

Practice Name:**Date Created:** 26-May-09**Author:****Last Updated:****Abstract:****GENERAL INFORMATION**

Name of Practice	Riparian Setback Matrix Model
Date	3-July-08
Name of Municipality	Lac La Biche County
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THE ISSUE**Abstract:**

What is the practice you developed or are developing (brief abstract)?

Please briefly describe the final practice developed. (e.g. if you developed a new Council agenda, list the agenda items, or if a new communications plan was created,

provide a summary of the plan's goals, objectives and highlights.)

Need:

Please describe (just a couple of sentences or bullet points) why you needed to create this practice (policy or process).

What issue made it necessary? (e.g. "We needed a comprehensive plan to deal with..." or "We needed an annual forecasting tool because...")

The Riparian Setback Matrix Model (RSMM) is a scientifically-based, legally defensible model which is used to determine the appropriate amount of environmental reserve required at time of subdivision to prevent pollution. This policy and procedure is in direct synergy with the Municipal Government Act (Section 663 and 664).

As the rate of development increases, so does the pressure placed on water bodies and sources of drinking water. In order to help mitigate the impacts of development, the Riparian Setback Matrix Model was created. The model will aid in the protection of shorelines, water quality and riparian areas, while allowing for development to occur in a sustainable manner.

CREATING YOUR PRACTICE

Research:

How did you obtain information to help design your practice (including consultation with stakeholders, formal and informal research)?

Please include any research documentation you can share, or give us a source reference (e.g. Web site, literature, "We reviewed the bylaws from other municipalities in the area...").

Process:

How did you go about designing your practice? For instance, did you create a team, hire a consultant, borrow something ready-made from another jurisdiction?

Describe briefly who did the design work and what process they followed.

Information was obtained through the use of an environmental consulting firm (Aquality), a planning firm (Urban Systems) as well as formal research.

The RSMM was developed by a team including an environmental consulting firm, a planning firm, as well as internal planning and environmental staff.

The actual model was developed by the environmental consultant and the internal environmental person. Together they developed a matrix which would provide protection to water quality. Once in a draft form, they tested it and double checked the results against the research. The planners then made sure it could be implemented and worked on the incorporation into municipal planning documents.

GETTING APPROVAL FOR YOUR PRACTICE

Authority:

Whose/what approval did you need to create and

The RSMM was adopted by Lac La Biche County Council.

implement the practice?

Reporting:

How did you inform the decision-maker(s) about the practice and your need for their approval?

Our municipality has taken a very active role in regards to environmental protection. The policy was developed and submitted for approval to Council.

Please note the name of any documents provided to the decision-makers that you would be willing to share.

Consultation:

Did you consult with stakeholders as part of your approval process?

There was no stakeholder consultation on this project.

If so, how? If possible, attach a copy of templates, surveys or other documents you used as part of your consultation.

IMPLEMENTING YOUR PRACTICE

Plan:

Describe the process you went through to implement the practice. If you used an implementation plan, please note it here.

The policy was developed by the team and was approved by Lakeland County Council. It was also incorporated into the municipality's Municipal Development Plan and Land Use Bylaw.

Policy:

What changes to bylaws, regulations or procedures were needed to implement this practice and how did you deal with them?

There have been no changes to date.

Please attach a copy of the change in bylaw, policy or procedure.

When:

When did your municipality begin to use the practice? Was it implemented all at once or in stages?

The Riparian Setback Matrix Model was adopted by Lakeland County Council in June of 2007 and it was implemented as a whole.

Who:

Who was responsible for implementing the practice?

The policy is implemented jointly by the Planning and Development department as well as the Environmental Services department.

If someone else is responsible for ongoing management, who is it?

Planning & Development alerts developers of the need to implement the matrix. Environmental Services is available to aid with on the ground application as well as to answer any questions in regards to its implementation.

Environmental Services is responsible for the ongoing management and maintenance of the policy.

RESOURCES REQUIRED**Budget:**

How much did it cost you to design and implement your practice (i.e. We saved/spent \$XX per year)?

The Riparian Setback Matrix Model cost approximately \$60,000 to develop. There are no additional costs associated with the matrix as existing staff administer it.

What are your ongoing operational and capital costs, if any?

Staff:

What human resources did you need to design, implement and manage your practice? (e.g. "It took X staff member (s) X months on this" or "This is part of normal staff duties.")

It required 1 staff member and 1 consultant 3 months to design the matrix. The implementation was added to regular staff duties.

Infrastructure:

What "capital costs" (such as information technology, other equipment or building assets) did you need to design, implement, manage, and/or evaluate your practice?

N/A

EVALUATING YOUR PRACTICE**Formal:**

If you did a formal evaluation (e.g. user satisfaction survey, analysis of annual expenditures or number of rate payers served) for your practice, please describe the evaluation tool and the process used.

No formal evaluation was performed.

Tell us who was involved.

Informal:

If you did an informal evaluation, describe what you did (such as discussing the practice with people in the office or on the street, or letters/comments received).

We are constantly discussing the matrix with developers and surveyors to ensure that it is user friendly and understandable. It has been very well received. The developers and their agents have commented that they really appreciate that administration is willing to meet on site to help them better understand its implementation.

Performance measures:

Please list the performance measures for this practice (i.e. reduced number of complaints, money saved, or change in equipment life expectancy.)

The matrix has been challenged at the Municipal Governance Board with the Board deciding in favour of the matrix.

Please list the process you used for measuring performance, (i.e. We do annual surveys on...) examples include:

- collecting data
- establishing a baseline
- applying the measures
- results
- follow up

Changes:

(a) Based on the evaluation (formal or informal), describe any changes you have made, or would like to make, to your practice as a result. (e.g. "After implementing this practice, we decided that it would be better if...")

-or-

(b) Has your practice met your expectations and if so, how?

Some minor changes were made for clarification. Other than that, we have been very pleased with the RSMM. It provides us with a fair and consistent means of environmental reserve determination. It is also highly defensible.

LESSONS LEARNED / BENEFITS RECEIVED**Benefits:**

What are the benefits of this practice to your municipality? (eg. Preparation of Council agenda packages now requires less time, etc.)

The RSMM provides us with a fair and consistent means of environmental reserve determination. The practice is also highly defensible making environmental protection easier.

Key Lessons:

What key lessons have you/your municipality learned through the process of:

- designing;
- obtaining approval;
- implementing; and
- evaluating your practice?

We realized that the development of the Developers' Guide and Backgrounder was essential. While our Environmental department understands the science behind the RSMM, most developers do not. The Backgrounder provides them with the required information in an easy to understand manner. This not only makes the matrix easier to implement as the user feels they understand it, but in turn results in less administration time being spent explaining the process.

Include any problems, surprises, and unanticipated benefits. (e.g. "We realized that we needed to spend more time...")

Advice to Municipal Peers:

What advice would you give to another municipality that is considering adopting your practice? Is there anything you might have done differently?

The Riparian Setback Matrix Model has been well received by developers. It provides protection for bodies of water, while only taking as much environmental reserve as required to prevent nutrients from entering the water body.

PRACTICE UPDATES**New Information:**

There may be some new information to add since this practice was first posted. This is especially true if:

- a new process has been implemented in your municipality;
- there are new practice evaluation results; or
- there has been a change affecting organizational direction. For example, explain how new economic conditions or a new vision/strategy affect the practice.

Please indicate those changes here. Don't forget to list any new documents that may be useful to your peers. Then go to "Other Information" to attach the new documents.

OTHER INFORMATION**Suggestions:**

Please list relevant information sources that others might use or you would be willing to share (courses, Web sites, literature, experts).

Copies of the RSMM Backgrounder (all of the science and research) and the RSMM Developers' Guide (the simple version) are posted at www.laclabichecounty.com or contact myself and I am more than willing to provide copies (this way I can track the interest in it).

Documents & Attachments:

Please attach (using the "Browse" button below) any documents you would be willing to share with others interested in your practice (e.g. a bylaw, a policy, approval documents, templates).

Developers Guide to the Riparian Setback Matrix Model
Riparian Setback Matrix Model Backgrounder

* Note: If you do not have an electronic copy of a document, please send Municipal Excellence a paper copy for scanning to:

Alberta Municipal Affairs
Municipal Excellence Network
17th Floor, Commerce Place
10155-102 Street
Edmonton, AB
T5J 4L4

Nominations:

Do you have any suggestions of other individuals or municipalities with municipal practices that we should add to the Municipal Excellence network? Please list their practice, municipality, and contact information.

Or, e-mail menet@gov.ab.ca and let us know about a municipal colleague that has a really good way of doing things.

COMMENTS

Have we missed something; anything you'd like to add to the areas we have touched on, or an area we have not mentioned?