

PUBLIC CONSULTATION IN THE SPECIAL AREAS - GENERAL

The Special Areas recognizes meaningful public consultation is a critical part of the municipal decision-making process and is committed to creating opportunities for public participation in municipal decisions which directly impact ratepayers.

The key principles of engagement which frame public consultation in the Special Areas include:

Clarity	What is and what is not a part of the consultation process will be clearly outlined for the public to help them understand their role in the decision process.
Accountability	The information gathered as a part of public consultation will be used by the Special Areas to guide their decision-making process, including any potential amendments or changes to the proposed ASP.
Transparency	The information gathered as a part of this public consultation will be documented, reviewed, and shared with the public (when appropriate). Relevant information, including the draft ASP and public meeting minutes will be publicly available through the Special Areas website.
Respectful	The public consultation process will be respectful of all participant's comments, inputs, questions, and concerns. The Special Areas will moderate and monitor any public forums related to the public consultation to support respectful interactions and communications by all participants.
Responsive	The Special Areas is committed to being accessible and responsive to stakeholder concerns, whether expressed in-person, through email, or phone.

PUBLIC CONSULTATION – AREA STRUCTURE PLAN (ASP)

SUMMARY OF PHASE ONE – ONLINE PUBLIC CONSULTATION

The Special Areas engaged in the online phase of public consultation for the proposed Oyen East Industrial Area Structure Plan (ASP) from March 6 to 24, 2023. This engagement included a series of posts on the Special Areas social media platforms (Facebook, Twitter, Instagram) and a dedicated section on the Public Consultation page (Special Areas website). A summary of the communication tools used is presented in *Appendix 1*.

A public hearing was scheduled for March 28, 2023, at 1:30 pm in Oyen, AB at Oyen Seniors Centre. Notifications of the public hearing were published as per legislated requirements in local newspapers the weeks of March 13 and 20. A listing of published notifications and an example of the public hearing notice is included in *Appendix 2*.

Formal public feedback that would be considered by the Board was clearly identified in the online phase. Direction to submit formal public feedback through established channels was provided in all Special Areas responses throughout the online public consultation.

All public feedback was documented in a transparent, respectful, and systematic manner. A generic municipal email (public.input@specialareas.ab.ca) was used to receive any emails related to the public consultation in the online phase of the consultation (March 6 to 24), with a generic response email confirming receipt and providing information on the public hearing developed to send in response to any received emails.

The interim report on formal public feedback received in the online phase was presented to the Board on March 28th in conjunction with the public hearing. It includes all feedback received ahead of the public hearing.

A final report which includes interim reporting, minutes of the public hearing, and any additional information required as per the direction of the Board will be shared with the Board and Advisory Council. The final public report will be posted on the Special Areas website.

SUMMARY OF FORMAL PUBLIC FEEDBACK

Formal public feedback includes all feedback submitted via email (direct and indirectly sent to public.input@specialareas.ab.ca), all written submissions via traditional mail, and all telephone & in-person feedback.

As per our established process, any social media comments on posts would be identified as not “formal public feedback” and directed to submit feedback via email. No comments were received on the social media posts.

No direct submissions (emailed directly from ratepayer) were received through the public.input@specialareas.ab.ca email. No indirect submissions (forwarded email from SAB staff/transcription of in-person or phone meeting) were received by the public input email.

No written submissions (mailed) were received.

SUMMARY OF PUBLIC HEARING

A public hearing was held in Oyen, Alberta on March 28, 2023, at 1:30 pm. One member of the public attended the hearing.

The public hearing was called to order at 1:30 pm and was adjourned at 2:23 pm.

Jordon Christianson chaired the public hearing. A summary of the process for the hearing was provided to the public. The proposed Area Structure Plan (ASP) was reviewed by Palliser Regional Municipal Services (PRMS). Feedback related to the right of way for the rail was reviewed, and a recommended amendment to the Area Structure Plan document was discussed. Revised maps/diagrams and proposed motion language were provided by PRMS based on comparable revision made by the Town of Oyen during their public engagement process for this joint document.

A summary of the public engagement activities was provided by the Communications Officer, with no formal feedback received during the online engagement process. Discussion during the public hearing included reviewing the planned water and wastewater servicing approach, along with the proposed staging and zoning of the development area. Discussion related to the development process, and the role of the ASP document to provide both guidance for future development along with flexibility in the policies included in the ASP document was supported by detailed information from PRMS. The member of the public attending shared some concerns related to the planned transportation access and infrastructure in the ASP. PRMS and Special Areas Administration shared information on how subsequent subdivision and development processes allow for further consultation and engagement opportunities, including working with agencies like Alberta Transportation to ensure transportation infrastructure and access aligns with their requirements.

SECOND READING – AREA STRUCTURE PLAN

The proposed Area Structure Plan was amended to change the right of way for the rail, extending this to the eastern edge of the development area.

A second reading of the amended Area Structure Plan was held with a board motion made to recommend the Area Structure Plan as read to the Minister for approval of third reading and signing of the Ministerial Order.

BACKGROUND - AREA STRUCTURE PLAN (ASP)

PURPOSE OF ASP

The goal of the Area Structure Plan (ASP) is to provide a framework for any subsequent subdivision and development of the plan area. The proposed ASP falls under the municipal role of the Special Areas Board; the Board is adhering to the requirements outlined in Section 692 (Planning Bylaws) of the *Municipal Government Act*.

The Special Areas Board and the Town of Oyen worked collaboratively on the proposed Area Structure Plan for the Oyen East Industrial Area. Both Special Areas and the town control land within the plan area. This document was authored by Palliser Regional Municipal Services, and is intended to provide a framework for subsequent development by:

- Ensuring any proposed development or subdivision within the plan area is consistent with the policies and objectives of the Special Areas Board and the Town of Oyen
- Describing future land uses, transportation networks and public utility systems
- Outlining and describing the sequence of development to allow staged/phased development

The vision of the ASP (as outlined in the document) was that *Oyen East Industrial will become a prosperous development for the Town and the region by creating new economic opportunities and attracting diverse businesses that will thrive on the proximity to major rail and road transportation infrastructure.*

PUBLIC ENGAGEMENT FOR PROPOSED ASP

As the ASP document is authored by both the Town of Oyen and the Special Areas Board, both municipalities are engaged with public consultation related to the draft document. The intent was to ensure any feedback received was shared, and that any changes to the proposed document be reviewed by both municipalities to ensure the final ASP document adopted by each municipality is the same document.

The Town of Oyen gave first reading to the proposed ASP document on February 14, 2023 (Bylaw 904-23).

The final draft ASP was reviewed by the Special Areas Board on February 28, 2023, at the regularly scheduled Board Meeting, with the first reading held. The Special Areas Board gave first reading to the proposed ASP document on February 28, 2023. A public hearing was scheduled for March 28, 2023, in Oyen, AB.

An open house was held on March 1, 2023, at the Town of Oyen office. Both Special Areas and Town of Oyen representatives attended to help provide information and answer any questions from the public about the proposed ASP. There were 15 people in attendance.

Public consultation was open from March 6 to 28, with submissions accepted online and by mail until March 24. All formal feedback received during the public consultation was summarized in the interim public consultation report provided to the Board on March 28 in conjunction with the public hearing.

The Town of Oyen held their public hearing for the proposed ASP on March 14, 2023, at 6:00 pm in the Town of Oyen offices.

A recommendation to extend the rail right of way to the eastern boundary of the development area was received and integrated into the ASP document. This revision is reflected in the ASP which the Town of Oyen held second reading on.

APPENDIX 1

EXTERNAL COMMUNICATION PLAN & TOOLS

EXTERNAL COMMUNICATION PLAN

The Special Areas public participation plan includes:

- A social media campaign via Facebook, Twitter and Instagram channels highlighting the public hearing scheduled for March 28 supplying information on the proposed ASP document and how to provide input. Posts ran from March 6 to 24
- Information on the ASP and public consultation on the SAB website including:
 - Information on the upcoming public meeting(s)
 - Information on the other ways to supply feedback (email, phone, etc.)
 - Copy of the draft ASP for review
- A public hearing to allow for in-person feedback is set for March 28, 2023, in conjunction with the regularly scheduled Board Meeting.
 - Information about the proposed ASP was advertised in compliance with requirements set out in Section 606.1(1) of the *MGA*, including:
 - A statement of the general purpose of the proposed ASP
 - The address or website where a copy of the proposed ASP may be examined, and
 - An outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed ASP.
 - Advertisements were placed for 2 consecutive weeks (March 13, 20) in local regional newspapers/publications.

All public feedback was documented in a transparent, respectful, and systematic manner.

Type	Active Dates	Tool*	Audience	Channel	Frequency
On-line/Digital	March 6 to 24	Social Media Poster and/or Public Hearing Ad	All Stakeholders	Facebook, Twitter, Instagram, website	Weekly (SM)/static (website)
		Standardized “thank you for your feedback” email	Any active participant	Email	Upon receipt of the email
In-person /phone	March 6 to 24	Email summary re: the phone/ in-person conversation and feedback	Stakeholders who contact local offices	In-person /phone SAB Comms summarized	As feedback is received
Public Hearing Advertisements	March 13, 20	Advertisement re: March 28 public hearing	All Stakeholders	Local Print media	2 consecutive weeks
Public Hearing	March 28	Open public meeting for feedback/consultation on proposed ASP	Attendees of public hearing	In-person	Once

Public Input Email – Generic

A generic municipal email (public.input@specialareas.ab.ca) was available to receive all emails related to the public consultation in the first phase of the consultation (March 6 to 24), with a generic response email planned which would confirm receipt and provide information on the public hearing.

The standardized “thank-you” response email planned for any electronic submissions:

Thank you for your feedback about the proposed Area Structure Plan. Your comments will be documented and shared with the Special Areas Board in the interim public consultation report. This report will be shared with them on March 28, 2023, in conjunction with the public hearing in Oyen, AB. A final report on this public consultation will be publicly available once complete.

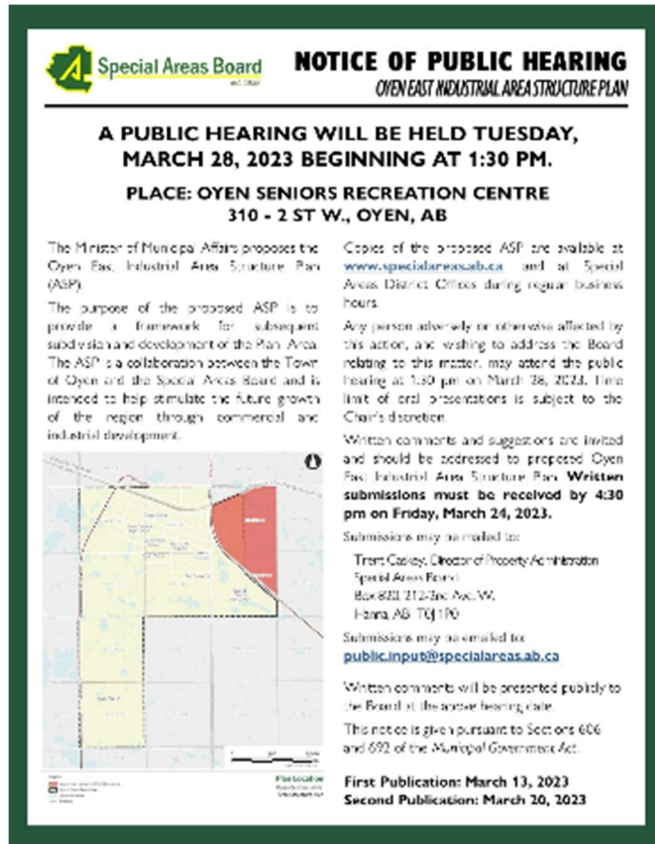
A summary of these emails would be retained and included in the final report (with required redactions included in compliance with FOIP), with the original content available for review.

In-person/Phone Feedback

District Offices were asked to document and forward any in-person or phone-based feedback received. This information is included in the public consultation report.

SOCIAL MEDIA POSTS

Posts were made to SAB social media channels over the online phase of the public consultation to ensure this opportunity was regularly appearing in user newsfeeds.



Special Areas Board **NOTICE OF PUBLIC HEARING**
OYEN EAST INDUSTRIAL AREA STRUCTURE PLAN

A PUBLIC HEARING WILL BE HELD TUESDAY, MARCH 28, 2023 BEGINNING AT 1:30 PM.

PLACE: OYEN SENIORS RECREATION CENTRE
310 - 2 ST W., OYEN, AB

The Minister of Municipal Affairs proposes the Oyen East Industrial Area Structure Plan (ASP).

The purpose of the proposed ASP is to provide a framework for subsequent subdivision and development of the Plan Area. The ASP is a collaboration between the Town of Oyen and the Special Areas Board and is intended to help stimulate the future growth of the region through commercial and industrial development.

Copies of the proposed ASP are available at www.specialareas.ab.ca and at Special Areas District Offices during regular business hours.

Any person adversely or otherwise affected by this action, and wishing to address the Board relating to this matter, may attend the public hearing at 1:30 pm on March 28, 2023. Time limit of oral presentations is subject to the Chair's discretion.

Written comments and suggestions are invited and should be addressed to proposed Oyen East Industrial Area Structure Plan. **Written submissions must be received by 4:30 pm on Friday, March 24, 2023.**

Submissions may be mailed to:
Trent Cooley, Director of Property Administration
Special Areas Board
Box 8231 212 Ave. NW
Edmonton, AB T6J 1P0

Submissions may be emailed to:
publicinput@specialareas.ab.ca

Written comments will be presented publicly to the Board at the above hearing date.


This notice is given pursuant to Sections 606 and 692 of the Municipal Government Act.


First Publication: March 13, 2023
Second Publication: March 20, 2023


specialareas

Notice of Public Hearing

A public hearing related to the proposed Oyen East Industrial Area Structure Plan is planned:

 **Tuesday, March 28, 2023 at 1:30 pm**

 **Oyen Seniors Recreation Centre**

 Learn more at:

<https://specialareas.ab.ca/about/public-consultation/>

ANALYTICS:

	Total Reach	Average Reach per post	Total Interactions	Average Interactions per post
Facebook	577 views	289 views/post	0 interactions	0 interactions/post
Twitter	104 views	52 views/post	4 interactions	2 interactions/post
Instagram	582 views	291 views/post	6 interactions	3 interactions/post

WEBSITE – PUBLIC CONSULTATION WEBPAGE

A dedicated page within the Special Areas website was developed for Public Consultation in the Special Areas. This website includes a preamble which outlines the general approach to public consultation (as outlined in the Special Areas Public Participation Policy) and sections dedicated to current and past public consultations.

Currently, the Area Structure Plan public consultation is showing as an Active Public Consultation. Content related to the process and timelines for the public consultation, as well as a copy of the proposed ASP, are included in this section.

It will be moved to a Past Public Consultation if the Special Areas Board was to recommend to the Minister to approve the proposed ASP.

Page Title	Pageviews	Unique Pageviews	Avg. Time on Page
Public Consultation	21 views (0.4% of total traffic)	20 views (0.4% of total traffic)	04:30
News Post re: public hearing	16 views (0.3% of total traffic)	14 views (0.3% of total traffic)	00:35
*March 6 to 24			

APPENDIX 2


NOTICE OF PUBLIC HEARING – LOCAL PUBLICATIONS (NEWSPAPERS)

The notice of public hearing was advertised in local papers based on the legislated requirements outlined in the *Municipal Government Act*. The publications included:

- Oyen Echo
- ECA Review

It was advertised for two weeks preceding the public hearing (weeks of March 13, 20).

A copy of the public hearing notice was shared on Special Areas social media channels.



Special Areas Board
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Copies of the proposed ASP are available at Special Areas district offices during regular business hours and online at www.specialareas.ab.ca.

Any person adversely or otherwise affected by this action, and wishing to address the Board relating to this matter, may attend the public hearing at 1:30 pm on March 28, 2023. Time limit of oral presentations is subject to the Chair's discretion.

Written comments and suggestions are invited and should be addressed to proposed Oyen East Industrial Area Structure Plan. **Written submissions must be received by 4:30 pm on Friday, March 24, 2023.**

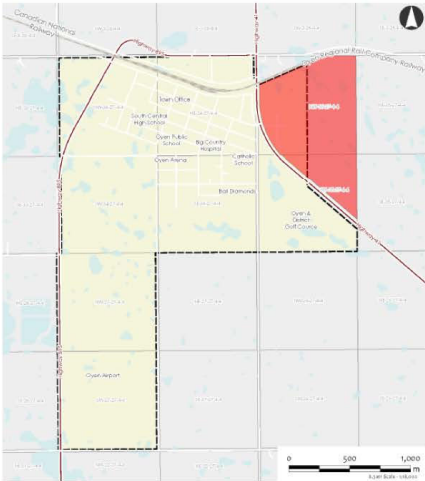
Submissions may be mailed to:

Mr. Trent Caskey, Director of Property Administration
Special Areas Board
Box 820, 212-2nd Ave. W.
Hanna, AB T0J 1P0

Submissions may be emailed to:
public.input@specialareas.ab.ca

Written comments will be presented publicly to the Board at the above hearing date.

This notice is given pursuant to Sections 606 and 692 of the Municipal Government Act.



Plan Location
Oyen East Industrial Area Structure Plan

First Publication: March 13, 2023

Second Publication: March 20, 2023

APPENDIX 3**SUMMARY OF FORMAL SUBMISSIONS - MAILED, DELIVERED & EMAILED**
(PUBLIC.INPUT@SPECIALAREAS.AB.CA)

Date	Name	Comments	SAB contact	Channel
NO SUBMISSIONS RECIEVED				

SPECIAL AREAS AREA STRUCTURE PLAN Public Hearing – March 28, 2023

1:30 PM

A public hearing was held in the Seniors Recreation Centre in Oyen Tuesday, March 28, 2023 at 1:30 PM with the following in attendance:

Brad Slorstad, Doug Noble and Daryl Swenson, Board Members; Jordon Christianson, Chair; Trent Caskey, Shaune Kovitch and Darcy Ferguson (via Teams), Directors; Darran Dick, Administrator SA3; Maeghan Chostner, Communications; Darren Jones, Coordinator of Financial Services; and Shyanne Jones, Recording Secretary.

Mr. Devin Diano from PRMS joined the meeting.
One ratepayer also in attendance.

The Chair called the Public Hearing to order at 1:30 PM and explained the purpose and process of the hearing.
Introductions were made around the room.

Mr. Christianson welcomed everyone and noted there is a landowner who would like to do some land use planning adjacent to the Town of Oyen and within Special Areas. The Town of Oyen has already held a public hearing.

Mr. Diano reviewed the project background and provided a high-level overview of the intent for this project. The proposed area structure plan (ASP) is across two municipalities: the Town of Oyen and Special Areas Board – the intent is to stimulate growth in both municipalities. The Town of Oyen was successful in a grant application to assist with the cost of developing this ASP. The development concept for each of the proposed 11 lots was reviewed.

A change has been made to Lot 6 requiring an amendment to the first reading motion, the change is to adjust the rail line to extend to the edge of the east side of the lot.

Development is anticipated to start west and head east.

Ms. Chostner provided an overview of the communications plan noting no formal submissions were received during the public engagement process.

The intent is to have the ASP completed to ensure future developers are not waiting for this process.

Mr. Christianson thanked everyone for attending.

The Chair closed the Public Hearing at 2:23 pm.

Chair, Special Areas Board