THE COMMUNICATOR

Alberta Development Officers Association (ADOA) August 2019

Summer Issue

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CORPORATE MEMBERSHIPS

Currently our membership includes two corporate members.

...And we welcome more!

If you know any organizations actively looking to network in the development field, please contact admin@adoa.net for more info.

Update

The AGM is coming up at the Conference in Drayton Valley!

If you have any **inquiries or topics** you would like for the Board to discuss/address, please email them to admin@adoa.net

June 21st 2019 Board Meeting - Overview	
Treasurer's / Conference Reports	• Conference Committee took the board on tour of facilities for the 2019 conference, and gave an update.
Executive Assistant Report	• Early Bird (August 1st deadline) is $425 an email will be sent out in reminder. • Conference fees double after September 3rd for all forms of registration.
Membership Committee Report	• 36 new members
Vice – President / Education Committee Report	• Update on Professional Designation meetings. • Olds College update & ALUP Graduation update.
Communications Report	• A Spring Communicator newsletter was released. Summer will be released by August 15th, 2019.
President's / Bylaw's & Policy Report	• Development Authority Manual will be updated. The ADOA board will be reviewing the manual and working on updates to be presented at the Conference.

Clean Energy Technology Centre

Drayton Valley

2019 Conference

Welcome to the West

Together, Brazeau County and the Town of Drayton Valley heartily invite you to attend the 2019 ADOA CONFERENCE in Drayton Valley!

Conference Dates:

Tuesday, September 24, 2019 at 7:00 pm to

Friday, September 27, 2019 at noon

Registration Deadline—September 3, 2019*

Important Notes:

- Members are encouraged to donate an item to the silent auction. All proceeds raised will go to **Cause for Critters Animal Rescue Society** in Drayton Valley.
- We welcome the donation of items for door prizes. Items can be provided at the time of registration.
- Meals and snacks will be provided by a variety of talented local caterers. In order to ensure that everyone is accommodated, we ask that you advise us in advance of any food allergies or special dietary requirements so that we can best meet your needs. Failure to do so may result in caterers being unable to accommodate last-minute requests.
- The Drayton Valley Omniplex, adjoining the Mackenzie Conference Centre, does have an ATM, however access may be limited. The Clean Energy Technology Centre does not have an ATM on site. Please be aware of these limitations and prepare to have cash on hand for the silent auction and the Thursday evening Whoop-it-up. Vendors will also be set up as part of the trade show.

2019 Conference Organizing Committee

Check out https://adoa.net/conference/ for a complete schedule, Registration forms, App information, Workshops, Hotels and more!.

*all fees are doubled after September 3, 2019

**no registrations will be accepted at the door

SOCIO™

Resources

Development Authority Manual

The ADOA executive is in the process of updating the Development Authority manual as a tool for new and experienced Development Officers and Development Authorities province wide.

A Draft Manual will be emailed out before the conference for discussion at the AGM and Conference. Please take a look and give your feedback!

Member Forum Connect (https://forum.adoa.net/)

What is it?

The Member Forum is an online discussion place to ask questions, make comments and connect online with the ADOA Community throughout the year instead of just at the annual conference!

In this section we will highlight some of the topics or threads that may be of interest for the greater ADOA Community in the hopes of getting more discussion and a larger knowledgebase on the forum.

Please contact Diane at **admin@adoa.ca** if you are having access issues.

Please note, during the last 3 months we have had 7 threads created by people looking for help or questions regarding development matters, that have zero responses by members. Maybe it's due to summer, or everyone being so busy in the last season.

However, please let us know if the forum is working for members to get the answers they are looking for or if you have any suggestions on how to improve the forum.

Communication between members is the best tool we have to support each other as Development Officers!

Highlighted (New) Threads

- Management of Reserves and Easements
- Mixed Use - Service Station / Hotel
- NAV Canada Restriction
- Development within Campgrounds
- Chickens into LUB
- SURVEY: Sign Regulations & Fees
- Wage Review
- Enforcement of Hard Surfacing Parking Areas in Developed Areas
- "Yurts" - Dev permit Yes/No
- Subdivision Historical Resource Act Compliance
- OPEN HOUSE - Urban Chickens

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What does Section 683.1 of the MGA mean for you?

Section 683 of the *Municipal Government Act* ("MGA") states that development cannot commence until a development permit has been issued pursuant to the land use bylaw. Until October 26, 2017, the provisions governing the application process were limited. **Section 683.1** was added to create a timeline for development permit applications in an attempt to streamline the process and allow for more flexibility and certainty. Below is what you need to know in order to comply with this provision.

Within **20 days** of receiving a development permit application, the development authority **must determine whether the application is complete,** meaning the application contains the documents and information necessary to review it. (*MGA*, s. 683.1(1)&(2))

The **20 days may be extended**:

- By a **written agreement** between the applicant and the development authority; or
- In **accordance with a land use bylaw** pursuant to **Section 640.1(a)** (where a city or municipality with a population of 15,000 or greater provides for an extended timeline). (*MGA*, s. 683.1(3))

If the development authority **does not make a determination** within the **20 days** or the **extended timeline,** then the **application is deemed to be complete.** (*MGA*, s. 683.1(4))

If the application is **determined to be complete,** the development authority must **issue an acknowledgment to the applicant** that the application is complete (in the form and manner provided for in the land use bylaw). (*MGA*, s. 683.1(5))

If the application is **determined to be incomplete,** the development authority must **issue to the applicant a notice** (in the form and manner provided for in the land use bylaw) that the application is incomplete and that any **outstanding documents and information** must be **submitted by a date set out in the notice,** or a **later date agreed on** between the applicant and the development authority in order for the application to be considered complete. (*MGA*, s. 683.1(6))

- If the development authority determines that the **information and documents submitted in response to the notice are complete,** the development authority must **issue an acknowledgment to the applicant** (in the form and manner provided for in the land use bylaw) that the application is complete. (*MGA*, s. 683.1(7))
- If the **applicant fails to submit all the outstanding information and documents** on or before the **date mentioned in the notice concerning the application being incomplete,** the **application is deemed to be refused.** (*MGA*, s. 683.1(8))
- If an application is **deemed to be refused,** the development authority must **issue a notice to the applicant** (in the form and manner provided for in the land use bylaw) that the application has been refused and the reason(s) for the refusal. (*MGA*, s. 683.1(9))

Even if the development authority has issued an acknowledgment that an application is complete, they **may request additional information or documentation** from the applicant. (*MGA*, s. 683.1(10))

Legal Corner—(cont'd)

Pursuant to s. 684 of the *MGA*, the development authority **must make a decision on the application within 40 days of the application being "complete"** (note: timeline may be extended in the land use bylaw in accordance with s. 640.1(b) of the *MGA* or by agreement).

If the development authority **refuses the application** for a development permit, they must **issue to the applicant a notice that the application** has been refused and the reason(s) for the refusal. (*MGA*, s. 683.1(11))

At this time, municipalities should review their Land Use Bylaws and determine if provisions need to be added in order to address section 683.1 of the *MGA* (i.e. notices and acknowledgments are to be "in the form and manner provided for in the land use bylaw").

If you have questions about your Land Use Bylaw, the items discussed above or other general development issues, please contact a member of the **Brownlee LLP Municipal Team** on our Municipal Helpline at 1-800-661-9069 (Edmonton) or 1-877-232-8303 (Calgary).

Blue Rapids Provincial Recreation Area

Brazeau County

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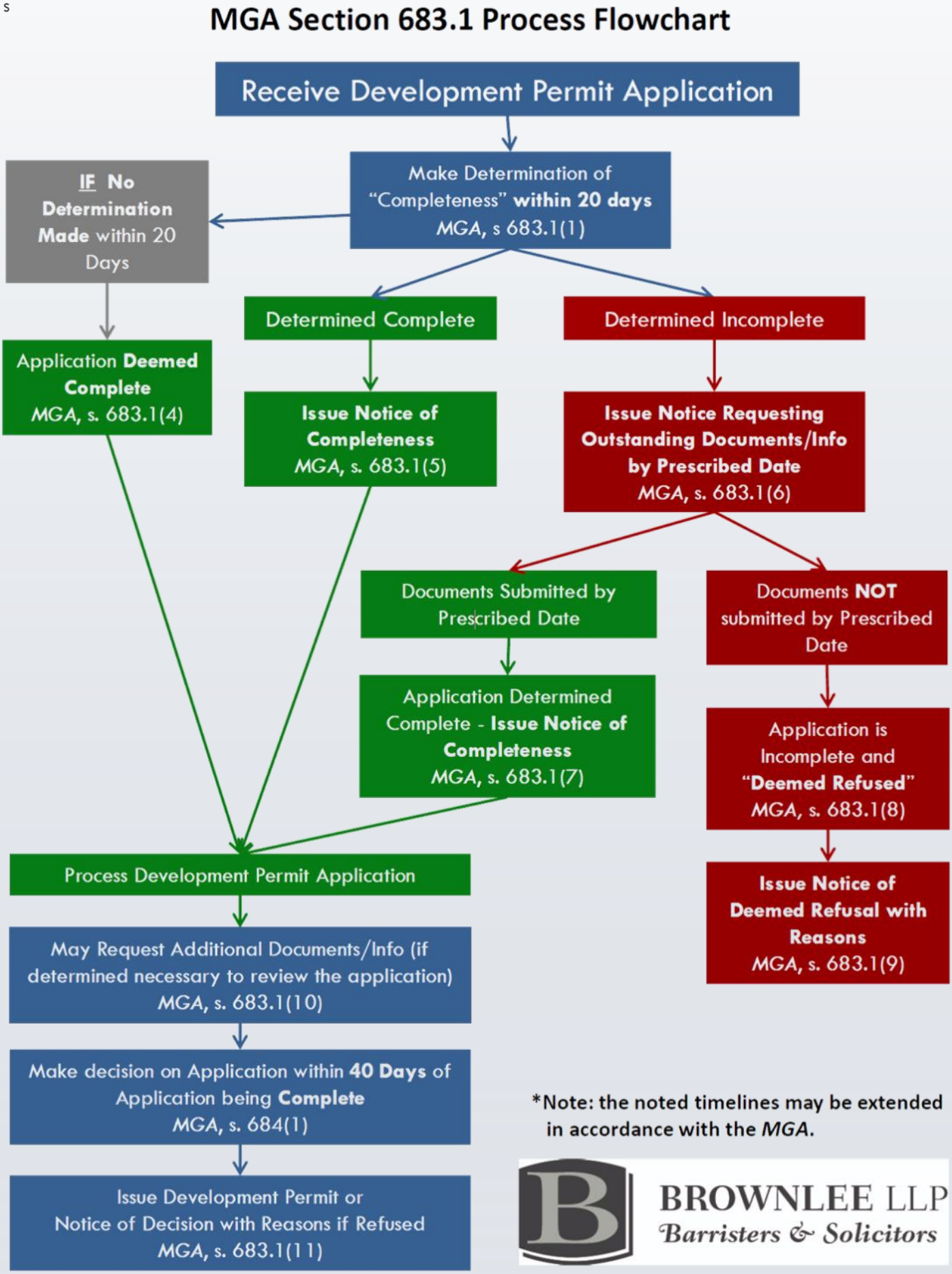

