Public Participation Plan

Town of Hanna
Municipal Development Plan Review

2026

Prepared by:
Palliser Regional Municipal Services

TOWN OF HANNA
LIVE THE LIFESTYLE

Palliser
Regional Municipal Services

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1.0 INTRODUCTION

1.1 PROJECT BACKGROUND

The Municipal Development Plan (MDP) guides long-range planning and land use in a municipality. The MDP establishes goals and objectives for development in the town and includes policy statements for achieving them. It is intended to provide the framework within which the orderly, economical, and beneficial development and use of land can take place.

The current Hanna MDP was prepared and adopted in 2013. Although there may be relevant goals, objectives and policy statements in the current MDP, PRMS is recommending that a new MDP is prepared to replace the current MDP. The demographic and background information is now outdated, and the current MDP is contained in two separate documents. It is recommended that a new MDP is prepared that reflects the current situation in Hanna and contains relevant policy statements to achieve the Town's goals for growth and development.

Planning bylaws, such as the MDP and the LUB are typically updated and/or replaced by a municipality every 5 to 10 years and is a best-practice of Alberta municipalities. It is important for municipalities to inform their residents, landowners and business owner that such projects are underway and that they will be provided opportunities to be engaged in the development of the new MDP and provide feedback once a draft document is prepared.

The MGA requires a public hearing to be held prior to second reading of an MDP bylaw. While this is only the minimum requirement, it is recommended that additional public engagement opportunities be provided prior to a bylaw being presented to Council for approval. This Public Participation Plan will provide the direction for how the public will be informed and engaged in the Hanna MDP review and replacement project.

1.2 PUBLIC PARTICIPATION PLAN PURPOSE

The purpose of this Public Participation Plan for the Hanna MDP is to outline the goals, stakeholders, approach, tactics, and events related to the communications and engagement aspects of the project.

1.3 PUBLIC PARTICIPATION PLAN GOALS

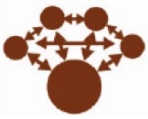
The goals of the Public Participation Plan are as follows:

- Build trust with the community and stakeholders.
- Provide opportunities for feedback and obtain representative feedback from the community.
- Generate project awareness and education about best practices in community planning so citizens can provide meaningful and informed feedback.
- Incorporate local knowledge into the MDP.
- Ensure the feedback loop is closed by sharing back to the community what was heard.

2.0 THE PUBLIC PARTICIPATION PLAN

2.1 WHO WILL WE ENGAGE & HOW?

The International Association of Public Participation (IAP2) has created a matrix that outlines a spectrum of public engagement. The IAP2 spectrum of engagement has been customized below for the Hanna MDP review project.

	INFORM & CONSULT	LISTEN & LEARN	COLLABORATE	DECISION MAKERS
				
Stakeholders	***Tier 3:*** ● Residents ● Landowners ● Business owners	***Tier 2B:*** ● Residents ● Landowners ● Business owners	***Tier 2A:*** ● Town Administration ● Committee of the Whole ● School board ● Provincial agencies ● Special Areas Board	***Tier 1:*** ● Town Council
Overview	Obtain feedback to test ideas or concepts and clarify issues, identify possible solutions.	Create opportunities to enter into a dialogue to explore each other's perspectives, plans and concerns.	Collaborate, where possible, including alternatives and preferred solutions.	Final decision-making in the hands of those elected.
Example Tactics	**Website information, newsletters, social media posts, direct mailouts**	**In-person open houses, online and community surveys, What We Heard Reports**	**Online and in-person workshops/meetings, reviewing of draft documents**	**Public Hearing, Council meetings**
Promise	"We promise to inform the broader community through a variety of mediums and making all information about the project accessible."	"We promise that we will look to stakeholders for innovation, advice, guidance, and win-win solutions, and we promise to incorporate the outcomes of our collaborative efforts into the development of the MDP."	"We promise to work collaboratively with the Town Administration and affected stakeholders."	"We promise to inform Town Council of the engagement process and how local values and Town policy/vision has been translated into the MDP."

