

**Title: MPC Meeting Procedure**

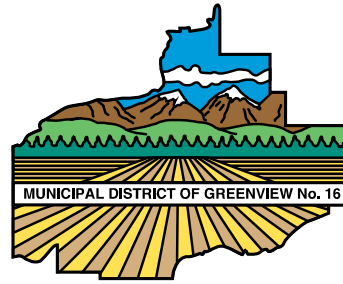
**Policy No: 6005**

**Effective Date: Nov 13, 2018**

**Motion Number: 18.11.628**

**Supersedes Policy No: (None)**

**Review Date: Nov 13, 2021**



**Purpose:** To establish guidelines on the recording of proceedings of the Municipal Planning Commission (MPC) meetings.

**DEFINITIONS**

**Chairperson** means the Member who is appointed to preside over the Municipal Planning Commission Meeting.

**Council** means all elected officials pursuant to the provisions of the Act.

**Development Authority** means the persons established under the Development Authority Bylaw to perform the functions of a development authority under the Act.

**Development Officer** means the person(s) occupying the position established under the Development Authority Bylaw.

**Member** means a member of the Municipal Planning Commission duly appointed by Council pursuant to the Municipal Planning Commission Bylaw.

**Municipal Government Act (MGA)** means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.

**Municipal Planning Commission (MPC)** means the Municipal Planning Commission established under the Bylaw of the M.D. Greenview No. 16.

**POLICY**

Council will establish procedural guidelines to ensure proper records of proceedings are kept.

1. All notifications for meetings for the Municipal Planning Commission will be conducted as required within the MGA or Municipal Bylaws.
2. If a member cannot attend a meeting, that member is obligated and responsible to notify Administration of their absence so it can be determined if a quorum will be present to hold a meeting.
3. Meetings are open to the general public.

**PROCEDURE**

**Policy No: 6005**

### **Municipal Planning Commission Meetings**

1. All Municipal Planning Commission Meetings shall be open to the public and everyone has the right to be present unless the person chairing the meeting expels any person(s) for improper conduct.
2. Minutes shall be recorded at each Municipal Planning Commission meeting and placed on a subsequent Municipal Planning Commission meeting agenda for adoption, thus becoming a permanent record of the Municipal Planning Commission.

### **Electronic Participation in Municipal Planning Commission Meetings**

1. Any Member may attend a Municipal Planning Commission meeting by means of electronic communication, such as telephone, a personal computer; or other means as technology allows, ensuring that dialogue is available for all parties;
2. A Member attending a meeting by means of electronic communication shall:
  - a. advise the Manager, Planning and Development or designate at least one (1) full business day in advance of their intention to participate through electronic communication;
  - b. be permitted to attend Municipal Planning Commission meetings by means of electronic communication;
  - c. be deemed to be present at the meeting for whatever period of time the connection via electronic communication remains active and be recorded in the minutes as being present via electronic communication;
  - d. advise if any other persons are or will be present in the room during the meeting with this record be noted in the minutes; and
  - e. be asked to state their vote only after all other Members have cast their votes.
3. The Chair shall not be permitted to participate in the meeting by electronic communication. The Vice Chairperson, or in their absence a Member present in-person at the meeting as selected by a motion of the Municipal Planning Commission, shall be the Chair for that meeting.

### **Voting**

1. A Member (including the Chair) attending a Municipal Planning Commission meeting must vote when the question is called.
2. Any member of the Municipal Planning Commission shall not vote in any meeting on any question in which he or she has a conflict of interest or pecuniary interest as determined by the appropriate sections of the Municipal Government Act dealing with these matters.
3. The Municipal Planning Commission must ensure that each abstention and the reason for the abstention are recorded in the minutes.
4. A member of the Municipal Planning Commission who is for any reason unable to attend the whole or part of any meeting on an application shall not participate in the deliberations or decisions of the Municipal Planning Commission upon that application.
5. Voting shall be:
  - a. by electronic means which, once the vote is complete, will display each Councillors vote for or against; or
  - b. by show of hands if electronic means is not available.

6. A decision of the majority of members present at a duly constituted meeting shall be deemed the decision of the Municipal Planning Commission.

