

**BYLAW NO. 66-03**

**A BYLAW OF THE MUNICIPAL DISTRICT OF CLEAR HILLS NO. 21, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING A MUNICIPAL PLANNING COMMISSION.**

WHEREAS, the Council of the Municipal District of Clear Hills No. 21 deems it desirable to establish a Municipal Planning Commission for the municipality; and

WHEREAS, Section 626(1) of the Municipal Government Act, 2000, and amendments thereto, allows a Council to establish a Municipal Planning Commission; and

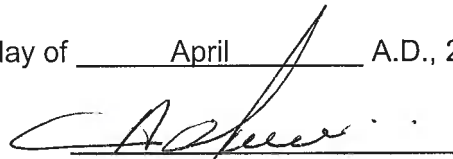
WHEREAS, the Council of the Municipal District of Clear Hills No. 21 has established a Development Authority, by the adoption of Bylaw No. 14, for the municipality in accordance to the provisions of the Municipal Government Act, 2000, and amendments thereto.

NOW THEREFORE, the Council of the Municipal District of Clear Hills No. 21, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. THAT, the Municipal District of Clear Hills No. 21 Municipal Planning Commission is hereby established in accordance to attached Schedule "A".
2. THAT, This By-Law hereby repeals all previous Bylaws to the same effect including Ministerial Order No. 1172-92, Bylaw No. 17 and Bylaw No. 58.
3. THAT, this bylaw shall come into full force and effect upon third and final reading.

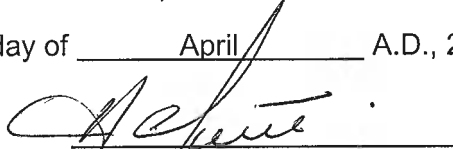
READ for a FIRST time this 8<sup>th</sup> day of April A.D., 2003.

  
Marlene Maxwell, Reeve

  
Alcide Cloutier, CAO

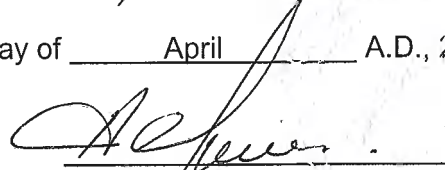
READ for a SECOND time this 8<sup>th</sup> day of April A.D., 2003.

  
Marlene Maxwell, Reeve

  
Alcide Cloutier, CAO

READ for a THIRD time this 8<sup>th</sup> day of April A.D., 2003.

  
Marlene Maxwell, Reeve

  
Alcide Cloutier, CAO

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MUNICIPAL DISTRICT OF CLEAR HILLS NO. 21  
BYLAW NO. 66-03  
SCHEDULE "A"

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MUNICIPAL PLANNING COMMISSION

1.0 GENERAL

- 1.1 The purpose of this bylaw is to establish a Municipal Planning Commission for the Municipal District of Clear Hills No. 21

2.0 DEFINITIONS

2.1 In this ByLaw:

- a. "BYLAW" means Bylaw No. 66-03, being the bylaw passed by the Council of the Municipal District of Clear Hills NO. 21 for the purpose of establishing a Municipal Planning Commission.
- b. "COMMISSION" means the Municipal District of Clear Hills No. 21 Municipal Planning Commission.
- c. "COUNCIL" means the Council for the Municipal District of Clear Hills No. 21.
- d. "DEVELOPMENT OFFICER" means a person appointed by Council to act as the Development Officer for the Municipal District of Clear Hills No. 21.
- e. "MEMBER" means a person appointed by Council to be a member of the Municipal District of Clear Hills No. 21 Municipal Planning Commission.
- f. "MUNICIPAL DISTRICT" means the Municipal District of Clear Hills No. 21.
- g. "SECRETARY" means the person designated by the Chief Administrative Officer of the Municipal District of Clear Hills No. 21 to act as the Secretary to the Municipal District of Clear Hills No. 21 Municipal Planning Commission.
- h. All other terms used in the Bylaw shall have the meaning assigned to them by the Municipal Government Act, 2003, and amendments thereto, and the current Municipal District of Clear Hills No. 21 Land Use Bylaw.

3.0 ADMINISTRATION

3.1 Eligibility:

- a. No person who is a non-resident of the Municipal District of Clear Hills No. 21 shall be a member of the Municipal Planning Commission unless otherwise allowed for through the adoption of an inter-municipal agreement of some kind.

3.2 Membership:

- a. The Municipal Planning Commission shall consist of five (5) members, being municipal councillors, as appointed by Council.

- b. A municipal councillor's appointment to the Municipal Planning Commission terminates upon that person ceasing to be a member of Council.
  - c. Appointments to the Municipal Planning Commission shall be made by Council at the annual organizational meeting.
- 3.3 Remuneration, Travel and Living Expenses:
  - a. Members of the Municipal Planning Commission may be entitled to remuneration, travel and living expenses as established by Council.
- 3.4 Quorum:
  - a. Three members of Municipal Planning Commission shall constitute a quorum.
- 3.5 Chairman
  - a. The Members of the Municipal Planning Commission shall elect a Chairman from amongst themselves.
  - b. In the absence of the Chairman, another Member of the Municipal Planning Commission shall be elected to act as the Chairman for the Municipal Planning Commission.
- 3.6 Duties:
  - a. Decide on all development permit applications referred to it by the Development Officer;
  - b. Make recommendations to the Subdivision Authority in respect of applications for subdivision;
  - c. Make recommendations to Council in respect of planning and development matters affecting the Municipal District; and
  - d. Perform such other duties as assigned to the Municipal Planning Commission by Council.
- 3.7 Decisions:
  - a. The Municipal Planning Commission shall give its decisions, in writing, pursuant to the Municipal Government Act, 1994, and amendments thereto.
  - b. The decision of the majority of the Members of the Municipal Planning Commission present at a meeting, duly convened, is deemed to be the decision of the whole Municipal Planning Commission.
- 3.8 Signing Authority
  - a. An approval, decision, notice, order or other things made, given or issued by the Municipal Planning Commission may be signed by the Chairman or a person designated to sign on behalf of the Municipal Planning Commission.

3.9 Meetings:

- a. Meetings of the Municipal Planning Commission shall be called by the Chairman, the Development Officer and/or the Chief Administrative Officer of the Municipal District.

4.0 SECRETARY

- 4.1 The office of the Secretary of the Municipal Planning Commission is hereby established.

- 4.2 The Secretary shall be an employee of the Municipal District.

4.3 The Secretary shall:

- a. Notify all members of and advisors to the Municipal Planning Commission of meetings of the Municipal Planning Commission.
- b. Prepare agendas and written minutes concerning meetings of the Municipal Planning Commission.
- c. Keep records and files, as required by the Municipal District.
- d. Prepare correspondence, decisions, orders, notices and other things based on the direction of the Municipal Planning Commission.
- e. Carry out such other duties as specified by the Municipal Planning Commission.