



**COUNCIL WORKSHOP  
MEETING AGENDA  
Tuesday, July 14, 2020**

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**1. ORDER – 10:00 a.m.**

**2. APPOINTMENTS / DEPARTMENTAL ITEMS**

- |   |   |  |
|---|---|--|
| a) <u>10:00 a.m. Planning and Development</u>   |   |  |
| i) Land Use Bylaw 7-08 Review   | √ | G. Bain<br>C. Haverland &<br>C. Richards |
| b) <u>10:30 a.m. Fire Services</u>  |   |  |
| i) Review of Low Hazard Fireworks Bylaw No. 14-14                                       |   |  |
| ii) Warburg Fire District/Department Survey Responses Discussion                        | √ | K. Lefebvre &<br>B. Gurmin               |
| c) <u>11:15 a.m. In-Camera</u> (in accordance with F.O.I.P., Section 17(4) - CAO Review |   | M. Doblanko                              |

**3. ADJOURNMENT**

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√ Attachment Provided

**MISSION: Leduc County is dedicated to serving its citizens and will create an enhanced quality of life through effective leadership, committed partnerships and open, transparent communication.**



## Report to Council Workshop

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### REPORT NAME

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**Name:** Land Use Bylaw 7-08 Review

### RECOMMENDATION

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That Council receive this report for information and direct Administration to bring the project charter to regular Council for adoption by Motion.

### IMPLICATIONS

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Reason: To undertake a full review of the Land Use Bylaw 7-08 and create a new Land Use Bylaw

Authority (MGA/Bylaw/Policy): Land Use Bylaw 7-08

Funding Required: \$ 50,000

Funding Source: Planning & Development Budget

### BACKGROUND

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The requirement for a Land Use Bylaw is mandated through Part 639 of the Municipal Government Act that requires every municipality to pass a Land Use Bylaw.

A Land Use Bylaw (LUB) is a municipality's most important tool for controlling and regulating the use and development of land. The Land Use Bylaw should specify: how lands can be used, the lower and upper parameters of permissible development, development requirements, the locational rationale of development, as well as considering other factors such as landscaping, lighting, parking, materials and any impact on natural or built environment as well as impacts on human life.

A Land Use Bylaw is imperative to achieving the strategic vision and goals of the County that are established through the Municipal Development Plan and the compendium of statutory and non-statutory plans and guidelines adopted for the County. As of result of the foregoing, the Land Use Bylaw must be subject to continued and/or periodical review in order to stay current, effective and relevant whilst adapting to new and changing policies, visions and demographics.

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**Submitted by:** Colin Richards, Team Lead, Development

**Reviewed by:** Charlene Haverland, Manager of Development Services

**Council Date:** July 14, 2020

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The adoption of the County's current Municipal Development Plan in 2019 ushered in new and updated visions for the County for the next 30 to 50 years, and as a result, the Land Use Bylaw 7-08 requires a thorough and extensive review, overhaul, and rewrite in order to align with current plans and ensure those visions are achievable. Furthermore, as the Land Use Bylaw 7-08 was adopted in 2008 and is now a 12 year old document that has been subject to significant amendments and alterations, its review and rewrite is welcomed throughout the Planning & Development Department in order to ensure it best serves the County, its staff and its residents for the foreseeable future.

Leduc County, Development Services staff will manage, draft and compile the document using existing resources available to staff. The goal is to keep external expenditure to a minimum, however, it is recognized that some external resources may be sought when undertaking public consultation elements of the process, which may include open houses. The requirement for any legal reviews and/or opinions will be discussed and considered on an 'as-and-when-needed' basis.

Administration are confident that in accordance with the proposed project charter, a new Land Use Bylaw can be delivered that achieves all of the overarching goals for the project, that include producing a document that is:

- Current, relevant, effective and adaptive
- Clear, concise, consistent, transparent and avoids unnecessary over-complication
- Realizes the vision for the County set out in other, overarching plans and documents
- Accommodates current and future development demands/trends/patterns, whilst protecting key industries/sectors
- Provides certainty to, and injects confidence in, the County's residents and inward investors

In accordance with the above, Administration recommend that Council receive this report for information and direct that the project charter be brought to a regular Council meeting to be adopted by Motion, which will formally commence the Land Use Bylaw review project.

Following the adoption of the project charter, the next steps in the process would be for staff to assemble the required committees and to produce a Land Use Bylaw review discussion paper that would detail issues and options, public consultation strategies, a phasing plan and detailed timelines, amongst other matters. Administration would present the discussion paper to Council prior to commencing any of the recommendations within, and aim to present the document by the end of summer 2020.

## **ATTACHMENTS**

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- Project Charter – Land Use Bylaw 7-08 Review

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**Submitted by:** Colin Richards, Team Lead, Development

**Reviewed by:** Charlene Haverland, Manager of Development Services

**Council Date:** July 14, 2020

# PROJECT CHARTER

## Leduc County Land Use Bylaw Review 2020

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<b>Executive Sponsor</b>	Grant Bain, Director of Planning & Development, Leduc County
<b>Council Committee</b>	County Council (all members)
<b>Steering Committee</b>	<ul style="list-style-type: none"> <li>• Grant Bain, Director of Planning &amp; Development</li> <li>• Charlene Haverland, Manager, Development Services</li> <li>• Jordan Evans, Manager, Long Range Planning (or delegate of his – Laurie Johnson / Duncan Martin)</li> <li>• Mark Gallant, Economic Development Coordinator</li> </ul>
<b>Technical Review Committee</b>	<ul style="list-style-type: none"> <li>• Des Mryglod, Director of Public Works and Engineering</li> <li>• Dean Ohnysty, Director of Parks and Recreation</li> <li>• Garrett Broadband, Director of Road Operations &amp; Agricultural Services</li> <li>• Steve Neff, Manager of Safety Codes</li> <li>• Clarence Nelson, Director of Enforcement Services</li> <li>• Lindsay Chambers, Communications Coordinator</li> </ul>
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>• Colin Richards, Team Lead, Development</li> </ul>
<b>Other Project Resources</b>	<p><u>Proposed Budget Allocation:</u> \$50,000</p> <p><u>External Resources:</u></p> <ul style="list-style-type: none"> <li>• Legal – legal opinions / reviews (where applicable)</li> <li>• Facilitator – assist with public engagement events (where applicable)</li> <li>• Design and Format Document (Possible internal resources)</li> </ul>

### OBJECTIVES

- Review existing LUB 7-08 and create new LUB to:
  - Align with the County's long term direction as identified in the 2019 MDP
  - Align with regional and provincial policies, regulations and legislation that have come into effect since the LUB was last updated
  - Create a document that is transparent, consistent and legible.
  - Resolve issues found within current LUB.
  - Meet the needs of the County and community for the next 10 to 15 years

## DELIVERABLES

- Develop Communication Plan for community involvement and stakeholder engagement
- Background report / discussion paper outlining issues identified with the current LUB, goals for the new LUB, MGA requirements and summary of direction proposed by staff for rewrite
- Preparation for and facilitation of public engagement activities
- Draft Land Use Bylaw
- Review draft and amend where applicable
- Proceed to a Public Hearing to rescind LUB 7-08 adopt new LUB.

## IN SCOPE

- Establish brand, promotional strategy to generate enthusiasm and interest in updating the Land Use Bylaw, and develop a communication plan
- Establish timelines
- Comprehensive review of the general regulations, processes, definitions and land use districts and areas where the LUB needs to be updated to align with new policy, legislation, etc.
- Background Report that outlines the issues identified with the current bylaw and directions proposed by staff for the rewrite (including format, content, processes)
- Initial broad-brush consultation with public and stakeholders – solicit input from the public to identify the issues they have with the current bylaw (including format, content, processes)
- Host public engagement activities such as focus group meetings to discuss the issues identified in the Background Report and those identified through initial consultation
- Break review down into manageable phases (eg, phase 1- Agriculture, 2 – Industrial, 3 - Housing etc.)
- Draft the Land Use Bylaw, section by section.
- Present the draft to staff and council for review (taking to workshops in bite-sized chunks)
- Host public meetings in applicable County locations to present drafts to the public
- Undertake a full review of draft LUB and dummy test on real applications.
- Undertake Public Hearing to adopt.

## CRITICAL SUCCESS FACTORS

- Availability of internal resources
- Coordination and collaboration with adjacent municipalities
- Clear support from the community, agricultural and business industries
- Support of Steering Committee
- Support of Council
- Effective public engagement and consultation processes

## STAKEHOLDERS (including, but not limited to)

- Government of Canada: Transport Canada, RCMP, Edmonton Regional Airport Authority (EIA), NAV Canada; Fisheries and Oceans
- Government of Alberta: Alberta Agriculture, Alberta Culture, Alberta Fish and Game, Alberta Transportation, Alberta Environment and Sustainable Resource Development, Alberta Health Services, Alberta Tourism, Parks and Recreation, ERCB, NRCB, Cows and Fish
- Municipal government: municipalities in and adjacent (including summer villages) to Leduc County region

