



PLANNING AND DEVELOPMENT SERVICES

TO: Council

DATE: May 11, 2021

DIVISION: All

FILE: N/A

SUBJECT: Circulation and Notification Standards Policy C-327

POLICY DIRECTION:

Council regularly develops and reviews its policies, such as Circulation and Notification Standards, C-327, to ensure Council's objectives are represented and the needs of the County are addressed, in accordance with Council's responsibilities in the *Municipal Government Act*.

EXECUTIVE SUMMARY:

Council directed Administration to review the Circulation and Notification Standards Policy, C-327 to clarify the processes and align the policy with the County's current practices and standards.

Council policy C-327 establishes standards for:

1. Public notice signs;
2. Circulation of statutory plan amendments, planning applications, license of occupation of County lands applications, and road allowance closure/opening applications;
3. Notification of Council public hearings, Subdivision and Development Appeal Board (SDAB) hearings, and development permit notices of approval.

In addition to applying the County's current policy format and writing standards, the proposed amendments to the Circulation and Notification Standards Policy C-327 have been made to provide simplicity and clarity of which properties shall be notified based on the type of application being made. Consistency of notification areas has been addressed by introducing a uniform radius measurement for notification distances where possible while remaining cognizant of the diverse nature of the County's built form by allowing for a variable notification distance for Development Permit applications.

ADMINISTRATION RECOMMENDATION:

Administration recommends approval in accordance with Option #1.

BACKGROUND:

Council Policy C-327 was approved in 2017 and has not been amended since. At the December 22, 2020 Council meeting, Council recommended the policy be reviewed and brought to Council for approval.

The Circulation and Notification Standards Policy is used to notify County landowners of policies, development, and hearings that may affect landowners who live/own property within a defined distance of the policy area or development being addressed. The current policy does not clearly outline the distances for each specific policy, development, and hearing; therefore administration is required to interpret the policy which may result in different circulation areas being used for the same type of policy, development, and hearing. In order to provide consistency across all types of County projects, policy C-327 requires amendments as stated above.

BUDGET IMPLICATIONS:

There are no budget implications at this time.

Administration Resources

Logan Cox, Planning & Development Services

STRATEGIC OBJECTIVES:

The policy aligns with Council's strategic objective of enhancing transparency and communication. The revised policy allows administration to effectively and consistently engage with residents of Rocky View County.

OPTIONS:

Option #1: THAT Circulation and Notification Standards, Policy C-327, be amended as per Attachment 'A'.

Option #2: THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

"Brock Beach"

"Kent Robinson"

Acting Executive Director
Community Development Services

Acting Chief Administrative Officer

LC/llt

ATTACHMENTS:

ATTACHMENT 'A': Policy Change Highlights

ATTACHMENT 'B': Existing Circulation and Notification Standards, Policy C-327

ATTACHMENT 'C': Proposed Circulation and Notification Standards, Policy C-327