

# Creation of the Municipal Planning Commission



## Municipal Government Act

Pursuant to Section 203(1), a council may by bylaw delegate any of its powers, duties or functions to a council committee. Further, Section 626(1) indicates that a council may by bylaw establish a Municipal Planning Commission.

## Bylaw 1530 – Subdivision & Development Authority Bylaw

On June 22, 2009, council passed Bylaw 1530. The purpose of the bylaw is to establish the Municipal Planning Commission.



# Mandate of the Municipal Planning Commission

Through the delegation of power from Municipal Council, the Municipal Planning Commission (MPC) is authorized to make decisions on applications for subdivision and development (in accordance with applicable regulations). Specifically:

1. Subdivision applications (inc. condominium),
2. Discretionary use development permit applications,
3. Permitted use development permit applications (which does not otherwise comply with the requirements and regulations as set out in the Land Use Bylaw), and
4. When the Development Officer chooses to forward a development permit application.

The Municipal Planning Commission operates at arms length from Council, but doesn't set policy. Decisions are appealable to the Subdivision & Development Appeal Board. The MPC acts in advisory capacity when requested by Council and may propose policy changes to Council. Teamwork with Council, other departments and Council committees is encouraged.

# Municipal Planning Commission Meeting Agenda's & Minutes



## Meetings:

In consultation with the MPC the dates and times of meetings are established. Bylaw 1530 states that meeting shall be held monthly. (typically one or two Friday mornings a month)

## Agendas:

Compiled and Distributed by the Development Department through the external [myclaresholm.com](http://myclaresholm.com) website or via email.

## Minutes:

Typically minutes will be adopted (approved) by the MPC at the beginning of each meeting. However, due to work load the frequency may vary.

# Relationship with the Development Department

## Development Authority

Together the role of the MPC and the Development Officer include the entire decision making body for all subdivision and development within the Town of Claresholm.

## Secretary to the MPC

The Development Officer is designated as the secretary to the MPC.

## Advisory Capacity

The Development and Property Services Department provides guidance through the review process of applications. Inconsistencies and policy problems are highlighted to the MPC and together clarification is obtained.

# Relationship with the Town Council



## Development Authority

The MPC operates at arms length from Council, but doesn't set policy. Decisions are appealable to the Subdivision & Development Appeal Board.

## Advisory Capacity

The MPC will review material when requested by Council. The MPC will also propose policy changes to Council.

## Teamwork

Teamwork with Council, other departments and Council committees is encouraged.

# Legislation, Bylaws, Statutory Plans and Other Documents



- **Bylaw1530 – Subdivision & Development Authority Bylaw**
- **Land Use Bylaw No.1525**
- **Municipal Development Plan Bylaw No.1551**
- **Various Area Structure Plans & Area Re-development Plans**
- **Municipal Sustainability Plan**
- **Other:**
  - **Servicing Standards for Municipal Improvements (Sept 2007)**
  - **Municipal Government Act**