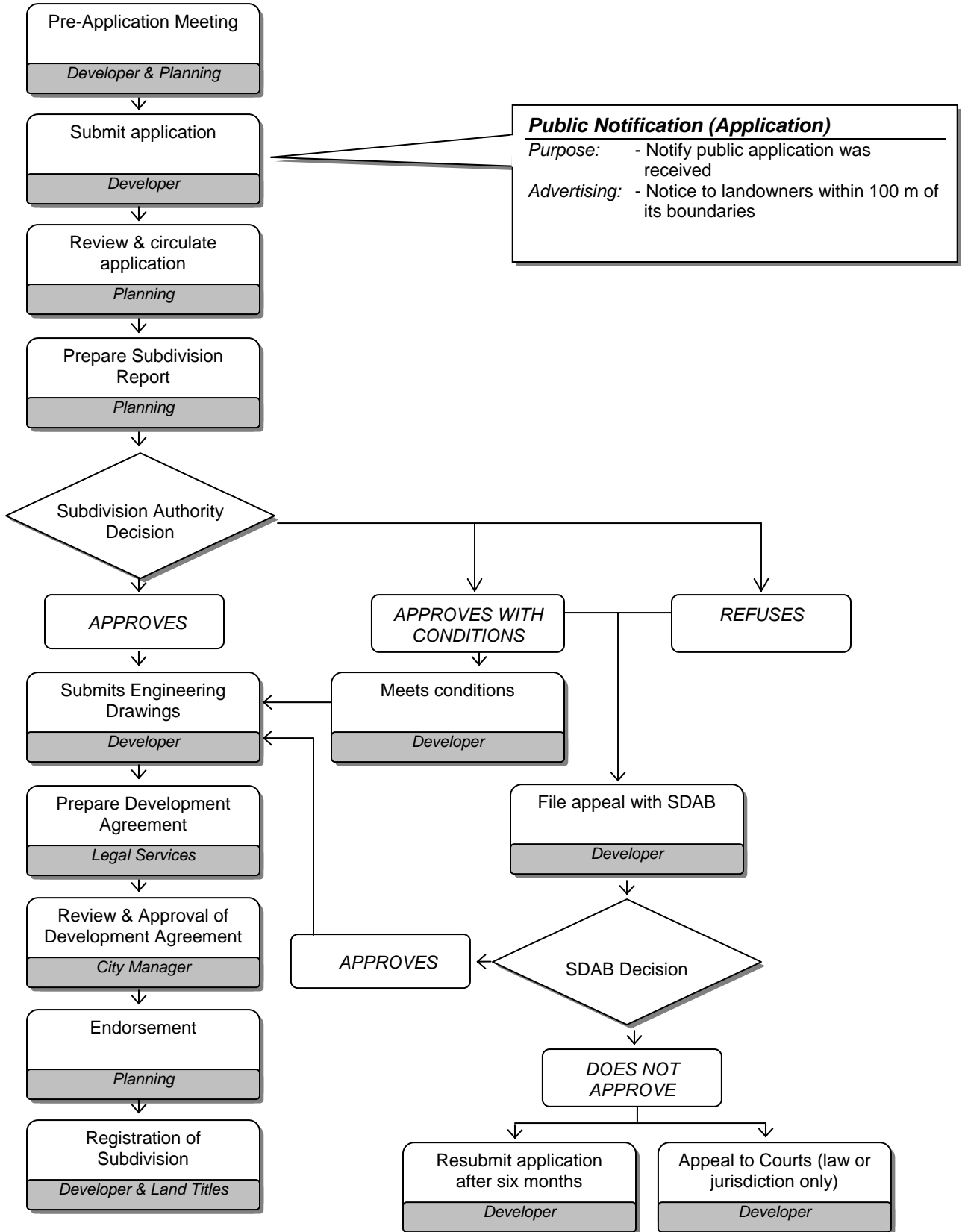
The applicant must provide and install a sign on the property proposed for redistricting. An illustration is included in Appendix 2. Such a sign must be:

- Readable from 10 m and in a prominent location on private property.
- Erected within 7 days of acceptance of amendment application
- In place and maintained in good condition until the application is dealt with by City Council
- Removed from the site within 7 days of final Council hearing
- Between one and three m<sup>2</sup> on ½ inch plywood
- Maximum 3 m in height on planted metal channel or wood posts

The sign must contain the following information:

- Black lettering on a white background outlining existing and proposed land use districts, proposed use(s) and site area
- Contact phone numbers for applicant and Planning & Development (459-1642)
- City of St. Albert logo in Pantone 300 blue for 'St. Albert' and black for the words 'The City of' (available from Planning & Development – 459-1642)

## Subdivision Application



# Subdivisions

## Development Measure

**Subdivision** is the process of dividing a parcel of land into two or more parcels in order that each parcel will have its own legal title. Any redistricting requirements must be completed prior to a subdivision being approved. Subdivision decisions are made by the Subdivision Authority (Bylaw 19/95, consolidation 24/2005).

