1. Authority

Section 632(1) of the Municipal Government Act (MGA) requires a municipality to prepare and adopt a Municipal Development Plan (MDP) to guide the long-term use and development of land within the municipality. The MDP is a visionary document, with a long-term focus. The MDP creates the framework for regulations in the Land Use Bylaw and other municipal documents related to planning and engineering. As a statutory plan, the municipality is required to follow its policy statements in the MDP when making any planning and development decisions.

It is therefore important for municipalities to ensure that the MDP is reviewed and updated regularly to remain current. As MDP goals and objectives are achieved, or when the direction or framework of planning principles change, municipalities should revise their MDPs to ensure alignment, clarity, and effective implementation.

The authority of a municipal Council to adopt, amend, or repeal a Municipal Development Plan (MDP) is established in the MGA, specifically sections 191 and 632. Section 191 also provides Council with the authority to amend or repeal a bylaw, including statutory plans such as the MDP, when deemed necessary to reflect changing community needs, updated technical information, or shifting municipal priorities.

This Terms of Reference not only defines the process for preparing the MDP and the anticipated outcome, but it also outlines how the Town and PRMS will work together.

2. Purpose of the MDP Review

The purpose of MDP review is to prepare a new MDP so it continues to serve as a relevant and effective tool in guiding land use decisions, supporting long-term community goals, and coordinating development with municipal infrastructure. The current Hanna MDP was adopted in 2013 and is now over 12 years old. Municipalities typically perform a comprehensive review of their MDP's every ten years to ensure that the background information is current to support the policy directions.

3. Project Scope

The scope of the project will be a complete replacement of the Town's MDP to comply with the requirements of Section 632(3) of the MGA.

4. Roles and Responsibility

The roles and responsibilities for the MDP review project are as follows:

A. Town Council

Council will review this Terms of Reference to ensure the MDP update process meets the desired outcome. The Town of Hanna Council is responsible for making the final decision on the adoption

and repeal of Town bylaws. The MGA outlines the requirements for adopting a statutory plan by bylaw. Council is responsible for approving the budget for any expenses in preparing the MDP, including providing dinner for the workshop, advertising and mailouts. Council is also responsible for hearing and considering public input at the public hearing.

B. Town Administration

The Town of Hanna Administration is responsible to direct the MDP review project in accordance with this Terms of Reference. The Administration will work with and provide support to Palliser Regional Municipal Services (PMRS) staff in preparing the MDP, including attending the workshop, reviewing diagrams and maps, reviewing new MDP policies, preparing reports, communicating with the public, and attending and presenting at Council meetings. While the lead Administration department will be the CAO and planning staff, other departments that may be involved include public works, community services and communications.

C. Palliser Regional Municipal Services (PRMS)

PRMS will be responsible for completing the review and update of the Town's MDP in accordance with the scope of the project, planning and preparing for the public and Council workshop, preparing recommendations and draft policy statements and maps for review by Administration, and completing the MDP bylaw for Council. PRMS will be responsible for preparing Requests for Decision. PRMS may also engage an independent contractor to prepare updated diagrams where required.

5. Stakeholders

Stakeholders will be involved at various stages throughout the MDP process. These stakeholders may include:

A. Adjacent Municipalities

Special Areas Board will be consulted or circulated notices as required.

B. Hanna Landowners, Residents and Business Owners

Landowners, residents and business owners in Hanna will be invited to provide input throughout the MDP review process as outlined in the Public Participation Plan. A formal public hearing will also be held prior to second reading to allow affected persons to have the opportunity to express their concerns to the Town Council.

C. Schools

The Prairie Land Regional School Division #25 will be notified of the MDP Review and will be encouraged to provide feedback to the Town.

6. Process and Outcomes

A. Project Initiation

Project initiation will include the review and approval of this MDP Review Terms of Reference by Council.

B. Background Research and Workshop

PRMS and Administration will gather and analyze background information to inform the MDP process, such as demographic information and other available statistics. A workshop will be held for residents, landowners and business owners to provide input into developing the new plan to ensure that the plan reflects the needs and desires of the community. To attract participants, the workshop will include dinner before any workshop activities. The workshop will be designed to allow for focused small group discussions on key issues. A Workshop What We Heard Report will be prepared and provided to the Committee of the Whole for information.

C. Preparing the new MDP

PRMS and Administration will prepare a draft version of the new MDP. The draft will be provided to Council for information. Next, an open house will be held to present the new draft MDP to the public and to get feedback on the draft. An Open House What We Heard Report will be prepared, and the draft MDP may be revised to address any comments or concerns.

D. Bylaw Approval

Town Administration will lead the bylaw approval processes with Council (3 readings of a bylaw and a public hearing after first reading). PRMS will aid in advertising, circulations preparing staff reports and attend Council meetings either virtually or in person.

7. Project Timelines

Task	**Date**
Terms of Reference Approval	January 13, 2026
Background Research and Workshop	January - March 2026
Preparing the MDP	April – August 2026
Committee of the Whole Information Session – Presentation of Draft MDP	September 2026
Open House and What We Heard Report	September 2026
Bylaw Approval (3 readings, public hearing)	October – December 2026