

SMOKY LAKE COUNTY

Minutes of the **County Council Committee of the Whole for the purpose of the Planning Workshop** held on Friday, **January 17, 2014** at 9:04 A.M. in the County Council Chambers.

The meeting was called to Order by the Deputy Reeve Mr. Randy Orichowski in the presence of the following persons:

| A T T E N D A N C E | | |
|---------------------------------|----------------------|---------|
| <u>Friday, January 17, 2014</u> | | |
| <u>Div. No.</u> | <u>Councillor(s)</u> | |
| 1 | Dareld Cholak | Present |
| 2 | Ron Bobocel | Present |
| 3 | Craig Lukinuk | Present |
| 4 | Cary Smigerowsky | Present |
| 5 | Randy Orichowski | Present |
| C.A.O. | Cory Ollikka | Present |
| Asst CAO/R.S | Lydia Cielin | Present |
| Finance Manager | Brenda Adamson | Absent |

Member of the Administrative Staff in attendance:

| | |
|--|---------|
| Aline Brousseau – Planning and Development | Present |
| Jeremy Smith, Planning and Dev. Assistant | Present |

MUNICIPAL PLANNING SERVICES:

Facilitator: Jane Dauphinee, Senior Planner
James Haney, Planner

Agenda:

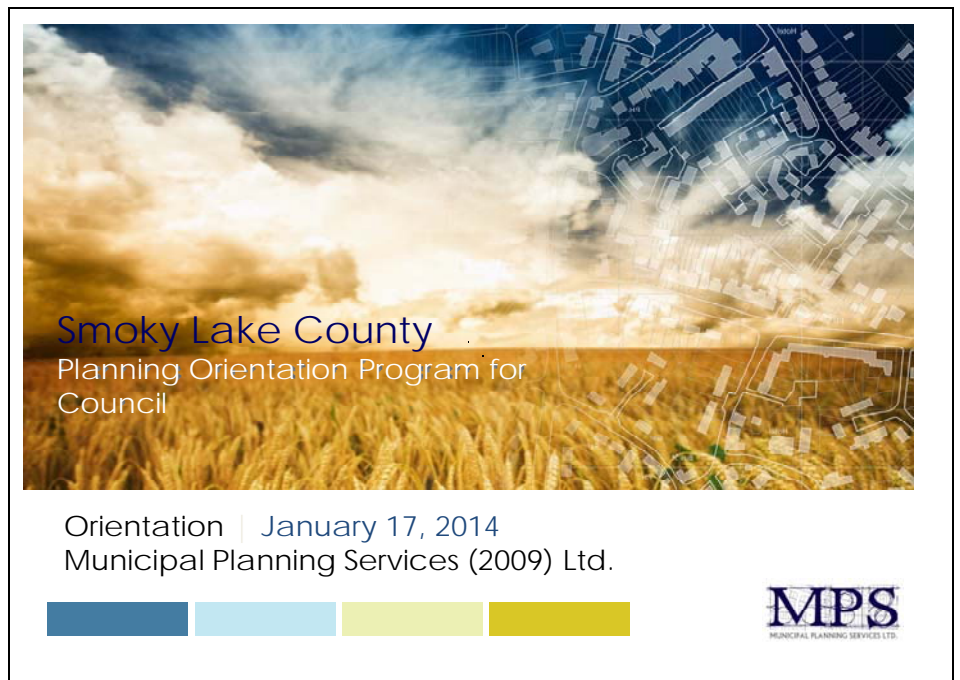
234-14: Bobocel That the Agenda for Friday, January 17, 2014 County Council Committee of the Whole meeting for the purpose of Planning, be adopted as presented.

Carried Unanimously.

1. Overview of Land Use Planning - Workshop:

Facilitator Jane Dauphinee, Municipal Planning Services provided an Overview of the Smoky Lake County Strategic Planning.

**LAND USE PLANNING
 PowerPoint Presentation**



INTRODUCTIONS

Jane Dauphinee

B.A., M.PLAN
RPP, MCIP

Principal/Senior Planner

Municipal Planning
Services (2009) Ltd.

James Haney

B.A., M.PLAN
RPP, MCIP

Planner

Municipal Planning
Services (2009) Ltd.



Presentation Overview

- Workshop Objectives
- Legislative Authority for Municipalities
- Council's Role and Responsibilities
- The Land Use Planning System
 - Statutory Plans
 - County Land Use Bylaw
 - Other Bylaws (Off-site Levies, redevelopment Levies, etc.)
 - Delegation of Authority
 - Provincial Government Role
- Cont...



Presentation Overview

- Subdivision Authority Function
- Development Authority Function
- Appeal Function
- County MDP and LUB
- Evaluating Information and Making Decisions



Objectives

- To familiarize members of Council with the planning system and legislation in Alberta
- To provide Council with information about the function of the Council within the planning system
- To discuss the authority and jurisdiction of the Council in making decisions related to development permits, subdivisions, amendments and contravention/enforcement
- To provide Council with tools to assist in land use decisions



Legislative Authority

- Federal Planning Objectives
- Municipal Government Act
 - *(purpose, power, authority)*
- Land Use Policies
 - *(guidelines, regulations, rules)*
- Subdivision and Development Regulation
- Municipal Development Plan
 - *(broad statements of general objectives)*



Legislative Authority

- Other Statutory Plans
 - (specific areas, more details)
- Land Use Bylaw
 - (development rules and regulations)
- Subdivision Process
- Development Permit Process



Legislative Authority

- Given to Provinces by the Constitution Act (1867 and 1982)
- Given to Municipalities through the Municipal Government Act



Legislative Authority

Federal Planning Objectives

New Deal for Canadian Cities & Communities

- Statement of the long-term vision on the role cities and communities should play in sustaining Canada's quality of life:

"...sustainable places of exceptional beauty, neighbourliness and prosperity, rich in ideas, confidence, diversity, creativity & innovation, where all people are included economically, socially and politically."

- The Prime Minister's External Advisory Committee on Cities and Communities



Legislative Authority

Federal Planning Objectives:

1. Reduce dependence upon fossil fuels, extracted underground metals and minerals.
2. Reduce dependence on chemicals and other manufactured substances that can accumulate in Nature.
3. Reduce dependence on activities that harm life-sustaining ecosystems.
4. Meet the hierarchy of present and future human needs fairly and efficiently.
5. Minimize urban sprawl through a more compact urban forms.
6. Reduce reliance on the car through encouragement of alternative modes of transportation such as walking, cycling and public transit.



Legislative Authority

Municipal Government Act

- (purpose, power, authority)
- Provincial legislation that requires all municipalities to pass bylaws.
- Requires municipalities with a population over 3,500 to adopt by bylaw a Municipal Development Plan
- MGA Review (2015?)

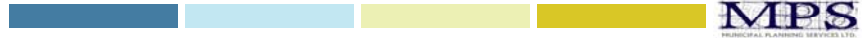


Legislative Authority – MGA

Purpose of Municipalities

Section 3

- “(a) to provide good government,
- (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
- (c) to develop and maintain safe and viable communities.”



Legislative Authority– MGA

Purpose of Planning (Part 17)

Sect. 617

1. Achieve orderly, economical and beneficial development, use of land and patterns of human settlement



Legislative Authority– MGA

Purpose of Planning

Sect. 617

2. To maintain and improve the physical environment within which patterns of human settlement are situated in Alberta without infringing on the rights of individuals for and public interest except to the extent that is necessary for the overall greater public interest.



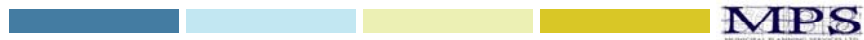
Los Angeles, CA



Springfield



Braintree, Australia



Legislative Authority– MGA

Purpose of Planning

Sect. 617

3. To promote and protect the features and values that are important to the existing community



Legislative Authority

Provincial Land Use Policies (Planning Priorities)

- Water Quality
- Air Quality
- Reduction of Waste and Greenhouse Gases
- Preservation of Agricultural Land
- Separation of Incompatible Land Uses
- Prioritize Resource Extraction
- Ecosystem Health
- Preservation of Heritage Resources



Legislative Authority

Land Use Policies – Ecosystem Health and Resource Extraction

- 4.2 Municipalities are encouraged to establish land use patterns which **embody the principles of sustainable development**, thereby contributing to a healthy environment, a healthy economy and a high quality of life.
- 4.4 Municipalities are encouraged to establish land use patterns which accommodate **natural resource extraction or harvesting and processing, manufacturing and other industrial development** which minimize the potential conflict with nearby land uses and negative environmental impact.



Legislative Authority

Land Use Policies – Agricultural Land

- 6.1(1) Municipalities are encouraged to **identify areas where agricultural activities including extensive and intensive agriculture and associated activities should be a primary land use.**
- 6.1(2) Municipalities are encouraged to **limit the fragmentation of agricultural lands and their premature conversion** to other uses especially within the agricultural areas identified in accordance with.
- 6.1(3) Municipalities are encouraged to **direct non-agricultural development to areas** where such development will **not constrain agricultural activities.**



Legislative Authority

Land Use Policies - Water

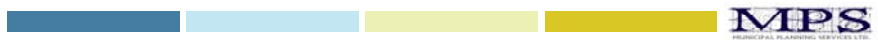
- 6.3(1-2) Municipalities are encouraged to **identify significant water resources and determine appropriate land use patterns** in the vicinity of these resources having regard for impacts on the watershed and local impacts.
- 6.3(3) If development occurs near significant water resources municipalities are encouraged to incorporate measures which **minimize or mitigate negative impacts on water quality, flow and supply as well as soil erosion, ground water quality and availability.** ...facilitate public access....protect sensitive fisheries....



