



City of Lloydminster

Policy

Policy Title:	Subdivision Policy	Policy Number:	610-06
Date of Adoption:	September 22, 2025	Motion Number:	282-2025
Date of Amendment:		Motion Number:	

1. Purpose:

- 1.1. To provide clarity for Applicants regarding the subdivision application approval and extension process.
- 1.2. To ensure subdivisions are registered in a timely manner and are consistent with current planning policies.
- 1.3. To ensure equitable contribution of Offsite Levies by ensuring calculation and payment of fees are concurrent with Development Agreement execution.

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
Applicant	A Person that submits a subdivision application to the City of Lloydminster.
City	The corporation of the City of Lloydminster.
City Clerk	Appointed by the Council and whose duties include those outlined in <i>The Lloydminster Charter</i> .
City Manager	The Commissioner of the City of Lloydminster as appointed by Council or designate.
Developer	A Person that develops land within the City.
Development Agreement	A legal agreement between the City and the Developer defining responsibilities of various aspects of development, including, but not limited to, servicing, schedules, and Offsite Levies.
Development Appeal Board	The group of individuals appointed by Council in accordance with the Subdivision and Development Appeal Board Bylaw responsible for subdivision appeals located in the Saskatchewan portion of Lloydminster and governed under the <i>Planning and Development Act, 2007</i> .
Letter of Support or Endorsement	A formal, written statement by an individual or organization that provides official approval of the proposed subdivision.
Offsite Levy	A development levy established by the <i>Offsite Levy Bylaw</i> .

Person	An individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization.
Subdivision and Development Appeal Board (SDAB)	The group of individuals appointed by Council in accordance with the Subdivision and Development Appeal Board Bylaw responsible for subdivision appeals in the Alberta portion of Lloydminster and governed by the <i>Municipal Government Act</i> .
Subdivision Authority	The authority responsible for approving subdivision applications pursuant to the Subdivision and Development Regulations.

3. Guidelines

3.1. Application:

- 3.1.1. An Applicant may submit an application for subdivision to the City.
- 3.1.2. Applications must comply with all requirements established by the City and provincial authorities.
- 3.1.3. Applications located in Alberta must include a *Consent to Register* form completed by a registered Land Surveyor.

3.2. Application Decision Extension:

- 3.2.1. The Subdivision Authority may grant a time extension to render a decision on an Applicant's request for a subdivision approval.
- 3.2.2. The length of time allowed for a time extension to render a decision shall be determined on a case-by-case basis through written agreement between the Subdivision Authority and the Applicant.

3.3. Subdivision Appeal:

- 3.3.1. An Applicant or affected party may seek to appeal the conditional decision of the Subdivision Authority to the Subdivision and Development Appeal Board (SDAB) for subdivisions located in Alberta.
- 3.3.2. An Applicant may seek to appeal the conditional decision of the Subdivision Authority to the Development Appeal Board for subdivisions located in Saskatchewan.
- 3.3.3. Appeals shall be submitted to the SDAB or the Development Appeal Board in the manner provided in Section 678 or 686(1) of the *Municipal Government Act* for subdivisions located in Alberta, or Section 220 of the *Planning and Development Act, 2007*, for subdivisions located in Saskatchewan.

3.4. Subdivision Approval:

- 3.4.1. For approved subdivision applications the City shall issue a Letter of Support or Endorsement approving the proposed subdivision.
- 3.4.2. Letters of Support or Endorsement are to be recommended by Planning Services and approved via signature by the City Manager and the City Clerk or their acting delegates.
- 3.4.3. Application approval may include conditions of approval. It shall be the responsibility of the Applicant to meet the conditions of approval. If, upon inspection of the City, conditions have not been met, the approval shall be voided. Conditions of approval are dependent upon the specific characteristics of the proposed subdivision.
- 3.4.4. Should a conditional subdivision approval not be completed within the timeframe allowed by the original conditional approval or allowed by an extension approved by the Development Authority, approval shall be voided, and it shall be the responsibility of the Applicant to reapply for approval. Reapplication shall include the payment of all applicable fees based on current bylaws and not based on fees approved at the time of initial application.

3.5. Application Approval Extension:

- 3.5.1. An Applicant may request an extension to the conditional subdivision approval from the Subdivision Authority.
- 3.5.2. Application for an extension to the conditional subdivision approval shall be submitted to the City's satisfaction prior to the end of the original approval period of twelve (12) months in Alberta, or twenty-four (24) months in Saskatchewan in accordance with *Municipal Government Act* and the *Planning and Development Act, 2007*, respectively. Time extension applications shall include:
 - a. adequate rationale justifying the time extension,
 - b. the length of time requested for the time extension, and
 - c. any other items deemed necessary by the Subdivision Authority.
- 3.5.3. Requests for extension to the conditional approval submitted after the end of the original approval period shall not be accepted.
- 3.5.4. The Subdivision Authority shall only grant extension to a conditional subdivision approval up to a maximum of five (5) combined years.

3.6. Development Agreement:

- 3.6.1. The Subdivision Authority may require the Developer to enter into a Development Agreement as a condition of subdivision approval.
- 3.6.2. A Development Agreement required as a condition of subdivision approval shall be executed prior to endorsement of the conditional subdivision approval.
- 3.7. Offsite Levies:
 - 3.7.1. Offsite Levies may be a requirement of a Development Agreement.
 - 3.7.2. Offsite Levies shall be calculated in accordance with the City's *Offsite Levy Bylaw* that is current at the time the Development Agreement is negotiated.
 - 3.7.3. Any Offsite Levies payable pursuant to a Development Agreement required as a condition of subdivision approval must be paid in accordance with the provisions of the executed Development Agreement.
 - 3.7.4. Notwithstanding 3.7.3. above, phased developments shall require Development Agreements for each subdivision phase and Offsite Levies for each phase are to be calculated in accordance with the current *Offsite Levy Bylaw* at the time the phased Development Agreement is executed and paid prior to endorsement of the conditional phased subdivision approval.

4. Penalty:

- 4.1. Any member of Administration found to be in violation of this Policy may be subjected to disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.
- 4.2. Any Member of Council found to be in violation of this Policy may be dealt with utilizing the *Council Code of Ethics Bylaw* as amended or provisions of *The Lloydminster Charter*.
- 4.3. Any Developer found to be in violation of this Policy may be dealt with on a case-by-case basis in accordance with the applicable governance document in contravention.

5. Responsibility:

- 5.1. City Council shall review and approve all policies.
- 5.2. Administration may administer this Policy through the use of a supporting procedure, as required.