

**BYLAW NO. 24-08
OF LEDUC COUNTY
IN THE PROVINCE OF ALBERTA**

**A BY-LAW OF LEDUC COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH A
SUBDIVISION AUTHORITY AND RESCIND BYLAW NO. 61-07.**

WHEREAS

Pursuant to Sections 145 and 146 of the Municipal Government Act, being Chapter M-26 Statutes of Alberta, 2000, as amended, provides that Council may pass a Bylaw for the establishment and functions of Council Committees;

the Council is desirous of amending the Terms of Reference for the Subdivision Authority and rescinding Bylaw No. 61-07.

**NOW THEREFORE THE COUNCIL OF LEDUC COUNTY, DULY ASSEMBLED, HEREBY
ENACTS AS FOLLOWS:**

The Council of the Leduc County, duly assembled, enacts as follows:

Definitions

1. In this By-Law, the following words shall have the following meanings:
 - 1.1 "Act" means the Municipal Government Act, Chapter M-26, 2000, as amended;
 - 1.2 "COUNCIL" means the Council of Leduc County.

Establishment of a Subdivision Authority

2. Pursuant to Section 623 of the Act, there is hereby established a subdivision authority to exercise subdivision powers and duties on behalf of the Leduc County as prescribed by this By-Law and Act.
3. The subdivision authority shall consist of five (5) Council members who are not members of the Subdivision and Development Appeal Board of Leduc County. The members of the Subdivision Authority shall be appointed annually by Council at its organization meeting or soon thereafter. If a member ceases to be a member of Council, he/she ceases to be a member of the subdivision authority and in such case Council may appoint a new member of Council to the subdivision authority.
4. The Committee shall select a Chair and Vice Chair at its first meeting following Council's annual Organizational meeting.
5. In the event of absence or inability of the Chair to preside at a meeting, the Vice-Chair shall act as Chair; and if the Vice-Chair is also absent or not able to act as Chair, the members present at the meeting shall elect among themselves an Acting Chair.

Secretary

6. The Secretary to the Subdivision Authority shall be the General Manager, Community Services. In the absence of the Secretary, the County Manager may designate an Acting Secretary. An Acting Secretary shall have all the obligations, duties and privileges of the Secretary.

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7. The Secretary of the Subdivision Authority shall:
 - 7.1 make and keep a written record of the proceedings which may be in the form of a summary of the information presented to it at its meetings;
 - 7.2 ensure that all statutory requirements of the subdivision authority are met;
 - 7.3 compile all necessary documentation for distribution to members of the Subdivision Authority
 - 7.4 provide secretarial services for the recording of the proceedings of the Subdivision Authority and for the retention of pertinent materials; and
 - 7.5 communicate or appoint a designate officer(s) to communicate the decisions of the Subdivision Authority as required pursuant to the Act.

Meetings and Quorum

8. The Subdivision Authority shall convene meetings as frequent as it deems appropriate, or at the call of the Chair provided at least three (3) days of notice are served to the other members of the subdivision authority.
9. The quorum shall be any three members of the Subdivision Authority.

Signing Authority

10. The Secretary or his designated officer(s) shall be authorized to sign any decision, approval, notice or other thing made, given or issued by the Subdivision Authority.
11. Any decision, approval, notice or other thing made, given or issued by the Subdivision Authority need only one authorized signature indicated thereon.

Responsibilities

12. The Subdivision Authority shall hold meetings to consider and decide, pursuant to the Act and applicable plans, bylaws, regulations and policies, on all subdivision applications made to the Leduc County.

Decisions

13. The decisions of the majority of the members of the Subdivision Authority present at a meeting shall be deemed to be the decision of the Subdivision Authority.
14. The Subdivision Authority shall conduct itself and may make rules as are necessary for its meetings consistent with the Act.

Delegation of Authority

15. Notwithstanding Section 2 to 14, inclusive, of this Bylaw, the Council may by resolution delegate subdivision authority with respect to applications for the approval of specific types or forms of subdivision to both the Director of Planning and Development and the Manager of Current Planning.

Effective Date

16. This By-law shall come into force and effect on the date of third reading of this Bylaw.

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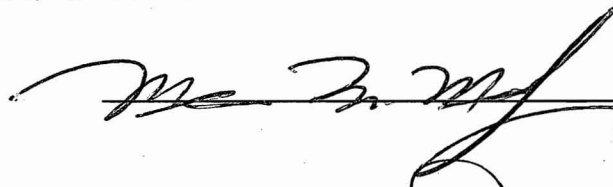
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Repeal

17. Bylaw No. 61-07 is hereby repealed upon this Bylaw coming into force and effect.

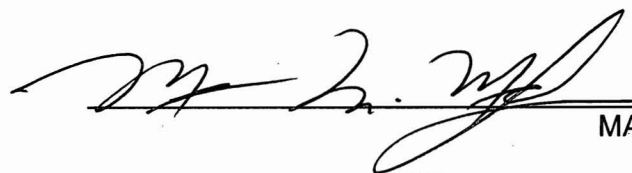
Read a first time this 26th day of August, A.D. 2008.


Read a second time this 26th day of August, A.D. 2008.



MAYOR


COUNTY MANAGER

Read a third time and finally passed this 2nd day of September, A.D., 2008.


MAYOR


DIRECTOR OF
CORPORATE SERVICES


COUNTY MANAGER