

**By-Law NO. 2204
OF THE
COUNTY OF GRANDE PRAIRIE NO. 1**

AMENDED
PER BYLAW
2284
Amended by
Bylaw 2685
Jr.

A By-Law of the County of Grande Prairie No. 1 to establish a Municipal Planning Commission, pursuant to the Municipal Government Act Chapter M-26.1

WHEREAS the Municipal Government Act being Chapter M-26.1 of the Statutes of Alberta, 1994 in Section 623 & 624, provides that a Council may by By-Law establish a Municipal Planning Commission.

NOW THEREFORE the Municipal Council of the County of Grande Prairie No. 1 enacts as follows:

1. This By-Law may be cited as "The County Municipal Planning Commission By-Law".
2. In this By-Law:
 - a) **County** means the County of Grande Prairie No. 1.
 - b) **Council** means the municipal council of the County of Grande Prairie No. 1.
 - c) **Members** means the members of a Municipal Planning Commission duly appointed pursuant to this By-Law.
 - d) **Commission** means the Municipal Planning Commission of the County of Grande Prairie No. 1, established pursuant to this By-Law.
 - e) **Secretary** means the person appointed by council to act as secretary of the Municipal Planning Commission.
 - f) **Chairman** means the person appointed as chairman of the Municipal Planning Commission.
 - g) **Designated Officer** means the person appointed by Council to act as the development officer pursuant to the Municipal Government Act.
 - h) All other terms used in this By-Law shall have the meaning assigned to them by the Municipal Government Act, to the extent that said meaning differs from the ordinary meaning of such terms.

3. Number of Members

The Commission shall be composed of not less than three persons to be appointed by Council.

4. Manner of Appointment

Members of the Commission shall be appointed to office by Council ~~at its Organizational Meeting each year, which is held pursuant to the Municipal Government Act.~~

Jr.
per 2284

5. Term of Office

- a) The term of office of the Chairman shall be one (1) year.
- b) Appointments to the Commission shall be for a term of one (1) year.

6. A member of the Commission may be reappointed upon the expiry of his term.

7. **Eligibility**

No person who is a development officer or a member of an appeal board shall be appointed to or act as a member of the Commission.

8. Where a member of Council is appointed as a member of the Commission, his appointment to the Commission terminates upon his ceasing to be a member of the Council.

9. A person who is a member of the Commission who ceases to be a member of a Council and who is otherwise eligible to be appointed to the Commission, may be reappointed as a member of the Commission, upon his appointment terminating pursuant to 8 above.

10. **Tenure**

Each of the members of the Commission holds office during good behaviour and may be removed from office by council at any time during the term referred to above pursuant to a resolution of that body.

11. **Remuneration, Travelling and Living Expenses**

The Members of the 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 County of Grande Prairie No. 1.

12. **Quorum**

Three of the Members of the Commission constitute a quorum.

13. **Absent Commission Members**

Where a meeting is held by the Commission, and a member or members of the Commission is or are for any reason unable to attend on any day or date, the other members who are at the meeting have power to continue the meeting as fully and effectively as if the members unable to attend were present and have and may exercise and perform the powers and duties of the Commission, provided that a quorum is at all times satisfied.

14. Notwithstanding a vacancy in the membership of a Commission, the remaining members thereof, if at least three remain in office, have and may exercise and perform the powers and duties of the Commission.

15. **Chairman**

The members of the Commission shall elect one of themselves as Chairman and one of themselves as Vice-Chairman. The Vice-Chairman may preside at meetings of the Commission in the absence of the Chairman.

16. In the event or the absence or inability to act of the Chairman at a meeting of the Commission, a Vice-Chairman shall act as Chairman and if no Vice-Chairman is designated or in the event of the absence or inability to act of the Vice-Chairman, the members of the Commission present at the meeting shall elect a member to act as Chairman at the meeting.

17. Vacancies

Where a member of the Commission ceases to be a member before the expiration of his term, council shall appoint another eligible person for the unexpired portion of the term of the retiring member.

18. Secretary

The Council shall appoint a Secretary who shall be an employee of the County and the Secretary shall attend all meetings and hearings of the Commission but shall not vote on any matters before the Commission.

19. Signing Authority

An order, decision, approval, notice or other thing made, given or issued by the Commission or designated officer may be signed on its behalf by the Secretary of the Commission, and or the Designated Officer.

20. Power of the Commission

The Commission or Designated Officer shall perform such functions as may be conferred upon it by council, and which are authorized by the Municipal Government Act, Section 623 and 624.

*- amended by
Bylaw 2685
JF*

In particular, and without prejudice to the generality of the foregoing, the Commission or Designated Officer shall:

*Attached to
and forming
a part of
this document*

a) That the Commission shall make decisions with respect to applications for a development permit in those classes of applications specified in any Land Use Bylaw.

b) The Commission shall make decisions with respect to all subdivision applications.

21. Public Meetings

The meetings of the Commission shall be held in public, when the Commission is meeting to consider applications for a development permit and or subdivision applications.

22. Functions of the Secretary

The Secretary of the Commission shall:

a) Perform such functions as may be necessary to ensure that the Commission is in full compliance with its duties under the Municipal Government Act, and this By-Law.

- b) Shall attend all meetings of the Commission and shall keep the following records with respect thereto:
 - i) the minutes of all meetings and hearings,
 - ii) all applications,
 - iii) records of all notices of hearings and of persons to whom they were sent,
 - iv) copies of all written representations to the Commission,
 - v) notes as to each representation,
 - vi) the names and addresses of those making representations at the meeting,
 - vii) the decisions of the Commission,
 - viii) the reasons for the decision of the Commission,
 - ix) the vote of the members of the Commission on the decision,
 - x) the records of all notices of decision and of persons to whom they were sent,
 - xi) all notices, decisions and orders made on appeal from decisions of the Commission, and
 - xii) such other matters as the Commission may direct or the Secretary may determine.

- c) The Secretary shall:
 - i) notify all members of the Commission of the meetings of the Commission, and
 - ii) notify the council of the decisions of the Commission.

23. Conditions

The Commission may make its order, decisions, development permits and approvals and issue notices with or without conditions.

24. Meetings

The Commission shall hold regular meetings as often as it deems necessary and may also hold special meetings at any time at the call of the Chairman.

25. Disqualification

A member of the Commission who is for any reason unable to attend the whole or part of any meeting, with respect to an applications for a subdivision and or development permit, shall not participate in the deliberations or decision made by the Commission upon that application.

By-Law No. 1009, of the County of Grande Prairie No. 1 is hereby repealed.

26. Effective Date

This By-Law shall come into full force and effect upon the date of the final passing thereof.

READ A FIRST, SECOND AND BY UNANIMOUS CONSENT OF THE COUNCILLORS
PRESENT, A THIRD AND FINAL TIME AND FINALLY PASSED THIS 11 DAY OF

September, A.D.1995

Harry Schudlo
REEVE

[Signature]
SECRETARY-TREASURER