

Terms of Reference

Village of Acme Planning Documents Review and Update 2026

1. Background

The Village of Acme adopted a new Municipal Development Plan (MDP) in July 2021. The MDP Section 10.1.5 states that the MDP should generally be reviewed every 5 years to ensure that the direction and policies are relevant to the Village's current context and vision. In the past few years since the adoption of the new MDP, there have been a number of important land use related events in Acme. These include:

- the North Central Area Structure Plan (ASP), adopted in 2022;
- a new Land Use Bylaw (LUB), adopted in 2022;
- significant new development in 2023-2025: construction of the new Acme school, a large expansion to the industrial area including a new flour mill, and design work regarding the servicing of residential lots in Heritage Estates;
- infrastructure upgrades (sanitary lift stations, water & sewer lines, stormwater) to accommodate more development underway: the flour mill, and a proposed pasta and confectionary factory;
- a minor MDP amendment in 2023; and
- a growth study in 2024.

The Village of Acme Administration has discussed with Palliser Regional Municipal Services (PRMS) a project in 2026 to review the Village's statutory plans and land use bylaw given the current context and upcoming significant development proposals.

The Municipal Government Act (MGA) regulates the content and process for adopting planning documents in Part 17. The MGA requirements will be followed for all aspects of this project.

2. Purpose of Project

The purpose of this project is to review and replace and/or provide recommendations regarding the Village of Acme MDP, ASPs and LUB to address some inconsistencies or challenges, and to provide more clarity of the future development of growth areas in the Village. This will include work towards:

- replacing the Acme MDP to ensure it is visionary, goal and objective-oriented that encourages development that meets the Village's needs;
- determining where future ASPs and/or concept plans are relevant or required to accommodate future development; and
- replacing the Land Use Bylaw to be consistent with MDP and ASP direction, and to correct concerns in relation to MGA requirements, and other concerns of the Administration including land use enforcement and compliance.

3. Project Team

The project will be led by Palliser Regional Municipal Services (PRMS) with assistance and direction from Village of Acme staff members.

PRMS		
Tracy Woitenko	Senior Planner	Planning/Project Lead
Elliot Hall	Geographic Information Systems Coordinator	Mapping and GIS
Zacharie Forest	Planner 1	Planning Assistant
Village of Acme		
Gary Sawatzky	Chief Administrative Officer	Administration Lead
Juanita Waugh	Integrated Services Coordinator	Administration Assistant

4. Roles and Responsibilities

A. PRMS

PRMS will be responsible for preparing all written materials, including draft bylaws for review by Administration. PRMS will also prepare all materials for the open house/survey and bylaw approval processes. PRMS will prepare all map updates where PRMS can obtain the original data in a format that PRMS is able to work with (CAD and GIS).

B. Village Administration

The Village of Acme Administration will be responsible for providing direction to PRMS for all project-related items. The Administration will also review all documents and provide comments to PRMS, including all bylaws. The Village will be responsible for distributing or publishing all notices related to the project, including open houses and public hearings on the website, the newspaper and other applicable formats.

C. Village Council

The Village Council will be responsible for approval of all planning documents by bylaw. This includes three readings of a bylaw and a public hearing. The Committee of the Whole will also be included on reviewing and providing comments on drafts of the new MDP and LUB.

5. Project Scope

The scope of the project will include:

- A. Replacing the Municipal Development Plan with a focus on:
 - ensuring the MDP is vision and goal/objective oriented
 - providing clarity and consistency of terminology (i.e. mainstreet and downtown)
 - deleting content that is better suited to an ASP or LUB, or is provincial legislation

- reviewing future land uses and the planning process
- B. A review of the two ASPs with a focus on:
 - providing recommendations of the relevance and efficacy of each ASP versus a future conceptual scheme (see 653(6.1) of the MGA) in discussion with the landowner, and/or
 - providing recommendations for future updates.
- C. Replacing the Land Use Bylaw with a focus on:
 - ensuring the LUB aligns with higher level statutory plans
 - ensuring the LUB is clear, concise and consistent
 - ensuring the LUB meets the requirements of the MGA

6. Timeline

Task		Anticipated Date
Terms of Reference Discussion/Adoption	Regular meeting of Council	November 10, 2025
Prepare MDP amendment bylaw, review with Administration	Virtual meetings	November – December 2025
Prepare recommendation report for ASPs, review with Administration	Virtual meetings	December 2025 – January 2026
Presentation and Discussion: Draft MDP and ASP recommendations	Regular Committee of the Whole meeting	January 2026
Prepare Land Use Bylaw, review with Administration	Virtual meetings	January 2026 – April 2026
Presentation and Discussion: Draft LUB	Regular Committee of the Whole meeting	May 2026
Public engagement	Open House, surveys	May/June 2026
Bylaw approval process	Regular or Special meetings of Council	September – December 2026