

**BYLAW NO. 1004
OF THE MUNICIPAL DISTRICT OF STARLAND NO. 47
IN THE PROVINCE OF ALBERTA, CANADA.**

A Bylaw of the Municipal District of Starland No. 47 to establish the Subdivision and Development Appeal Board.

WHEREAS, Section 627 of the Municipal Government Act, 1994 as amended requires that the Council establish a Subdivision and Development Appeal Board by Bylaw;

NOW THEREFORE, the Council of the Municipal District of Starland No. 47, duly assembled, enacts as follows:

1. NAME:

1.1 This Bylaw may be cited as the "Subdivision and Development Appeal Board Bylaw."

2. DEFINITIONS:

2.1 "Act" - means the Municipal Government Act, S.A. 1994, as amended.

2.2 "Appellant" - means a person who, pursuant to the Act, has served a notice of appeal on the Subdivision and Development Appeal Board.

2.3 "Council" - means the Reeve and Councillors of the Municipal District of Starland No. 47 for the time being elected pursuant to the provisions of the Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.

2.4 "Development Application" - means an application made to the Development Authority in accordance with the Land Use Bylaw for the purpose of obtaining a development permit.

2.5 "Development Authority" - means the persons established under Section 3 of the Development Authority Bylaw to perform the functions of the Development authority under the Act.

2.6 "Development Permit" - means a document authorizing a development issued in accordance with the Land Use Bylaw of the Municipal District of Starland No. 47.

2.7 "Land Use Bylaw" - means the Bylaw adopted as a land use bylaw pursuant to the Act or the former Act.

2.8 "Subdivision Authority" - means the persons established under Section 3 of the Subdivision Authority Bylaw to perform the functions of a subdivision authority under the Act.

2.9 "Subdivision and Development Appeal Board" - means the board established to hear development and subdivision appeals, pursuant to Section 4 of this Bylaw.

2.10 "Subdivision and Development Appeal Board Secretary" - means the person appointed to the position established under Section 8 herein.

3. ESTABLISHMENT:

3.1 The Subdivision and Development Appeal Board of the Municipal District of Starland No. 47 is hereby established.

4. MEMBERSHIP:

4.1 The Subdivision and Development Appeal Board shall consist of six members appointed by resolution of the Council. Three members shall be appointed from the Council of the Municipal District of Starland No. 47, and three members shall be appointed from the public-at-large.

4.2 The Council may choose to appoint a total of more than three members from the public-at-large, to act as a pool of membership for the Subdivision and Development Appeal Board. The Chairperson shall be appointed by resolution of Council, and the Chairperson is empowered to select the three members from the public-at-large who will sit on any hearing to be heard by the Subdivision and Development Appeal Board if more than three member have been appointed by Council.

4.3 No person who is an employee of the Municipal District of Starland No. 47, or who is a member of the Development Authority or Subdivision Authority, or who is a member of the Municipal Planning Commission shall be appointed to the Subdivision and Development Appeal Board.

4.4 Any vacancies caused by the death, retirement or resignation of a member may be filled by resolution of the Council.

4.5 Council may remove a member from the Subdivision and Development Appeal Board by resolution at any time.

5. TERM OF OFFICE:

5.1 Subject to Sections 4.5 and 5.2 of this bylaw, each member of the Subdivision and Development Appeal Board shall be appointed at the pleasure of the Council for a term of one year and may be reappointed upon the expiry of the term at the pleasure of the Council.

5.2 Where a member of Council is appointed as a member of the Subdivision and Development Appeal Board, his appointment shall terminate upon his ceasing to be a member of Council.

6. CHAIRPERSON:

6.1 The Chairperson of the Subdivision and Development Appeal Board shall be appointed by resolution of the Council of the Municipal District of Starland No. 47, and the Chairperson shall be a member of Council.

6.2 A member may be reappointed to the position of Chairperson.

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6.3 A Chairperson shall preside at the meetings of the Subdivision and Development Appeal Board.

7. VICE-CHAIRPERSON:

7.1 A Vice-Chairperson shall be elected by the members of the Subdivision and Development Appeal Board, only if the appointed Chairperson is unable to attend any hearing of the Board.

7.2 A Vice-Chairperson elected in accordance with clause 7.1 shall have all the powers, duties and functions of the Chairperson as outlined in this bylaw.

8. SECRETARY OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD:

8.1 The position of designated officer for the limited purpose of carrying out the function of the Secretary to the Subdivision and Development Appeal Board is hereby established ("Subdivision and Development Appeal Board Secretary")

8.2 The Subdivision and Development Appeal Board Secretary shall be appointed by resolution of the Council and shall not be a member of the Subdivision and Development Appeal Board.

8.3 The Subdivision and Development Appeal Board Secretary shall have responsibilities and functions including the following:

8.3.1 Makes and keep a record of the Subdivision and Development Appeal Board proceedings which may be in the form of a summary of the evidence presented at a hearing.

8.3.2 Ensures statutory notices and decisions of the Subdivision and Development Appeal Board are provided to such persons as the Act requires.

8.3.3 Compiles and provides Agenda and meeting packages to members and ensures that the necessary information is available to the public.

8.3.4 Signs orders, decisions, approvals, notices, and other items given by the Subdivision and Development Appeal Board on its behalf.

9. QUORUM AND MEETINGS:

9.1 A quorum of the Subdivision and Development Appeal Board shall be four (4) members, and a majority of the Board cannot be members of the Council of the Municipal District of Starland No. 47.

9.2 The Subdivision and Development Appeal Board may meet in a committee of not less than four members.

9.3 When the Subdivision and Development Appeal Board meets in Committee, the Committee has any and all the powers, duties and responsibilities of the Subdivision and Development Appeal Board.

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- 9.4 The Subdivision and Development Appeal Board shall meet at such intervals as are necessary to consider and decide appeals filed with it in accordance with the Act.
 - 9.5 The Subdivision and Development Appeal Board shall have prepared and maintain a file of written Minutes of the business transacted at all meetings and hearings of the Subdivision and Development Appeal Board, copies of which shall be regularly filed with the Council.
 - 9.6 A member of the Subdivision and Development Appeal Board who is for any reason, unable to attend the whole or a part of any hearing of an appeal, shall not participate in the deliberations or decision of the Subdivision and Development Appeal Board upon that appeal.
 - 9.7 The Subdivision and Development Appeal Board may make rules as are necessary for the conduct of its meetings, its hearings and its business that are consistent with this Bylaw, the Municipal District of Starland No. 47 Land Use Bylaw and the Act.

10. FEES AND EXPENSES:

- 10.1 The remuneration, travelling, living and other expenses of the members of the Subdivision and Development Appeal Board, the Subdivision and Development Appeal Board secretary, shall be established by Council resolution from time to time.
- 10.2 The fees associated with the holding of hearings, and meetings of the Subdivision and Development Appeal Board may be set by the Council by resolution.

11. DEVELOPMENT APPEALS:

- 11.1 Subject to Sections 641(4) and 685(3) of the Act, the Subdivision and Development Appeal Board shall hear appeals where the Development Authority for the Municipal District of Starland No. 47:
 - 11.1.1 refuses or fail to issue a development permit to a person.
 - 11.1.2 issues a development permit subject to conditions, or
 - 11.1.3 issues an order under Section 645 of the Act,and appeals within the time limitations and in the manner indicated in the Act.
- 11.2 Subject to Sections 641(4) and 685(3) of the Act, the Subdivision and Development Appeal Board shall hear appeals from any person affected by an order, decision or development permit issues by the Development Authority, who appeals within the time limitations and in the manner indicated in the Act.

