



Municipal Planning Commission (MPC)

Positions Available:	4 Rotating Community members
Posting Date:	November 15, 2022
Deadline to Apply:	Active until suitable applicants are found
Renumeration:	\$125 per attended meeting

About the Position

The Town of Raymond Municipal Planning Commission (MPC) reviews and makes decisions on development and subdivision applications in accordance with Division 3 part 17 of the Municipal Government Act (MGA) and any land use bylaw as established by Council.

Function and Duties:

- Upon request of Council, to advise with respect to planning matters referred to the Commission dealing with the orderly development and use of lands; and
- To serve as a Development Authority pursuant to Part 17 of the Act and as empowered by the Development Authority in respect to those powers and duties as assigned to the commission under the Land Use Bylaw.
- To review applications falling outside of the Land Use bylaw or identified as discretionary

Term of position

One (1) year by resolution of Council;
May be reappointed to the Commission upon expiration of term.

Membership:

One (1) to three (3) Council members
Town Development Officer & Administrative Assistant
Director of Corporate and Community Development
Four Rotating Community Members (budget authorized for two (2) community members to attend per meeting)

Meeting Times:

Meetings are currently held the second and fourth Tuesday of each month at 6 p.m. in the Council Chamber and are open to public. This meeting schedule will change in 2023 but has not yet been determined. Meetings are approximately one (1) hour in length. Members are expected to be prepared in advance of the meeting having reviewed the appropriate agenda packages.

Please note: while MPC meetings are open to the public, they are not Public Hearings. The most effective way to submit feedback on a particular development proposal is in writing in advance of the meeting to the Planning and Development department, who can then attach it to the public agenda package. MPC members may, at their discretion, ask questions of administration or any affected parties relating to the agenda during the meeting.

To Apply:

Email your application form and resume in one pdf file, to robinson@raymond.ca. Preference will be given to applicants with prior board experience, and those possessing knowledge of home and land development basics. We thank all applicants for their interest in The Town of Raymond however only applicants selected for consideration will be contacted.



2023 APPLICATION FORM

Advisory Boards and Commissions

Name of Board or Commission:					
Name:					
Address:			Postal Code:		
Home #:		Work #:		Cell #:	
Email:					
Note: You may include your resume or separate attachments for additional information.					
Work Experience:					
What skills could you bring?					
Involvement in community/other activities (if applicable), including in Town of Raymond or elsewhere:					
Other comments:					

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

Pursuant to s. 33 (c) of the Freedom of Information and the Protection of Privacy Act, the personal information collected on this form is for the purpose of an operating program or activity of the Town of Raymond. The Town of Raymond must collect personal information directly from the individual that the information is about unless another method of collection is authorized by the individual or by an enactment of Alberta or Canada. The personal information provided will be protected under Part 2 of the Freedom of Information and the Protection of Privacy Act and will be used for administering the selection and management of members of Town’s Council’s Boards and Commissions. Questions regarding the collection and use of personal information can be directed to the FOIP Head at 403.752.3322.

If appointed, I authorize that the following personal information may be made public:

Name:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Residence address:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Residence phone number:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Cell Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Business phone number:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
E-mail address:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Date:	
Signature:	

Return application to:

Greg Robinson
 Town of Raymond
 210 North 200 West
 Raymond, Alberta T0K 2S0

Phone: 403.752.3322
 Email: robinson@raymond.ca