

TOWN OF NORMAN WELLS

BY-LAW NO. 14-02

Repeals By-Law 13-08

BEING A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF NORMAN WELLS IN THE NORTHWEST TERRITORIES TO ESTABLISH A COMMITTEE OF COUNCIL KNOWN AS THE TOWN PLANNING COMMITTEE PURSUANT TO THE COMMUNITY PLANNING AND DEVELOPMENT ACT S.N.W.T. 2011, C.22.

WHEREAS Council for the Town of Norman Wells deems it desirable to have a committee to advise Council on reviews and amendments to the Zoning By-law No 04-19 and Community Plan By-Law 04-18 as per the Planning Act, section 5.

NOW THEREFORE, the council of the town of Norman Wells, in a meeting duly assembled, enacts the follows:

1. SHORT TITLE

This by-law shall be cited as the "Town Planning Committee".

2. DEFINITIONS

- a. 'Council' means the council of the Town of Norman Wells.
- b. 'Development Officer' means person appointed by resolution of Council
- c. 'Town' means the Municipal boundaries of Town of Norman Wells.
- d. 'Town Planning Committee' or 'TPC' means a Committee of council appointed by and responsible to the Council of the Town of Norman Wells.

3. RESPONSIBILITIES

- a. Council will work with the public, developers and government departments & agencies on land management matters.
- b. Council will evaluate community needs, set priorities to meet the identified needs.
- c. Council will ensure that land dispositions are consistent with zoning by-laws, land administration by-laws and community plans.
- d. Council will ensure amendments to zoning by-laws, community plans or related by-laws are implemented when required.
- e. Council will assess the need for planning of any new land development projects in the community.

4. DISCHARGE OF RESPONSIBILITY

To ensure that the above responsibilities are properly discharged council will appoint a Town Planning Committee to act as an advisory body to Council, whose terms of reference are outlined in appendix 'A' which is attached to and forms a part of this by-law.

5. That By-law 13-08 is hereby repealed

Introduced and read a first time this 4th day of March, 2014, A.D.



Mayor



Senior Administrative Officer

Read a second time this 4th day of March, 2014, A.D.



Mayor



Senior Administrative Officer

Read a third time and finally passed this 25 day of MARCH, 2014, A.D.



Mayor



Senior Administrative Officer

It is hereby certified that this By-Law No. 14-02 has been made in accordance with the requirements of the Cities, Towns and Villages Act and the By-Laws of the Town of Norman Wells.



Senior Administrative Officer/ Town Manager

TOWN OF NORMAN WELLS
BY-LAW NO. 14-02

APPENDIX 'A'

TOWN PLANNING & LAND USE COMMITTEE
TERMS OF REFERENCE

1. PURPOSE OF THE COMMITTEE

The committee is struck up as per the Planning Act, section 5 for the review of the General Plan, the committee at this time will review the Zoning By-law, Community Plan Bylaw and Background Report. They will hold Public Consultations and Open House for public opinion and feedback on their review and any proposed changes.

The committee shall be responsible for reviewing any requests to amend the Zoning By-law No, 04-19 and Community Plan By-law No, 04-18 and make their recommendations to Council regarding any amendments to these By-laws.

2. DUTIES OF THE TOWN PLANNING COMMITTEE (TPC)

- a. Committee will review all Applications for rezoning which do not conform to the Town Zoning By-Law and make their recommendations to Council
- b. At Council's specific request, the committee will advise and assist with the initial planning for any new development of municipal land.
- c. The committee chairperson shall report the committee's activities and recommendations to council when reviews are underway.
- d. Neither the committee, nor any member of the committee shall commit to or have the power to authorize any expenditure to be charged against the committee or council.

3. COMMITTEE STRUCTURE

- a. The committee shall consist of six (6) members.
- b. Two (2) members, being the chairperson and alternate chairperson, shall be of Council and appointed by the Mayor, other members of the committee shall be appointed by council from the community at large.
- c. The Development Officer shall not be considered a member of the committee but is responsible for providing knowledge and expertise to Council, the Town Planning Committee and any individual or group in the municipality requiring assistance or information on property development or land matters.
- d. In the event of a vacancy occurring on the committee, council shall appoint a replacement.

4. COMMITTEE PROCEDURES

- a. The chairperson and alternate chairperson shall be appointed by the Mayor after each Municipal election, or as may be required during the council's term of office.
- b. Regular Meetings of the committee shall be held quarterly, the time and place to be determined by the committee. Additional meetings may be called as the need arises.
- c. The Development Officer will be responsible to ensure that the committee meeting minutes are recorded, and that all minutes and correspondence are kept on file for seven (7) years.
- d. An agenda for all meetings shall compiled and distributed to all members before each meeting by the Development Officer.

- e. Quorum will be majority of members present shall make up a quorum at any regular or special meeting of the committee.
- f. Any member who is absent for three (3) consecutive meetings without prior declaration of excuse for absence shall give up their seat.
- g. Minutes shall be kept on file of all regular and special meetings of the committee. Copies of all minutes shall be presented to council and will be available for public review upon request.
- h. Special meetings may be called on twenty-four hours notice by the chairperson or at the request of the Development Officer, municipal election or as may be required during the council's term in office.
- i. All meetings of the committee shall be open to the public.

5. DUTIES OF THE CHAIRPERSON

- a. The chairperson shall preside over meetings and general committee procedures, represent the committee at public events, and shall, in all ways possible, uphold the committee's community responsibility as outlined in Appendix 'A' 1 and 2 of this document.
- b. The alternate chairperson shall act on behalf of the chairperson in his/her absence and take on other mutually agreed upon duties.
- c. The chairperson shall ensure that all correspondence is presented to the committee.

6. DUTIES OF COMMITTEE MEMBERS

- a. Each committee member shall take an active part in the direction of the committee's program, serve in whatever capacity he/she may be called upon to fulfill, and in all ways possible uphold the committee's community responsibility as outlined in Appendix 'A' 1 and 2 of this document.