A **Development Agreement** is required for all but the most simple of subdivisions. The agreement is between the City and the developer and outlines various details about the intended process for development including schedules, plans, cost estimates, servicing, financial implications, fees, and how the developer will meet various City requirements. The intent of the development agreement is to shape good quality developments in the City.

**Subdivision Endorsement** is the process of a final review to ensure the accuracy of the subdivision plan and all related documents, determining the required municipal land reserves and getting the final seal and signature endorsing the approved subdivision document by either the Director of Planning and Development or the Mayor, depending on the nature of the document to be executed. Once the endorsement is complete, the subdivision can be registered with Land Titles.

If a subdivision application is refused, or if the applicant does not agree with the conditions imposed on an approved subdivision application, they may appeal the decision to the Subdivision and Development Appeal Board. (SDAB)

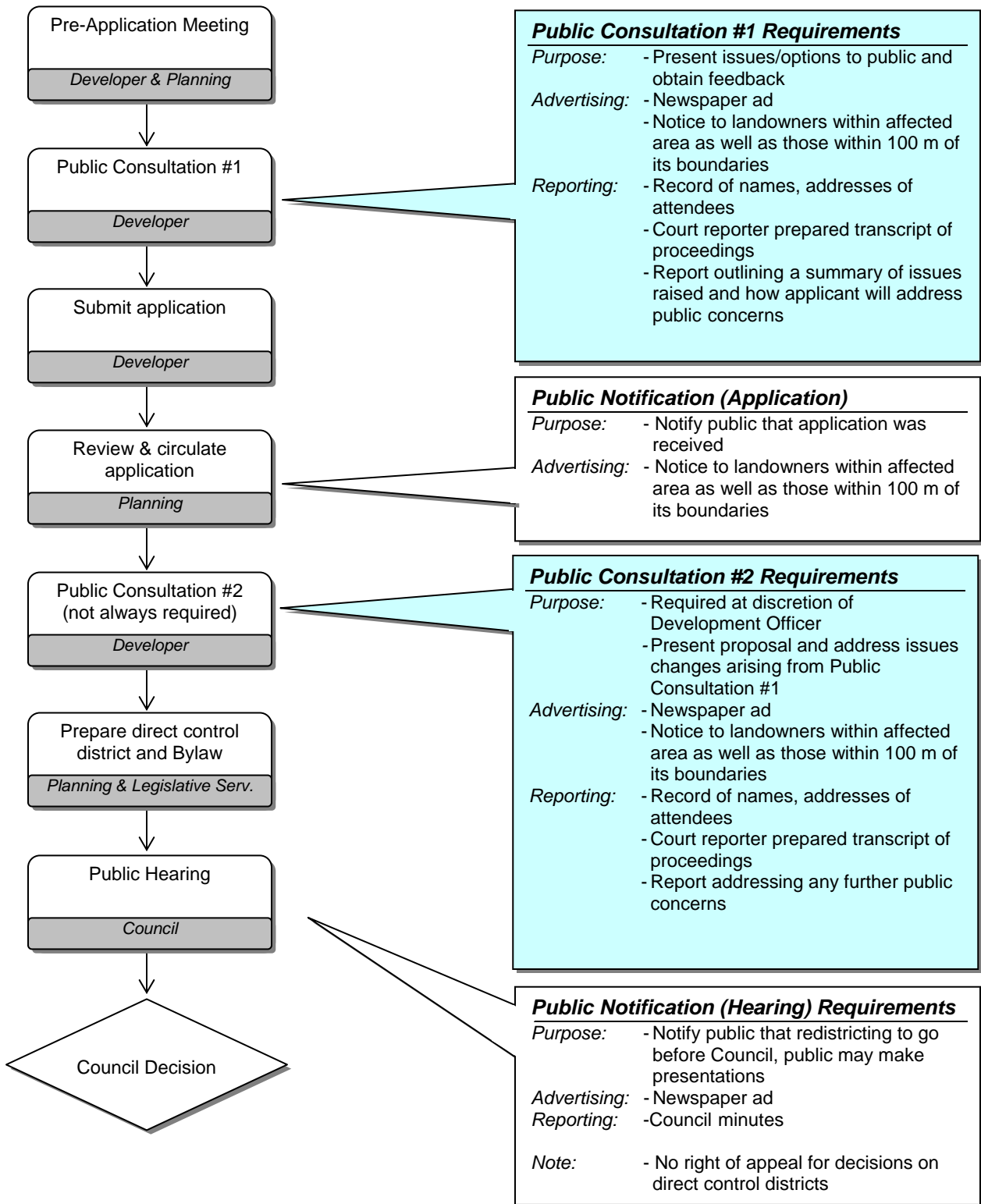
### **Public Consultation**

- Public notification of landowners within 100 m of affected site

### **Sign Requirements**

- None

## Direct Control Districts



# Direct Control Districts

Development Measure

A **Direct Control District** is a land use district that allows for custom-made, site-specific land use districts. It is generally used if specific features of a site or project warrant unique rules and guidelines. It may be based on an existing land use district with modifications, or it may have its own rules and guidelines.

