

**BYLAW #07-2016  
MUNICIPAL PLANNING COMMISSION  
TOWN OF SLAVE LAKE**

A BYLAW OF THE TOWN OF SLAVE LAKE, IN THE PROVINCE OF ALBERTA TO ESTABLISH THE MUNICIPAL PLANNING COMMISSION.

WHEREAS, pursuant to Section 626 of the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, a Council may by bylaw provide for a Municipal Planning Commission.

AND WHEREAS, the Council for the Town of Slave Lake (herein after called the Council) deems it necessary to provide for a Municipal Planning Commission.

NOW THEREFORE, THE Council, duly assembled, hereby enacts as follows:

Section 1.0.0 General

1.1.0 This Bylaw shall be cited as the "Town of Slave Lake's Municipal Planning Commission Bylaw".

Section 2.0.0 Definitions

2.1.0 In this Bylaw:

- (a) "**Act**" means the Municipal Government Act, R.S.A., 2000, M-26.
- (b) "**Chief Administrative Officer**" means the Chief Administrative Officer of the Town of Slave Lake appointed by Council.
- (c) "**Council**" means the Council for the Town of Slave Lake
- (d) "**Development Officer**" means a Development Authority established by bylaw, and a person appointed as a Development Officer who is authorized to act on behalf of Council in those matters delegated to him/her by the Land Use Bylaw and the Municipal Government Act.
- (e) "**Municipality**" means the Municipal Corporation of the Town of Slave Lake and where the context requires, means the area contained within the boundaries of the Municipality's corporate limits.

- (f) **"Municipal Planning Commission"** means that body appointed by Council to:
- (1) serve as subdivision authority pursuant to Section 623 of the Act;
  - (2) serve as development authority on those matters referred to it by the Development Officer pursuant to Section 624; and
  - (3) advise and assist on all other planning matters as referred to in Sections 7.0.0 and 8.0.0 of this Bylaw.

#### Section 3.0.0 Establishment

- 3.1.0 The Municipal Planning Commission ("Commission") of the Town of Slave Lake is hereby established.
- 3.2.0 The Development Officer shall serve as a non-voting advisor to the Commission and shall attend all meetings.
- 3.3.0 Where the Municipal Planning Commission deems it necessary, it may request any person or persons to attend its meetings in an advisory non-voting capacity.

#### Section 4.0.0 Membership and Term of Office

- 4.1.0 The Commission shall be composed of no less than three (3) and not more than seven (7) members who shall be appointed by Resolution of Council upon the adoption of this Bylaw.
- 4.2.0 Not more than three (3) members of the Commission may be members of Council.
- 4.3.0 In addition, Council shall appoint one (1) alternate member of Council, who may be called upon to attend and participate in the absence of any member of Council named to the Commission.
- 4.4.0 No person who is a Development Officer or a member of the Subdivision and Development Appeal Board shall be appointed to act as a member of the Commission.
- 4.5.0 Only Town Residents are eligible to sit as a member-at-large on the Municipal Planning Commission.
- 4.6.0 A Commission member shall be deemed to have vacated his/her position if, being appointed as a member of the Town of Slave Lake, he/she ceases to reside in the Town of Slave Lake.

- 4.7.0 The term of office of the members of the Commission shall be two (2) years, however, that term may be further renewed through Resolution of Council.
- 4.8.0 Council members to the Commission shall be appointed annually at the Organizational Meeting of Council.
- 4.9.0 New members shall take office at the first meeting following the official effective date of their appointment
- 4.10.0 Any vacancy on the Commission shall be filled through Resolution of Council.
- 4.11.0 If a member misses three (3) consecutive meetings without the authorization of the Commission, the person is disqualified and the position becomes vacant; otherwise, a member of the Commission shall not be discharged without cause.

#### Section 5.0.0 Quorum

- 5.1.0 A simple majority of the Commission members shall constitute a quorum, provided that should a member or members declare a conflict of interest on any item, then the quorum shall reduce by the same number as declare a conflict.

#### Section 6.0.0 Chairman and Vice-Chairman

- 6.1.0 Elections for Chairman and Vice-Chairman shall occur at the first meeting after the adoption of this Bylaw, and the first meeting of each calendar year thereafter.
- 6.2.0 The duties of the Vice-Chairman shall consist of fulfilling the duties of the Chairman in his/her absence.
- 6.2.0 In the event of absence or inability of both the Chairman and/or Vice-Chairman to preside at a meeting the members present in constituting a quorum shall elect one of its members to preside as Chairman for the meeting.

#### Section 7.0.0 Rules of Procedure

- 7.1.0 The Commission shall normally meet at least once a month and may hold such other meetings as may be required from time to time in order to effectively carry out Commission business. These meetings will be called by the Chairman or his/her designate in his/her absence.
- 7.2.0 The Commission shall hold such meetings as are necessary to fulfil the Commission's responsibility.

