



Village of Veteran

Land Use Bylaw Review 2026-2027

Terms of Reference

1. Authority

The Municipal Government Act (MGA) provides for the preparation of a Land Use Bylaw (LUB) and its adoption by Bylaw. A Land Use Bylaw must be consistent with the Municipal Development Plan (MDP) and all other statutory plans adopted by the Village.

2. Purpose and Rationale of the 2026-2027 Land Use Bylaw Review

The LUB is a bylaw that controls or prohibits the use and development of lands and buildings. By establishing land use districts (zoning), the LUB regulates the types of activities and buildings that can occur on any specific property. It also contains regulations, such as building height, maximum parcel coverage and building setbacks from property lines.

The Village of Veteran LUB was last reviewed and adopted in March of 2021. Since then, changes to the MGA and trends in planning legislation necessitate a complete review of the LUB. An update will make the LUB more user friendly and better align it with Council priorities. This Terms of Reference defines the process for preparing the LUB and sets the framework for how the parties will work together.

3. Roles and Responsibility

The roles and responsibilities for the preparation and adoption of the LUB are as follows:

A. The Village Council

The Village of Veteran Council's primary role is making the final decision and adopting the LUB by bylaw. The MGA outlines the requirements for adopting a LUB by bylaw. In addition, Council is responsible for approving the budget for minor expenses, such as costs of printing newsletters or letters or newspaper advertisements. Council will accept this Terms of Reference to ensure the process and the LUB meet the desired outcome. Council members, acting in their role as the MPC, will attend an information session/workshop to hear a presentation from the Project Team before the draft LUB is released to the public. Council is also responsible for hearing and considering public input at the public hearing.

B. The Project Team – Administration and PRMS

The Village of Veteran Administration is responsible for directing the LUB review process in accordance with this Terms of Reference. Village Administration will work with and provide direction to the PRMS planning team involved in preparing the LUB. Administrative staff includes the

CAO and any other staff the Council or Administration would like involved in the process, as required. Village Administration will also be responsible to respond to public enquiries during the process.

PRMS' planning team will be responsible for preparing the draft LUB and the land use maps. PRMS will also be responsible for preparing any materials used in Council workshops, stakeholder communications, public consultation, and reports. PRMS can virtually attend Council meetings and the public hearing if desired.

4. Stakeholders

Additional stakeholders will be involved as required at various stages of the LUB review process. These stakeholders include:

A. Adjacent Municipalities

Special Areas Board #4 will be notified of the LUB review and will be encouraged to provide feedback to the Village.

B. Residents and Business Owners

The residents and business owners in the Village of Veteran will be engaged during the LUB process. The Village of Veteran will provide consistent communications through various means, which may include the website, utility bill mail outs, social media, and newsletters, in accordance with the Communications and Engagement Plan. An Open House will be held to present the draft LUB to residents for comment prior to the formal Council approval process. An opportunity for the public to be heard will also be provided at the required public hearing with Council.

5. Process

A. Project Initiation

Project initiation will include accepting for information the LUB Review Terms of Reference and the Communications and Engagement Plan.

B. Project Communication

The PRMS planning team will prepare materials to notify the public and stakeholders regarding the project commencement.

C. Planning Document Review

This stage involves gathering and reviewing the relevant background information related to the LUB Review, including the existing LUB and other relevant Village of Veteran planning documents, such as the Intermunicipal Development Plan (IDP) and the MDP. The PRMS planning team will meet with Administration as required to discuss specific issues identified to be updated in the LUB and to obtain direction.

D. Prepare the Bylaw

The PRMS planning team will prepare a new LUB for review by Administration. Further meetings between the Project Team will occur at regular intervals to discuss the LUB sections in detail and make changes as required. A complete version of the draft LUB will be prepared.

E. MPC Information Session/Workshop

When the Project Team is satisfied with the draft LUB, a copy of the draft will be provided to Council members for information and review. An information session/workshop will be held with MPC to inform and discuss. The LUB will be revised as necessary and a final draft prepared for release to the public.

F. Public and Stakeholder Consultation

As directed in the Communications and Engagement Plan, the public consultation will entail an Open House at a minimum.

PRMS will prepare a “What We Heard” report and provide to Council for information concurrent with first reading.

G. Bylaw Revisions

PRMS will consider the public feedback and revise the LUB as necessary for Council consideration at first reading.

H. Council Adoption Process

The LUB will be provided to Council for approval by Bylaw pursuant to the MGA requirements, including three readings of a bylaw and a public hearing held prior to second reading. Council can make amendments to the draft LUB at any of the three readings.

I. Project Completion

Following adoption of the bylaw by Council, final documents and the LUB map will be prepared for the Village. Included in the project completion is an update of the Village’s development permit application forms to match the new LUB.

A digital copy of the Land Use Bylaw will be provided to the Village of Veteran in a Word document format.

6. Scope

Some of the issues identified in the current LUB include the following, and will be addressed during the LUB review process:

- Undertaking a detailed review of the definitions. The new LUB should contain simple and streamlined definition section which apply to a municipality the size of the Village of Veteran.
- Reviewing the authority and responsibilities of the Development Authority.

- Reviewing and clarifying the developments or uses that do not require a development permit. For example, some developments DO NOT need to comply with the rules of the Land Use Bylaw, and do not require a development permit. Others DO need to comply with the rules of the Land Use Bylaw if they do not need a permit.
- Ensuring there are no duplicate or contradictory sections.
- Reviewing and clarifying development permit application requirements, for example materials and information that 'shall' be submitted and those that 'may' be required. The Development Permit application forms will be updated to be consistent with the new LUB.
- Removing all provincial or federal requirements in the LUB. The municipality does not have the ability in the LUB to require that provincial or federal requirements be met.
- Reviewing the decision-making process and considerations thereunder.
- Reviewing the General and Specific Regulations, and the organization of these rules.
- Telecommunication Facilities are recommended to be regulated as a Council Policy, not the Land Use Bylaw. PRMS will recommend where certain uses will be regulated through policies or other bylaws.
- Reviewing and removing regulations that are not appropriate or too restrictive.
- Reviewing and updating the permitted uses and discretionary uses of each district, and ensuring the district lot sizes are appropriate, and that there are no unintentional non-conforming uses and non-conforming buildings.
- Reviewing the Land Use Bylaw maps to ensure the correct district is applied to each parcel.