

BYLAW NUMBER 744\_21  
VILLAGE OF DONALDA

MUNICIPAL PLANNING COMMISSION BYLAW

A Bylaw of the Village of Donalda, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto, to provide for the establishment of a Municipal Planning Commission in the Village of Donalda.

WHEREAS the Municipal Council wishes to establish a Municipal Planning Commission pursuant to the Municipal Government Act, Chapter M-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto;

NOW THEREFORE the Municipal Council of the Village of Donalda, duly assembled, enacts as follows:

Title:

1. The Bylaw may be cited as the “Municipal Planning Commission Bylaw”

Definitions:

2. The following words and terms are defined as follows:
  - a. “Act” means the Municipal Government Act, S.A. 2000, c. M-26.1, as amended;
  - b. “Commission” means the Municipal Planning Commission established by this bylaw;
  - c. “Council” means the Council of the Village of Donalda;
  - d. “Development Officer” means one of the persons appointed to the position of Development Officer pursuant to the Land Use Bylaw
  - e. “Land Use Bylaw” means the Land Use Bylaw adopted pursuant to the Municipal Government Act;
  - f. “Member” means a member of the Municipal Planning Commission appointed pursuant to this Bylaw;
  - g. “Village” means the Village of Donalda.

Establishment of Authority

3. The Municipal Planning Commission is hereby established.

Membership and Term

4. The Commission shall consist of all members of the Village of Donalda Council.
5. The Commission shall elect a Chair and Vice-Chair from its members.

Functions and Duties

6. The Commission has the following functions and duties;
  - a. to achieve the orderly, economic, and beneficial development, use of land and patterns of human settlement, and to maintain and improve the quality of the

physical environment within which the patterns of the settlement are situated in the Village;

- b. to serve as Development Authority pursuant to Part 17 of the Act and as empowered by Development Authority Bylaw in respect to those powers and duties assigned to the Commission under the Land Use Bylaw.
- c. To serve as the Subdivision Authority pursuant to Part 17 of the Act and as empowered by Subdivision Authority Bylaw.

#### Procedure Matters

7. A quorum of the Commission shall consist of a majority of the Members.
8. In the event of absence or inability of the Chair to preside at a Commission meeting, the Vice-Chair shall preside. In the event of absence or inability of both the Chair and Vice-Chair to preside at a meeting of the Commission, the Members present in constituting a quorum shall elect one of its members to act as Chair.
9. The council shall appoint by Resolution of Council a person or persons to serve as Secretary to the Board, who shall;
  - a. not have a vote;
  - b. notify all Members of the Commission of the meetings of the Commission;
  - c. prepare and maintain a file of written minutes of meetings of the Commission;
  - d. record decisions of the Commission and issue the decision to all affected parties;
  - e. be authorized to sign on behalf of the Commission any order, decision, approval, notice, or other thing made, given, or issued by the Commission;
  - f. undertake other duties as Council or the Commission may require.
10. Only those members of the Commission present at a meeting of the Commission shall be able to vote on a matter at the meeting.
11. A decision of the majority of Members present at a duly convened meeting of the Commission shall be deemed to be a decision of the whole Commission.
12. In the event of a tie vote, the matter before the Commission shall be deemed to be denied.
13. For any procedures not covered in Part 17 of the Act or by bylaw of the Village, the Commission may establish procedures for the conduct of meetings.
14. The Commission shall hold meetings and undertake actions as are necessary to fulfill the powers and duties of the Commission.
15. The meetings of the Commission shall be in public, but the Commission may at any time recess and deliberate in private.
16. Development permit applications referred to the Commission shall be considered and either approved, with or without conditions or refused in accordance with the Land Use Bylaw and Part 17 of the Act and any regulations made thereunder.
17. Where a development permit application has been approved by the Commission, a development permit shall be issued forthwith in accordance with the decision of the Commission.

18. A decision of the Commission is not final until notification of the decision is given in writing.
19. If a Member has a direct pecuniary interest in a matter before the Commission, or if a Member is aware of any reason which may lead to a possible bias when hearing the matter, the Member shall declare an interest or likelihood of bias to the Commission and shall abstain from discussion and voting on the matter, and such abstention shall be recorded in the minutes.
20. Notwithstanding Section 14.e, an order, decision, or approval made, given, or issued by the Commission may be signed by the Chair or Vice-Chair of the Commission.

This Bylaw shall become in force upon the third and final reading.

READ A FIRST TIME IN OPEN COUNCIL THIS 21<sup>st</sup> DAY OF SEPTEMBER 2021.

READ A SECOND TIME IN OPEN COUNCIL THIS 21<sup>st</sup> DAY OF SEPTEMBER 2021.

Unanimous consent for third and final reading was given this 21<sup>st</sup> day of September 2021.

READ A THIRD TIME IN OPEN COUNCIL AND FINALLY PASSED THIS 21<sup>st</sup> DAY OF SEPTEMBER 2021.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER