



**PUBLIC PARTICIPATION GUIDELINES
FOR PLANNING AND DEVELOPMENT
APPLICATIONS**
Updated December 2023



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EXECUTIVE SUMMARY

The City of St. Albert's approach to public participation is based on the understanding that there are considerable benefits to be gained by involving a full range of stakeholders in application decisions.

Public participation activities are the most effective when they facilitate open communication among technical experts within Administration, community members, industry stakeholders, and decisionmakers throughout the process.

The public participation guidelines for Planning and Development applications set out within this document provide minimum expectations for public participation activities, letting participants and organizers know what to expect from each stage of the process.

While the guidelines identify minimum expectations for each type of planning and development application, it is often best to do more than the minimum. The time invested in respectful and meaningful consultation yields more informed decisions and solutions that work for the community over the long term.

Wherever possible, applicants are encouraged to engage with stakeholders at an early stage of the process and use feedback to improve and refine their proposals. Community members are encouraged to get involved in the process to provide meaningful feedback that shapes the future of the city.

New development allows St. Albert to successfully grow and change to meet the needs of residents, businesses, and community groups. The Planning and Development Department reviews and shares with Council the contributions of stakeholders through public participation.

For more information:

- Visit stalbert.ca and search Planning Primer, our resource for Community Planning 101
- Check out Public Participation Policy C-CAO-20 and the Participation Section of the *Municipal Government (Part 7)* for more information on public participation requirements established by the City of St. Albert and the Province
- Contact Planning and Development at 780-459-1642

PLANNING AND DEVELOPMENT

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

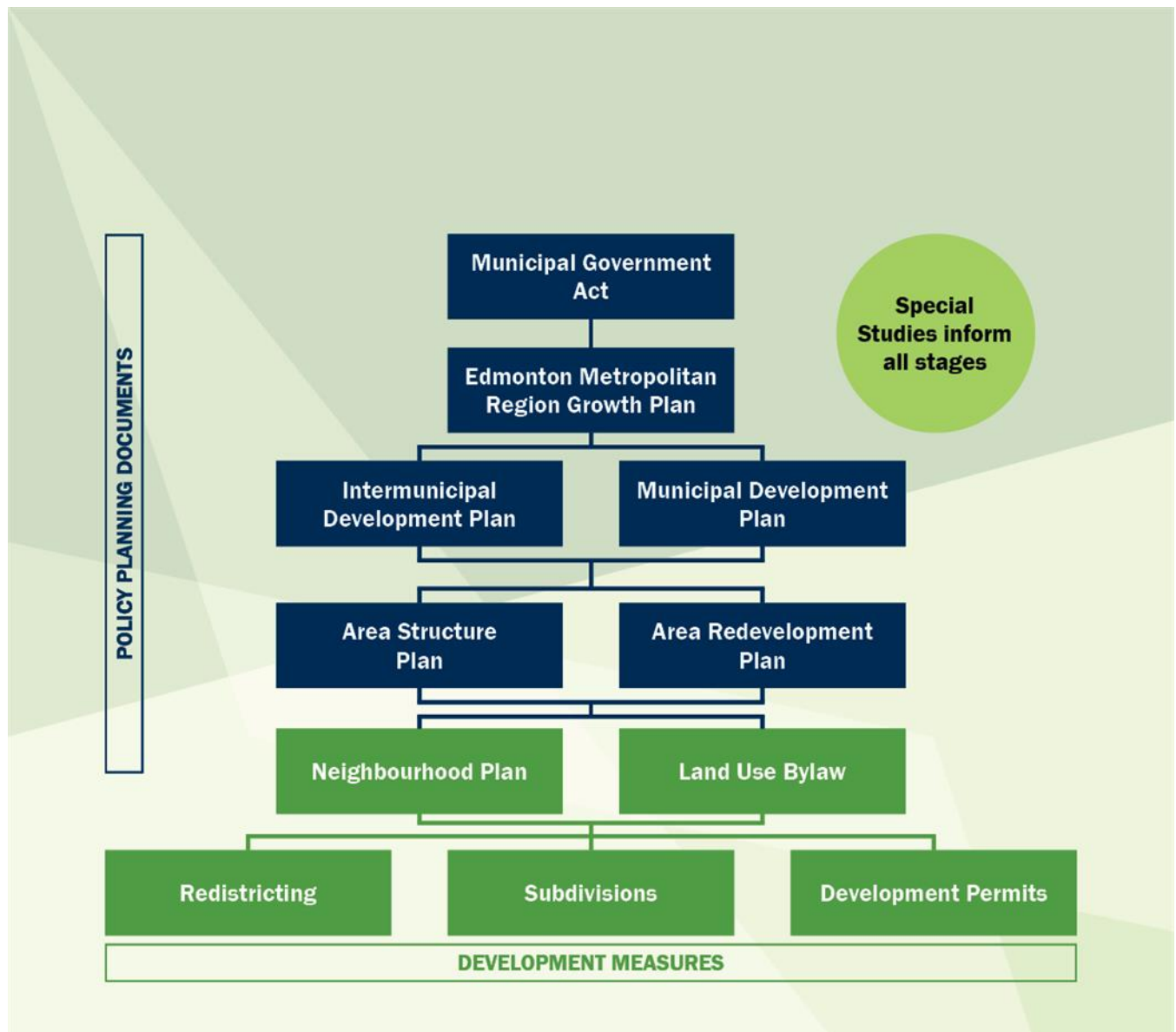
There are two categories of tools municipalities use for their planning and development activities: policy planning documents and development measures.

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 participation 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.

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

PLANNING FRAMEWORK DIAGRAM



PREPARING FOR PUBLIC PARTICIPATION

Participant Roles and Responsibilities

Within the application process, applicants will proactively seek stakeholder input to develop and refine their proposals. Applicants are responsible for conducting public participation activities including associated costs (such as notification mail-outs, advertisement, hosting the event, court reporter, and notification sign), for each

application that they bring forward as outlined in the Application Types section of this document.

Planning and Development administration works with applicants to ensure effective and appropriate public participation plans are developed and implemented to meet City standards. Administration will undertake required notifications for each project on behalf of the City, answer questions from participants, communicate how feedback will be used, and how decisions are made. Planning and Development reports back to Council with feedback from the public, industry stakeholders, and professional planning best practices informing a recommendation.

Citizens provide their viewpoints throughout the consultation process as user-experts to assist Council in making decisions on growth and change within the City.

City Council uses the Public Hearing process to receive and consider stakeholder feedback alongside information from the applicant and administration in making their decision. Council members may also attend public participation events and receive briefings and reports from staff prior to the Public Hearing to learn about the proposal.

All participants and organizers of public participation activities are encouraged to use the process to share information and learn from the perspectives of others.

Legislative Requirements

In addition to the public participation sessions led by the applicant, legislation requires municipalities to provide the following opportunities for public involvement in Planning and Development issues:

Public Notification – a method of informing the public of certain subdivision applications or development decisions for a discretionary use; proposed bylaw to adopt a statutory plan or land use bylaw; or amendments to any such documents. Notified landowners could include those located within the site for which the application has been made (not including the applicant if they do not hold land within the notification area) and other landowners within a defined distance of the boundaries of the subject site. The notification distance is a minimum radius, and depending on the nature of the application, the notification area may increase. The City's notification of landowners is based on Land Titles Registry. When the City generates the list for Public Notification, the list will include owner and occupant. A Neighbourhood Plan is a technical document that supports Area Structure Plan policies and is not circulated.

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 must be heard.

What to Submit?

Public Participation Plan

Depending on the size, scale, and nature of the proposal, the Director of Planning and Development may require that the party applying for a plan or amendment submit a public participation plan consistent with the purpose and intent of Council's Public Participation Policy C-CAO-20 (link: https://stalbert.ca/site/assets/files/5272/c-cao-20_-_public_participation_policy.pdf).

The purpose of the public participation plan is to identify how the applicant is seeking public feedback on the proposal. The plan will outline public participation tools effective and appropriate for each stage of the project, and how the plan will be implemented. Once approved, the public participation plan must be implemented to the satisfaction of the Director of Planning and Development.

For city-led projects, the Department requiring the amendment prepares a public participation plan.

Records of Public Participation

Recording the results of the public participation process is important to ensure accurate reporting of feedback and to demonstrate how the results of public participation activities have been addressed in a project. There are a number of methods recognized by the City to accomplish this.

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.

Video Record - a digital video capturing the applicant's presentation and any questions or feedback from attendees.

Public Participation Report - A written report outlining the issues and concerns raised during the public participation 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.

For a Public Meeting, in-person or online, led by an applicant, at their cost, typically includes:

Preparing for Meeting

- submit for review: newspaper advertisement, mail-out notice, and PowerPoint presentation; and
- newspaper advertisement will run for two consecutive weeks, at least 5 days prior to the meeting, not including the date of the meeting or the date of the issuance of advertisement.

The Meeting

- a court reporter verbatim transcript;
- when meetings are held virtually, provide a recording that includes the presentation and questions asked;
- in-person and or combination of in-person and virtual, a recording that can be posted for viewing;
- copy of the presentation and information boards;
- copies of all sign-in sheets and comment forms from participants; and
- a public participation report.

Should one or more of the bulleted items not be able to be completed, a request and approval by the Director of Planning can be made in advance of the event, or within the Public Participation Plan.

Public participation led by the City may include:

- when meetings are held virtually, provide a recording that includes the presentation and questions asked;
- in-person and or combination of in-person and virtual, a recording that can be posted for viewing; and
- a summary of comments or a public participation report.

TOOLS FOR PUBLIC PARTICIPATION

Minimum Public Participation Expectations

Prior to submission of a statutory plan application, the applicant is expected, at a minimum, to host an Open House and Public Meeting. These same expectations may again occur at the Redistricting and Development Permit stages, or following circulation of an application at the discretion of Planning and Development. Depending on the nature of a project, additional tools may be beneficial to the process.

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 used to record public comment. A sign-in sheet for names and addresses of attendees is required. The applicant must provide the City with a copy of the sign-in sheet after the Open House.

Public Meeting

A meeting with a formal presentation by the organizer on the issues and options. Members of the public ask questions publicly and a record of the proceedings is transcribed. Public Meeting is typically held with an Open House.

Additional Tools for Public Participation

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.

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.

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.

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.

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.

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.

Written Communication

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

Online Participation

Could include surveys, discussion boards, postings, frequently asked questions and interactive tools such as experiential mapping. Does not build relationships or work for negotiations. Best used in conjunction with other methods.

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.

Small Group Meetings

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

Pop-Up Engagement

A form of face-to-face engagement in which organizers pop-up booth or table in a busy location, often in conjunction with another event.

Videos and Live Streaming

A live video broadcast of a public lecture or presentation that gives community members the option of watching from home.

Co-Design Activities

Workshops or design charrettes that enable participants to work alongside a professional to create design options.

Site Tours/Walkabout

A visit to the site to show what is there, such as views, site lines, grades, and buildings; challenges and benefit, how the site can be designed to fit the existing context; what is staying, what is being removed.

APPLICATION TYPES

New Municipal Development Plan (MDP)

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. MDPs are long range City-initiated policy planning documents. A full review of the MDP should be undertaken every 5 years.

Flourish: Growing to 100K provides policy direction to guide the City's growth to a population of 100,000. Policy areas include:

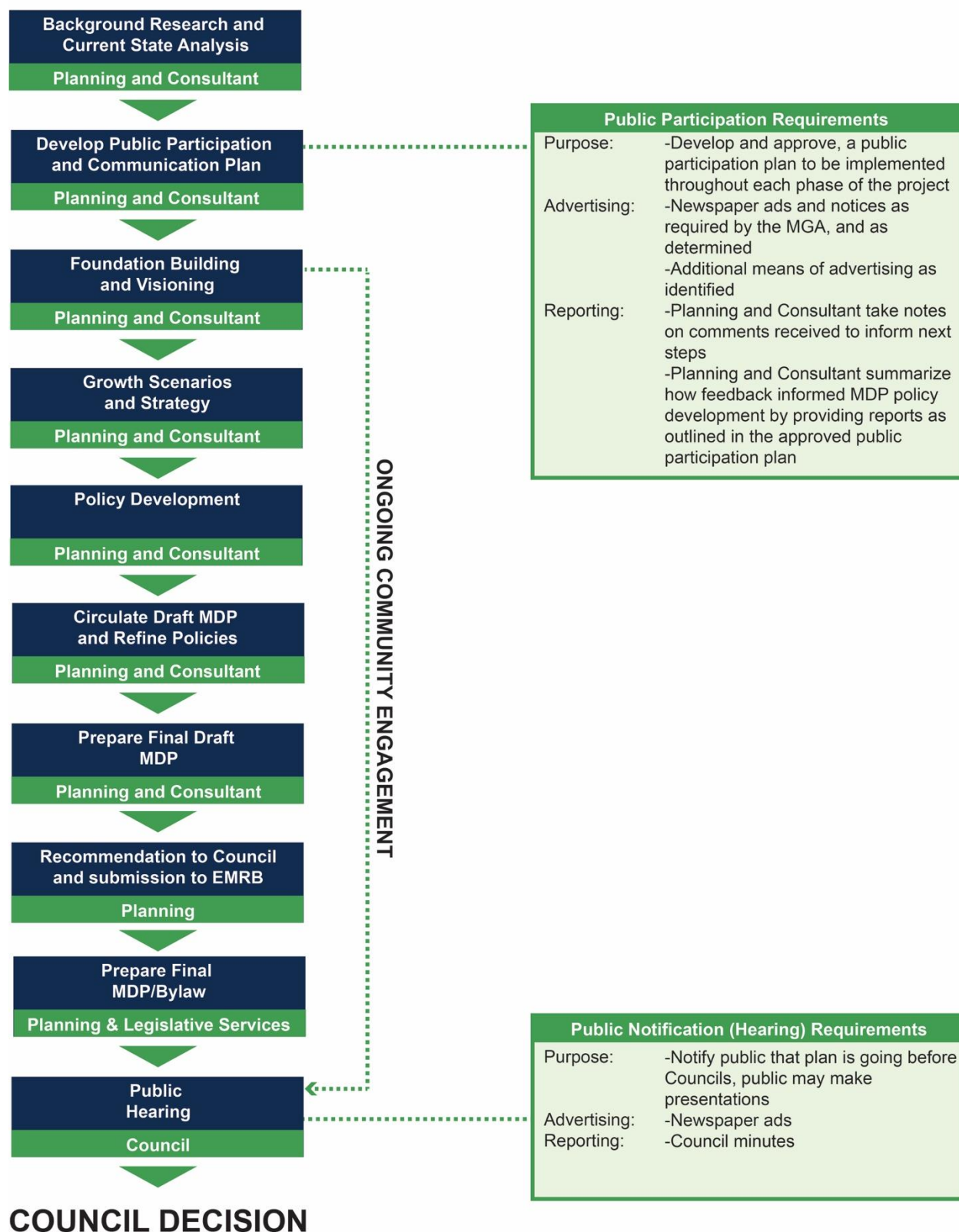
- Green Environment
- Robust Economy
- Housing Options
- Mobility Choices
- Cultural Richness
- Resilient Infrastructure
- Community Well-being
- Great Places
- Sustainable Growth

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

Public Participation

- Multi-phased planning process that will engage the community in different ways
- Public Hearing with Council

New Municipal Development Plan



New Area Structure Plan or Area Redevelopment Plan (ASP/ARP)

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

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.

Both ASPs and ARPs address 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 or redevelopment
- 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. Area Redevelopment Plans may involve more extensive public participations.

Either the City or a developer/applicant can prepare an Area Structure Plan or Area Redevelopment Plan, depending on who initiates the project. The process for an applicant is on page 14, and for the City is on page 15.

Public Participation

- Two-phase public participation undertaken by initiator of the plan
- Public Hearing by Council required

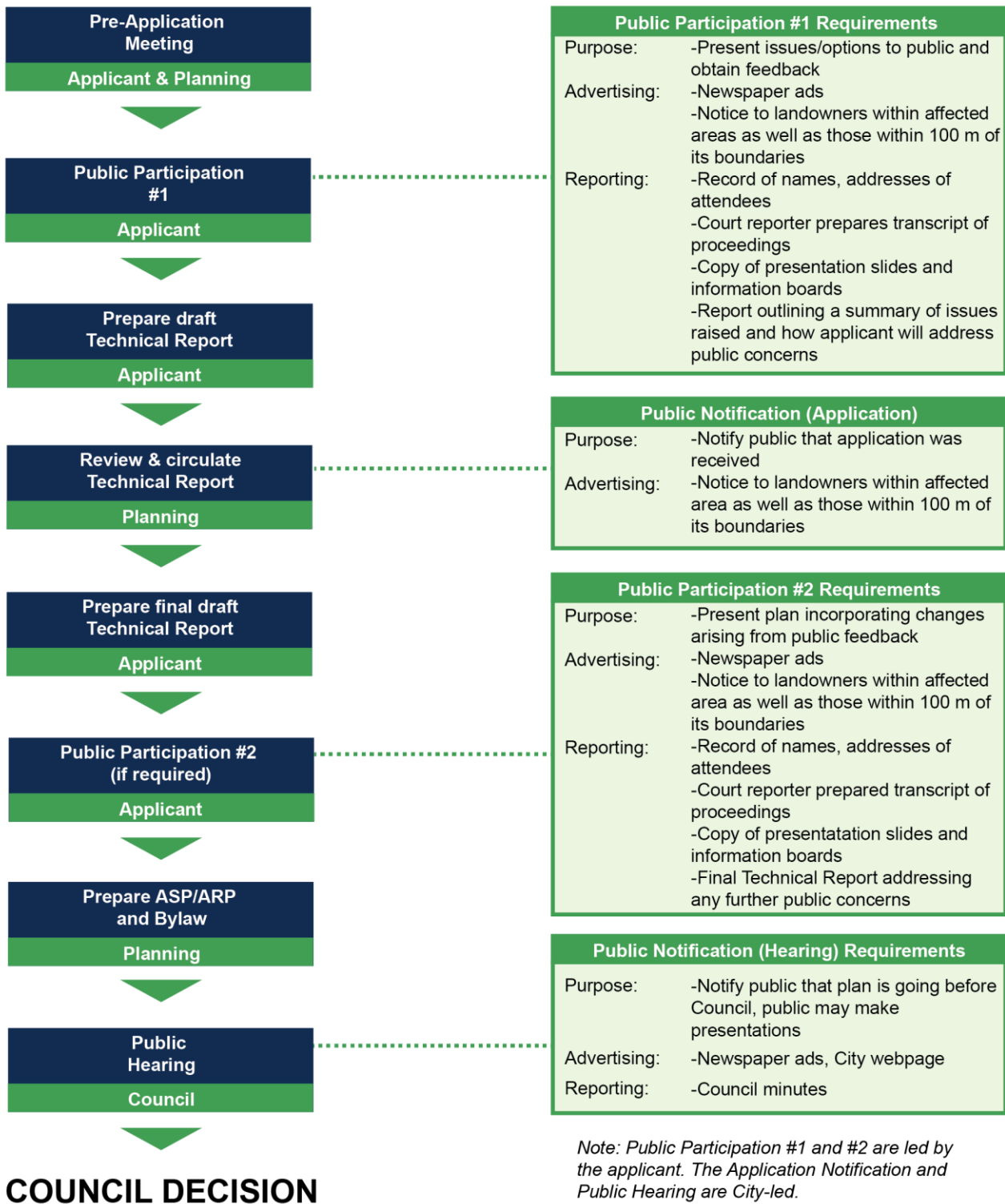
Sign Requirements

See the Quick Reference section of this document for sign requirements.

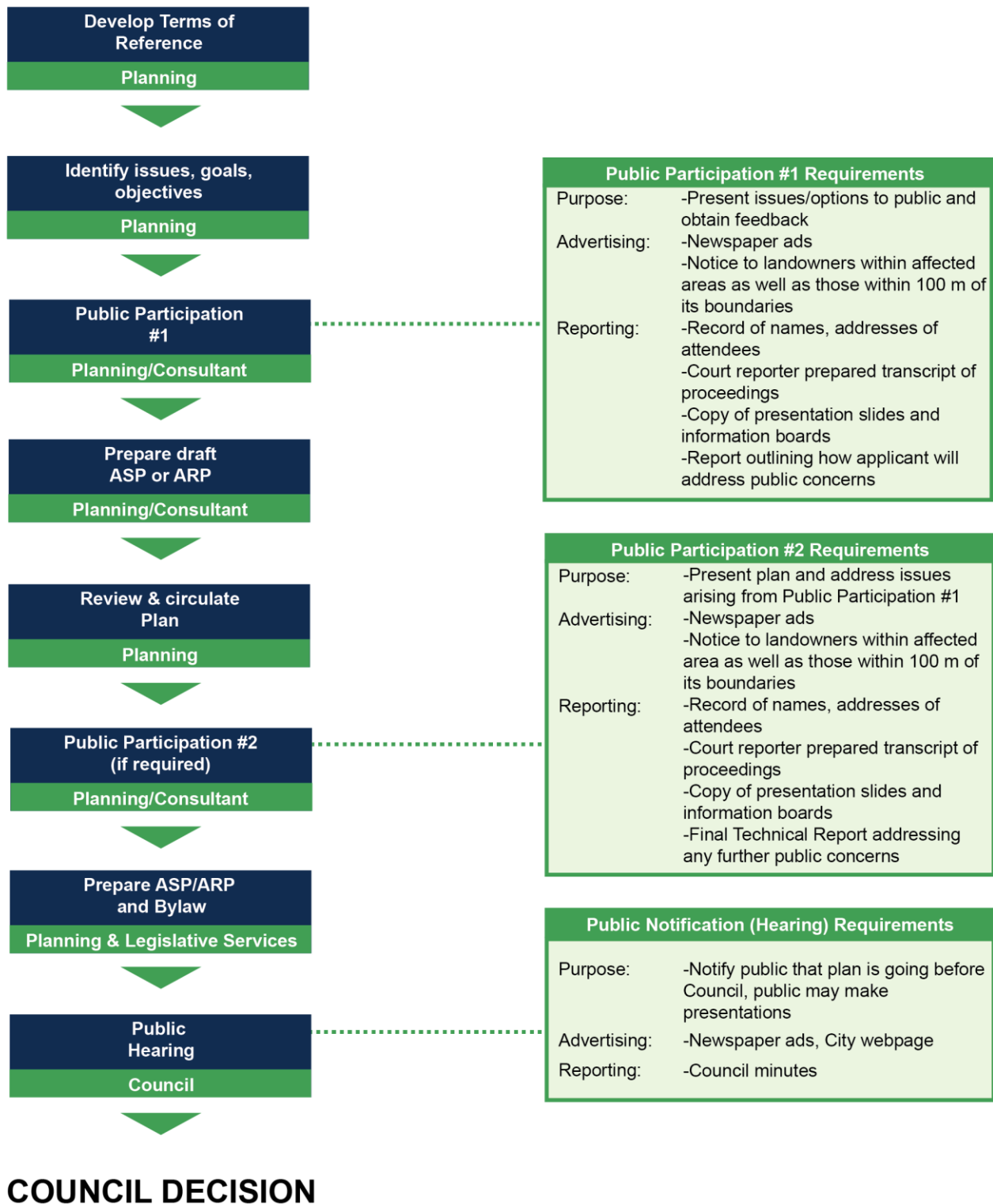
Additional References

- Area Structure & Redevelopment Plans Redevelopment Sites: Technical Report Terms of Reference
- Area Structure Plan and Neighbourhood Plan Terms of Reference

New Area Structure Plan or Area Redevelopment Plan (Applicant Initiated)



New Area Structure Plan or Area Redevelopment Plan (City Initiated)



Amendments to Statutory Plans (MDP, ASP, or ARP)

Statutory plans include the MDP, 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 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 17. The City would follow a process similar to that outlined for MDP or ASP/ARPs (City initiated), to bring forward a proposed amendment rather than a total plan.

Public Participation

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

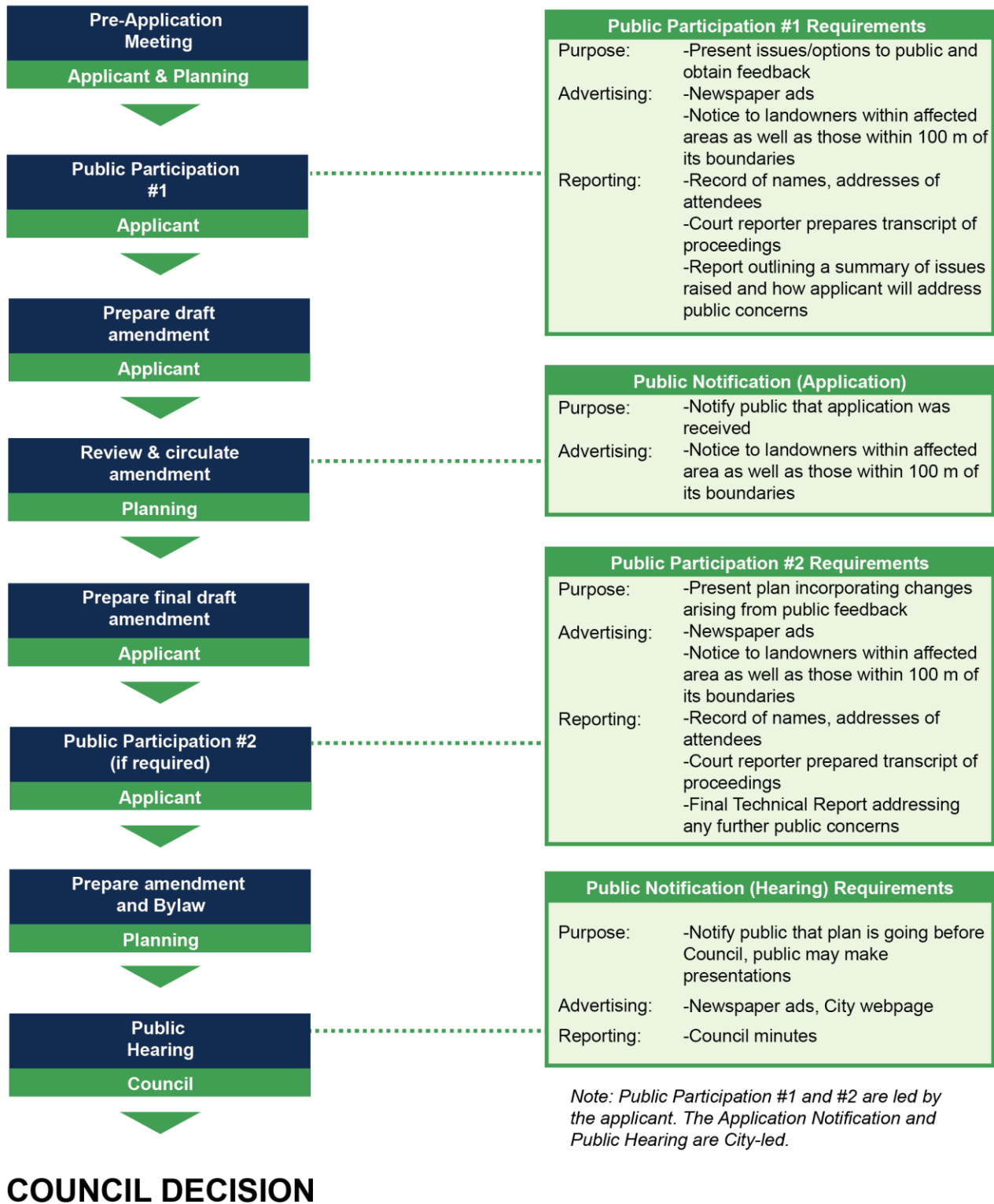
Sign Requirements

See the Quick Reference section of this document for sign requirements.

Additional References

- Area Structure & Redevelopment Plans Redevelopment Sites: Technical Report Terms of Reference
- Area Structure Plan and Neighbourhood Plan Terms of Reference

Amendments to Statutory Plans - MDP, ASP, or ARP (Applicant Initiated)



Redistricting - General Land Use Districts

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.

