



**DISTRICT OF HUDSON'S HOPE**  
**COMMITTEE OF THE WHOLE AGENDA**

Council Chambers

February 13, 2023

*(Note: the Regular Council Meeting will follow the Committee of the Whole meeting that is being held at 6:00 pm)*

**First Nations Acknowledgement**

**The District of Hudson's Hope would like to respectfully acknowledge that the land on which we gather is in traditional unceded territory of the Treaty 8 First Nations.**

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- 1. Call to Order:**
- 2. Adoption of Agenda:**
- 3. Discussion Item:**
  - Land Use Planning Presentation – Katrin Saxty, Urban Systems
- 4. Public Inquiries:**
- 5. Adjournment:**

# Planning in the District of Hudson's Hope

## An Introduction to Planning

Presentation to District Council

February 13<sup>th</sup>, 2023

# Workshop Agenda

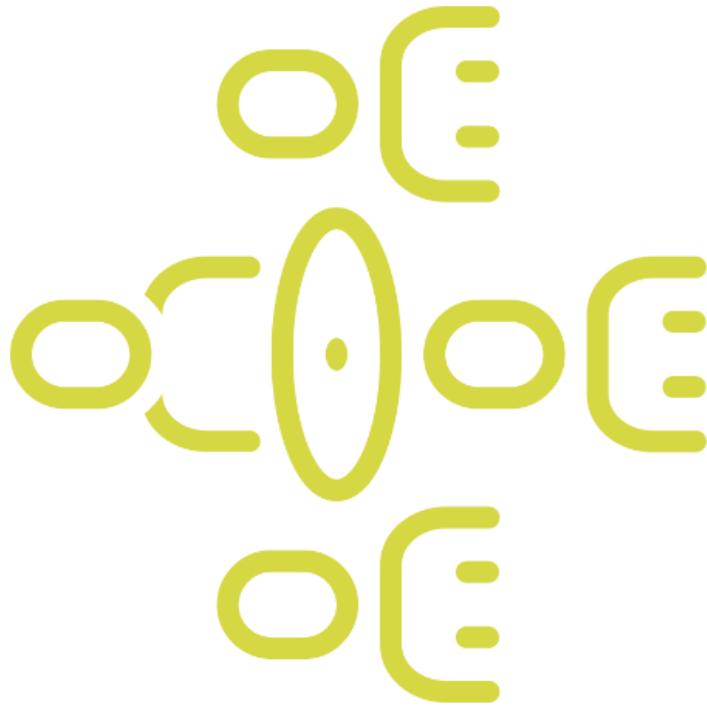
- ❖ Roles and Responsibilities
- ❖ What is Community Planning?
- ❖ Official Community Plan
- ❖ Zoning Bylaw
- ❖ Other Bylaws and Development Applications
- ❖ District Council's Role in Planning



# Roles and Responsibilities

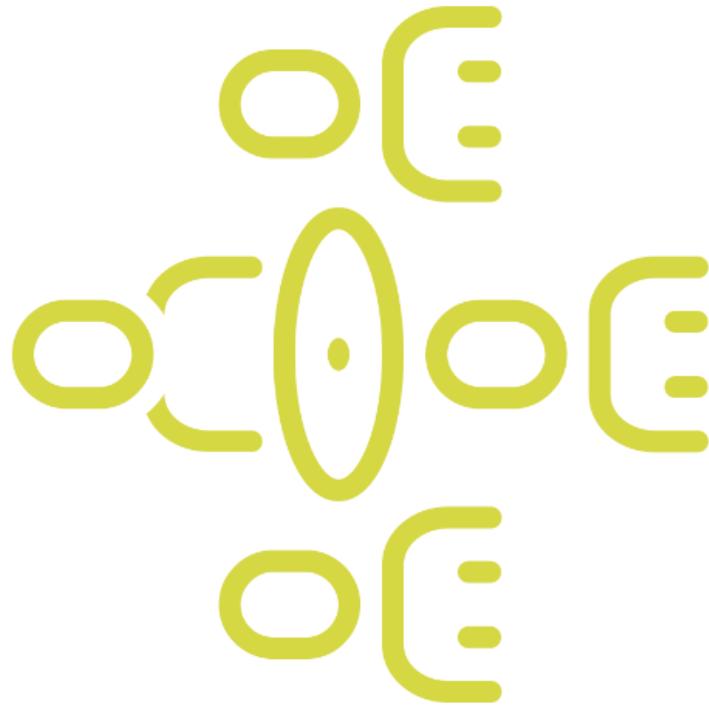
# Role and Responsibilities of Mayor

- ❖ Mayor
  - ❖ Head of the local government
  - ❖ Provide leadership to Council
  - ❖ Communicate information to Council
  - ❖ Provide general direction to municipal officers
  - ❖ Establish standing committees
  - ❖ Reflect the will of Council and to carry out other duties on behalf of the council
  - ❖ Carry out other duties assigned under this or any other *the Local Government Act*



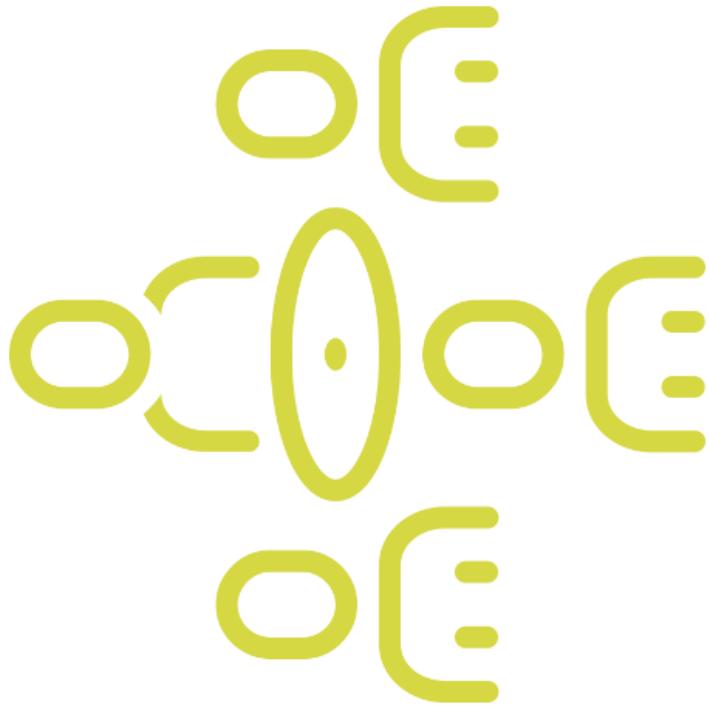
# Role and Responsibilities of Council

- ❖ Council
  - ❖ Consider the well-being and interests of the District
  - ❖ Contribute to the development and evaluation of the policies and programs of the District
  - ❖ Participate in Council meetings, committee meetings and meetings of other bodies (if appointed)
  - ❖ Carry out other duties as assigned
  - ❖ Follow the rules in legislation, bylaws and council policies that establish any additional duties and set how council members exercise their authority



# Role and Responsibilities of Chief Administrative Officer

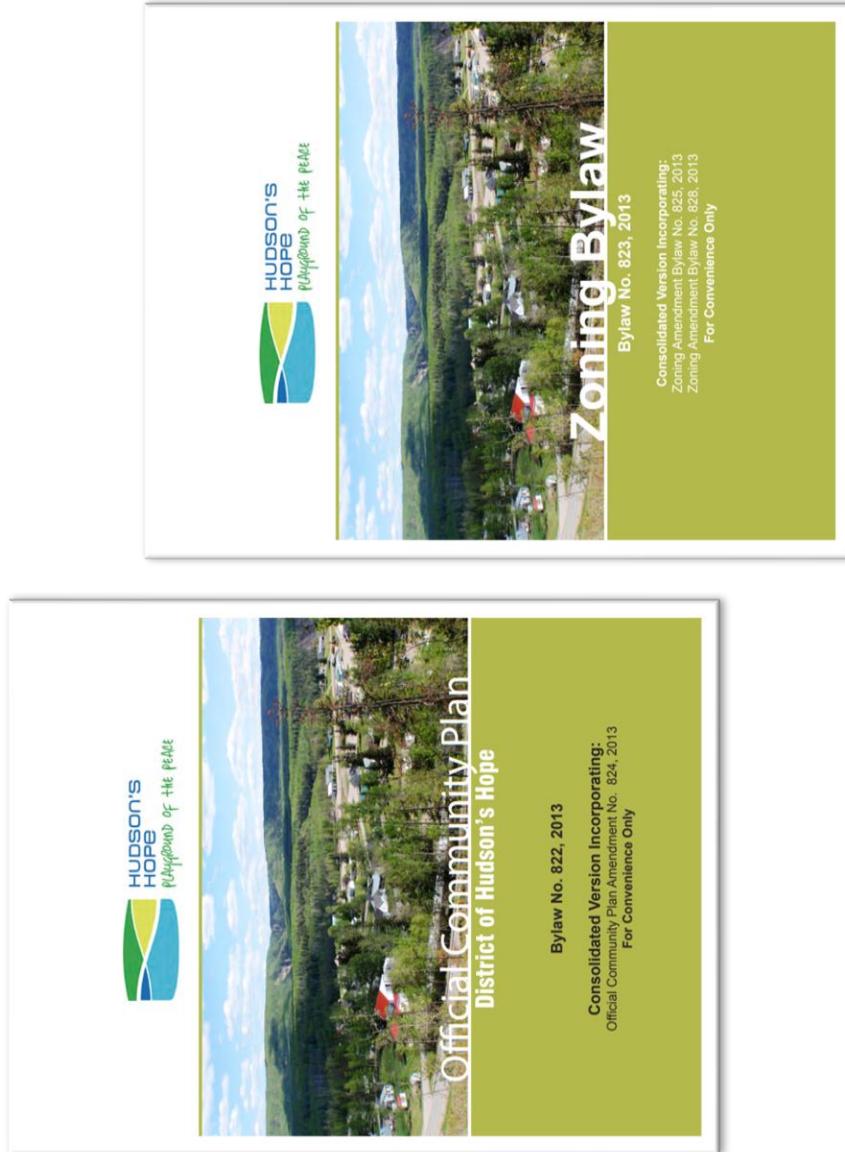
- ❖ Chief Administrative Officer (CAO)
  - ❖ Overall management of the operations of the District
  - ❖ Ensure the policies, programs and other directions of Council are implemented
  - ❖ Advise and inform Council on the operation and affairs of the municipality



# What is Community Planning?

# What is Community Planning?

- ❖ Both a technical and political process
- ❖ **Technical** – trends, data, and analysis used to develop policy and objectives
- ❖ **Political** – interpreting citizen's vision for the District to establish goals and policies



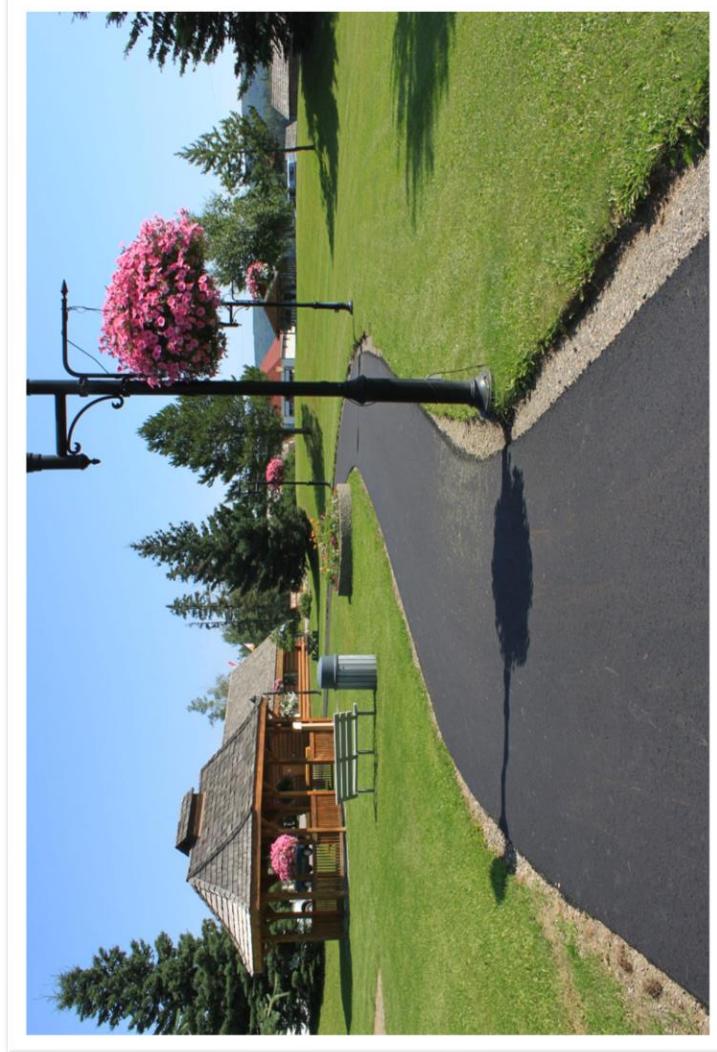
# Why Plan?

- ❖ Enables a shared vision for the future
- ❖ Protects quality of life and ensures health and safety
- ❖ Creates certainty and predictability
- ❖ Promotes cost effective investments in infrastructure and other services
- ❖ Provides choices for citizens
- ❖ Reduces environmental impact
- ❖ Coordinated approach



# Elements of Good Community Planning

- ❖ Strategic
- ❖ Integrated
- ❖ Supported
- ❖ Realistic
- ❖ Sustainable



# Challenges of Community Planning

- ❖ Federal and Provincial Government Impacts
- ❖ Rural vs Urban issues
- ❖ Balancing community vs individual interests
- ❖ Reconciling different views and aspirations
- ❖ Communicating complex policies and regulations to citizens and businesses
- ❖ Consistency between various plans and regulations
- ❖ Access to all relevant analysis and information

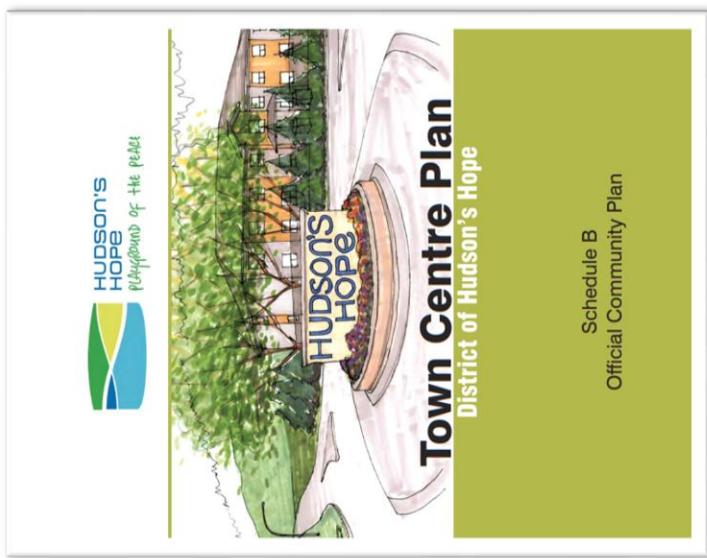


# Different Levels and Types of Community Plans

- ❖ Community wide plans
- ❖ More detailed plans
- ❖ Current vs long range planning

Keep in mind:

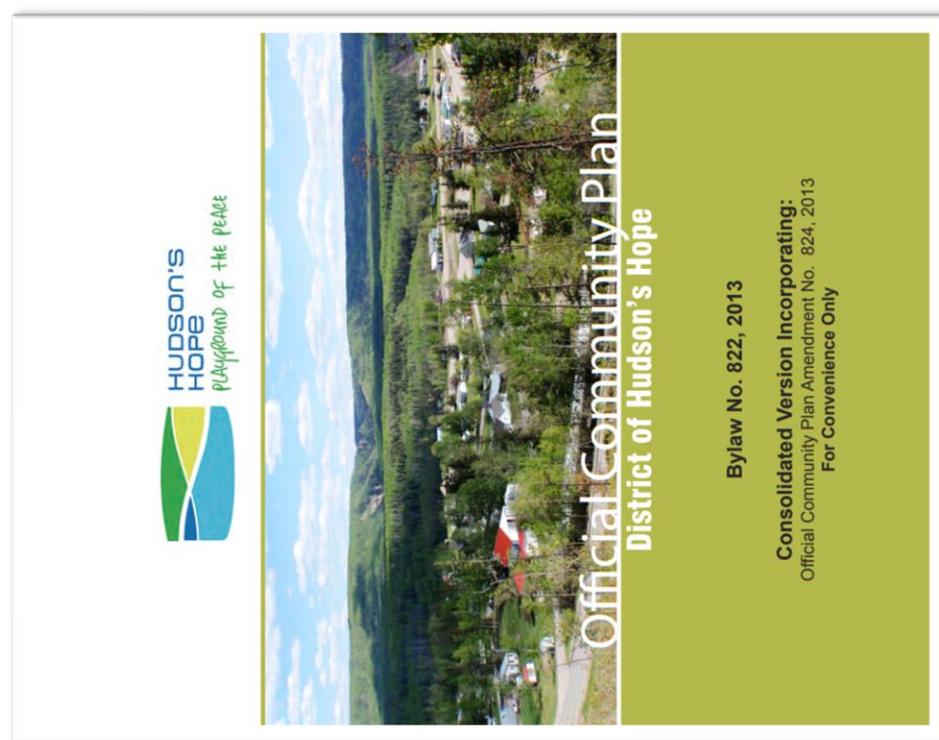
- ❖ All plans should be consistent with each other



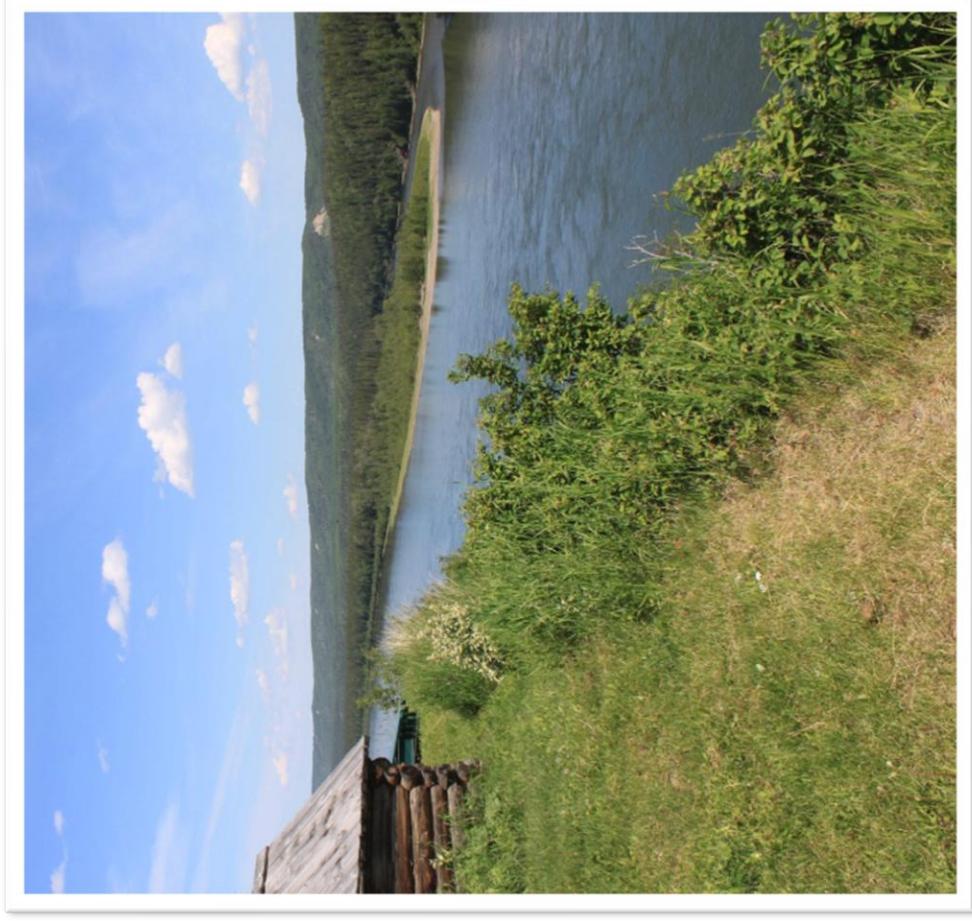
# Official Community Plan

# What is an Official Community Plan?

- ❖ Highest level policy document
- ❖ Sets out how the community grows for the next 15+ years
- ❖ Visionary and future-oriented document
- ❖ Is adopted by Council
- ❖ Council cannot make decisions inconsistent with Official Community Plan policies



# Purpose of an Official Community Plan



- ❖ An Official Community Plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan.

# Content of an Official Community Plan

An Official Community Plan **must include** statements and map designations respecting the approximate location, amount, type and density of the following:

- ❖ Housing policies
- ❖ Land uses
- ❖ Proposed road, sewer and water systems and public facilities
- ❖ Sand and gravel deposits
- ❖ Restrictions to development on hazardous or environmentally sensitive lands
- ❖ Targets and actions for the reduction of greenhouse gas emissions



# Content of an Official Community Plan

An Official Community Plan may include policies of the local government relating to:

- ❖ Social needs, social well-being and social development
- ❖ Regional context statement (n/a in PRRD)
- ❖ Designated agricultural uses
- ❖ Preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity

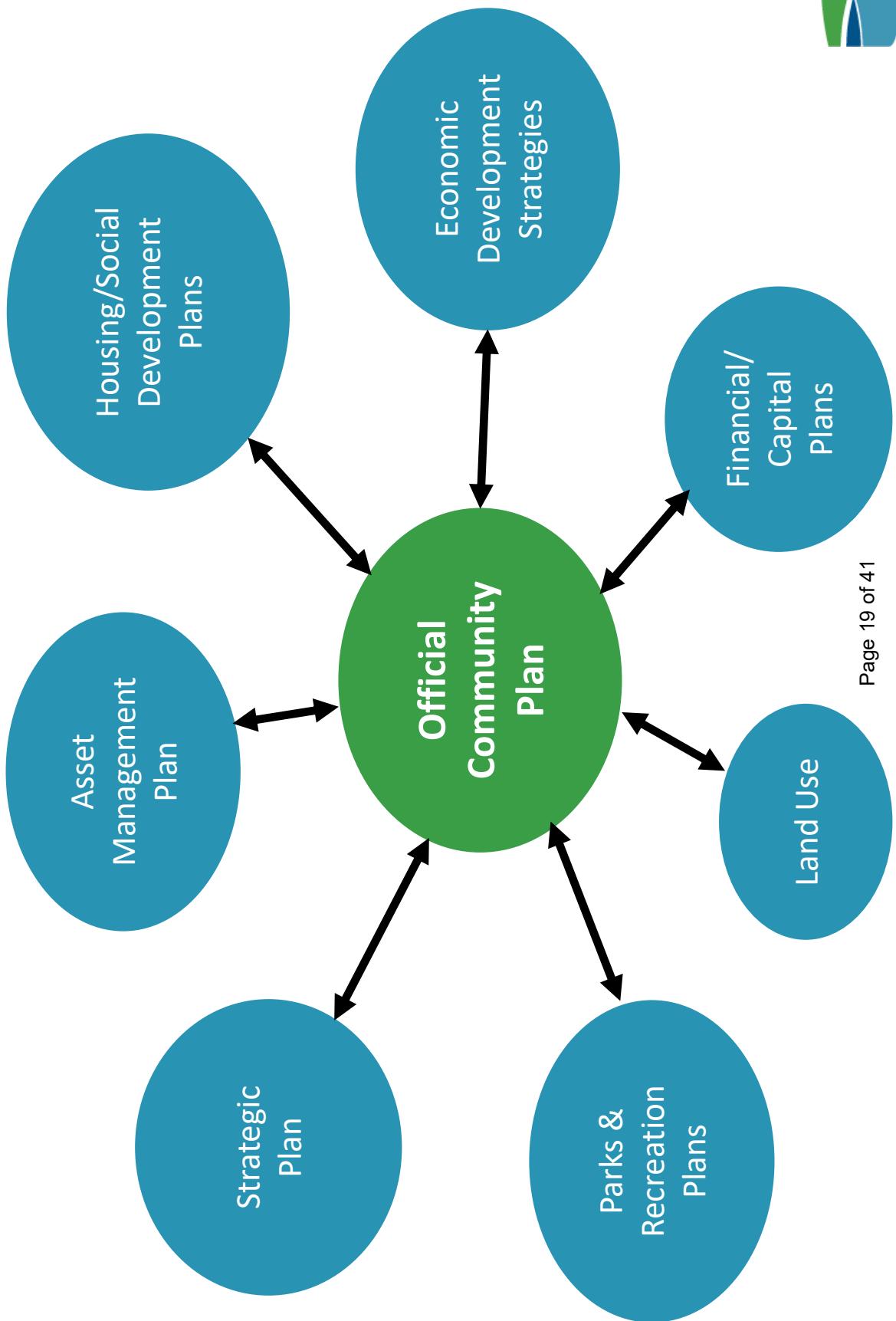


# Official Community Plan Consultation Requirements

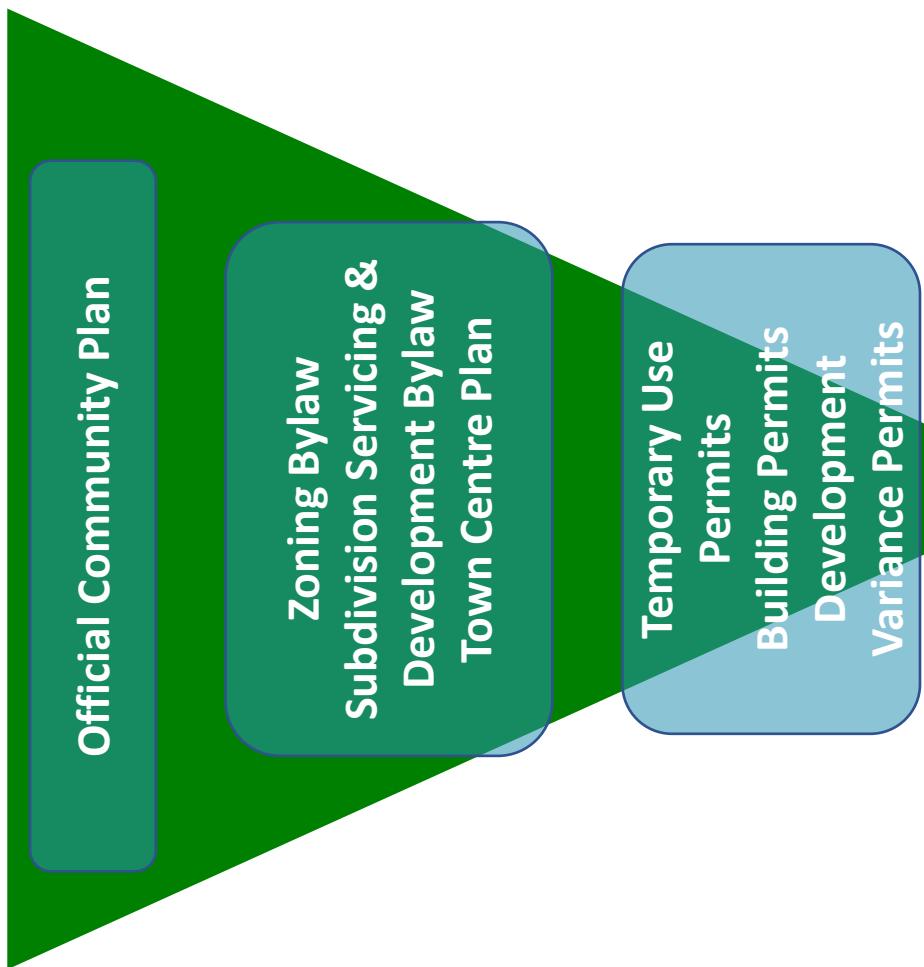
- ❖ Must provide one or more opportunities for consultation with persons, organizations and authorities it considers affected
- ❖ Consultation in this section is in addition to the public hearing requirement
- ❖ If the OCP might affect agricultural land, the local government must consult with the Agricultural Land Commission



# Ensuring Consistency with the Official Community Plan



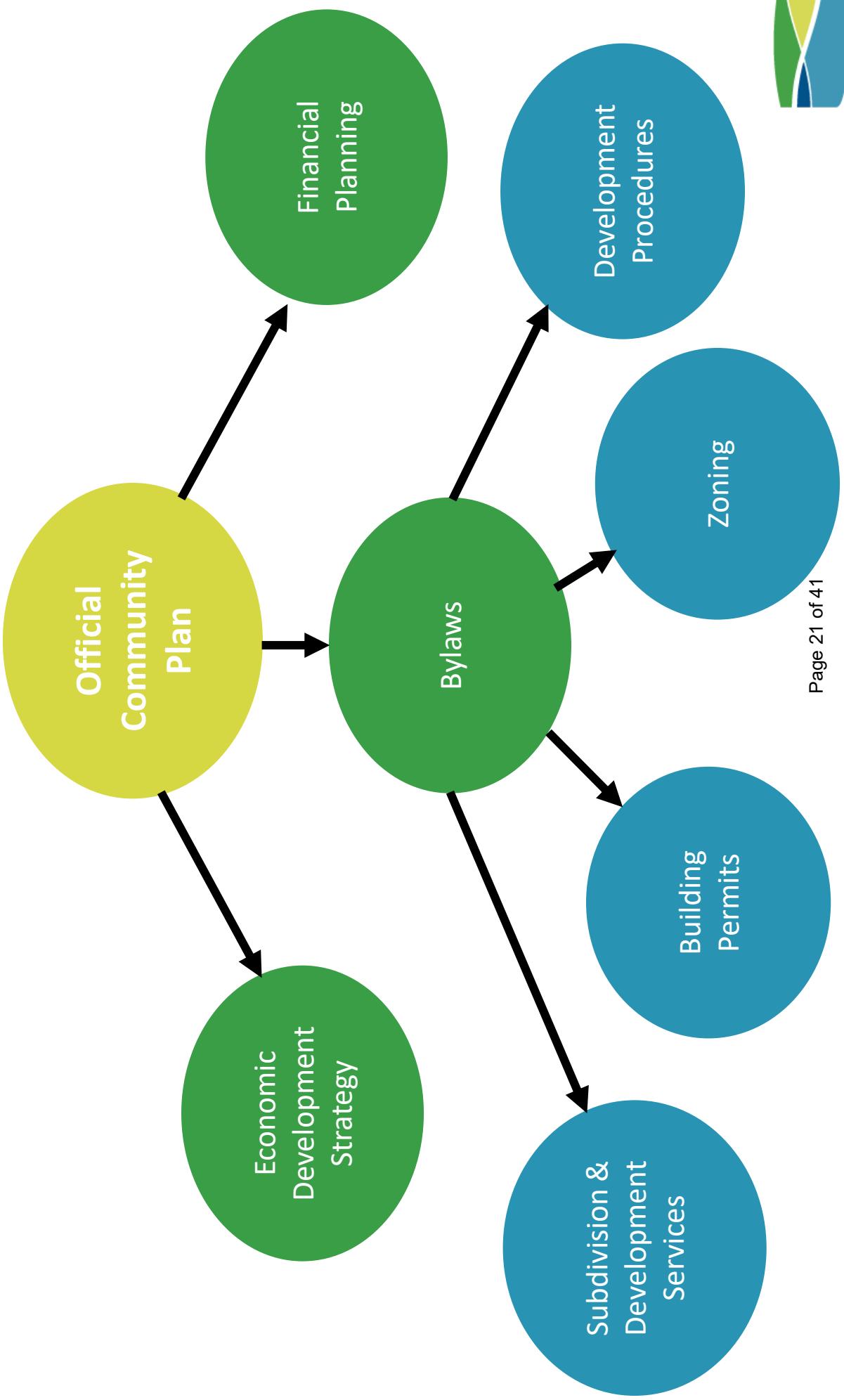
# Alignment



High Level/Future

Detailed/Current

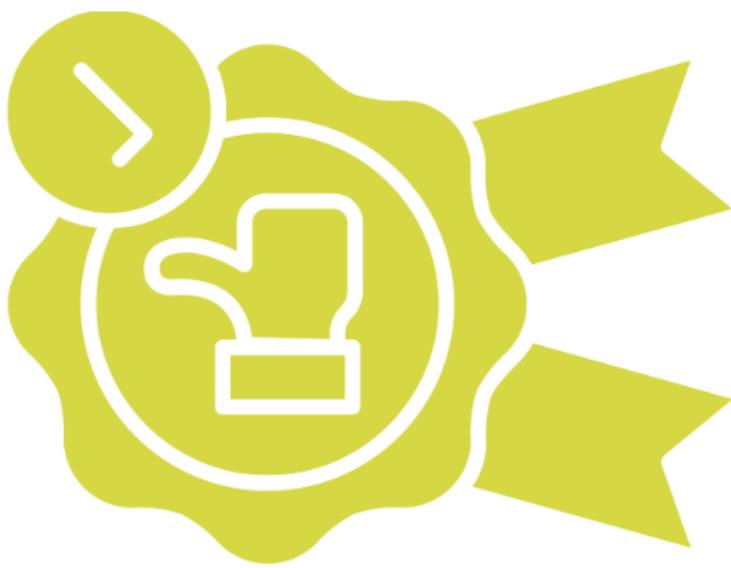
# How are Official Community Plans Implemented?



