

Request for Decision

Title	Proposed Policy for Conditional Subdivision Approval Extensions
Proposed Motion	<ol style="list-style-type: none"> 1. That Council approve the Conditional Subdivision Approvals Extension Policy as presented; and 2. That Council amend the 2016 Fees and Charges Schedule to reflect a \$100 fee for an application to extend a Conditional Subdivision Approval.
Administrative Recommendation	Administration recommends the proposed new Policy be supported to ensure a consistent approach in providing landowners with time extensions to complete the requirements of conditional subdivision approvals.
Previous Council Direction	This item was brought forward at the April 26, 2016, Committee of the Whole for information and feedback.
Report	<p>Background</p> <ul style="list-style-type: none"> • In accordance with Section 657(1) of the <i>Municipal Government Act (MGA)</i>, an applicant for subdivision approval must submit to the subdivision authority the plan of subdivision, or other instrument that effects the subdivision, within one year from the latest of the MPC approval date or the date of a decision made by the SDAB, MGB or Court of Appeal. • Section 657(6) of the <i>MGA</i> states that a Council may extend the 1-year period. • The above-mentioned sections are vague in that, as an example: <ul style="list-style-type: none"> ○ once an instrument (as mentioned above) is submitted, it is not clear whether the 1-year period has been met and no further extensions are necessary; ○ how often a time extension can be granted by Council; and ○ for what period a time extension can be granted. • Given the above, it could be implied that: <ul style="list-style-type: none"> ○ submission of an instrument does not exempt an applicant from meeting all other obligations in the said one-year period, ○ any extension should only be given once, and ○ an extension should only be for a maximum of one year. <p>The need for a policy and procedure in this regard has become important in order for Administration to be consistent in extending conditional subdivision approvals.</p>

Proposed policy

- Proposed Conditional Subdivision Approval Extensions Policy (attached) makes provision for the following:
 - A purpose for the said policy.
 - Allows for a maximum extension of one additional year over and above the year granted by the MGA during which an applicant for subdivision must submit to the subdivision authority the plan of subdivision or other instrument that effects the subdivision.
 - Relevant definitions to ensure clarity on the terminology used.
 - Having Current Planning and Development Services processing requests for time extensions.
 - The responsibility of providing extensions will be in accordance with the Subdivision Authority Bylaw 1339/14, i.e.:
 - The Subdivision Authority for all subdivision applications for lands for which there is no Council approved Statutory Area Structure Plan is the MPC;
 - The Subdivision Authority for any subdivision application referred to the MPC by the CAO if the MPC; and
 - The Subdivision Authority for any subdivision application for lands that are located within the boundary of a Council approved statutory Area Structure Plan and conforms to the regulations of the land use zoning in place is the CAO, unless referred to the MPC.
- Although not in the policy itself, an applicant that is not able to get an approved subdivision endorsed within the 2-year time frame has the option to make a presentation to Council to seek another extension.
- Thus far, no fee is charged for an application to extend a conditional subdivision application. In general, fees and charges at Sturgeon County follow the philosophy that the work involved in bringing an application to the Subdivision Authority for a decision should be recovered and as in the case of the prescribed fee for making an appeal to the SDAB, a fee of \$100 is proposed.

External Communication

- Input was obtained from Legislative Services on the wording of the proposed policy.
- Senior Leadership Team reviewed the proposed policy and supported it coming forward for Council's consideration.
- No external communications were completed.

Relevant Policy/Legislation/Practices:

Sturgeon County Strategic Plan 2012 -2021

Focus Area: Strong Local Governance and Regional Leadership

Goal 1.1.1: Policies and directives are in place to review Council and Administration processes.

Implication

Strategic Alignment:

Sturgeon County Strategic Plan 2012 -2021

	<p>Focus Area: Strong Local Governance and Regional Leadership</p> <p>Goal 1.1.1: Policies and directives are in place to review Council and Administration processes.</p> <p>Focus Area: Operational Excellence</p> <p>Goal 6.1.2 Sturgeon County has streamlined operational processes, through standardization and continuous improvement.</p> <p>Goal 6.1.3: Sturgeon County has policies, operating systems and practices that support effective engagement and professional interaction with stakeholders</p> <p><u>Organizational:</u></p> <p>The new policy will provide more guidance and certainty to the public as well as Administration in administering applications for extensions to subdivision approvals.</p> <p><u>Financial:</u></p> <p>Application fees for applications for extensions to subdivision approvals will reflect the cost of processing the application. Impact on the budget will be minimal.</p>
Alternatives Considered	<p>Council could choose not to approve the proposed Policy; or</p> <p>Council could refer the proposed Policy back to Administration for further development or amendments.</p>
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> Not supporting approval of the proposed policy may continue inconsistent recommendations and decision making, contrary to Operational Excellence Goal 6.1.2 of Council's Strategic Plan: Sturgeon County has policies, operating systems and practices that support effective engagement and professional interaction with stakeholders. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> All applications for extension of conditional subdivision approvals will continue to be referred to the MPC for decision making, not matter how many extensions are involved. This does not represent the most efficient process for this level of service. <p><u>Financial:</u></p> <ul style="list-style-type: none"> The status quo will remain and no application fees for subdivision approval extensions will be charged.
Follow up Action	<ol style="list-style-type: none"> Administration to implement the Policy and amend the Fees and Charges Schedule.
Attachment(s)	<ol style="list-style-type: none"> Conditional Subdivision Approvals Extension Policy

**Report Reviewed
by:**

A handwritten signature in black ink, appearing to read 'Clayton Kittlitz', with a stylized flourish at the end.

Clayton Kittlitz, Manager Planning & Development

A handwritten signature in black ink, appearing to read 'Stephane Labonne', with a stylized flourish at the end.

Stephane Labonne, General Manager of Integrated Growth

A handwritten signature in black ink, appearing to read 'Peter Tarnawsky', with a stylized flourish at the end.

Peter Tarnawsky, County Commissioner – CAO

Strategic Alignment Checklist

Vision: Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

Mission: Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
Strong Local Governance and Regional Leadership			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Consistent with neighborhood role (see MDP), master plans,, policies 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Considers fiscal stability and sustainability 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Has a positive impact on regional and sub-regional cooperation 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Respect the Natural Environment			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Compliance with Provincial and Federal regulations and/or legislation 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure effective environmental risk management 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community Identity & Spirit			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Promotes and/or enhances residents' identification with Sturgeon County 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Enhances service provision through community partnerships 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Supports Sturgeon County's cultural history 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planned Growth and Prosperity			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Considers cumulative costs and long-term funding implications 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Targets growth around current or planned infrastructure 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintain and Enhance Strong Communities			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Positive impact on residents' quality of life 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Supports and promotes volunteer efforts 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Provides programs and services that are accessible to all residents 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operational Excellence			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Staff have the knowledge, skills, resources and capability to perform their jobs 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Streamlines operational processes and policies 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Promotes engagement and professional interaction with stakeholders 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>