

To: Mayor and Members of Council

May 30, 2011

Re: Remuneration for Board of Revision and Development Appeals Board Secretary

Background

Under *The Planning and Development Act 200*, a municipality with a Zoning Bylaw is required to have a Development Appeals Board. The Development Appeals Board is composed of three board members and a secretary. The purpose of the Board is to resolve disagreements about the administration of the zoning bylaw under the act.

The Municipalities Act, Section 221 states that council shall appoint a secretary of the board of revision and prescribe the duties, the remuneration and the term of office.

The duties of the secretary for the board of revision and appeals board is the preparation of the appeals, and delivery of notices as required by the legislation to the appellants, board members, and Council members prior to the hearings and delivery of the boards decisions after the hearings. The secretary is required also to set up the hearings, attend the hearings, record and prepare minutes, and board decisions.

Discussion

Bonnie Stanley was hired as the Board of Revision Secretary and Development Appeals Board secretary on the June 17, 2008 Council meeting. She accepted the terms of office and the remuneration amount of \$25.00 per hour. Bonnie has approached Administration for an increase of the remuneration amount from \$25.00 per hour to \$30.00 per hour. Administration has contacted other municipalities to see what remuneration amount is paid. The District Board of Revision secretary receives \$30.00 per hour. Development Appeals board secretaries receive anywhere from \$20.00 to \$25.00 per hour.

Budget Implications

The amount of remuneration paid depends on the number of appeals in a year. Last year we had three Development Appeals and no Board of Revision hearings.



Town Manager

Recommendation

Administration recommends:

THAT Council approve the remuneration rate of \$30.00 per hour for the Board of Revision and Development Appeals Board secretary.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Bzdel".

Shauna Bzdel,
Town Manager