

BYLAW 2026-02 **VILLAGE OF STANDARD**

BEING A BYLAW OF THE VILLAGE OF STANDARD IN THE PROVINCE OF ALBERTA TO
ESTABLISH A MUNICIPAL PLANNING COMMISSION AND TO DELEGATE, BY
AGREEMENT, DEVELOPMENT AUTHORITY POWERS, DUTIES AND FUNCTIONS

WHEREAS Section 623 of the Municipal Government Act requires a municipality to provide for a development authority to exercise powers and duties on behalf of the municipality;

WHEREAS Section 625 of the Municipal Government Act authorizes a municipality to enter into an agreement with an intermunicipal service agency to delegate development authority powers, duties or functions;

AND WHEREAS Section 625 of the Municipal Government Act requires a Municipal Planning Commission to be established by bylaw to exercise powers, duties and functions of a Development Authority;

NOW THEREFORE the Council of the Village of Standard in the Province of Alberta, duly assembled, hereby enacts as follows:

1. SHORT TITLE

1.1. This bylaw is called the "Village of Standard Development Authority Bylaw".

2. DEFINITIONS

2.1. In this bylaw:

- a) "Act" means the Municipal Government Act R.S.A. 2000, Chapter M-26, as amended from time to time;
- b) "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Village of Standard appointed by Council;
- c) "Conflict of Interest" means a conflict of interest as defined by the Act;
- d) "Council" means the duly elected Council of the Village of Standard;
- e) "Development Authority" means the Development Officer and the Municipal Planning Commission, and Council;
- f) "Development Officer" means the Development Officer of the Village of Standard;
- g) "Intermunicipal Service Agency" means an intermunicipal service agency established under Part 17, Division 3 of the Act;
- h) "Member" means a member of the Municipal Planning Commission appointed pursuant to this bylaw;
- i) "Municipal Planning Commission" means the Municipal Planning Commission as established by this bylaw;
- j) "Municipality" means the corporation of the Village of Standard;
- k) "Pecuniary Interest" means a pecuniary interest as defined by the Act;
- l) "Resident" means a person living in the Village of Standard on a daily basis and have a permanent address in the Village of Standard;
- m) "Secretary" means an employee of the Village of Standard assigned to act as the Municipal Planning Commission Secretary.

3. APPOINTMENT AND DELEGATION OF DEVELOPMENT AUTHORITY POWERS, DUTIES AND FUNCTIONS

3.1. The CAO or their delegate is appointed as the Development Authority.

- 3.2. Council authorizes the CAO, or their delegate, to enter into an agreement with an Intermunicipal Service Agency to delegate any or all of its development authority powers, duties and functions.

4. ESTABLISHMENT AND RESPONSIBILITIES OF THE MUNICIPAL PLANNING COMMISSION

- 4.1. The Municipal Planning Commission of the Village of Standard is hereby established.
- 4.2. The Municipal Planning Commission shall decide the development permit applications and review other matters referred to the Municipal Planning Commission pursuant to the Land Use Bylaw.
- 4.3. In addition to the powers and duties authorized by this bylaw, the Municipal Planning Commission may provide advice to Council on any planning matter.

5. MUNICIPAL PLANNING COMMISSION MEMBERSHIP AND TERM

- 5.1. The Municipal Planning Commission shall be comprised of three (3) Members as follows:
 - a) two (2) members of Council; and
 - b) one (1) Resident.
- 5.2. In the case that no Resident is available, the Municipal Planning Commission will consist of three (3) members of Council.
- 5.3. Council may appoint an alternate member of Council to act when any of the Council members of the Municipal Planning Commission are unable to attend a meeting.
- 5.4. No person who is a member of the Subdivision and Development Appeal Board or any municipal employees shall be appointed as a Member of the Municipal Planning Commission.
- 5.5. Municipal Planning Commission Members shall be appointed at the annual organizational meeting of Council.
- 5.6. Term of membership for Members on the Municipal Planning Commission will be three (3) years.
- 5.7. Resident Members shall be eligible to serve for a maximum of two (2) consecutive terms.
- 5.8. To be eligible to serve as a Resident Member of the Municipal Planning Commission, a person must be at least eighteen years of age.
- 5.9. Any vacancy caused by death, retirement, or resignation of a Member will be filled by Council resolution at the next available regular meeting of Council.
- 5.10. A person is disqualified from remaining a Member of the Municipal Planning Commission if such person is absent from three consecutive meetings or has attended less than 75% of the meetings within any calendar year, unless that absence is caused by illness or is authorized in advance by the chair (the sufficiency of such reasons to be determined by the chair in their sole discretion), or if the Member fails to meet the eligibility requirements set out in this bylaw.
- 5.11. Council may remove a Member at any time.

6. APPOINTMENT OF CHAIR AND VICE CHAIR

- 6.1. The Municipal Planning Commission shall elect one Member as chair and one Member as vice-chair at the first annual meeting.
- 6.2. In the event of absence or the inability of the chair to preside at a meeting, the vice-chair shall preside.
- 6.3. In the event of absence or inability of both the chair and the vice-chair to preside at a meeting, the Members present shall elect one of their Members to preside as chair for that meeting by a majority vote, so long as quorum has been met.

7. ROLE OF THE CAO AND SECRETARY

- 7.1. The CAO shall appoint a Secretary who shall:
 - a) notify all Members for the holding of each Municipal Planning Commission meeting;
 - b) ensure notice of the meeting is given to all affected parties and the agenda is advertised at least 24 hours in advance of the meeting on the Village of Standard website;
 - c) provide an agenda package to Members at least two working days prior to the meeting for which the agenda is prepared;
 - d) record, distribute and maintain a file of the written minutes of such meetings in accordance with the provisions of this bylaw; and
 - e) carry out such other administrative duties as required.
- 7.2. The CAO shall act as the liaison to the Commission, and the Development Officer will provide technical advice to the Commission.

8. QUORUM

- 8.1. Three (3) voting Members shall constitute a quorum.

9. OPERATION AND CONDUCT OF BUSINESS

- 9.1. The Municipal Planning Commission shall hold such meetings as are necessary to fulfill the Commission's responsibilities.
- 9.2. Only those Members present at a Municipal Planning Commission meeting shall vote on any matter before it.
- 9.3. The decision of the majority of the Members present at a meeting duly convened shall be deemed to be the decision of the whole Commission.
- 9.4. In the event of a tie vote, a motion shall be deemed to be defeated.
- 9.5. The chair shall:
 - a) maintain order and decorum and may, if necessary, call a Member to order;
 - b) determine who has a right to speak;
 - c) ensure all Members who wish to speak to a motion have spoken;
 - d) ensure that the Members are ready to vote, and subsequently call the vote;
 - e) rule when a motion is out of order; and
 - f) ensure persons in the gallery maintain quiet order and may, if necessary, provide for the removal of those who do not comply.
- 9.6. Members shall not communicate individually on matters relating to an application on the Municipal Planning Commission agenda with any persons prior to the meeting.
- 9.7. The Municipal Planning Commission, at its sole discretion, is not required to hear any representations from the public with respect to any matter over which it makes a decision or representation.
- 9.8. Where the Municipal Planning Commission or the CAO deems it desirable, they may request any person or persons to attend meetings in an advisory capacity.
- 9.9. When a Member has a Conflict of Interest or Pecuniary Interest with respect to an application under consideration, the Member must disclose the nature of the Conflict of Interest or Pecuniary Interest prior to any discussion on the matter, abstain from voting on the matter, and leave the room in which the meeting is being held until discussion and voting on the matter are concluded.
- 9.10. When a Member does not vote on a matter pursuant to 9.9, the abstention and reasons therefore shall be recorded in the minutes.

- 9.11. After hearing all submissions, the Municipal Planning Commission may deliberate and reach its decisions in a meeting closed to the public.
- 9.12. A motion to table must include the reason and time within the current meeting to which the matter is to be tabled. A motion to table is not debatable.
- 9.13. A motion to postpone must include the reason for postponement and a specific time when the matter shall be considered. A motion to postpone is debatable and is decided by a majority vote of the Municipal Planning Commission.

10. COMMISSION MEETING RECORDS

- 10.1. Minutes shall be prepared for every Municipal Planning Commission meeting and contain the following:
 - a) the date, time and location of the meeting;
 - b) the names of all the Municipal Planning Commission Members present;
 - c) the name(s) of anyone other than a Member who participated in the meeting; and
 - d) any motions made at the meeting, along with the results of the vote on the motion.
- 10.2. Motions receiving a unanimous vote shall be recorded in the minutes as "carried unanimously" or "defeated unanimously".
- 10.3. In the case of a split vote, motions shall be recorded in the minutes as "carried" or "defeated, and the names of those Members who voted for and against the motion shall be recorded.
- 10.4. Questions and debate shall not be recorded in the minutes.
- 10.5. Minutes of the meeting shall be adopted by motion at the next meeting convened.

11. REMUNERATION

- 11.1. Members will receive remuneration as established by resolution of the Council.

12. SEVERABILITY

- 12.1. Every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

13. ENACTMENT/TRANSITION

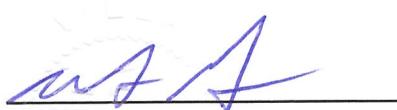
- 13.1. Bylaw 2023-02 is hereby repealed.
- 13.2. This Bylaw becomes effective on the date it is signed and passed.

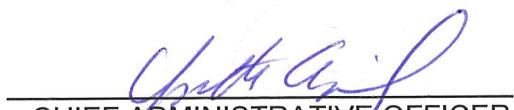
READ A FIRST TIME THIS 14th DAY OF January, 2026.

READ A SECOND TIME THIS 14th DAY OF January, 2026.

READ A THIRD AND FINAL TIME THIS 14th DAY OF January, 2026.

SIGNED AND PASSED THIS 14th DAY OF January, 2026.


MAYOR


CHIEF ADMINISTRATIVE OFFICER