- 11.3 The Subdivision and Development Appeal board shall hold an appeal hearing respecting any Development Appeal within 30 days or receipt of the notice of appeal.
- 11.4 The Subdivision and Development Appeal Board shall give at least 5 days notice in writing of the appeal hearing to:
 - 11.4.1 the Appellant;
 - 11.4.2 the Development Authority of the Municipal District of Starland No. 47;
 - 11.4.3 the owners required to be notified under the Land Use Bylaw of the Municipal District of Starland No. 47; and
 - 11.4.4 any other person that the Subdivision and Development Appeal Board considers to be affected by the appeal and should be notified.
- 11.5 In determining an appeal, the Subdivision and Development Appeal Board:
 - 11.5.1 shall comply with the Land Use Policies established pursuant to Section 622 of the Act;
 - 11.5.2 shall comply with any statutory plan and subject to clause five (5) hereof, the Land Use Bylaw of the Municipal District of Starland No. 47;
 - 11.5.3 shall have regard to but not be bound to the Subdivision and Development Regulations established pursuant to Section 694 of the Act;
 - 11.5.4 may confirm, revoke or vary the order, decision or development permit or any condition attached to any of them or make or substitute an order decision or permit of its own;
 - 11.5.5 may make an order or decision or issue or confirm the issue of a development permit even though the proposed development does not comply with the Land Use Bylaw if, in its opinion:
 - (i) the proposed development would not:
 - (a) unduly interfere with the amenities of the neighbourhood,
 - (b) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and;
 - (ii) the proposed development conforms with the use prescribed for that land or building in the Land Use Bylaw.

11.6 The Subdivision and Development Appeal Board shall give its decision in writing together with reasons for the decision within 15 days of the conclusion of the public hearing.

12. SUBDIVISION APPEALS:

12.1 Subject to Section 678 of the Act, the Subdivision and Development Appeal Board shall hear appeals of decisions of the Subdivision Authority for the Municipal District of Starland No. 47 provided an appeal is received within the time limitations and in the manner indicated in the Act.

12.2 The Subdivision and Development Appeal Board shall hold an appeal hearing respecting any appeal within 30 days of receipt of the notice of an appeal.

12.3 The Subdivision and Development Appeal Board shall give at least 5 days notice in writing of the appeal hearing to:

- 12.3.1 applicant for subdivision approval;
- 12.3.2 the Subdivision Authority of the Municipal District of Starland No. 47;
- 12.3.3 any school authority to whom the application for subdivision approval was referred;
- 12.3.4 all adjacent land owners who were given notice of the application for subdivision approval pursuant to Section 653(4) of the Act;
- 12.3.5 every Government department that was given a copy of the application for subdivision approval pursuant to the Act;
- 12.3.6 the Director of the Palliser Regional Municipal Services Agency; and
- 12.3.7 if the land that is the subject of the application for subdivision approval is adjacent to the boundaries of another municipality, that municipality

12.4 In determining an appeal, the Subdivision and Development Appeal Board:

- 12.4.1 shall be consistent with the Land Use Policies established pursuant to Section 622 of the Act;
- 12.4.2 shall have regard to any statutory plan which is in effect;
- 12.4.3 shall conform with the uses of land referred to in the Land Use Bylaw;
- 12.4.4 shall have regard to but not be bound to the Subdivision and Development Regulations established pursuant to Section 694 of the Act;

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- 12.4.5 may confirm, revoke or vary the approval or decision or any condition(s) imposed by the Subdivision Authority or make or substitute a decision or any condition(s) of its own;
- 12.4.6 may exercise the same power as the Subdivision Authority is permitted to exercise pursuant to the Act or any Regulations or Bylaws adopted pursuant to the Act;
- 12.4.7 The Subdivision and Development Appeal Board shall give its decision in writing together with reasons within 15 days of the conclusion of the public hearing.

13. EFFECTIVE DATE:

- 13.1 This Bylaw shall come into effect on December 01, 1995.

14. REPEAL OF DEVELOPMENT APPEAL BOARD BYLAW:

- 14.1 Bylaw No. 920 of the Municipal District of Starland No. 47, being a Bylaw to establish the Development Appeal Board is repealed herein in its entirety.
- 14.2 Bylaw No. 955 of the Municipal District of Starland No. 47, being an amending Bylaw to Bylaw No. 920 is repealed herein in its entirety.

First reading on motion of Deputy Reeve Thompson, this 28th day of November, 1995.

Second reading on motion of Reeve Grenville, this 28th day of November, 1995.

Third and final reading on motion of Councillor Avramenko, done and passed in Council of the Municipal District of Starland No. 47, duly assembled, this 28th day of November, A.D., 1995.



ARTHUR H. GRENVILLE
REEVE



ROSS D. RAWLUSYK
MUNICIPAL ADMINISTRATOR