






Subject: **Subdivision and Development Appeal Board**
 Meeting Date: Tuesday, October 22, 2024
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager
 Presented By: Mike Haugen, CAO

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

RELEVANT LEGISLATION:

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

BACKGROUND/PROPOSAL:

The Subdivision and Development Appeal Board (SDAB) has a clear mandate, which is to address all appeals related to Subdivision and Development matters. According to the Municipal Government Act (MGA), members of the SDAB must undergo mandatory training before participating in any hearings as part of a panel. Furthermore, they are required to complete a refresher training program every three years to ensure they remain up-to-date.

In response to a call for applications for the Members at Large positions, we received five submissions. These applicants, namely Dennis Dey, Connie Fraser, Jenny Scott, Robert Park and Lori Campion, have all completed their training and hold the necessary certifications to serve on the SDAB effectively.

Steve Cullum has not submitted his 2024 application, and no new applications were received for the Member at Large positions. Additionally, Ruth Purves-Smith was selected in 2024 to serve on the SDAB but resigned due to personal reasons before completing the required training.

It's also worth mentioning that the Municipal Government Act, Section 627(4)(c) stipulates that individuals who serve as members of the municipal planning commission are not eligible to be appointed as members of the Subdivision and Development Appeal Board.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

Current Representation:

- Members at Large: Dennis Dey (Certified until June 2027)
- Members at Large Steve Cullum (Certification expired June 2024)
- Members at Large: Connie Fraser (Certified until May 2025)
- Members at Large: Lori Campion (Certified until May 2025)
- Members at Large: Robert Park (Certified until December 2026)
- Members at Large: Jenny Scott (Certified until February 2027)

Clerk to the Board is appointed by Council (Motion 257/20 appoints Carolyn Van der Kuil as Clerk and Mary Lou Willis as Alternate.)



FINANCIAL & STAFFING IMPLICATIONS:

Members at Large get reimbursed through Policy 3-3. Member at Large honorariums are included in the yearly Operating Budget.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools: Individual Notification

Other:

ATTACHMENTS:

Applications

COUNCIL OPTIONS:

1. Appoint members to committee
2. Request further information
3. Receive for information

RECOMMENDED MOTION:

That Council move to appoint the following Members at Large to the Subdivision and Development Appeal Board for a one-year-term:

- Dennis Dey
- Connie Fraser
- Lori Campion
- Robert Park
- Jenny Scott

FOLLOW-UP ACTIONS:

N/A

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-

