

**VILLAGE OF ARROWWOOD
IN THE PROVINCE OF ALBERTA**

**SUBDIVISION AND DEVELOPMENT AUTHORITY / MUNICIPAL PLANNING COMMISSION
BYLAW NO. 487**

BEING a bylaw of the Village of Arrowwood in the Province of Alberta, to establish a municipal Subdivision and Development Authority and Municipal Planning Commission;

AND WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended requires the municipality to adopt a bylaw to establish a municipal Subdivision Authority and a municipal Development Authority;

AND WHEREAS, the Subdivision Authority is authorized to make decisions on applications for subdivision approval in accordance with the provincial land use policies, the subdivision and development regulations, the local land use bylaw and statutory plans;

AND WHEREAS, the Development Authority is authorized to make decisions on applications for development approval in accordance with the administrative procedures, land uses and schedules established in the municipal land use bylaw;

AND WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended permits the municipality to adopt a bylaw to establish a Municipal Planning Commission to act as the municipal Subdivision Authority and Development Authority;

AND WHEREAS, this bylaw may be cited as the Village of Arrowwood Subdivision and Development Authority/Municipal Planning Commission Bylaw;

NOW THEREFORE, the Council of the Village of Arrowwood in the Province of Alberta duly assembled, enacts as follows:

1. DEFINITIONS:

- (a) **Act** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.
- (b) **Municipality** means the Village of Arrowwood in the Province of Alberta.
- (c) **Council** means the Municipal Council of the Village of Arrowwood.
- (d) **Subdivision and Development Authority** means the person or persons appointed, by bylaw, to exercise only such powers and perform duties as are specified:
 - (i) in the Act; or
 - (ii) in the Village of Arrowwood Land Use Bylaw; or
 - (iii) in this bylaw; or
 - (iv) by resolution of council.
- (e) **Designated officer** means a person or persons authorized to act as the designated officer for the municipality as established by bylaw.
- (f) **Development officer** means a person or persons authorized to act as the development officer for the municipality as established by the Village of Arrowwood Land Use Bylaw.
- (g) **Members** means the members of the Subdivision and Development Authority.
- (h) **Municipal Planning Commission** means the person or persons appointed to exercise and perform the Development Authority and Subdivision Authority powers and duties on behalf of the municipality as are specified:
 - (i) in the Act; or
 - (ii) in the Village of Arrowwood Land Use Bylaw; or
 - (iii) in this bylaw; or
 - (iv) by resolution of council.
- (i) **Secretary** means the person or persons appointed by council to act as secretary of the Subdivision and Development Authority.
- (j) **Authorized persons** means a person, organization, services commission, or intermunicipal service agency authorized by the council to which the municipality may delegate any of its Subdivision Authority and/or Development Authority powers, duties or functions.
- (k) All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.

2. This bylaw hereby establishes a Subdivision and Development Authority and Municipal Planning Commission in accordance with the Act.

3. For the purpose of this bylaw, the Subdivision and Development Authority for the municipality shall be the Municipal Planning Commission, except in such instances whereby the Development Officer may be the Development Authority in accordance with the land use

bylaw. The Development Officer and the Municipal Planning Commission are authorized to act as Designated Officer for the purposes of the land use bylaw.

4. The Municipal Planning Commission shall be comprised of five (5) persons, three (3) of whom shall be an elected member of Council and two (2) of whom shall be appointed by Council from the citizens of the Village at large. Council may appoint as many alternate members as deemed appropriate by Council from the citizens at large.
5. Appointments to the Municipal Planning Commission shall be made by resolution of Council.
6. Appointments to the Municipal Planning Commission shall be made for a term of three (3) years.
7. When a person ceases to be a member of the Municipal Planning Commission before the expiration of his/her term, Council shall, by resolution, appoint another person for the unexpired portion of that term.
8. Should an elected official not remain as a member of Council then he/she ceases to be a member of the Municipal Planning Commission. Council, shall, by resolution, appoint another elected official for the unexpired portion of that term.
9. After the organizational meeting of Council each year, the members of the Municipal Planning Commission shall elect one of themselves as chairman, and one of themselves as vice-chairman to hold office for a term of one year.
10. Each member of the Municipal Planning Commission shall be entitled to such remuneration, travelling, and living expenses as may be fixed from time to time by Council; and the remuneration, travelling, and living expenses shall be paid by the Village of Arrowwood.
11. Council may, by resolution, appoint a secretary who shall be an employee of the municipality and shall attend all meetings of the Municipal Planning Commission, but shall not vote on any matter before the Municipal Planning Commission.
12. The Municipal Planning Commission shall hold meetings only as required on a date to be determined by the Municipal Planning Commission, and it may also hold special meetings at any time at the call of the chairman or vice-chairman.
13. Three (3) members of the Municipal Planning Commission shall constitute a quorum.
14. The decision of the majority of the members present at a meeting shall be deemed to be the decision of the whole Municipal Planning Commission.
15. The Municipal Planning Commission may make rules to govern its meetings.
16. Members of the Municipal Planning Commission shall not be members of the Subdivision and Development Appeal Board.
17. The secretary shall attend all meetings of the Municipal Planning Commission and shall keep the following records with respect thereto:
 - (a) the minutes of all meetings;
 - (b) all applications;
 - (c) records of all notices of meetings and or persons to whom they were sent;
 - (d) copies of all written representations to the Municipal Planning Commission;
 - (e) notes as to each representation;
 - (f) the names and addresses of those making representations at the meeting;
 - (g) the decision of the Municipal Planning Commission;
 - (h) the reasons for the decision of the Municipal Planning Commission;
 - (i) the vote of the members of the Municipal Planning Commission on the decision;
 - (j) records of all notices of decision and of persons to whom they were sent;
 - (k) all notices, decisions and orders made on appeal from the decision of the Subdivision and Development Authority;
 - (l) such other matters as the Municipal Planning Commission may direct.
18. The Subdivision and Development Authority may make orders, decisions, development permits, and approvals, and may issue notices with or without conditions.
19. The municipality may by bylaw delegate any of its subdivision authority or development authority powers, duties or function to an authorized person or a regional services commission.
20. This bylaw shall come into effect upon third and final reading thereof.
21. Bylaw No. 438, being a bylaw of the Village of Arrowwood in the province of Alberta to establish a municipal Subdivision and Development Authority, is hereby rescinded.

READ a first time this 14th day of December, 2021.

Matt Crane
Mayor – Matt Crane

C. N. Northcott
Chief Administrative Officer – Christopher Northcott

READ a second time this 14th day of December, 2021.

Matt Crane
Mayor – Matt Crane

C. N. Northcott
Chief Administrative Officer – Christopher Northcott

READ a third time and finally PASSED this 14th day of December, 2021.

Matt Crane
Mayor – Matt Crane

C. N. Northcott
Chief Administrative Officer – Christopher Northcott



