

**Municipal Planning Commission**

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A BYLAW OF THE SUMMER VILLAGE OF BURNSTICK LAKE IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL PLANNING COMMISSION

**WHEREAS**, the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that a municipal Council may establish a Municipal Planning Commission by bylaw;

**NOW THEREFORE**, Council of the Summer Village of Burnstick Lake, duly assembled, enacts as follows:

1. This bylaw may be cited as the “Municipal Planning Commission Bylaw”.

**Definitions**

2. The following words and terms are defined as follows:
  - a) “Act” means the Municipal Government Act, R.S.A. 2000, Chapter M-26;
  - b) “Chief Administrative Officer” or (“CAO”) means the person appointed as the Chief Administrative Officer of the Summer Village of Burnstick Lake;
  - c) “Commission” means the Municipal Planning Commission established under this bylaw;
  - d) “Council” means the Council of the Summer Village of Burnstick Lake;
  - e) “Development Officer” means the Chief Administrative Officer or a person or persons appointed by Council to the position of Development Officer pursuant to the Land Use Bylaw;
  - f) “Development Permit” means a document that is issued under the Land Use Bylaw that authorizes a development;
  - g) “Land Use Bylaw” means the Summer Village of Burnstick Lake Land Use Bylaw adopted pursuant to the Municipal Government Act, as amended or replaced from time to time;
  - h) “Member” means a member of the Commission appointed by Council;
  - i) “Secretary to the Commission” means the person appointed to the position of Secretary to the Commission under this bylaw;
  - j) “Summer Village” means the Summer Village of Burnstick Lake.
3. Terms not specifically defined have the same definition as provided in the Act.

### **Establishment and Membership**

4. The Municipal Planning Commission for the Summer Village is hereby established.
5. The Commission is a Development Authority for the Summer Village in accordance with the Act, the Land Use Bylaw and the Summer Village's Development Authority Bylaw.
6. The Commission shall consist of three (3) Members, including:
  - a) at least one (1) Member of Council; and
  - b) the remaining positions may be members at large from the Summer Village or Council members.
7. No Member of the Commission shall sit as a member of the Summer Village's Subdivision and Development Appeal Board.

### **Chairperson**

8. At the first meeting of the Commission in each calendar year a Chairperson shall be elected by vote of the majority of the members for a one (1) year term.
9. The Chairperson shall be a member of Council.
10. A member may be re-elected to the position of Chairperson.
11. The Chairperson shall preside over all Commission meetings.

### **Vice-Chairperson**

12. The Vice-Chairperson shall be elected at the same time by vote of the majority of the members for a one (1) year term.
13. The Vice-Chairperson may be re-elected to the position of Vice-Chairperson.
14. The Vice-Chairperson shall preside over any Commission meeting in the absence of the Chairperson.

### **Secretary to the Commission**

15. The position of designated officer for the limited purpose of carrying out the function of the Secretary to the Commission is hereby established.
16. The Chief Administrative Officer of the Summer Village or their designate shall be the Secretary to the Commission and shall not be a voting member of the Commission.
17. The Secretary to the Commission shall:
  - a. compile and provide agenda and meeting packages to Members and make same available to the public;
  - b. attend all meetings of the Commission;
  - c. record the minutes of the meetings of the Commission.
  - d. prepare written decisions as directed by the Commission;

- e. issue all duly signed Commission decisions;
- f. carry out such other administrative functions and duties as may be assigned by the Commission.

### **Quorum and Meetings**

18. A quorum of the Commission is two (2) Members.
19. Meetings of the Commission are public and may be held in-person or by electronic means.
20. The Commission shall meet as needed at the call of the Secretary to the Commission to carry out its functions and duties in accordance with the Act and the Land Use Bylaw.
21. Only those Members present at a meeting of the Commission shall have a vote on any matters before it.
22. Any Member who is unable to attend the whole of the presentation of any matter at any Commission meeting, shall not participate in the deliberations or the decision made by the Commission on that matter.
23. All Members present shall vote on every matter placed before the Commission unless a Member has a pecuniary interest or is otherwise required by the Act or this Bylaw to abstain.
24. Any Member who has a pecuniary interest, whether direct or indirect, with respect to any matter before the Commission, shall declare their interest, shall abstain from discussion and voting on the matter, and shall have their interest and abstention recorded in the minutes of the meeting.
25. The majority vote of the Members present at a duly constituted meeting shall be the decision of the Commission.
26. In the event of a tie vote, the decision shall be deemed to be decided in the negative.
27. The Commission may deliberate and make its decisions in meetings closed to the public.
28. The Commission shall conduct its meetings in accordance with the Act and, unless otherwise specified within this Bylaw or the Summer Village's Procedural Bylaw, as amended or replaced from time to time.
29. Where the Commission has approved a Development Permit application, the Secretary of the Commission is responsible to prepare and issue the Development Permit forthwith.
30. An order, decision, approval, notice, Development Permit or other thing made, given or issued by the Commission is not final until notification of the decision is signed and issued in writing.

### **Responsibilities**

31. The Commission is authorized to exercise those development powers and duties assigned to it by the Land Use Bylaw, in accordance with the Act.
32. At the request of Council, the Commission may advise and assist Council to achieve orderly, economical and beneficial development, use of land and patterns of human settlement and to maintain and improve the quality of the physical environment within which the patterns of settlement are situated in the Summer Village.
33. The Commission shall carry out other functions and duties as may be assigned by Council from time to time.
34. The Commission may make procedural rules as are necessary for the conduct of its business that are consistent with this Bylaw, other Town bylaws, and the Act.

**Effective Date**

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

Introduced and given first reading this 11<sup>th</sup> day of February, 2023.

Given second reading this 22nd day of April, 2023.

Given third and final reading this 22nd day of April, 2023.

The Summer Village of Burnstick Lake

Original Signed

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Mayor

Original Signed

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Chief Administrative Officer