

BYLAW NO. 95-737

A BYLAW OF THE TOWN OF TWO HILLS
IN THE PROVINCE OF ALBERTA
TO ESTABLISH THE MUNICIPAL PLANNING COMMISSION
OF THE TOWN OF TWO HILLS

WHEREAS Section 626 of the Municipal Government Act, S.A. 1994, as amended ("the Act") indicates that a Municipal Council may establish a Municipal Planning Commission by bylaw.

NOW THEREFORE the Council of the Town of Two Hills, duly assembled, enacts as follows.

1. Name

1.1 This Bylaw may be cited as the "Municipal Planning Commission Bylaw".

2. Definitions

The following words and phrases mean:

2.1 "Act" means the Municipal Government Act, S.A. 1994, as amended.

2.2 "Council" means the Mayor and Councillors of the Town of Two Hills for the time being elected pursuant to the provisions of the Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.

2.3 "Development Application" means an application made in accordance with the Land Use Bylaw for the purpose of obtaining a development permit.

2.4 "Development Authority" means the persons established under Section 3 of the Development Authority Bylaw to perform the functions of a development authority under the Act.

2.5 "Development Permit" means a document authorizing a development issued in accordance with the Land Use Bylaw of the Town of Two Hills.

2.6 "Land Use Bylaw" means Bylaw adopted as a land use bylaw pursuant to the Act or the former Act.

2.7 "Subdivision Authority" means the persons established under Section 3 of the Subdivision Authority Bylaw to perform the functions of a subdivision authority under the Act.

2.8 "Municipal Planning Commission Secretary" means the person appointed to the position established under Section 7 of this Bylaw.

3. Establishment and Membership

- 3.1 The Municipal Planning Commission of the Town of Two Hills is hereby established.
- 3.2 The Municipal Planning Commission shall consist of three (3) members appointed from the Council.
- 3.3 Under extraordinary circumstances, such as when a large number of members of the Municipal Planning Commission may have a potential conflict of interest, the Council may appoint additional members of the Municipal Planning Commission for a specific, short period of time, as the Council sees fit, in order to attempt to ensure that the Municipal Planning Commission will have a quorum for a meeting.

4. Term of Office

- 4.1 Subject to Sections 3.3 and 4.2 of this bylaw, each member of the Municipal Planning Commission appointed from the Council shall be appointed for a term of one (1) year and may be reappointed upon the expiry of the term at the pleasure of the Council.
- 4.2 Where a member of the Council is appointed as a member of the Municipal Planning Commission, his appointment shall terminate upon his ceasing to be a member of the Council.

5. Chairman

- 5.1 At the first meeting of the Municipal Planning Commission following the appointment of members each year, a Chairman shall be elected by vote of the majority of the members.
- 5.2 A member may be re-elected to the position of Chairman.
- 5.3 The Chairman shall preside at the meetings of the Municipal Planning Commission.

6. Vice-Chairman

- 6.1 A Vice-Chairman shall be elected at the same time and under the same rules as the Chairman.
- 6.2 A member may be re-elected to the position of Vice-Chairman.
- 6.3 The Vice-Chairman shall preside at the meetings of the Municipal Planning Commission in place of the Chairman if the Chairman, for any reason, does not preside at the meeting.
- 6.4 In the absence of the Chairman and the Vice-Chairman, one of the other members of the Municipal Planning Commission shall be elected to preside.

7. Secretary of the Municipal Planning Commission

- 7.1 The position of designated officer for the limited purpose of carrying out the function of the Secretary to the Municipal Planning Commission is hereby established ("Municipal Planning Commission Secretary").
- 7.2 The Municipal Planning Commission Secretary shall be appointed by resolution of the Council and shall not be a member of the Municipal Planning Commission.
- 7.3 The Municipal Planning Commission Secretary shall be responsibilities and functions including the following:
 - 7.3.1 Makes and keeps a record of the Municipal Planning Commission proceedings which may be in the form of a summary of the evidence presented at a hearing.
 - 7.3.2 Compiles and provides Agenda and meeting packages to members and make available to the public.
 - 7.3.3 Signs orders, decision, approval, notices, and other items given by the Municipal Planning Commission on its behalf.

8. Quorum and Meetings

- 8.1 A quorum of the Municipal Planning Commission shall be two (2) members of the Municipal Planning Commission.
- 8.2 The Municipal Planning Commission shall meet at such intervals as are necessary to consider and decide on matters before it.
- 8.3 The Municipal Planning Commission shall have prepared and maintain a file of written Minutes of the business transacted at all meetings and hearings of the Municipal Planning Commission, copies of which shall be regularly filed with the Council. These Minutes may be in the form of a summary of the activities undertaken, together with the motions made, at the meetings and hearings.
- 8.4 A member of the Municipal Planning Commission who is, for any reason, unable to attend the whole or a part of the deliberations on a particular application, shall not participate in the continued deliberations or in the decision of the Municipal Planning Commission upon that application.
- 8.5 The Municipal Planning Commission may make rules as are necessary for the conduct of its meetings and its business that are consistent with this Bylaw, the Town of Two Hills Land Use Bylaw, and the Act.

9. Fees and Expenses

- 9.1 The remuneration, travelling, living and other expenses of the members of the Municipal Planning Commission and the Municipal Planning Commission Secretary, shall be established by Council from time to time.
- 9.2 The fees associated with the launching of applications, and the meetings of the Municipal Planning Commission may be set by the Council by Bylaw.

10. Responsibilities

10.1 The Municipal Planning Commission shall:

10.1.1 advise and assist the Council with regard to the planning of orderly and economical development with the Town.

10.1.2 act as Development Authority for the Town of Two Hills where provided for in the Town of Two Hills Development Authority Bylaw and Land Use Bylaw, and

10.1.3 act as Subdivision Authority for the Town of Two Hills where provided for in the Town of Two Hills Subdivision Authority Bylaw.

11. Effective Date and Repeals

11.1 This Bylaw shall come into force and take effect on the date of its finally being passed.

11.2 Bylaw No. - of the Town of Two Hills is hereby repealed.

READ A FIRST TIME THIS 23RD DAY OF OCTOBER, A.D. 1995,


MAYOR


ADMINISTRATOR

READ A SECOND TIME THIS 23RD DAY OF OCTOBER, A.D. 1995,


MAYOR


ADMINISTRATOR

READ A THIRD TIME AND FINALLY PASSED THIS 23RD DAY OF OCTOBER, A.D. 1995.


MAYOR


ADMINISTRATOR