

**VILLAGE OF HILL SPRING
IN THE PROVINCE OF ALBERTA
SUBDIVISION AUTHORITY BYLAW NO. 107-276**

1. BEING a bylaw of the Village of Hill Spring in the Province of Alberta to establish a municipal Subdivision Authority;

AND WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time requires the municipality to adopt a bylaw to establish a municipal Subdivision 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, this bylaw may be cited as the Village of Hill Spring Subdivision Authority Bylaw;

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

2. DEFINITIONS:

- (a) **Act** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.
- (b) **Authorized persons** means a person or organization authorized by council to which the municipality may delegate any of its Subdivision Authority powers, duties or functions.
- (c) **Council** means the Council of the Village of Hill Spring.
- (d) **Member** means a member of the Subdivision Authority.
- (e) **Municipality** means the Village of Hill Spring in the Province of Alberta.
- (f) **Secretary** means the person or persons authorized to act as secretary for the Subdivision Authority.
- (g) **Subdivision Authority** means the board, person or organization established to act as the Subdivision Authority.
- (h) **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.**

3. For the purpose of this bylaw, the Subdivision Authority for the Village of Hill Spring shall be the Council of the Village of Hill Spring.

4. Appointments to the Subdivision Authority shall be made by resolution of council.

5. Appointments to the Subdivision Authority shall be made for a term of three years, after each municipal election.

6. The members of the Subdivision Authority shall elect one of themselves as chairman, and one of themselves as vice-chairman to hold office for a term of one year from the date of election.

7. Each member of the Subdivision Authority 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 Hill Spring.
8. The council shall, by resolution, appoint a secretary who shall be an employee of the municipality and shall attend all meetings of the Subdivision Authority, but shall not vote on any matter before the Subdivision Authority.
9. The Subdivision Authority shall hold regular meetings at least 12 times per year on a date to be determined by the Subdivision Authority, and it may also hold special meetings at any time at the call of the chairman.
10. Three of the members of the Subdivision Authority shall constitute a quorum.
11. The decision of the majority of the members present at a meeting shall be deemed to be the decision of the whole Subdivision Authority.
12. The Subdivision Authority may make its orders, decisions, and subdivision approvals; and may issue notices with or without conditions.
13. The Subdivision Authority may make rules to govern its hearings.
14. The Subdivision Authority, when considering an application for subdivision approval, is not required to hold a hearing.
15. Members of the Subdivision Authority shall not be members of the Subdivision and Development Appeal Board.
16. The secretary of the Subdivision Authority shall attend all meetings of the Subdivision Authority 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 of persons to whom they were sent;
 - (d) copies of all written representations to the Subdivision Authority;
 - (e) notes as to each representation;
 - (f) the names and addresses of those making representations at the meeting;
 - (g) the decision of the Subdivision Authority;
 - (h) the reasons for the decision of the Subdivision Authority;
 - (i) the vote of the members of the Subdivision Authority 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 Authority;
 - (l) such other matters as the Subdivision Authority may direct.
17. When a person ceases to be a member of the Subdivision Authority before the expiration of his/her term the council may, by resolution, appoint another person for the unexpired portion of that term.

18. This bylaw comes into effect upon third and final reading thereof.

READ a **first** time this 22nd day of September, 2008.

Mayor – Bill Richards

Municipal Administrator – Helen Walburger

READ a **second** time this 22nd day of September, 2008.

Mayor – Bill Richards

Municipal Administrator – Helen Walburger

READ a **third** time and finally passed this 22nd day of September, 2008.

Mayor – Bill Richards

Municipal Administrator – Helen Walburger