Council makes the final decision regarding the creation and subsequent development of any Direct Control District.

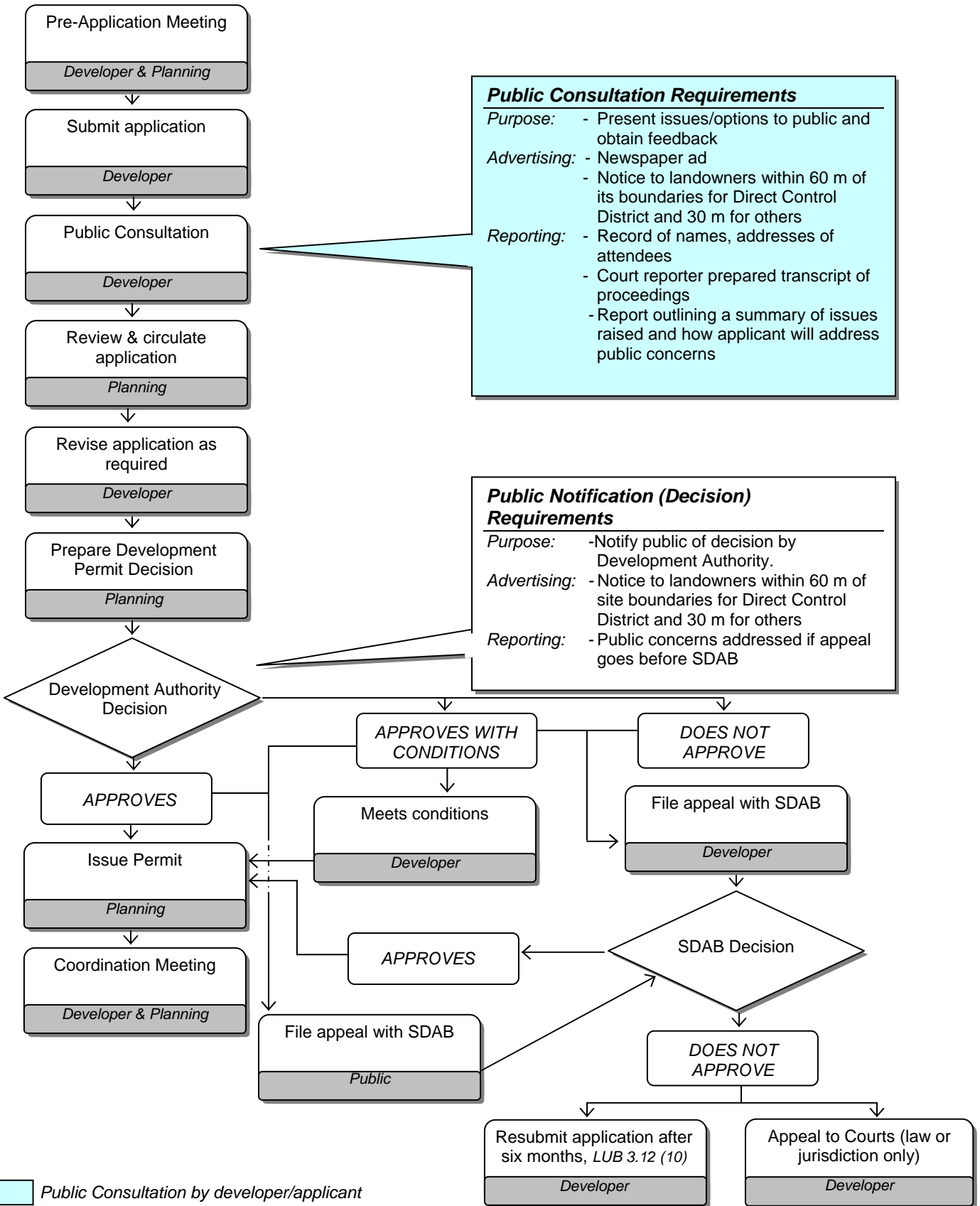
## ***Public Consultation***

- Two-phase Public Consultation by developer/applicant required
- Public Hearing by Council required

## ***Sign Requirements***

- Signage requirements for redistricting to a Direct Control District are the same as for any other redistricting, see Appendix 2
- For development permits in a Direct Control District, there are no signage requirements

## Development Permit Application (major/discretionary use)



# Development Permits

Development Measure

The **Land Use Bylaw** (LUB) establishes standards and controls for development in each land use district in a municipality. These standards are regulated by the municipality's issuance of **development permits** for any proposed development. Development includes:

- New buildings
- Addition to, or replacement or repair of existing buildings
- Change in use of land or building
- Change in intensity of use of land or buildings
- Excavation or stockpiling of soil
- Signage on buildings or private land

The Land Use Bylaw indicates what types of development are permitted in each land use district, as well as discretionary types of development that may be allowed. A development permit for a **permitted use** that meets all the rules of the Land Use Bylaw must be issued. There is usually a degree of flexibility that allows the Development Authority to relax the standards for permitted uses to a certain degree.

