

VILLAGE OF EMPRESS

BYLAW NO. 8-2013

A BYLAW OF THE VILLAGE OF EMPRESS, IN THE PROVINCE OF ALBERTA, PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M-26 OF THE REVISED STATUTES OF ALBERTA 2000 AND AMENDMENTS THERETO, TO PROVIDE FOR THE APPOINTMENT OF DEVELOPMENT OFFICER AND ESTABLISHMENT OF A MUNICIPAL PLANNING COMMISSION, PRESCRIBE ITS FUNCTIONS AND DUTIES AND ESTABLISH ITS RULES OF PROCEDURE AND CONDUCT.

PURSUANT to Section 624 of the Municipal Government Act, the Village of Empress Council duly assembled, enacts as follows:

1. The Empress Development Authority shall advise and assist Council with regard to the planning of orderly and economical development within the municipality and shall seek to ensure that any proposed development is in accordance with the purpose, scope and intent of the land use bylaw and/or any statutory plans in effect.
2. The Empress Development Authority shall consist of a Development Officer and a Municipal Planning Commission who are authorized to receive, consider and decide on applications for development permits in the manner prescribed in the Land Use Bylaw.

APPOINTMENT OF DEVELOPMENT OFFICER

3. Council may, by resolution, appoint Development Officer(s).

ESTABLISHMENT OF THE MUNICIPAL PLANNING COMMISSION

4. That the Municipal Planning Commission of the Village of Empress, hereinafter called "the Commission" is hereby established.
5. The commission shall consist of three (3) members as follows:
 - (a) 2 members of Council; and
 - (b) 1 resident at large from the Village of Empress appointed by resolutions of Council.
6. No person who is a member of the Subdivision and/or Development Appeal Board or any municipal employees shall be appointed to act as a member of the Commission.
7. The Municipal Planning Commission shall elect one member as Chairman of the Commission and one member as Vice-Chairman of the Commission.
8. The Vice-Chairman shall preside over any business before the Commission in the event of the absence of, or inability of the Chairman to act as the Chairman.
9. The Chairman or Vice-Chairman may be elected for successive terms as Chairman or Vice-Chairman, as the case may be.
10. The Chairman or Vice-Chairman, in the absence of the Chairman, shall preside over and be responsible for the conduct of meetings of the Commission.


11. Term of Membership with the Commission will be three years. No person, other than elected officials sitting as a member may serve more than two consecutive terms unless that person has been off the Board for one full term.
12. Any vacancy caused by death, retirement or resignation of a member may be filled by resolution of the Council.
13. A person is disqualified from remaining a member of the Commission if such person is absent from three consecutive meetings, or has attended less than 75% of the meetings within any calendar year. Notwithstanding the above, a person is not disqualified if his/her absence is authorized by a resolution of the Commission.
14. The Commission shall not be disbanded, nor a member of it discharged without cause.
15. Two members of the Commission shall constitute a quorum for the making of all decisions and for doing any action required or permitted to be done by the Commission.
16. Only those members of the Commission present at a meeting of the Commission shall vote on any matter before it.
17. In the event of a tie vote, a motion shall be deemed to have been decided in the negative.
18. The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Commission.
19. The Commission shall hold such meetings as are necessary to fulfill the Commission's responsibilities.
20. The Commission shall have prepared and maintained a file of written minutes of the business transacted at all meetings of the Commission, copies of which shall be regularly filed with the Council.
21. The Commission may make rules as are necessary for the conduct of its meetings and its business that are consistent with this Bylaw, the Village of Empress Procedural Bylaw and the Municipal Government Act and any amendments thereto.
22. The setting of fees for any matter coming before the Commission shall be established by resolution of Council as it considers necessary.
23. A secretary of the Commission shall be appointed by the Chief Administrative Officer.
24. The secretary to the Commission shall:
 - (a) attend all meetings of the Commission;
 - (b) record the minutes of the minutes, and
 - (c) carry out such other functions or duties as may be assigned by the Commission.

- 25. Prior to each meeting of the Commission the Development Officer shall cause an agenda and related agenda material to be prepared.
- 26. The Commission may make its orders, decisions, development permits and approvals and issue notices with or without conditions.
- 27. A decision of the Commission on a development application is not final until it has been given in writing, together with reasons for the decision if required under the Act.
- 28. This Bylaw comes into effect upon the date of its being finally passed.


READ A FIRST TIME THIS 20th DAY OF SEPTEMBER, 2013

READ A SECOND TIME THIS 20th DAY OF SEPTEMBER, 2013.

READ A THIRD TIME AND PASSED THIS 20th DAY OF SEPTEMBER, 2013.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

Reviewed and passed January 18, 2018