

## TOWN OF RAYMOND

### *Bylaw 934-07*

#### Municipal Planning Commission Bylaw

BEING a bylaw of the Town of Raymond in the Province of Alberta, to establish a municipal Subdivision and Development Authority;

AND WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended requires the municipality to adopt a bylaw to establish a municipal Subdivision and Development Authority;

AND WHEREAS, the Subdivision and Development Authority is authorized to make decisions on applications for development approval in accordance with the administrative procedures, land uses and schedules established in the municipal land use bylaw;

AND WHEREAS, the Subdivision and Development Authority is authorized to make decisions on applications for subdivision approval in accordance with the provincial land use policies, the subdivision and development regulations, the local land use bylaw and statutory plans;

AND WHEREAS, this bylaw may be cited as the Town of Raymond Municipal Planning Commission Bylaw;

NOW THEREFORE, the Council of the Town of Raymond in the Province of Alberta, duly assembled, enacts as follows:

#### 1. DEFINITIONS:

- (a) **Act** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.
- (b) **Municipality** means the Town of Raymond in the Province of Alberta.
- (c) **Council** means the Municipal Council of the Town of Raymond.
- (d) **Subdivision and Development Authority** means the person or persons appointed, by bylaw, to exercise only such powers and perform duties as are specified:
  - (i) in the Act; or

- (ii) in the Town of Raymond Land Use Bylaw; or
  - (iii) in this bylaw; or
  - (iv) by resolution of council.
- (e) **Designated officer** means a person or persons authorized to act as the designated officer for the municipality as established by bylaw.
- (f) **Members** means the members of the Subdivision and Development Authority.
- (g) **Secretary** means the person or persons appointed by council to act as secretary of the Development Authority.
- (h) **Authorized persons** means a person or organization authorized by the council to which the municipality may delegate any of its Development Authority powers, duties or functions.
- (i) All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.

2. For the purpose of this bylaw, the Subdivision and Development Authority for the municipality shall be the Municipal Planning Commission, except in such instances whereby the designated officer may be the Development Authority in accordance with the land use bylaw.

3. The Subdivision and Development Authority shall be comprised of four (4) persons, all of whom shall be elected members of Council.

4. Appointments to the Subdivision and Development Authority shall be made by resolution of Council.

5. Appointments to the Subdivision and Development Authority shall be made for a term of one year.

6. When a person ceases to be a member of the Subdivision and Development Authority before the expiration of his/her term, Council may, by resolution, appoint another person for the unexpired portion of that term.

7. After the organizational meeting of Council each year, the members of the Subdivision and Development Authority shall elect one of themselves as chairman, and one of themselves as vice-chairman to hold office for a term of one year.

8. Each member of the Subdivision and Development Authority shall be entitled to such remuneration, travelling, and living expenses as may be fixed from time to time by Council; and the remuneration, travelling, and living expenses shall be paid by the Town of Raymond.

9. Council may, by resolution, appoint a secretary who shall be an employee of the municipality and shall attend all meetings of the Subdivision and Development Authority, but shall not vote on any matter before the Subdivision and Development Authority.

10. The Subdivision and Development Authority shall hold regular meetings at least 12 times per year on a date to be determined by the Subdivision and Development Authority, and it may also hold special meetings at any time at the call of the chairman or vice-chairman.

11. Three (3) members of the Subdivision and Development Authority shall constitute a quorum.

12. The decision of the majority of the members present at a meeting shall be deemed to be the decision of the whole Subdivision and Development Authority.

13. The Subdivision and Development Authority may make its orders, decisions, development permits, and approvals, and may issue notices with or without conditions.

14. The Subdivision and Development Authority may make rules to govern its hearings.

15. Members of the Subdivision and Development Authority shall not be members of the Subdivision and Development Appeal Board.

16. The secretary of the Subdivision and Development Authority shall attend all meetings of the Subdivision and Development Authority and shall keep the following records with respect thereto:

- (a) the minutes of all meetings;
- (b) all applications;
- (c) records of all notices of meetings and of persons to whom they were sent;
- (d) copies of all written representations to the Subdivision and Development Authority;
- (e) notes as to each representation;
- (f) the names and addresses of those making representations at the meeting;
- (g) the decision of the Subdivision and Development Authority;
- (h) the reasons for the decision of the Subdivision and Development Authority;
- (i) the vote of the members of the Subdivision and Development Authority on the decision;
- (j) records of all notices of decision and of persons to whom they were sent;

- (k) all notices, decisions and orders made on appeal from the decision of the Subdivision and Development Authority;
- (l) such other matters as the Subdivision and Development Authority may direct.

17. This bylaw shall come into effect upon third and final reading thereof.

18. Bylaw No. 846-95 and Bylaw No. 847-95 and amendments thereto are hereby rescinded.

READ a **first** time this 26<sup>th</sup> day of June, 2007.

READ a **second** time this 3<sup>rd</sup> day of July, 2007.

READ a **third** time and finally PASSED this 3<sup>rd</sup> day of July, 2007.

  
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*Mayor – Dean Sallenback*

  
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*Chief Administrative Officer – J. Scott Barton*