

VILLAGE OF GLENWOOD
Bylaw 234-2012

Subdivision & Development Authority/ Municipal Planning Commission Bylaw

BEING a bylaw of the Village of Glenwood in the Province of Alberta, to establish a municipal Subdivision and Development Authority and Municipal Planning Commission;

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 Authority and a municipal Development Authority;

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

AND WHEREAS, this bylaw may be cited as the Village of Glenwood Subdivision and Development Authority/Municipal Planning Commission Bylaw;

NOW THEREFORE, the Council of the Village of Glenwood in the Province of Alberta, duly assembled, enacts as follows:

PART 1 - DEFINITIONS:

1. **Act** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.
2. **Municipality** means the Village of Glenwood in the Province of Alberta.
3. **Council** means the Municipal Council of the Village of Glenwood.
4. **Designated Officer** means a person or persons authorized to act as the designated officer for the municipality as established by bylaw.
5. **Development Officer** means a person or person authorized to act as the development officer for the municipality as established by the Village of Glenwood Land Use Bylaw.
6. **Members** means the person or persons appointed, in accordance with this bylaw, to serve on the Municipal Planning Commission
7. **Municipal Planning Commission** means the persons or persons appointed to exercise and perform the Development Authority and Subdivision Authority powers and duties on behalf of the municipality as are specified:
 - (i) in the Act; or
 - (ii) in the Village of Glenwood Land Use Bylaw; or
 - (iii) in this bylaw; or
 - (iv) by resolution of council.
8. **Secretary** means the Village Development Officer, or a person or persons appointed by council to act as secretary of the Development and Subdivision Authority.
9. **Authorized Persons** means a person, organization, services commission, or intermunicipal service agency authorized by the council to which the municipality may delegate any of its Subdivision Authority and/or Development Authority powers, duties or functions.
10. 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.

PART 2 - SUBDIVISION AND DEVELOPMENT AUTHORITY

11. The Subdivision and Development Authority for the municipality shall be the Municipal Planning Commission, except in such instances whereby the

Development Officer may be the Development Authority in accordance with the land use bylaw.

12. The Municipal Planning Commission is authorized to exercise development and subdivision powers and duties on behalf of the municipality as are specified in the Act, in the Village of Glenwood Land Use Bylaw, in this bylaw, or by resolution of Council.
13. The municipality may by bylaw delegate any of its subdivision authority and/or development authority powers, duties or functions to an authorized persons.

PART 3 - MUNICIPAL PLANNING COMMISSION

14. The Municipal Planning Commission is hereby established in accordance with the Act.
15. The Municipal Planning Commission shall be composed of 3 members of Council and 2 appointed members of the community.
16. Appointments to the Municipal Planning Commission shall be made by resolution of Council at their annual organisational meeting.
17. Appointments to the Municipal Planning Commission shall be made for a term of one year, expiring on the date of the next annual organisational meeting of Council.
18. When a person ceases to be a member of Municipal Planning Commission before the expiration of his/her term, Council may, by resolution, appoint another person for the unexpired portion of that term.
19. At the organisational meeting of Council each year, Council shall by resolution, appoint one member of the Municipal Planning Commission as chair, and one as vice-chair to hold office for a term of one year, expiring on the date of the next annual organisational meeting of Council.
20. If the chair or vice-chair for whatever reason ceases to hold that position prior to the end of the term, Council may, by resolution, appoint another person for the unexpired portion of that term.
21. 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 Village of Glenwood.

22. The Village Development Officer shall serve as secretary to the Municipal Planning Commission. The related responsibilities of the secretary to the Municipal Planning Commission may be delegated to another municipal employee at Council's discretion.
- a. The secretary of the Municipal Planning Commission shall: attend all Municipal Planning Commission meetings;
 - b. not vote on any matter before the Municipal Planning Commission;
 - c. notify all members of the meetings of the Municipal Planning Commission;
 - d. record the minutes of all meetings;
 - e. maintain a record of all notices of meetings and or persons to whom they were sent;
 - f. maintain copies of written representations to the Municipal Planning Commission;
 - g. keep record of the names and addresses of those making representations at meetings of the Municipal Planning Commission;
 - h. keep record of the decision of the Municipal Planning Commission;
 - i. keep record of the reasons for the decision of the Municipal Planning Commission; and
 - j. such other matters as the Municipal Planning Commission may require in the conduct of its business.
23. The Municipal Planning Commission shall hold regular monthly meetings as set forth by resolution of Council at their annual organisational meeting, and it may also hold special meetings at any time at the call of the chair or vice-chair.
24. Three (3) members of the Municipal Planning Commission shall constitute a quorum.
25. 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.
26. Any order, decision or approval made, given or issued by the Municipal Planning Commission may be signed by a designated officer or by the Chairperson or Vice-Chairperson of the Municipal Planning Commission.

27. The Municipal Planning Commission may make rules to govern its hearings.
28. Members of the Municipal Planning Commission shall not be members of the Subdivision and Development Appeal Board. The formation, powers and procedures of the Subdivision and Development Appeal Board shall be outlined in a separate bylaw.
29. This bylaw shall come into effect upon third and final reading thereof.
30. Bylaw No. 184-95 is hereby rescinded.

READ a **first** time this 10th day of November, 2011.

READ a **second** time this 8th day of December, 2011.

READ a **third** time and finally PASSED this 9th day of February, 2012.

Mayor – Jordan Koch

Chief Administrative Officer – Kurtis Pratt