

**BY-LAW NO. 994**

**A BY-LAW OF THE TOWN OF ST. PAUL  
IN THE PROVINCE OF ALBERTA  
TO ESTABLISH THE MUNICIPAL PLANNING COMMISSION  
OF THE TOWN OF ST. PAUL**

**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 By-Law.

**NOW THEREFORE** the Council of the Town of St. Paul, duly assembled, enacts as follows.

**1. Name**

1.1 This By-Law may be cited as the "Municipal Planning Commission By-Law".

**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 St. Paul for the time being elected pursuant to the provisions of the Act, whose term is unexpired, such 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 By-Law for the purpose of obtaining a development permit.
- 2.4 "Development Authority" means the persons established under Section 3 of the Development Authority By-Law 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 By-Law of the Town of St. Paul.
- 2.6 "Land Use By-Law" means By-Law adopted as a Land Use By-Law pursuant to the Act or the former Act.

2.7 "Subdivision Authority" means the persons established under Section 3 of the Subdivision Authority By-Law 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 By-Law.

### **3. Establishment and Membership**

3.1 The Municipal Planning Commission of the Town of St. Paul is hereby established.

3.2 The Municipal Planning Commission shall consist of three (3) members appointed by resolution of the Council from the Council.

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### **4. Term of Office**

4.1 Subject to Section 4.2 of the By-Law, 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 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**

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- 6.1 A Vice-Chairman shall be elected at the same time and under the same as the Chairman.
- 6.2 A member may be re-elected to the position of Vice-Chairman.
- 6.3 A 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.

**7. Secretary of the Municipal Planning Commission**

the hereby

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 established ("Municipal Planning Commission Secretary").

Commission.

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.

and

7.3 The Municipal Planning Commission Secretary shall have responsibilities and functions including the following:

evidence

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 presented at a hearing.

and

7.3.2 Compiles and provides Agenda and meeting packages to members make available to the public.

the

7.3.3 Signs orders, decision, approval, notices, and other items given by Municipal Planning Commission on its behalf.

**8. Quorum and Meetings**

of

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 By-Law, the Town of St. Paul Land Use By-Law, 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 By-Law.

## **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 within the Town, and

10.1.2 act as Development Authority for the Town of St. Paul where provided for in the Town of St. Paul Development Authority By-Law and Land Use By-Law.

## **11. Effective Date and Repeals**

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

11.2 By-Law No. 704 of the Town of St. Paul is hereby repealed.

READ a first time this 13th day of November, A.D. 1995 .

READ a second time this 13th day of November, A.D. 1995 .

READ a third time and finally passed this 13th day of November, A.D. 1995

_____	<b>Mayor</b>
<b>J o h n</b>	<b>T r e f a n e n k o</b>
_____	<b>Municipal</b>
<b>Wayne C. Horner</b>	<b>Administrator</b>