



## REQUEST FOR DECISION

**MEETING DATE:** November 15, 2021

**TITLE:** C-1179-21 - Subdivision Authority Bylaw - First and Second Reading

**DIVISION:** Planning & Infrastructure

---

### SUMMARY:

This bylaw amendment will designate the Director of Planning and Development as the Subdivision Approving Authority and add clarity to the parameters of that authority. This will create efficiencies in the processing of subdivision applications.

---

### PROPOSED MOTION:

*First reading is recommended for approval on the consent agenda*

THAT first reading be given to C-1179-21 - Subdivision Authority Bylaw.

THAT second reading be given to C-1179-21 - Subdivision Authority Bylaw.

### BACKGROUND / ANALYSIS:

Section 623 of the *Municipal Government Act* (MGA) requires a municipal council to approve a bylaw to provide for a subdivision authority to exercise subdivision powers and duties on behalf of the municipality. For many years the General Manager of Planning & Infrastructure has been appointed as the Subdivision Authority for the City with the Subdivision Authority Bylaw.

Subdivision is a critical step in land development, enabling land to be divided into parcels suitable for development. There are extensive requirements in the MGA and the Subdivision and Development Regulation that guide this process. A subdivision requires a conditional approval followed by an endorsement, or final approval.

The recently completed Planning & Development Department Review included a recommendation that the Subdivision Authority be delegated to the Director of Planning & Development to ensure the Department is in line with standard practice among municipalities and to enhance efficiencies for the review and approval of recommending reports from Administration.

**OPTIONS / ALTERNATIVES:**

Council could decide the General Manager of Planning & Infrastructure remain the Subdivision Authority.

**CONSULTATION / ENGAGEMENT:**

This is an administrative function and does not require consultation or engagement with external parties.

**IMPLEMENTATION / COMMUNICATION:**

Internal staff responsible for subdivisions will be advised and processes adjusted, which will enhance process efficiencies. The Subdivision Authority will be identified on the website.

**IMPACTS:**

The Director is more familiar with the day to day activities of the Department and better positioned to review and approve subdivisions within the broader Departmental context. It will improve the efficiencies of subdivision approvals due to the accessibility of the Director to staff processing these applications and providing the recommending reports.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**STRATEGIC VISION ELEMENT:**

This topic relates to all three of the City's strategic vision elements contained in Council's Strategic Plan

**RELATED GOAL:**

Citizens consistently express high levels of satisfaction with municipal services.