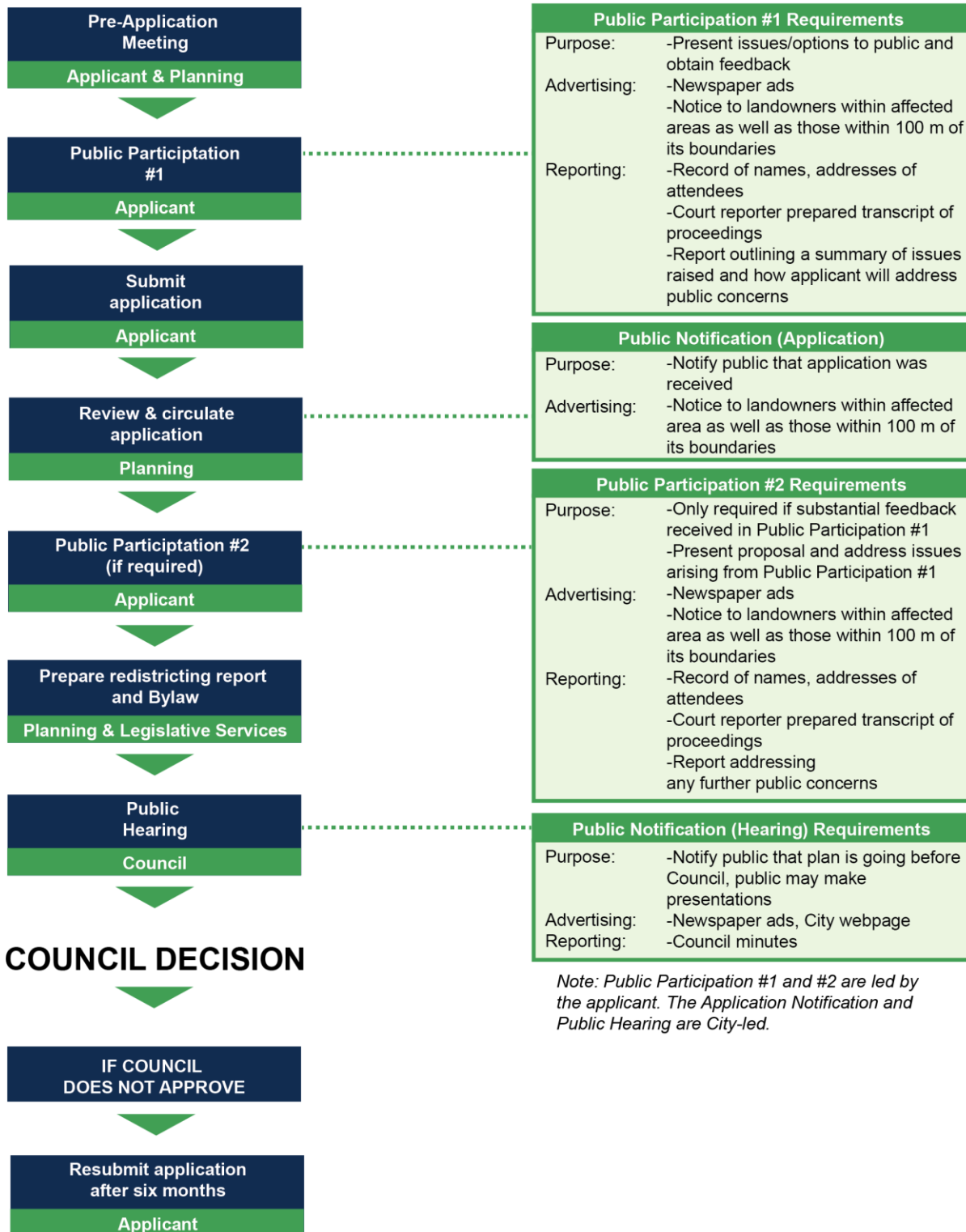
Public Participation

- Two-phase public participation by applicant may be requested
- Public Hearing by Council required

Sign Requirements

See the Quick Reference section of this document for sign requirements.

Redistricting Application (General)



Redistricting - Direct Control (DC) District

A Direct Control District is a land use district that allows for custom-made regulations for a specific site. It is generally used if specific features of a site or project warrant unique rules and guidelines. Regulations for a site districted Direct Control 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.

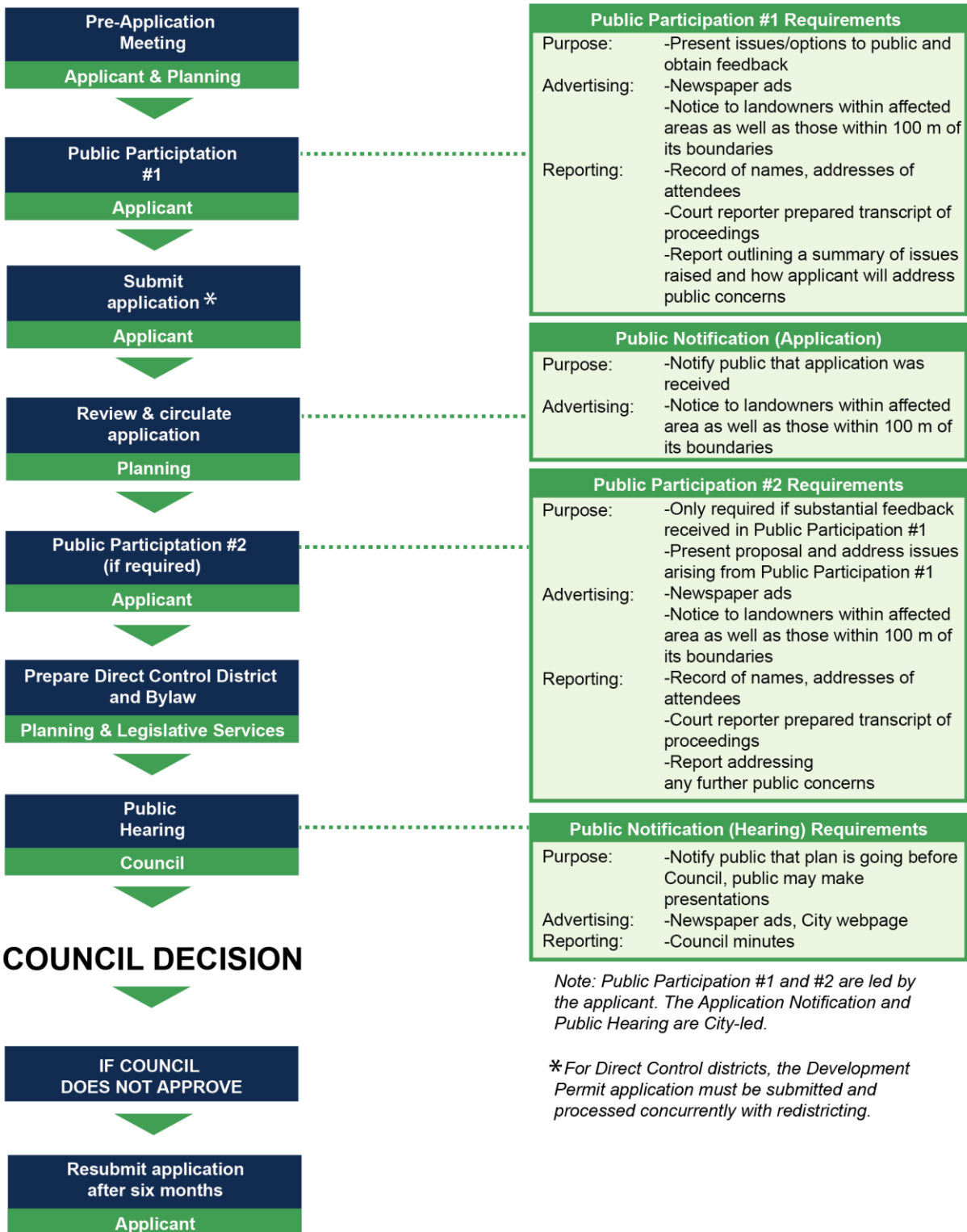
Public Participation

- Two-phase public participation by applicant may be requested
- Public Hearing by Council required

Sign Requirements

See the Quick Reference section of this document for sign requirements.

Redistricting Application (Direct Control District)



Subdivision

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, as amended).

A **Development Agreement** is required for most 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 Chief Administrative Officer (CAO), 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) or the Land and Property Rights Tribunal (LPRT) – dependent on the location/features of the affected property.

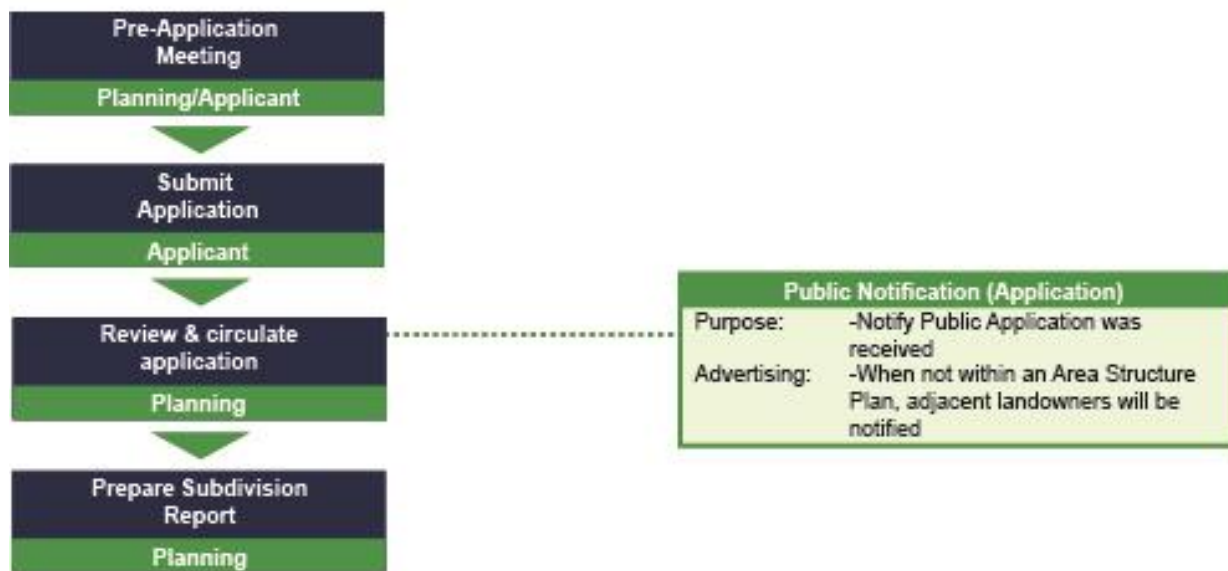
Public Participation

- For subdivisions within an Area Structure Plan, no public notification is required, as per Part 653(4.1) of the Municipal Government Act.
- For subdivisions in all other contexts, owners of adjacent land will be notified by mail, as per Part 653(3)(b) of the Municipal Government Act.

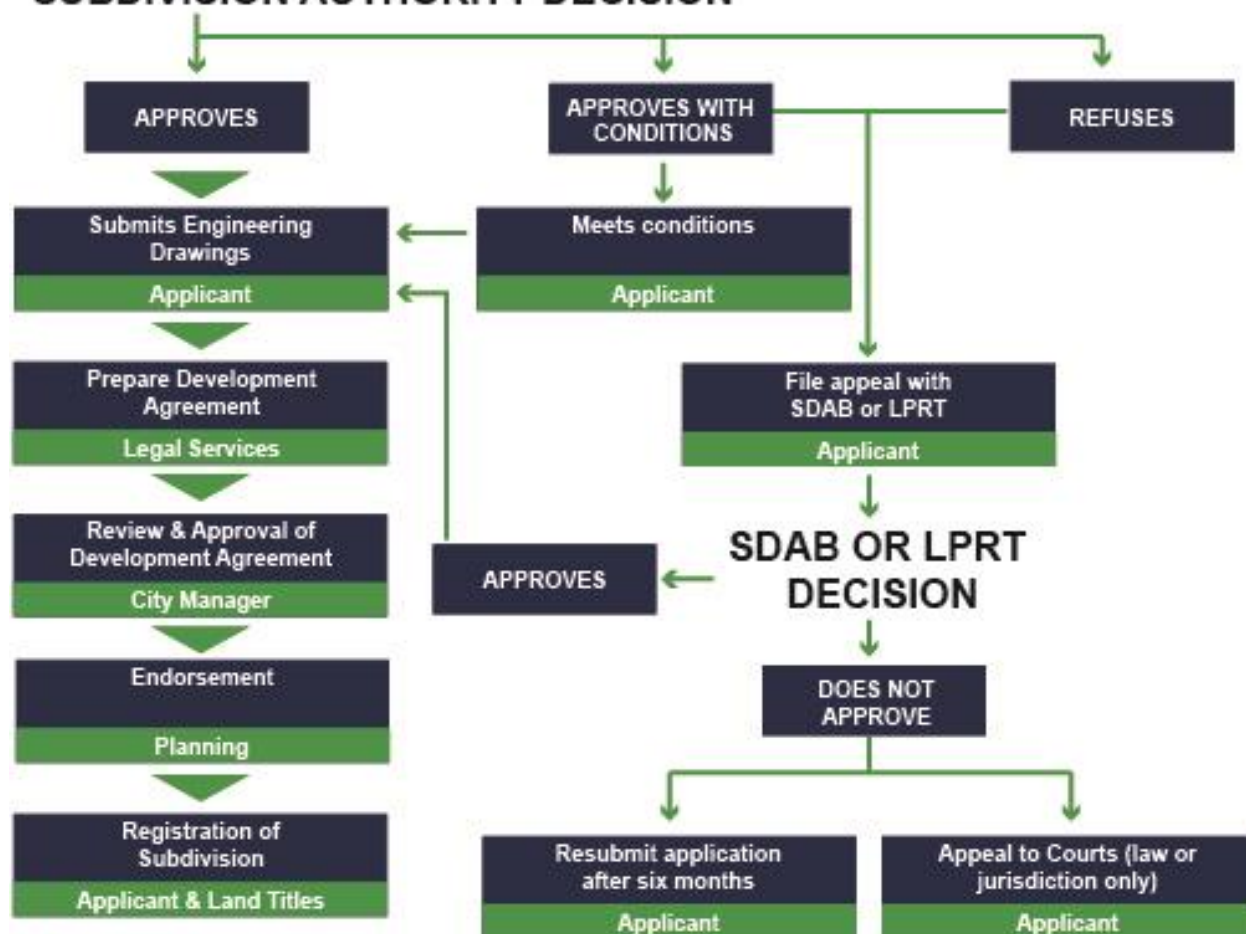
Sign Requirements

- None

Subdivision Application



SUBDIVISION AUTHORITY DECISION



Development Permits

The **Land Use Bylaw** (LUB) establishes standards and controls for development in each land use district in a municipality. These standards are implemented through a 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.

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. Applications for discretionary uses that are deemed to be unsuitable, may be refused by the Development Authority.

Discretionary uses or more complex developments such as commercial, industrial, institutional, or multi-family residential uses may require public participation 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 to the Subdivision and Development Appeal Board (SDAB).

Public Participation

Multi-family, major commercial and various discretionary use developments

- Public participation may be requested of the applicant

Permitted use developments

- No public participation required, unless a variance is proposed

Sign Requirements

None

Development Permit Application

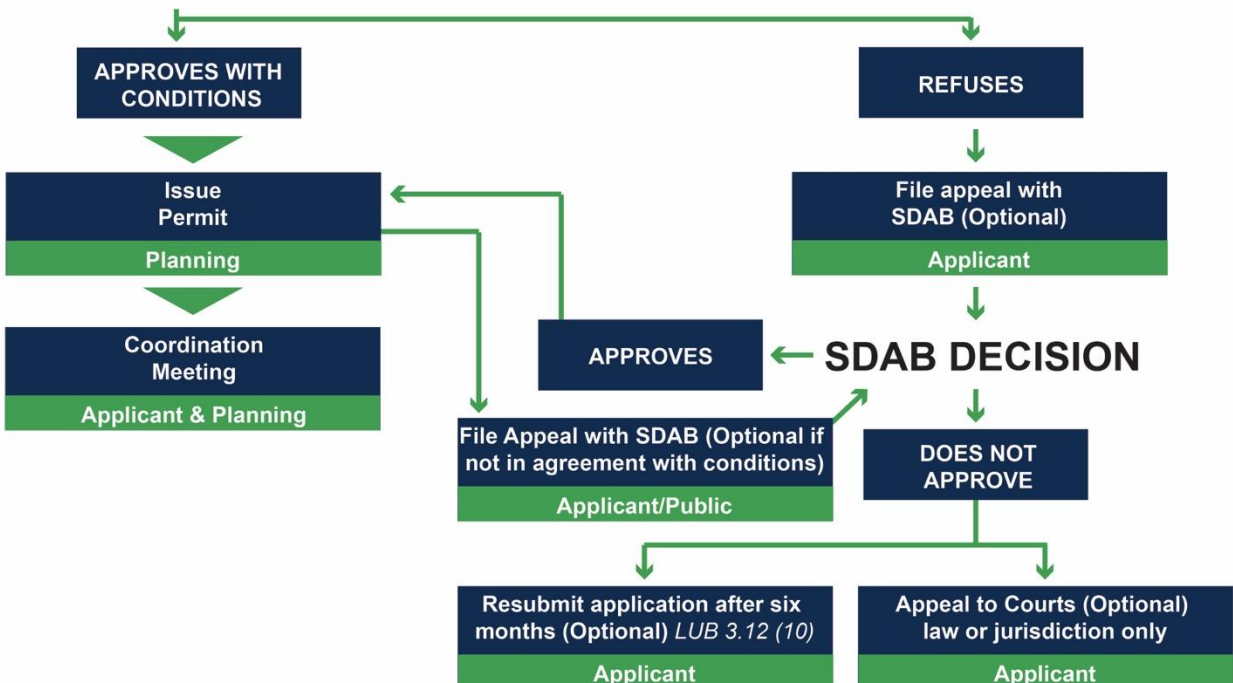


*Note: Public Consultation is led by the applicant.
The Public Notification is City-led.*

Public Participation Requirements	
Purpose:	-May be required at the discretion of the Development Authority
Advertising:	-Newspaper ads -Notice to landowners within 60 m of its boundaries for Direct Control District and 30 m for others
Reporting:	-Record of names, addresses of attendees -Court reporter prepared transcript of proceedings -Report outlining a summary of issues raised and how applicant will address public concerns

Public Notification (Decision) Requirements	
Purpose:	-Notify public of Development Authority decision
Advertising:	-Notice to landowners within 60 m of site boundaries for Direct Control District and 30 m for others
Reporting:	-Public concerns addressed if appeal goes before SDAB

DEVELOPMENT AUTHORITY DECISION



Siting Telecommunications Towers

Innovation, Science, and Economic Development Canada (ISED) - formerly 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 public participation as part of the site selection.

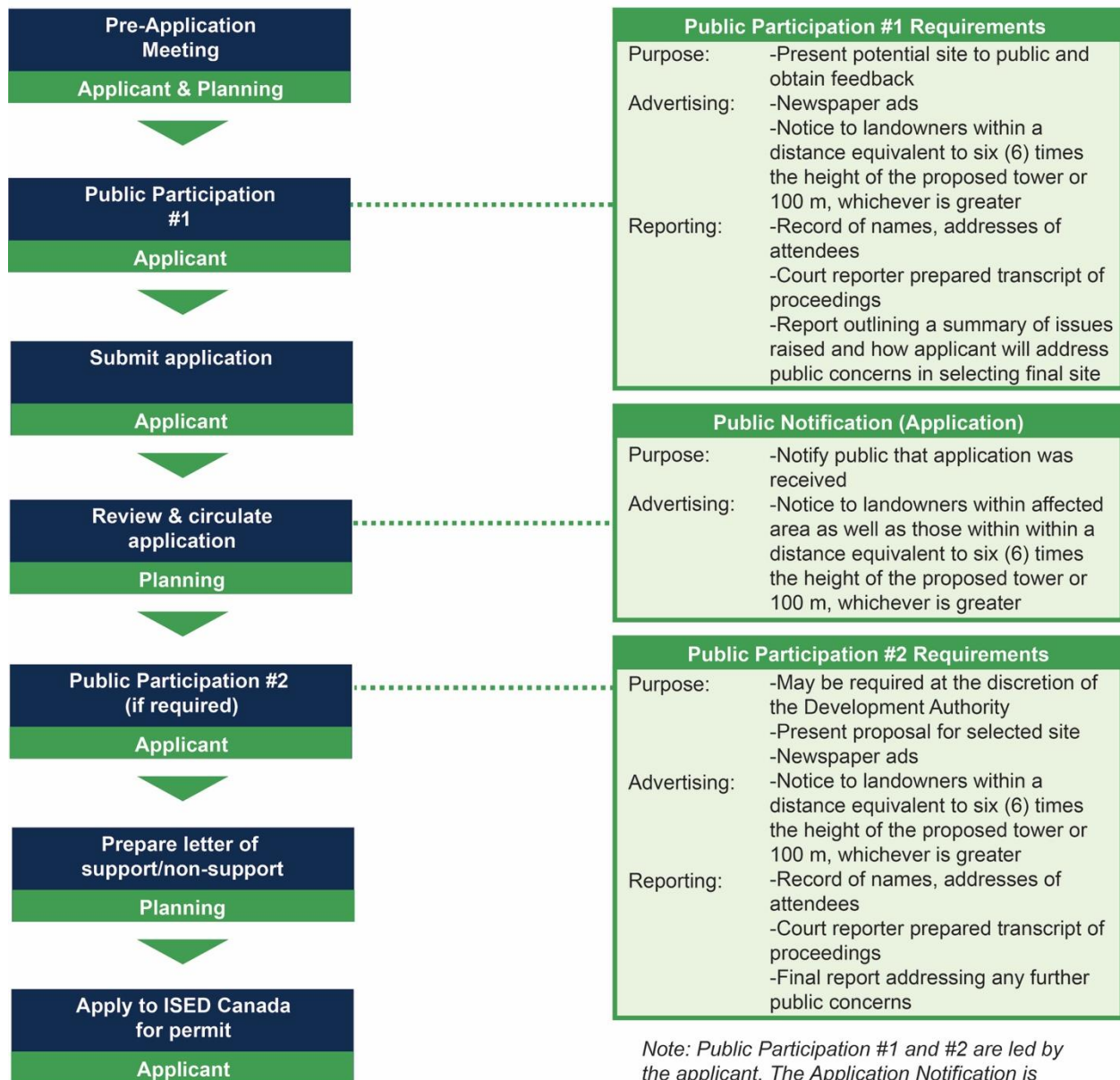
Public Participation

Two-phase public participation may be requested of the applicant

Sign Requirements

None

Telecommunications Tower Siting Application

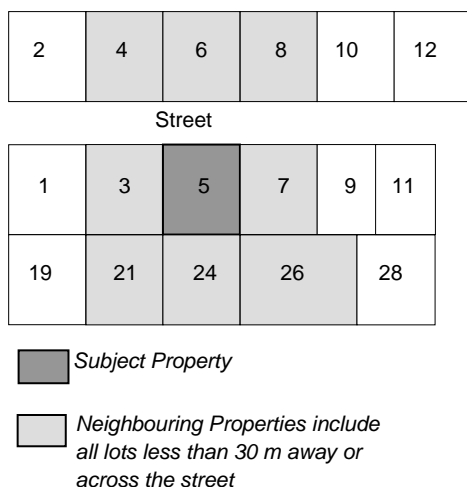


Specialized Development

Certain specialized types of development may require consultation of neighbouring properties, to be determined at the discretion of the Development Officer. This type of consultation may be applicable to:

- Residential dwellings being developed or significantly renovated within the established neighbourhoods.
- Home-based businesses.
- Development of a Garage Suite or Garden Suite, when it is a discretionary use.
- Development where a variance to the Land Use Bylaw regulations is being requested.

Neighbouring properties include all lots located within a minimum radius of 30 m from the subject property.



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 elevation drawings of the proposed development, or a description of the proposed home-based business, and the Neighbouring Properties Consultation form.
- Signed Consultation Forms from the required neighbouring properties must accompany the application submitted to Planning and Development. Neighbouring Properties Consultation form can be found under Development Applications & Forms on the City's webpage.

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

QUICK REFERENCE

Application Timelines

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 Participation
Month 7 - 9	Draft Plan review
Month 10 - 12	Council hearing and decision

MDP

Month 1 - 24	Visioning, Research and Public Participation
Month 25 - 26	Draft plan review
Month 27 - 28	Council hearing and decision

ASP/ARP (Developer/applicant initiated)

Once the City deems the ASP/ARP complete:

Month 1 - 3	Processing and review
Month 4 - 6	Draft Plan review
Month 7 - 13	Council hearing and decision

ARP (City initiated)

Month 1 - 15	Visioning, Research and Public Participation
Month 16 - 18	Draft Plan review
Month 19 - 20	Council hearing and decision

Redistricting

Once the City deems the application complete:

Month 1 - 3	Processing and review
Month 4 - 6	Council hearing and decision

Redistricting (complex)

Once the City deems the application complete:

Month 1 - 6	Processing and review
Month 7 - 11	Council hearing and decision

Subdivision

Once the City deems the application complete:

Month 1 - 2	Processing and review
Month 3 - 14	Development agreement, endorsement, and registration

Development Permit (Minor)

Month 1	Processing and review
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Development Permit (Major)

Month 1 - 3	Processing and review
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Development Permit (Direct Control District)

Month 1 - 3

Processing and review

Month 4 - 6

Council hearing and decision

Minimum Notification Requirements

These are minimum requirements. Additional notification may be required depending on the nature of the application.

Type of application	Notification requirements and distance
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 & Direct Control District	Landowners within 100 m (mailed notices)
Subdivision	Adjacent landowners when site is not within an ASP (mailed notice) When site is within an ASP (no notification) 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 30 m of the subject property and across the street

* *Greater distance at Development Officer's discretion*

Notification Signs

General Requirements

The applicant must provide and install a sign on the property proposed for an ASP, ARP, ASP or ARP amendment, Redistricting including districting a site as Direct Control, and Municipal Reserve Disposal. Staff will proof signage content prior to installation.

The sign must be:

- Readable from 5 m (16 ft) 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.
- Sign area 3 m² [1.22 m (4 ft) high by 2.44 m (8 ft) wide].
- Maximum 3 m (9.8 ft) in height on planted metal channel or wood posts.

The sign must contain the following information:

- Legend explaining the uses on the maps and north arrow.
- Contact phone numbers for applicant and Planning & Development 780- 459- 1642.
- City of St. Albert logo (available from Planning and Development).
- **For ASP, ARP, or Statutory Plan amendments:** Maps showing currently approved and proposed use(s), using appropriate colours.
- **For redistricting:** Black lettering on a white background outlining existing and proposed land use districts, proposed use(s), and site area. Appropriate colours can be used on the map.
- **For Municipal Reserve disposal:** Black lettering on a white background outlining area of change.

Notification Sign Examples

Planning and Development has sample notification signs available as guidelines for these amendments:

- ASP Amendment Sign
- LUB Amendment Sign
- Combined ASP and LUB Amendment Sign
- Municipal Reserve Disposal Sign
- Combined LUB Amendment and Municipal Reserve Disposal Sign

Please contact Planning and Development at 780-459-1642 for notification sign guidelines.

Summary of Minimum Public Consultation Expectations

Type of Application	Form of Public Consultation*	Purpose	Responsible
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 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 (if required)	Inform public of plan and recommendations incorporating changes arising from public feedback in first public consultation	Planning or Applicant
	Public Hearing	Inform public of formal hearing before Council, as per Municipal Government Act and Procedure Bylaw	Legislative Services
Redistricting	Public Meeting prior to application submission	Consult public input/feedback on issues/options from interested parties	Applicant
	Public notification of Application (if required)	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	Applicant
	Public hearing	Inform public of formal hearing before Council, as per Municipal Government Act and Procedure Bylaw	Legislative Services
Subdivisions	Public notification of Application	When not within an Area Structure Plan, inform adjacent landowners that an application has been received	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	Development Branch
	Public hearing	Inform public of formal hearing before Council, as per Municipal Government Act and Procedure Bylaw	Legislative Services
Development permit for discretionary use, or for permitted use with variance	Public notification only of decision of discretionary use and variance	Inform public of development permit decisions, as per Municipal Government Act and this policy	Development Branch
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

Type of Application	Form of Public Consultation*	Purpose	Responsible
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 methods may be used in addition to the minimum required and outlined in this table.

Responsibility and Legislative Requirements for Public Participation

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
Municipal Development Plan	PD MGA Sec 636	-	PD MGA Sec 636	-	LS MGA Sec 692 (4)
Area Structure and Redevelopment Plans & Technical Reports	PD or AP MGA Sec 636	PD	PD or AP MGA Sec 636	-	LS MGA Sec 692 (4)
Amendments to MDP, ASPs and ARPs	PD or AP	PD	PD or AP	-	LS MGA Sec 692 (4)
Redistricting	AP	PD	AP	-	LS MGA Sec 692 (4)
Direct Control Districts	PD or AP	PD	PD or AP	PD MGA Sec 692 (4), 640 (2) (c) (vii) (d) and LUB	LS MGA 642, 692 and LUB
Subdivision	-	PD MGA 653(3)(b) and 653(4.1)	-	-	-
Development permits (if permitted with variance, discretionary use, or major development, at discretion of PD)	AP	-	AP	PD MGA Sec 692 (4), 640 (2) (c) (vii) (d) and LUB	-
Wireless Telecommunications towers	AP	PD	AP	-	-
Specialized Development (Home-based business; low density residential development/redevelopment in established neighbourhoods)	AP	-	-	See redistricting or development permits	See redistricting or development permits

PD – Planning & Development AP – Applicant LS – Legislative Services



May be required by PD