Legislative Authority

Land Use Policies – Historical Resources

- 6.4(1) Municipalities are encouraged to **identify significant historical resources.**
- 6.3(2) Municipalities are encouraged to contribute to the **preservation & enhancement of historical resources.**



Council's Role and Responsibilities

- Consider and adopt a Municipal Development Plan
- Consider and adopt a Land Use Bylaw
- Establish and Appoint a Development Authority
- Establish and Appoint a Subdivision Authority
- Establish and Appoint a Subdivision and Development Appeal Board
- *May* establish a Municipal Planning Commission
- *May* consider and adopt Area Structure Plans, Area Redevelopment Plans, Development Concept Plans & Intermunicipal Development Plans



Legislative Authority

Subdivision & Development Regulation

- Application requirements
- Referral requirements
- Subdivision regulations
- Considerations relevant to decision
- Decision requirements/time limits



The Land Use Planning System

Municipal Development Plans (Statutory Plans)

- Must address:
 - Future land use
 - Proposals for future development
 - The co-ordination of land use, growth patterns, and infrastructure with adjacent municipalities
 - The provision of transportation systems
 - The provision of municipal services and facilities
 - Guidance on type and location of land uses adjacent to sour gas
 - Provisions for Municipal, School, and Municipal and School Reserves
 - The protection of agricultural operations



The Land Use Planning System

- May address:
 - The financing and programming of infrastructure
 - The municipality's physical, social, and economic development programs
 - Environmental matters
 - Financial resources
 - Economic development
 - Development constraints,
 - Corporate goals, objectives, targets, policies & strategies
 - Any other matters relating to the physical, social or economic development of the municipality



The Land Use Planning System

Intermunicipal Development Plans (IDP)

- An IDP provides for a cooperative and coordinated policy approach to land use planning strategies, subdivision and development in fringe areas deemed common to two or more municipalities.
- The plan must also include a dispute resolution process in case differing opinions arise in the course of implementation of the plan.
- IDPs often include polices to guide and direct annexation requests and further intermunicipal communication.

Currently, there are no IDPs adopted by Smoky Lake County. Three Intermunicipal Development Strategies are currently in progress with The Town of Smoky Lake and the Villages of Vilna and Waskatenau.



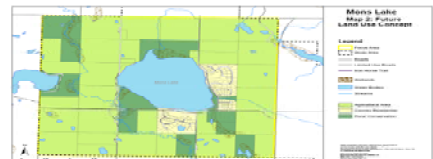
The Land Use Planning System

Area Structure Plans & Area Re-development Plans (Statutory Plans)

- A plan for a specific area comprised of goals, objectives and policies that will guide future development and land use decisions

Currently, there are 6 approved ASPs within the County:

- Bonnie Lake Area Structure Plan
- Garner Lake Area Structure Plan
- Mons Lake Area Structure Plan
- Whitefish Lake Area Structure Plan
- Hanmore Lake Area Structure Plan
- Goodfish Lake Area Structure Plan
- Victoria District Area Structure Plan (2014?)



The Land Use Planning System

Different Types of Area Structure Plans (ASPs)

Special Area focused ASPs

- Broad in scope
- Paid for by the municipality
- Provides a vision and policies for an area as they relate to Council and the community's vision for an area

Developer focused ASPs

- Specific in scope
- Paid for by the developer
- Provides a vision and policies for an area as they relate to a specific development



The Land Use Planning System

What is a Land Use Bylaw (LUB)?

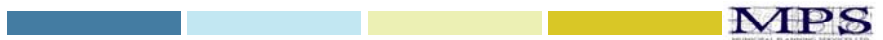
- A technical document that regulates the use and development of land and buildings. It divides the County into land use districts, and prescribes the land use and development regulations for each district
- A LUB must:
 - divide the municipality into districts
 - prescribe permitted and discretionary uses
 - establish a method of making decisions on:
 - applications for, and issuing developments permits;
 - process;
 - conditions;
 - time limits;
 - use of discretion; and...



The Land Use Planning System

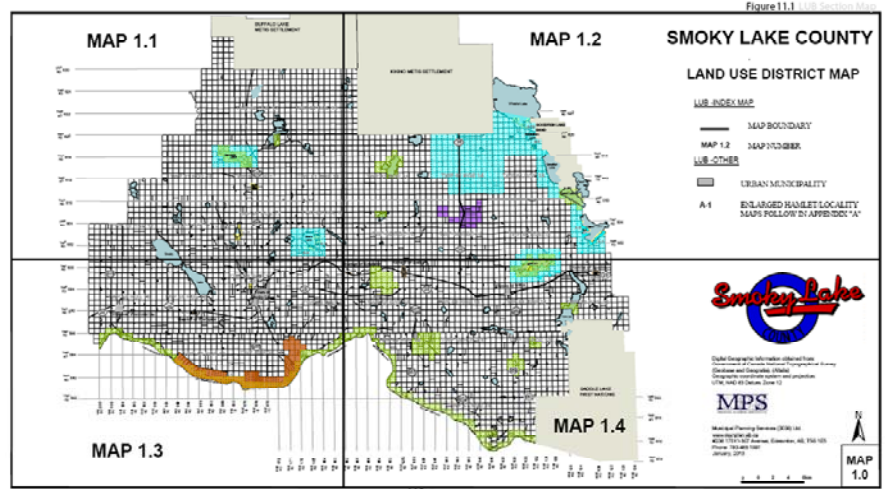
Land Use Bylaw continued...

- describe means of notification of decisions
- establish the number of dwelling units permitted on a lot



The Land Use Planning System

Figure 11.1 LUB Section Map



The Land Use Planning System

- A LUB May:
 - provide regulations re:
 - building sizes, locations, separations, densities;
 - parking and loading;
 - landscaping;
 - design, character and appearance of buildings;
 - access requirements;
 - excavation or filling land; and
 - signs
 - provide for Direct Control Districts
 - provide for fees
 - compliance orders
 - Non-conformity



The Land Use Planning System

What is the Difference Between the MDP and LUB?

| Municipal Development Plan | Land Use Bylaw |
|--|---|
| <ul style="list-style-type: none"> ■ Future oriented policies ■ Growth patterns ■ Generalized future land use ■ Provision of services, facilities and transportation | <ul style="list-style-type: none"> ■ Reflects the current land use situation ■ Policies to regulate and control land use and development ■ Divides a municipality into districts ■ Establishes a method for making decisions regarding land use and development |



Amendments

- Anyone can at any time apply for an amendment to a statutory plan (MDP, ASP, IDP)
- Council must, once the completed application has been received, give due consideration to the proposed amendment
- **Case Study #1 -Proposed CR Development in the County Adjacent to Urban Area**



BREAK



Delegation of Authority

- Council delegates their responsibility in relation to land use and development through the establishment of:
 - Subdivision Authority,
 - Development Authority, and
 - Subdivision & Development Appeal Board

Authority is delegated (and established) by Bylaw.

- Subdivision Authority Bylaw,
- Development Authority Bylaw, and
- Subdivision & Development Appeal Board Bylaw



Delegation of Authority

- Subdivision Authority can be any or all members of Council, a “designated officer”, a Municipal Planning Commission, any other person or organization
 - County Subdivision Authority is: **S. Jane Dauphinee**
- Development Authority can be a “designated officer”, a Municipal Planning Commission, any other person or organization
 - County Development Authority is: **CAO, Municipal Planning Commission (MPC) or Council (in Direct Control Districts)**



Subdivision Authority Function

- The division of a parcel of land by an instrument
 - Most common types of subdivision
 - 1st parcel out
 - Lot split
 - Boundary adjustment
 - 652(4)
 - Bareland Condo
- Requires approval by a Subdivision Authority



Subdivision Authority Function

- When is a subdivision not required?
 - Lot consolidation
 - Plan Cancellation
- Everything else requires approval by a Subdivision Authority Approval



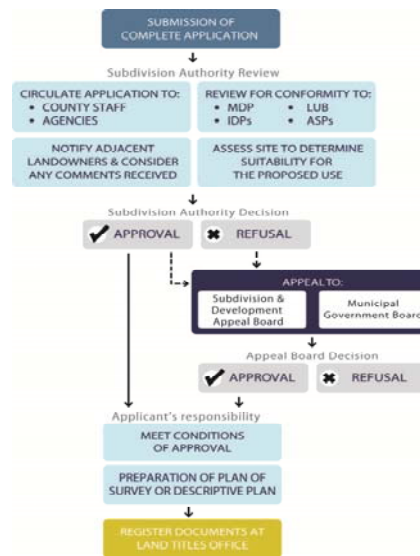
Subdivision Authority Function

Processing of Subdivision Applications

- Application Submitted
- Circulated to Agencies
- Adjacent Landowners Notified
- Comments Received – Staff Report
- Decision of Subdivision Authority – must be made within 60 days of application (can be extended)
- Notification
- Appeal
- Monitor conditions
- Final approval (endorsement)
- Registration



Subdivision Authority Function



Subdivision Authority Function

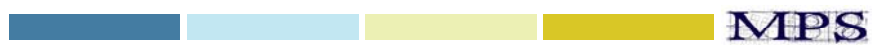
Considerations of Subdivision Authority

- Section 654(1): A subdivision authority must not approve an application for subdivision unless:
 - in the opinion of the SA, the land is **suitable for the proposed use**,
 - the subdivision **conforms to statutory plans and land use bylaw**,
 - the subdivision **complies with the Act and the Regulation**, and
 - **taxes are paid** or arrangements made.



