

Law, Legislative Services & Security Report to
Regular Meeting of Council
2023 September 12

ISC: UNRESTRICTED
C2023-0963
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Subdivision and Development Appeal Board Bylaw Amendments

PURPOSE

The purpose of this report is to present amendments to the Subdivision and Development Appeal Board (“SDAB”) Bylaw (“Bylaw 25P95”) for Council’s consideration. As a result of recent organizational changes in the City Clerk’s Office, amendments to Bylaw 25P95 are required to ensure that those in positions that provide administrative support to the SDAB have appropriate authorization to do so.

PREVIOUS COUNCIL DIRECTION

On 2007 May 07, Council gave three readings to Bylaw 17P2007 to amend the SDAB Bylaw 25P95, appointing the City Clerk as a designated officer for the purposes of section 630(1) of the *Municipal Government Act* (“MGA”) to carry out specific duties on behalf of the SDAB.

RECOMMENDATION:

That Council amend the Subdivision and Development Appeal Board Bylaw 25P95 by giving three readings to proposed amending Bylaw 44M2023 in Attachment 1.

CITY MANAGER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this report.

HIGHLIGHTS

- Section 627.1(1) of the MGA requires Council to appoint or authorize the appointment of one or more clerks of the SDAB.
- Amending Bylaw 25P95 is necessary to ensure that SDAB clerk appointments under a new organizational structure within the City Clerk’s Office are established in alignment with requirements of the MGA.
- Proposed amendments to Bylaw 25P95 appoint the Leader, Municipal Boards and Governance as clerk of the SDAB.
- Amending Bylaw 25P95 to accurately reflect the resources supporting the work of the SDAB supports transparency and public confidence in the SDAB.

DISCUSSION

Proposed amendments to Bylaw 25P95 appoint the Leader, Municipal Boards and Governance, as clerk of the SDAB. The amendments will make it possible for the Leader, Municipal Boards and Governance, to ensure that other employees who support the administration of the SDAB are appropriately authorized and trained to do so, ensuring efficient and effective administrative support to the SDAB. The amendments align with the requirements of section 627.1(1) of the MGA.

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EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input checked="" type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

The Chair of the Subdivision and Development Appeal Board was advised of the organizational changes in the City Clerk’s Office, including associated changes to leadership and administrative support positions and their accountabilities.

The Law Department was engaged to review Bylaw 25P95 and identify the required amendments to amend the Bylaw.

IMPLICATIONS

Social

Not Applicable.

Environmental

Not Applicable.

Economic

Not Applicable.

Service and Financial Implications

No anticipated financial impact

RISK

No risks identified.

ATTACHMENT

- Proposed Bylaw 44M2023

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Andrew Brouwer (Acting City Clerk/Director)	Law, Legislative Services and Security	Approve
Jill Floen (City Solicitor & General Counsel)	Law, Legislative Services and Security	Approve