**Agenda Package**

1. The Planning and Development staff shall prepare an agenda package prior to each "Municipal Planning Commission Meeting".
2. The agenda package shall:
  - a. include the Proposed Agenda in the following format:
    - i. MEETING AGENDA  
Location  
Meeting date and appointed time of the meeting
    - ii. CALL TO ORDER
    - iii. ADOPTION OF AGENDA
    - iv. ADOPTION OF MINUTES
    - v. BUSINESS ARISING FROM MINUTES
    - vi. DELEGATIONS
    - vii. SUBDIVISIONS
    - viii. DEVELOPMENT PERMITS
    - ix. DATE OF NEXT MEETING
    - x. ADJOURNMENT
  - b. include Draft Minutes to be reviewed for adoption;
  - c. include Business items Arising From Minutes and applicable information;
  - d. include Delegation items and applicable information;
  - e. include Subdivision applications and applicable information;
  - f. include Development Permit applications and applicable information;
  - g. be delivered to all Members a minimum of 3 business days prior to the meeting; and
  - h. be posted on the Greenview website a minimum of 3 business days prior to the Municipal Planning Commission Meeting.
3. Agenda Package items and applicable information must be submitted, in writing, to the Manager, Planning and Development a minimum of 5 business days prior to the Meeting to ensure they will be included in the Agenda Package.
  - a. Staff shall submit a reports and information as directed by the Manager, Planning and Development.
  - b. Delegations shall submit their request to appear before the Municipal Planning Commission on the prescribed form along with written presentation, background information and summary of action being taken by: mail, e-mail, fax or delivering in person.

**Proceedings**

1. Call to Order
  - a. If a quorum is not present 30 minutes after the appointed time the meeting is to start, the Manager, Planning and Development or designate shall record the names of those present and the Municipal Planning Commission shall stand adjourned.

- b. If a quorum is present the Chairperson, if in attendance, shall preside as Chair. As soon as possible after the appointed time the meeting is to start, the Chairperson shall call the meeting to order.
  - c. If a quorum is present and the Chairperson is not in attendance at the appointed time the meeting is to start, the Vice Chairperson, if in attendance, shall preside in the absence of the Chairperson and shall call the meeting to order.
  - d. If a quorum is present and the Chairperson or Vice Chairperson are not in attendance within 15 minutes after the appointed time the meeting is to start, the Manager, Planning and Development shall call the meeting to order. The Members in attendance shall choose a Chair to preside in the absence of the Chairperson and Vice Chairperson.
2. Adoption of Agenda
- a. The Chair shall call for Additions or Deletions to the Proposed Agenda.
  - b. If there is any question regarding a proposed change, the question shall be resolved by a vote of the Municipal Planning Commission.
  - c. Subdivision and development permit applications shall be added to the Agenda under Subdivisions and Development Permits, respectively.
  - d. The Chair shall request a motion to adopt the Agenda as presented or as amended and call the question.
3. Adoption of Minutes
- a. The Chair shall ask if there are any errors or omissions in the Draft Minutes.
  - b. Municipal Planning Commission shall direct the Manager, Planning and Development to make corrections as required.
  - c. The Chair shall request a motion to adopt the Minutes as presented or as amended and call the question.
4. Business Arising From Minutes
- a. The Manager, Planning and Development shall introduce each item of Business Arising from the Minutes.
  - b. Any Member (including the Chair) may introduce additional items of Business Arising from the Minutes.
5. Delegations
- a. The Chair shall ask for each Delegation to be introduced, followed by their presentation, in the order they are listed on the Agenda.
  - b. The Delegation presentation shall be restricted to 5 minutes in the Agenda. The Chair may, with the consent of the majority of Members present, extend this time allotment.
  - c. Once the Delegation has been heard the Chair shall ensure each Member (including the Chair) has adequate opportunity to address the Delegation regarding points of clarification.
  - d. Members shall not enter into debate with the Delegation.
  - e. Delegation items shall be included on the Agenda under Delegations.
6. Subdivisions
- a. The Development Officer shall introduce each subdivision application as it is listed on the Agenda.

- b. The Chair shall call for a motion to approve or refuse after the Development Officer has presented their report, and Members have deliberated and have asked their questions to the Development Officer, the applicant or other individuals present.
  - c. If any Member (including the Chair) considers there to be insufficient information or time to properly deal with the item the Chair shall accept a motion to table the item to a future meeting, the motion shall include the reason for tabling and action required.
- 7. Development Permits
  - a. The Development Officer shall introduce each development permit application as it is listed on the Agenda.
  - b. The Chair shall call for a motion to approve or refuse after the Development Officer has presented their report, and Members have deliberated and have asked their questions to the Development Officer, the applicant or individuals present.
  - c. If any Member (including the Chair) considers there to be insufficient information or time to properly deal with the item the Chair shall accept a motion to table the item to a future meeting, the motion shall include the reason for tabling and action required.
- 8. Date of Next Meeting
  - a. The Chair shall inform Members of the date of the next Municipal Planning Commission meeting.
- 9. Adjournment
  - a. The Chair shall adjourn the Municipal Planning Commission Meeting.