Subdivision Authority Function

- Development Agreement
 - roads, pedestrian ways, public utilities, parking/ loading, off-site levy, security
- Land for Roads and Utilities (up to 30% of land),
- Land for Environmental Reserves (or Environmental Reserve Easements), and
- Municipal (and School) Reserves (up to 10%) (land and/or \$)



Subdivision Authority Function

Site Suitability (Subdivision and Development Regulation):

- topography
- soils
- storm water management
- flooding, subsidence, erosion
- accessibility (to a road)
- water supply, sewage disposal, solid waste disposal
- use of land in vicinity
- any other matters SA considers necessary



Subdivision Authority Function

Additional Requirements

- direct access to a road, or lawful means of access satisfactory to SA
 - setback from sour gas facilities
 - setback (100 m) from gas and oil wells
 - setback (300 m) from working area of wastewater treatment plant
 - setback (300 m & 450 m) from landfill (disposal area & working area)
- (Note: setbacks can be reduced by Provincial Departments)*



Subdivision Authority Function

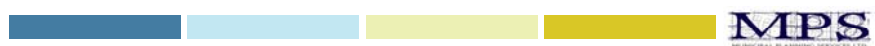
Additional Requirements cont.

- Re: Highways:
 - not within ½ km of highway where speed limit is 80 km/h or more without consent (conditional or unconditional) of AIT *(there are some exceptions to this, which don't normally apply in Towns)*
 - not adjacent to highway without a service road being provided



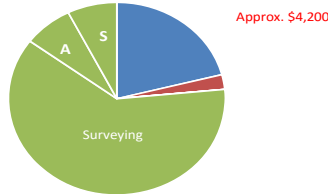
Subdivision Authority Function

- Refusal – Approval – Approval with Conditions
 - Appeal to SDAB or MGB
 - Decision of SDAB or MGB
 - Conditions of Approval Met
 - Final Plan “Endorsed”
 - Registration at Land Titles Office

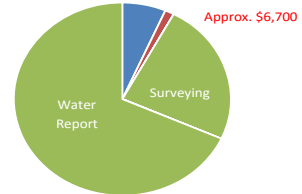


Subdivision Authority Function

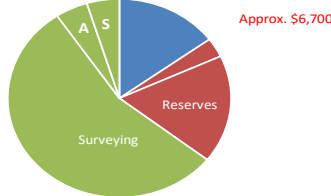
1st Parcel Out (w/ Approaches and Development Agreement)



1 Lot Subdivision (w/ Water Report)



Country Residential (w/ Conditions and Municipal Reserves)





-  Private Services (Eg. Surveyor, Engineer, Driller, etc.)
-  Municipal Planning Services
-  Smoky Lake County

A – Approach
S – Sewage Inspection



Development Authority Function

What is Development?

- An excavation or stockpile  + 
- The construction, placing, replacement or repair of a building or an addition to a building
- A change in use of land or a building
- A change in intensity of use of land or a building
- “Building” = anything placed on, over, or under land (except a road or highway)



Development Authority Function

- Requirements for Development Permit application requirements are outlined in the Land Use Bylaw
- Also, the same setback requirements that apply at time of subdivision (re: setbacks from sour gas, gas and oil wells, wastewater treatment facilities, landfills) also apply to development
- Directive 079



Processing Development Permit Applications

- Application Submitted
- Application Circulated – Comments Received – Staff Report Prepared
- Decision of Development Authority
- Refusal – Approval – Approval with Conditions
- Appeal to SDAB
- Decision of SDAB
- Refusal – Approval – Approval with Conditions



Processing Development Permit Applications

- Development Authority must make a decision within 40 days of receipt of a complete application – can be extended
- A Permitted Use that complies with all development standards must be approved
- An application for a Use that is neither Permitted nor Discretionary must be refused
- Discretion



Development Authority & Administrative Law

DA must abide by the doctrines of administrative law

- **Jurisdiction**
 - to stay within your jurisdiction
- **Judgment**
 - Judgment must be your own
(Can't be someone else's decision)
- **Procedure**
 - follow proper procedure
(notification, timeframe, MGA and SDR requirements)
 - meetings are open to the public
(Unless MPC is discussing \$ or personnel, decisions must be made in public)



Development Authority & Natural Justice

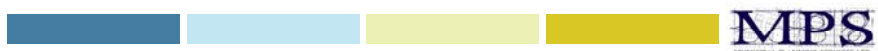
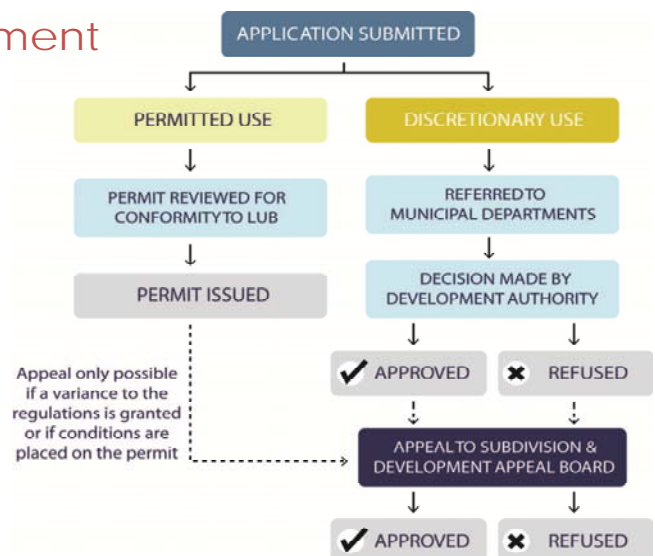
- Since the DA is not the final decision maker (Appeal right), no requirement for Natural Justice



All parties have to be **notified** of the meeting
 All parties have to have the right to be **heard**
 DA has to hear and **consider** the comments from all parties



Development Authority Function



Appeal Function

- **Subdivision** Appeals can be to:
 - Local Subdivision and Development Appeal Board
 - Municipal Government Board
- **Development** Appeals can be to:
 - Local Subdivision and Development Appeal Board



MDP – General Objectives & Policies

Establishes a set of objectives and policies which may apply throughout the County.

- Cultural Landscapes
- Reserves & Conservation Easements
- Emergency Preparedness
- Recreation
- Tourism
- Transportation & Municipal Servicing
- Resource Extraction



MDP – Specific Plan Objectives & Policies

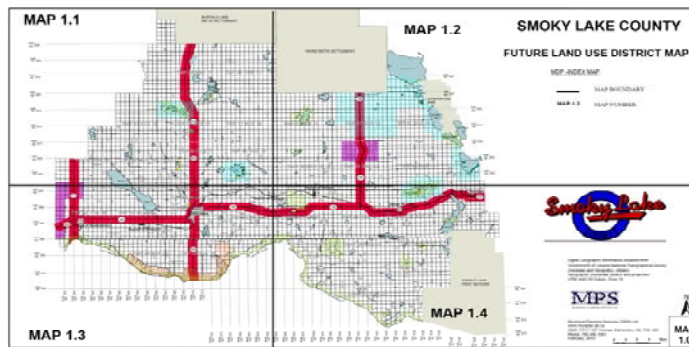
Establishes a set of objectives and policies which apply within different plan areas

- Agriculture
- Residential
- Industrial
- Commercial
- Overlays (Victoria, Statutory Plan and Environmentally Sensitive Area)



MDP – Future Land Use Map

Identifies the preferred long-term use of land. The use areas reflect the objectives and policies established in the MDP for specific use area, i.e. agriculture, residential, commercial, industrial, etc.



MDP – LUB Amendments

How does the County’s MDP influence LUB amendments?

- LUB amendments MUST conform to Statutory Plans

- MDP includes polices which direct different land uses to different areas in order to further federal, provincial and municipal goals and objectives

- MDP goals and objectives should be a consideration of Council decisions regarding proposed LUB amendments



MDP – Subdivision

How does the County’s MDP influence Subdivision?

- Subdivision applications MUST conform to Statutory Plans

- MDP includes polices which establish the density in the AG District

- More flexibility in relation to density with regards to Commercial and Industrial Parcels

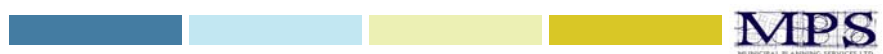


MDP – Development

How does the County’s MDP influence Development?

- MDP goals and objectives should be a consideration of Development decisions regarding proposed LUB amendments

- However, development decisions are based in most part on regulations in the LUB.



LUB – Subdivision

How does the County’s LUB influence Subdivision?

- LUB regulations should be a consideration of Subdivision decisions however, the Subdivision Authority has the ability to “vary” the LUB regulations
 - 2 exceptions:
 - Use
 - Density



LUB – Development

How does the County’s LUB influence Development?

- LUB regulations direct:
 - Application requirements
 - Decision process
 - Appeal process
 - Development requirements



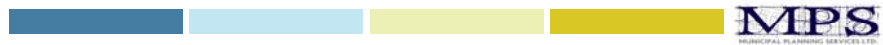
LUB – Development

- Development regulations in the LUB can be varied. Variance provisions are included in the LUB (Section 2.12)
 - 2 exceptions:
 - Use
 - Density



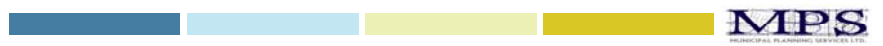
Summary Remarks - Evaluating Information

- Planning considerations
- Other considerations (Engineering, legal, etc.)
- Relevance
- Fact vs. opinion



Summary Remarks - Making a Decision

- Nature of the issue
- Findings of fact
- Statutory requirements
- Applicable planning documents
- Arguments raised
- Relevant vs. irrelevant information
- Fact vs. opinion



Summary Remarks - Making a Decision

- Decision should:
 - Reflect only the relevant factors
 - Take into consideration the evaluating information
- Conditions and Notes
 - Conditions must be reasonably achievable
 - Conditions should not place liability on the County





PLANNING DOCUMENTS

2. **County Planning Documents**

- **Municipal Government Act – Part 17:**
 - ▶ Sections 616 to 697.
- **Municipal Development Plan:**
 - ▶ Bylaw No. 1249-12.
- **Land Use Bylaw (Including Amendments)**
 - ▶ Bylaw 1250-12. Amendments: Bylaw 1256-13
- **Area Structure Plans**

3. **County Planning Policies and Bylaws**

- **Development Authority Bylaw:**
 - ▶ Bylaw No. 994-95
- **Subdivision Authority Bylaw:**
 - ▶ Bylaw No 996-95.
- **Planning Related Policies:**

| Policy Number | Title | Adoption |
|-----------------------------------|---|--------------------|
| Management Policies – Blue | | |
| M01-09-03 | Planning and Development Manager: Job Description | September 22, 2011 |
| M01-31-03 | Planning and Development Assistant: Job Description | January 31, 2013 |
| M61-01-02 | Planning and Development: Work Plan | March 1, 2013 |
| Governance Policies - Red | | |
| 01-06-02 | Public Hearing Procedures | February 24, 2000 |
| 01-07-02 | To Sell Portions of Municipal Reserve | February 24, 2000 |
| 01-38-01 | Smoky Lake County Strategic Plan | September 27, 2012 |
| 03-05-05 | Approaches and Culverts | December 16, 2011 |
| 03-16-03 | Road Closure or Cancellation | November 25, 2010 |
| 61-01-01 | Reserve Requirements in Subdivisions | August 16, 2007 |
| 61-02-01 | Resource Extraction: Development Permit Application | March 27, 2008 |
| 61-03-02 | Application for Development Permits | October 24, 2013 |
| 61-09-01 | Development Agreement for Subdivisions | December 16, 2011 |
| 61-11-03 | Planning and Development Fees | May 23, 2013 |

4. **Processing of Applications:**

- **Policy Statement No. 61-03-03: Application for Development Permit**

Application Permit Process:

| | |
|---|--|
| Purpose: | To outline the procedures and requirements for applying for a Development Permit in Smoky Lake County. |
| Policy Statement and Guidelines: | |

1.0 STATEMENT

- 1.1 Development Permits are issued by Smoky Lake County, pursuant to Land Use Bylaw, as amended. If site work has already begun, then you are advised that no further work on the development is to occur until a permit is issued. Any access to, site servicing of, or construction started on the property prior to the issuance of a development permit, and completion of the expiry of the appeal period, is at the Applicant's risk and is subject to a fine under the Land Use Bylaw.

2.0 PROCEDURES

- 2.1 **Application Forms are available from the County Office and from the County website at www.smokylakecounty.ab.ca.**
- 2.2 **A Development Permit Application must be completed and submitted to the County Office, accompanied with a fee as set out in the "Schedule A – Development Permit Application Package".**
- 2.3 **All applications must be in issued in accordance with the Land Use Bylaw.**



SCHEDULE "A"

DEVELOPMENT PERMIT APPLICATION PACKAGE

DEVELOPMENT PERMIT INSTRUCTIONS

It is important to read and understand the following instructions prior to completing this application form.

- 1) Every application for a development permit shall be submitted in complete form, accompanied by the appropriate fees set forth pursuant to Land Use Bylaw 1250-12, as amended. If site work has already begun, then you are advised that no further work on the development is to occur until a permit is issued. Any access to, site servicing of, or construction started on the property prior to the issuance of a development permit, and completion of the expiry of the appeal period, is at the Applicant's risk and is subject to a fine under the Land Use Bylaw.
- 2) The Development Authority requires an applicant to include the following support information when submitting an application for a development permit in accordance with Section 2.0: Development Permit, Rules, and Procedures of the Land Use Bylaw 1250-12 and amendments thereto. Please follow sample site plan provided in this package.
- 3) Failure to complete this form and to supply the required supporting information, may result in delays in the processing of the application. If more information or other reports are required to be submitted, you will be notified in writing of same. Application is not deemed accepted and complete until all information is received.
- 4) A permit issued in accordance with the notice of decision is valid for a period of twelve (12) months from the date of issued. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, or at any time the development has been discontinued for a period of six (6) months, the permit shall be null and void.
- 5) A permit granted under the provisions of the Bylaw does not become effective until fourteen (14) days or a longer period at the discretion of the Development Authority after the date of issue of the notice of decision, in accordance with the appeal process outlined in items 6, 7, 8 and 9 below.
- 6) If an application is refused, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the Secretary of the Subdivision and Development Appeal Board

(SDAB) of Smoky Lake County within fourteen (14) days after the notice of the decision is given. The Subdivision and Development Appeal Board will then give reasonable notice of the appeal hearing to the appellant and those, who in the opinion of the Subdivision and Development Appeal Board, may be affected.

- 7) Where an appeal is made within the fourteen (14) day period, outlined in item 5 above, by a person claiming to be affected by the approval or refusal of an application for development, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit confirmed, modified or nullified by the Subdivision and Development Appeal Board (SDAB).
- 8) An application for a development permit shall, at the option of the applicant, be deemed to be refused when a decision is not made by a Development Authority within forty (40) days after the receipt of the application in its complete and final form by a Development Authority, and the person claiming to be affected may appeal in writing as though they had received refusal at the end of the period specified in this item.
- 9) A decision of the Subdivision and Development Appeal Board is final and binding on all parties, and all persons subject to the provisions of the Municipal Government Act, as amended.
- 10) All information and design criteria as it relates to the application for Development Permit shall be in conformance with the provisions of the Land Use Bylaw 1250-12 and amendments thereto.
- 11) You are advised to accurately locate any oil, gas, power and telephone lines on your property prior to undertaking any excavation work by contacting Alberta One-Call at 1-800-242-3447.
- 12) If you have any questions regards this application package, please contact Smoky Lake County Planning and Development Department at 1-888-656-3730 or 780-656-3730 or alternatively, you may arrange a pre-application meeting to discuss same.

A DEVELOPMENT PERMIT IS REQUIRED FOR:

- A. The carrying out of any construction or excavation, or other operations, in, on, over or under land;
- B. The making of any change in the use or the intensity of use of any land, buildings or premises, and, without restricting the generality of the foregoing, includes the removal and/or placement of topsoil.
- C. In a building or on a parcel used for dwelling purposes, any increase in the number of families occupying and living in the building or on the parcel; and any alteration or additions which provide for an increase in the number of dwelling units within the building or on the parcel;
- D. The placing of refuse or waste material on any land;
- E. An excavation or stockpile and the creation of either of them;
- F. A building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land;
- G. The resumption of the use for which land or buildings had previously been utilized;
- H. The use of the land for the storage or repair of motor vehicles or other machinery or equipment;
- I. The continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw comes into effect;
- J. The more frequent or intensive use of land for the parking of trailers, bunkhouses, portable dwellings, skid shacks or any other type of portable building whatsoever whether or not the same has been

placed or affixed to the land in any way;

K. The placement of an already constructed or a partially constructed building on a parcel of land; and

L. The erection of signs.

HOW LONG DOES IT TAKE TO GET A DEVELOPMENT PERMIT?

It is important to plan ahead and submit your application well in advance of starting the development. According to the Municipal Government Act, a Development Authority has 40 days in which to make a decision on a completed development permit application. The 40 days begins after all of the necessary information has been provided.

If a proposed development falls into the Permitted Use classification, a Development Permit can typically be issued within the 40 day time limit. Although, if your proposed development falls into the Discretionary Use classification according to the Land Use Bylaw, approximately 2-4 months may be required to obtain a Development Permit (including the appeal period).

WHY DO I NEED A DEVELOPMENT PERMIT?

A development permit ensures that the proposed use of the land does not conflict with surrounding uses. The development permit can ensure that the development is set back the appropriate distances from property lines. Setbacks are also required to ensure that the development is located in a safe place so that it isn't too close to a road, steep slope, water body, oil and gas facilities, etc.

| | |
|---|-------------------|
| Internal Use Only | |
| Our File Number: _____ Your File Number: _____ Roll Number: _____ | |
| Applicant Information | |
| Applicant/Agent: _____ | Phone: _____ |
| Address: _____ | Cell Phone: _____ |
| City/Prov. _____ Postal Code: _____ | Fax: _____ |
| Email address: _____ | Signature: _____ |
| Applicant/Agent Authorization: I am the applicant/agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application. | |
| Registered Landowner Information | |
| <input type="checkbox"/> <i>Owner same as applicant</i> | |
| Registered Owner: _____ | Phone: _____ |
| Address: _____ | Fax: _____ |
| City/Prov. _____ Postal Code: _____ | Signature: _____ |
| Right of Entry | |
| Pursuant to Section 542 of the Municipal Government Act, I hereby do _____ or do not _____ grant consent for a designated officer of Smoky Lake County to enter upon the land as described above, for a site inspection. | |
| Print Name: _____ | Signature: _____ |
| Section A - Property Information | |
| Division _____ | |
| Legal: Lot __ Block __ Plan __ and Part of __ ¼ Sec __ Twp __ Rge __ W4M | |
| Subdivision Name (if applicable) or Area of Development _____ | |
| Rural Address/Street Address _____ | Parcel Size _____ |
| Number of existing dwellings on property (please describe) _____ | |
| Has any previous application been filed in connection with this property? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, please describe the details of the application and file number: _____ | |
| Is the subject property near a steep slope (exceeding 15%)? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Is the subject property near or bounded by a body of water? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Is the subject property within 800m of a provincial highway? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Is the subject property near a Confined Feeding Operation? <input type="checkbox"/> Yes <input type="checkbox"/> No Distance: _____ | |

Is the subject property within 1.5km of a sour gas facility?
 Yes No Distance: _____

Is the subject property within 1.5km of a sewage treatment plant/lagoon?
 Yes No

Is the subject property immediately adjacent to the County boundary?
 Yes No

If yes, the adjoining municipality is: _____

Section B – Proposed Development Information
 Permitted Use Discretionary Use

Estimated Cost of Project \$ _____

Estimated Commencement Date _____

Estimated Completion Date _____

Dwelling: Floor Area ___sq. ft. % of Lot Occupied ___ Height of Dwelling ___metres

Accessory Building:
 Floor Area ___sq. ft. % of Lot Occupied ___ Height of Acc. Bldg ___metres

Parking: No. of Off-Street Parking _____

Existing Land Use District or Zoning of Property: _____

Recreational Vehicle: Year ___ Make ___ Model___ License Plate___

Description of Work: _____

SEPARATE REPORTS TO ATTACH:

| | | | |
|--|--|--|--|
| Parking Plan | Biophysical Assessment | Master Sign Plan | Site Plan |
| Stormwater Management Plan | Hydrogeological Report | Landscaping Plan (Garner Lake ASP) | Industrial Development (Section 2.5/7.10 of LUB) |
| Geotechnical Report | Environmental Site Assessment Phase I or Phase II or Phase III | Wind/Energy Conversion System (Section 2.9/7.36-7.38 of LUB) | Commercial/Recreation Development (Section 2.6/7.2/7.4/7.20-7.24 of LUB) |
| Natural Resource Extraction (Section 2.7/7.16 of LUB.) | Reclamation Plan | Excavation & Stripping Development (Section 2.8 of LUB) | Historical Resource Impact Assessment (HRIA) (Section 2.4/9.2 of LUB) |
| Real Property Report | Cumulative Effects Assessment | Applicable Provincial /Federal Authorization | Copy of ERCB Abandoned Well Viewer Map (*required for all applications) |


Section C – Abandoned Wells

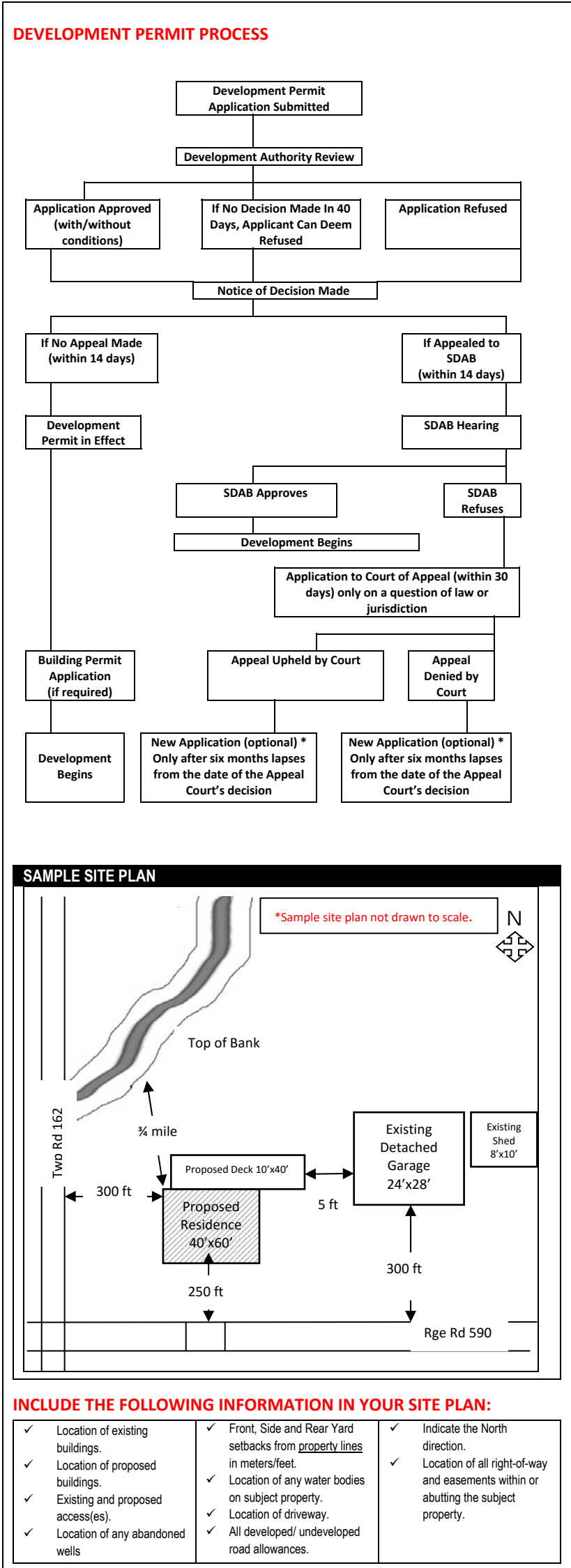
Effective November 1, 2012, the Subdivision and Development Regulation requires that an applicant for a development permit (for buildings larger than 47m²/505 sq. ft.) provide information about abandoned oil and gas wells on the subject property. Before an application for development can be considered complete, applicants MUST provide this information. The following outlines the process for determining what information is required with your development application. Applicants are required to verify the ERCB Abandoned Well Viewer online at: mapview.ercb.ca/spatialdatabrowser/default.aspx?config=AbandonedWells.xml to determine if abandoned wells are located on the subject property.

If an abandoned well is found, then the Applicant MUST provide Smoky Lake County with all Licensees identified by the ERCB as affecting their property to confirm the following:

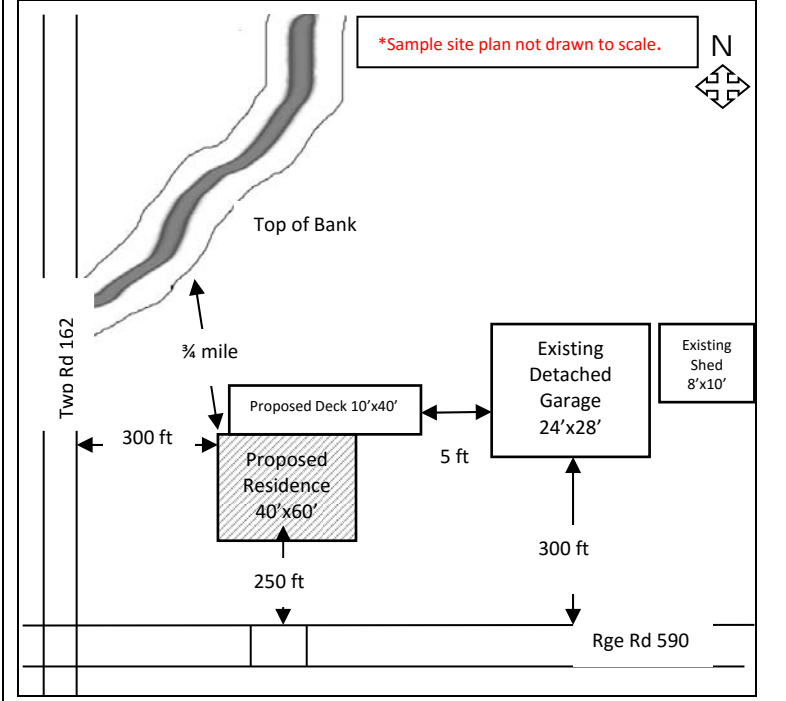
1. a sketch showing the location and setback distance required by the Licensee from each abandoned well;
2. the map from the ERCB Viewer of the subject property;
3. a list of all abandoned wells, including the surface coordinates;
4. any additional information from Licensee(s) that led to a change in the setback.