- Regional government: EMRB
- Business stakeholders: Leduc Regional Chamber of Commerce, Nisku Business Association, business owners/operators (including agricultural producers); developers, Capital Power, Real Estate Boards, Home Builder`s Association
- Other stakeholders: Black Gold Regional School Division, St. Thomas Aquinas Roman Catholic Schools, Alberta Capital Region Wastewater Commission, Capital Region SW Water Services Commission, Alberta Energy Regulator, Alberta Utility Commission, utility providers (gas, electric, fiber optic), Edmonton Airport Authority, River Valley Alliance, Watershed Alliance (Pigeon Lake and Wizard Lake), CNR CPR, Canada Post, North Saskatchewan Riverkeepers, Telus, Association of Pigeon Lake Municipalities, Beaver Hills Initiative, Nature Conservancy Canada, Edmonton and Area Land Trust, Friends of Leduc Area Green Space (flag), Land Stewardship Centre, Leduc West Antique Society, Ducks Unlimited, Leduc #1 Interpretive Centre, Waskahegan Trail, Trans Canada Trail, drainage districts
- Public: all County residents, ratepayers & landowners
- Internal staff and departments

### BUDGET ALLOCATION

- Up to \$20,000 for legal opinions
- Up to \$5,000 for special equipment/software
- Up to \$5,000 for consultation (venues & refreshments)
- Up to \$10,000 for specialist involvement (mediators etc.)
- Up to \$10,000 for editing and publication (if necessary – use internal expertise if available)

The budget allocated above does not include internal resources for the project

### SCHEDULE OF ACTIVITIES

Phase	Activity	Possible Schedule	Deliverable
1	Present Charter to Council	July 2020	
2	Establish Timeline/Phasing Plan & Create Background Report	July - September 2020	3 months
3	Develop Communication Plan	July – September 2020	3 months
4	Public Consultation – Broad-Brush Issue Identification (online survey only)	Sept – Dec 2020	4 months
5	Commence detailed phased review & rewrite of specific categories – Agriculture, Industrial, Housing etc.	Jan 2021 – Dec 2021 (phased)	12 months
6	Public Consultation – Issue Discussion & Resolution for each of the above categories	April 2021 – Feb 2022 (phased)	9 months
7	Compile Full Draft Version LUB & take to Council for discussion	April – July 2022	4 months
8	Public Consultation – Solicit feedback on draft LUB	Aug – Sept 2022	2 months
9	Finalize Draft LUB	Sept – Nov 2022	2-3 months
10	Undertake Public Hearing for adoption	Dec 2022 – Feb 2023	1-3 months
ALL	Council Updates / Workshops	Throughout project life	Every 3 months (to be increased as necessary)

## RISKS / MITIGATION

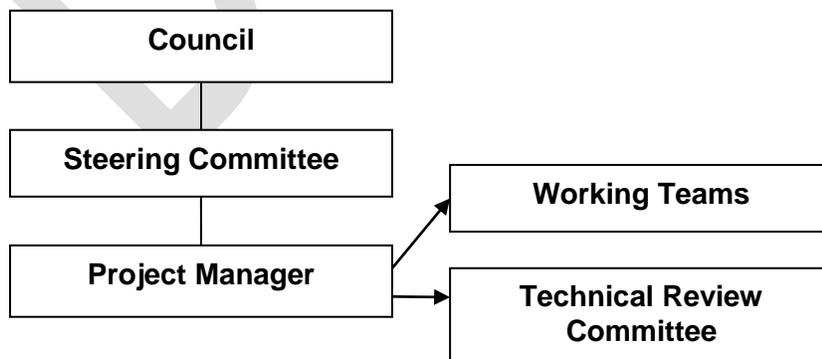
- Land Use Bylaw regulation is a contentious topic, with differing opinions across differing stakeholders. An effective public consultation process and regular workshops with Council at key stages will be essential to the success of this project.
- A Land Use Bylaw review is a large and complex subject with many variables to consider over a land mass over 2,500sq.km. This will be mitigated by reviewing the document in manageable segments to minimize confusion as well as time and resource commitments. Regular meetings and updates with the Steering Committee, meetings with the working teams and updates to Technical Review Committee will be implemented as needed to keep project timelines flowing.
- Depending upon the extent of revisions and public engagement activities required as identified through the Background Report and Initial Consultation, additional time may be required to host public engagement activities and rewrite the Land Use Bylaw.

## COMMUNICATIONS

Public engagement will be key to a positive process and required throughout the review. A Communication Plan will be established as part of the initial stage. The Communication Plan will include:

- Use of various forms of media, newspaper, newsletter, e-newsletter (e-mail sign-up), website, on-line surveys, etc.
- Numerous public engagement activities (which may include):
  - On-line survey and attendance at planned events to garner input from public to identify issues the public has with the current bylaw (including format, content, processes)
  - Open houses, public forums, focus group meetings as may be required through identification of issues through initial engagement activity
- Minimum quarterly meetings with the Council Committee
- Monthly (or bi-monthly) meetings with the Steering Committee
- Minimum bi-weekly meetings with input & administrative teams
- Meetings with Technical Review Committee as required

## REPORTING RELATIONSHIPS



## Date/Version

July 2020, V2