

# PILOT BUTTE 2041: OFFICIAL COMMUNITY PLAN

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March 2023

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## ABSTRACT

The Pilot Butte 2041: Official Community Plan sets to provide community vision, objectives, and policies that hope to sustainably guide the urban planning for future growth and development of the Town of Pilot Butte.

**TOWN OF PILOT BUTTE**  
[pilotbutte.ca](http://pilotbutte.ca)





## OCP Amendments Record Sheet

(To be filled out by the Town of Pilot Butte Administration upon approval of each Bylaw Amendment.)

[illegible]

(Print more of this Record Sheet where needed.)



## BYLAW NO. 01-2023

A Bylaw of the Town of Pilot Butte to adopt an Official Community Plan.

The Council of the Town of Pilot Butte, in the Province of Saskatchewan, in an open meeting assembled enacts as follows:

- (1) Pursuant to Section 29(1) of *The Planning and Development Act, 2007*, the Council of the Town of Pilot Butte hereby adopts Bylaw No. 01-2023 which shall be identified as the "Pilot Butte 2041: Official Community Plan."
- (2) The Mayor and Administrator of the Town of Pilot Butte are hereby authorized to sign and seal this Bylaw No. 01-2023 that is cited as the "Pilot Butte 2041: Official Community Plan."
- (3) That Bylaw No. 11-2014 known as the "The Official Community Plan Bylaw", and all amendments thereto, are hereby repealed in its entirety and replaced with this Bylaw No. 01-2023.
- (4) This Bylaw No. 01-2023 shall come into force on the date of final approval by the Minister of Government Relations.

Read a first time the 13th day of March, 2023.

Read a second time the 24th day of April, 2023.

Read a third time the 8th day of May, 2023.

Adoption of Bylaw No. 01-2023 this 8th day of May, 2023.

  
PEGGY CHORNEY

Mayor



CERTIFIED TRUE COPY OF A BYLAW PASSED  
BY RESOLUTION OF COUNCIL OF THE TOWN  
OF PILOT BUTTE AT A MEETING HELD THE  
8th DAY OF MAY 2023 AD.  
Allen Mullen  
ADMINISTRATOR

  
ALLEN MULLEN

Administrator



## ACKNOWLEDGEMENTS

The Town of Pilot Butte is very appreciative of all the Town residents, businesses, agencies and organizations for their insights and contributions which formed the basis of the Pilot Butte 2041: Official Community Plan. The information gathered throughout the public engagement strategy has provided valuable information which has inspired and influenced the visions and objectives outlined in the Pilot Butte 2041: Official Community Plan.

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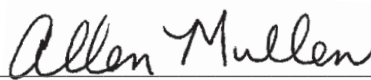
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# Foreword

## A Message from the Town.



*Live Your Lifetime Here*

**B**eing strategically located near the capital city of the Province of Saskatchewan, the Town of Pilot Butte is an ideal place for all ages hoping to live in a small-town atmosphere while still being able to enjoy the city lifestyle nearby. Offering the best of both worlds is the unique advantage of Pilot Butte and hence as Town ambassadors, we encourage you to choose to live your lifetime here.

### Town History

Over 60 known archaeological sites in the surrounding RM, over 20 of which are in Township 17-Range 18, are evidence that the Pilot Butte area was important for First Nations people for hundreds and even thousands of years. Pilot Butte was recognized in 1882 as a railway settlement, and its development peaked in the early 1900s. From then on, Pilot Butte supported various industries including brick plants, railway works, agricultural and manufacturing industries, lodging, and mercantile investments. There are almost no physical reminders of these years; however, the vision and enthusiasm of the community remain representative of those times moving forward into the future.

The physical landscape of the Town is naturally sandy and has a rural setting. Pilot Butte was once known as the "Sand Capital of Canada", where the sand and gravel deposits were utilized in the construction of the Canadian Pacific Railway through the region in 1882. Early residents worked on the railway or related services, and later, Pilot Butte became their permanent residence.

### Developing Community

Having started from an early railway settlement, the Town continues to develop infrastructure and services to support a growing population as more residents are choosing to make Pilot Butte their home.



*Pilot Butte Water Tower, 1970s*  
*Source: Town of Pilot Butte (2007)*

In early 2010, the Local Authority welcomed several subdivision development proposals by developers where 90 percent are for residential land uses and the remaining are for commercial and industrial establishments. Since then, the building of single-family residential housing has taken precedence to support the demand of those seeking to make Pilot Butte their home. We have learned with developers that larger lots than those standard lots in the City of Regina are one of the property features enticing newcomers to invest in and to reside in Pilot Butte. But most of all, we are delighted to hear new and long-time residents choose Pilot Butte to give their children and loved ones a chance to experience the





*Pilot Butte Neighbourhood Park*  
Source: Town of Pilot Butte (2021)



*Pilot Butte Rodeo Chariot Racing*  
Source: Lewis Images (2013)

small-town lifestyle with a peaceful and friendly ambiance. At the same time, being close to neighbouring Regina is truly a big factor to many as they have easy access to employment, education, leisure, and recreational opportunities in the city.

The Town of Pilot Butte will continue to invest in more sustainable growth partnerships and infrastructure developments that will provide the community a comfortable lifestyle with a small-town feel but full of urban services. With a population of 2,638 and counting, the Town desires to attract more stakeholders that can facilitate the community of Pilot Butte in becoming more diverse in population, housing, community services, and economic opportunities. Pilot Butte is indeed a fast-developing community – the Town boasts a 23.4 percent increase in population from 2016 - 2021 according to Statistics Canada and the 2021 census.

## Community Spirit

The Town of Pilot Butte is known for having a strong “Community Spirit” where volunteerism and community organizations are extremely high. Residents have opportunities to be active in many creative ways to help the Town become more vibrant, such as facilitating small and big-scale activities like Pilot Butte Rodeo events, Pilot Butte Beautification projects, and many more great opportunities that invite community participation. The Local Authority desires to continue supporting like-minded committees that make the Town successful in promoting its physical attributes, as well as social and cultural hubs where all ages can choose to be involved.

*Live your lifetime here...because the Town of Pilot Butte is the community that you might have been long searching for.*

**Eliakim Longaquit**  
Town Planner

**Peggy Chorney**  
Town Mayor

**Allen Mullen**  
Town Administrator



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## Organization of the Pilot Butte 2041: Official Community Plan

*The following is intended for information only and does not form part of the Pilot Butte 2041: Official Community Plan.*

The Official Community Plan establishes the vision for the Town of Pilot Butte with objectives and policies to guide the Town's growth and development now and into the future. This OCP document provides Council with a means of evaluating development proposals and formulating decisions.

This Plan is organized into six (6) chapters:

**Chapter 1** contains basic information on the purpose of this OCP, legislative authority and the Plan structure.

**Chapter 2** provides information regarding the Town of Pilot Butte in its existing form and the local planning context.

**Chapter 3** presents the findings from the public engagement opportunities and lists the community priorities generated from the findings.

**Chapter 4** contains the community vision statement along with key principles. In addition, this chapter provides the objectives and policies for future growth.

**Chapter 5** contains specific land use policies for general development and specific land use types such as residential, commercial, industrial, etc.

**Chapter 6** discusses the various planning tools available to use for the implementation of this OCP.

## What Happens if you can't meet the requirements in the OCP?

Sometimes it is not possible to meet all the requirements in the Official Community Plan and therefore, a permit or approval cannot be issued. What would be the next steps? Firstly, you could review and revise your development plans to meet all the requirements in the Official Community Plan. If there is no possibility of revising the development plan, then you should discuss with the Town the other options that may be available such as an application to amend the Official Community Plan or Future Land Use Map.

# Chapter One

# **INTRODUCTION**

---



*Source: Town of Pilot Butte (2021)*





## 1.1 Purpose of the Official Community Plan

The *Official Community Plan* (OCP), is a blueprint for future growth and development for the next 20 years. Prepared in accordance with *The Planning and Development Act, 2007* (PDA), the OCP is designed to guide the decisions of Council with regard to the future growth and development within its boundaries and adjacent area of influence.

This OCP is intended to provide a framework of principles, objectives, and policies to guide the physical, environmental, economic, social, and cultural development of the Town over the next 20 years.



This document provides Council with a means of evaluating development proposals and formulating decisions concerning future public investments in community facilities and infrastructure. By forecasting the community's direction for growth and establishing parameters to accommodate this growth, this OCP represents a community roadmap that will in turn offer certainty for persons, agencies and groups interested or involved in the decision-making process as it relates to the Town of Pilot Butte.

Site specific details and requirements such as landscaping and development standards, permitted uses and discretionary uses in certain areas, will be provided in the Town's primary implementation tool, the *Zoning Bylaw* (ZB). The ZB will support

and implement the policies and intent of this *Official Community Plan*.

Another important aspect of this OCP is the Town of Pilot Butte "Future Land Use Map" (Appendix A) which establishes land uses for the entire Town and forms part of this OCP Bylaw. This map serves as a high-level overview of the spatial relationships between a wide variety of future land uses and activities.

## 1.2 Legislative Authority

The PDA provides the framework for planning and development within the Province of Saskatchewan. Section 32 requires that an OCP contain statements of policy with respect to:

- Sustainable current and future land use and development in the municipality;
- Current and future economic development;
- The general provision of public works;
- The management of lands that are subject to natural hazards, including flooding, slumping and slope instability;
- The management of environmentally sensitive lands;
- Source water protection;
- The means of implementing the Official Community Plan;
- The co-ordination of land use, future growth patterns and public works with adjacent municipalities;
- Inter-municipal development agreements and the implementation of such agreement;
- The provisions of municipal reserve for school purposes; and,
- The management of lands that are in proximity to existing or proposed railway operations.
- In addition, Section 8 of the PDA provides that every OCP and ZB must be consistent with the Statements of Provincial Interest Regulations (SPI) which address the following:



- Agriculture and Value-Added Agribusiness;
- Biodiversity and Natural Ecosystems;
- First Nations and Métis Engagement;
- Heritage and Culture;
- Inter-Municipal Cooperation;
- Mineral Resource Exploration and Development;
- Public Safety;
- Public Works;
- Recreation and Tourism;
- Residential Development;
- Sand and Gravel;
- Shore Lands and Water Bodies;
- Source Water Protection;
- Transportation;
- Community Health and Well-being; and,
- Economic Growth.
- The OCP meets the requirements for municipal policies in accordance with the PDA and SPI.



## 1.3 Plan Structure

This *Official Community Plan* is divided into the following six (6) chapters:

### CHAPTER 1. INTRODUCTION

Contains basic information on the purpose of this OCP, legislative authority and the Plan structure.

### CHAPTER 2. PLAN CONTEXT

Provides information regarding the Town of Pilot Butte in its existing form and the local planning context.

### CHAPTER 3. PUBLIC ENGAGEMENT & COMMUNITY PRIORITIES

Presents the findings from the public engagement opportunities and lists the community priorities generated from the findings.

### CHAPTER 4. VISION, KEY PRINCIPLES & GROWTH

Contains the community vision statement along with key principles. In addition, this chapter provides the objectives and policies for future growth.

### CHAPTER 5. LAND USE & DEVELOPMENT POLICIES

Contains specific land use policies for general development and specific land uses types such as residential, commercial, industrial, etc.

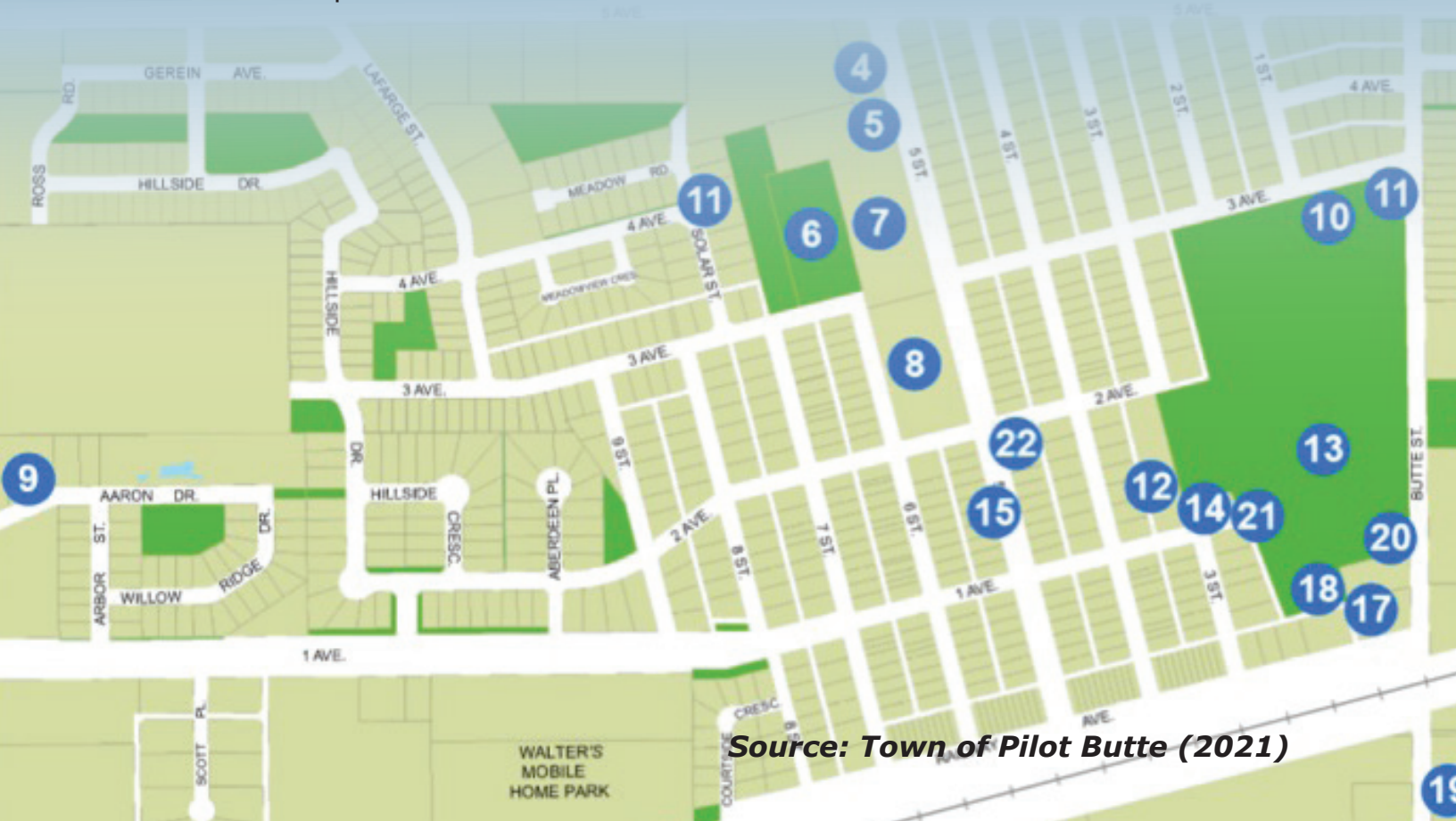
### CHAPTER 6. PLANNING TOOLS & STRATEGIES

Discusses the various planning tools available to use for the implementation of this OCP.

### REFERENCE MAPS

A series of reference maps attached in Appendix A provides supplementary information. These maps may be updated periodically following the carrying out of a public consultation process to consider the proposed alterations. Council must approve of any changes to the maps and all changes and updates may be subject to approval by the Community Planning Branch of the Ministry of Government Relations.

Maps are included to help readers navigate the physical spaces indicated in this Plan. All Reference Maps are approximate and are subject to change. Reference maps are conceptual only and should not be used to make site specific decisions.







## 2.1 Location

The Town of Pilot Butte is in Southeast Saskatchewan within the Rural Municipality of Edenwold No. 158. The Town is approximately 4 km east of the provincial capital, the City of Regina, and is within Regina's Census Metropolitan Area (CMA). Pilot Butte currently occupies approximately 573 ha (1,416 acres) of land within its boundaries. Pilot Butte's proximity to Regina is one of the number one reasons residents choose to live in Pilot Butte.

Like many Saskatchewan communities, the Town was developed along a rail mainline (CP Indian Head Branch). The CP mainline traverses the Town from east to west, with a majority of Pilot Butte being located north of the tracks.

Additionally, Pilot Butte Creek meanders through the southern portion of Town, while two intersecting highways run north-south and east-west respectively.



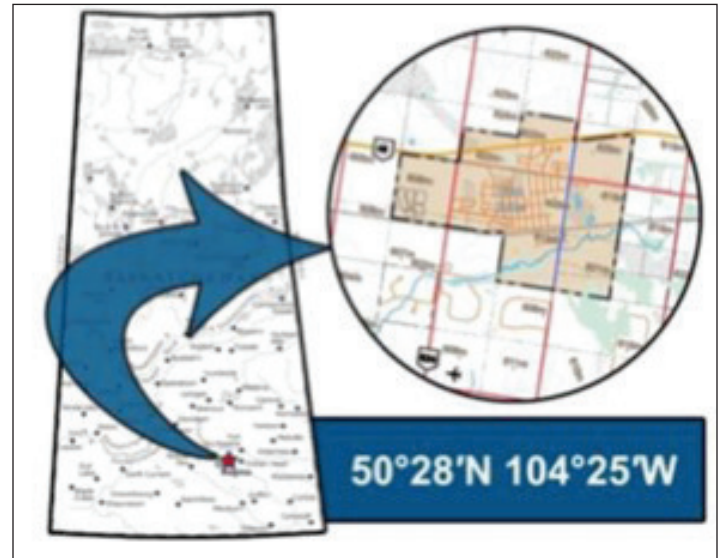
*Pilot Butte Town Limits, 2021*

*Source: Town of Pilot Butte (2021)*

Highway 46, running east-west serves as the "North Regina Access", extending from the Junction of Highway 1 at the Town of Balgonie, continuing westward through the northern portion of Pilot Butte to the City of Regina.

Secondary Highway 362 (Grid 624) provides residents with direct access to the Trans-Canada Highway through the Bypass located approximately 2 km to the south as well to other major transportation networks, urban centers and surrounding natural amenities.

These two highways are surfaced with asphalt pavement and provide excellent year-round access to the Town and surrounding areas.



*Source: Town of Pilot Butte (2014)*

## 2.2 Natural Environment

The Town of Pilot Butte is in the Regina Basin Glacial Lake and is part of the Nelson Glacial Drainage Basin, in a mixed Prairie Vegetation Zone of Class 4 Soils. This provides for a mixture of flat prairie lands and gently rolling terrain. It is situated over the Regina, Condie, and Zehner aquifers. Recharge for the Condie aquifer by infiltration is received mainly from the east, around Town and possibly from the Zehner aquifer to the north. Water flow in the Condie is toward the southwest and west. It is a tributary to Wascana and Pilot Butte Creek. The aquifers provide potable, untreated water in adequate quantities however, because the Town is in a recharge area, it must be diligent about protecting the aquifer from contamination.



*Discovery Ridge Environmental Retention Pond*  
*Source: Town of Pilot Butte (2021)*



*The Butte*  
*Source: Sharlene Stanley (2020)*

The White Butte Trails Nature Reserve is located 2 km to the east of the Town. It is a recognized provincial tourist attraction that provides year-round pet-friendly hiking, cycling, cross-country skiing and nature trails. Pilot Butte's internal natural environment provides for an interesting natural topographical landscape in, and around the Town, including flat prairie lands, several creeks, depressions, and the single isolated hill by which the Town was named, simply known as "The Butte". These elements are attractive urban features however, because the Town's growth has generally followed an east-west pattern, their geographic orientation will pose some planning and development challenges moving forward.

Pilot Butte Creek runs through the southern section of the Town which provides for an aesthetically

pleasing natural landscape, unique to the area and appropriate for numerous development possibilities. It is also environmentally sensitive and therefore, future planning must make every effort to protect the creek and its ecosystem.

There are two main drainage areas. The east part of Town slopes in a general southerly direction, while the west part of Town has a general slope from the northeast towards the southwest, interrupted by numerous local depressions and old gravel pits. Because of the sandy soils, most of the precipitation infiltrates into the groundwater however occasionally during intense snowmelt or heavy rains when the ground cannot absorb the water, some surface runoff occurs.



*White Butte Trails Provincial Park*  
*Source: Tourism Saskatchewan (2022)*

## 2.3 Population

According to 2021 Canadian Census, the Town of Pilot Butte reported a population of 2,638 (Figure 1). This was a 23 percent increase from the 2016 Census when 2,137 people were reported to be living in Pilot Butte. The current population live in 966 dwellings, with an average household size of 2.73. Pilot Butte has seen significant population growth over the last 30 years with an average annual growth rate of 2.20 percent. This results in a population doubling rate of 31-32 years.



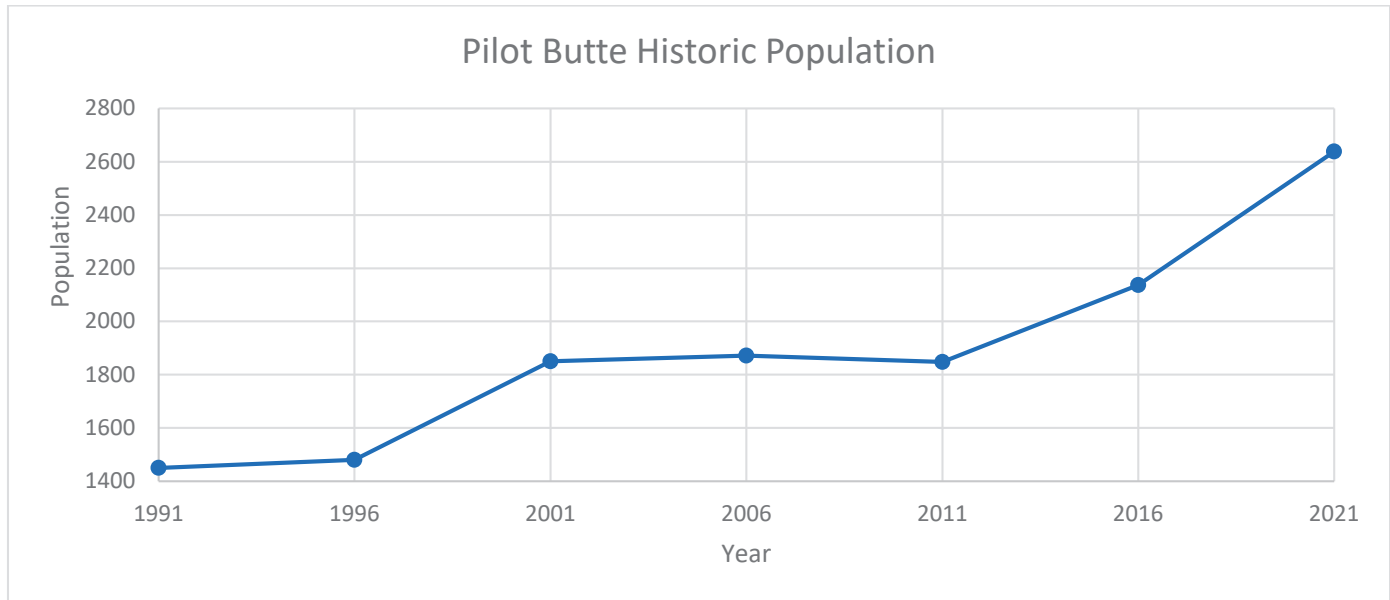


Figure 1: Pilot Butte Historic Population

Source: Statistics Canada (2022)

## 2.4 Infrastructure

### 2.4.1 Utility Services

Utility Services for the Town are provided and operated by provincial utility agencies including SaskTel, SaskPower, SaskEnergy, and Access Communication.

### 2.4.2 Water Distribution System

The Town constructed a new reverse osmosis filtration water treatment facility in 2012-2013 on donated lands located on 5th Avenue. The design of the facility includes an 842,000 US gallon reservoir, four membrane trains and distribution pumps. The initial design includes a plan for expansion that can accommodate a population of 8,000 and the ability to expand beyond those figures through additional design phases to reach a population of 10,000. The two new operational water wells were drilled in 2011 and are located 4 km west of Pilot Butte. To supply the residents and local businesses with treated water, new distribution mains were installed throughout the Town and service lines provided to each residence. Construction began in 2011 and was completed in 2013. A portion of the project was funded under the Building Canada Grant Fund and the remaining addressed by means of a local improvement. A Water Distribution & Municipal Wells Map is included in Appendix A and shows the Town's Water Treatment Plant and related infrastructure.



Pilot Butte's Water Treatment Plant  
Source: Town of Pilot Butte (2021)

### 2.4.3 Regional – Water Distribution System

In 2013 an agreement was signed to supply treated water from the Town of Pilot Butte to the Town of Balgonie. The project involved the construction of a new water main installed by Balgonie, extending from Pilot Butte's central water treatment plant to Balgonie's Town boundary.

### 2.4.4 Wastewater Disposal System

The Town's wastewater is managed through a gravity fed sewage system from the Town's four lift stations and twinned sewage force main completed



in 2012. The current active lagoon system is located north of Pilot Butte in the SE ¼ Sec. 17 – Twp. 18 – Rge. 18 – W2Mer. and can accommodate a population of approximately of 7,500. The old lagoon site located on the west side of Town has been decommissioned. Effluent from the secondary cell is released into Boggy Creek annually.



*Pilot Butte's New Lagoon Area located in the RM of Edenwold*  
*Source: GeoVerra (2021)*

The Railway and Main Lift Stations are located on the west side of Town near the decommissioned lagoon site. The Solar Lift Station is located along Solar Street. The Railway, Main and Solar Lift Stations service the north and south portion of the Town. The Butte Lift Station is located on the east side of Town within the baseball diamond area. The Butte Lift Station services north of 4th Avenue and east of Butte Street and will also service any future developments toward the south and east. Upgrades to the Butte Lift Station in 2013 increased Lift Station capacity to 5,000 persons.

In 2012 and 2013, the Town installed PVC water mains between 5th Avenue and Railway Avenue; and Butte Street to 9th Street. A Water Distribution & Municipal Wells Map is included in Appendix A and shows the Town's Water Treatment Plant and related infrastructure. All wastewater disposal

facilities and related infrastructure are shown in the Sanitary System & Municipal Lagoons Map located in Appendix A.



*Pilot Butte's Lift Station located by Butte St.*  
*Source: Town of Pilot Butte (2021)*

#### **2.4.5 Solid Waste Collection**

The Town's solid waste collection is provided through a private contracting service. Loraas Disposal Service currently provides bi-weekly waste collection, recycling, and composting services.

#### **2.4.6 Protective Services**

The Town's new Fire Hall is located by the provincial highway grid 362. The Pilot Butte Volunteer Fire Department is a non-profit community organization providing service to Pilot Butte and some private rural residents offering fire, medical, and EMO services. In 2021-2023, the Town entered into agreements with the RM of Edenwold, Town of Balgonie, Town of White City and the Village of Edenwold for regional collaboration of fire protection services.



*Pilot Butte's New Fire Hall*

*Source: Town of Pilot Butte (2021)*

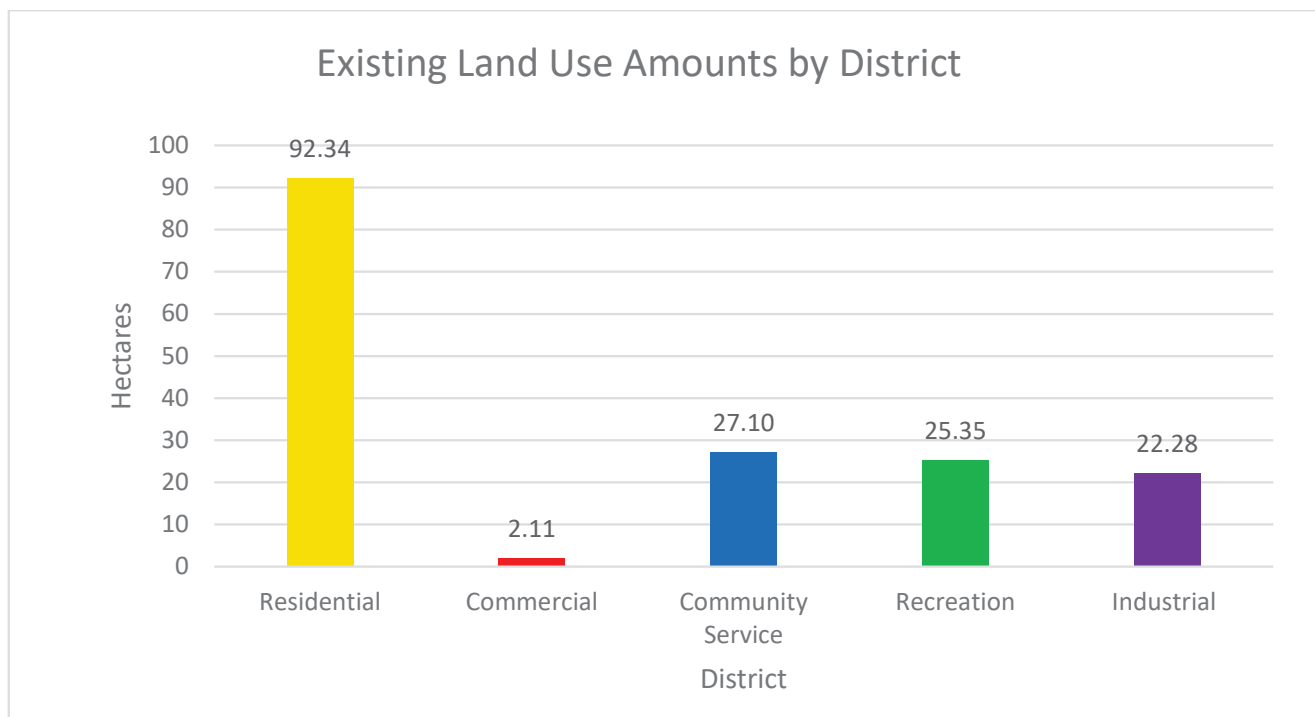
#### 2.4.7 Road Network

Good planning practices have been advantageous to the residents of Pilot Butte in terms of local improvements. In addition to diligent maintenance practices, through phasing, the Town has also provided for major paving and resurfacing of the Town's internal road networks.

The installation of new underground distribution mains and service lines as part of the Central Water Project warranted the repair and/or replacement of the affected road networks. Through careful planning the Town maximized the opportunity to combine the works to pave/re-pave the streets funded partially through the Central Water Project and partly by a local improvement. This resulted in a complete high quality long-term internal road network system with excellent year around access as shown on the Transportation Network Map in Appendix A.

### 2.5 Existing Land Use

As of 2022, there are 169.17 net hectares of developed land (residential, commercial, industrial, community service, and recreational minus roads) within Pilot Butte's borders as shown in Figures 2 and 3, and on the Current Land Use Map in Appendix A. As a bedroom community to the City of Regina, the primary use of land is residential, specifically single-detached dwellings. Additionally, there are several commercial and industrial land uses along the major transportation networks. There are areas within the Town designated as Community Service containing schools, municipal offices, and other institutional land uses. Finally,



*Figure 2: Existing Land Use Amounts by District (Net Hectares)*

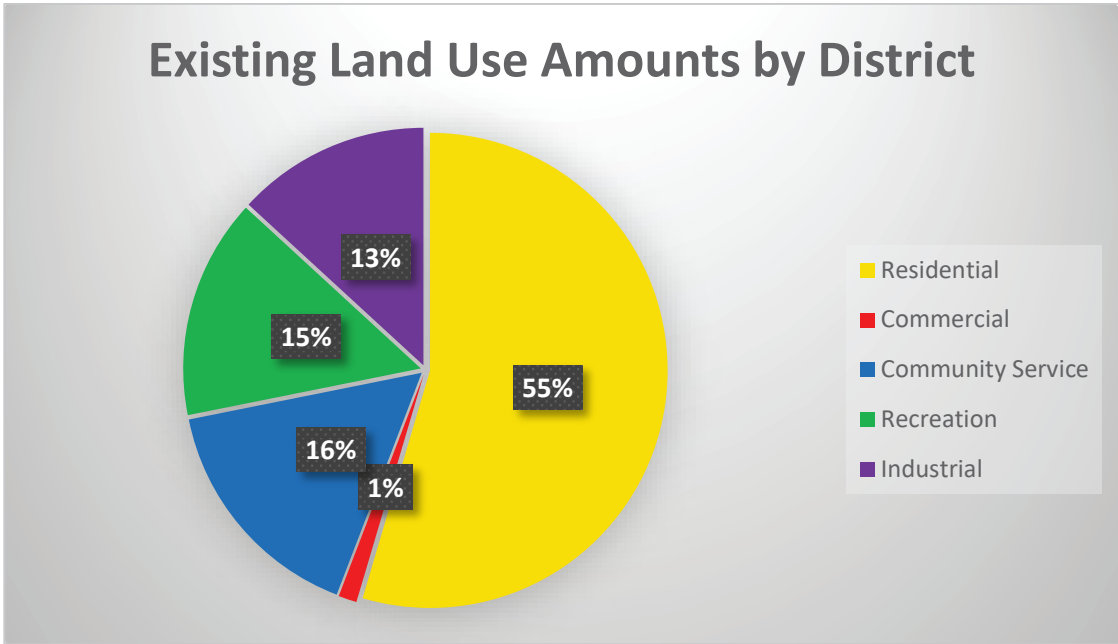


Figure 3: Existing Land Use Amounts by District (Percentage)

recreational land uses contain walking trails, playgrounds, and sports fields.

A current land use map is included in Appendix A showing the location of all land use groups as they exist today.

2.5.1 Residential

The Town of Pilot Butte is primarily a single-detached residential community with a current housing stock of 966 occupied dwelling units and making up approximately 92 net hectares or 55 percent of the development land. Existing residential developments are located north of the rail line, south of Highway 46 and east of Highway 362 (Grid 624).

A large majority of Pilot Butte’s housing stock is made of single-detached dwellings consisting of low density and large lots within the urbanized serviced area. Pilot Butte is expanding with similar residential areas to the north and east of the existing built-up area.

There are several semi-detached and townhouse dwellings as a result of new residential development north of 5th Avenue. These new housing options in the Town provide current and future residents

with a wide variety of housing opportunities and potentially more affordable options. The Pilot Butte Mobile Home Park is also home to several mobile homes, making up the remainder of housing options in the Town.

2.5.2 Commercial

The Town of Pilot butte has a variety of commercial businesses that contribute to the local economy and provide an opportunity for employment including both community and highway commercial uses. These uses account for about two net hectares or only one percent of developed land. The construction and operation of the commercial plaza on the west side of Town has added numerous new businesses to the Town. In addition to this strip mall there are several local businesses throughout Town including restaurants, confectionaries, and a gas station. The increase of commercial businesses in the Town has had a positive impact by providing employment opportunities, allowing residents to shop and eat locally, and generally improving the quality of life.

2.5.3 Industrial

There are several pockets of industrial land uses within Pilot Butte making up 22 net hectares or 13 percent of the overall developed lands. These existing industrial land uses are located north of





Highway 46, south of the railway, and along 5th Avenue. The Town shall continue to monitor these industrial areas to ensure growth is accomplished with little impact to adjacent land uses, the environment, and the quality of life in the Town.

#### 2.5.4 Community Service

There are several community service land uses within Pilot Butte making up 27 net hectares or 16 percent of the overall developed lands. These include the Pilot Butte School, Community Centre, Rodeo Grounds, St. Agnes Catholic Church, Way of Life Church, Pilot Butte Cemetery and Fire Hall. The Town of Pilot Butte contains an elementary school with a capacity for approximately 400 students. The school has a playground, is adjacent to an outdoor sports field, and hosts numerous school-initiated clubs and organizations. There are current plans being formulated to expand the existing school facilities.



*Pilot Butte Elementary School*  
Source: Town of Pilot Butte (2021)

The current Community Centre supports many functions including an indoor ice arena, first aid room, a community hall, a common area, a senior centre, public washroom facility, library and Town office and Council Chambers. The Pilot Butte Rodeo Grounds hosts large, organized events like the annual Pilot Butte Rodeo, and a Drive-In movie theatre. Other uses within the Community Service lands include public utilities, water and sewer infrastructure and the Fire Hall.



*Pilot Butte Rodeo Field*  
Source: Lewis Images (2013)

#### 2.5.5 Parks and Recreation

The Town of Pilot Butte provides for a diverse range of recreational activities within the Town's 25 net hectares of park and recreation lands for residents to enjoy as shown in the Overall Recreation Inventory Map in Appendix A.

Outdoor amenities include four baseball diamonds (one with lights), an outdoor rink and skate park, tennis courts, soccer pitch, track and numerous parks and open spaces, including the community spray park.

In addition to the parks and athletic fields, Pilot Butte is becoming more connected with pedestrian pathways and trails. An illuminated pedestrian pathway has been constructed along 1st Avenue, which is in addition to the pathway around the retention pond in Discovery Ridge.



*Community Spray Park*  
Source: Town of Pilot Butte (2021)



*Pilot Butte Outdoor Recreation Facilities*  
Source: Google Maps (2021)

## 2.6 Heritage and Cultural Resources

The people of Pilot Butte are passionate about their community. They take pride in their Town and are diligent about nurturing and providing for the cultural needs of the people. The Town acknowledges the many volunteer hours and hard work which contribute to the sense of community. Council is committed to supporting and nurturing those efforts, whenever possible.

Two archaeological sites were recorded in 1980 that are located within the boundaries of Pilot Butte. Canadian Archaeology sites are assigned 4-letter names followed by a number, in order to have a unique naming system across the country. The site EcNc-9 is in the NW33 (LSD11, the southeast quarter of the NW quarter section) representing a brick storage site, and EcNc-29 is in the NE33 (LSD9, the southeast quarter of the NE quarter section) representing the ruins of a sand lime brick yard. Site accuracy is limited to the LSD (400m x 400m).

The Town of Pilot Butte War Memorial was constructed in 2007 to honour “Those Who Have Served”. A yearly Remembrance Day Ceremony is held in their honour.



*Pilot Butte War Memorial*  
Source: Town of Pilot Butte (2021)

## 2.7 Local Planning Context

### 2.7.1 Economy

Accelerated economic activity has been seen in Regina and surrounding area with major agricultural processing facilities being announced by Cargill, Viterra, and Federated Co-operative. These projects alone will result in economic spin-offs in related or support services, as well as a need for additional housing. The Town’s proximity to the City of Regina and other surrounding urban centers are enticing features that make local residential, commercial, and industrial developments both desirable and feasible for potential investors.

The Town of Pilot Butte is supportive of planned economic growth. Through effective land use and fiscal planning, the Town is committed to building an economically viable community for its people, and for the community of the future.

### 2.7.2 Commercial and Industrial Investments

New commercial and industrial investments are encouraged. The Town recognizes that local businesses are essential in providing for the local economy and have the potential to support employment opportunities for the youth of the community and for residents with the desire to work in the Town in which they reside. Although there are numerous businesses successfully operating and thriving in Pilot Butte, including several large,





*Pilot Butte Commercial Strip Mall*

*Source: New Horizon Group (2017)*

low-risk industrial companies, such as Gang-Nail Trusses and Dutch Industries, the potential for future growth and expansion is also encouraging.

New commercial and industrial developments geared towards specific uses such as child-care facilities, medical & dental centres, pharmacy, retail, gas stations & convenience stores, grocery, financial institutions, restaurants, and other similar investments are natural growth progressions that are appealing to the Town and to the community.

The Town of Pilot Butte also has the potential and the desire to support a community that serves as a key destination point for various types of low-risk manufacturing and assembly industrial uses and service accommodations.

## 2.8 Regional Planning Context

The Town of Pilot Butte takes an active role in supporting and participating in regional collaboration, service and infrastructure provision, and strategic growth planning. Pilot Butte values the continuation of sharing common interests and vision with their neighbouring municipalities including the RM of Edenwold, Town of Balgonie, Town of White City, Village of Edenwold, and in a broader regional context with the City of Regina.

This collective initiative has recognized the changing land use, demographic, infrastructure, and service needs of the area undergoing rapid and

substantial land use development and investment. The stated purpose is to foster long-range planning and cooperation through an inter-municipal forum to communicate and consult on regional matters of common interest.

The Town of Pilot Butte has mandate to:

- Identify broad regional growth priorities.
- Identify and pursue municipal objectives and opportunities for cooperation and collaboration.
- Encourage planned, orderly land use planning and development in relation to neighbouring municipalities to support compatible growth patterns.
- Pursue joint service delivery and share obligations.
- Implement strategies designed to achieve a regional vision with priorities focused on regional transportation networks, fire, emergency and protective services, recreation, water, wastewater and solid waste management and land use planning to achieve regionally aware community plans.

The process and collective commitment acknowledge, and creates a forum to understand and address the substantial change and intensification of activity occurring in the region of



individual communities that see a common vision for mutual interest and opportunity.

The broad objective is to achieve more effective and efficient service delivery for the growing and diverse population through collective sharing of regional land use and infrastructure planning that seeks to ensure sustainable growth for the projected 30,000 population region. These initiatives are achieving tangible results in the areas of fire protection, recreation facilities and services, emergency response, waste management and infrastructure. Pilot Butte has cooperatively entered an agreement on a water supply system for Balgonie to support its growth and water quality.

The Town of Pilot Butte desires to maintain and strengthen its ongoing economic relationship not only with the Town of Balgonie but also to the rest of their neighbouring municipalities: RM of Edenwold, Town of White City, Village of Edenwold, and City of Regina.

## **2.9 Relationships with Local First Nation Bands**

The Town of Pilot Butte would like to acknowledge it is situated on Treaty 4 lands and the traditional territory of the Cree and Saulteaux, Assiniboine and Métis. As of 2022, the Town of Pilot Butte does not have any lands with “reserve status” through the Treaty Land Entitlement process, the Specific Claims process, or other related processes. However, the surrounding Municipality of the RM of Edenwold No. 158 contains six different First Nation neighbours, with Ochapowace First Nation being the closest to Town boundaries. The Town will continue to promote First Nations development within the community and will engage First Nations on all development proposals.

# Chapter Three

## **PUBLIC ENGAGEMENT & COMMUNITY PRIORITIES**

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*Source: Town of Pilot Butte (2021)*





### 3.1 Public Engagement Summary

Public engagement has been identified as a key priority of the *Official Community Plan* project. Connecting with the community to gather input, comments and feedback ensures that the Plan accurately reflects the needs, wants and future aspirations of the Town. A Public Engagement Report is supplementary to and an integral part of the *Official Community Plan* and *Zoning Bylaw*. This report is included as Appendix B.

#### 3.1.1 Objectives

A consultation plan was developed to reach a broad and diverse audience of stakeholders including, but not limited to, residents, businesses, tenants, government bodies, neighbouring municipalities, and developers. The consultation strategy focused on three priorities:

- 1) To create an overall community awareness of the proposed changes and the intention of those changes;
- 2) To collect information from the public and stakeholders on issues within the community; and,
- 3) To establish priorities within the community that align with the community's vision.

#### 3.1.2 Methodology

There were three (3) public engagement sessions held that requested community participation which included an online survey, stakeholder questionnaire, and a public open house.

##### 1. Online Survey

An online survey was created to gain insight into the local priorities of the public. The survey was made available online from September 1 to October 5, 2020. Paper copies of the survey were also available to the public at the Town office. The purpose was to obtain insight into prioritizing issues/concerns from the public. Common themes from the online survey provided insight into important topics that required more feedback from the public in the public open house. The Town received strong public feedback, with 284 respondents, 95% of which reside or work in Pilot Butte.

##### 2. Stakeholder Questionnaire

The Town of Pilot Butte released a questionnaire to various stakeholder groups to acquire additional feedback. Stakeholder groups included developers, businesses, government entities, and community organization. Two stakeholders returned comments.

##### 3. Public Open House

An open house was held on October 15, 2020 at the Town of Pilot Butte Community Hall and attended by 78 residents. The primary goal was to solicit additional feedback from the public on land use. Major themes extracted from the online survey served to guide discussion on public concerns. Interactive posters were on display for participants to voice their opinion and the online survey results were also available at this event. A design station was also prepared for participants to create their ideal community. The Town Planner and support staff were made available for the event to answer any questions that arose.



*Community Open House*  
*Source: Town of Pilot Butte (2022)*



### 3.1.3 Key Themes and Priorities

#### 1. Online Survey

The following key themes and priorities emerged from the online survey.



Improving, connecting, and expanding greenspaces and pathways.



Improve existing or build a new multi-purpose recreation center.



Ensure accountability for Developers through regulations emphasizing building aesthetics, site cleanliness and environmental issues.



Continue to complete infrastructure upgrades with a focus on constructing new sidewalks and paving of gravel streets.



Increase the frequency of Bylaw enforcement.



Improve the selection of industrial developments locations as well as potential noise concerns.



## 2. Stakeholder Questionnaire

The summary of the findings from the stakeholder questionnaires produced the following topics:



**Create a user-friendly Zoning Bylaw document with simple and clear definitions, public notification process and review permitted and discretionary uses in residential zoning districts.**

**Improve and increase environmental standards with a focus on drainage.**



**Ensure separation between non-complimentary land uses.**





### 3. Public Open House

Ten key themes and priorities emerged from the Public Open House, which are summarized below:

**1.** The top three (3) reasons why residents like Pilot Butte are the proximity to the City of Regina, and that it is a quiet and safe Town.

**2.** Existing OCP objectives which were most supported by the community were: greenspaces; protecting and enhancing nature; recreational facilities; avoiding incompatible land uses; and, promoting orderly land use.

**3.** Continue to permit large lot residential, low density residential and single-detached residential developments, specifically connected to greenspaces/trails and within a grid or cul-de-sac street pattern.

**4.** Support and encourage care homes.

**5.** Promote strip mall and main street commercial developments.

**6.** Add requirements to new pathways and improve existing pathways with lighting, public washrooms, garbage and recycling disposal bins and benches and picnic tables.

**7.** Most desired street type included Main Street.

**8.** Improve recreation facilities by adding a swimming pool, exercise centre and indoor gymnasium.

**9.** Encourage personal health facilities such as medical clinic, chiropractor/massage therapy, dental office, and pharmacy.

**10.** Ensure development standards are prepared for industrial land uses to address appearance, noise, smell, and lighting.

All the themes and priorities identified throughout the extensive public engagement process will be used to guide the key principles, objectives, and policies throughout the *Official Community Plan*. These community priorities align with *The Statements of Provincial Interest Regulations*.

# Chapter Four

## **VISION, KEY PRINCIPLES & GROWTH**

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## 4.1 Vision Statement

*The Town of Pilot Butte is a vibrant and diverse community focusing on safety, sustainability and delivering a high quality of community services now and for future generations.*

## 4.2 Key Principles



1. Promoting and managing orderly and sustainable land use planning.



7. To position the Town to capitalize on economic opportunities through adequate allocation of development ready land, responsive and proactive public policies, and services.



2. A well-designed and functioning transportation network and infrastructure system efficiently planned and financed.



8. To consider the needs of all age demographics in Town planning matters.



3. Recreational facilities that will continue to accommodate the growing population and the needs of the community.



9. To support regional collaborations when they are economically feasible and conducive to providing benefit for the people of the Town and region.



4. Greenspaces that both preserve and enhance the natural environment and all the ecosystems and natural habitats in the Town.



10. To pursue annexation of the designated lands on the Future Land Use Map to ensure management and development are consistent with the Town's OCP objectives.



5. Pursue a centralized commercial complex area with commercial uses complementary to the character of the Town as a whole.



11. To encourage infill within the Town in order to reduce the number of vacant lots.



6. Council's governance will be based on the values of openness, caring and responsiveness committed to citizen participation and to Town's affairs through its Committees, Boards and Commissions.



12. Work collaboratively with First Nations to promote development opportunities and other initiatives that will enhance services and amenities for the region as a whole.



### 4.3 Population Projection

Pilot Butte is experiencing significant growth in population with an annual growth rate of approximately 2.20 percent over the last 30 years. With Pilot Butte’s attractive qualities, its proximity to Regina, and the announcement of several major construction projects in the Agri-Food industries, these trends are expected to continue over the next 20 years. Pilot Butte may reach a population just shy of 4,100 by the year 2041 (Figure 4). The population projection should be updated every 5 years to determine current population trends.

### 4.4 Future Land Use Requirements

Pilot Butte is growing at a significant rate. As such, it is important to ensure there is a suitable supply of lands for new residents, businesses, recreation, and community services. High level land use forecasts have been completed for residential, commercial, industrial, community service, and parks and recreation. Forecasts have been compared against the amount of existing land in each major land use category to determine whether there is a surplus or deficit of land over a 20-year planning horizon. The Future Land Use Map shows existing land uses as well as the future land use requirements in each land use category. These land use forecasts should be updated every 5 years alongside the population projections to account

for the latest trends, and any positive population/ business growth due to the policies contained within the *Official Community Plan*.

#### 4.4.1 Calculating Land Use Requirements

Table 1 represents the net demand in hectares for residential, commercial, industrial, community service, and recreational land uses over the next 20 years. The following assumptions were held:

- Population projection of 4,078 in 2041;
- Average household size of 2.73 persons;
- Average Residential Density of 28.57 people/hectare and 10.46 units/hectare;
- Average Commercial Density of 1,250.24 people/hectare;
- Average Industrial Density of 118.40 people/hectare;
- Average Community Service Density of 97.34 people/hectare;
- Average Recreational Density of 104.06 people/hectare;
- Market contingency factor equivalent to 10 percent of the demand for land to accommodate normal vacancy requirements,

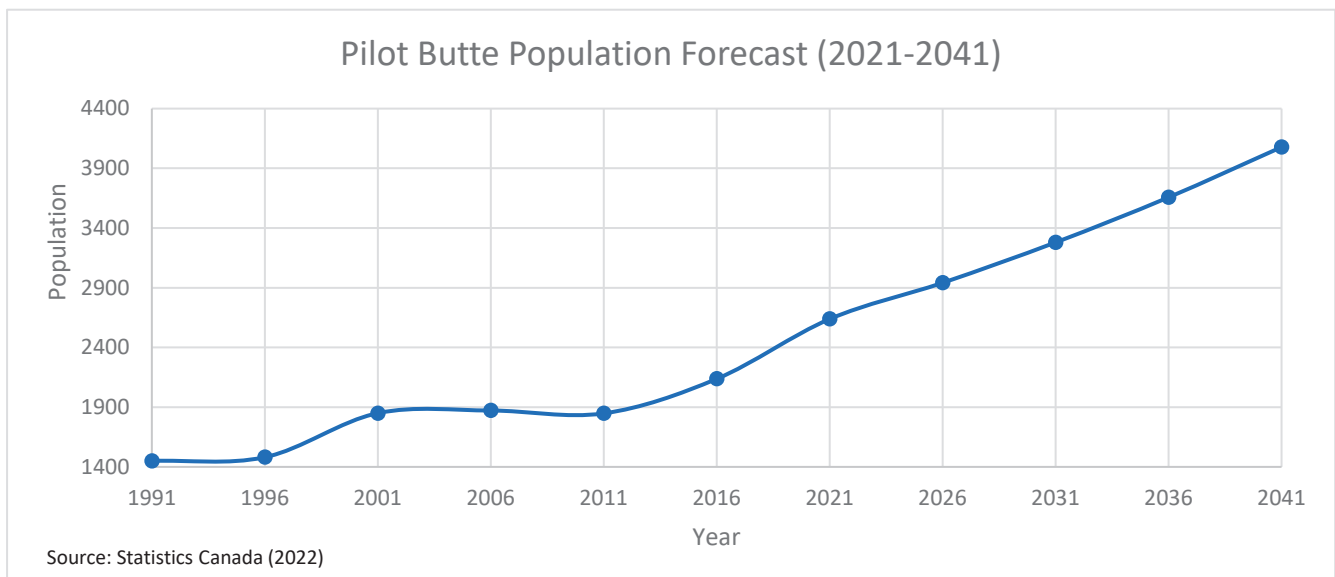


Figure 4: Pilot Butte Population Projections (2021-2041)



and provide for normal fluctuations of the pace of economic development relative to the forecast; and,

- Gross area of future land uses decreased by 20 percent to account for roads, utility corridors, storm water management facilities, etc. to arrive at net area.

#### 4.4.2 Supply of Vacant Land

Table 2 shows the net supply in hectares for residential, commercial, and community service land uses based on the existing supply, future designated lands within Pilot Butte's borders, and future designated lands outside the Town's current boundaries. The existing land use is the amount of land in each category in the year 2021, while the future land uses is the amount of land designated for each land use category on the Future Land Use Map.

#### 4.4.3 Deficit/Surplus of Land

Based on the foregoing analysis Pilot Butte has a surplus of 13.64 ha (residential), 16.90 ha

(commercial), 12.98 ha (industrial), and 7.68 ha (community service). By the year 2041, there will be a deficit of 9.09 ha recreational lands within the Town's boundaries; however, future recreational lands have been identified outside of the current Town boundaries in the future annexation areas. As shown in Table 3, the Town can accommodate future growth in these land uses over the next 20 years within the current Town boundaries.

### 4.5 Future Growth

Managing growth and development in an environmentally, socially, and fiscally sustainable manner will benefit both the existing and future residents and businesses in Pilot Butte. In view of its vision and key principles, the Town recognizes that *orderly planning* is the key to sustaining growth, protecting the environment, facilitating economic development and population for future generations and over the long-term planning horizon. This approach to growth will create a balance between accommodating new development and protecting natural ecosystems, heritage

Table 1: Net Estimates of Demand Area by Generalized Land Use Categories (Hectares)

Residential	Commercial	Industrial	Community Service	Recreational
A. Demand (2041)				
157.07	3.59	37.90	46.10	43.12

Table 2: Net Estimates of Supply and Demand Area by Generalized Land Use Categories (Hectares)

Residential	Commercial	Industrial	Community Service	Recreational
A. Demand (2041)				
157.07	3.59	37.90	46.10	43.12
B. Supply				
<i>Existing Land Use (2021)</i>				
92.34	2.11	22.28	27.10	25.35
<i>Future Land Use within Town Boundaries (2041)</i>				
170.71	27.91	50.88	53.78	34.03
<i>Future Land Use outside Town Boundaries (2041)</i>				
162.94	16.90	106.00	42.18	54.92





resources, the environment, and the sense of community in the Town.

Unplanned developments within the Town's boundaries and the surrounding area are not encouraged and should be avoided. Future Town boundaries should be planned to ensure maximization of services, compatible land uses and to avoid the fragmentation of land.

The Town's existing land use pattern and proposed growth strategy is reflected on the Future Land Use Map in Appendix A and supported by the policies and objectives defined throughout this *Official Community Plan*. The Future Land Use Map identifies lands that can be development over the next 20 years. Regular monitoring and amendments may be required to ensure effective planning of both current and future land developments.

#### 4.5.1 Residential

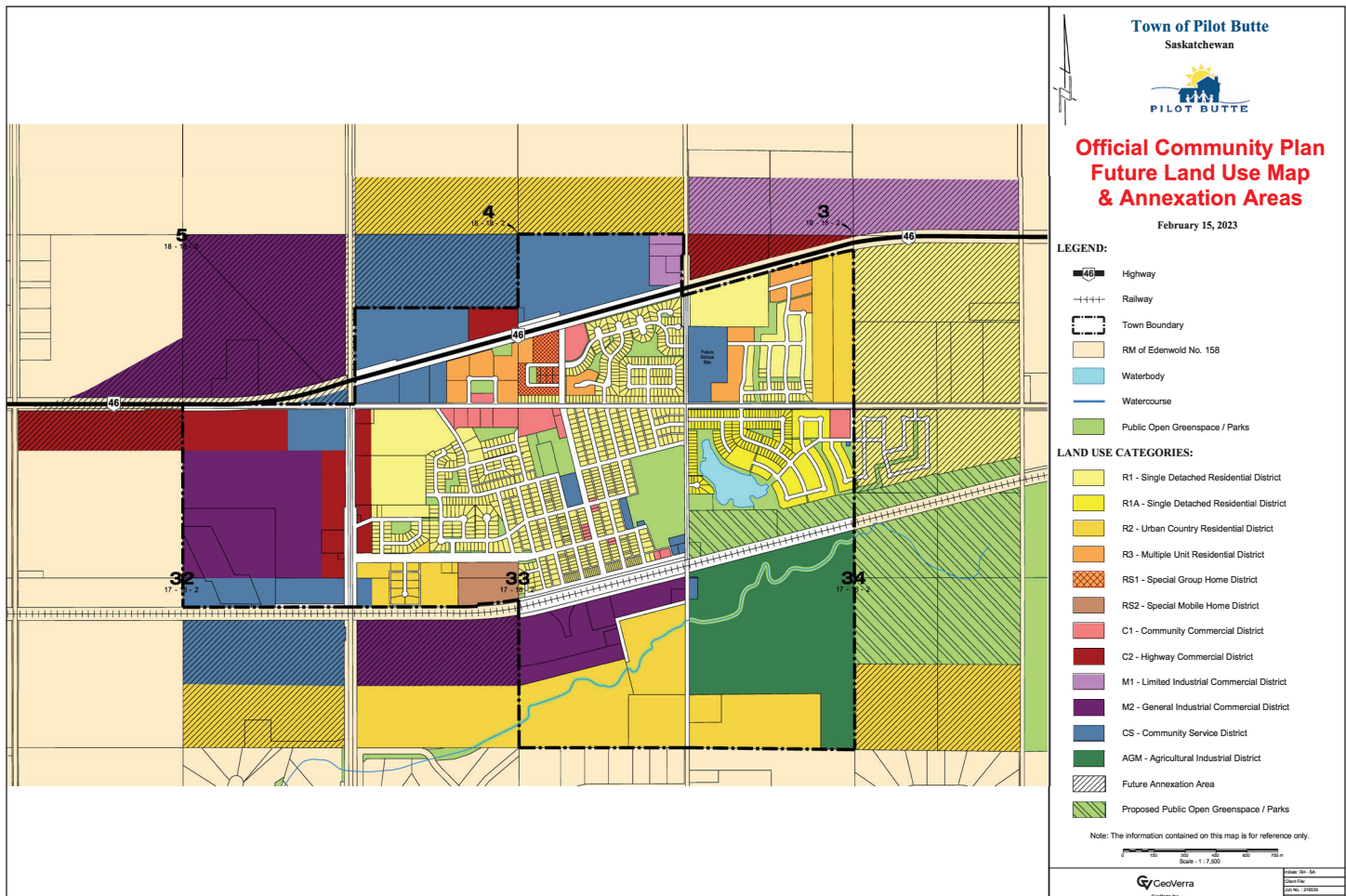
New residential developments are and should continue to be an extension of the existing residential areas where possible, and will be encouraged to locate near complementary land uses such as schools, parks, libraries, recreation facilities, etc.

Affordable quality homes in low-density neighbourhoods, support of home-based businesses and secondary dwelling units such as secondary suites, garden suites and garage suites are an attractive feature of the Town. Development that continues this trend should remain high priority; however, as the demand to develop more properties increases and to accommodate a larger diversity of people it will be important to consider alternate options of housing types including semi-detached dwellings, townhouses, apartment buildings, and other multi-family dwellings.

Single detached dwelling districts make up the largest amount of future residential lands and have been designated in northeast Pilot Butte and west Pilot Butte with an extension of the existing residential neighbourhoods of the Plains, Crescent Park, Discovery Ridge and Hillside Park. Urban Country Residential lands have been designated along the southern boundaries adjacent to existing large lot developments and acreages. Multi-family land uses are being designated along busier thoroughfares of 5th Avenue, and Butte Street adjacent to higher density residential development. In total, there are 78.37 net hectares of future residential land available within Pilot Butte's borders.

Table 3: Net Estimates of Surplus Area by Generalized Land Use Categories (Hectares)

Residential	Commercial	Industrial	Community Service	Recreational
A. Demand (2041)				
157.07	3.59	37.90	46.10	43.12
B. Supply				
<i>Existing Land Use (2021)</i>				
92.34	2.11	22.28	27.10	25.35
<i>Future Land Use within Town Boundaries (2041)</i>				
170.71	27.91	50.88	53.78	34.03
<i>Future Land Use outside Town Boundaries (2041)</i>				
162.94	16.90	106.00	42.18	54.92
C. Surplus (Supply-Demand)				
<i>Surplus within Town Boundaries (2041)</i>				
13.64	24.32	12.98	7.68	(9.09)



*Future Land Use Map – See Appendix A Source: Town of Pilot Butte (2022)*

#### 4.5.2 Commercial

There is potential to promote significant development of highway commercial lands. Developments in these areas should consider the compatibility with adjacent lands, their impact on existing infrastructure and protection of sensitive lands.

New community commercial lands are intended to be in high profile locations in The Plains and Discovery Ridge, while a highway commercial corridor will be encouraged along Highway 362/Grid 624 and Highway 46. There are an additional 25.80 net hectares of future commercial lands designated; more than enough to accommodate the demand over the next 20 years.

#### 4.5.3 Industrial

An additional 28.60 net hectares of future industrial lands are being designated south of the Canadian Pacific Railway, adjacent to existing industrial development, and on the western side of Town, west of the highway commercial corridor.

#### 4.5.4 Community Service

New community service lands will be designated in the northwest corner of Town along 5th Avenue and Highway 46, north of the Canadian Pacific Railway in west Pilot Butte, and in the northeast corner of Pilot Butte. The Community Service lands at the intersection of Butte Street and 5th Avenue East are intended for a future school site. In total, 26.68 net hectares of additional lands are being designated for future community service land uses which will accommodate demand well over the 20-year planning horizon.



#### 4.5.5 Parks and Recreation

A significant amount of future recreational lands is being designated north of the Canadian Pacific Railway on the east side of Town, and on either side of Pilot Butte Creek. The lands adjacent to the creek are potentially flood prone; however, are suitable for passive recreational uses. The designation of an additional 8.68 net hectares of recreational lands in this area provides for future connection opportunities to the White Butte recreation area.

#### 4.5.6 Agriculture

46.62 net hectares of agricultural land have been designated south of the Canadian Pacific Railway in the southeast corner of Town. These agricultural lands have been designed to preserve and enrich the viability of existing farmlands for long-term use and economic development in the agricultural sector.

### 4.6 Policies for Future Growth

The *Community Strategic Plan* (2017) for the Town of Pilot Butte has established the following four goals to guide the community growth:



**GOAL 1:** Providing a safe, healthy, vibrant, and inclusive community.

**GOAL 2:** Supporting economic diversity and growth for the Community's needs.

**GOAL 3:** Creating and sustaining community infrastructure, parks, and natural spaces.

**GOAL 4:** Fostering an effective and efficient municipality.

The Town will thereby manage growth by:

- Acknowledging the Town's commitment to an open, accessible Civic Government and by inviting residents to participate in the civic affairs of the Town, whenever possible.
- Pursuing sensible financial management and fiscal planning for required infrastructure.
- Supporting growth and development in the best interests of the Town respectful of the existing community and consistent with the standards and expectations of the Town.
- Guiding the Town's overall growth strategy with the necessary land use controls and adherence to good planning principles when evaluating development proposals and considering the impact of new developments.
- Identifying and protecting the Town from incompatible land uses on the Town's boundary.
- Implementing the land use pattern on the Future Land Use Map by pursuing annexation through collaboration with the RM of Edenwold to discuss land use and service delivery issues to mitigate possible conflicts over developments proposed for the area. The Town may initiate alteration of its boundaries to protect future urban development objectives, support the orderly growth, protect the major transportation connections corridors and natural environment, and ensure compatible development and efficient infrastructure planning.
- Encouraging innovative approaches in the design and development of new and existing developments to create a mixture of densities and demonstrate efficient land uses with minimal impact on the operational and maintenance of municipal structure.



- Monitoring and identifying inventors of suitable lands available for development to ensure that the Town is in a good position to respond to the investment and development opportunities.
- Ensuring that municipal services are provided in a timely, efficient, and economical manner by focusing first on more efficient capacity utilization and by developing strategies and standards that apply a consistent population planning horizon in determining infrastructure investment and service delivery.
- Implementing the Future Land Use Map designations to preserve and plan the land use configuration for a growth horizon of 20 years and a population of approximately 4,100.



# Chapter Five **LAND USE & DEVELOPMENT POLICIES**

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## TOWN PLANNING



*Source: City of Mildura (2017)*

The primary focus of this section is to address general policies which apply to a wide variety of different land use types in the Town of Pilot Butte. These general land use and development policies are encouraged to improve the community's physical, economic, social efficiency, and well-being of the people with consideration of socio-economic trends as well as physical and geographical features.

The following objectives and policies apply to all areas of development within the Town limits and future Pilot Butte’s boundary.

### 5.1.1 General Land Use & Development Policies

Objectives	Policies
Conformance with the Official Community Plan (OCP)	<p>1) The Town shall evaluate all development proposals with conformity with the Official Community Plan along with associated maps, strategies and other plans that form part of the OCP. A proposal that aligns with the vision, goals, and objectives as outlined in the OCP and Zoning Bylaw will be supported.</p> <p>2) The Town may recommend that an applicant submit an application to the Town for amending the OCP, before accommodating a proposed development that does not align with the vision, goals, and objectives of this OCP.</p>
Comprehensive Planning Review	<p>3) New development proposals shall be guided by the Official Community Plan objectives and policies along with associated maps, strategies and other plans that form part of the OCP.</p> <p>4) New development proposals shall consider land use compatibility and environmental constraints, infrastructure and servicing needs, stormwater management requirements and transportation planning as well as any other matter relevant to the specific area or development.</p> <p>5) As part of any development proposal, the Town shall examine land use, transportation, infrastructure, utilities, institutional needs and public service and facility needs simultaneously to ensure all services, facilities and infrastructure required for the development are available and efficiently used.</p> <p>6) Council may require additional information to properly and accurately review all development proposals.</p>



*Development Levy  
and Servicing  
Agreement*

7) Applicants may be required to enter into a Servicing Agreement, Development Agreement and/or Development Levy Agreement with the Municipality to address infrastructure, facility, and servicing needs for the proposed development and any other matters relevant to the development.

8) The Town shall provide applicants a schedule of servicing fees and/or development levy fees which relate to the capital costs of infrastructure, facilities, or services required for the new subdivision or development. The Council shall maintain the schedule of fees and shall update it if found necessary and outdated.

9) To effectively manage growth and development, the Council shall maintain a long-term Asset Management Plan (AMP) to determine when upgrades or expansions may be required and to mitigate any potential burdens or demands on municipal infrastructure or public facilities when the time comes.

*Legal and Physical  
Access*

10) New developments shall be required to have legal and physical access on municipal roads or highways.

11) New single-lot developments shall be encouraged to locate along existing roadways to maximize land use efficiency.

12) Access for both new and existing developments are eligible for an upgrade with pavement, extended widths, or other development standards depending on the type of development and the volume of traffic for both vehicular and pedestrian that are being served.

13) Development that requires the use of large or heavy vehicles shall be required to be situated along roadways that were designed and constructed to accommodate the associated type of vehicle activity.

14) Required construction or upgrades of any roadway will be at the expense of the applicant.

15) All developments occurring within 90 metres of any provincial highways require approval and/or a permit from the Ministry of Highways in the Province of Saskatchewan. The Ministry shall be consulted whenever any developments have the potential to cause impacts on provincial highways or future highway upgrades or expansions. All involved parties (e.g. Ministry, Municipality, and Developer) shall be encouraged to arrive at feasible solutions that could reduce adverse impacts in transportation planning and safety.



<i>Source Water Protection</i>	16) Ensure drinking water is safe to consume for Town residents and business owners.
	17) All proposed developments must have access to a potable water source.
	18) Evaluation of development proposals shall include identifying potential impacts onto the Town's water supply, in which the Town may require additional assessments or studies completed to ensure the proposed development will not adversely affect the water supply.
<i>Environmental Stewardship and Design</i>	19) The Town shall promote environmental stewardship by encouraging developers or proponents to include features in their development proposals that present long-term sustainability, enhance the energy efficiency, or reduce negative environmental impacts of waste.
	20) The Town shall promote and support Crime Prevention Through Environmental Design (CPTED) for both new and existing developments to enhance the beauty and safety of the surroundings.
<i>Pedestrian Focused Landscaping</i>	21) Recommending designs of new residential areas to be pedestrian-friendly, walkable, and connected to serve pedestrian and cycling traffic in addition to automobile traffic.
	22) Continue to support and enhance more pedestrian-oriented commercial developments, by ensuring pathway connections with existing developments or the construction of new pathways.
<i>Greenspace and Park Development</i>	23) All new residential subdivision will be required to dedicate a minimum of 10 percent of the land for greenspace and park development. Commercial and Industrial subdivision will be required to dedicate or pay cash-in-lieu a minimum of 5 percent of the land for greenspace and park development.
	24) All new parks shall be dedicated and designed in consultation with the Town to ensure that the parks are suitably located and connect to the Town's existing greenspace network.
<i>Consultation</i>	25) Provincial Ministries, First Nations and Métis Communities, Municipalities, or other stakeholders shall be consulted as required when evaluating and assessing development proposals.



## 5.2 Residential

The Town of Pilot Butte supports growth of the residential sector and recognizes the continuing need to provide an opportunity for a variety of affordable residential housing options. The Town will continue to promote growth in the form of low-density single detached dwellings; however, also acknowledges the importance of encouraging developers to include different housing types such as semi-detached dwellings, townhouses, etc. This will maximize the potential in providing for future residents through a mix of housing types that is balanced and complementary to the Town.



Source: Dillon Kydd (2020)

### 5.2.1 Residential Objectives

- 1) To identify the areas within the Town that are most suitable for future residential development to provide an adequate supply of land going forward.
- 2) To encourage a variety of housing options to meet the needs of the community, address housing affordability issues, and allow residents to age in place within their own community.
- 3) To ensure that infill developments support and enhance the Town of Pilot Butte's existing residential areas.
- 4) To provide for compatible and complementary land uses within residential areas.
- 5) To form a complete neighbourhood where infrastructure elements for greenspaces,

parks, pathways, community commercial, recreational, and community services have been taken into consideration during Municipal review and prior to issuance of Council support and approval.

*(Feeling connected to one's community is associated with lower stress, improved overall health status and lower mortality rates. Complete communities that provide proximity to neighbours, workplaces, schools, and services can promote neighbourhood cohesion and increase social capital.)*

- 6) To support maximum functionality of any residential lot for citizen's welfare and pleasure within the comfort of their own home.
- 7) To increase opportunities for residents to conduct compatible businesses at their houses.
- 8) To encourage efficient technologies and green practices for the community's welfare and resiliency in the long term.
- 9) To ensure that all residential subdivision developments will adhere to good urban planning principles through application of Crime Prevention Through Environmental Design (CPTED), legal and physical access, landscaping designs, drainage, and grading, etc.

### 5.2.2 Residential Policies

- 1) The Town will ensure that new residential development is in areas that are identified as residential on the OCP's Future Land Use Map and on the Zoning District Map in the Zoning Bylaw.
- 2) Council may accommodate rezoning areas for residential developments through the Zoning Bylaw amendment process.
- 3) In the event the development proposal has unique characteristics, innovative ideas, environmental site constraints, historical or heritage significance, or unusual constraints that were identified during the review process, Council may consider Contract Zoning in order to deal more effectively with the development as well as its servicing and infrastructure



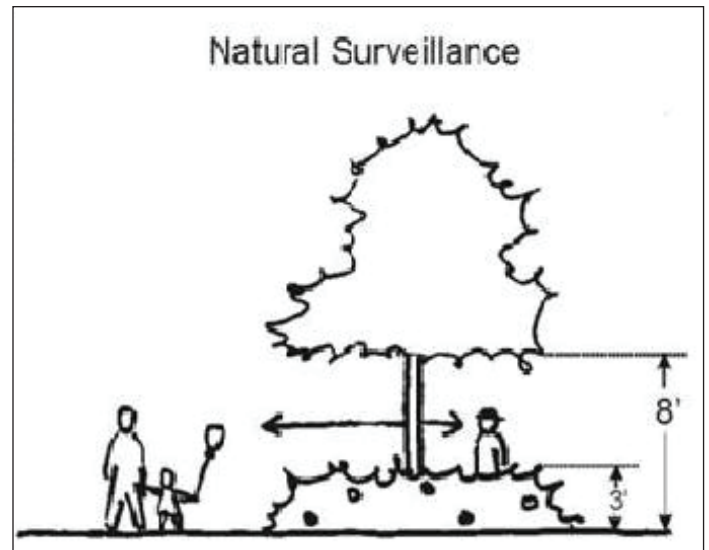
needs, site or access limitations, unique features or opportunities which may or may not be accommodated by the current Zoning Bylaw.