If an abandoned well is not found, then the Applicant must sign in the space provided below confirming that there are no abandoned wells located on the property. The Applicant MUST attach the map from ERCB Viewer of the property.

| | | |
|---|--|--------------------|
| Applicant Print Name | Applicant Signature | Date |
| <p>Section D – Preferred Method of Communication</p> <p>When a decision has been made on your file, do you wish for us to:</p> <p style="text-align: center;"><input type="checkbox"/> call you for pick up <input type="checkbox"/> mail the decision</p> <p>**If a decision has not been picked up within 5 (five) working days, the decision will be automatically mailed to applicant.</p> <p>Should the Planning and Development Department have any questions or require clarification regarding your application, how do you to be contacted:</p> <p style="text-align: center;"><input type="checkbox"/> phone <input type="checkbox"/> mail <input type="checkbox"/> fax <input type="checkbox"/> e-mail</p> | | |
| <p>OFFICE USE ONLY</p> <p>Type of Payment:</p> <p style="text-align: center;"><input type="checkbox"/> DEBIT <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE</p> <p>Fee \$ _____</p> <p>Receipt # _____</p> <p>Receipt Date _____</p> <p>Date Received _____</p> <p>*and deemed complete by Development Authority.</p> <p style="text-align: center;"><input type="checkbox"/> Entered into e-SITE</p> | <p>Authorization:</p> <p>Issuing Officer's Name _____</p> <p>Issuing Officer's Signature _____</p> <p>Date of Approval _____</p> <p>Date Issued _____</p> <p>Comments and/or Variances _____</p> <p>_____</p> | |
| <p><small>The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. Information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use or disposal of this information should be directed to Smoky Lake County at 780-656-3730.</small></p> | | |
| Our File Number: _____ | | Roll Number: _____ |
| DEVELOPMENT PERMIT SITE PLAN | | |
|  | | |
| DATE: | SIGNATURE OF APPLICANT: | |
| DATE: | SIGNATURE OF APPLICANT: | |



SAMPLE SITE PLAN



INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:

| | | |
|--|--|--|
| <ul style="list-style-type: none"> ✓ Location of existing buildings. ✓ Location of proposed buildings. ✓ Existing and proposed access(es). ✓ Location of any abandoned wells | <ul style="list-style-type: none"> ✓ Front, Side and Rear Yard setbacks from <u>property lines</u> in meters/feet. ✓ Location of any water bodies on subject property. ✓ Location of driveway. ✓ All developed/ undeveloped road allowances. | <ul style="list-style-type: none"> ✓ Indicate the North direction. ✓ Location of all right-of-way and easements within or abutting the subject property. |
|--|--|--|

■ **Subdivision Process: Applications available from Municipal Planning Services (2009) Ltd:**

208, 17511 – 107 Avenue
 Edmonton, Alberta T5S 1E5
 Phone: 780-486-1991
 Fax: 780-483-7326

Applications Forms are also available at the Smoky Lake County Office – Planning Department.

► **Policy Statement No. 61-09-01: Development Agreement for Subdivisions**

| | |
|---|--|
| Purpose: | Smoky Lake County believes that orderly development for subdivisions can occur with the assistance of a Development Agreement Policy that shall be fair and equitable to the municipality and the developer. |
| Policy Statement and Guidelines: | |
| 1. STATEMENT | The Development Agreement , as shown on “ <i>Schedule A – Development Agreement</i> ” outlines the template in which the Planning and Development Department prepares Development Agreements specifically for agricultural and single lot subdivisions. |
| 2. OBJECTIVES | The benefits of this policy include: <ul style="list-style-type: none"> 1.1 Guidance to the preparation and execution of Development Agreements in accordance with the <i>Municipal Government Act</i> and the <i>Subdivision and Development Regulation</i>. 2.2 Ensures that developers and/or landowners are treated fairly and equitably and that both parties interests are protected. |
| 3. PROCEDURES | <ul style="list-style-type: none"> 3.1 The administration of Development Agreements and of all the municipality's requirements pursuant to any Development Agreement is the responsibility of the Planning and Development Department. 3.2 As a condition of subdivision approval in accordance with <i>Section 655(1)</i> of the <i>Municipal Government Act</i>, the developer may be required to enter into a Development Agreement. 3.3 The "Short Form" Development Agreement as shown on “<i>Schedule A – Development Agreement</i>” of this policy shall apply to: <ul style="list-style-type: none"> 3.3.1 Agricultural subdivisions. 3.3.2 Single lot/double lot residential subdivisions. 3.3.3 Single lot/double lot commercial/industrial subdivisions. 3.4 After receiving subdivision approval from the Subdivision Authority, the Municipal Government Board, or the Subdivision and Development Appeal Board, the developer shall sign a Development Agreement with Smoky Lake County. 3.5 The Agreement <i>may</i> be accompanied by the following: <ul style="list-style-type: none"> 3.5.1 Affidavit of Execution (Use only if not a Corporation signing under Seal); 3.5.2 Appendix A - Tentative Plan of Subdivision; 3.5.3 Appendix B – Approaches. (construction requirements and/or Specifications by the County according to Policy Statement 03-05: Approaches.) 3.5.4 Any other conditions required by the County, Subdivision Authority, Municipal Government Board or Subdivision and Development Appeal Board. |

- 3.6 Typically three (3) Originals are prepared for execution by all parties, i.e., Landowner(s), Developer (if applicable) and Smoky Lake County.
- 3.7 "Short Form" Development Agreements shall be signed by the registered landowner and developer/agent (if applicable), as well as signed and sealed by the Chief Administrative Officer of Smoky Lake County.
- 3.8 Following the execution of a Development Agreement by both parties, Smoky Lake County will register the Development Agreement by way of a Caveat at the Land Titles Office pursuant to *Section 655(2)* of the *Municipal Government Act*, against the certificate of title for the parcel of land that is the subject of the subdivision. This caveat will serve as security to protect the municipality's interests, and will not be discharged or removed until the County is satisfied that all conditions have been complied with.
- 3.9 Variances to the standard agreement will be at the approval of Council.

4. DEFINITIONS

- 4.1 **Caveat:** is a Latin word meaning "let him beware". It is a warning to anyone searching the Certificate of Title that the caveator is claiming an interest in that
- 4.2 **Development Agreement:** refers to a contract executed, or intended for execution by the municipality and a developer, which pertains to the requirements of the municipality pursuant to *Section 655(1)(b)* of the *Municipal Government Act*.
- 4.3 **Local Improvement** refers to:
 - 4.3.1 All internal roads and approaches, including same to the Park Reserve parcel(s), to the general design standards as approved by Smoky Lake County.
 - 4.3.2 All necessary drainage easements and improvements as required by Smoky Lake County.
 - 4.3.3 The preparation of all reserve parcels, ditches, backslopes, and disturbed areas within the Lands.
- 4.4 **Municipal Utility:** refers to a utility system (i.e., water distribution, natural gas, and sewage collection) which is intended or has the potential to be publicly operated.
- 4.5 **Owner** means:
 - 4.5.1 in the case of land owned by the Crown in right of Alberta or the Crown in right of Canada, the Minister of the Crown having the administration of the land, or
 - 4.5.2 in the case of any other land, the person shown as the owner of the parcel on the municipality's assessment roll.



Schedule "A"

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT made this ___ day of _____, A.D., 20__.

BETWEEN:

SMOKY LAKE COUNTY
 a Municipal Corporation
 Box 310
 4612 McDougall Drive
 Smoky Lake, Alberta T0A 3C0
 Phone: 780-656-3730
 (hereinafter called "the County")

OF THE FIRST PART

- AND -

Name

Mailing Address Phone Numbers: Residence Work Cellular
(hereinafter called "the Developer")

OF THE SECOND PART

WHEREAS, the Developer is the owner and desires to subdivide the Lands and has applied for and obtained subdivision within the boundaries of Smoky Lake County and legally described as:

Legal Land Description: Quarter Section Township Range W4M
(hereinafter called "the Lands")

AND WHEREAS the County and the Developer wish to enter into an Agreement and further agreement regarding the subdivision of said Lands.