All **discretionary uses** require a development permit, but each application is reviewed to determine if the proposed use is appropriate for the location and will not adversely affect the area. Such applications may be refused.

Discretionary uses or more complex developments such as a discretionary commercial use or multi-family residential developments may require public consultation prior to a development permit being issued.

If a development permit is refused, or if the applicant does not agree with the conditions imposed on an approved development permit, they may appeal the decision.

## ***Public Consultation***

### **Multi-family, major commercial and various discretionary use developments**

- Public Consultation may be required of the developer

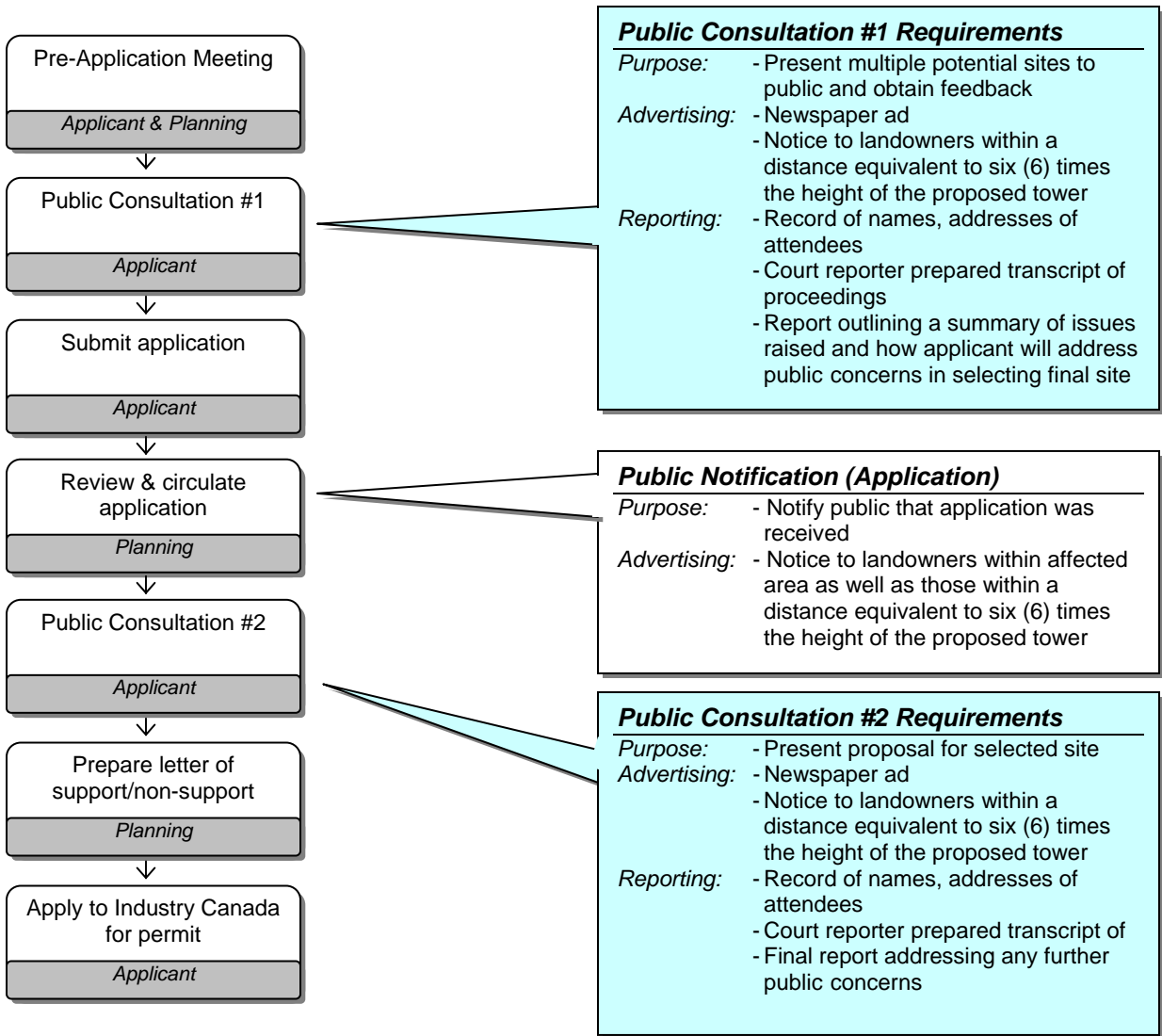
### **Permitted use developments**

- No Public Consultation required, unless a variance is proposed

## ***Sign Requirements***

- None

## Telecommunications Tower location support



Public Consultation by developer/applicant

# Siting Telecommunications Towers

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Letter of Support

Industry Canada provides permits to telecommunications companies for the siting of wireless telecommunications towers. However, one of the requirements for such a permit is a letter of support from the municipality in which the selected site is located.