# Updating an OCP – Best Practices

- ❖ Update the OCP every 5-7 years

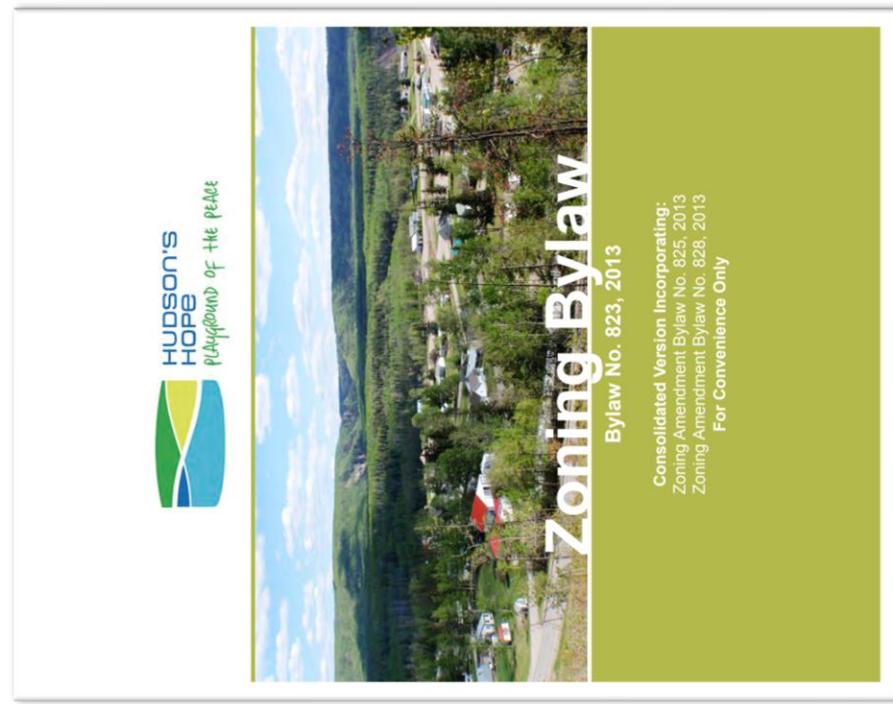
- ❖ Reconfirm the community's path for the future
- ❖ Legislative changes
- ❖ Updated studies and data
- ❖ Mapping



# Zoning Bylaw

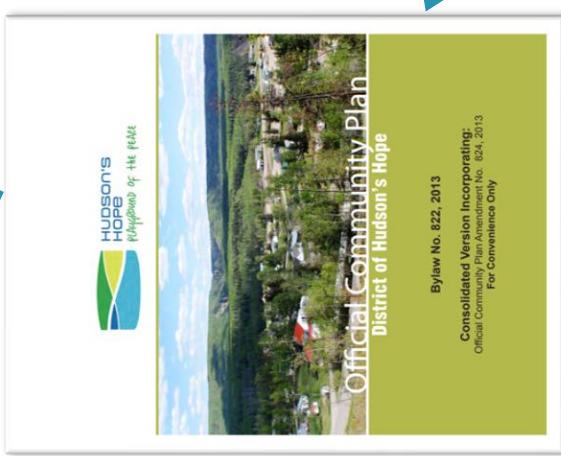
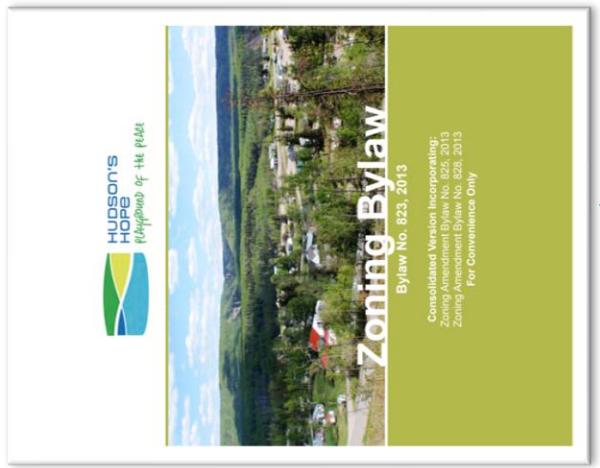
# What is a Zoning Bylaw?

- ❖ Regulates the use and development of land, buildings and structures in municipalities and regional districts
- ❖ It also sets out the rules that property owners need to follow regarding:
  - ❖ The uses permitted on their property
  - ❖ The minimum size for new parcels
  - ❖ The siting, size and dimensions of buildings, structures and uses



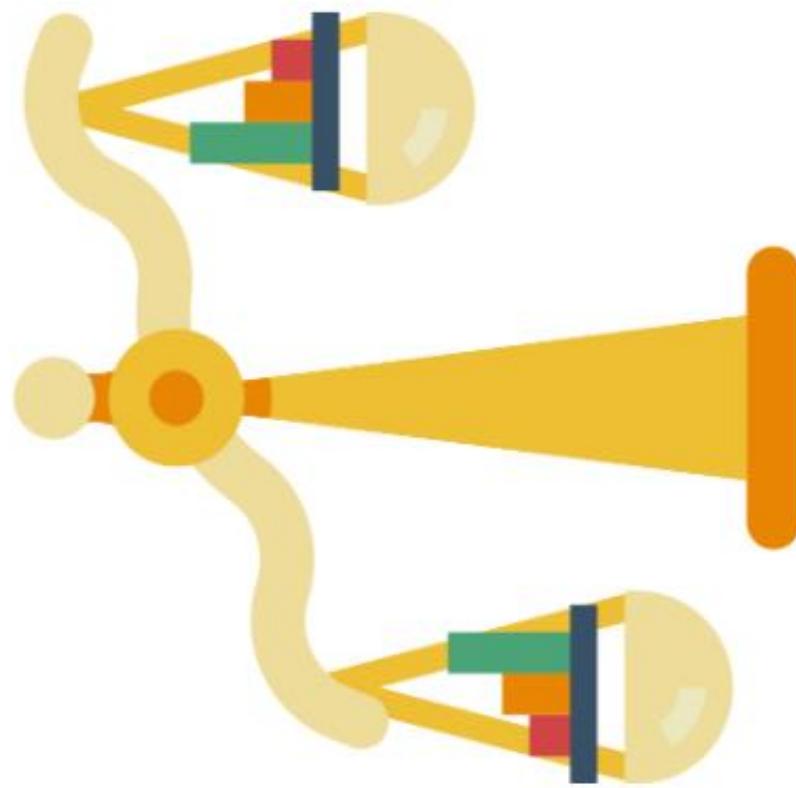
# Relationship Between OCP and Zoning Bylaw

- ❖ Zoning and OCP designation on a parcel may not match (and that is ok!)
- ❖ Zoning identifies the **present** parameters of a parcel
- ❖ The OCP identified the **future** vision for that parcel
- ❖ Council is accountable for implementing OCP
- ❖ Property owners are responsible for ensuring that they comply with a zoning bylaw



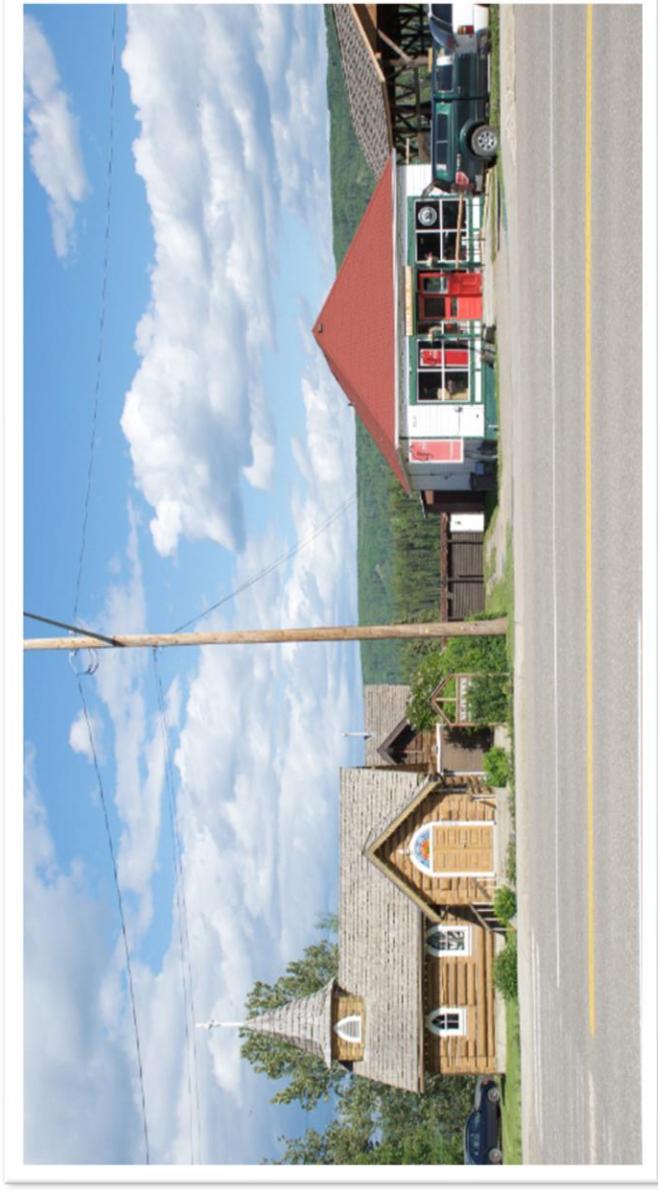
# What are the benefits of Zoning?

- ❖ Strives to separate conflicting land uses
- ❖ Ensures a degree of certainty for property owners and potential purchases of land
- ❖ Protects the environment
- ❖ Provides residents an opportunity to get involved in community land use decisions
- ❖ Manages the impact of new development on infrastructure
- ❖ Can be enforced in the event of non-compliance
- ❖ Helps prevent unsightliness of properties



# What Typically is in a Zoning Bylaw?

- ❖ Permitted and Accessory Uses
- ❖ Lot Sizes
- ❖ Maximum Building Heights
- ❖ Minimum Setbacks
- ❖ Density
- ❖ Maximum Lot Coverage
- ❖ Parking and Off-Street Loading Requirements
- ❖ Regulations relating to suites, bed & breakfasts, home occupations, shipping containers, cannabis, etc.



# Making Changes to the Zoning Bylaw

- ❖ Three general options exist if a proposed development does not fit within its existing zoning:
  - ❖ Rezone the subject parcel
  - ❖ Amend the zone requirements
  - ❖ Create a new zone



# Implications and Consequences

- ❖ Seemingly simple changes to a Zoning Bylaw can have both positive and negative consequences
- ❖ Decisions need to be thought-out and considered prior to being implemented
- ❖ Will never be able to address every zoning issue that exists, rather, need to focus on those that will have the most significant positive change
- ❖ Our goal is to create an updated zoning bylaw that works for most of the community, most of the time



# Other Bylaws and Development Applications

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## Bylaws

- ❖ Subdivision and Development Servicing Bylaw
- ❖ Building Bylaw
- ❖ Development Procedures Bylaw

## Development Applications

- ❖ Development Variance Permits
- ❖ Development Permits
- ❖ Temporary Use Permits
- ❖ OCP and/or Zoning Bylaw Amendments
- ❖ Subdivision
- ❖ Agricultural Land Reserve



# What is a Subdivision Development and Servicing Bylaw?

- ❖ Regulates and requires provision of works and services for the subdivision or development of land



# Development Variance Permits (DVPs)

- ❖ Most commonly used for:
  - ❖ Varying a maximum building height
  - ❖ Varying minimum setback from parcel lines
  - ❖ Reducing the off-street parking requirements of a development
- ❖ DVPs cannot vary use or density, floodplain specification or a phased development agreement



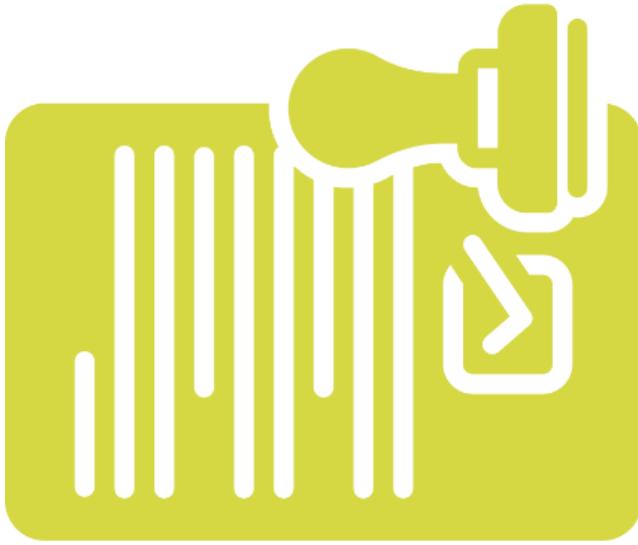
# Development Permits (DPs)

- ❖ OCP may designate development permit areas and require issuance of a DP before development can proceed
- ❖ OCP must identify the special conditions and development guidelines that address the conditions
- ❖ Purposes for which development procedure areas can be established are wide ranging



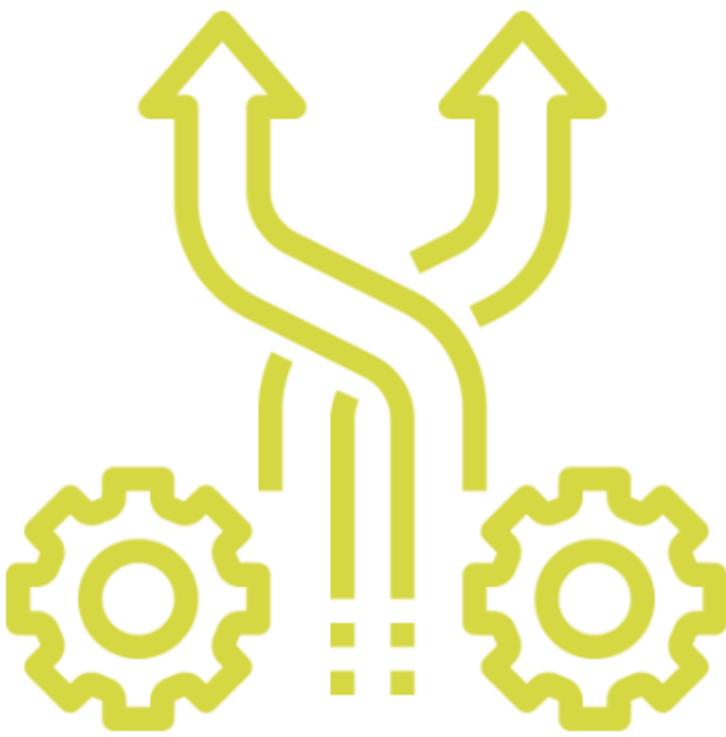
# Temporary Use Permits (TUPs)

- ❖ Can only be used in areas designated in the OCP or Zoning Bylaw by resolution
- ❖ TUPs can:
  - ❖ Allow a use not permitted in a zoning bylaw
  - ❖ Specify conditions for the use
  - ❖ Allow and regulate construction of buildings/structures



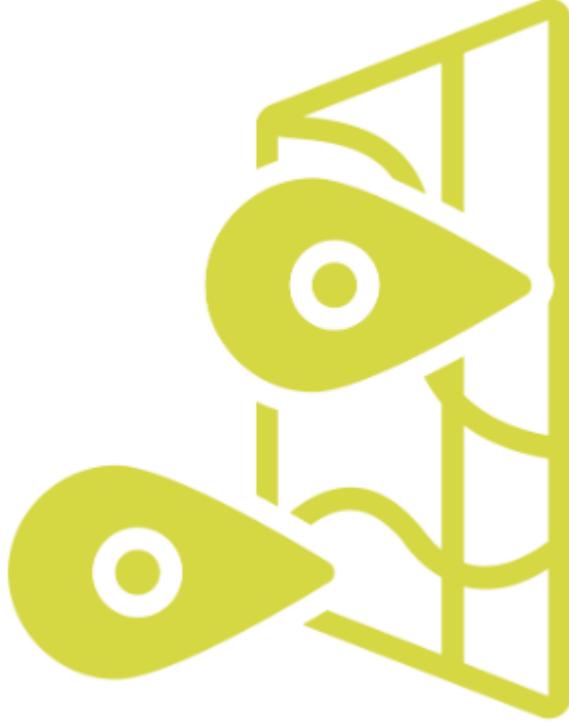
# OCP Bylaw Amendment

- ❖ Landowners can apply for an amendment to the OCP and/or Zoning Bylaw
- ❖ Official Community Plan amendments may be applicable in situations such as:
  - ❖ An applicant seeks to change the future land use designation of a parcel(s)
  - ❖ A proposed development is not consistent with the future land use designations of the applicable OCP



# Zoning Bylaw Amendment

- ❖ Zoning bylaw amendments may be applicable in situations such as:
  - ❖ An applicant seeks to change the current zoning of a parcel(s)
  - ❖ A proposed development is not consistent with the current zone as set out in the applicable Zoning Bylaw
- ❖ A public hearing may be required for a Zoning Bylaw Amendment



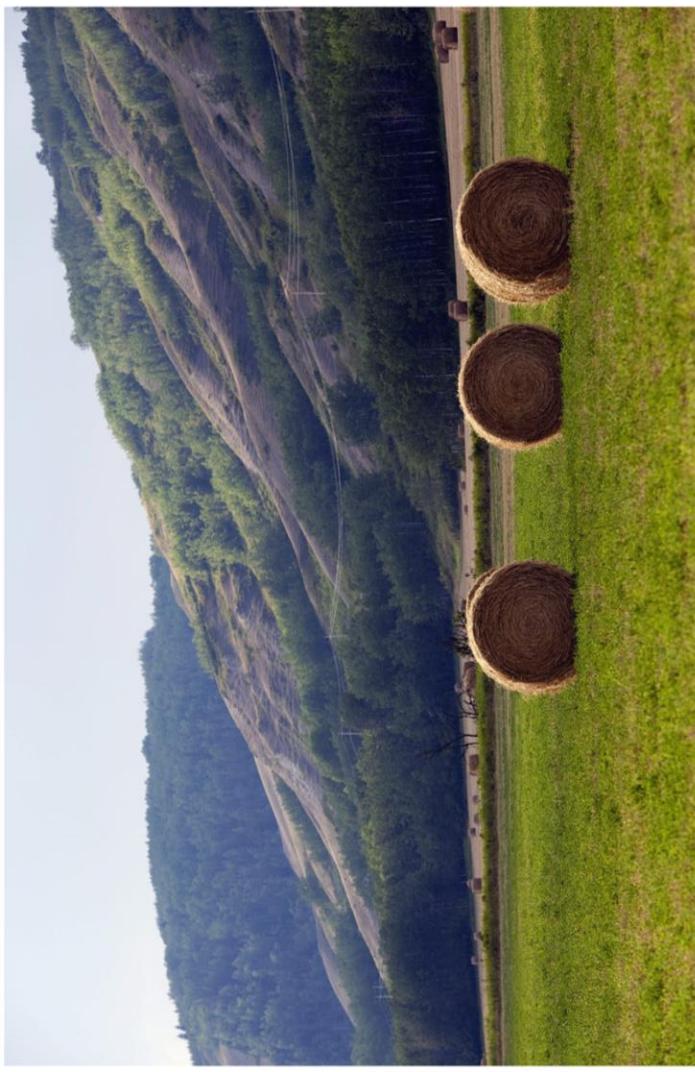
# Development Procedures

- ❖ Enables District staff to ensure compliance with the District's bylaws and provincial regulations
- ❖ Ensures consistency when applications are reviewed



# Agricultural Land Reserve (ALR)

- ❖ If the parcel is within the Agricultural Land Reserve, approval from the Agricultural Land Commission is generally needed prior to the adoption of an Official Community Plan, Zoning Bylaw, or permit
- ❖ Variety of applications that can be made to the Agricultural Land Commission



# Role of District Council and Staff

## Council Role

- ❖ Enact bylaws
- ❖ Review staff application and bylaw reports
- ❖ Attendance at public hearing (if applicable)
- ❖ Provide final decisions on applications/bylaws (approve or reject)

## Staff Role

- ❖ Pre-application meeting with applicants
- ❖ Review of application/bylaws
- ❖ Preparation of bylaws
- ❖ Prepare reports for District Council
- ❖ Notification of affected property owners
- ❖ Hold public hearings (if applicable)



# Thank you!

## Questions/Comments?