2.2 WHAT DOES 'REPRESENTATION' MEAN?

One of the challenges of public engagement is to achieve 'representation' in the feedback received from the community during the project. To our team 'representation' means receiving feedback from a broad demographic of individuals and groups that generally represent the population at-large of the Town of Hanna. The communication and engagement methods outlined in this Public Participation Plan will seek to achieve representation in the community.

2.3 HOW WILL WE COMMUNICATE AND WHAT ENGAGEMENT ACTIVITIES WILL WE DO?

Below represents a proposed timeline and sequencing of engagement activities. The timelines and activities may need to be adjusted to accommodate unforeseen circumstances. However, PRMS and Hanna Administration will attempt to address any externalities that arise during the projects which could affect their successful implementation.

Date	Tactic (s)	Who's Responsible?
COMMUNICATIONS February 2026	**Post information on Hanna website, social media, First To Know and print newsletter of MDP project and proposed timelines**	- PRMS to provide information for a project specific webpage and a newsletter article - Town Administration to post
COMMUNICATIONS March 2026	**Post information on Hanna website, social media, First To Know, print newsletter and inform community groups of upcoming MDP workshop**	- PRMS to provide information and images - Town Administration to publish newsletter, update the website, contact community groups
ENGAGEMENT March 2026	**Public Workshop** - Hold a dinner and workshop to engage residents, landowners and business owners	- PRMS to prepare workshop materials - PRMS and Administration to moderate workshop
COMMUNICATIONS April 2026	**Workshop What We Heard Report** - An official record of the workshop	- PRMS to prepare a What We Heard Report - Report posted on website, provided to Committee of the Whole for information
COMMUNICATIONS September 2026	**Committee of the Whole Information Session**	- PRMS to prepare and deliver a presentation to Hanna Committee of the Whole to inform members of what will be presented to the public in the Draft MDP
COMMUNICATIONS September 2026	**Post Draft MDP on Website**	- PRMS to provide draft MDP - Administration to post draft MDP on website - Administration to also advertise via the Town's social media platforms, newsletter,

		First to Know, etc.
ENGAGEMENT September 2026	**Public Open House** - Hold an open house for residents to view materials and maps, discuss with Planners and Town Administration, obtain feedback	- PRMS to prepare open house materials - PRMS to prepare surveys - PRMS and Administration to attend open house
COMMUNICATIONS October 2026	**Open House What We Heard Report** - An official record of the comments and feedback provided	- PRMS to prepare a What We Heard Report - Administration to post on website
COMMUNICATIONS November 2026	**Public Hearing Notification** - Must be advertised as per the Hanna Advertising Bylaw	- PRMS to provide notification - Hanna Administration to advertise in newsletter, on website and other social media platforms
ENGAGEMENT November/December 2026	**Public Hearing** - Affected persons provided an opportunity to be heard by Council	- Council and administration to hold public hearing - PRMS to attend public hearing

2.4 HOW DOES THE COMMUNITY COMMUNICATE?

Every community is different and that includes how people communicate best and most efficiently. Today there are lots of different hard copy and online platforms for communication.

Preferred Communication Methods	How/When
Town's Facebook/Instagram	**?**
Email Newsletters	**?**
Print Newsletters	**?**
Newspaper	**?**
Town Website	**?**

2.6 HOW DO WE MEASURE SUCCESS?

The following parameters can be used to measure the success of the engagement process:

- Successful execution of engagement tactics and tools.
- Number of stakeholder connections and their active participation in the MDP project.
- Positive/neutral/negative feedback from stakeholders.
- Number of participants in open houses, workshops, and meetings.
- Residents, landowners and business owners having sufficient information and time to provide feedback.

3.0 PROJECT TEAM CONTACTS

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