

**VILLAGE OF VETERAN
BYLAW NO. 570-26
MUNICIPAL PLANNING COMMISSION BYLAW**

**BEING A BYLAW OF THE VILLAGE OF VETERAN, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH A DEVELOPMENT AUTHORITY AND A MUNICIPAL PLANNING
COMMISSION.**

WHEREAS, the Municipal Government Act R.S.A. 2000, Chapter M-26 requires a municipality to establish a Municipal Planning Commission to exercise powers and duties of a Development Authority by bylaw;

AND WHEREAS, section 625 of the Municipal Government Act, RSA 2000, c M-26, permits the Council of a municipality, by bylaw, to establish a Municipal Planning Commission;

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Village of Veteran, in the Province of Alberta, duly assembled, enacts as follows:

1. Title

1.1 This Bylaw may be cited as the “Municipal Planning Commission Bylaw.”

2. Definitions

2.1 In this Bylaw:

- (a) “**Act**” means the Municipal Government Act, RSA 2000, c M-26, as amended from time to time;
- (b) “**CAO**” means the Chief Administrative Officer of the Village of Veteran appointed by Council;
- (c) “**Commission**” means the Municipal Planning Commission established under this Bylaw;
- (d) “**Council**” means the duly elected Council of the Village of Veteran;
- (e) “**Development Authority**” means the Development Officer and the Commission, acting within the authority assigned to each by the Land Use Bylaw and this Bylaw;
- (f) “**Development Officer**” means a person appointed by Council as a Development Officer for the Village of Veteran;
- (g) “**Land Use Bylaw**” means the Village of Veteran Land Use Bylaw, as amended or replaced from time to time;
- (h) “**Member**” means a member of the Commission appointed pursuant to this Bylaw; and
- (i) “**Member at Large**” means resident of the Village that not a councillor or municipal employee that is appointed by council for a set term.
- (j) “**Secretary**” means the person appointed by the CAO to provide administrative support to the Commission.

3. Development Authority

3.1 The Development Authority for the Village of Veteran is hereby established.

3.2 Council may, by resolution, appoint one or more Development Officers.

3.3 The Development Officer and the Commission shall exercise the powers and duties assigned to each by the Act, the regulations, the Land Use Bylaw and this Bylaw.

4. Establishment and Responsibilities of the Municipal Planning Commission

4.1 The Municipal Planning Commission of the Village of Veteran is hereby established.

4.2 The Commission shall decide on development permit applications and consider other matters referred to it pursuant to the Land Use Bylaw.

4.3 The Commission may provide advice to Council on any planning or development matter.

5. Membership and Term

5.1 The Commission shall consist of three voting Members of Council appointed by resolution of Council.

5.2 Council may appoint one Member at Large as an alternate Member to act when a regular Member is unable to attend a meeting.

5.3 A person who is a member of the Subdivision and Development Appeal Board, or an employee of the Village of Veteran, shall not be appointed as a Member of the Commission.

5.4 Members shall be appointed at Council’s annual organizational meeting for a one-year term and may be reappointed.

5.5 A Member’s appointment terminates when the Member ceases to be a member of Council.

5.6 A vacancy shall be filled by resolution of Council at the next available regular Council meeting.

5.7 Council may remove a Member at any time by resolution.

6. Chair and Vice-Chair

6.1 The Commission shall elect one Member as Chair and one Member as Vice-Chair at its first meeting following Council's annual organizational meeting.

6.2 If the Chair is absent or unable to preside, the Vice-Chair shall preside.

6.3 If both the Chair and Vice-Chair are absent or unable to preside, the Members present shall elect a Member to preside for that meeting, provided quorum is present.

7. Role of the CAO and Secretary

7.1 The CAO shall appoint a Secretary who shall:

- (a) give notice of Commission meetings to Members;
- (b) ensure notice of a meeting and its agenda are made available to the public in accordance with the Act;
- (c) provide an agenda package to Members, where practicable, at least two working days before the meeting;
- (d) record, distribute and maintain the minutes and records of Commission meetings; and
- (e) perform any other administrative duties required by the Commission or the CAO.

7.2 The CAO shall act as liaison to the Commission, and the Development Officer may provide technical advice to the Commission.

8. Quorum

8.1 A majority of the appointed voting Members constitutes quorum.

9. Meetings and Conduct of Business

9.1 The Commission shall hold meetings as necessary to fulfill its responsibilities.

9.2 Commission meetings shall be conducted in public except where the Commission is permitted by the Act to close all or part of a meeting to the public.

9.3 Only Members present at a meeting may vote on a matter before the Commission.

9.4 A decision of the majority of Members present at a duly convened meeting is the decision of the Commission.

9.5 In the event of a tie vote, the motion is defeated.

9.6 Members shall not privately communicate with an applicant or other interested person about the merits of an application scheduled to come before the Commission before the Commission has made its decision.

9.7 The Commission may hear representations from an applicant, affected person or other person when authorized or required by the Act, the Land Use Bylaw or the Commission's procedures.

9.8 The Commission or the CAO may request that a person attend a meeting in an advisory capacity.

9.9 A Member who has a pecuniary interest in a matter shall disclose the general nature of the interest and comply with the requirements of the Act, including abstaining from discussion and voting and leaving the room while the matter is considered, unless an exception under the Act applies.

9.10 The Secretary shall record the disclosure, abstention and absence in the minutes as required by the Act.

10. Commission Meeting Records

10.1 Minutes shall be prepared for every Commission meeting and shall include:

- (a) the date, time and location of the meeting;
- (b) the names of Members present and absent;
- (c) the names of persons who made a presentation or participated in an advisory capacity; and
- (d) the motions made and the result of each vote.

10.2 The minutes shall record whether each motion was carried or defeated.

10.3 Questions and debate shall not be recorded in the minutes.

10.4 The minutes shall be presented for adoption at the next Commission meeting.

11. Remuneration

11.1 Members shall receive remuneration and reimbursement of expenses in accordance with the policy or resolution established by Council.

12. Severability

12.1 If any provision of this Bylaw is declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

13. Effective Date

13.1 This Bylaw comes into force upon receiving third and final reading and being signed in accordance with section 213 of the Municipal Government Act.

Read a first time this 15th day of September 2026.

Read a second time this 15th day of September 2026.

Unanimous consent was given to consider third reading this 15th day of September 2026.

Read a third and final time this 15th day of September 2026.

Jerry Wipf
Mayor

Nichole Grocock
Chief Administrative Officer