

TOWN OF CORONATION BYLAW NO. 2019 - 665
MUNICIPAL PLANNING COMMISSION BYLAW

Being a Bylaw of the Town of Coronation, in the Province of Alberta, to establish the Coronation Municipal Planning Commission

WHEREAS, Section 626 of the *Municipal Government Act*, R.S.A. 2000, C. M-26 enables a municipality to by Bylaw establish a Municipal Planning Commission;

NOW THEREFORE, the Municipal Council of the Town of Coronation, Alberta, duly assembled, hereby enacts as follows:

1. This Bylaw shall be cited as the **“Municipal Planning Commission Bylaw”**.

DEFINITIONS:

2. In this Bylaw:
 - 2.1. **“Chief Administrative Officer (CAO)”** means the Chief Administrative Officer of the Municipality appointed by Council;
 - 2.2. **“Council”** means the duly elected officers of the Municipality
 - 2.3. **“Development Officer”** means a person appointed by the Town of Coronation to the position of Development Officer;
 - 2.4. **“Municipality”** means the municipal corporation of the Town of Coronation;
 - 2.5. **“Municipal Government Act (MGA)”** means the *Municipal Government Act, R.S.A. 2000 Chapter M-26* as amended or legislation substituted therefore;
 - 2.6. **“Municipal Planning Commission (MPC)”** means members of Council and the Public at Large appointed by resolution of Council to the Municipal Planning Commission of the Municipality;
 - 2.7. **“Organizational Meeting of Council”** means the annual organizational meeting of the Council held in October each year;
 - 2.8. **“Recording Secretary”** means a person appointed to the position of recording secretary of the MPC pursuant to this Bylaw;
 - 2.9. **“Simple Majority”** means more than 50% of the votes or persons; and
 - 2.10. **“Vacancy”** means the absence of a member that is unable to continue to fulfill his or her obligation as a member.

ESTABLISHMENT, MEMBERSHIP, AND TERM OF OFFICE

3. The MPC is hereby established and shall be composed of:
 - 3.1. not less than five (5) persons appointed by resolution of Council, and of which at least three (3) shall be members of Council, who are authorized to receive, consider and decide on applications for development permits in the manner prescribed in the Land Use Bylaw, and
 - 3.2. The duly authorized Development Officer of the Town of Coronation.
4. The MPC shall advise and assist Council with regard to the planning of orderly and economical development within the municipality and shall seek to ensure that any proposed development is in accordance with the purpose, scope or intent of the Municipal Development Plan, Intermunicipal Development Plan, Land Use Bylaw, Area Structure Plans and/or Area Redevelopment Plans.
5. Members on the MPC shall be appointed at the annual Organizational Meeting of Council for a one-year term.
6. Any vacancy caused by death, retirement or resignation of a member may be filled by resolution of Council.
7. No member of the MPC may be:
 - 7.1. An employee of the Municipality,
 - 7.2. A person who carries out subdivision or development powers, duties and functions on behalf of the Municipality, or
 - 7.3. Is a member of the Municipality's Subdivision and Development Appeal Board.
8. MPC members shall be entitled to such remuneration, travelling and living expenses as shall be established by resolution of Council.

QUORUM, CHAIRPERSON, VICE-CHAIRPERSON, AND RULES OF PROCEDURE

9. A simple majority of the members of the MPC shall constitute a quorum.
10. The members of the MPC shall appoint one (1) member as Chairperson, and one (1) member as Vice-Chairperson, who shall act in the absence of the Chairperson. The appointed Chairperson or, in the absence of the appointed Chairperson, the appointed Vice-Chairperson, must always be present to form the MPC.
11. The Chairperson and Vice-Chairperson shall hold office for a period of one year from the date of appointment.

12. The duties of the Chairperson shall consist of:
 - 12.1. Presiding at the regular and special meetings of the MPC;
 - 12.2. Direction and control of the operation of the MPC;
 - 12.3. Direct consultation with the CAO, or designate;
 - 12.4. Reviewing all information and material for inclusion in an agenda for all regular and special meetings of the MPC; and
 - 12.5. Acting as the spokesperson for the activities of the MPC.
13. The duties of the Vice-Chairperson shall consist of fulfilling the duties of the Chairperson in his or her absence.
14. For those matters not covered by this Bylaw or Part 17 of the *MGA*, the MPC may establish rules of procedure as necessary for the conduct of its meetings and other business that is consistent with this Bylaw and the *MGA*. For those matters not otherwise covered, the MPC may refer to the Procedural Bylaw of the Municipality.

ROLE OF STAFF:

15. The CAO or their designate may appoint a Development Officer and/or Recording Secretary to the MPC and may, where appropriate, attend meetings of the MPC in a non-voting, ex-officio capacity.
16. The role of the Development Officer appointed hereunder would be that of an advisor to the MPC in respect of those matters within the jurisdiction of the MPC.
17. The duties of the Recording Secretary, or the Development Officer where a Recording Secretary is not appointed, shall consist of:
 - 17.1. Attendance at all regular and special meetings of the MPC;
 - 17.2. Attendance at all regular or special meetings of any sub-committees of the MPC as required by the MPC;
 - 17.3. To record and distribute minutes of such meetings in accordance with the provisions of this Bylaw or as directed by the MPC;
 - 17.4. To prepare and provide an agenda to members of the MPC at least 2 clear working days prior to the meeting for which the agenda is prepared; and
 - 17.5. To perform all other duties as may be assigned by the MPC from time to time.

MEETINGS:

Regular and Special Meetings:

18. Meetings of the MPC shall be held at the call of the Chairperson.
19. Special meetings may be called on 24 hours' notice by the Chairperson or at the request of a simple majority of the members of the MPC. The MPC may, by unanimous consent, waive notice of a special meeting at any time if every member of the MPC is present and has signed a waiver of notice of special meeting.

Minutes:

20. A minute book shall be kept, and the minutes of all regular and special meetings shall be recorded therein by the recording secretary. Copies of all minutes shall be filed with the office of the CAO and circulated to all members prior to the next regular meeting.

Decisions:

21. The decision of the simple majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole MPC.
22. Only those MPC members present at a meeting shall vote on any matter before the MPC.
23. The MPC may make its orders, decisions, development permits and approvals and issue notices with or without conditions.

SUB-COMMITTEES:

24. The MPC may appoint sub-committees to deal with any special phase of the matters coming within the scope of the jurisdiction of the MPC. Upon the filing of a final report by a sub-committee to the MPC on its activities, the sub-committee shall be dissolved.
25. The MPC is authorized to act as a Development Authority in accordance with the *Town of Coronation Land Use Bylaw*.
26. The MPC shall assume the role as the planning advisory committee with respect to planning initiatives and projects as may be assigned by the CAO or their designate.
27. In addition to any duties and responsibilities the MPC set out in this Bylaw or as prescribed by the *MGA*, the duties and responsibilities of the MPC shall be determined by resolution of Council.
28. The MPC may advise Council with respect to the making of policies as it deems necessary from time to time, provided such policies are not inconsistent with the powers herein conferred.

GENERAL:

- 29. That Development Authority Bylaw 444-95 is hereby rescinded upon passing of this Bylaw.
- 30. That this Bylaw shall come into full force and effect upon the final passing thereof.

SEVERABILITY:

- 31. If any Section or part(s) of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Sections or parts of this Bylaw shall be deemed to be separate and independent therefrom and to be enacted as such.

READ a first time this 11th day of February, 2019.

READ a second time this 11th day of February, 2019.

READ a third time and finally passed this 11th day of February, 2019.

Mayor

Chief Administrative Officer