

COCHRANE PLANNING COMMISSION TERMS OF REFERENCE

Purpose	To exercise development powers and duties on behalf of the Town of Cochrane.
Membership	<ul style="list-style-type: none">• Five (5) public at large representatives.• Two (2) members of Council.• No person who is a Development Officer, a Subdivision Authority Officer or a member of the Subdivision and Development Appeal Board, shall be appointed to the Cochrane Planning Commission.
Quorum	50% + 1; One (1) member of Council must be present to achieve quorum
Authority	<p>The Cochrane Planning Commission will:</p> <ul style="list-style-type: none">• Act as a Development Authority to the extent required or permitted by the Land Use Bylaw; Act as Subdivision Authority to the extent required or permitted by the Subdivision Authority Bylaw on applications for subdivision approval referred to it by the Subdivision Authority Officer;• Consider and comment upon development and redesignation applications of significance referred to the Town by adjoining municipalities;• Advise Council regarding the planning policy issues arising from development and subdivision applications reviewed by the Commission as Council may require from time to time; and• Comply with the Town of Cochrane Procedural Bylaw and Municipal Government Act. <p>The CAO shall appoint a Secretary to the Commission, who shall:</p> <ul style="list-style-type: none">• Notify applicants, members and advisory of the Commission of the arrangements for the holding of Regular and Special Meetings of the Commission;• Notify such persons as the Commission may designate of the decisions of the Commission and the reasons therefore;• Keep and maintain a file for inspection by the public during all reasonable hours, the following official records:<ul style="list-style-type: none">• A register of all applications for development permits and subdivision approvals including the decisions

	<p>thereon and the reasons therefore where, under the Act, reasons are required to be given; and</p> <ul style="list-style-type: none"> • Written minutes of all meetings and business transacted by the Commission. <p>The CAO may delegate to the Secretary of the Commission the authority to sign on its behalf an order, decisions, approval notice, or other thing made or given by the Commission.</p> <p>The CAO shall ensure members are provided with an annual orientation / training session and handbook outlining the roles and responsibilities of the Cochrane Planning Commission.</p>
Meetings	Meetings are scheduled on the 3 rd Wednesday of every month.
Member Term	May be appointed for 1-3 years; maximum of 2 consecutive terms unless approved by special motion of Council.
Committee Term	On-going
Funding	As authorized by Council during the annual budget cycle.
Approval Date	October 28, 2024 (RES # 208/10/24)