

**BYLAW #22-2018
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) **"Council"** means the Council for the Town of Slave Lake
- (c) **"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.
- (d) **"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.
- (e) **"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.
- (f) **“Town Resident”** means an individual whose primary place of residence is within the Town’s geographical boundaries, as determined solely by Council. Indicia of primary residence include, but are not limited to, mailing address and driver’s license address.”

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 and may include the Mayor.
- 4.3.0 The Mayor may be appointed as a member of the Commission however must be appointed in their personal name.
- 4.4.0 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.
- 4.5.0 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.
- 4.6.0 Only Town Residents are eligible to sit as a member-at-large on the Municipal Planning Commission.

- 4.7.0 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.
- 4.8.0 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.
- 4.9.0 Council members to the Commission shall be appointed annually at the Organizational Meeting of Council.
- 4.10.0 New members shall take office at the first meeting following the official effective date of their appointment
- 4.11.0 Any vacancy on the Commission shall be filled through Resolution of Council.
- 4.12.0 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 that they have a pecuniary interest on any item, then the quorum shall reduce by the same number as declare a pecuniary interest.

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 All resolutions of the Commission shall be made in the public portion of the meeting at which there is a quorum. Once the Commission has deliberated and reached a decision about an application in a closed meeting, it must revert back to an open meeting and make a resolution which will be recorded in the minutes of the meeting.
- 7.4.0 All members of the Commission present shall vote on every matter before the Commission unless the member has a pecuniary interest as defined in the Act, in which case the member shall declare the member's interest, abstain from the discussion and vote, and have the interest or abstention noted in the minutes.
- 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.
- 7.7.0 The Commission shall have prepared and maintained a file of written minutes of the business transacted at all the meetings of the Commission. The person presiding over the meeting shall sign the approved minutes.
- 7.8.0 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.
- 7.9.0 All members of the Commission shall approach decision making with an open mind capable of persuasion.
- 7.10.0 The Development Officer or delegated officer shall provide the Commission with recommendations on all proposed subdivision and development permit applications for required approval by the Commission.
- 7.11.0 The Development Officer or delegated officer shall be the Subdivision Authority's Clerk and the Development Authority's Clerk.
- 7.12.0 The Chief Administrative Officer, or designate, are hereby authorized to sign instruments for endorsement, easements,

caveats, agreements, 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 Municipal Planning Commission delegates the authority to the Development Officer for the signing of a decision of the Municipal Planning Commission including the approval and issuance of development permits.

Section 8.0.0 Functions and Duties of the Municipal Planning Commission


8.1.0 The Commission:

- (a) shall be the Development Authority as established by bylaw and in accordance with Section 624 of the Act and the Town of Slave Lake's Land Use Bylaw.
- (b) shall be the Subdivision Authority as established by bylaw and in accordance with Section 623 of the Act.
- (c) shall advise and assist Council with regard to the planning of orderly and economic development within the Town of Slave Lake on any matter that the Council may want to refer to the Commission.
- (d) shall seek to ensure that any proposed subdivision and development is in accordance with the purpose, scope, and intent of the Land Use Bylaw, Area Structure Plans, and Municipal Development Plan.
- (e) may make recommendations to Council on Land Use Amendments to Statutory Plans.
- (f) may make recommendations to Council on planning matters within the Regional Growth Plan and the Inter-municipal Development Plan.

Bylaw #07-2016 is hereby rescinded.


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

READ A FIRST TIME THIS 05 DAY OF June 2018.


MAYOR

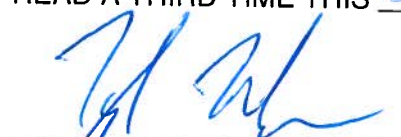

CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 5 DAY OF June 2018.


MAYOR


CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME THIS 5 DAY OF June 2018.


MAYOR


CHIEF ADMINISTRATIVE OFFICER