THE PARTIES of this Agreement, in consideration of the promises and the mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

1. The Developer shall be responsible for the installation of necessary utility services within or upon the Lands, including the granting of such easements or other right-of-way as are necessary and required for the supply of utilities to the Lands. To this end, the Developer shall cause a utility easement to be registered in favour of Smoky Lake County concurrently with the Descriptive Plan or Plan of Survey effecting the subdivision should the County so wish.
2. After entering into this Agreement, the Developer shall cause the Descriptive Plan or Plan entering into this Agreement, the Developer shall cause the Descriptive Plan or Plan of Survey effecting the subdivision to be prepared and submitted to the subdivision authority for endorsement.
3. After obtaining the necessary endorsement of the subdivision authority and after the County has filed a Caveat (at the County's discretion) against the Lands to protect its interests under this Agreement, the Developer may proceed to register documents that will effect the subdivision at the Lands Titles Office.
4. All covenants, undertakings, obligations, and conditions set out in this Agreement shall constitute covenants running with the Lands and the County may register a Caveat at the Lands Titles Office against the Lands to protect its interest under this Agreement. Smoky Lake County may grant a postponement of the caveat as to any of the land in development. Smoky Lake County will discharge the caveat promptly upon acceptance of the various matters required to be performed by the Developer under this Agreement.
5. The Developer shall indemnify and save harmless the County from any and all losses, costs, damages, actions, cause of actions, suits, claims and demands resulting from anything done or omitted to be done by the Developer in pursuance of purported pursuance of this Agreement.
6. The County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, or presence of environment contamination or the develop-ability of the subject land for any intended use by the Developer.
7. The Developer shall pay to the County all outstanding taxes, to date, including the current year taxes.
8. The Developer shall pay the County, an administrative fee of **one hundred dollars (\$100.00)**, for each registerable parcel created under this proposal, totaling **two hundred dollars (\$200.00)**, at the time of signing this agreement.
9. The Developer shall provide the County with **certification**, from an accredited inspector that the function and location of any existing sewage disposal system on the proposed parcel will satisfy the

Private Sewage Disposal Regulations and is suitable for the intended subdivision.

- 10. This Agreement does not constitute subdivision approval and is not a Development Permit or other Permit granted on behalf of the County.
- 11. This Agreement shall not be assignable by the Developer without the written consent of the County.
- 12. This Agreement is binding on the heirs, executors, successors and assigns of the parties hereto.
- 13. Notwithstanding the provisions contained in this agreement, the Developer undertakes, warrants and agrees that the Developer shall not register the plan of the Subdivision at the Land Titles Office for the North Alberta Land Registration District nor shall Smoky Lake County be required to provide Smoky Lake County's consent to the registration of the plan of the Subdivision at the said Land Titles Office until such time as all conditions of this agreement have been satisfied:
 - 13.1 The Developer agrees that the subdivision of the Lands is subject to the terms and conditions of this Agreement. The "Lands" shall mean the Lands delineated attached hereto as **"Appendix A - Tentative Plan of Subdivision."**
 - 13.2 The Developer shall ensure that legal and physical access is provided to the parcel(s) being created and to the remnant parcel to the standards and specifications to the satisfaction of Smoky Lake County as per County Policy shown on **"Appendix B - Approaches."**
 - 13.3 All other conditions of the Subdivision Approval are met. Conditions of the subdivision approval can be inserted if not listed previously in this agreement including security for any local improvements (if any):
- 14. Any notices required by one party to be given to the other shall be given at the following address:

Registered Landowner: _____
 Address: _____
 And
Smoky Lake County
 Box 310
 Smoky Lake, Alberta T0A 3C0

IN WITNESS WHEREOF the Parties here have caused their signatures to be hereunto affixed the day and year first above written.

| | | |
|----------------|---|--|
| | | SMOKY LAKE COUNTY |
| | | _____ |
| | | Chief Administrative Officer |
| _____ | } | _____ |
| WITNESS | | Registered Landowner |
| _____ | } | _____ |
| WITNESS | | Agent / Developer (if Applicable) |

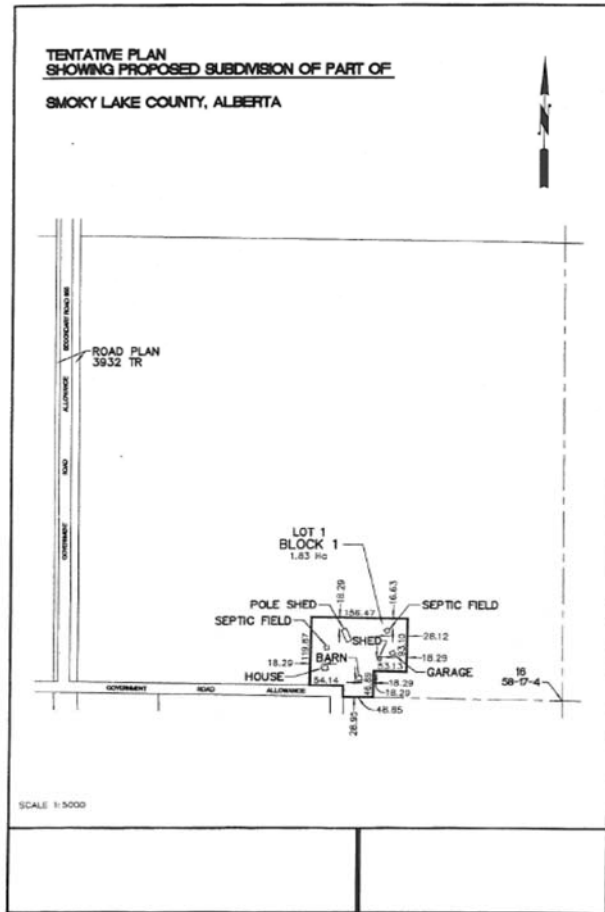
AFFIDAVIT OF EXECUTION
 (**Use only if not a Corporation signing under Seal.)

CANADA) I, _____,
 PROVINCE OF ALBERTA) of the Smoky Lake County,
 TO WIT:) in the Province of Alberta,
) MAKE OATH AND SAY:

1. THAT I was personally present and did see _____, named in the within instrument, on the basis of the identification provided to me, duly sign and execute the same for the purpose named therein;
2. THAT the instrument was executed at the Smoky Lake County, Alberta and that I am the subscribing witness thereto;
3. THAT I believe _____, whose signature(s) I witnessed, is/are at least eighteen (18) years of age.

Sworn before me at the Smoky Lake County,)
 in the Province of Alberta)
 this ____ day of _____, 20__)
 _____)
 A Commissioner for Oaths in and for the)
 Province of Alberta)

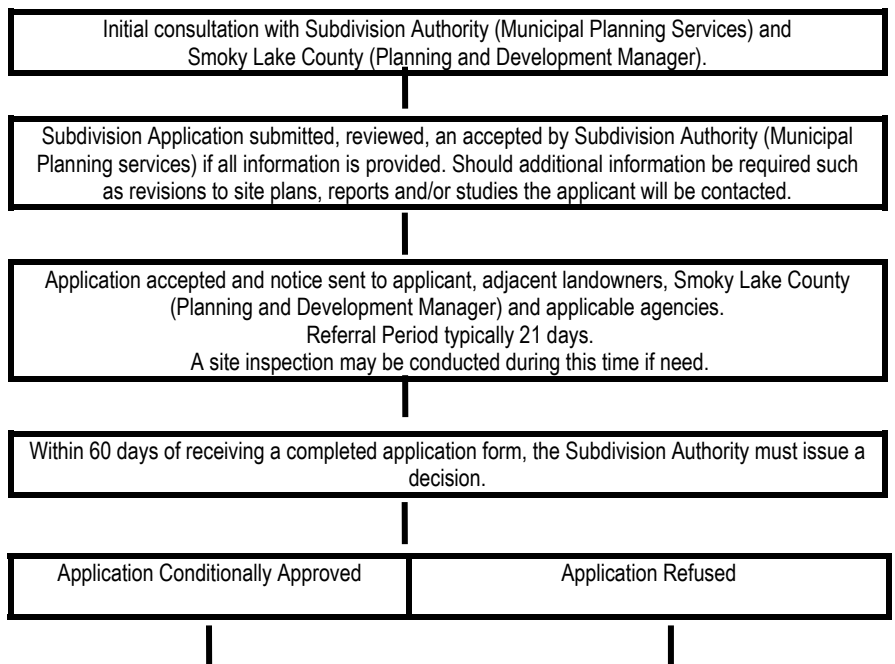
Appendix A- Tentative Plan of Subdivision
Subdivision Authority File No. _____

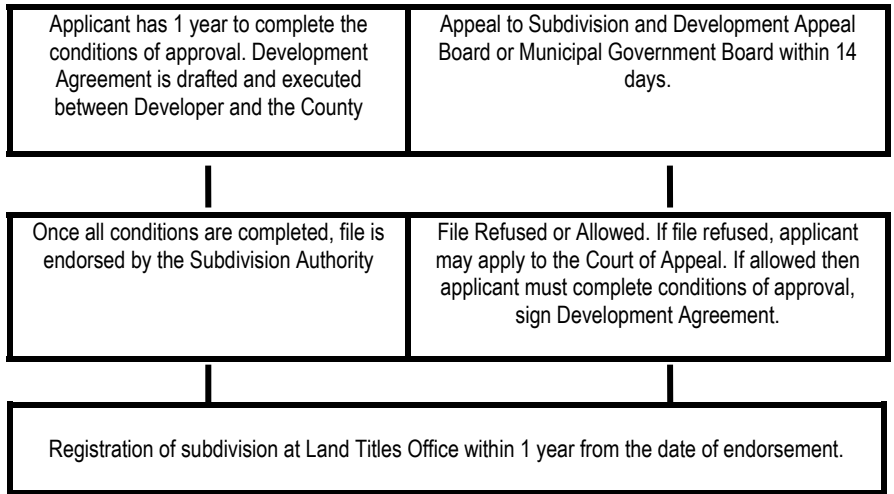


Appendix B - Approaches


(*attach Policy Statement 03-05: Approaches)

