



REQUEST FOR DECISION

Meeting: December 9, 2025

BYLAW 1796 – SUBDIVISION & DEVELOPMENT AUTHORITY

Over the last few meetings, the Municipal Planning Commission has been reviewing Bylaw 1530, the Town of Claresholm Subdivision & Development Authority Bylaw. This Bylaw lays out the responsibilities of the development and subdivision authority (Municipal Planning Commission & Development Officer). This Bylaw was passed in 2009 and there have been legislative updates since that time.

The attached draft bylaw notes the recommended administrative & legislative changes. Minor changes also noted as to the structure of the Municipal Planning Commission are also presented for review.

DISCUSSION/OPTIONS:

The Municipal Planning Commission carried a motion to refer the attached draft bylaw to Council for adoption on November 29, 2024. Notable changes include:

Definitions - Added definitions that were missing to increase clarity.

Clarified the Development Authority duties regarding variance powers, etc. that have been changed within the Land Use Bylaw since this bylaw was adopted in 2009.

Additional administration & legislative changes to subdivision authority & powers (clarifying the functions and duties). Reordered the bylaw and removed duplication.

MPC composition: a member of staff acts as the secretary and presents the applications and information in regards to circulations and acts as an advisor, so it is suggested that another member of Council only make up the MPC.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give first reading to Bylaw 1796 the Town of Claresholm Subdivision & Development Authority Bylaw.

ATTACHMENTS:

- 1.) DRAFT Bylaw No. 1793 (red-line & clean versions)

APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1530

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: December 3, 2024
