

MUNICIPAL DEVELOPMENT PLAN & LAND USE BYLAW REVIEW

TERMS OF REFERENCE

January 28, 2026

This Terms of Reference outlines the purpose, scope, methodology, and governance structure for a review of the Municipal Development Plan (MDP) and the Land Use Bylaw (LUB) (hereinafter referred to as “the Review”).

1.0 BACKGROUND

The current Municipal Development (MDP) Bylaw No. 20/20 was approved in 2020 with the most recent amendment in 2022. In accordance with MDP policy 13.3.6, a review shall be done within five years, including a public consultation process to test the validity of the document in the community.

The current Land Use Bylaw No. 10/24 was approved in 2024 with the most recent amendment in 2025.

Changes from the MDP may require updates to the LUB, making it efficient to combine the reviews. As part of the 2026 Budget, Council approved the MDP & LUB Review (PD-26-01) for a total of \$30,000. **See attachment 01.**

2.0 ENABLING LEGISLATION

Section 632 of the MGA provides what **must** be addressed in an MDP (s.632(3)(a)) and what **may** be addressed in an MDP (s.632(3)(b)).

Section 640 of the MGA provides what **may** and what **must** be addressed in a Land Use Bylaw. Excerpts of the MGA, **see attachment 02.**

3.0 PURPOSE OF THE REVIEW

The purpose of the Review is to:

- Address the key review topics of the MDP and the LUB;
- Identify any other gaps, challenges, and emerging opportunities;
- Gather the public and stakeholder input to verify and refine changes; and
- Update policies and regulations to reflect current and future needs within the County.

4.0 REVIEW TOPICS

The key Review topics from Project Sheet PD-26-01 were approved with the 2026 Budget and slightly modified with the addition of emerging trends and business uses with the LUB.

4.1 Five (5) key MDP review topics:

- 1) Subdivision potential within the Agricultural Preservation Area.
Consider a second title (a residential parcel with an existing residence) (RC25-0383)
- 2) Consider policies for land use, subdivision, and development within the Floodway and Flood Fringe (RC25-281)
- 3) Review of Section 3.0 Agriculture Land Use Policies and Section 4.0 Residential Land Use Policies for clarity and interpretation issues.
- 4) Review of Section 7.0 Growth Centres & Economic Nodes and Section 5.0 Economic Development Land Use Policies for Concept Plan requirements and clarity on first parcel out proposals.
- 5) Review other Sections for clarity and alignment with the County's Council direction, including but not limited to requirements for public consultation. (Administrative recommendations).
Removal of Policy 6.3.17 (RC25-083).

4.2 Six (6) key LUB review topics:

- 1) Regulations from MDP review topics (see above).
- 2) New regulations for the Aerodrome Protection Zone Overlay and amendments to the S-AP Airport District to align with the Olds Didsbury Airport Area Structure Plan (ASP) and the Sundre Airport Concept Plan within the South McDougal Flats ASP (recommended by the Steering Committees)
- 3) Review of the Canadian Veterinary Medical Associations Code of Practice for Kennel Operations to address the Municipal Planning Commissions concerns (RC24-576)
- 4) Emerging trends (for example data centres & gas fired powered generation plants)
- 5) Review the business uses within Districts.
- 6) Review other sections for edits and errors (Administrative recommendations). Amend the DC District (Section 17.12) for the outdoor and indoor storage facility, as an approach from Range Road 52 is no longer a requirement (RC25-432).

5.0 GOVERNANCE STRUCTURE

5.1 Steering Committee

Council is the Steering Committee for the MDP & LUB Review.

5.2 Responsibilities of the Steering Committee

- Identify issues and opportunities with respect to the key topics and provide direction for policy and regulation options;
- Confirm preferred option for policy and regulation changes;
- Schedule and attend meetings as required;
- Identify the appropriate Public Participation and participate in events; and
- Consider feedback from the public and stakeholders.

5.3 Responsibility of Administration

- Administration is a resource to the Steering Committee.
As directed by the Steering Committee:
 - Prepare Steering Committee Agendas;
 - Provide background information; relevant data; research options;
 - Draft policies and regulations;
 - Prepare Public Participation materials; and
 - Prepare the Bylaws for Council's consideration.

5.4 Responsibility of Council

After the Steering Committee concludes the Review, Council is responsible for the approval of the MDP and LUB Bylaws, after holding a joint Public Hearing.

6.0 SCOPE OF WORK AND PROJECT PHASES

The scope of work is organized into four stages, with a completion date to be determined through the process. The four stages of the work program include:

Phase 1: Steering Committee meetings for key review topics

- Meetings for the Steering Committee to receive background information and research prepared by Administration, in order to provide direction on each of the key topics.
- Administration to draft policies and regulations options.
- Engage the Municipal Planning Commission (MPC), Agricultural Service Board (ASB) and Subdivision and Development Appeal Board (SDAB) and any other stakeholders to provide input on the changes or options.

Phase 2: Open Houses to engage the Public

- The first round of Open Houses will engage the public and focus on the five key review topics with draft options. May include questions to the Public for specific feedback.
- Opportunity for the public to identify/raise/discuss additional topics.

Phase 3: Further drafting

- Steering Committee to receive the input and feedback from the Open Houses and direct Administration to further draft policies and regulations.
- Upon direction from the Steering Committee, the draft documents will be prepared for the public to review.

Phase 4: Open House to share the drafts with the Public

- The second round of Open Houses will provide the public with an opportunity to review and comment on the drafts.
- Steering Committee to receive comments and provide direction on any final changes.
- The Bylaws will be prepared for First Reading (circulation to referral agencies) and a joint Public Hearing.

Anticipated timeline:

TOR Approval January 28, 2026

- Phase 1 Five key topic meetings; once a month starting in March to July, every Agenda will include both an MDP and LUB topic; Meetings to resume after Council break in August as required; Engage Council’s MPC, ASB, SDAB, and any other stakeholders.
- Phase 2 Fall 2026: Open Houses to engage the public.
- Phase 3 Winter 2027: Draft and further define policies and regulations after receiving Open House responses.
- Phase 4 Spring 2027: Open Houses to share the draft MDP & LUB; final consideration of comments by the Steering Committee. Recommend that Council considers the Bylaws.

7.0 PUBLIC AND STAKEHOLDER INVOLVEMENT

Public Participation is proposed to fall within the “Consult” spectrum Appendix A of Public Participation Policy and Procedure 1030. [Public Participation Policy 1030](#) .

- 1. Website:
 - Dedicate a webpage on the County’s website that will provide information and updates on the Review process as well as what the public can expect. Steering Committee meetings will be in public and electronically accessible. Communicate via social media, the County app, radio and newspaper as appropriate.
- 2. Open Houses:
 - Two rounds of Open Houses to engage the public. The first round of Open Houses to receive feedback on potential policy options and the second round of Open Houses to share the draft MDP. Administration will include pre-recordings and virtual Open Houses.