

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 RUO.
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 RUO 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 – ROAD USE ORDER (RUO)

SUMMARY OF PHASE ONE – ONLINE PUBLIC CONSULTATION

The Special Areas engaged in the online phase of public consultation for the proposed Road Use Order (RUO) 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 “Public Consultation” webpage in the 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 11:00 am 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 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.

Two ratepayers requested a copy of the proposed Road Use Order document from local district offices during the March 6 to 24 consultation period. Both ratepayers were supplied with a digital and/or printed copy of the document for the ratepayer's reference.

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 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 11:00 am. No members of the public attended the hearing. Special Areas Peace Officers also attended in an advisory capacity.

The public hearing was called to order at 11:01 am and was adjourned at 11:30 am.

Jordon Christianson chaired the public hearing. A summary of the process for the hearing was provided to the public. The proposed Road Use Order (RUO) was reviewed by the Director of Municipal Services. A summary of the public engagement activities was provided by the Communications Officer. Informal feedback received from a member of the public prior to the hearing was discussed relating to the proposed RUO and questions about whether it was intended to target specific industrial uses.

Special Areas Enforcement Services reviewed the RUO document in the context of feedback received, confirming Road Use Agreements (RUA) would be required for more than five loads and that the RUO would allow Enforcement Officers to enforce provisions in RUAs that are intended to protect municipal road infrastructure, including backtrails (non-graveled roads). Section 11 of the RUO was reviewed, confirming agricultural users are exempt. Additional discussion on how the RUO would allow more effective use of weather warnings and load restrictions highlighted the value of the RUO as the region is geographically large with highly varied weather conditions impacting different parts of the region on a regular basis. Administration confirmed the purpose of the RUO was to give enforcement a tool to work with

industry to help protect municipal road infrastructure with a clear, understandable system that clarifies roles and responsibilities.

SECOND READING – ROAD USE ORDER

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

BACKGROUND - ROAD USE ORDER (RUO)

PURPOSE OF RUO

The goal of the Road Use Order (RUO) is to create an enforceable and understandable tool for enforcement officers to use when managing issues related to road use within the boundaries of the Special Areas. The proposed RUO falls under the municipal role of the Special Areas Board; the Board is adhering to the requirements outlined in Section 187 of the *Municipal Government Act* (Passing a Bylaw).

DEVELOPMENT OF PROPOSED RUO

The Special Areas Board provided direction to Administration to develop a Ministerial Order which could be used as a tool for local enforcement officers to help manage road use issues and establish appropriate penalties within the Special Areas.

The proposed RUO was drafted by the Special Areas Enforcement Department (Community Peace Officers) based on comparable rural municipal bylaws in place in the region. The goal was to develop a clear, understandable, and enforceable tool enforcement officers could use when responding to road use issues in the Special Areas.

Once the initial draft was authored, it was sent for review to Transportation Services staff (Superintendent of Roads & Equipment, Road Maintenance Supervisor, and Industry Permits & Inspection Coordinator) to ensure the document didn't contravene other established municipal processes & documents. The role of transportation services staff is to act as a point of contact with local area ratepayers and industry partners active in the region. Feedback on potential issues was considered and any specific recommendations brought forward were integrated into the document.

The draft RUO was forwarded to Legislative Advisor, Municipal Services Division of Municipal Affairs in Edmonton to ensure the draft RUO document was consistent with other equivalent municipal bylaws and the authority of the Special Areas Board (in the context of the *Special Areas Act*). Feedback on the draft document provided by Edmonton was integrated into the document brought forward for review by the Board.

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

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.

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 for the proposed RUO and opportunities for the public to supply feedback on the draft document. Posts ran from March 6 to 24.
- Information on the RUO public engagement on the SAB website including:
 - Information on the upcoming public meeting
 - Information on the other ways to provide feedback (email, phone, etc.)
 - Copy of the draft RUO for review
- A public hearing to allow for in-person feedback is set for March 28 in conjunction with the regularly scheduled Board Meeting.
 - Information about the proposed RUO will be 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 RUO
 - The address or website where a copy of the proposed RUO may be examined, and
 - An outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed RUO.
 - Advertisements will be placed for 2 consecutive weeks (March 13, 20) in local regional newspapers/publications (Consort Enterprise, Oyen Echo, ECA Review, Coffee Break (Hanna).

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 RUO	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 to electronic submissions:

Thank you for your feedback about the proposed Road Use Order. 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 send 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.


Notice of Public Hearing


A public hearing related to the proposed Road Use Order is planned:


 Tuesday, March 28, 2023 at 11:00 am
 Oyen Seniors Recreation Centre


 Learn more at:

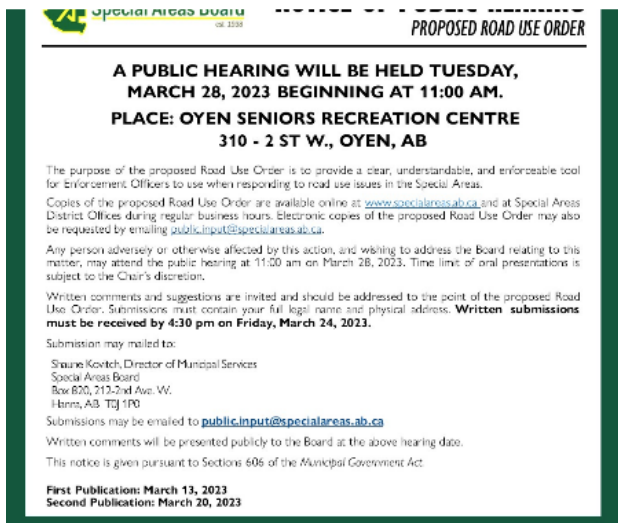
<https://specialareas.ab.ca/about/public-consultation/>

 We want to hear from you!

 In response to ratepayer concerns about road use and enforcement issues in the Special Areas, the Special Areas Board is consulting with the public on the proposed Road Use Order.

 You have until March 24 to send us your thoughts through email, phone, or in person.

 For more information, head to www.specialareas.ab.ca/about/public-consultation/.



PROPOSED ROAD USE ORDER

A PUBLIC HEARING WILL BE HELD TUESDAY, MARCH 28, 2023 BEGINNING AT 11:00 AM.
PLACE: OYEN SENIORS RECREATION CENTRE
310 - 2 ST W., OYEN, AB

The purpose of the proposed Road Use Order is to provide a clear, understandable, and enforceable tool for Enforcement Officers to use when responding to road use issues in the Special Areas.

Copies of the proposed Road Use Order are available online at www.specialareas.ab.ca and at Special Areas District Offices during regular business hours. Electronic copies of the proposed Road Use Order may also be requested by emailing public.input@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 11:00 am 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 the point of the proposed Road Use Order. Submissions must contain your full legal name and physical address. **Written submissions must be received by 4:30 pm on Friday, March 24, 2023.**

Submission may mailed to:
Shaune Kovitch, Director of Municipal Services
Special Areas Board
Box 820, 212-2nd Ave. W.
Hains, 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 of the *Municipal Government Act*.

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



Share your feedback on the proposed Road Use Order by March 24, 2023

REQUEST FOR FEEDBACK



Learn more at specialareas.ab.ca/about/public-consultation/

ANALYTICS:

	Total Reach	Average Reach per post	Total Interactions	Average Interactions per post
Facebook	678 views	339 views/post	0 interactions	0 interactions/post
Twitter	118 views	59 views/post	9 interactions	4 interactions/post
Instagram	761 views	381 views/post	4 interactions	2 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 Road Use Order 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 RUO, 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 RUO.

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	27 views (0.5% of total traffic)	22 views (0.4% of total traffic)	01:04
			*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
- Consort Enterprise
- ECA Review
- Coffee Break (Hanna)

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

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



The graphic is a white rectangular notice with a dark green border. At the top left is the Special Areas Board logo and name. To the right is the title 'NOTICE OF PUBLIC HEARING' in large bold letters, with 'PROPOSED ROAD USE ORDER' in smaller italicized letters below it. The main text is centered and reads: 'A PUBLIC HEARING WILL BE HELD TUESDAY, MARCH 28, 2023 BEGINNING AT 11:00 AM. PLACE: OYEN SENIORS RECREATION CENTRE 310 - 2 ST W., OYEN, AB'. Below this is a paragraph explaining the purpose of the Road Use Order. Then another paragraph stating where to find copies and how to request them. A paragraph about attending the hearing. A paragraph about written submissions. A paragraph about mailing submissions. A paragraph about emailing submissions. A paragraph about presenting comments. A paragraph about the legal basis. At the bottom, two lines of publication dates.

 **Special Areas Board**
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PROPOSED ROAD USE ORDER

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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 ROAD USE ORDER
Public Hearing – March 28, 2023**

11:01 AM

A public hearing was held in the Seniors Recreation Centre in Oyen Tuesday, March 28, 2023 at 11:01 AM 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, Erika Tessier, Advisory Councillor; Jamie Erickson and Gareth Thomas, CPOs; and Shyanne Jones, Recording Secretary.

The Chair called the Public Hearing to order at 11:01 AM and explained the purpose and process of the hearing. Introductions were made around the room.

Mr. Kovitch reviewed the rationale for implementing the Road Use Order. The intent is to protect the investment Special Areas has made into road infrastructure throughout the region. Having such an Order will provide the tools needed for local peace officers to help manage road issues using established appropriate penalties.

Ms. Chostner provided an overview of the communications plan noting there were two requests for copies of the Road Use Order, no formal submissions were received during the engagement process.

The goal is to work with industry and ensure everyone is taking care of the roads in the area.

Mr. Christianson thanked everyone for attending.

The Chair closed the Public Hearing at 11:30 am.

Chair, Special Areas Board