



# Municipal Planning Commission (MPC) Meeting Procedure Policy

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**REVISION RECORD**

Date	Version	Revision description
	1	Original
February 18, 2021	2	Policy LSD – 004 replaced Policy No. 6200

**1. TITLE:**

**1.1 Municipal Planning Commission (MPC) Meeting Procedure Policy**

**2. POLICY STATEMENT:**

**2.1 To ensure that the Village of Heisler and the Municipal Planning Commission conduct meetings in a consistent and fair manner, this policy outlines the meeting procedures to be followed by the MPC.**

**3. PURPOSE:**

**3.1 To ensure the MPC properly conducts meetings in accordance with Bylaw #498-16 and in an ethical manner, the MPC must follow the meeting procedures outlined in this policy.**

**4. SCOPE:**

**4.1 The scope of this policy includes but is not limited to Heisler Council, Heisler MPC, the Staff of the Village of Heisler, and the general public.**

**5. OBJECTIVES:**

**5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

**6. POLICY DETAILS:**

**6.1 PROCEDURES:**

**Meeting is chaired by the Deputy Mayor**

**Meeting itself can be run much the same as a Council Meeting.**

**ORDER OF BUSINESS:**

**1. Meeting is called to Order**

**2. Adopt Agenda**

3. **Adopt Minutes (if there are any)<sup>1</sup>**
  
4. **Request for Decision**
  - a. **Development Officer presents their report.**
  - b. **MPC members can ask questions of the Development Officer.<sup>2</sup>**
  - c. **If the Applicant is in attendance, the Applicant can be asked if there is anything that they would like to share with MPC.<sup>3</sup>**
  
  - d. **MPC members can ask questions of the applicant.<sup>4</sup>**
  - e. **If anyone else has indicated that they want to speak, those individuals would be given a turn to speak to MPC, one at a time.**
  - f. **Following each presentation MPC can ask questions.**
  - g. **Chair asks Development Officer if there is any additional information.**
  
5. **Motion to adjourn to deliberate in camera <sup>5</sup>**
  
6. **During deliberative session, MPC must decide whether or not to grant the application for the Development Permit.**
  - a. **If the Development Permit is APPROVED then MPC should, as part of that approval, impose conditions that are allowed by the Land Use Bylaw (“LUB”) and, in the case of discretionary uses, those conditions necessary to ensure that the LUB is complied with. The Development Officer will recommend conditions but the MPC can add**

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<sup>1</sup> Note that decisions of the MPC are final when they are made and issued in writing. It is NOT necessary to adopt minutes before issuing the decision.

<sup>2</sup> MPC can establish its own procedure so it is not necessary to follow the rules governing debate set out in the Procedural Bylaw #493-15 so for example, during the questioning process or during the deliberation process, members need not be limited in terms of the number of times that they can ask questions or speak.

<sup>3</sup> The MPC is NOT obligated to hear from anyone. The expectation is that MPC will follow the rules set out in the Procedural Bylaw #493-15 regarding Presentations & Delegations to Council.

<sup>4</sup> Questions should be limited to the subject under consideration.

<sup>5</sup> If there are multiple items on the Agenda MPC can either hear an item, adjourn to deliberate and decide, and then hear the next item OR hear all the items and then adjourn to deliberate on all of the items at the end of the meeting. It is recommended to ALWAYS adjourn to deliberate in camera even if the matter before the MPC is simple and straightforward. MPC will want to have a practice of deliberating in camera so that when the controversial permit application comes to MPC, the fact that MPC will deliberate in camera is the “norm”.

additional conditions if appropriate. **REMEMBER:** *Conditions must relate to planning considerations. The condition should be clear and enforceable. If there is a requirement for a fence, for example, what kind of fence?*

- b. If the Development Permit is REFUSED the MPC must give reasons for the refusal. The reasons must be based on planning considerations. *Note that the character of the applicant is not a planning consideration.*
- c. If the MPC needs or wants additional information they should adjourn the deliberations and either reconvene or set a date for the continuation of the meeting in an open session. Although the Municipal Government Act allows the MPC to deliberate and decide away from the public, any “additional” information should come to MPC during an open meeting

## 6.2

- 6.2.1 The Municipal Planning Commission (MPC) acts as the approving authority for development permit applications for discretionary uses. The MPC is made up of all members of Council and meets at the Village of Heisler municipal office in Council Chambers to review and make decisions on discretionary use development in accordance with the provincial land use policies, and the Village of Heisler Land Use Bylaw.
- 6.2.2 MPC meetings are open to the public. Anyone who is interested in planning and development issues in the municipality is invited to attend. Should anyone have any questions regarding the MPC, or any planning and development related issue, please contact Amanda Howell, CAO and Development Officer by phone at 780-889-3774 or by email: [administration@villageofheisler.ca](mailto:administration@villageofheisler.ca)

## 7. ROLES AND RESPONSIBILITIES

- 7.1 It is the responsibility of the MPC to follow this format in any meetings they conduct.

**7. MONITORING, EVALUATION AND REVIEW**

- 8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.**

**8. DEFINITIONS AND ABBREVIATIONS**

- 9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.**

**10. ASSOCIATED DOCUMENTS**

- 10.1 Bylaw #498-16**

**Council Approved: February 18, 2021**

**Motion # 21-02-028**

**Responsibility: Administration**

**Next Review Date: February 2024 OR if MPC Bylaw is Amended or Repealed**