

 Provincial Capital Commission <small>Wascana Centre Government House</small>	PUBLIC PARTICIPATION FOR MASTER PLAN PROCEDURE		
Section: Land Use and Development	Procedure #	601.2	Version # 2
Effective Date: October 20, 2022		Replaces: March 8, 2021	
Approved By: Jenna Schroeder, Executive Director			

1. Purpose:

The purpose of this procedure is to describe the process for the development, review, and approval of Public Participation plans for the review and renewal of the *Wascana Centre – 2016 Master Plan* (Master Plan) and for Major Amendments to the Master Plan, and the steps that must be taken to implement the Public Participation plan.

2. Scope:

This procedure applies to the Board of Directors, Provincial Capital Commission (Commission) committees, Administration, and proponents.

3. Roles and Responsibilities

3.1. *Administration* will:

- 3.1.1. initiate and coordinate the review and renewal process for the Master Plan and Major Amendments to the Master Plan;
- 3.1.2. work with the Master Plan Public Advisory Committee and Board to establish Public Participation plans that meet the requirements of Commission policy;
- 3.1.3. implement and monitor Public Participation plans to ensure that public feedback is considered at various stages of the review and renewal process by facilitating appropriate consultations, creating accurate records of Public Participation activities, and completing summary reports; and
- 3.1.4. provide recommendations to the Board on the development of the Master Plan amendments.

3.2. *The Master Plan Public Advisory Committee* will:

- 3.2.1. participate in, review, and offer feedback on proposed Public Participation plans regarding Master Plan review or amendment processes to the Board;

- 3.2.2. champion and assist with the organization of Public Participation activities for the Master Plan review or amendment process; and
 - 3.2.3. review public feedback provided from Public Participation activities at each stage of the review and renewal process.
- 3.3. The *Board* will:
- 3.3.1. appoint members to the Master Plan Public Advisory Committee that draw from interested groups in the community as described in the advisory committee's terms of reference.
 - 3.3.2. approve the Public Participation plan; and
 - 3.3.3. monitor the implementation of the Public Participation plan with the assistance of Administration and the Master Plan Public Advisory Committee.

4. Procedure

Master Plan Review and Renewal: Development of a Public Participation Plan

- 4.1. Approximately twelve months prior to the commencement of the scheduled review and renewal of the Master Plan, the Board will appoint individuals to a Master Plan Public Advisory Committee. The Master Plan Public Advisory Committee will operate according to an approved terms of reference (see Appendix D).
- 4.2. Administration will work with the Master Plan Public Advisory Committee to draft a Public Participation plan that:
 - 4.2.1. is consistent with the Commission's Public Participation Policy;
 - 4.2.2. determines the level or levels of Public Participation to be used in decision-making at various stages of the Master Plan review and renewal process (based on the International Association of Public Participation's (IAP2 – www.iap2.org) spectrum for Public Participation, see Appendix A);
 - 4.2.3. identifies the target 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, provincial/community groups; and the public at large);
 - 4.2.4. creates a communication plan for notifying the public of participation activities (guided by the Public Participation Plan and Standards);

- 4.2.5. identifies review process timelines and the resources available to implement the strategy; and
 - 4.2.6. determines the method of reporting the results of Public Participation and reporting how feedback will be utilized.
- 4.3. The Public Participation plan will provide the Public with multiple stages (see Appendix E for a summary of the Public Participation stages for the Master Plan) and opportunities to provide:
- 4.3.1. in-person feedback during Stage 1, Stage 2, and Stage 3 of the review and approval process, which may include the following activities:
 - 4.3.1.1. public meetings;
 - 4.3.1.2. open houses;
 - 4.3.1.3. focus groups and round tables;
 - 4.3.1.4. small meetings or workshops; or
 - 4.3.1.5. any other appropriate method.
 - 4.3.2. online or written feedback during Stage 1, Stage 2, Stage 3, and Stage 4 of the review and approval process.
- 4.4. The Commission will include Public Participation activities appropriate for the level and stage of review. Examples of Public Participation activities are provided in Appendix C.
- 4.5. The Public Participation plan will be submitted to the Board for approval. After the approval of the Public Participation plan by the Board, Commission administration will:
- 4.5.1. make the Public Participation plan available to the public at least six months prior to commencing the review and renewal of the Master Plan by posting the plan on the Commission's website; and
 - 4.5.2. inform the public of the specific details of Public Participation activities at least four weeks in advance, as per the Commission's public notice standards.
- 4.6. The Public Participation plan may be amended, from time to time, if the Board determines it is necessary to do so. If the Public Participation plan is amended by the Board, Commission administration will:
- 4.6.1. make the amended Public Participation plan and the reason or reasons for amending the Public Participation plan available to the public as soon as practicable by posting

the plan on the Commission's website; and

- 4.6.2. inform the public of the specific details of amended Public Participation activities at least four weeks in advance, as per the Commission's public notice standards.

Implementing the Public Participation Plan

- 4.7. Commission administration will implement the Public Participation plan approved by the Board.
- 4.8. The results of Public Participation activities will be:
 - 4.8.1. video/audio recorded with notes for Public Participation activities involving Public meetings and discussions;
 - 4.8.2. documented and preserved in either paper and/or electronic form for all activities (for example, feedback forms or surveys at an open house);
 - 4.8.3. communicated to the Master Plan Public Advisory Committee and the Board at the appropriate stage of review for analysis and feedback or upon the request of either body; and
 - 4.8.4. provided to the Board in Public Participation reports (including the feedback of the Public Advisory Committee) outlining the issues and opportunities raised in the Public Participation activities and how they have been addressed in the draft Master Plan.
- 4.9. A final Public Participation report providing a summary of all Public Participation activities will be submitted by Commission Administration to the Board and will be available to the Board to review on request. This Public Participation report will be published on the Commission's website.
- 4.10. In response to public feedback, the Board may approve proposed amendments to the Master Plan or may choose to not amend the Master Plan.

Major Amendments to the Master Plan

- 4.11. Major amendments to the Master Plan may occur outside the regular review and renewal timeframe if:
 - 4.11.1. a proponent submits a development application that is determined by Administration to constitute a Major Amendment to the Master Plan;
 - 4.11.2. the Board determines upon review of the proposal that Major Amendment of the

Master Plan is necessary; or

- 4.11.3. the Board determines a Major Amendment of the Master Plan is appropriate.
- 4.12. If a proponent submits a proposal that requires a Major Amendment to the Master Plan:
 - 4.12.1. The proponent will conduct their own Public Participation activities regarding the project in a manner consistent with the Public Participation for Major Developments Procedure after approval of the Public Participation plan by the Board.
 - 4.12.2. After preliminary approval of the Major Development, the Commission may implement its own Public Participation plan for amendments to the Master Plan in a manner consistent with this procedure with the exception that:
 - 4.12.2.1. the number of review stages may be reduced in number;
 - 4.12.2.2. the purpose of review at each Public Participation stage may be modified depending on the nature and scope of the project and its relationship to the Master Plan; and
 - 4.12.2.3. the Master Plan Amendment Public Participation activities may be jointly conducted with the proponent's project Public Participation plan.
 - 4.12.3. The Commission may choose to not engage in further Public Participation for Major Amendments to the Master Plan if the project Public Participation undertaken by the proponent is deemed sufficient.
- 4.13. The Commission will provide notice of any Major Amendment to the Master Plan as per the Commission's public notification requirements.
- 4.14. The Commission's Public Participation process will be periodically evaluated and updated to ensure continual 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
- 601.1: Public Participation for Major Developments Procedure
- 601.3: Public Participation Policy and Procedures Reference Document.