

**TOWN OF CHESTERMERE
BYLAW 025-10**

BEING A BYLAW OF THE TOWN OF CHESTERMERE TO ESTABLISH A MUNICIPAL PLANNING COMMISSION.

WHEREAS, Pursuant to and under authority of Section 626 of the Municipal Government Act, 2000, Chapter M-26, as amended, the Municipal Council may by bylaw establish a Municipal Planning Commission;

WHEREAS, Pursuant to and under authority of Section 623 and 624 of the Municipal Government Act, 2000, Chapter M-26, as amended, the Municipal Council must by bylaw establish a subdivision and development authority to exercise subdivision and development powers and perform duties on behalf of the municipality; and

NOW THEREFORE, The Council of the Town of Chestermere enacts as follows:

1. This bylaw shall be referred to as the "Chestermere Planning Commission (C.P.C.) Bylaw".
2. In this Bylaw, including this section, unless the context otherwise requires:
 - a. "Act" means the Municipal Government Act, 2000, Chapter M-26, and amended from time to time and amendments thereto;
 - b. "Chief Administrative Officer" means the position established by bylaw to which the administrative head of the Municipality is appointed by Council;
 - c. "Council" means the Mayor and Councillors of the Municipality, acting as the Council of the Town of Chestermere at duly assembled meetings thereof;
 - d. "Subdivision and Development Authority" means the person or persons delegated to exercise subdivision and development powers and duties on behalf of the Town pursuant to this bylaw.
 - e. "Municipality" means the Municipal Corporation of the Town of Chestermere in the Province of Alberta or the area



contained within the boundaries of the Town of
Chestermere;

- f. Words indicating the masculine or feminine gender mean persons of either gender.
3. The Subdivision and Development Authority for the Town of Chestermere is hereby established and shall consist of the Chestermere Planning Commission or the Chief Administrative Officer.
 4. The Chestermere Planning Commission (*hereinafter called the Commission*) is hereby established and shall consist of the following:
 - a. The Commission shall be composed of nine(9) members for a term of one year, such appointments coinciding with the Council's annual organizational meeting.
 - b. The total membership of the Commission appointed by Council shall include no more than five (5) members of Council, and four (4) members from the public-at-large by following the Town Policy for recruitment of Committee members.
 - c. Members may reapply annually for consideration of re-appointment.
 - d. Any member may resign at any time and Council may request the resignation of any member prior to the expiry of the appointment.
 - e. A member who is absent from three (3) consecutive meetings without the Chairman's approval, shall immediately be removed as a member of the Commission.
 - f. When a vacancy occurs on the Commission, the vacancy so created shall be filled by an appointment from Council of a person to serve the remainder of the term of the person vacating membership.
 - g. At the first meeting following the town's organizational meeting, the members of the Commission shall elect from its membership a Chairman and a Vice-Chairman.
 - h. In the event of absence or inability of the Chairman to preside at a meeting, the Vice-Chairman shall preside.
 - i. In the event of absence or inability of both the Chairman and Vice-chairman to preside at a meeting, the members present, in constituting a quorum shall elect one of its members to preside as Chairman for that meeting.
 - j. Five (5) members of the Commission present shall constitute a quorum.

(11)

5. The Commission shall consider and function within the Act and Land Use Bylaw, and may provide advice to Council on any planning matter.
6. Pursuant to Section 209 of the Municipal Government Act, the Chief Administrative Officer may in writing, delegate the Subdivision and Development Authority to any employee or employees of the Municipality he considers qualified, said employee(s) to be known as the Subdivision Officer (s) or Development Officer(s).
7. The Commission shall consider and decide on development applications referred to the Commission by Development Officer and all subdivision applications except for condominium redivisions, which shall be reviewed and decided by Subdivision Officer.
8. In exercising Subdivision Development Authority, the Subdivision Officer(s) and Development Officer(s) shall function in accordance with the duties and powers prescribed in the Municipal Government Act, as amended from time to time, and the Land Use Bylaw of the Municipality.
9. A commission secretary shall be assigned by the Director of Planning to carry out the administrative duties of preparing agendas, notifications, minutes, record retention and other duties assigned as required.
10. The Commission may establish its structure defined under Section 4, meeting frequency and schedules.
11. Where the Commission deems it desirable, it may request any person or persons to attend meetings in an advisory capacity, but without voting privileges.
12. Commission meetings may deliberate and make decisions in meetings closed to the public in accordance with Section 197 of the Act.
13. The decision of the majority of the members of the Commission present at a meeting duly convened is deemed to be the decision of the whole Commission. In the event of a tie vote, the decision shall be deemed to be denied.
14. Signing authority for transmittals of decisions and endorsements for subdivisions shall be the Subdivision Officer.



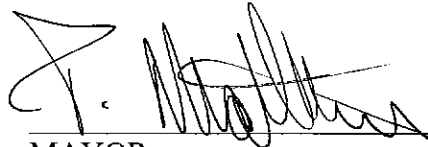
15. Signing authority for development permits and notices of decision shall be the Development Officer.
16. Instruments for easements and caveats shall be signed by the Mayor and the Chief administrative Officer of the Town of Chestermere.
17. Bylaw 99-609/1 and Bylaw 2003-612/1 are hereby repealed.
18. This Bylaw comes into full force and takes effect on the date of third and final reading.


Resolution # 408-10.

FIRST READING, PASSED THIS 20TH DAY OF DECEMBER, 2010.

SECOND READING, PASSED THIS 20TH DAY OF DECEMBER, 2010.

THIRD READING, PASSED THIS 20TH DAY OF DECEMBER, 2010.


MAYOR


CHIEF ADMINISTRATIVE OFFICER