

**TOWN OF RAYMOND
BYLAW NO. 1087-20**

A BYLAW IN THE TOWN OF RAYMOND IN THE PROVINCE OF ALBERTA TO
ESTABLISH A MUNICIPAL SUBDIVISION AUTHORITY, DEVELOPMENT
AUTHORITY AND MUNICIPAL PLANNING COMMISSION.

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 Authority and a municipal Development Authority;

AND WHEREAS, the Subdivision Authority is authorized to exercise subdivision powers and duties on behalf of the Town of Raymond;

AND WHEREAS, the Development Authority is authorized to exercise development powers and duties on behalf of the Town of Raymond;

AND WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M- 26 as amended permits the Town of Raymond to establish a Municipal Planning Commission to act as a municipal Subdivision Authority and Development Authority;

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

Title

1. This bylaw may be cited as the Subdivision Authority/ Development Authority Municipal Planning Commission Bylaw.

Definitions

2. In this bylaw the following terms shall have the meanings shown;
 - (a) **Authorized Person** means a person, organization, or regional services commission authorized by the Council to which the Municipality may delegate any of its subdivision and development authority powers, duties or functions.
 - (b) **Council** means the Municipal Council of the Town of Raymond.
 - (c) **Development Authority** means the person or persons authorized to exercise development powers and duties on behalf of the Municipality 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.
 - (d) **Development Officer** means a person or persons authorized to act as the Development Officer for the municipality as established in the Town of Raymond Land Use Bylaw.
 - (e) **Members** means the persons appointed to the Municipal Planning Commission.
 - (f) **Municipal Government Act** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.
 - (g) **Municipality** means the Town of Raymond in the Province of Alberta.
 - (h) **Secretary** means the person or persons assigned to act as secretary of the Municipal

Planning Commission.

- (i) **Subdivision Authority** means the person or persons authorized to exercise subdivision powers and duties on behalf of the Municipality as 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.
- (j) All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act.

Establish Subdivision Authority, Development Authority and Municipal Planning Commission

- 3. A Subdivision Authority and Development Authority and Municipal Planning Commission are hereby established in accordance with the Municipal Government Act.
- 4. The Subdivision Authority for the Municipality shall be the Municipal Planning Commission.
- 5. The Development Authority for the Municipality shall be the Municipal Planning Commission and the Development Officer.
- 6. The Municipal Planning Commission is authorized to exercise subdivision powers and duties on behalf of the Municipality as specified in the Municipal Government Act, the Town of Raymond Land Use Bylaw, in this bylaw, or by resolution of Council.
- 7. The Municipal Planning Commission and the Development Officer are authorized to exercise development powers and duties on behalf of the Municipality as specified in the Municipal Government Act, the Town of Raymond Land Use Bylaw, in this bylaw, or by resolution of Council.

Membership and Appointments

- 8. The Municipal Planning Commission shall be comprised seven (7) persons, who shall be elected members of Council.
- 9. Four (4) Members of the Municipal Planning Commission shall constitute a quorum.
- 10. Members of the Municipal Planning Commission shall not be members of the Subdivision and Development Appeal Board.
- 11. Appointments to the Municipal Planning Commission shall be made by resolution of Council.
- 12. Members of the Municipal Planning Commission shall be appointed for a term of one (1) year.
- 13. Should an elected official not remain as a member of Council then he/she ceases to be a Member of the Municipal Planning Commission.

14. After the organizational meeting of Council each year, the Members of the Municipal Planning Commission shall elect one of themselves as chairman, and one of themselves as vice-chairman to hold office for a term of one (1) year.

MPC Remuneration, Governance and Development Officer Duties

15. Each Member of the Municipal Planning Commission 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.
16. The Municipal Planning Commission shall hold regular meetings at least 6 times per year on a date to be determined by the Municipal Planning Commission unless there are no agenda items, and it may also hold special meetings at any time at the call of the chairman or vice- chairman.
17. The Municipal Planning Commission may make rules to govern its meetings.
18. The decision of the majority of the Members present at a meeting shall be deemed to be the decision of the whole Municipal Planning Commission.
19. The Secretary for the Municipal Planning Commission shall be the Development Officer, or any other employee(s) of the Municipality assigned by the Chief Administrative Officer, or an Authorized Person. The Secretary shall attend all meetings of the Municipal Planning Commission, but shall not vote on any matter before theMunicipal Planning Commission.
20. The Secretary of the Municipal Planning Commission shall carry out the administrative duties of preparing agendas, minutes, record retention, and other duties assigned by the Municipal Planning Commission or the Chief Administrative Officer as required.
21. The Subdivision Authority and Development Authority (Municipal Planning Commission) may make orders, decisions, and approvals, and may issue orders, decisions, and approvals with or without conditions.
22. Decisions on subdivision applications may be signed by the chairman or vice-chairman of the Municipal Planning Commission, the Development Officer, an Authorized Person, or a Designated Officer.
23. Orders, decisions, notices and approvals for matters other than decisions on subdivision applications may be signed by the chairman or vice-chairman of the Municipal Planning Commission, the Development Officer, an Authorized Person, or a Designated Officer.
24. The Municipality may delegate any of its subdivision authority or development authority powers, duties or functions to an Authorized Person.

Severability

25. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

This bylaw will come into force on the date of third and final reading.

READ a first time this _____ day of _____, 20xx

READ a second time this _____ day of _____, 20xx.

READ a third time this _____ day of _____, 20xx.

Mayor

CAO