



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
COUNCIL

POLICY NUMBER: CO 10

**POLICY TITLE: SUBDIVISION & DEVELOPMENT APPEAL BOARD and
ASSESSMENT REVIEW BOARD MEETING
PROCEEDINGS**

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Date Adopted by Council / Motion Number:

11.05.292

PURPOSE:

To establish guidelines on the recording of proceedings of the Subdivision and Development Appeal Board (SDAB) and the Assessment Review Board (ARB) meetings.

POLICY:

Council will establish procedural guidelines to ensure proper records of proceedings are kept.

1. All notifications for meetings for the Boards listed above will be conducted as required within the Municipal Government Act or Municipal Bylaws.
2. If a member cannot attend a meeting, that member is obligated and responsible to notify Administration of their absence so it can be determined if a quorum will be present to hold a meeting.
3. Meetings are open to the general public.
4. Voting, motions, and procedures will be synonymous with the Meeting Procedures Policy.
5. A "Record of Proceedings" will be kept of each meeting, which will outline the attendance, facts, and happenings that lead to the Board's position.
6. The Board's final decision must be rendered within the time limits as set out in the Municipal Government Act and Municipal Bylaws, and will be recorded as part of the "Record of Proceedings".
7. The "Record of Proceedings" will be signed by the Chair. It is not necessary for the "Record of Proceedings" to be adopted at a subsequent meeting.
8. The "Record of Proceedings" will be filed on the appropriate land file with all other documentation.

(Original signed copy on file)
REEVE

C.A.O.