



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Procedure Title: DEVELOPMENT ENFORCEMENT

Procedure No: 6002-01

Approval: CAO

Effective Date: September 24, 2013

Supersedes Procedure No: None

1. Definitions

- 1.1. Development means any development as defined in the Municipal Government Act (MGA).
- 1.2. Development Authority means Manager of the Development Department or, Municipal Planning Commission, Council, for Greenview as the case may be.
- 1.3. Planning Documents means documents that have been created and approved by Greenview for the purposes of creating and promoting orderly development within Greenview and Building strong Vibrant and sustainable Communities as set out in the 2013 Strategic Directions Plan, as adopted by Council.
- 1.4. Greenview Staff or Team Members means contracted by, hourly, wage, salary, seasonal, or under any form of employment with Greenview.
- 1.5. Adjacent as defined in Greenview's Land Use Bylaw No. 03-396, means contiguous or would be contiguous if not for a river, 0.8 of a kilometer stream, railway, road or utility right of way (or reserve land, as defined in the MGA).

2. Responsibilities

- 2.1. Council Members, Board Members, Greenview Staff or Team Members to:
 - 2.1.1. To inform the Manager, Planning and Development of all apparent illegal, nonconforming, or refused illegal development brought to his or her attention by an employee, Member of Council, contractor conducting work on behalf of the municipality or member of the public;
 - 2.1.2. Hold in confidence any information that is brought forward pursuant to this procedure and uphold the Freedom of information and Protection of Privacy Act;
- 2.2. Manager, Planning and Development to:
 - 2.2.1. Assess any and all information given to him or her regarding any apparent illegal, nonconforming, or refused development. To ensure remedial action is under taken to uphold the MGA, all of Greenview's Planning Documents, as well as all

- 2.2.2. Delegate duties to staff and provide required information to ensure that remedial action is undertaken in a timely manner as prescribed by legislation;
- 2.2.3. Remedial action will be started in an appropriate manner according to the legislative requirements set out on a case - by - case basis. Then a report will be forwarded in regards to all apparent illegal, nonconforming, or refused development within Greenview, to the appropriate Planning Authority for consideration and any further action as may also be required on a case-by- case basis;
- 2.2.4. Hold in confidence any information that is brought forward pursuant to this procedure and uphold the Freedom of information and Protection of Privacy Act;
- 2.2.5. Assess and identify any policy, procedure or internal changes which may assist in preventing any further such occurrences.

3. **General Provisions**

- 3.1 Nothing in this procedure is meant to take precedence over the federal or provincial jurisdictional approvals required or interfere in any way with these authorities, as the municipality will take all steps to ensure that all developments meet these requirements prior to consideration of any application submitted in by a developer.
- 3.2 Anonymous complaints are discouraged; however, if a complaint is received anonymously regarding all or any apparent illegal, nonconforming, or refused illegal development as stated will be dealt with using the same procedure.
- 3.3 All parties involved in the report of apparent illegal, nonconforming, or refused illegal development complaint are required to remain cooperative at all times with those investigating.

4. **End of Procedure**

Approved: 13.09.582