

Jurisdictional Scan – Municipal Planning Commissions

Name	Mandate	Membership	Term of Appointment	Meeting Frequency	Delegated Authority	Qualifications/Expectations
Winnipeg Urban Design Committee	<p>The Committee is intended to provide recommendations to the Director of Planning, Property and Development regarding:</p> <ul style="list-style-type: none"> • Whether or not to grant urban design approval for a particular development, redevelopment, expansion, demolition or exterior alteration; and • Downtown urban design guidelines, standards or criteria. 	<p>12 total members:</p> <ul style="list-style-type: none"> • Chairperson • 3 architects • 3 landscape architects • 1 planner • 1 member of development industry • 1 member from the CentreVenture Development Corporation • 2 members of the Historical Buildings Committee 	<p>2 year terms</p> <p>May be appointed for an additional term</p>	<p>Regular meetings held once per month</p>	<p>Downtown Winnipeg Zoning By-law No. 100/2004, Section 250 (12)</p> <p>Standing Policy Committee on Downtown Development, Heritage and Riverbank Management – April 30, 2007 Minute 26</p>	<p>Members are appointed based on their knowledge and experience of urban design and their experience and understanding of the development industry</p>
Regina Planning Commission	<p>The Commission advises and assists City Council with respect to all matters pertaining to community planning and development.</p> <p>Terms of Reference:</p> <ul style="list-style-type: none"> • Advise and make recommendations to Council regarding City Planning & Development policies, programs and services; • Review all discretionary use requests; • Make recommendations to Council regarding the preservation, interpretation, development and designation of heritage properties and heritage districts; • Consider and make recommendations to Council regarding all relocation matters; • Review and make recommendations to Council regarding items emanating from the Committees that report to the Regina Planning Commission; • Consider and make recommendations to Council for those items emanating from Development Engineering related to long term planning items such as transportation planning; and • Consider and make recommendations to Council on all consulting contracts over \$500,000 related to the mandate of the Regina Planning Commission. 	<p>11 total members:</p> <ul style="list-style-type: none"> • 3 members of Council • 8 members of the public 	<p>3 year terms</p> <p>unlimited number of terms</p>	<p>Monthly</p>	<p>The Planning and Development Act, 2007</p> <p>The Committee Bylaw, No. 2009-40</p> <p>The Cities Act (s. 100)</p>	<p>Powers and duties set forth in The Planning and Development Act, 2007 and The Committee Bylaw, No. 2009-40</p>

Calgary Planning Commission	<p>The Calgary Planning Commission's responsibilities include:</p> <ul style="list-style-type: none"> • To advise and assist Council and co-ordinate the activities of various Departments & agencies of The City with regard to the planning of orderly and economical development and maintaining and improving the quality of the physical environment for human settlement within the City, including but not limited to the following: <ul style="list-style-type: none"> ○ Review and approval of Outline Plans; ○ Review and approval of Tentative Plans not within the scope of section 5(a) (Bylaw 28P95); ○ Advising Council on land use matters; ○ Review and make recommendations on municipal projects referred to it; ○ Review and approval of development permit applications as a Development Authority pursuant to The Development Authority Bylaw; and ○ Any other planning matter referred to it. • To perform those administrative functions as delegated to it by Council pursuant to the Municipal Government Act; and • To perform on behalf of Council such functions as Council may require. 	<p>11 total members:</p> <ul style="list-style-type: none"> • Mayor • 2 members of Council • 6 public members • 2 employees of the City, each of whom must be a General Manager or Director <p>Note: Quorum is 6, with a stipulation that 1 member must be a member of the Administration</p>	<p>Public members – 2 years staggered terms</p> <p>No public member shall be appointed to serve more than three consecutive 2 year terms</p> <p>Councillor – 1 year, no end term</p> <p>Mayor – term of office</p> <p>Administration – so long as such person holds the position of General Manager or Director</p>	Twice per month	Bylaw No. 28P95, The Calgary Planning Commission Bylaw Municipal Government Act	<p>Of the 6 public member positions on the Calgary Planning Commission, at least 2 positions are filled from amongst citizens-at-large who apply through a public recruitment campaign. Up to 4 of the 6 public member positions on the Commission may be filled either from the public recruitment campaign or from non-binding nominees solicited from professional organizations. The Calgary Planning Commission strives to ensure its collective membership includes expertise in:</p> <ul style="list-style-type: none"> • Architecture • Engineering • Home building • Landscape architecture • Real estate development • Real estate and/or planning law • Urban design • Urban planning • Or any other areas of expertise Council deems appropriate <p>By resolution of Council (Report 2004-37), non-binding nominations have been solicited from the following organizations, with no obligation to appoint any of the public member positions from within these groups:</p> <ul style="list-style-type: none"> • Alberta Association of Architects • Alberta Association of Landscape Architects • Alberta Professional Planners Institute • Association Professional Engineers & Geoscientists of Alberta • BILD Calgary Region • Canadian Bar Association • Federation of Calgary Communities
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Edmonton Design Committee	<p>The mandate of the Edmonton Design Committee will be to improve the quality of the City's urban design by providing:</p> <ul style="list-style-type: none"> • Recommendations regarding development applications • Advice regarding urban design policies and principles <p>To carry out its mandate, Edmonton Design Committee:</p> <ul style="list-style-type: none"> • Must provide recommendations to the City Manager regarding development permit applications that are referred to it in accordance with Bylaw 20673, The Edmonton Design Committee Bylaw or Bylaw 20001, The Zoning Bylaw • Must provide recommendations to Council on comprehensive rezoning applications, including direct control provisions, that are referred to it in accordance with Bylaw 20673, The Edmonton Design Committee Bylaw or Bylaw 20001, The Zoning Bylaw • May provide recommendations on any development application, public project, or other urban design matter referred to it by Council or the City Manager • May provide recommendations to applicants seeking development approval from the City on the request of the applicant • Will develop urban design principles to guide the actions set out above 	<p>Up to 12 members as follows:</p> <ul style="list-style-type: none"> • 1 member nominated by the Association of Professional Engineers and Geoscientists of Alberta • Up to 2 members nominated by the Alberta Association of Landscape Architects • Up to 2 members nominated by the Alberta Professional Planners Institute • 1 member nominated by the Edmonton Arts Council • 1 member who is a faculty member of an Edmonton post-secondary institution with a teaching or research focus related to urban design • Up to 3 members who are registered architects with the Alberta Association of Architects • 1 member representing the development industry • 1 member at large <p>Note: quorum is a majority of members</p>	<p>1 year terms</p> <p>Members may be reappointed up to a maximum of 6 consecutive years</p> <p>Former members may not be appointed unless at least 2 years have passed since the former member last served</p>	<p>Twice per month</p>	<p>Bylaw 20673, Edmonton Design Committee Bylaw</p> <p>Municipal Government Act</p>	<p>Public members:</p> <ul style="list-style-type: none"> • Development industry background • Knowledge of design and urban design, whether through practical experience while being employed directly or indirectly in the industry or through academic experience <p>Architect positions:</p> <ul style="list-style-type: none"> • In good standing with the Alberta Association of Architects • Intermediate architect with 5 to 10 or more years experience is preferred <p>All members:</p> <ul style="list-style-type: none"> • Ability to maintain objectivity with respect to development applications within the geographic boundaries identified in the Bylaw • Ability to commit to the following: <ul style="list-style-type: none"> ○ Approximately 10 hours per month to attend Committee meetings ○ Approximately 10 hours per month for independent review of submission packages. Additional time may be required for other Committee-related activities <p>Expectations of members:</p> <ul style="list-style-type: none"> • Must have appropriate technology to attend meetings virtually • Must understand the Committee's mandate, Bylaw
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						<p>and Principles of Urban Design processes</p> <ul style="list-style-type: none"> • To actively participate in meetings, annual training, orientation, work planning and recruitment as required • To review materials and prepare for meetings, participate in discussions and deliberations in an articulate, constructive, and unbiased manner and honour decisions of the Committee • To work in a collaborative manner and demonstrate team player skills including: self control, professionalism, dependability, motivation, flexibility and enthusiasm • To represent the perspectives of, and provide regular feedback to, the constituent profession or professional association as appropriate • To work with other Committee members, the residents of Edmonton, developers, design professionals and City staff in an effective, constructive and professional manner
Camrose Municipal Planning Commission	<p>Duties of the Municipal Planning Commission:</p> <ul style="list-style-type: none"> • To make decisions on subdivision applications (approval, alteration or refusal). • To review and decide upon development applications and exercise other duties as assigned by the Land Use By-law. • Review and decide upon requests for relaxation of building setback requirements under the Land Use By-law 	7 members of Council	Not specified	Monthly	<p>By-law 1373, Land Use Bylaw</p> <p>By-law 1270, Administration of Subdivision of Lands and Development Approvals</p>	<p>No specified qualifications since members are Council members. All decisions must conform to the Municipal Development Plan and the Land Use Bylaw. The MPC may approve a development application if the proposed development does not comply with the Land Use Bylaw provided the “use” conforms to the Land Use Bylaw and the development would not unduly interfere with the neighbourhood amenities or affect the use, enjoyment or value of neighbouring properties.</p>

<p>Vancouver City Planning Commission</p>	<p>The duties of the Commission shall be to assist City Council in an advisory capacity by considering and submitting reports to City Council on matters relating to the planning and development of the City and in particular, but without restricting the generality of the foregoing:</p> <ul style="list-style-type: none"> • To represent ideas and opinions about the future of the City, as citizens of the City of Vancouver • To consider and report to Council on any proposal likely to have a significant effect on the future of the City • To submit annually to Council a suggested budget 	<p>11 voting members appointed by Council and 2 members appointed by the Commission itself</p> <p>Voting members may not be employees of any of the following:</p> <ul style="list-style-type: none"> • City of Vancouver • Park Board • School Board <p>Commission also has 4 non-voting liaisons from:</p> <ul style="list-style-type: none"> • City Council • Park Board • School Board • Staff 	<p>2 and 1 year terms (depending on whether the members are appointed by Council or the Commission)</p> <p>No member shall serve more than 3 consecutive terms</p>	<p>Monthly</p>	<p>By-law No. 5064, Vancouver City Planning Commission</p> <p>Vancouver Charter</p>	<p>Every person appointed shall:</p> <ul style="list-style-type: none"> • Be an elector of the City or have been a resident of the Greater Vancouver Regional District for not less than 6 consecutive months immediately preceding the appointment • Not be a member of Council • Not be an employee of the City, Board of School Trustees District No. 39 (Vancouver), or the Board of Parks and Recreation of the City of Vancouver
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