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Spotlight

Tyler McNab

Development Officer

Town of Morinville

Tyler McNab, member of the ADOA Board since September 2018, co-chair of Communications and somehow writing a bio about himself in the Spotlight!

Born and raised on a farm west of Stony Plain, Alberta, I was introduced to the Development Industry from the family business of land development, mainly in rural recreational and residential subdivision and development.

Quickly I got bored of knowing everything about 2 or 3 parcels of land, and found interest in knowing a little about many parcels of land. I maneuvered my career to begin working as a Development Officer for Woodlands County and keeping a secondary job as a Consultant for the family business. I personally found having the experience to draw from “on the other side of the desk” is a valuable asset for us as Development Officers to know and understand what developers are looking for, how they operate and allows us to pinpoint needed regulations, and understand where to modify the Land Use Bylaws we all work with to get rid of silly regulations that just stifle business and development in our communities.

Overall, I would suggest to everyone that while keeping our municipality’s interests at top of mind, we need to always re-evaluate the regulations that we rely on when we make development decisions, and ensure they make sense for all parties who are impacted by our decisions, and are truly the regulations we need for development heading into the 2020s.

Nominate a Development Officer for a position in the Spotlight!

Know a co-worker who has done something cool?
Someone who is retiring and we should recognize them?
Or someone with an interesting hobby such as photography?
Please contact admin@adoa.net and we will feature them in the ADOA spotlight!

* Reminders *

If you are leaving your job or Alberta, please let us know…

This way we can keep our membership current.

Thank you for your cooperation!

