

Off-Leash Area Designation – Change Request Process

1. To formally initiate the process to add, alter, or remove an existing Off-Leash Area Designation within the City of St. Albert, interested applicants must complete the “*Off-Leash Area Designation – Change Request Form*”.
2. Only applicant requests that submit a completed and signed *Change Request Form* will be formally processed and reviewed as outlined in the process flow chart diagram.
3. Upon receipt of a completed and signed *Change Request* submission package, Recreation and Parks department will:
 - a. Circulate the submission package to internal stakeholders for review and comment.
 - b. Prepare a mailout notification letter that will be sent to all neighboring residents and owners within a minimum of 100 meters (or larger area based on park configuration and adjacent residential properties of the property) referenced in the *Change Request* submission package.
 - i. As part of the mailout notice, neighboring residents and owners will be informed of the proposed *Change Request* proposal and will be invited to provide feedback on the support or acceptability of the proposed change request using the “*Off-Leash Area Designation – Neighbouring Properties Consultation Form*”.
 - c. Coordinate the preparation and installation of temporary onsite signage informing park users of the proposed *Off-Leash Area Designation - Change Request*.
 - i. Onsite signage notification will be posted at the proposed location only during the 30-day review period.
 - d. Prepare a City website update notice informing the public of the proposed *Change Request* notification being considered.
 - i. During the 30-day review period all residents will be given the opportunity to provide feedback on their support or acceptance of the proposed *Change Request* by completing a feedback form referred to as the “*Off-Leash Area Designation – Public Participation Form*”.
 - ii. This form will only be available on the City website for the duration of the 30-day review period and will be specific to each active *Change Request* submission.
4. Information Review – Following completion of the 30-day review period, Recreation and Parks department will compile all information collected and will formulate a proposed recommendation for Chief Administrative Officer review and consideration.
5. The Chief Administrative Officer will make the final decision to add, alter, or remove an Off-Leash Area and will request the Director of Recreation and Parks or designate to implement.
6. Administration will be responsible for communicating final notification updates to internal and external stakeholders. Final notification updates will inform stakeholders of the outcome decision and any pending changes to the park or Off-Leash Area designation status.
7. City administration will respond with a decision to community requests within six (6) months of formally receiving a written request to change an Off-Leash Area.