

**Summer Village of Rochon Sands  
In the Province of Alberta  
Bylaw #273-25  
“MUNICIPAL PLANNING COMMISSION BYLAW”**

A Bylaw of the Summer Village of Rochon Sands, in the Province of Alberta, to establish a Municipal Planning Commission (MPC) as the Development Authority for the Summer Village of Rochon Sands pursuant to Section 624 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended.

**WHEREAS:**

1. Section 624 of the *Municipal Government Act* (“MGA”) requires that a municipality must, by bylaw, establish a development authority to exercise development powers and duties on behalf of the municipality;
2. Council for the Summer Village of Rochon Sands has previously designated Parkland Community Planning Services (PCPS) as its Subdivision Authority through Bylaw No. 229-17,
3. The Summer Village of Rochon Sands participates in a joint Subdivision and Development Appeal Board (SDAB) for the purpose of hearing subdivision and development appeals;
4. The Land Use Bylaw of the Summer Village of Rochon Sands references the Municipal Planning Commission (MPC) as the Development Authority for the municipality;

**NOW THEREFORE**, the Council of the Summer Village of Rochon Sands, in the Province of Alberta, duly assembled, hereby enacts as follows:

**1. TITLE**

- 1.1 This bylaw shall be cited as the “Municipal Planning Commission Bylaw.”

**2. DEFINITIONS**

The following words and terms are defined as follows:

- a) “Act” means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26;
- b) “Chief Administrative Officer” or (“CAO”) means the person appointed as the Chief Administrative Officer of the Summer Village of Rochon Sands;
- c) “Commission” means the Municipal Planning Commission established under this bylaw;
- d) “Council” means the Council of the Summer Village of Rochon Sands;
- e) “Development Officer” means one of the persons appointed to the position of Development Officer pursuant to the Land Use Bylaw;
- f) “Development Permit” means a document that is issued under the Land Use Bylaw that authorizes a development;
- g) “Land Use Bylaw” means the Summer Village of Rochon Sands Land Use Bylaw adopted pursuant to the Municipal Government Act, as amended or replaced from time to time;
- h) “Member” means a member of the Commission appointed by Council;
- i) “Secretary to the Commission” means the person appointed to the position of Secretary to the Commission under this bylaw;
- j) “Summer Village” means the Summer Village of Rochon Sands.

**3. ESTABLISHMENT OF THE MPC**

- 3.1 The Municipal Planning Commission (MPC) is hereby established as the Development Authority for the Summer Village of Rochon Sands in accordance with Section 624 of the MGA.
- 3.2 The MPC shall exercise development powers and perform duties on behalf of the municipality as set out in Part 17 of the MGA, the Summer Village’s Land Use Bylaw, and any other applicable legislation.

#### **4. COMPOSITION**

- 4.1 The MPC shall consist of all members of the Summer Village of Rochon Sands Council.
- 4.2 The Mayor shall act as Chairperson of the MPC, and the Deputy Mayor shall act as Vice-Chairperson in the Chairperson's absence.
- 4.3 The Chief Administrative Officer (CAO) or designate shall serve as Secretary to the MPC but shall not have voting rights.

#### **5. POWERS AND DUTIES**

- 5.1 The MPC shall have the authority to:
  - a. Receive, review, and make decisions on development permit applications as required under the Summer Village of Rochon Sands Land Use Bylaw;
  - b. Issue, refuse, or issue with conditions any development permit;
  - c. Exercise all powers and duties of a Development Authority under Part 17 of the MGA;
  - d. Provide advice and recommendations on planning and development matters when requested.
- 5.2 The MPC shall not have authority over subdivision applications, which remain under the jurisdiction of the Subdivision Authority (PCPS).

#### **6. MEETINGS AND PROCEDURES**

- 6.1 The Municipal Planning Commission shall convene as needed to consider development permit applications and any other matters referred to it. Unless a separate meeting is scheduled, MPC business may be conducted during a regular or special meeting of Council, with Council formally recessing to sit as the Municipal Planning Commission before reconvening the Council meeting.
- 6.2 When MPC business is conducted during a regular or special meeting of Council, Council shall formally recess the Council meeting, convene as the Municipal Planning Commission to address MPC matters, and, upon conclusion, adjourn the MPC session and resume the Council meeting.
- 6.3 A quorum shall consist of a majority of the members of Council.
- 6.4 Decisions of the MPC shall be made by majority vote, and the Chairperson shall vote on all motions.
- 6.5 In the event of a tie vote, the decision shall be deemed to be decided in the negative.
- 6.6 Meetings of the Commission are public and may be held in-person or by electronic means, however, the Commission may deliberate at times in a closed session "in camera".
- 6.7 The MPC shall conduct its meetings in accordance with:
  - a. the procedural rules set out in the Council Procedural Bylaw, where applicable; and
  - b. the requirements of the Municipal Government Act, the Access to Information Act (ATIA), and the Protection of Privacy Act (POPA).
- 6.8 Minutes of each MPC meeting shall be prepared and retained as part of the official municipal records.

#### **7. APPEALS**

- 7.1 Any decision of the MPC may be appealed to the Subdivision and Development Appeal Board (SDAB) in accordance with Part 17 of the MGA.

**8. SEVERABILITY**

8.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the bylaw shall remain in full force and effect.

**9. EFFECTIVE DATE**

9.1 This Bylaw shall come into force and effect upon the date of its third reading and signing.

**READ** a first time this 12<sup>th</sup> day of August, 2025.

**READ** a second time this 12<sup>th</sup> day of August, 2025.

Given **UNANIMOUS** consent to proceed to third reading this 12<sup>th</sup> day of August, 2025.

**READ** a third time and finally passed this 12<sup>th</sup> day of August, 2025.



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Mayor / Chief Elected Official



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Chief Administrative Officer