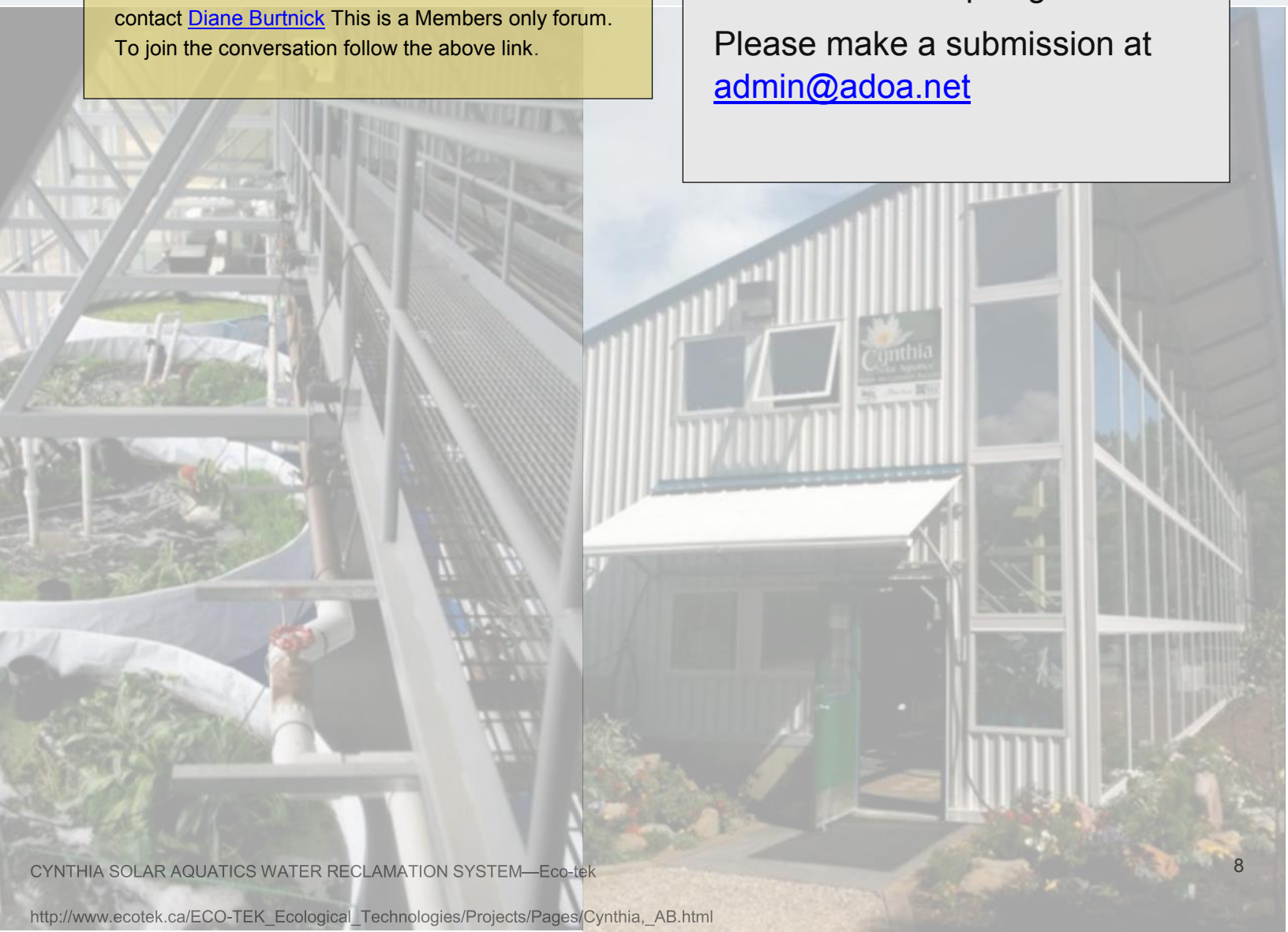
[ADOA Forum - Subscribe & Connect]

Our ADOA Forum is a great tool to get feedback and assistance from your peers on professional planning and development matters. If you would like to gain access or need directions on how to subscribe, please contact Diane Burtnick This is a Members only forum. To join the conversation follow the above link.

Contributions Wanted

- Perfect snapshot?
- Topics of concern?
- Interesting or unique development?
- Have an original article you'd like to have published?
- Nominate a Development Officer for the spotlight?

Please make a submission at admin@adoa.net



CYNTHIA SOLAR AQUATICS WATER RECLAMATION SYSTEM—Eco-tek

http://www.ecotek.ca/ECO-TEK_Ecological_Technologies/Projects/Pages/Cynthia,_AB.html

2018 - 2019 Board of Directors

Board Member	Role	Municipality	Contact
Terry Topolnitsky	President Education Chair Bylaw and Policy (Co-Chair)	Town of Blackfalds	**terry@blackfalds.com** (403) 885-6237
Jordan Ruegg	Vice President Education (Co-Chair)	Smoky Lake County	**jruegg@smokylakecounty.ab.ca** (780) 656-3730
Cheryl Callihoo	Past President Bylaw and Policy Chair	Town of Barrhead	**ccallihoo@barrhead.ca** (780) 674-3301
Natacha Entz	Secretary	City of Brooks	**nentz@brooks.ca** (403) 794-2251
Diane Cloutier	Treasurer Chair Conference Committee Liaison	Lac La Biche County	**diane.cloutier@laclabichecounty.com** (780) 623-6732
Tyler McNab	Communications Chair	Town of Morinville	**tyler.mcnab@morinville.ca** (780) 777-7097
Dani Woodman	Communication (Co-Chair)	Town of Hinton	**dwoodman@hinton.ca** (780) 865-6076
Roger Garnett	Membership Chair	County of Vermilion River	**rgarnett@county24.com** (780) 846-2244

Diane Burtnick	**Executive Assistant**	**admin@adoa.ca** **(780) 913- 4214**

Contact Us

Send us an e-mail or give us a call for more information about our membership and our non-profit group.

Phone: (780) 913-4214

E-mail: admin@adoa.net

ADOA Office

Diane Burtnick

Visit us on the web at www.adoa.net