In order for the municipality to ensure public input has been solicited and public concerns addressed, the applicant is expected to undertake a Public Consultation as part of the site selection.

***Public Consultation***

- Two-phase Public Consultation required of the applicant

***Sign Requirements***

- None

## Neighbouring Properties Consultation

I, \_\_\_\_\_, have applied to the City of St. Albert  
Name of Applicant

for:

- |   |   |
|---|---|
| <input type="checkbox"/> Redistricting<br><input type="checkbox"/> Development permit | <input type="checkbox"/> New home in Established Neighbourhood<br><input type="checkbox"/> Redevelopment in Established Neighbourhood<br><input type="checkbox"/> Home-based business |
|---|---|

on the property located at \_\_\_\_\_.  
Address of proposed redevelopment

The City of St. Albert requires that all residents and owners of neighbouring properties be consulted to determine the acceptability of the proposal.

=====

**Please review the plans/proposal and indicate the following:**

NAME: (please print) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Are you the registered owner?       Yes     No

I have reviewed the plans/proposal of the applicant and have the following comments:

- I support the application                       I am opposed to the application

Comments:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

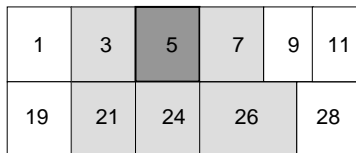
# Specialized Development

## Neighbouring Properties Consultation


Certain specialized types of development may require a smaller-scale public consultation of Neighbouring properties, to be determined at the discretion of the development officer. This type of consultation will be applicable to:

- Single-family, semi-detached or duplex homes being developed or significantly renovated within the established neighbourhoods.
- Home-based businesses

Neighbouring properties include all lots less than 10 m away or across the street from the subject property.



 *Subject Property*

 *Neighbouring Properties \_  
includes all lots less than  
10 m away or across the  
street*

### **Requirements**

- Both owners and occupiers of the Neighbouring Properties, as indicated on the map to the left, must be consulted. If the owner cannot be located through the tenant, information can be obtained from Alberta Land Titles
- The applicant will provide each neighbour with an elevation of the proposed development, or a description of the proposed home business, and the Neighbouring Properties Consultation form
- Signed Consultation Forms from all Neighbouring Properties must accompany the application submitted to Planning and Development

The Development Officer/Planner will work with the applicant to ensure concerns raised by neighbours are considered and, if feasible, addressed in the application.

Timelines

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	Year 1												Year 2												Year 3							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
<b>IDP</b>	█																															
<b>MDP</b>	█												█												█							
<b>ASP</b>	█																															
<b>ARP</b>	█												█																			
<b>Redistricting</b>	█																															
<b>Redistricting (complex)</b>	█																															
<b>Subdivision</b>	█												█																			
<b>Development permit (permitted uses)</b>	█																															
<b>Development permit (complex)</b>	█																															

# Timelines

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Here is a breakdown of the steps of each planning and development process for the majority of applications

## **IDP**

Month 1 – 6 Visioning, Research and Public Consultation  
Month 7 – 9 Draft Plan review  
Month 10 – 12 Council hearing and approval

## **MDP**

Month 1 – 24 Visioning, Research and Public Consultation  
Month 25 – 26 Draft plan review  
Month 27 – 28 Council hearing and approval

## **ASP/ARP (Developer/applicant initiated)**

Once the City deems the ASP/ARP complete:  
Month 1 – 4 Processing and review  
Month 5 – 6 Council hearing and approval

## **ARP (City initiated)**

Month 1 – 15 Visioning, Research and Public Consultation  
Month 16 - 18 Draft Plan review  
Month 19 – 20 Council hearing and approval

## **Redistricting**

Once the City deems the application complete:  
Month 1 – 2 Processing and review

## **Redistricting (complex)**

Once the City deems the application complete:  
Month 1 – 4 Processing and review

## **Subdivision**

Once the City deems the application complete:  
Month 1 – 2 Processing and review  
Month 3 – 14 Development agreement, endorsement and registration

## **Development Permit (permitted uses)**

Month 1 Processing and review

## **Development Permit (Multi-family, major commercial, discretionary uses)**

Month 1 – 2 Processing and review



**PUBLIC NOTIFICATION SIGN  
AREA STRUCTURE PLANS AND ASP AMENDMENTS**

The following guidelines apply to public notification signs that are required by the City of St. Albert in accordance with Council Policy C-P&E-01, Public Consultation Requirements for Planning and Development Processes.

**SIGN CONTENT:**

Public notification signs are expected to include the following information, which should be formatted as shown in illustration on the next page.

**Heading:** Proposed <Amendment to> Area Structure Plan (ASP) Bylaw

**Subheading:** Neighbourhood Name

- Map should show currently approved ASP use(s), if applicable, using standard land use colours indicated in the table below. Label existing uses.
- Map should show proposed ASP use(s), using standard land use colours indicated in the table below. Label proposed uses.
- Ensure colours used on the land use map(s) are clearly distinguishable from each other.
- Include a legend explaining the uses shown on the maps.
- Provide a north arrow.
- Include applicant’s name (person and company), and phone number of the person knowledgeable about the project.
- Include contact information for the Planning & Development Department (City of St. Albert Planning & Development: 780-459-1642).

<b>LAND USE COLOUR TABLE</b>	
Yellow	low density residential
Orange	medium density residential
Brown	medium/high density residential
Red	commercial
Green	park/school
Grey	public utility
Blue	institutional
Purple	industrial
Black	City Logo

**SIGN DESIGN:**

- All text should be black on a white background.
- Fonts should be easily readable, such as Arial or other sans-serif fonts.
- City Logo should be placed in lower right corner of sign and be coloured as indicated in the table above.
- Signs should be readable from a distance of 5 metres (16 feet).

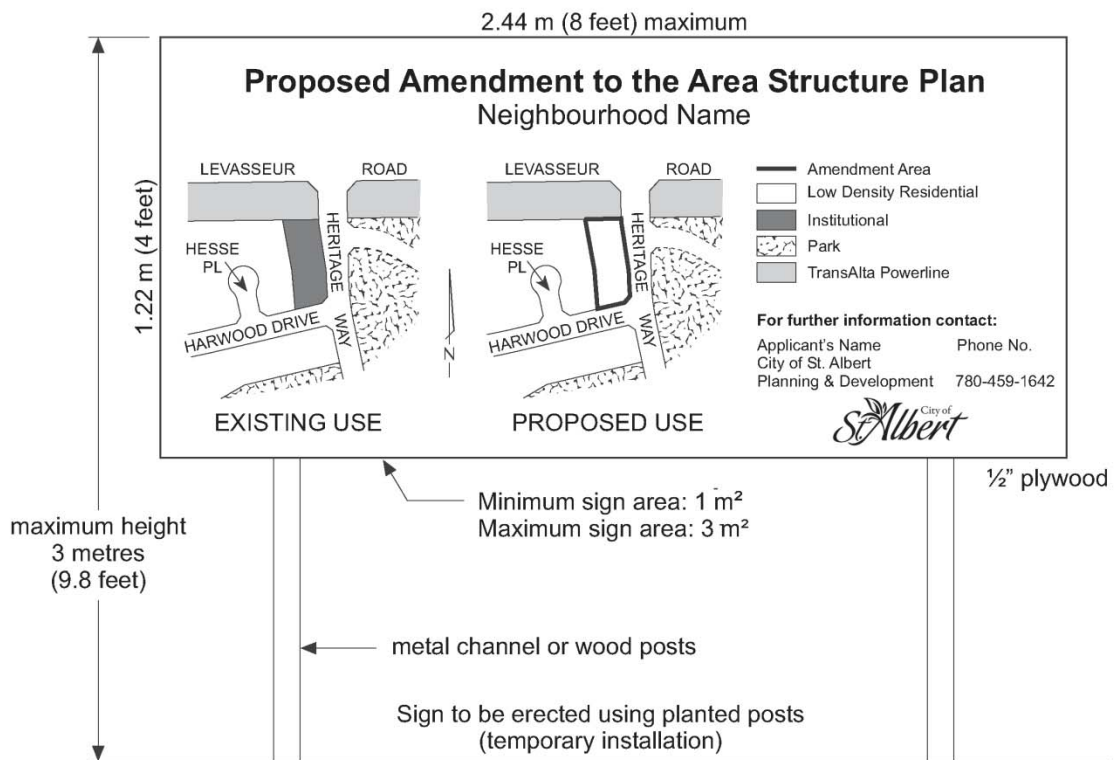
**INSTALLATION AND PLACEMENT:**

- Signs need to be placed on the site that is subject to the application adjacent to a public roadway. Should the application amendment area be located away from a public roadway, the sign should be located off the closest public roadway.
- In such cases where the notification sign is located away from the subject site, Planning Branch staff may request a key plan be located on the sign, to indicate where the sign is in relation to the proposed amendment area.
- Signs should be installed using planted posts (temporary installation) or sandbagged wooden stands.
- Signs should be erected within 14 days of acceptance of the ASP or ASP amendment application, and needs to be in place until the final decision on the bylaw is made by City Council.
- All signs need to be maintained in good condition until the application is dealt with by City Council or it is withdrawn.
- All signs shall be removed from the site(s) within 30 days of the final Council decision.

**NOTE: APPLICANT IS RESPONSIBLE FOR SIGN FABRICATION AND INSTALLATION.**

**CONTACT ALBERTA FIRST CALL BEFORE YOU DIG. 1-800-242-3447.**

**ASP Amendment Sign**



**PUBLIC NOTIFICATION SIGN  
COMBINED ASP AND LAND USE BYLAW  
AMENDMENT**

The following guidelines apply to public notification signs that are required by the City of St. Albert in accordance with Council Policy C-P&E-01, Public Consultation Requirements for Planning and Development Processes.

**SIGN CONTENT:**

Public notification signs are expected to include the following information, which should be formatted as shown in illustration on the next page.

**Heading:** Proposed Amendment to:

**Subheading:** <Neighbourhood Name> Area Structure Plan Bylaw <Bylaw #> & Land Use Bylaw 9/2005

Information regarding the proposed amendments should be located on the left half of the sign, with a corresponding map on the right half of the sign. Required information includes:

**Area Structure Plan Amendment**

EXISTING FUTURE LAND USE(S):

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PROPOSED FUTURE LAND USE(S):

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**Land Use Bylaw Amendment**

EXISTING LAND USE DISTRICT(S):

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PROPOSED LAND USE DISTRICT(S):

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PROPOSED USE OF SITE:

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- Include applicant's name (person and company), and phone number of the person knowledgeable about the project.
- Include contact information for the Planning & Development Department (City of St. Albert Planning & Development: 780-459-1642).
- The map should show the subject site in context to the surrounding area, and all streets in the map should be labeled clearly.

- A label should be included on the subject site showing the existing and proposed land use districts in the format from XX to XX.
- The combined ASP & LUB Amendment Map needs to show the proposed uses within the amendment area.
- The map should show an outline around the ASP Amendment Area, and should be clearly labeled as “Amendment Area”.
- Proposed land uses should be shown using the standard land use colours indicated in the table below.
- Ensure colours used on the land use map(s) are clearly distinguishable from each other.
- Include a legend explaining the uses shown on the maps.
- Provide a north arrow.

<b>LAND USE COLOUR TABLE</b>	
Yellow	low density residential
Orange	medium density residential
Brown	medium/high density residential
Red	commercial
Green	park/school
Grey	public utility
Blue	institutional
Purple	industrial
Black	City Logo

**SIGN DESIGN:**

- All text should be black on a white background.
- Fonts should be easily readable, such as Arial or other sans-serif fonts.
- City Logo should be placed in lower right corner of sign and be coloured as indicated in the table above.
- Signs should be readable from a distance of 5 metres (16 feet).

