

**PUBLIC PARTICIPATION FOR MAJOR
DEVELOPMENTS PROCEDURE**

<u>Section:</u> Land Use and Development	<u>Procedure #</u> 601.1	<u>Version #</u> 1
------------------------------------------	--------------------------	--------------------

Effective Date: March 8, 2021	Replaces: n/a
--------------------------------------	----------------------

Approved By: Monique Goffinet Miller, Chief Executive Officer

1. Purpose:

The purpose of this procedure is to describe the process for the development, review, and approval of Public Participation plans for Major Developments initiated by proponents and the steps that must be taken by the proponent to implement the Public Participation plan.

2. Scope:

This procedure applies to the Board of Directors, Provincial Capital Commission (Commission) committees, Commission Administration, and proponents of Major Developments in Wascana Centre.

3. Roles and Responsibilities

3.1. *Commission Administration* will:

- 3.1.1. assess an initial development application to determine if it constitutes a Major Development based on several factors including:
 - 3.1.1.1. whether the improvement requires a Major Amendment to the *Wascana Centre – 2016 Master Plan* (Master Plan);
 - 3.1.1.2. the value and size of the improvement;
 - 3.1.1.3. the improvement’s impact on the environment; adjacent buildings, facilities, programs/services in the Capital Region; and neighboring communities; or
 - 3.1.1.4. any other relevant factor identified by Administration.
- 3.1.2. work with the proponent to establish a Public Participation plan that meets the requirements of Commission policy and is appropriate for the nature, size, and scope of the project; and

- 3.1.3. monitor the implementation of the plan to ensure that public feedback is being considered at various stages of the development approval process to deal with issues that arise from the public feedback received (i.e., recommendations for further public meetings or more/different information dissemination).

3.2. *Proponent(s)* will:

- 3.2.1. work with Administration to develop a Public Participation plan;
- 3.2.2. conduct all Public Participation activities in accordance with the Commission's Public Participation Policy;
- 3.2.3. be responsible for all costs associated with the Public Participation plan and Public Participation activities; and
- 3.2.4. summarize and provide the results of all Public Participation submissions to the Commission, incorporate public feedback into Major Development plans/design, and provide notice of approval of Major Developments.

3.3. The *Board* will:

- 3.3.1. review Public Participation plans recommended by Administration, make recommendations or amendments, and approve those deemed appropriate; and
- 3.3.2. monitor the implementation of Public Participation plans with the assistance of Administration.

4. Procedure

Development and Approval of a Public Participation Plan

- 4.1. Any proponent of an improvement in the Capital Region must submit a development application to the Commission to determine if:
 - 4.1.1. the proposed improvement is a Major Development, and
 - 4.1.2. the proposed improvement is consistent with the Master Plan.
- 4.2. If Administration determines that the proposal constitutes a Major Development, they will work with the proponent to develop an appropriate Public Participation plan.
- 4.3. Any Major Developments that will require a Major Amendment to the Master Plan are subject to the Commission's Public Participation for Master Plan Procedure.

- 4.4. Administration will work with the proponent in the design of the Public Participation plan to determine the:
 - 4.4.1. level or levels of Public Participation to be used in decision-making at various stages of the review process (based on the International Association of Public Participation's (IAP2 – www.iap2.org) spectrum for Public Participation, see Appendix A);
 - 4.4.2. target the public audiences to be contacted and how they best can be reached (e.g., property owners and lessees in close proximity to the development; impacted businesses, non-profit associations, and provincial/community groups; and the public at large);
 - 4.4.3. communication plan for notifying the public of participation activities;
 - 4.4.4. project timelines and the resources available to implement the strategy; and
 - 4.4.5. the method of reporting the results of Public Participation and reporting how feedback has been utilized.
- 4.5. The proponent will craft a Public Participation plan that at minimum provides the public with the opportunity to offer:
 - 4.5.1. in-person feedback on a proposal at the conclusion of the Statement of Intent and Conceptual Design stages of the review and approval process, which may include the following activities:
 - 4.5.1.1. public meetings;
 - 4.5.1.2. open houses;
 - 4.5.1.3. focus groups and round tables;
 - 4.5.1.4. small meetings or workshops; or
 - 4.5.1.5. other methods deemed appropriate.
 - 4.5.2. online or written feedback at the conclusion of the Statement of Intent and Conceptual Design stages and the Detailed Design Stage of the review and approval process.

- 4.6. The proponent may select Public Participation activities suitable for the level of Public Participation. The order and type of activities may vary depending on the development. Examples of such activities are provided in Appendix C.
- 4.7. The Public Participation plan developed by the proponent will be forwarded by Administration to the Board for approval.

Implementing the Public Participation Plan

- 4.8. The proponent will, with the assistance of Administration, implement the Public Participation plan approved by the Board.
- 4.9. The results of Public Participation activities will be:
 - 4.9.1. video/audio recorded with notes by the proponent for activities involving meeting discussions;
 - 4.9.2. documented and preserved in either paper and/or electronic form by the proponent for all activities (for example, feedback forms or surveys at an open house); and
 - 4.9.3. provided by the proponent to Administration in Public Participation reports outlining the issues and opportunities raised in the Public Participation activities and how the issues have been or will be addressed.
- 4.10. A final Public Participation report providing a summary of all Public Participation activities must be submitted to administration prior to a final review of the Major Development by the Board and be available to the Board to review on request.
- 4.11. In response to public feedback, the Board may request the modification of the Public Participation plan or may determine that a Major Development may not proceed when it is deemed not in the public interest.
- 4.12. The Commission's Public Participation process will be periodically evaluated and updated to ensure continuous improvement.

5. Authority:

This procedure is established under the authority of *The Provincial Capital Commission Act* and the *Provincial Capital Commission Regulations*.

6. Related Documents:

- 601: Public Participation Policy

- 601.2: Public Participation for Master Plan Procedure
- 601.3: Public Participation Policy and Procedures Reference Manual