

**FOR DISCUSSION PURPOSES ONLY**

**SUBDIVISION AND DEVELOPMENT  
APPEAL BOARD REGULATION**

**Definitions**

**1** In this Regulation,

- (a) “Act” means the *Municipal Government Act*;
- (b) “clerk” means a designated officer appointed as a clerk under section 627.1 of the Act;
- (c) “subdivision and development appeal board” includes an intermunicipal subdivision and development appeal board.

**Training requirements**

**2(1)** A designated officer must

- (a) before being appointed as a clerk, successfully complete a training program set or approved by the Minister, and
- (b) every 2 years successfully complete a refresher training program set or approved by the Minister.

**(2)** A member of a subdivision and development appeal board must

- (a) before participating in any hearing as a member of a panel of the board, successfully complete a training program set or approved by the Minister, and
- (b) every 2 years successfully complete a refresher training program set or approved by the Minister.

**(3)** An individual who holds an appointment as a clerk or member of a subdivision and development appeal board when this section comes into force must complete the training program requirement in subsection (1)(a) or (2)(a), whichever is applicable, within 6 months after this section comes into force.

Ensures that the curriculum for SDAB training the clerk/designated officer and members of an SDAB take will be a consistent, standardized training program across the province.

The transition period will enable municipalities to plan and enroll their appointed SDAB members and clerks in the SDAB training program and successfully complete their training within a reasonable timeline of 6 months.

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### Report to Minister

**3** A municipality must report to the Minister, in the form and manner and at the times required by the Minister,

- (a) the number of members appointed to the municipality's subdivision and development appeal board,
- (b) the number of members who, at the time the report is made, have successfully completed the training required under this Regulation,
- (c) the number of members who, at the time the report is made, are enrolled in training required under this Regulation,
- (d) the number of clerks appointed to the board,
- (e) the number of clerks who, at the time the report is made, have successfully completed the training required under this Regulation,
- (f) the number of clerks who, at the time the report is made, are enrolled in training required under this Regulation, and
- (g) any other matter, as required by the Minister, respecting the subdivision and development appeal board.

This would ensure that training is being completed. Municipalities would not be required to report the names of the individual members.

### Coming into force

**4** This Regulation comes into force on the day that section 61 of the *Municipal Government Amendment Act, 2015* comes into force.

Indicates when the regulation comes into force.