

TOWN OF TROCHU

BYLAW NO 2025-11

"Subdivision Authority Bylaw"

BEING A BYLAW TO ESTABLISH A SUBDIVISION AUTHORITY FOR THE TOWN OF TROCHU IN THE PROVINCE OF ALBERTA.

WHEREAS the Municipal Government Act R.S.A. 2000, Chapter M-26 requires a municipality to establish a subdivision authority to exercise subdivision powers and duties by bylaw and allows delegation of those subdivision powers and duties on behalf of the municipality;

AND WHEREAS the Town of Trochu considers it beneficial to delegate the subdivision authority;

NOW THEREFORE the Council of the Town of Trochu in the Province of Alberta, duly assembled, hereby enacts as follows:

1. SHORT TITLE

1.1. This Bylaw is called the "Subdivision Authority Bylaw".

2. DEFINITIONS

2.1. In this bylaw:

- a) "Act" means the Municipal Government Act R.S.A. 2000, Chapter M-26, as amended from time to time;
- b) "Council" means the duly elected Council of the Town of Trochu;
- c) "Palliser Regional Municipal Services" means the corporation of Palliser Regional Municipal Services, a regional services commission established pursuant to Part 15.1 of the Act;
- d) "Regulation" means the Matters Related to Subdivision and Development Regulation A.R. 216/2022 as amended from time to time;
- e) "Town" means the municipality of the Town of Trochu in the Province of Alberta.

3. ESTABLISHMENT

3.1. The Subdivision Authority of the Town of Trochu is hereby established.

- 3.2. In accordance with Section 625 of the Act, the Council delegates to Palliser Regional Municipal Services the following powers, duties and functions of the Subdivision Authority:
- a) Receipt of the application for subdivision approval, including setting the fees and the receipt of any monies required to initiate the application process;
 - b) Processing the application for subdivision in accordance with the requirements of the Act, the Regulation and the Land Use Bylaw, including but not limited to:
 - i. Initial review of the application to determine completeness, and issuing acknowledgements of complete or incomplete applications;
 - ii. Entering into time extension agreements for the determination of a complete application and for the Subdivision Authority to make a decision on the application;
 - iii. Circulation of the application as required by the Regulation;
 - iv. Circulation of the application to the Town of Trochu Chief Administrative Officer (CAO) for the CAO's review and comments, and referral to Council for its general comments, as well as to other applicable Town departments, such as an engineer chosen by the Town;
 - v. Acting as the sole Subdivision Authority for the Town of Trochu, Palliser Regional Municipal Services shall render the final decision on all subdivision applications;
 - vi. Issuing the decision of the Subdivision Authority to the applicant and to the Government departments, persons and local authorities to which the Subdivision Authority is required by the Regulations to give a copy of the application and decision;
 - vii. Monitoring and ensuring the subdivision conditions of approval are met to the satisfaction of the Subdivision Authority in consultation with the Town, including but not limited to the use of a Condition Verification Form;
 - viii. Receiving submissions for endorsement, including the receipt of any fees required for endorsement of the plan of subdivision or other instrument that effects the subdivision within the dates outlined in Section 657(1) of the Act;
 - ix. Preparing reports to the Town of Trochu Council for a request by an applicant to extend the time for endorsement of plans of subdivision and for registration of plans of subdivision; and

- x. Making and keeping a record of all applications for subdivision approval received, and the decisions made thereon by the Subdivision Authority.

3.3. The Town will be responsible for the preparation and management of all development agreements.

3.4. Prior to endorsement of a plan of subdivision, the Subdivision Authority is hereby authorized to accept minor modifications to the approved tentative plan of subdivision provided:

- a) no more than one additional lot is created or one lot is removed;
- b) the area of municipal or environmental reserve does not change;
- c) roadway and infrastructure standards of the Town of Trochu are not compromised; and
- d) such adjustments comply with municipal bylaws and adopted plans, with the exception that minor variances to the Land Use Bylaw may be accommodated as provided for in section 654(2) of the Act.

2. EFFECTIVE & REPEAL DATE


2.1. This Bylaw takes effect on the date of the third and final reading.

FIRST READING of Bylaw No. 2025-11 granted this 14 day of October, 2025.

SECOND READING of Bylaw No. 2025-11 granted this 14 day of October, 2025.

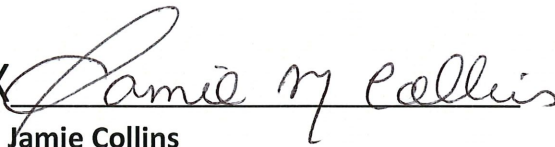
THIRD AND FINAL READING of Bylaw No. 2025-11 granted this 14 day of October, 2025.

X



Mayor Barry Kletke
Chief Elected Official

X



Jamie Collins
Chief Administrative Officer