- 7.3.0 Any member of the Commission shall not vote in any meeting on any question in which he or she has a conflict of interest or pecuniary interest as determined by the appropriate sections of the Municipal Government Act dealing with these matters.
- 7.4.0 When a member is not entitled to vote by virtue of Section 7.3.0, he or she shall so declare before discussion of the question and shall not participate in the discussion debate or voting. His or her abstention shall be recorded.
- 7.5.0 A member of the Commission who is for any reason unable to attend the whole or part of any meeting on an application shall not participate in the deliberations or decisions of the Commission upon that application.
- 7.6.0 The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Commission. If there are an equal number of votes for or against a resolution, the resolution is defeated.
- 7.8.0 The Commission shall have prepared and maintained a file of written minutes of the business transacted at all the meetings of the Commission. The Chairman shall sign all approved minutes.
- 7.9.0 The Commission may make such rules as are necessary for the conduct of its meetings and its business that are consistent with this Bylaw and the Act.
- 7.10.0 The Development Officer or delegated officer shall provide the Commission with recommendations on all proposed developments for required approval by the Commission.
- 7.11.0 The Development Officer or delegated officer shall be the Subdivision Authority's Clerk and provide recommendations to the Subdivision Authority on all Subdivision applications.
- 7.12.0 The Chief Administrative Officer, or designate, are hereby authorized to sign decisions, instruments for endorsement, easements, caveats, development permits, time extensions permitted by the Act and other documents as may be required to conduct the business of the Commission and Administrative Authority.
- 7.13.0 The Commission shall decide if an application will be handled through an e-poll or at a regular or special meeting of the Commission. The procedures for an e-poll are as follows:
- (a) Subdivision Applications, Statutory Plan Amendments and complicated Development Permit Applications shall not be handled through an e-poll.

- (b) Applications that can be considered through e-poll include: minor development permits, variances, discretionary use, occupying space/change in use, home based businesses, special events, etc.
- (c) E-poll meetings will be considered "Open" once the e-mail and Report to the members of the Commission have been sent by Administration.
- (d) E-poll Reports shall contain a Date and Time the poll will close and as such, the decision of the Commission will be recorded at that date and time.
- (e) Members of the Commission shall respond to the e-poll e-mail by utilizing the "Reply All" to ensure all members and Administration can view their response.
- (f) Members of the Commission may have discussion or ask questions of each member or Administration through the e-mail.
- (g) All members of the Commission shall indicate in their response their decision: i.e.
  - (1) Approved
  - (2) Denied
  - (3) Abstain
- (h) Those members who have a "Conflict of Interest" shall state that they have a conflict once the e-poll e-mail is received. Those members that declare a "Conflict" shall not participate in the discussion or voting.
- (i) In the event that Administration is unable to obtain a quorum by the date and time the e-poll is to close, the application will be brought forward to the next regular Commission meeting for a decision.
- (j) Decisions of e-poll applications shall be brought forward to the next regular Commission meeting so the e-poll motion can be officially recorded in the minutes.

**Section 8.0.0 Functions and Duties of the Municipal Planning Commission**

**8.1.0 The Commission shall:**

- (a) Be the Subdivision Authority as established by bylaw and in accordance with Section 623 of the Act.

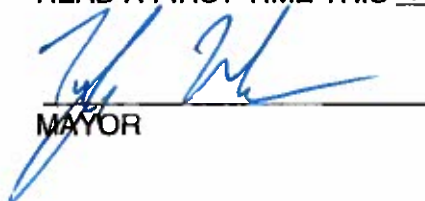
- (b) Advise and assist Council with regard to the planning of orderly and economic development within the Town of Slave Lake on any matter than the Council may want to refer to the Commission
- (c) Seek to ensure that any proposed development is in accordance with the purpose, scope, or intent of the Land Use Bylaw, Area Structure Plan, and Municipal Development Plan.
- (d) Make recommendations to Council on all Land Use Amendments to the Land Use Bylaw.
- (e) Make recommendations to Council on all planning matters within the Regional Growth Plan and the Inter-municipal Development Plan.

8.2.0 The Commission is hereby authorized to act as Development Authority to consider and decide on application for development permits in the manner prescribed in the Land Use Bylaw.

Bylaw #01-2001 is hereby rescinded.

That this Bylaw comes into effect upon the date of its Third and Final Reading.

READ A FIRST TIME THIS 02 DAY OF February 2016.

  
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 MAYOR

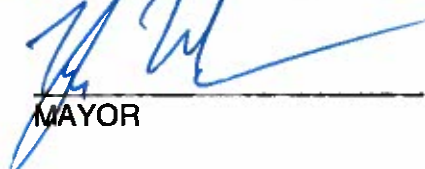
  
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 CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 02 DAY OF February 2016.

  
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 MAYOR

  
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 CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME THIS 02 DAY OF February 2016.

  
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 MAYOR

  
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 CHIEF ADMINISTRATIVE OFFICER