Subdivision Process Chart:

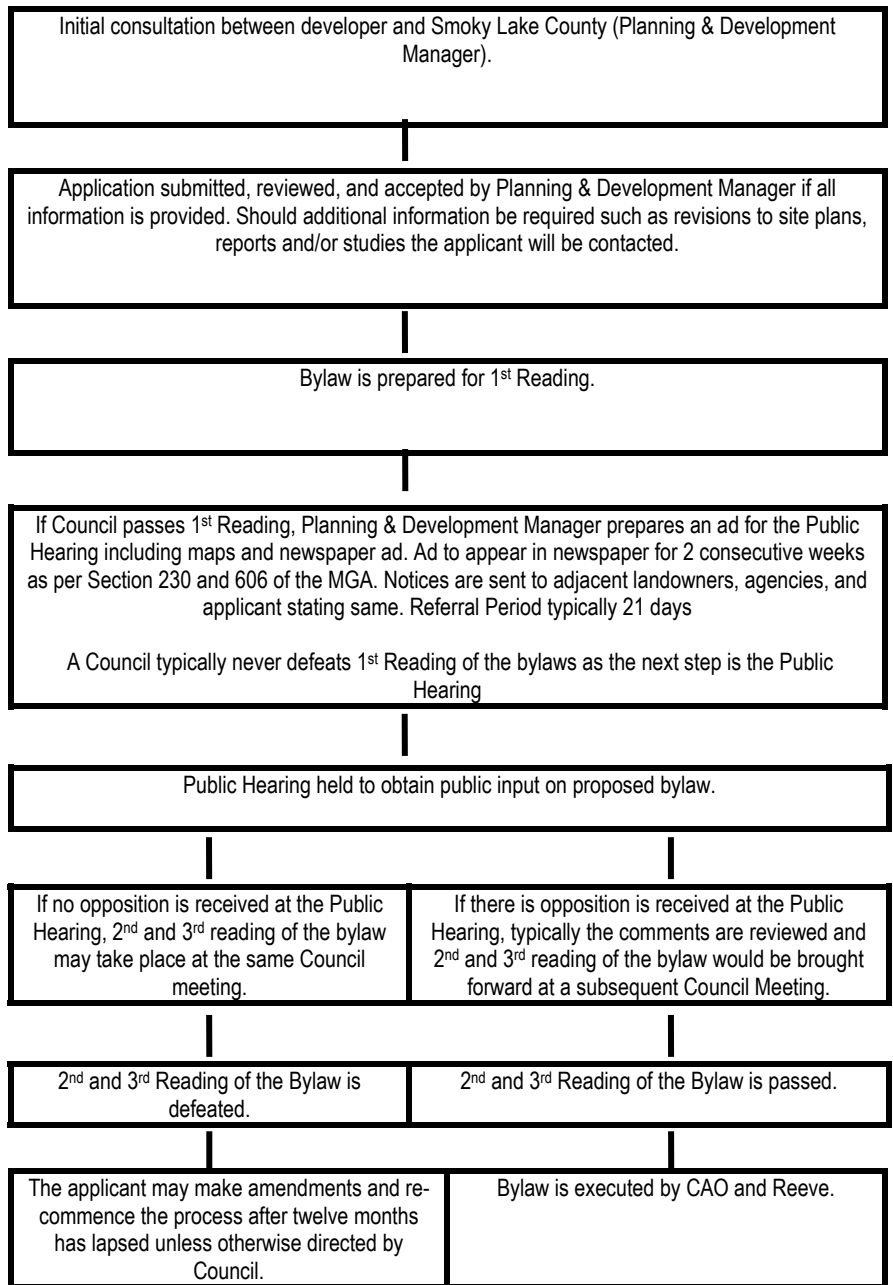




■ Land Use Bylaw Amendment Applications (Rezoning) Process:

| | | | | | |
|--|---|----------|--|-----------|-------|
|  | | | Date of Application: _____ | | |
| APPLICATION TO AMEND <input type="checkbox"/> LAND USE BYLAW <input type="checkbox"/> AREA STRUCTURE PLAN <input type="checkbox"/> MUNICIPAL DEVELOPMENT PLAN | | | | | |
| APPLICANT INFORMATION | | | COMPLETE IF DIFFERENT FROM APPLICANT | | |
| NAME OF APPLICANT | | | NAME OF REGISTERED LANDOWNER | | |
| SIGNATURE | | | SIGNATURE | | |
| MAILING ADDRESS | | | MAILING ADDRESS | | |
| POSTAL CODE | TELEPHONE | OTHER | POSTAL CODE | TELEPHONE | OTHER |
| LEGAL DESCRIPTION | | | | | |
| QTR/LSD | SECTION | TOWNSHIP | RANGE | W4M | |
| REGISTERED PLAN | | BLOCK | LOT | | |
| EXISTING LAND USE DISTRICT <input type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (M1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) <input type="checkbox"/> | | | PROPOSED LAND USE DISTRICT <input type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (M1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) | | |
| MUNICIPAL DEVELOPMENT PLAN: | | | AREA STRUCTURE PLAN: | | |
| REASON IN SUPPORT OF APPLICATION FOR AMENDMENT: | | | | | |
| OFFICE USE ONLY | | | | | |
| Reports | <input type="checkbox"/> Environmental Site Assessment <input type="checkbox"/> Stormwater Management Plan <input type="checkbox"/> Geotechnical Report | | <input type="checkbox"/> Biophysical Assessment <input type="checkbox"/> Certificate of Title | | |
| APPLICATION FEE | RECIPT# | | BYLAW NO. | | |
| COMMENTS | | | | | |

Land Use Bylaw Amendment or Statutory Plan Amendment Process Chart:



■ **Planning – Consideration Checklist: *Good Practice!***

Planning - Considerations Checklist:

| PLANNING: | | |
|---|--------------------------|--------------------------|
| CONSIDERATIONS CHECKLIST | YES | NO |
| Will the proposal help the municipality to achieve the goals and objectives identified in the Municipal Development Plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the proposal conform to the Municipal Development Plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the proposal conform to the Land Use Bylaw? | <input type="checkbox"/> | <input type="checkbox"/> |
| Will the proposed development provide benefit to the municipality in relation to: | | |
| <i>Hara Infrastructure considerations (built and physical environment):</i> | | |
| Potable Water | <input type="checkbox"/> | <input type="checkbox"/> |
| Wastewater | <input type="checkbox"/> | <input type="checkbox"/> |
| Stormwater | <input type="checkbox"/> | <input type="checkbox"/> |
| Roadways and Highways | <input type="checkbox"/> | <input type="checkbox"/> |
| Local Watershed | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Soft Infrastructure Considerations (provision of and access to):</i> | | |
| Schools | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency and protective services | <input type="checkbox"/> | <input type="checkbox"/> |

| | | |
|---|--------------------------|--------------------------|
| Hospitals | <input type="checkbox"/> | <input type="checkbox"/> |
| Local economy | <input type="checkbox"/> | <input type="checkbox"/> |
| Social services | <input type="checkbox"/> | <input type="checkbox"/> |
| Housing diversity and affordability | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the proposal consistent with plans already adopted by the Municipality? | | |
| Sustainability Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Intermunicipal Development Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Area Structure Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (Heritage Plan, Recreation Plan, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the proposal conform to applicable Regional and Sub-regional Plans | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the Plan have necessary provincial approvals? | <input type="checkbox"/> | <input type="checkbox"/> |
| Will / have sufficient opportunities for public consultation be provided? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have staff and/or consultants recommended approval? | <input type="checkbox"/> | <input type="checkbox"/> |
| CAO | <input type="checkbox"/> | <input type="checkbox"/> |
| MPC | <input type="checkbox"/> | <input type="checkbox"/> |
| Planners/Development Officers | <input type="checkbox"/> | <input type="checkbox"/> |
| Engineer | <input type="checkbox"/> | <input type="checkbox"/> |
| Economic Development | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the site suitable for the intended use? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have enough information to make an informed decision? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you recommend approval of the proposed motion at this time? | <input type="checkbox"/> | <input type="checkbox"/> |
| (For the purposes of the case study, assume the proposed motion is for approval) | | |
| If no, should the motion be refused? OR | <input type="checkbox"/> | <input type="checkbox"/> |
| If no, should the proposal be tabled subject to receipt of the following: (if changes, actions or information are required list them here) | | |

ADJOURNMENT:

235-14: Orichowski

That the County Council Committee of the Whole Meeting for the purpose of Planning Workshop, be adjourned at 2:00 p.m.

Carried.

DEPUTY REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER