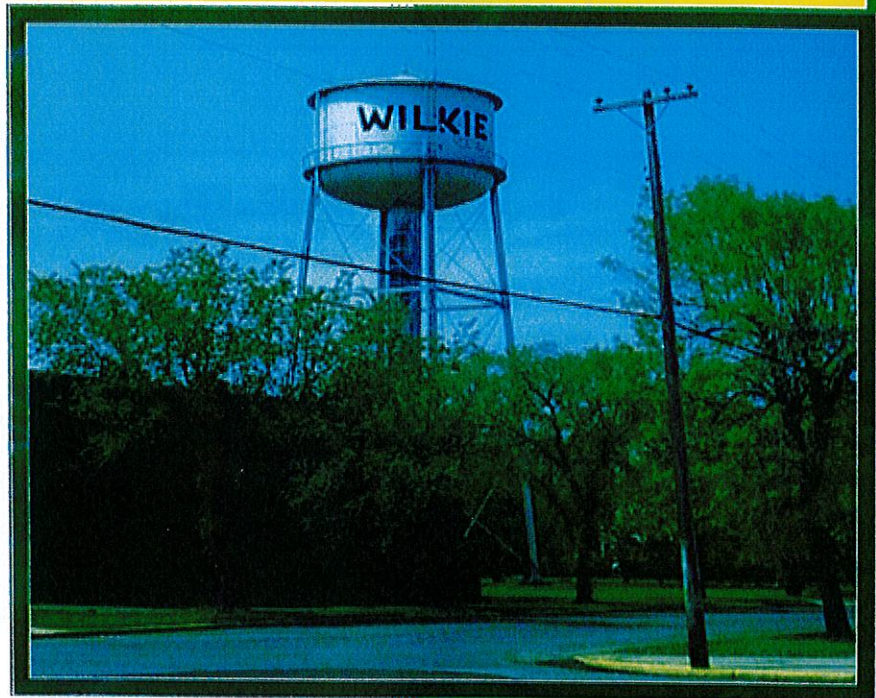


**2015**

**Town of Wilkie Official  
Community Plan**



THE TOWN OF WILKIE

Official Community Plan BYLAW NO. 3/15

1. Pursuant to Section 29 of *The Planning and Development Act, 2007*, the Council of the Town of Wilkie hereby adopts the Official Community Plan, identified as Schedule "A" to this Bylaw.
2. The Mayor and Town Administrator are hereby authorized to sign and seal Schedule "A" which is attached to and forms part of this Bylaw.
3. Bylaw No. 17/91, and any amendments made thereto is hereby repealed.
4. This bylaw shall come into force on the date of final approval by the Minister of Government Relations.

Read a first time this                    29 day of December 2015  
Read a second time this                8 day of August 2016  
Read a third time and passed this    27 day of February 2017

Arumayesshi

MAYOR

Darc Green

ADMINISTRATOR



Certified a true copy of Bylaw No. 03/15 adopted by resolution of the Council of the Town of Wilkie on the 27th day of February, 2017.

Darc Green  
Administrator



**THE TOWN OF WILKIE**

**OFFICIAL COMMUNITY PLAN**


**SCHEDULE "A" to BYLAW NO. 3/15**



MAYOR



ADMINISTRATOR

  
Lenore Swystun, MCIP, RPP



# Table of Contents

Acknowledgements.....	3
Section 1: The Official Community Plan.....	4
1.1 Introduction.....	4
1.2 The Town of Wilkie.....	4
1.3 Town of Wilkie Map .....	4
1.4 Enabling Legislation.....	5
1.5 Beyond Legislative Authority.....	5
1.6 Purpose of the Wilkie Official Community Plan .....	5
1.7 Format of the Plan.....	6
1.8 Guiding Growth in the Town of Wilkie.....	7
Section 2: Community Voice, Vision and Goals.....	8
Section 3: Town of Wilkie – A Look Forward.....	13
3.1 General Development Land Use Policies .....	13
3.2 Community Engagement.....	16
3.3 Residential Land Use .....	18
3.4 Commercial and Industrial Development Policies .....	22
3.5 Community Services.....	27
3.6 Community Economic Development and Tourism .....	30
3.7 Recreation .....	32
3.8 Ecological Resources and Ecological Sensitivities .....	34
3.9 Ground and Source Water Protection.....	37
3.10 Heritage and Cultural Resources.....	39
3.11 Public Health and Safety .....	42
3.12 Public Works.....	44
3.13 Transportation Networks .....	46
3.14 Regional and Inter-Municipal Cooperation.....	49
Section 4: Administrative Tools.....	51
4.1 Action Planning.....	51
4.2 Implementation and Monitoring.....	51
Appendix “A” – Future Land Use Map for the Town of Wilkie .....	57
Appendix “B” – Town of Wilkie Reference Maps.....	57
Appendix “B1” – Health, Safety and Emergency Services.....	57
Appendix “B2” – Heritage Buildings and Historic Places of Interest.....	58
Appendix “B3” – Heritage Sensitive Lands.....	59

Appendix "B4" - Community, Park & Recreational Amenities ..... 60  
Appendix "B5" – Bedrock Surface Geology and Water Wells ..... 61  
Appendix "B6" – Sewer System..... 62  
Appendix "B7" – Water Distribution System ..... 63  
Appendix "B8" – Storm Sewer System ..... 64  
Appendix "B9" – Pipelines and Utility Right of Ways ..... 65  
Appendix "B10" - Transportation Hierarchy ..... 66  
Appendix "B11" – Oil and Gas Wells ..... 67  
Appendix "B12" – Contaminated Sites..... 68  
Appendix "B13" – Municipal Potable Water Wells ..... 69  
  
Appendix "C" – Action Plan Table ..... 71

## Acknowledgements

Through a dynamic and, collaborative based process, the residents, businesses and neighbours of Wilkie, together with their Council, and staff can take pride in the development of this document known as the Town of Wilkie Official Community Plan.

For functional purposes, the Wilkie Official Community Plan is a living breathing comprehensive planning 'tool' that works to frame and guide the Community's development over the next 25 years and beyond.

Overall, the Wilkie Official Community Plan is intended to showcase, inform, and guide the community on a sustainable course of development. The plan will provide local direction as part of this wider complementary regional process and initiative.

In developing the Wilkie Official Community Plan, numerous participants added their voice to: identify key issues for the RM and Town area, develop a shared community vision, and outline a number of key objectives and actions that have become the policies and guidelines contained in this document.

A big thank you goes out to all who contributed to this process from the group of community members, philosophers, dreamers, and 'tell it like it is' working group members who volunteered their time, wisdom and knowledge. Included as part of this effort, was the planning team from Prairie Wild Consulting Co., who provided the technical skills to see this report through to completion. This is truly a Plan that is alive with the hearts, minds and soul of the community deeply embedded within and throughout.

In addition, the Wilkie Official Community Plan was produced with the financial assistance and moral support of the formerly known North West Enterprise Region as an initiative to help the region grow and prosper into the future.

Thank-you!



# Section 1: The Official Community Plan

## 1.1 Introduction

The community of Wilkie celebrates the completion of its inaugural plan, the Wilkie Official Community Plan, hereinafter referred to the Plan. This Plan is a voluntary effort, formed to assist the Town with growth and, development including challenges to sustain and retain current community services and business activities which meet the economic and social needs of the current and future population.

The opportunity exists to promote and address the need to continue stimulating economic development, provide guidelines to reduce conflicts between land uses, protect sensitive environmental areas, and to develop strategies which support community revitalization and population growth. There is the potential to plan and provide for the best possible mix of activities, services and land uses for the greater community.

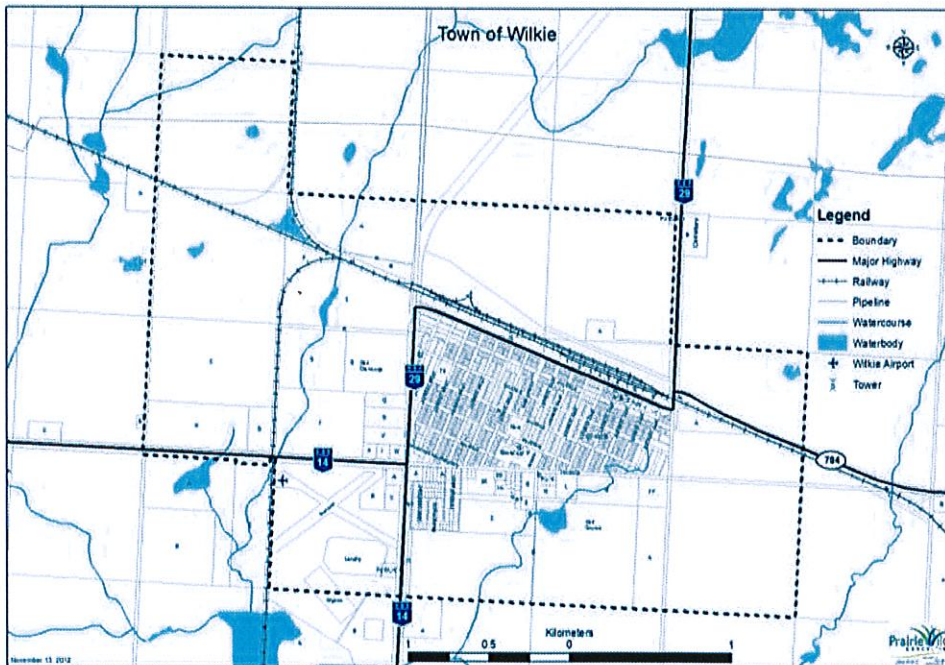
This Plan functions as a day-to-day management guide which provides over-arching policies for the Town of Wilkie. Linkages to the wider District and the RM of Buffalo, RM of Reford, RM of Tramping Lake and the Town of Scott are encouraged to establish an open communication network throughout the area. The policies in this Plan are not “static” and several key initiatives, as outlined in the “Action” Plan section, are recommended to develop a comprehensive land use plan for the Town.

## 1.2 The Town of Wilkie

The Town of Wilkie was incorporated in 1910 and named after the President of the Imperial Bank, Daniel Robert Wilkie. It is located 150 kilometers west of Saskatoon and 58 kilometers south of the Battlefords along Highway 29 and the CPR rail line. Wilkie is a community of approximately 1300 people and offers a number of community, recreational, health and educational amenities and services.

## 1.3 Town of Wilkie Map

The following map identifies the Town of Wilkie.



## 1.4 Enabling Legislation

*The Planning and Development Act, 2007*, provides the legislative framework for the preparation and adoption of an Official Community Plan. The Plan addresses such items as future land use, development and other matters of Community concern. This Plan is intended to guide the Town for a period of twenty to twenty-five (20-25) years.

## 1.5 Beyond Legislative Authority

The Wilkie Official Community Plan is derived from a participatory process with the involvement of many residents, stakeholders and other community members. This process went above the requirements outlined in *The Planning and Development Act, 2007* through engaging a number of community members and stakeholders.

## 1.6 Purpose of the Wilkie Official Community Plan

An Official Community Plan, as deemed in Saskatchewan under *The Planning and Development Act, 2007* states:

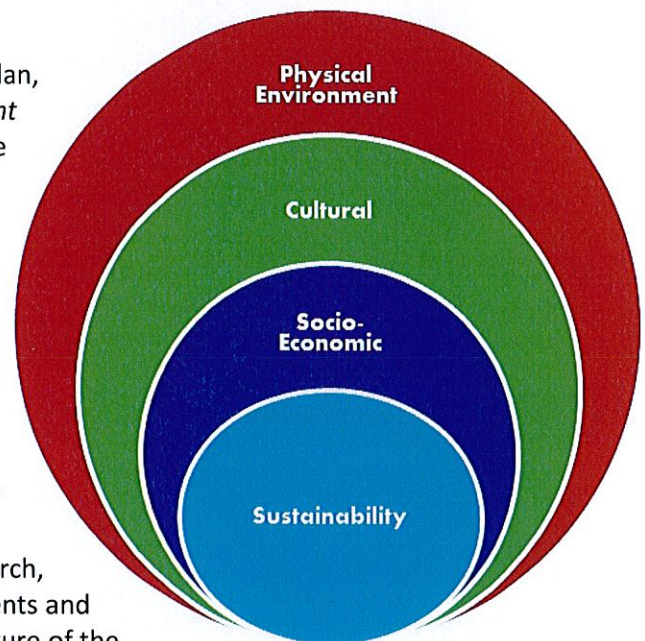
*The purpose of an Official Community Plan is to provide a comprehensive policy framework to guide the physical, environmental, economic, social and cultural development of the municipality.*

Items addressed in a comprehensive plan include future land use, and development. In addition, this Plan will include provisions for administration, amendment and repeal of the Plan.

The Wilkie Official Community Plan is intended to guide the Town of Wilkie to promote orderly and sustainable development. This Plan will reduce uncertainty for both the public and private sectors with respect to the future use of land by development practices that are compatible with the land base and environment in the Town.

The Town shall in conjunction with the adoption of this Plan, amend in accordance with *The Planning and Development Act, 2007*, their respective Zoning Bylaw as required to be consistent to the policies and provisions of the Wilkie Official Community Plan. The Plan responds to the requirements of the Act by providing policies based upon "Community Goals." The day-to-day decisions based upon these goals, objectives and the policies in this Plan are intended to promote orderly and sustainable development.

The Town of Wilkie supports the coordination of development initiatives within the Community and wider district to work regionally into the future. Findings from the consultative processes, together with technical research, have focused the Plan on the potentials and issues residents and land owners identified as of prime importance for the future of the





community, notably the need for collaborative planning and greater certainty when it comes to land uses. There is the opportunity to take an inter-municipal approach to:

- ❖ Attract new residents and businesses to the Town to support local amenities and increase tax base;
- ❖ Take advantage of the existing infrastructure, central location, community assets; and
- ❖ Market economic opportunities and natural features- recreational, commercial and industrial.

## 1.7 Format of the Plan

The Wilkie Official Community Plan is divided into five (5) major parts:

### Section 1

An Introduction to the Official Community Plan, providing some general background information and guidance.

### Section 2

Community voice and engagement process. The vision, goals, general planning principles of the Community.

### Section 3

General Land Use Policies to guide the overall use, planning and development of land in all areas of the Community.

### Section 4

Introduction to Action Planning as a means of implementing the Official Community Plan.

### Section 5

Implementation, Action Planning and Administrative tools and legislative supports available for Council to administer the Official Community Plan are highlighted.

The **Policies** of the Plan are action statements intended to address particular issues and advance the Town towards its vision. Policy implementation should involve appropriate levels of consultation with the public and relevant stakeholders. As future amendments to the Plan are contemplated, consideration should be given as to how the proposed amendment conforms to the vision and themes presented in the Plan.

**Future Land Use Map:** one of the key aspects of the Plan is to provide an overall future land use and development concept for the Town of Wilkie. The "Future Land Use Map" (Appendix "A") illustrates general land use designations which have been determined by a number of factors including existing patterns of land use, projected land needs, resources areas, natural attributes and human-made features.

**Reference Maps:** The series of reference maps attached in Appendix "B" provide supplementary information. All Reference Maps are conceptual only and should not be used to make site specific decisions.

**Action Plans:** To achieve the goals set out in this Official Community Plan, a clear plan of action or implementation strategies are required. Action Plans for the Town have been included in Appendix "D" to provide a checklist of the key action items that will need to be completed to help the Town achieve its goals outlined in the Plan. Each action item relates to policy statements included in the Plan and will require the action items be prioritized. The action items should be reviewed regularly to monitor progress and to determine if changes are required.

## 1.8 Guiding Growth in the Town of Wilkie

This Plan encourages some degree of change in the Community to promote development opportunities. Guiding future population growth to support social-economic development in Wilkie is needed to assure a better future for the area. A dynamic community requires a strategy to successfully promote agricultural diversification, business enterprises, job creation, recreation amenities, and a variety of residential options to attract new residents. The potential benefits that will accrue to the greater community include employment, tax revenue, support for local business, as well as other economic and social opportunities.

The Wilkie Official Community Plan and corresponding Zoning Bylaw will be utilized as tools to promote the community while also ensuring the local way of life and natural environment will be preserved for future generations. The Town of Wilkie will strive for an inclusionary, transparent process and invites other municipalities and First Nations to participate in order to pursue a regional wide initiative to prepare, plan and guide future growth and development opportunities.

## Section 2: Community Voice, Vision and Goals

### 2.1 Community Engagement

Community engagement is an important component of the Wilkie Official Community Plan. One of the most valuable sources of information is gained through local wisdom and experience to write local policy.

The public was invited to share their local wisdom and experience to help plan for the future growth and development of the area. A number of community members, stakeholders and business owners from the local area have participated in various meetings and data collection. Information derived from this community engagement helped to inform the Community's goals, objectives and policies.

A community meeting was held on March 26, 2013 to engage participants in writing policies, goals and objectives regarding key topics such as: land use potential, recreational amenities, housing, transportation, infrastructure and inter-municipal relationships and other key policy areas. Information derived from this session was utilized in drafting the objectives and goals for the region.

### 2.2 Community Engagement Approaches Utilized

The process for the generation of this OCP and the facilitation design utilized is based on best practices intended to ensure time for community capacity-building and quality results within the given time and resource parameters.

The following facilitation principles were followed:

- ❖ Every system works to some degree; seek out the positive, and *appreciate* the "best of what is";
- ❖ Knowledge generated by the inquiry should be *applicable*; look at what is possible & relevant;
- ❖ Systems are capable of becoming more than they are and they can learn how to guide their own evolution -- so consider *provocative* challenges & bold dreams of "what might be"; and
- ❖ The process and the outcome of the inquiry are interrelated and inseparable, so make the process a *collaborative* one (Cooperrider & Whitney, 1999).<sup>1</sup>

As part of the facilitative process, the following roles were outlined at each meeting and shared with participants at the beginning of the community engagements and built upon as the process moved forward.

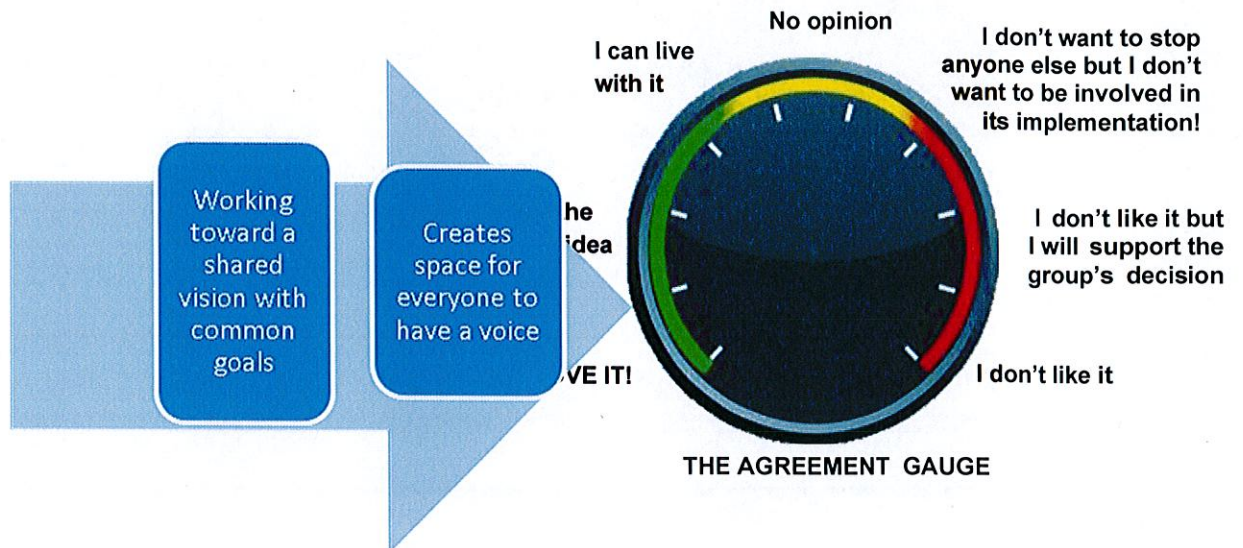
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<sup>1</sup> Cooperrider, D. L., & Whitney, D. (1999). *Appreciative inquiry*. San Francisco, CA: Berrett-Koehler Publishers, Inc.

Facilitative Planners	Participants
<ul style="list-style-type: none"> <li>❖ To prepare the process for the planning sessions and to prepare the draft plan with the community.</li> <li>❖ To ensure everyone has an equal opportunity to participate.</li> <li>❖ To help the community move through the process in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>❖ To participate and provide input into the planning process.</li> <li>❖ To keep an open mind and participate in individual and group exercises.</li> <li>❖ To dialogue and provide suggestions and direction for improvements and next steps.</li> <li>❖ To trust our views are important and respected as an essential part of our success.</li> </ul>
<p><b>Together, for all of us to learn something new, have fun and share with others the work we are collectively doing to prepare this plan</b></p>	

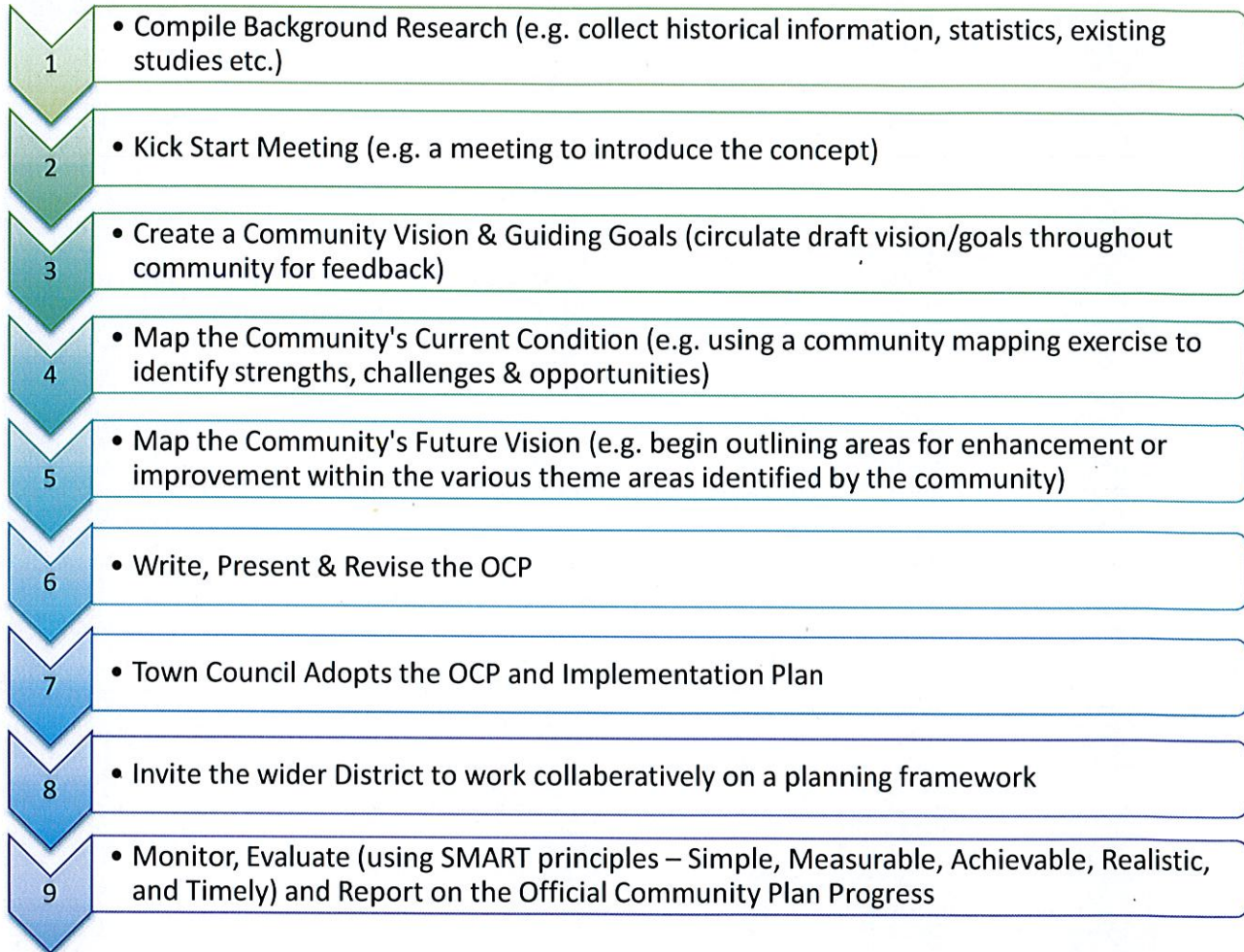
**Decision Making Model**

- ❖ To ensure that everyone has the ability to have a voice and participate equally, a collaborative decision-making model is utilized to make decisions throughout the process and the long term. This model is based on allowing all range of opinions to be heard, from: *I like it, I like the basic idea, I can live with it, no opinion, I don't want to stop anyone else but I don't want to be involved in its implementation, I don't like it but will support the group decision.*
- ❖ The idea is to create an open space where everyone can voice their opinions and be heard throughout the process. This model guides the community to create a shared vision that everyone can live with.



### ***Wilkie Process Framework***

The OCP framework provides actual policies and tangible targets, measures and outcomes to drive subsequent and on-going actions, programs/services and further policy direction. The OCP was conducted through the utilization of an 9-step process.



## **2.3 Foundations for Success**

The community worked together to develop a set of guiding foundations to ensure success in making decisions collaboratively. The following key items are seen as essential to functioning as community when meeting.

- ❖ Refreshments
- ❖ Input
- ❖ A plan
- ❖ Participation from community members
- ❖ Listening to ideas
- ❖ Facilitation
- ❖ Spirits
- ❖ Laughter
- ❖ Honouring time frame



## 2.4 Wilkie Community Vision

Below is the vision statement for the community of Wilkie. It is intended to give a broad, aspirational image of the future that someone or a group of people is aiming to achieve. The vision statement is written in present tense, in a positive tone, is easy to understand and written to a twenty-five plus (25+) year horizon. The community collectively created their vision statement.

### *In 2040...*

*The community of Wilkie is a bedroom community that maintains a sustainable growth. Services and amenities are retained while enhancing the richness of what Wilkie offers. It is a hub centre for rail, transporting goods and services in, out and throughout the District.*

*Our community nurtures a relaxed lifestyle and diversity of people who live within the community.*

The Town of Wilkie is guided by the *Local Government Act, 2007* and the *Statements of Provincial Interest*, by providing policies based upon "Community Goals" for the conservation and use of municipal resources. The day-to-day decisions of the Wilkie Council will be based upon these goals.

***Residential Development:*** *Providing for a mix and variety of housing including single detached, multi-unit, affordable and rental accommodations to support current residents and attract new residents.*

***Economic Development:*** *Retaining and promoting the existing businesses and services Wilkie has while attracting new development to diversify and contribute to the community's economic viability.*

***Agricultural Pride:*** *Promoting and supporting our agricultural lands and businesses is valued.*

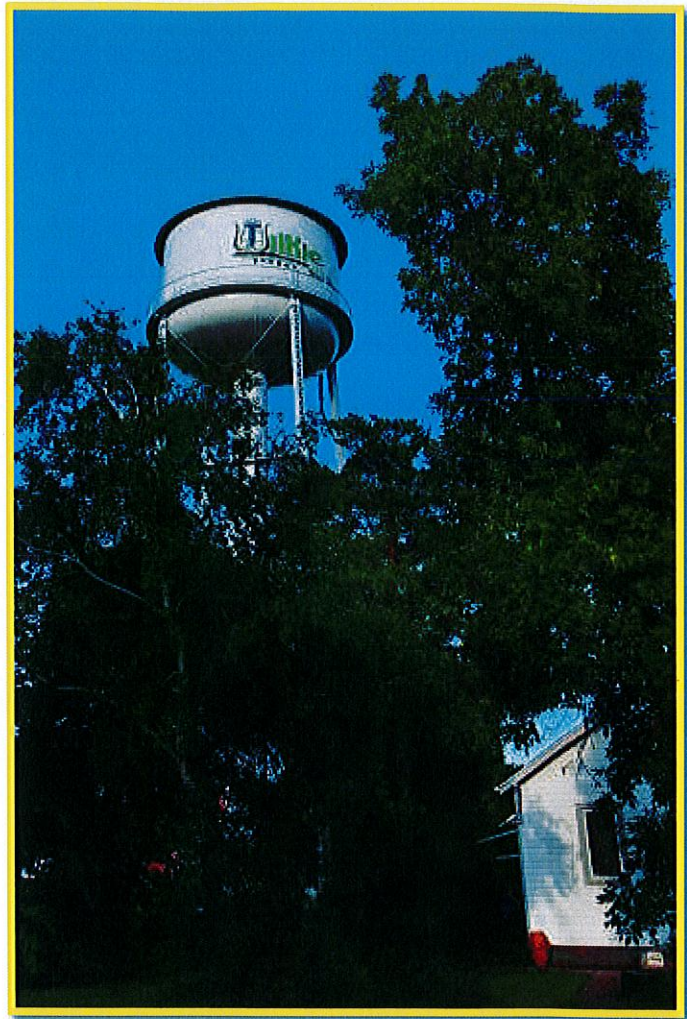
***Environmental Management:*** *Ensuring responsible environmental management that contributes to the overall quality of life within the Town.*

**Heritage Resources:** Preserving and protecting our cultural and heritage resources to tell our story over time and for future generations to come.

**Sustainable Servicing:** Supporting economic and social growth within the community and area in a safe and sustainable manner by encouraging new development in areas where services exist and land uses are compatible.

**Community Development:** Retention of existing businesses and attraction of new community development is encouraged that provides for all users, community members and visitors.

**Inter-Municipal Cooperation:** Collaborating and forming partnerships with community organizations, the RM of Buffalo, RM of Reford, RM of Tramping Lake and Town of Scott and other neighbouring communities where opportunities exist.



## Section 3: Town of Wilkie – A Look Forward

### 3.1 General Development Land Use Policies

The policies outlined in this section address issues which may arise in the community of Wilkie. In managing change, the Town of Wilkie will undertake comprehensive, integrated and long-term planning to ensure that developments are compatible with the landscape quality of the area and can be sustained by service levels and meet the *Statements of Provincial Interest*.

#### Objectives

- ❖ To promote the location of development in areas where capacity exists to host such developments and is reflective of the Official Community Plan and Future Land Use Map.
- ❖ To explore service delivery options that are financially viable for the Town.
- ❖ To encourage clustered compatible development to ensure the best utilization of land is achieved.

#### General Policies

- .1 The Town shall have a sustainable form, mix of uses and densities that allow for efficient use of land, infrastructure, and public facilities. This Plan will help to identify suitable lands to attract a broad range of residential, business enterprise, recreation, institutional, and industrial development to meet anticipated long-term needs for the community.
- .2 The Town will avoid unplanned development to achieve an orderly, efficient land use pattern which is possible to develop and service in appropriate phases. This Plan strengthens and maintains the small town character through policies and provisions.
- .3 Future development shall integrate into the natural surroundings and shall complement the surrounding community design, landscape and vegetation. Planned development will help to increase land values, not be wasteful of the land resource, minimize public expenditure in service provision, recognize significant features and reduce access connections to provincial roads and highway to minimize disruption to traffic flow.
- .4 Development of new buildings and additions to buildings in the flood way of the 1:500 year flood elevation of any watercourse or water body shall be prohibited. If the development of new buildings or additions is approved, flood-proofing to an elevation of 0.5 meters will be required. Flood prone areas for the Town of Wilkie are identified in a Reference Map provided in Appendix "B".



- .5 The Town and developer shall work with the Water Security Agency to conduct any further investigations or studies in flood prone areas that may have a flood way of 1:500.
- .6 When reviewing applications for development, consideration shall be given to the proposal's conformity with this Plan. A proposal shall be denied when it is detrimental to the health, safety, general welfare of persons residing or working in the area, or incompatible with existing or proposed land uses in the vicinity.
- .7 Major deviations to the Plan design and policies shall require an amendment. The Future Land Use Map in Appendix "A" shows the general designation of land use.
- .8 Cumulative effects, land fragmentation, best management practices, innovative procedures, development phasing, route modification, alternative construction techniques and impacts on municipal servicing shall be considered when reviewing all developments and their compliance with the Plan.
- .9 The Town shall promote economic development and competitiveness by providing for an appropriate mix and range of employment opportunities including agricultural, resource based, tourism, recreational, commercial, industrial, and institutional uses to meet long-term needs by ensuring the necessary infrastructure is provided to support current and projected needs.
- .10 Development and new subdivisions shall be encouraged to locate where servicing and infrastructure are in place, or planned, to support the intensity and type of development. Development will be encouraged to locate adjacent to roads which have been designed and constructed to accommodate their activities.
- .11 Clustering development to adjacent built-up areas shall be encouraged, as well as considerations for compact form, mixed uses and densities that allow for efficient use of the land, infrastructure and public facilities. Development shall minimize the potential impact to drainage, landscape or other natural conditions.
- .12 In managing growth and change, the Town shall maintain a long-term asset management plan to ensure growth will not place an undue strain on municipal infrastructure or public service facilities.
- .13 Servicing agreements may be required at the time of subdivision to ensure that new subdivisions are developed to the standards of the Municipality and to address other concerns specific to the proposed subdivision. Subdivision Fees or Development Levies that recover the costs of extending/upgrading services to the new developments shall be required in accordance with *The Planning and Development Act, 2007*.

- .14 Before approving new land developments, the Town shall consider the number of unsold and undeveloped sites in the Town that are being subdivided or rezoned or similar site in adjoining developments.
- .15 Future subdivision and development shall be in accordance with this Plan. Major deviations to the Plan design and policies shall require an amendment to this Plan. Minor relaxations may be considered without an amendment to this Plan where the developer can demonstrate to the satisfaction of the affected Municipality that the proposed development would maintain the overall intent of the OCP policies.
- .16 The Town recognizes the importance of implementing land use controls that identify and preserve pipeline rights-of-way. Public and pipeline safety shall be taken into consideration in the development planning and design. Development along pipelines shall be subject to the following:
- a. Any development involving pipeline and/or power line transmission rights-of-way shall be sited to comply with all relevant Federal and Provincial legislation. Setbacks from pipelines and other utility corridors shall be in accordance with appropriate corporations. Refer to "Land Use Planning for Pipelines publication by Canadian Standards Association (CSA) PLUS663", which may be amended from time to time;
  - b. Setbacks from the edge of the pipeline easement shall be 12.0 metres (39 ft) except for where, in consultation with the operator of the pipeline, a lesser separation may be allowed;
  - c. The National Energy Board has designated a setback area of 30 metres (98 ft) on either side of a pipeline in which, subject to exceptions for such things as normal agricultural activities, anyone proposing to conduct a ground disturbance/excavation, must:
    - i. Ascertain whether a pipeline exists;
    - ii. Notify the pipeline company of the nature and schedule of the excavation; and,
    - iii. Conduct the excavation in accordance with such regulations.
- .17 Development proposals which may impact the pipelines within 200 metres (656 ft) of the Town's pipeline corridor shall consult with the pipeline operators as part of the formal land use planning and application process, and prior to submitting a subdivision or development permit application.

## 3.2 Community Engagement

The Town of Wilkie is committed to an open and transparent process, in order to recognize the needs and wants of the community as a whole. The Town would like to improve communications in order to have a stronger relationship among all citizens. Wilkie is a vibrant community, one of its many assets is its community spirit, and the continuance of this is seen as a priority. Involvement of all community members, regardless of social and economic standings, including those who live outside of the Town, will continue to be a cause for celebration.

### Objectives

- ❖ To promote communication among all residents and businesses.
- ❖ To continue to engage the public in community initiatives.
- ❖ To build relationships and trust with community members, organizations and groups.
- ❖ To encourage and foster local stewardship and citizen participation in Town committees.
- ❖ To promote a strong awareness of municipal happenings and events, new regulations (i.e. bylaws) among residents, businesses and other land owners.

### General

- .1 The Town will encourage and enhance broad community engagement in planning and decision making by ensuring an open and transparent process and communication is utilized to involve all residents within the Town and wider District.
- .2 The Town will regularly communicate with the community through mediums that connect the public together with municipal officials including though not limited to print, web-based, radio and open forums allowing public participation.
- .3 Wilkie shall ensure the Town website is updated regularly with the most up-to-date information for residents and visitors. Information about how to become involved in the community shall be available.
- .4 The Town will strive to enhance local communication through an open and transparent process which brings the public together with municipal officials: this includes regular reports to the community and forums allowing public and research.
- .5 Advisory committees may be established to solicit input on planning and development, strategic planning, social, cultural, economic, infrastructural and environmental issues.

- .6 The Town shall investigate opportunities to involve community members in town meetings (or Committees) by advertising meetings as open to the public and by exploring possibilities to elect/ appoint representatives from the community at large (versus acclamation).
- .7 Review of the Official Community Plan shall be done consistently every five (5) years to ensure policy statements are current and reflective of the community. The community shall be invited to a community meeting to participate in this session.
- .8 The Town may establish adhoc advisory committees to solicit input on social, cultural, economic, and environmental issues and to provide a local public process that prioritizes community projects when opportunities for community development arise.

### 3.3 Residential Land Use

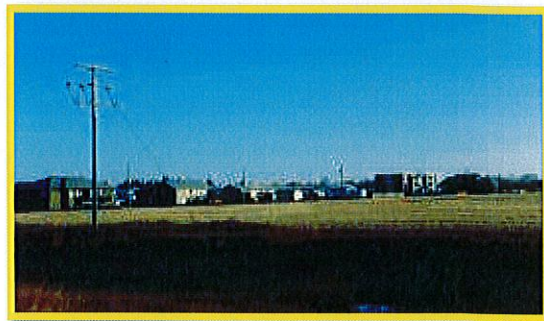
The Town of Wilkie currently provides a variety of housing options to a mixed population including families, couples, seniors and single occupant households. To attract further residents to the community, the Town is advocating for an increase in residential development of all types to support the wide array of housing needs exhibited by the community, notably the need for rental accommodations.

#### Objectives

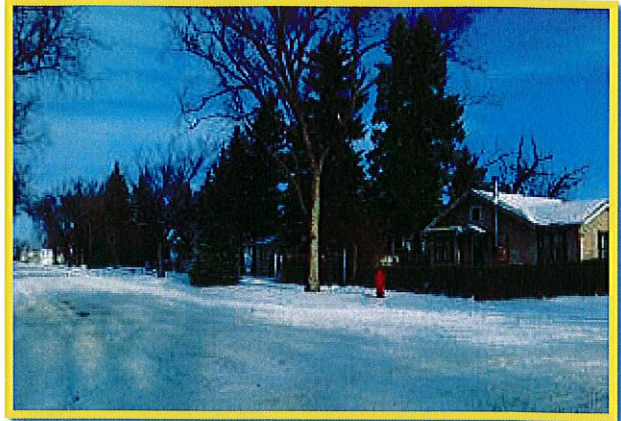
- ❖ To encourage a wide range of housing options for the community which are supportive of varying income levels and lifestyles.
- ❖ To include senior's housing that creates both a sense of community while respecting people's need for their own independent sense of "home".
- ❖ To promote the construction of rental housing for families.
- ❖ To promote infill developments.
- ❖ To provide green space and link to community amenities within existing and new residential areas.

#### General Policies

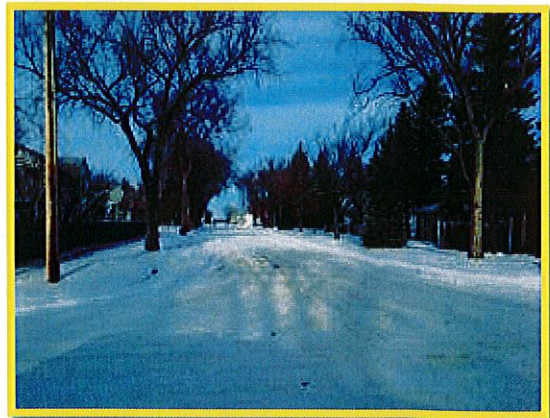
- .1 The Town shall provide a mix and range of housing styles and forms including acreages, single-detached, multi-unit, mobile homes, ready-to-move, modular, multi-unit, senior and rental to accommodate varying income levels and life styles.
- .2 The Future Land Use Map for the Town of Wilkie (Appendix "A") will provide for the development of residential and compatible land uses to accommodate a variety of housing forms provided within the Zoning Bylaw.
- .3 When planning new residential areas or rezoning portions of land for residential use, the proposed development shall have regard to:
  - a. Compatibility of adjacent land uses;
  - b. Avoidance of environmentally sensitive and/or hazardous areas;
  - c. The ability of the Town to provide cost-effective municipal services;
  - d. The impact on financial and capital planning by the Town of Wilkie;
  - e. Zoning, subdivision design, street layout, and site planning;



- f. The use of natural topography and drainage patterns to minimize the cost and risks associated with storm drainage;  
and
- g. Provision of land for Municipal Reserve pursuant to *The Planning and Development Act, 2007*.



- .4 Park space, trails and other amenities shall be linked within new residential areas in order to integrate and complement existing neighbourhoods.
- .5 Residential building construction will be regulated by the Building Bylaw to ensure a high quality of housing consistent with *The National Building Code of Canada*. The safe construction and maintenance of dwellings, along with the certification of modular homes to meet safety standards will be enforced.
- .6 The Town shall encourage and promote infill residential before expanding to new areas in order to utilize existing infrastructure and reduce costs.
- .7 Old abandoned housing and buildings and disposal of insignificant and dilapidated building material may be cleaned up to provide for redevelopment and infill opportunities.
- .8 The Town of Wilkie may acquire and subdivide land for residential purposes where there is a need to expropriate land for future expansion.
- .9 Developments shall preserve and integrate natural features such as vegetation, trees, topography, streams, and natural drainage patterns.
- .10 The Town shall explore opportunities to work with the RM of Buffalo, RM of Reford, RM of Tramping Lake and Town of Scott to identify areas of potential future growth surrounding the community.
- .11 Due to the mix of demographics, housing development that provides options shall be encouraged.
- .12 Mobile homes are welcome in the Town and will be required to locate in the designated areas as outlined in the Town Zoning Bylaw.



- .13 RTMs (ready-to-move) homes and modular housing units are suitable within any residential area if constructed to complement neighbourhood dwellings. These newer forms of pre-fabricated dwellings are required to meet the construction standards of the *National Building Code of Canada*. Regulations pertaining to RTMs and Modular homes shall be regulated by the Zoning Bylaw.
- .14 Rental housing options will be encouraged to mitigate the present shortage of rental accommodation. The Town may provide an incentive to developers providing this type of housing in the community.
- .15 The Town shall explore the opportunity and options for country residential acreages in and around the Town. Areas suitable for this type of development have been identified as outlined in the Future Land Use Map in Appendix "A".

### **Affordable Housing**

- .16 The Town shall support affordable housing by:
  - a. Identifying appropriate locations for its development;
  - b. Assisting in the development review process; and
  - c. Participating in affordable housing projects where appropriate and within financial capabilities.
- .17 Affordable housing will be supported by the Town through investigation of subsidized options or incentives to draw new residents or families to the community.
- .18 The Town will seek opportunities to apply for grants or conditional funding from other orders of government and agencies to support the development of affordable housing.

### **Senior Housing**

- .19 The Town may contribute to the provision of affordable seniors housing units in the form of townhouses and other multi-unit dwellings through incentives.
- .20 Varying levels of care for the elderly may be provided for within the Town of Wilkie.
- .21 The Town may work with neighbouring municipalities to advocate for the construction of senior care facilities within the community of Wilkie or within the wider region, to ensure residents continue to have a home within the area into the future.
- .22 Senior or special needs housing may be located within walking distance of amenities and services in order to provide better access to those with reduced mobility.

## **Multi-family Housing**

- .23 Multi-unit dwellings will be encouraged on sites that are considered to be compatible with adjacent residential development, having regard to suitable street and vehicular access and as regulated by the Zoning Bylaw.
- .24 The Town encourages higher density housing in order to improve the sustainability of the community and to meet the market demand. Such development shall be appropriately located within proximity to local services, communal open space, and commercial facilities.

## **Home-Based Business**

- .25 Home-based businesses may be accommodated provided that they are clearly secondary to the principal residential use of the dwelling unit, are compatible with and do not change the character of the surrounding residential area and are not of a size, scale or use that would affect the viability of established commercial areas.
- .26 The Zoning Bylaw shall specify development standards for home-based businesses.
- .27 Home-based businesses will be required to comply with the Building Bylaw and the *National Building Code of Canada*.



### 3.4 Commercial and Industrial Development Policies

The Town of Wilkie offers a variety of commercial and industrial services. The largest industry within Wilkie is business within the agriculture sector. The railroad is an asset and contributes a significant amount to the agri-business by transporting goods and services in, out and through the community and District.

#### Objectives

- ❖ To ensure balanced and compatible industrial development in and around the Town.
- ❖ To promote the existing commercial and industrial services within the Town.
- ❖ To attract new businesses to increase growth and economic sustainability.
- ❖ To market the community as a place to visit, shop and stay.
- ❖ To improve the sign corridor coming into to Town to promote the existing businesses and industry.
- ❖ To support our agricultural background and industry.

#### General Policies

- .1 The Town will promote economic development and competitiveness by providing for an appropriate mix and range of commercial, industrial and institutional uses.
- .2 Commercial activities shall include the development of structures, buildings and landscaped areas that are compatible with adjacent uses and ensure a high level of visual and aesthetic quality. The Future Land Use Map (Appendix "A") indicates areas designated for commercial development.
- .3 Retention and attraction of businesses is a priority to the Town. Existing businesses shall be supported with an effort to attract new business and industry which may help with increasing job opportunities.
- .4 The Town shall promote the existing businesses within the community through the creation of a Town business directory and website.
- .5 A business directory is a helpful tool to see what the community offers in terms of services. Each year, a review and update of the community business directory shall be conducted.
- .6 Commercial developments with extensive site requirements, such as outdoor storage, display, parking requirements (e.g. large trucks), will be encouraged to locate at appropriate locations outside of the central commercial area.

- .7 Commercial activities such as restaurants, clothing stores, trade-related, and other businesses shall be encouraged to supplement existing services and to respond to the needs of the community.

### **Core Commercial Policies**

- .8 The core commercial area will be prioritized as a location for retail activity, professional services, government functions and cultural activities.
- .9 The Town shall consult with individuals, business owners and organizations to identify initiatives or incentive programs that would encourage businesses and enterprises to locate in the Town core commercial area.



- .10 The Town may investigate incentives to encourage business owners to upgrade and maintain the appearance of the buildings on Main Street to create a vibrant downtown core.

### **Home-Based Business Policies**

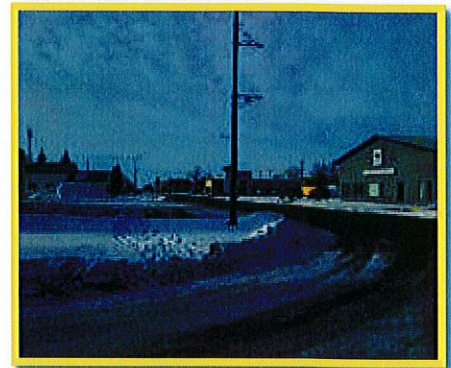
- .11 Home-based businesses may be accommodated provided they are clearly secondary to the principal residential use of the dwelling unit, are compatible with and do not change the character of the surrounding residential area and are not of a size, scale or use that would affect the viability of established commercial areas.
- .12 Home-based occupations or businesses shall be encouraged in the Town as valuable contributors to the district economy. The Zoning Bylaw shall specify development standards for home-based businesses.

### **Highway Commercial and Industrial Policies**

- .13 The "Future Land Use Map" (Appendix "A") identifies potential locations of preference for future Highway Commercial and Industrial development within and around the Town.
- .14 The Town shall work with businesses, industries, community organizations and the Department of Highways to improve the sign corridor coming into Town.
- .15 Visual appearance standards shall include landscaping of all Highway Commercial and Industrial development. Landscaping standards shall be provided in the Zoning Bylaw.

- .16 New Highway Commercial and Industrial development requiring rezoning of land will be evaluated based on the following factors:
- a. Consistency with the Future Land Use Map and any other relevant reference maps;
  - b. Site planning and land use compatibility with existing development;
  - c. The capacity of the Town to provide efficient and economical municipal services, at a cost that can be borne by the development;
  - d. Provision for safe movement and integration of vehicular traffic on local streets and with controlled access to the highways;
  - e. The site shall have direct and approved access to a major public road system; and
  - f. The development shall not have adverse impacts on groundwater.

.17 A wide variety of lot sizes will be provided to ensure the availability of land for a broad range of activities. Highway Commercial/Industrial areas shall be provisioned with adequate infrastructure that can accommodate these developments in a timely, economical and environmentally sustainable manner.



.18 Highway Commercial and Industrial developments shall be buffered from non-compatible uses.

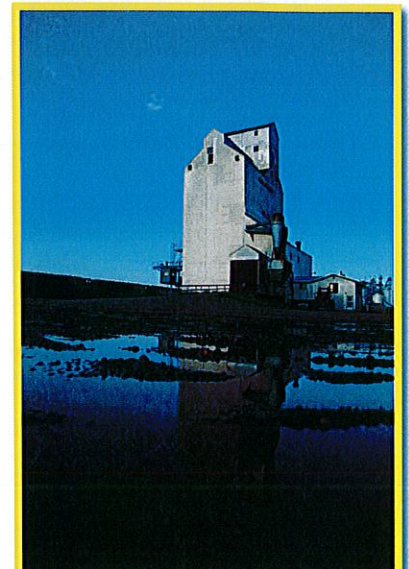
.19 The infilling of vacant commercial and industrial land or expansion of developed areas will be encouraged.

.20 The Town will assist the appropriate agencies to identify contaminated sites that may exist in the community and cooperate in the development of appropriate mitigation plans for those sites.

.21 Highway Commercial and Industrial development shall be directed to lands readily accessible to existing transportation infrastructure to provide for efficient transportation and shipping operations. Industrial and associated commercial development shall be encouraged to cluster into nodes along established and future transportation interchanges.

.22 Where necessary, the Town may acquire land for industrial and commercial development through purchase or exchange of lots.

.23 Care shall be taken in siting of industrial uses that normally create very significant land use conflicts with regard to noise, vibration, smoke, dust, odor or potential environmental



contamination. Such uses shall be encouraged to find a location that maximizes separation from residential areas and shall be visually screened or otherwise buffered to protect adjacent land uses.

- .24 Use-specific industries that exhibit a potential level of hazard or environmental impact which can only be mitigated through spatial separation shall be located according to the separation distances outlined by the appropriate provincial agencies. Industries considered hazardous due to the transport, handling, bulk storage or use of hazardous materials shall be regulated through the Zoning Bylaw for the Town.

### **Agri-Industry**

- .25 The Town shall promote the agricultural businesses and industries within the Town and support opportunities for growth, diversification and expansion of agricultural activities and value-added agribusiness development.
- .26 Lands utilized for agriculture purposes within Town boundaries shall be identified as "Future Urban Development". In order to facilitate an orderly and economic conversion, the zoning regulations on these lands should take into consideration the following criteria:
- a. Lands presently in agriculture use shall be retained for such use in the interim period.
  - b. Agricultural activities will be of a type which will not create any unacceptable nuisance factors or hazard;
  - c. The interim development of these lands shall be regulated in such a manner so as to facilitate an economic conversion to urban use; and
  - d. Capital investment in buildings and structures shall be limited in order to minimize obstacles for future urban development.

### **Hazardous Use Policies**

- .27 Facilities or developments, which manufacture, hand, store or distribute hazardous materials, will be governed by the following:
- a. Hazardous facilities shall not be located closer to dwellings than permitted or recommended by the Saskatchewan Environment;
  - b. Anhydrous ammonia facilities shall be located a minimum of 100 meters from provincial highways and municipal roadways;
  - c. Where new development or expansion of a potentially hazardous use is proposed, information may be required relating to the nature of any potential discharges into the air, soil or water, the nature of outside storage requirements, the compatibility of surrounding land uses, and plans for buffering such activities from adjacent uses; and
  - d. In instances where the risk is severe, development may be directed to a suitable rural location.
- .28 Hazardous industries shall be required to locate in, or adjacent to, areas of concentrated use or in new industrial parks. Hazardous industries must be approved by applicable Provincial and

Federal environmental agencies and provide clear evidence of compliance with *The Saskatchewan Fire Code, The Environmental Management and Protection Act, The Dangerous Goods Transportation Act, The Fire Prevention Act, The National Building Code*, and other applicable codes and standards.

.29 Oil and gas related industries shall be supported and will locate in areas that are suitable for this type of development.

## 3.5 Community Services

There are a number of community services and amenities provided within the Town of Wilkie. Wilkie is a very active community with many clubs and organizations and recreational activities that are utilized by residents and visitors.

### Objectives

- ❖ To develop a walking trail around Town and link it to the Regional Park.
- ❖ To maintain and support the Regional Park.
- ❖ To maintain care for seniors within the community by providing adequate services.
- ❖ To continue partnerships with corporations and other agencies for sponsoring various community services and amenities.
- ❖ To continue initiatives that give youth the opportunity to be involved in their community

### General Policies

- .1 The Town will ensure that adequate land is available for a full range of institutional, public and community services. The development of institutional, recreation or cultural facilities shall be encouraged to locate where services can be shared or have a joint use.
- .2 The Town will work with service delivery agencies, other municipalities and other jurisdictions by:
  - a. Participating in activities enhancing the delivery of services;
  - b. Assisting in site planning for public service uses;
  - c. Ensuring infrastructure development that supports public service uses;
  - d. Supporting, as appropriate, the joint use of community facilities as a means of providing cost efficient services to the public;
  - e. Accommodating public service development in appropriate locations in the community compatible with existing land use as may be permitted by the Zoning Bylaw; and
  - f. Entering into collaborative inter-municipal or inter-agency agreements.
- .3 Wilkie respects and honours senior residents and people living with disabilities. The services and amenities available for seniors and people living with disabilities will be retained, supported and expanded where there is an opportunity to do so.



- .4 There are many events hosted in Wilkie all year round and the Town shall continue to collaborate on such events and initiatives with community members, organizations and committees.
- .5 Updating the website on a regular basis will be a priority to include businesses, community organizations and events so residents, new comers and visitors are informed of how to be involved and know what is going on in the community.
- .6 The Town shall maintain, and possibly expand on community and recreational amenities within Wilkie, including the Regional Park, rink, swimming pool, dance hall, curling rink, the library and other.
- .7 The Town shall continue to work with the Regional Park Board to maintain, enhance and promote the Regional Park.
- .8 Proposed Community Service developments will be evaluated based on their location, site layout and proper vehicular access, the compatibility of land use, and the provision of adequate municipal services.
- .9 The Town shall ensure that the Regional Park is well maintained and promoted as a valuable asset to Wilkie and the region.
- .10 The Town will encourage volunteerism by providing opportunities for all ages within the community and surrounding area to partake in community organizations, service clubs and events.
- .11 Arts and cultural programming and initiatives shall be supported and encouraged in the Town.
- .12 Sarcan is an important community service and amenity. Support may be given to this facility. Increased awareness and educational initiatives may be carried out in order to promote “reduce, reuse and recycle” throughout the Town.
- .13 The Town shall support the Wilkie Museum to ensure the story of the community’s historic past is sustained into the future.
- .14 The library is a regional service and is



important to the community. It shall continue to be supported to ensure the service remains available and in the Town.

## Education Policies

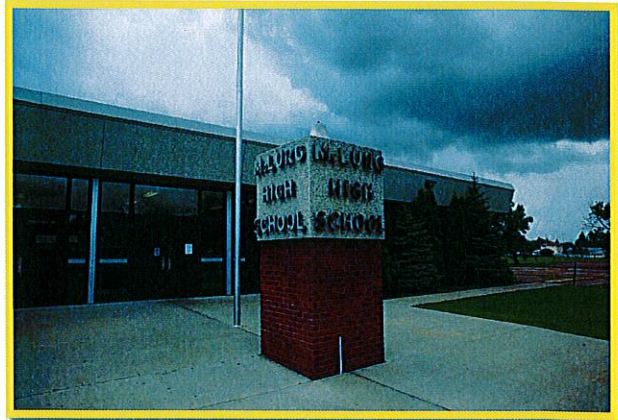
.15 The Town supports the McLurg High School and the Norman Carter Elementary School as vital and integral facilities for the greater community which are utilized for a variety of local and regional events.



.16 The Town will work with the Living Sky School Division No. 202 to ensure that the schools offer a wide range of educational opportunities and experiences.

.17 The Town encourages the development of joint-use agreements with the schools.

.18 The Town encourages the adaptive re-use of educational facilities and sites for institutional, recreational, educational or other community-orientated use, subject to the provisions of the municipality's zoning bylaw, after appropriate consultation with relevant community groups and local residents.





### **3.6 Community Economic Development and Tourism**

The Town of Wilkie is recognized as a community that provides services and amenities to residents including commercial, retail, grocery and industrial businesses primarily relating to agriculture. It is a hub because of two main intersecting highways and one active rail line that borders the Town on the North and West side and are highly utilized to ship goods and services. Agriculture is valued and is the primary industry.

Wilkie is also well known for the recreational and community amenities that attracts people to the community. The community centre and arena brings many people in for hockey games, exercise programs and events. Likewise, the Regional Park also attracts people for camping and ball tournaments. Residents are happy with what the Town offers though they would like to attract new business and explore unique tourism ventures.

#### **Objectives**

- ❖ To maintain an adequate communication network for community members and visitors.
- ❖ To create an active Town Chamber of Commerce.
- ❖ To support and expand existing businesses and welcome new commercial development to the community.
- ❖ To promote small business, entrepreneurialism and artistic, cultural endeavours within the community.
- ❖ To encourage development that services the travelling public.
- ❖ To promote community festivities and events.
- ❖ To maintain and market the Regional Park as a valuable asset to the area.
- ❖ To promote and expand on various tourism opportunities and locations within the community.

#### **Economic Development Policies**

- .1 The Town shall promote economic development and competitiveness by providing for an appropriate mix and range of industrial, commercial and institutional uses. In order to promote economic development the Town encourages the use of existing and new infrastructure to support current and projected needs.

- .2 Working together with community members and organizations, the Town shall explore the opportunity to form a Chamber of Commerce that will assist in community economic development within the Town.
- .3 The Town recognizes entrepreneurs as being an integral for the provision of many services within the community and shall support these types of endeavours within the community.
- .4 Town shall investigate incentives to encourage business owners and property owners to upgrade the appearance of the buildings and properties on Main Street to create a vibrant downtown core.
- .5 The development of a new shopping centre is encouraged to locate in the core commercial area to include specialty stores, retail, service shops and other types of businesses.

### **Tourism Policies**

- .6 The Town will continue to provide information to people passing through and visitors to the community by promoting tourist locations through the town office and website.
- .7 The Regional Park is a key amenity for residents and visitors and shall continue to be supported.
- .8 The preservation of present cultures and traditions through festivals, dances and other events will be seen as essential to the community and shall be maintained and enhanced when opportunities arise.
- .9 The Town will explore opportunities to develop more lodging areas such as a hotel, bed and breakfast homes or other over-night accommodations that would increase the options for visitors in the area.
- .10 Signage throughout the Town and on the highway will be enhanced as a means of self and regional promotion.
- .11 Year round seasonal activities and festivals shall be promoted by the Town including Jump into Summer, Farmer's Day, and numerous other events. New events year-round that gather community members at large shall be encouraged.

## 3.7 Recreation

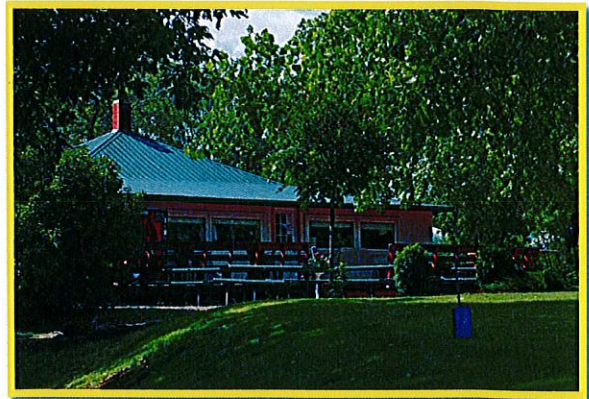
The Town of Wilkie has a vibrant recreation sector. There are many recreational amenities including the SaskCan Arena and Community Centre, the Regional Park, Memorial Park, a swimming pool and a nine hole golf course. There are many programs offered through the use of these facilities including walking outdoors and indoors in the community centre and the school, hockey, ball tournaments, golf tournaments and many more (see Reference Map in Appendix “B3” for all recreational amenities).

### Objectives

- ❖ To maintain and sustain the existing recreational facilities while looking for opportunities to enhance them.
- ❖ To provide recreational services and programming for all ages and physical abilities.
- ❖ To ensure a mix of indoor and outdoor recreation for the community.
- ❖ To support and expand services within the Regional Park.
- ❖ To promote the Community Centre as a recreational and community hub.
- ❖ To inter-connect school sports programs with outside school programs.
- ❖ To incorporate walking and biking trails throughout the Town.
- ❖ To provide park and outdoor recreation space that meets the diverse needs of the community.
- ❖ To encourage conservation and expansion of green space and buffer strips within the community.

### Recreation Policies

- .1 The Town will promote the use of existing recreational space such as the Community Centre, Regional Park and schools as resources to be utilized in the programming of recreational and cultural activities to ensure these amenities remain vibrant in the future.
- .2 A balance of indoor and outdoor experiences shall be provided to ensure recreational facilities receive optimum usage and can be used by all residents in the district for year-round recreational pursuits.



- .3 Wilkie's Community Centre provides a space for recreational activity and programming and socializing. It will continue to be promoted as a hub for the continuation of these uses. There may be an opportunity to enhance the facility with upgrades and expansion.
- .4 The Town encourages partnership agreements, joint ventures, and facility sharing with the School Board and other community organizations to provide recreational programming.
- .5 The Town shall develop an integrated and linked system of parks, green space and recreational facilities to meet the recreational needs of a growing community (i.e. splash parks and swimming amenities, golf course, football and soccer fields).
- .6 Public spaces such as parks and green spaces shall be maintained and kept free of litter and debris.
- .7 Areas that are environmentally sensitive may be identified as green space to ensure they are protected. Such areas may be used for recreational purposes.
- .8 The Town encourages integrated community initiatives and events that provide activities for all age groups to come together.
- .9 In new residential subdivisions, the provision and development of buffer and pathways will be encouraged to separate incompatible land uses, and, if possible, to keep important natural and nature-like areas generally intact.
- .10 Park space will be provided as required to meet public needs in the community. Equitable distribution of built and natural settings for recreation, including facilities, parklands, open space areas, and trails shall be encouraged.

### 3.8 Ecological Resources and Ecological Sensitivities

Wilkie values its agricultural roots with much prime farm land within and surrounding the Town. Not far from the area is oil and gas development. The Town wants to ensure agriculture is maintained and the primary industry though it would also support some oil and gas to contribute to their overall community growth. Other resources in and around Wilkie include the supply of water, and the green space provided within the Town. There are no significant areas within the Town that are prone to flooding.

#### Objectives

- ❖ To protect natural and environmental features within Wilkie.
- ❖ To maintain our agricultural values and community.
- ❖ To increase awareness and sensitivity to minimize ecological disruption.
- ❖ To extend the responsibility for sound environmental management to property owners and developers.
- ❖ To protect and promote our supply of water.
- ❖ To be environmentally sound by taking initiative to promote clean air, water and areas that are environmentally sensitive.
- ❖ To ensure future development is managed in an environmentally sustainable manner that does not have negative impacts on the community's quality of life.
- ❖ To work with surrounding municipalities to ensure and practice sound environmental management of ecological and environmentally sensitive lands within the region.

#### Natural Resources and Ecological Sensitivities Policies

- .1 Future development shall integrate the natural surroundings and shall complement the surrounding community design, landscape and vegetation. Natural areas and sensitive environmental area shall be identified and protected where human activities may create potential to stress the environment.
- .2 Environmentally sensitive lands in Wilkie should be protected as environmental reserve in accordance with *The Planning and Development Act, 2007*, the *Environmental Assessment Act*, and the *Environmental Management and Protection Act, 2002*.
- .3 The Town shall consider the ecological value, integrity and management of wetlands, riparian areas, significant natural landscapes and regional features, and provincially designated lands.
- .4 The Town shall recognize and support provincial planning initiatives contributing to ecological integrity.

- .5 When reviewing applications for development, consideration shall be given to the proposal's conformity with these policies. A proposal shall be denied when it is detrimental to the health, safety, general welfare of persons residing or working in the area, or incompatible with existing or proposed land uses in the vicinity.
- .6 Prime agricultural land shall be protected from development within and around the Town. Lands within the Town shall be identified as "Future Urban Development" in the Future Land Use Map and will remain as agriculture land until the land is needed for urban expansion.
- .7 The Town will work with the respective provincial agencies to ensure petroleum, gas and mineral development is undertaken in an environmentally sustainable manner and that the activity is complementary to other land uses in the municipality. Proposals for these activities shall be referred to the appropriate government agencies for their review.
- .8 Aggregate extraction developments shall be compatible with existing and planned land uses and such development is operated with minimal disturbance to the environment and aquifers.
- .9 Natural areas, linkages and pathways should be maintained, to the greatest extent possible, as an environmental resource with equitable distribution of built and natural settings for recreation, including facilities, parklands, open space areas, and trails.
- .10 Developers shall be required to provide Comprehensive Development Review with information pertaining to environmental qualities, vegetation, drainage and soil report prepared by accredited professionals as a means of ensuring the suitability of site to the proposed development is met.
- .11 The water supply is adequate and of good quality in the area. Ensuring this is protected and utilized in a sustainable manner will be a priority. There may be the opportunity to market the Town's water to contribute to the overall economic development of the community.
- .12 Development shall not deplete or pollute groundwater resources within the Town. Permeable surfaces shall be maximized to reduce storm water runoff and recharge groundwater.
- .13 Buffer strips should be maintained adjacent to watercourses and water bodies to allow for protection measures against erosion, sediment control and flood hazards, as well as buffering around industrial activities. Wetlands shall be preserved for the benefit they serve as catchment basins for drainage.
- .14 The Town shall collaborate with neighbouring municipalities and other stakeholders to identify and protect environmentally sensitive lands and waterbodies to ensure long term sustainability and quality.

## **Surface Water and Drainage Policies**

- .15 Adequate surface water drainage will be required throughout the Town and on new development sites to avoid flooding, erosion and pollutions. Consideration shall be given to the ecological, wildlife habitat, and drainage effects of development, including the upstream and downstream implications.
- .16 Where an area has formerly shown or exhibits potential for poor drainage due to snowmelt or prolonged rainfall events, all proposed building sites shall be located outside of those areas whenever possible. Otherwise, the proponent shall provide a suitable amount of fill at the building site to provide a satisfactory level of protection for the buildings.
- .17 Unauthorized drainage of surface water runoff from any land throughout the Town shall be prohibited. Water courses shall not be filled or altered without the prior approval of the Water Security Agency, Ministry of the Environment and the Town of Wilkie. The Town encourages the preparation on overall drainage plan for Wilkie and the surrounding region.

## **Municipal and Environmental Reserve**

- .18 Subdivision applicants will be required to dedicate the full amount of Municipal Reserve owing in the forms provided for in *The Planning and Development Act, 2007*.
- .19 Public, Municipal and Environmental Reserves may be used for active and passive recreation, the development of continuous pedestrian linkages, for natural drainage courses, storm or runoff water retention, or other similar use.
- .20 The Town shall consider dedication of critical or threatened habitat and environmentally sensitive areas as Environmental Reserve.
- .21 Public reserve locations that support a combination of parks, green spaces, nature reserves and recreational facilities will be encouraged.
- .22 Subdivision applicants may be required to dedicate all lands in an area to be subdivided that can be defined as environmental reserve in accordance with the provisions of *The Planning and Development Act, 2007*. In some instances, the Town may consider conservation easements in place of Environmental Reserves.
- .23 New subdivisions must include municipal reserve linking the area to existing development. The use of municipal reserve dedication for recreational function shall be encouraged including the consolidation of reserve land into larger parks and the provision of trail linkages between these parks and through Town when possible.

### 3.9 Ground and Source Water Protection

Water is a natural resource and ensuring it is being used sustainably is important to community members. When new developments are being considered, the quality of water needs to be carefully considered. The Town has opportunities to work with various agencies and organizations to promote water resources while also ensuring that those resources are protected.

#### Objectives

- ❖ To protect and maintain water resources and quality for the benefit of community members and visitors.
- ❖ To give consideration to ground and source water in areas of new development and redevelopment.
- ❖ To ensure that new developments do not jeopardize ground and source water resources.
- ❖ To work with the Saskatchewan Water Security Agency to monitor development and ensure protection of the aquifers.

#### General Policies

- .1 Development shall not deplete or pollute groundwater resources within the Town. Investigations to assess the impact of development on groundwater resources including drainage may be required in order to protect aquifers and their supply. Saskatchewan Water Security Agency will be utilized as a source for technical advice and in determining the method of protection required in circumstances which may include:
  - a. Ensuring that the development and on-going operation of activities associated with the land use will not pose a risk or cause pollution of the soil, surface water or groundwater resources; and
  - b. The precautionary measures which are required to be taken to sufficiently mitigate the potential risks of endangering soil, surface and groundwater quality resources.
- .2 Development should avoid any alteration to drainage, landscape, or other natural conditions and shall be required to mitigate on and off-site impacts. Detailed analysis by a qualified engineer shall include studies for water quantity and quality, septic services, shoreline erosion and any works required to support the proposed development.
- .3 Proponents may be required to obtain comments, recommendations, and requirements from appropriate referral agencies or private consultants regarding water supply quality and quantity considerations, waste or manure management plans, and other issues that may be required for the purpose of ensuring public health and safety.



- .4 All development near any water bodies will be complementary to the natural features of the surrounding area. All development shall be in accordance with the 25 Year Water Security Plan.

### **Aquifer Policies**

- .5 Care must be taken in the storage, handling, manufacturing, and use of products on sites related to aquifer areas to avoid contamination of the underlying aquifer.
- .6 All applications for development near aquifers shall be accompanied by a report certified by a professional engineer that shall address site design, waste water management, and hazardous materials handling, storage and disposal, descriptions of physical/facility-specific structures, and plans and standards.
- .7 The Town of Wilkie shall work cooperatively with Saskatchewan Water Security Agency (WSA) to monitor ground water resources and may require annual assessment of residual nutrient levels in the soil, ground, and local surface water by a qualified professional recognized by WSA demonstrating:
  - a. The development and on-going operation of activities with the land use will not pose a risk or cause pollution of the soil, surface water or groundwater resources; and
  - b. The precautionary measures which are required to be taken to sufficiently mitigate the potential risks of endangering soil, surface, and groundwater quality resource.

## 3.10 Heritage and Cultural Resources

Wilkie was incorporated as a Town in 1910 and named after Daniel Robert Wilkie, president of the Imperial Bank. Throughout the Town the heritage and culture is captured in the historic buildings, the museum and the programming available pertaining to arts and culture.

The museum is a complex of six buildings including a 1909 fire hall, buildings that house newspapers and magazines, railroad equipment, a school house, a blacksmith shop, a caboose and a general store.

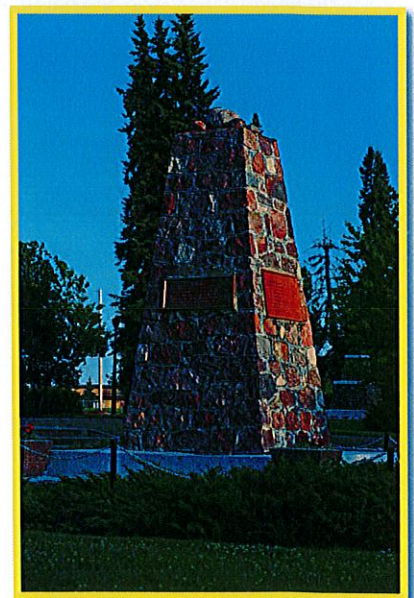
Reference Map "B2" illustrates heritage buildings and historic places of interest within the Town.

### Objectives

- ❖ To promote Wilkie's unique heritage and cultural background which provides an opportunity to create a context where cultural and heritage resources continue to be valued, promoted and conserved.
- ❖ To be responsible stewards of heritage resources, ensuring a balance between urban development and heritage conservation.
- ❖ To support the museum.
- ❖ To undertake an inventory of historic buildings.
- ❖ To provide more focus on arts and cultural programming.
- ❖ To maintain and beautify Memorial Park.
- ❖ To retain the post office as a key heritage site.

### Heritage Policies

- .1 The Town will work with the Provincial Heritage Resources Branch and other agencies to develop a local catalogue and criteria for local heritage buildings, sites, landmarks and districts utilizing the Parks Canada Historic Guidelines and Standards.
- .2 The Town will move forward where criteria is met, for the designation of respective building, sites, and districts either municipally, or where applicable, provincially, nationally and internationally.
- .3 The Town shall encourage opportunities for the reuse, rehabilitation, preservation or restoration of historic buildings.



- .4 The Town will demonstrate the appropriate use and treatment of properties designated through the *Municipal Heritage Property Act*, under the terms of *The Heritage Property Act*.
- .5 The Town shall minimize, mitigate or avoid adverse development impacts to culture and heritage resources.
- .6 The Town will move forward where criteria is met, for the designation of respective buildings, sites, and districts either municipally, or where applicable under the terms of *The Heritage Property Act*.
- .7 The Town will continue to cooperate with community stakeholders to identify and continually assess the significance of historic, cultural sites and special areas within Wilkie. The Town encourages partnerships among community interest groups and businesses to promote the Town's cultural assets throughout the region.
- .8 The Town shall protect its natural and built heritage through the preservation of key historical buildings including the Museum, Memorial Park, post office and other historical buildings in the community.
- .9 The Wilkie Museum shall be marketed to tell the story of the history of the community.



### **Cultural Policies**

- .10 The Town shall encourage the development of arts and cultural programming.
- .11 Green space within the community shall be preserved and encouraged as a community amenity that contributes to the cultural well-being of the community.
- .12 The Town will encourage and support the establishment of a farmer and local arts market to occur seasonally and to encourage support for local producers as an element of community sustainability.
- .13 In order to increase arts and culture in the community, the development of a theatre, cultural centre or alternatives may be explored.
- .14 The Town shall work with the local newspaper to help promote events and festivals in the community.

.15 The Town may advocate for the creation of cultural and historical murals within the community.

### 3.11 Public Health and Safety

The Town of Wilkie offers many health and emergency amenities and services. This includes though is not limited to a health centre, Poplar Courts Nursing Home, ambulance, pharmacy, fire and RCMP detachment. The Town works with the neighbouring municipalities on Emergency Planning, Bylaw Enforcement and Mutual Aid.

An important aspect of the community is the Prairie Branches Ent. Inc. This is a non-profit organization that operates three group homes, activity centre, various other programs and provides support for the intellectually and physically disabled.

#### Objectives

- ❖ To retain and expand health services and care within the community.
- ❖ To maintain and promote on-going health and emergency services in the Town.
- ❖ To advocate for varying levels of seniors housing and independent living.
- ❖ To continue to work with neighbouring communities on emergency plans.
- ❖ To develop incentives to attract doctors.
- ❖ To work with Heartland Health Region and other organizations to provide health programs and services.

#### General Policies

- .1 Public safety and health requirements shall guide all development. The Town shall ensure that emergency and response plans are current and reflect changes in land use or activities. As well, all firefighting requirements will be considered as a part of every development application re-zoning application, and servicing agreement.
- .2 Emergency planning needs to be undertaken before an event to identify risk and to research risk reduction measures that lower the probability of an incident occurring. An understood and practiced plan needs to be maintained.
- .3 Emergency service and evacuation plans shall be reviewed annually to ensure the most up to date information is provided.
- .4 The Town will work collaboratively with neighbouring municipalities to ensure emergency service delivery is available to the local area and regional area.

- .5 The Town shall strike a doctor recruitment committee to look at incentive programming and options to attract new doctors to the community. An invitation to other communities will be extended.
- .6 The Town shall advocate for the provision of health services within the community to include an operational community clinic with full time medical services, varied professional medical personal, senior care facilities with various levels of care provided to the community, and other amenities needed for community and regional residents.
- .7 The Town shall continue to support the seniors and independent living that exists within the community and working with Heartland Health Region and other key stakeholders, explore opportunities to add and expand to these facilities.
- .8 The Town shall support and encourage the maintenance and on-going services of the local ambulance, fire and RCMP to contribute to the overall safety of the community.
- .9 The Town is encouraged to utilize FireSmart<sup>2</sup> principles for subdivisions planned within and adjacent to potential fire hazard areas.
- .10 The Town shall work with the local RCMP to ensure their presence remains within the community.
- .11 The Town is located along an active rail line transporting material which also includes hazardous material through the community. The Town shall work with the respective rail agencies to comply with any adopted set of recommended development guidelines and setbacks for residential development adjacent to the rail right-of-way:
  - a. Development constraints related to those adjacent to active railways are addressed in Section 3.12.
- .12 The Town, in conjunction with the Heartland Health Region, community clubs, organizations and advocacy groups shall promote healthy lifestyles for community members by ensuring health support and recreational opportunities are available in the community.

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<sup>2</sup> FireSmart principles and resources can be found at the following website:  
<http://www.environment.gov.sk.ca/firesmart>

## 3.12 Public Works

The Town sees a priority in the proper and adequate maintenance of public works. The Town is committed to providing these services to the community in a safe and sustainable manner through investigating new and innovative options. Reference Maps in Appendices “B5 and B6” illustrate the current sewer and water systems within the Town.

### Objectives

- ❖ To provide for orderly development of municipal and provincial utility infrastructure in conformance with local land use policies and environmental regulations.
- ❖ To maintain appropriate service level of all utilities in order to ensure that the potential for infill and growth is not adversely affected.
- ❖ To maintain attractive residential, commercial and industrial areas including roads, sidewalks, sewers and water.
- ❖ To offer opportunities for sustainable provision within the community.

### General Policies

- .1 The Town shall ensure proper maintenance and upkeep of public works, sewers, sidewalks, streets, maintenance yards and other public utilities based on the financial resources of the Town.
- .2 In accordance with *The Municipalities Act*, Council will prepare a capital works plan that will be coordinated with policies from the Official Community Plan, to ensure the effective and efficient control of development and public spending.
- .3 The planning, phasing, and development of water and sewer services will be based on:
  - a. Conformance with environmental regulations;
  - b. The demand for services and the need for upgrading;
  - c. The financial resources of the Town of Wilkie;
  - d. The logical extension of existing services; and
  - e. Growth trends.

### Water and Sewer Policies

- .4 Planning for water provision and waste management services shall ensure that:
  - a. Current systems are provided in a manner that can be sustained by the water resources;



- b. Financially viable and compliant with all regulatory requirements; and
  - c. Protect the public health and the natural environment.
- .5 The Town shall support a full cost recovery system for water usage as a means of conserving water within the community.
- .6 The Town will promote the use of efficient, low-flow water fixtures.
- .7 The Town will monitor water quality on a regular basis to ensure that potable water is healthy and free of contaminants.

### **Utility Policies**

- .8 Within future growth areas, connections to district renewable energy systems will be considered in place of standard utility service connections.
- .9 For the subdivision of private land, the proponent will generally be responsible for all costs associated with providing municipal utility services negotiated through a servicing agreement.

### **Waste Management and Reduction Policies**

- .10 The Town will investigate opportunities for waste diversion programs, invest in additional waste-diversion infrastructure, and undertake public education to increase waste diversion, to extend the life of the landfill and promote the sustainability of the Town.
- .11 Recycling and compost options shall be provided to the residents either through local initiatives or regional based initiatives with neighbouring municipalities.
- .12 The Town will consider viable options of de-commissioning the old landfill that is cost-efficient and environmentally friendly.
- .13 Waste management options shall be explored by the Town in conjunction with neighbouring municipalities to promote cost savings for the region.



### 3.13 Transportation Networks

The Town of Wilkie provides a number of transportation networks for foot, automobile, bicycle and other transportation needs. The Town is situated adjacent to Highways 14 and 29, which are corridors to other urban centres such as the Battlefords and Saskatoon.

Community members of Wilkie have identified the importance of the active rail line and see this continuing into the future, this adds to the regional viability of the area having active rails. The Town also maintains that alternative public transportation methods for citizens and visitors will be provided.

#### Objectives

- ❖ To maintain the highways to ensure Wilkie and surrounding communities are connected.
- ❖ To ensure the road network in Wilkie is well-maintained and prioritized for improvements and pavement.
- ❖ To ensure that road design permits safe and convenient vehicle, pedestrian and bicycle circulation.
- ❖ To ensure provision is made for the parking requirements that exist in all types of subdivisions.

#### Transportation Policies

- .1 Street classification of local, arterial and collector streets should be established in order to promote orderly, safe and efficient street systems. Control of access points and/or provision of service roads may be required in some instances.
- .2 Entrances and access points in key locations shall be well-provisioned and maintained to establish a sense of place and safety for both vehicles and pedestrians.
- .3 Key highway entrance points into the community, from Highways 14 and 29, shall be maintained to be aesthetically pleasing.
- .4 The Town shall target key roads and start an implementation strategy to improve and repave the road network.
- .5 The Town may consider allowing the use of recreational vehicles, such as golf carts, on a selected amount of public roads to the Golf Course.

#### Railway Policies

- .6 The municipality, through the Plan, shall provide for efficient and effective land use and transportation planning. This includes consultation with neighbouring property owners such as Railways, in order to reduce the potential for future land use conflicts and provide adequate protection for rail infrastructure. The primary situations include:
  - a. New land development or redevelopment in proximity to existing rail operations;
  - b. New or significantly expanded rail facilities in proximity to existing residential uses; and
  - c. Road and rail crossing issues.

- .7 The municipality shall be proactive in identifying, planning and protecting the rail corridor and yards for their optimal use together with the Railways. The municipality shall coordinate development approvals with the Railways that also require rail regulatory approvals to increase awareness regarding the railway legislation, regulatory and operating environment.



- .8 Consultation with the Railways shall be required when a potential development is proposed for:
  - a. Development or redevelopment proposals in proximity to rail facilities or for proposals for rail-serviced industrial parks;
  - b. Road and utility infrastructure works which may affect a rail facility;
  - c. Transportation plans that incorporate freight transportation issues; and
  - d. All new, expanded or modified rail facilities.
- .9 Property owners should be informed of residential or other sensitive land uses proposed within an influence area should include noise and vibration and other emissions studies to assess the suitability of the proposed use and to recommend mitigation requirements for development in close proximity to rail facilities and for significant rail facility expansions that bring rail activities closer to sensitive land uses.
- .10 Noise and vibration levels near roadways and rail lines shall be a factor in the evaluation of proposals throughout the development review process. Noise and vibration assessments may be required for new development within 300 meters from the rail line in order to prescribe mitigation measures and to determine the viability of foundation structures.
- .11 All costs associated with preparing the noise and vibration assessment and implementing the approved mitigation measures shall be borne by the affected developers.

## **Public Transport Policies**

- .12 Alternative public transportation services such as taxi services may be maintained for the use of community members and visitors in the area.

### 3.14 Regional and Inter-Municipal Cooperation

The Town of Wilkie sees the importance of maintaining good relations with adjacent municipalities. A number of opportunities exist for shared service and utility provision to local and regional members of the community.

#### Objectives

- ❖ To maintain positive and productive relationships with neighbouring municipalities and First Nation communities.
- ❖ To market the community as a hub of activity for the surrounding area.
- ❖ To continue partnerships with public and private sectors for continuous improvement of service delivery at a regional level.
- ❖ To investigate opportunities for shared service provisions between municipalities.

#### General Policies

- .1 The Town shall continue to work in partnership with other jurisdictions, the adjacent Rural Municipalities, First Nation communities, and other agencies as a means of providing, sharing and funding community services effectively and efficiently.
- .2 The Town shall promote inter-municipal cooperation and public/private sector initiatives that focus on a cooperative approach to providing cost efficient services that optimize financial and infrastructure resources.
- .3 The provision of services, such as Bylaw Enforcement, between municipalities shall be encouraged by the Town.
- .4 The Town shall continue to maintain a good working relationship with the West Yellowhead Waste Resource Authority (WYWRA), and shall work towards continuous improvements of waste reduction and recycling.
- .5 The Town shall pursue inter-municipal agreements to ensure that local and regional growth issues are addressed proactively. A coordinated, integrated and comprehensive approach should be used when dealing with inter-municipal planning matters including:
  - a. Managing and/or promoting growth and development;
  - b. Managing natural heritage, water, agricultural, mineral, tourism, cultural, heritage and archaeological resources;

- c. Infrastructure, public service facilities, energy generation, and waste management systems;
  - d. Ecosystem, and watershed related issues;
  - e. Natural and human-made hazards; and
  - f. Population, housing and employment projections, based on regional market areas.
- .6 The Town shall ensure that development and land use patterns which are adjacent or in proximity to Wilkie that may have negative effects on future urban design and/or densities that may hinder the Town's expansion will be discourage or mitigated.
- .7 The Town will consult with the RM of Buffalo No. 409 on land use planning matters to support orderly development of neighbouring lands. The Town will seek agreement with the RM on the use of land in future development priority areas identified by the Town. An agreement between the Town and RM to manage development within these identified future land use should be explored.
- .8 The Town will consult with the adjacent RM on the use of land in future development priority areas identified by the Town. An agreement between the Town and RM to manage development within these identified growth corridors should be explored, in order to prevent the need for early annexation of these lands by the Town.
- .9 The Town will continue to foster communication and partnerships that advocates the community and area as a hub of activity that serves recreational/tourism opportunities, and health and education services.
- .10 The Town shall facilitate cooperation with its municipal and First Nations neighbours with respect to the impact of development decisions on the neighbouring community's services, facilities, residents and/or natural resources. Council may refer development or subdivision applications to neighbouring municipalities or First Nations for review and comment.
- .11 Maintaining key highway and road networks is important at fostering partnerships at a regional level. The Town should work with the respective agencies to ensure Highway 14 and 29 are in adequate condition.
- .12 Regional amenities such as the Leipzig Serenity Retreat shall be promoted and advocated by the Town as a regional amenity.

## Section 4: Administrative Tools

### 4.1 Action Planning

Successful implementation of this Plan depends to a large degree on whether its policies can guide local development and action in a variety of contexts over the next fifteen to twenty-five years. This Section contains policies to ensure that planning is sensitive to local conditions in specific locations of the Town, while at the same time advancing the Plan's core principles and building on its broad objectives.

To achieve the goal set out in this Official Community Plan, a clear plan of action or implementation strategy is required. Action Plans for Wilkie have been included in Appendix "D" to provide a checklist of the key action items that will need to be completed to help the Town achieve its goals outlined in the Plan. Each action item relates to policy statements included in the Plan. The action items should be reviewed regularly to monitor progress and to determine if changes are required.

#### The Plan Guides Action

As a statutory document for guiding development and land use in the Town, the Plan gives direction to Council on their day-to-day decision making. The Plan's land use policy areas illustrated in the Future Land Use Map in "Appendix A" provide geographic references for the municipality's policies. If the Town is to move closer to the future envisioned by the Plan, the Plan may guide other related decisions of Council. *The Planning and Development Act, 2007* requires that:

- ❖ Municipal bylaws and public works will conform to this Plan;
- ❖ The decisions and actions of Council and Administration, including public investment in services, services delivery and infrastructure, will be guided by this Plan; and,
- ❖ Implementation plans, strategies and guidelines, consistent with this Plan will be adopted, identifying priorities, detailed strategies, guidelines and actions, to advance the vision, goals and objectives of this Plan.

#### The Future is a Shared Responsibility

Communities are successful when all sectors co-operate with their time, effort and resources to enhance the quality of life in the greater community or district. The Town can lead by example with engaged and informed residents to successfully guide the future, measured by the accomplishments made in environmental stewardship, economic development, community service provision, population growth, social planning, and the overall lifestyle available in the Town.

### 4.2 Implementation and Monitoring

#### Planning Tools

This Section outlines *the variety of traditional tools the Municipality has available to make things happen*. *The Planning and Development Act, 2007* provides the authority that governs plans of development, zoning bylaws, servicing agreement, development levies and review processes to ensure that the Plan is effective over the long term.

## **Definitions**

The definitions contained in the municipality's Zoning Bylaw shall apply to this Official Community Plan and are not contradictory to this Plan. Any amendments to the Zoning Bylaw definitions shall ensure they do no conflict with this Plan.

## **Adoption of the Official Community Plan**

Adoption of this Official Community Plan by the Town will give it the force of law. Once adopted, no development or land use change may be carried out within the area affected by the Official Community Plan that is inconsistent or at variance with the proposals or policies set out in the Official Community Plan.

By setting out goals, objectives, and policies, the Official Community Plan will provide guidance for the Town in making decisions regarding land use, zoning, servicing extension and development in general. It will also provide the Town with the ability to provide input on future subdivision applications. These decisions must be made in conformity with the stated objectives and policies to ensure that the goals for the future development of the municipality will be achieved.

The application of the Official Community Plan policies is illustrated in the Future Land Use Map contained in "Appendix A." This Map is intended to illustrate the locations of the major land use designations within the Town of Wilkie. This "Map" should not be interpreted in isolation without consideration of the balance of the Official Community Plan. The Land use designations have been determined by a number of factors including existing patterns of land use, projected land needs, resource areas, natural attributes and man-made features.

The Official Community Plan will be implemented, in part; by the development-related decisions that will be made in the future; however, the two most important tools available for guiding the future development of the municipality are the Zoning Bylaw and the subdivision process, including associated agreements.

## **Adoption of the Municipal Zoning Bylaw**

Following the adoption of the Official Community Plan, the Town of Wilkie is required to enact a Zoning Bylaw which will set out specific regulations for land use and development:

- ❖ The Zoning Bylaw must generally conform to the Official Community Plan and future land use and development shall be consistent with the goals and objectives of this Plan;
- ❖ Future development will be compatible and carry out to the standards of the municipality;
- ❖ Zoning Bylaws designate areas for certain types of development. Permitted and discretionary uses and development standards prescribed for each Zoning District;
- ❖ Development will be consistent with the physical opportunities of the land and of reasonable engineering solutions;
- ❖ Undue demand shall not be placed on the municipality for services, such as roads, parking, water, sewers, waste disposal, and open space; and

- ❖ The objectives and policies in the Official Community Plan provide guidance to Council when preparing the Zoning Bylaw or considering an amendment to the Zoning Bylaw.

The Zoning Bylaw will be used to implement the policies and achieve the objectives of this Plan by prescribing the uses of land, buildings or other improvements that will be allowed in the different zoning districts established in the municipality. In addition, the Zoning Bylaw regulates how these uses may be carried out and the standards that developments must meet.

The Zoning Bylaw provides the Town with actual control over land use and the types of development and uses allowed in each land use district. The associated supplementary requirements and development standards will be specified in the Zoning Bylaw with respect to building setbacks, parking, loading, landscaping, signage, buffering and all other relevant standards prescribed by the Town.

To ensure that these regulations work to help achieve the stated goals and objectives, the Bylaw itself must be consistent with the policies and the intent of this Plan. In considering a Zoning Bylaw or an amendment, the Municipality should refer to the policies contained in the Plan and the “Future Land Use Map” (Appendix A), to ensure that the development objectives of the municipality are met.

### **Contract Zoning**

For purposes of accommodating a rezoning for unique development situations, Council may consider entering into rezoning agreements, pursuant to provisions of *The Planning and Development Act, 2007*. The person applying for a rezoning agreement to have an area of land rezoned to permit the carrying out of a specified proposal, the council may enter into an agreement with the person setting out:

- a. A description of the proposal;
- b. Reasonable terms and conditions with respect to:
  - i. The uses of the land and buildings or the forms of development; and
  - ii. The site layout and external design, including parking areas, landscaping and entry and exit ways, but not including the colour, texture or type of materials and architectural detail.
- c. Time limits within which any part of the described proposal or terms and conditions imposed pursuant to clause (b) must be carried out;
- d. A condition that, on the rezoning of the land, none of the land or buildings shall be development or used except in accordance with the proposal terms and conditions and time limits prescribed in the agreement.

Section 69 of The Planning and Development Act, 2007 contains the provisions on entering into a rezoning agreement. The following are guidelines:

- ❖ The rezoning to permit the development will not unduly conflict with adjacent land uses that are legally permitted uses within the proposed or adjacent zoning district;
- ❖ The rezoning will be used to allow a specific use or range of uses contained within the zoning district to which the land is being rezoned;



- ❖ The development or redevelopment of the site for the specific use will be of benefit to the immediate area and the Municipality as a whole;
- ❖ The use of these zoning tools does not undermine the intent of the Plan or any affected legislation such as *The Condominium Act* or Environment or Health regulations.

## **Concept Plans**

Concept plans represent design layout concepts prepared at the request of the Municipal Council to provide direction for how new developments:

- ❖ Ensure the efficient provision of infrastructure services;
- ❖ Demonstrate how site development will be organized to ensure compatibility with adjoining land uses and transportation systems; and
- ❖ Provide design features for special purposes such as landscaping, buffers, open spaces, and street layout.

In accordance with Section 44 of The Planning and Development Act, 2007, a Council may, as part of the Official Community Plan, adopt a concept plan for the purpose of providing a framework for subsequent subdivision and development of an area of land. The Council shall ensure that any concept plan is consistent with its Official Community Plan, and any part of a concept plan that is inconsistent with the Official Community Plan has no effect insofar as it is inconsistent.

## **Comprehensive Development Reviews**

A Comprehensive Development Review shall be completed by the developer prior to presenting it to Council, on behalf of any person proposing to rezone land for multi-parcel country residential, commercial or industrial purposes. The purpose of this comprehensive review is to identify and address social, environmental, health and economic issues appropriately and to encourage the development of high quality residential, commercial, and industrial developments. This review proposes to address the following topics:

- ❖ Proposed land use(s) for various parts of the area;
- ❖ The effect on adjacent land uses and integration of the natural landscape regarding the planning and design of the area;
- ❖ The location of, and access to, major transportation routes and utility corridors;
- ❖ The provision of services respecting the planning for future infrastructure within the municipality;
- ❖ sustainable development and environmental management practices regarding surface and groundwater resources, storm water management, flooding and protection of significant natural areas;
- ❖ Appropriate information specific to the particular land use (residential, commercial or industrial); and,
- ❖ Proponents may be required to undertake and submit special studies as part of the approval process for certain types of development proposals. Engineering or other professional studies may be required including traffic studies to determine impacts upon the municipality's road and

highway system, assessments of lands affected by flooding or slope hazards, endangered species, heritage resources, potential for ground and surface water pollution, and general risk to health and the environment.

### **Development Levies and Agreements**

Council may provide for a Development Levy Bylaw as specified in Sections 169 to 170 of *The Planning and Development Act, 2007*. Where a development is proposed that is of a greater density and requires the capital upgrading of services beyond those originally provide for in the subdivision of the land, Council may by Bylaw, provide for the recovery of those capital costs.

Council may adopt a Bylaw that specifies the circumstances when these direct or indirect levies will apply to the development based on the additional capital costs for services created by that development. The Bylaw will contain a schedule of the unit costs to be applied. Before adopting the Bylaw, Council will undertake studies necessary to define the benefiting areas and the unit costs associated with required capital upgrading of off-site services. The studies will be used to determine a fair level of development levy charges in relation to the subdivision fees.

### **Servicing Agreements**

Council may establish fees for the collection of subdivision servicing charges that would be applied in a servicing agreement at the time of subdivision in accordance with Section 172 of *The Planning and Development Act, 2007*, at the time of subdivision approval to ensure that new subdivisions are developed to the standards of the Municipality and to address other concerns specific to the proposed subdivision.

Where Council requires a servicing agreement, the agreement becomes a condition of approval of a subdivision by the approving authority. The Agreement will ensure that municipal standards are met for capital works and ensure that such infrastructure development costs are borne by the developer and his/her customers. A servicing agreement will be required by all subdivision proponents. The requirements, conditions and fees may vary depending upon service needs.

### **Subdivision Process**

The Director of Community Planning for the Ministry of Government Relations is currently the approving authority for subdivisions in the Town of Wilkie. The municipality has input into the subdivision procedure as follows:

- ❖ The municipality provides comments on all subdivision applications within the municipality;
- ❖ The municipality has an impact on the subdivision process through the Zoning Bylaw, since no subdivision can be approved that does not conform to the Zoning Bylaw. In the Zoning Bylaw, the municipality can establish the minimum area, width, or depth of lots, and other spatial and land use standards. Zoning is intended to implement the municipality's development policies, and to ensure that subdivisions contribute to achieve the long term goals of the municipality;

- ❖ In order for the subdivision to be completed in a timely manner, it is advisable to consult with the planning staff of the Municipality before submitting a subdivision proposal to Government Relations.

### **Monitoring Performance**

The Official Community Plan is a document intended to guide decision making over the long term and is not a static document that commits the Town to an inflexible development policy. As new issues and concerns arise, or old ones change, the Plan shall be revised to meet these changes. The "Plan" shall be reviewed after five years and before ten years from the date of its adoption by Council to evaluate the stated goals, objectives and policies as to their relevancies.

The Official Community Plan must be kept up to date to ensure that the document will deal with the real development issues facing the Town and the greater community. New implementation initiatives will be needed and priorities will require adjustment in response to the varied and changing conditions in the municipality.

### **Amendment**

On occasion, land uses or developments may be proposed that do not conform to the Official Community Plan. The Plan can be amended in accordance with *The Planning and Development Act, 2007*, to allow the new development to proceed, however, before any amendment is made, the impact of the proposed change on the rest of the Plan and the future development of the Town shall be examined. Any changes to the Plan or the Zoning Bylaw shall be in the interest of the future development of the community as a whole. Through periodical review and amendment the Plan should serve as an effective guide for Council to make decisions on the future development of the municipality.