

**VILLAGE OF LONGVIEW**

**BYLAW 441-21 ESTABLISH SUBDIVISION OFFICER**

**Being a Bylaw of the Village of Longview to establish a Subdivision Officer.**

**WHEREAS** the Municipal Government Act, Chapter M-26 Sept 2020 as amended, Council may by bylaw establish one or more positions to carry out the powers , duties and functions of a Designated Officer.

**WHEREAS** the Village of Longview deems it desirable to designate a Subdivision Officer

**NOW THEREFORE** the Council of the Village of Longview in the Province of Alberta enacts as follows:

1. This By-law may be cited as the Village of Longview Subdivision Officer By-law.
2. In this By-law:
  - (a) "Act" means the Municipal Government Act, Chapter M-26 Sept 2020 as amended.
  - (b) "Chief Administrative Officer" means the person appointed by by-law as the Chief Administrative Officer for the Municipality.
  - (c) "Council" means the Council of the Village of Longview.
  - (d) "Development Officer" means the person, agency or authority authorized to exercise power and duties on behalf of the Municipality in the issuance of permits for development in accordance with Land Use Bylaw No. 400.
  - (e) "Subdivision Officer" means the person or firm designated and authorized to act on behalf of the Municipality as the Development Officer for the of processing applications for subdivision approval.
  - (f) "Municipality" means:
    - (i) the Corporation of the Village of Longview;
    - (ii) where the context requires, means the area of land contained within the boundaries of the Municipality's corporate limits.
  - (g) "Subdivision Committee" means the authority authorized to exercise power and duties on behalf of the Municipality in the approval or refusal of applications for subdivision.
  - (h) "Subdivision and Development Appeal Board" means the authority authorized to hear appeals on decisions from the Subdivision Committee on applications for

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subdivision approval.

3. The position of Subdivision Officer known as the Village of Longview Subdivision Officer (*hereinafter referred to as the Subdivision Officer*) is hereby established and shall perform the following powers and duties:
- (a) meet with and review subdivision proposals with the applicant;
  - (b) may assist applicant as directed by Council, in preparing the application for subdivision;
  - (c) shall process and circulate subdivision applications to authorities in accordance with the Subdivision and Development Regulations;
  - (d) shall prepare a report and recommendation to the Subdivision Approval Committee (MPC);
  - (e) shall prepare and transmit notice of decision;
  - (f) shall prepare and place formal notices in the newspaper;
  - (g) shall review land titles instruments for conformity with the municipality's decision on the subdivision application;
  - (h) shall endorse land title instruments on behalf of the municipality in order to effect the registration at Land Titles office.
  - (i) in conjunction with the subdivision approval process, and if required, may prepare the necessary land use by-law redesignations or other statutory plan amending bylaws on behalf of the municipality.
  - (j) shall advise the Council, Chief Administrative Officer, Subdivision Committee, and the Subdivision and Development Appeal Board on matters relating to applications for the subdivision of land.
  - (k) shall appear before and represent the Subdivision Committee at appeal hearings of the Subdivision and Development Appeal Board on decisions on applications for subdivision that have been appealed.

**THIS BYLAW** comes into full force and effect upon third and final reading.

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**READ** a first time this 21<sup>st</sup> day of September 2021 A.D.

**READ** a second time this 21<sup>st</sup> day of September 2021 A.D.

**READ** a third and final time this 26<sup>th</sup> day of October 2021 A.D.

  
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MAYOR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER