



CITY COUNCIL BYLAW REPORT

Title Bylaw 6478 - Subdivision and Development Appeal Board Bylaw

Meeting Date February 25, 2025

Submitted By David Sarsfield, Deputy City Clerk

Summary

To amend the Lethbridge Subdivision and Development Appeal Board Bylaw 4749 to allow unlimited number of public members to be appointed to the Board.

Recommendation(s)

That City Council give first reading to Bylaw 6478, amending the Lethbridge Subdivision and Development Appeal Board Bylaw 4749, as presented in Attachment 1.

Financial

There are no financial implications.

Background and Prior Decisions

The Subdivision and Development Appeal Board is a quasi-judicial body that hears appeals regarding City of Lethbridge planning and development applications. This Board is required by the *Municipal Government Act* to allow an appeal mechanism for affected parties of decisions made by the Development Authority (such as the Development Officer).

The timeline to schedule an appeal for a hearing once received is 30 calendar days or less as per the MGA. The current bylaw allows for a maximum of five public members to this Board. Quorum is three. Quorum sometimes proves difficult to attain for Hearings for the following reasons:

- Members may be in conflict on a specific case and therefore cannot hear the appeal;
- Members are not always available for the scheduled hearing date; or
- Members have not completed their required certification/recertification training.

Members are required to be certified before serving on this Board. Mandatory four-day training is provided three times per year by the Provincial Land and Property Rights Tribunal. Recertification is required after three years requiring a three-day training.

It is proposed that the Bylaw be amended to be similar to the Assessment Review Board, another quasi-judicial appeal body, which has no limit to number of members with a pool of members to draw upon.

Engagement

This recommendation was included in the Boards, Commissions and Committees Review concluded earlier this year.

Recommendation and Option(s) Analysis

That the SDAB Bylaw be amended to allow for an unlimited number of public members rather than the current five members.

Attachment(s)

1. Attachment 1 – Amending Bylaw 6478
2. Attachment 2 – Current SDAB Bylaw 4749
3. Attachment 3 – Proposed SDAB Bylaw 4749

Link(s)

Approvals

Department Director: Bonnie Hilford

City Manager: Lloyd Brierley