

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1063-19**

**SUBDIVISION AND DEVELOPMENT APPEAL BOARD BYLAW AMENDMENT**

WHEREAS, pursuant to section 627.1 of the *Municipal Government Act*, RSA, 2000 cM-26, a municipality must authorize the appointment of one or more clerks of the subdivision and development appeal board and the clerk must be a designated officer;

AND WHEREAS, pursuant to section 210 of the *Municipal Government Act* Council must establish by bylaw the powers, duties, and functions of a designated officer;

AND WHEREAS the City of Spruce Grove wishes to amend Bylaw C-439-02;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled hereby enacts as follows:

1. Bylaw C-439-02 is amended as follows:

1.1 The following clauses are **added** to Section 2, Definitions:

“f.1 “City Manager” means the chief administrative officer of the City appointed by Council;”

“f.2 “Clerk” means the City Manager or designate to act as clerk of the Subdivision and Development Appeal Board;” and

“g.1 “Designated Officer” means a designated officer as defined in the Act;”

1.2 The following section is added following section 24:

**Clerk of the Board**

25. The position of a Designated Officer for the limited purpose of carrying out the functions of the subdivision and development appeal Board Clerk is hereby established.

26. The City Manager or designate shall be the Clerk of the Board.

27. The powers and duties of the Clerk shall be to carry out all obligations imposed upon the Clerk pursuant to the Act and regulations thereunder.
28. An order, decision, approval, notice or other thing made or given by the Board may be signed on behalf of the Board by the Clerk.
29. The Clerk shall not sign an order, approval or decision made by the Board unless the order, approval or decision has been first approved in writing:
  - a. by the Chair or other member of the Board who presided over the hearing to which the order, approval or decision relates, or
  - b. in the absence or inability to act of the person who chaired or presided over such hearing, any other member of the Board who was present at such hearing.

2. This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried \_\_\_\_\_, 2019.

Second Reading Carried \_\_\_\_\_, 2019.

Third Reading Carried \_\_\_\_\_, 2019.

Date Signed \_\_\_\_\_, 2019.

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Mayor

\_\_\_\_\_  
City Clerk