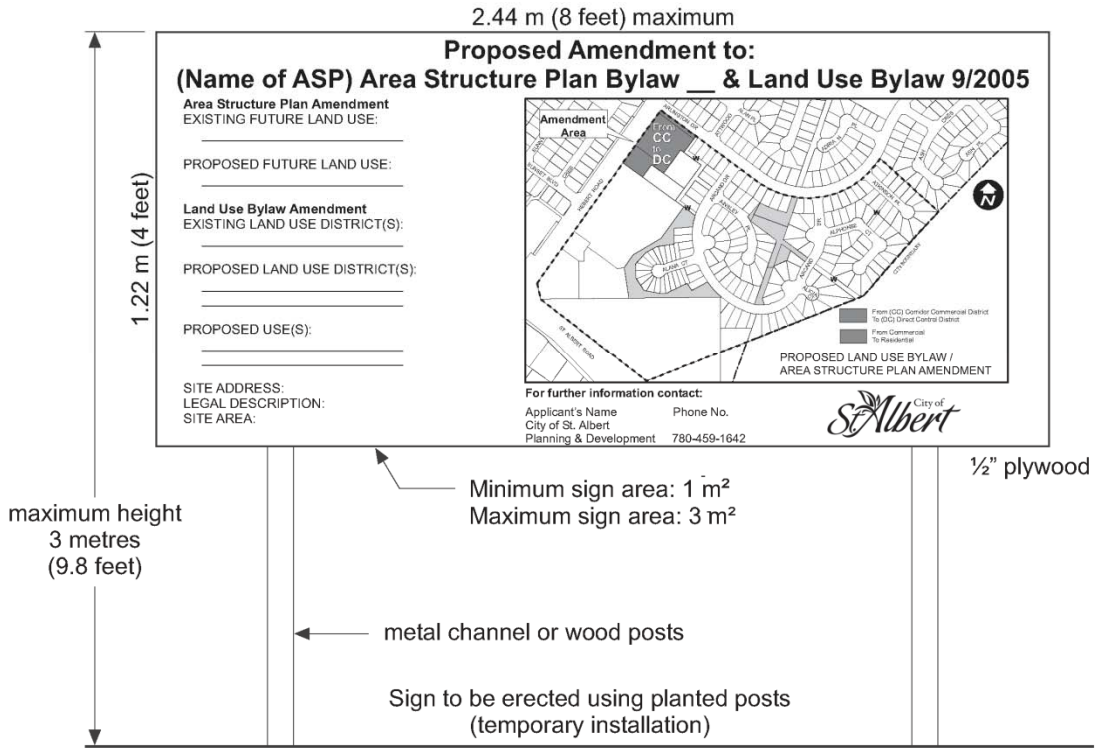
**INSTALLATION AND PLACEMENT:**

- Signs need to be placed on the site that is subject to the application adjacent to a public roadway. Should the application amendment area be located away from a public roadway, the sign should be located off the closest public roadway.
- In such cases where the notification sign is located away from the subject site, Planning Branch staff may request a key plan be located on the sign, to indicate where the sign is in relation to the proposed amendment area.
- Signs should be installed using planted posts (temporary installation) or sandbagged wooden stands.
- Signs should be erected within 14 days of acceptance of the ASP or ASP amendment application, and needs to be in place until the final decision on the bylaw is made by City Council.
- All signs need to be maintained in good condition until the application is dealt with by City Council or it is withdrawn.
- All signs shall be removed from the site(s) within 30 days of the final Council decision.

**NOTE: APPLICANT IS RESPONSIBLE FOR SIGN FABRICATION AND INSTALLATION.**

**CONTACT ALBERTA FIRST CALL BEFORE YOU DIG. 1-800-242-3447.**

**Combined Land Use Bylaw & ASP Amendment Sign**





**PUBLIC NOTIFICATION SIGN  
LAND USE BYLAW AMENDMENTS**

The following guidelines apply to public notification signs that are required by the City of St. Albert in accordance with Council Policy C-P&E-01, Public Consultation Requirements for Planning and Development Processes.

**SIGN CONTENT:**

Public notification signs are expected to include the following information, which should be formatted as shown in illustration on the next page.

**Heading:** Proposed Amendment(s) to Land Use Bylaw 9/2005

Information regarding the proposed amendments should be located on the left half of the sign, with a corresponding map on the right half of the sign. Required information includes:

EXISTING LAND USE DISTRICT(S):

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PROPOSED LAND USE DISTRICT(S):

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PROPOSED USE(S):

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- Include applicant’s name (person and company), and phone number of the person knowledgeable about the project.
- Include contact information for the Planning & Development Department (City of St. Albert Planning & Development: 780-459-1642).
- The map should show the subject site in context to the surrounding area, and all streets in the map should be labeled clearly. The subject site should be coloured as per the “Land Use Colour Table” to distinguish it from other lots in the surrounding area.
- A label should be included on the subject site showing the proposed land use district(s).
- Include a legend explaining the uses shown on the maps.
- Provide a north arrow.

LAND USE COLOUR TABLE	
Yellow	low density residential
Orange	medium density residential
Brown	medium/high density residential
Red	commercial
Green	park/school
Grey	public utility

LAND USE COLOUR TABLE	
Blue	institutional
Purple	industrial
Black	City Logo

**SIGN DESIGN:**

- All text should be black on a white background.
- Fonts should be easily readable, such as Arial or other sans-serif fonts.
- City Logo should be placed in lower right corner of sign and be coloured as indicated in the table above.
- Signs should be readable from a distance of 5 metres (16 feet).

**INSTALLATION AND PLACEMENT:**

- Signs need to be placed on the site that is subject to the application adjacent to a public roadway. Should the application amendment area be located away from a public roadway, the sign should be located off the closest public roadway.
- In such cases where the notification sign is located away from the subject site, Planning Branch staff may request a key plan be located on the sign, to indicate where the sign is in relation to the proposed amendment area.
- Signs should be installed using planted posts (temporary installation) or sandbagged wooden stands.
- Signs should be erected within 14 days of acceptance of the Land Use Bylaw 9/2005 amendment application, and needs to be in place until the final decision on the bylaw is made by City Council. Signs should be located on the site *at least* 21 days prior to the public hearing.
- All signs need to be maintained in good condition until the application is dealt with by City Council or it is withdrawn.
- All signs shall be removed from the site(s) within 30 days of the final Council decision.

**NOTE: APPLICANT IS RESPONSIBLE FOR SIGN FABRICATION AND INSTALLATION.**

**CONTACT ALBERTA FIRST CALL BEFORE YOU DIG. 1-800-242-3447.**

# Land Use Bylaw Amendment Sign

2.44 m (8 feet) maximum

