VILLAGE OF HUGHENDEN
PROVINCE OF ALBERTA
BYLAW NO. 505-18

A BYLAW OF THE VILLAGE OF HUGHENDEN, IN THE PROVINCE OF ALBERTA, BEING ENACTED FOR THE PURPOSE TO ESTABLISH THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD. THIS BYLAW SHALL BE KNOWN AS "THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD BYLAW."

WHEREAS, Under and by virtue of the authority conferred upon it by the Municipal Government Act, (M.G.A.) R.S.A. 2000, Chapter M-26, Section 627, 628, 629 & 630 and amendments thereto requires that a Municipal Council must establish a subdivision and development appeal board bylaw.

NOW THEREFORE, The Council of the Village of Hughenden in the Province of Alberta, duly assembled, does enact the following:

1. **ESTABLISHMENT AND MEMBERSHIP**

That, a board known as the Subdivision and Development Appeal Board of the Village of Hughenden hereafter called the "Board" is hereby established.

The Board shall be composed of up to seven (7) members appointed by resolution of Council. A member of a subdivision and development appeal board may not participate in a hearing of the subdivision and development appeal board unless the member is qualified to do so in accordance with the regulations made under section 627.3(b) of the M.G.A.

The Board shall appoint a clerk by resolution of Council. The clerk appointed under this section must be a designated officer and may be a person who holds an appointment as a clerk under section 456, of the M.G.A. No designated officer is eligible for appointment under this section unless the designated officer has successfully completed a training program in accordance with the regulations made under Section 627.3 (a) of the M.G.A.

The Board must not have more than one councillor as a member.

The following persons may not be appointed as members of the board:

- An employee of the Municipality; a person who carries out subdivision or development powers duties and functions on behalf of the municipality.
- A member of a municipal planning commission.

The Board shall elect a Chairman and a Vice-Chairman from its membership on an annual basis or when the board convenes, whichever is greater.

2. TERMS OF OFFICE AND DUTIES

A board member shall be appointed for a term of not less than 3 years and may be re-appointed for any number of terms.

Any vacancy caused by death, retirement or resignation may be filled by resolution of Council.

The Board shall not be disbanded, nor a member of it discharged without cause. The board shall perform duties as set forth in Division 3 and 10 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto.

The Board shall give its decision in writing together with reason for the decision within 15 days of the conclusion of the hearing.

3. QUORUM AND MEETINGS

Quorum of the board shall be in accordance with the Interpretation Act, RSA 2000, Chapter M-26 and amendments thereto.

Only those members of the board present at a meeting duly convened shall vote on any matter before it.

The decision of the majority of the members present at the meeting duly convened shall be deemed to be the decision of the whole board.

The board shall hold meetings as are necessary to fulfill the Board's responsibilities.

The board shall have prepared and maintain a file of written minutes of the business transacted at all meetings of the board, copies of which shall be regularly filed with council.

The board may make rules as are necessary for the conduct of its meetings And its business that are consistent with this bylaw, the Land Use Bylaw and the Municipal Government Act.

4. FEES AND EXPENSES

The remuneration, travelling and living expenses of the Chairman and other members of the board shall be established by resolution of Council.

Furthermore, the setting of fees for any matter coming before the board shall be established by resolution of Council as it considers necessary to uphold the duties of the board.

5. SUBDIVISION AND DEVELOPMENT APPEALS & EXISTING BYLAW

THAT, Bylaw No. 392 pertaining to the establishment of a Subdivision and Development Appeal Board be hereby rescinded.

This Bylaw shall have force and take effect on the final reading thereof.

READ A FIRST TIME THIS 20th day of November, A.D. 2018.

READ A SECOND TIME THIS 20th day of November, A.D. 2018.

READ A THIRD TIME AND FINALLY PASSED THIS 20th day of November, A.D. 2018.

Jeanette Ruud

Chief Elected Official

Chief Administrative Officer