- 4) Ensure that all residential (both existing and new) renovations, improvements, and other developments comply with the regulations, development and building standards prescribed in the *Zoning Bylaw* and *The Construction Codes Act*, as well as other applicable regulatory laws, requirements, and approval processes.
- 5) The Town will update its population projections and future land use requirements every 5 years to ensure there is a sufficient supply of residential lands. When additional residential land is needed, the Town will undertake necessary studies, to determine suitable locations for future residential growth.
- 6) Ensuring that there is a sufficient supply of residential lands that will support a variety of lot styles, housing types and densities that respond to the needs of different incomes, ages, interests, and development flexibility.
- 7) To ensure that new multi-lot residential subdivisions complement existing and future development, the Town may require that a Concept Plan be submitted for Council approval prior to consideration of rezoning or approval of a subdivision application.
- 8) Promote Crime Prevention Through Environmental Design (CPTED) urban design principles to ensure that the Town's residential developments contribute positively to the aesthetics and safety protection of the areas within the municipal boundary.

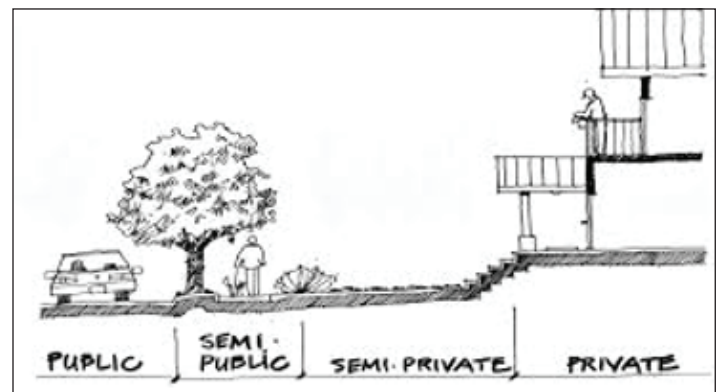
*(These design principles include: natural surveillance, natural access control, territorial reinforcement, and maintenance as main principles, but not limiting to other principles updated by CPTED organizations. Application of CPTED to any developments may be reviewed through development permit, building permit, and subdivision application process prior to issuance of decision.)*

- 9) Encouraging energy-efficiency on residential dwellings, wherever feasible (e.g., solar

panels, wind turbines, etc.). Compliance to any required standards of governmental utility agencies, *Zoning Bylaw* and *The Construction Codes Act* shall be met.



Source: City of Nelson (2022)



Source: City of Langley (2015)

- 10) The Town shall create a relationship with LEED Canada and related organizations including Community associations to keep the municipality updated and informed with green technologies, innovation practices, and other emerging sustainable planning strategies.
- 11) The Town will allow a range of housing options including single-detached homes, and multiple unit dwellings in the form of townhouses, semi-detached dwellings, apartments, etc. Development and building standards set out in the Town's *Zoning Bylaw* and *The Construction Codes Act* shall be met.





Source: Nazrin Babashova (2020)



Source: Dillon Kydd (2020)



Source: NewRock Developments (2022)

*(Setbacks must be adhered for safety purposes. Required site area, dimensions and building height shall be complied with to maintain the "small-town" atmosphere, character, aesthetics, and form for residential neighbourhoods.)*

- 12) The Town will cooperate with the private sector developers to accommodate innovative forms of housing to meet the changing demographics.
- 13) Development of secondary suites, garage suites or garden suites shall be identified as accessory dwellings. The garage and garden suites should be treated the same to simplify the regulations. Compliance with the Town's *Zoning Bylaw* and *The Construction Codes Act* shall be met.



Source: Best Calgary Homes (2021)

*(All accessory dwellings may be utilized for rental income opportunities. The property owner shall consult the Town first for any required permit. Potential traffic intensity, parking, and noise shall be addressed.)*

- 14) The Town will actively support and participate in provincial housing programs where appropriate.
- 15) Supportive housing, such as independent living homes, care homes, and daycare centers, will be facilitated in all compatible areas within Town's boundaries.
- 16) Mobile Homes are permitted in areas designated for these housing types. Development standards and conditions set out



in the *Zoning Bylaw*, and *The Construction Codes Act* shall be met.

- 17) All principal buildings, including dwellings, that will undergo Modular and Ready-To-Move (RTM) off-site construction shall be deemed discretionary uses due to their complex styles and foundations.
- 18) All principal buildings, including dwellings, that will undergo Shipping Container (sea can) construction shall be deemed prohibited uses due to their complex materials.



Source: *Blocks Container Structures* (2020)

- 19) Tiny Houses as principal buildings will remain prohibited in all residential zones unless an amendment to the OCP will take place to accommodate this dwelling type.
- 20) Proposed residential (subdivision) developments shall be compatible and complementary with adjacent land uses, and shall be capable of being efficiently serviced.
- 21) The Town will encourage and facilitate access to a community centre and commercial services for seniors or others with mobility constraints, while also promoting that senior housing, community services, and other essential services should locate close to the Town's community centre.



Source: *Toa Heftiba* (2018)

- 22) Applying adequate buffer zones between residential areas, non-residential areas, natural habitats, and natural protected areas, highways, railways, and other incompatible uses.
- 23) Home-based businesses shall be accommodated, provided they are clearly secondary to the principal residential use of the dwelling unit, satisfy the development standards and regulations established in the *Zoning Bylaw* and other applicable regulatory laws.  
  
*(The intensity of home-based businesses compatible or complementary to the subject residential lot shall be reviewed thoroughly prior to issuance of a development permit or business license. Potential impacts of traffic intensity, parking, noise and sound, numbers of clients, hours of operations, etc. shall be reviewed to prevent unwanted threats to safety, security, and leisure, and to maintain the character of the residential neighbourhood.)*
- 24) To improve the aesthetic appearance and functionality of all residential lands, the Town is permitting *front yard edible gardening* subject to all development standards and conditions set out in the Town's *Zoning Bylaw*. Cannabis plants may be strictly regulated.





Source: Gardener's Supply Company (2021)



Source: Zak Gudakov (2021)

- 25) Tree planting shall be permitted within all areas, including residential lots, if underground utility lines and adjacent infrastructure are not compromised. Poplar trees are strictly prohibited. Other tree planting regulations prescribed in the *Zoning Bylaw* and other regulatory laws shall be met.

*(Tree planting may provide urban aesthetics as well as reduce stormwater and flood problems. Sightlines, setbacks, and separation distances to any building shall be taken into consideration prior to issuance of a decision.)*

- 26) Other accessory or ancillary structures and buildings that may increase the functionality and amenities of a residential lot will be permitted subject to compliance with the development standards, conditions and regulations set out in the Town's *Zoning Bylaw*, *The Construction Codes Act*, and other applicable regulatory laws.

*(These include permanent swimming pools and hot tubs, sheds, deck, patio, carport, etc. Required setbacks and separation distances shall be adhered to.)*



Source: Annie Shelmerdine (2018)

- 27) To minimize disturbing noise and pollution, as well as to increase privacy, the installation of fences or privacy screening, and planting of hedges or shrubs, for the entire residential (subdivision) development shall be permitted and shall be subject to conditions set out in the Town's *Zoning Bylaw*.

*(Sound barrier fences may be required along highway corridors that are adjacent to residential neighbourhoods. Sightlines shall be taken into consideration prior to issuance of a decision.)*

- 28) Street lighting, street signage, pathways or sidewalks, internal and external roadways, and related infrastructure must meet the local and provincial standards, if applicable.

*(Detailed design standards shall be discussed in a servicing agreement, development agreement or other agreements in writing. Other applicable regulatory development standards from other levels of governmental agencies shall be acknowledged to provide consistency and safety conformance.)*

- 29) The provision of dedicated lands as acknowledged in *The Planning and Development Act*, including municipal reserves, environmental reserves, public reserves, municipal utility parcels and buffer strips shall be reviewed thoroughly if deemed necessary within subject residential lands during subdivision application period.



Source: Town of Pilot Butte (2021)

*(Establishment of inclusive neighbourhood park land is encouraged to be the primary use of dedicated municipal reserve, public reserve, or environmental reserve to provide such an amenity to the residential (subdivision) development.)*

- 30) Other uses of dedicated lands shall consider recommendations set out in the Town's *Zoning Bylaw* and the *Community Recreation Plan*, as updated.
- 31) Any subdivision development within 90 metres of a provincial highway shall provide evidence of consultation with the Ministry of Highways.

- 32) New residential subdivisions are required to have multiple points of entry and avoid dead-end cul-de-sacs where possible. This will ensure efficient movement of traffic, and multiple points of entry for emergency vehicles.

## 5.3 Commercial & Economic Development

Commercial development and investment are essential to the health and vibrancy of a community. Integrating a business-friendly environment with amenities and services that appeal to the needs of its residents will continue to enhance and provide opportunity for the Town and nourish its ability to thrive as a full-service community. As of 2022, Pilot Butte has sufficient lands to accommodate a variety of commercial developments and are identified on the Future Land Use Map.



Pilot Butte Commercial Strip Mall  
Source: New Horizon Group (2017)

### 5.3.1 Commercial & Economic Development Objectives

- 1) To facilitate the development of visually appealing commercial districts.
- 2) To attract investment and foster economic development and population growth within the Town of Pilot Butte.
- 3) To accommodate and encourage the recycling of obsolete and underutilized commercial buildings, as well as vacant land, into viable commercial enterprises and developments.
- 4) To promote and enhance the Town's community centre near the core area or highway commercial corridors within the municipal boundary as an attractive and viable location.

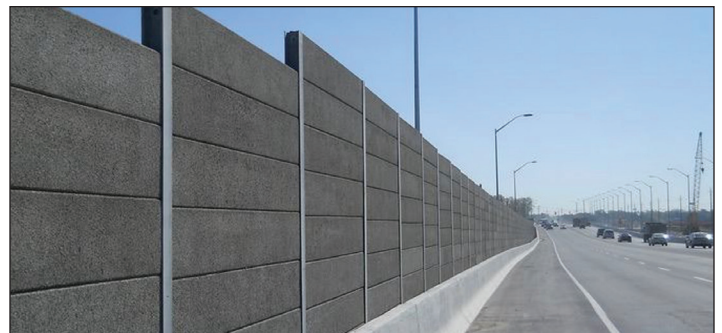




- 5) To ensure an available supply of land for commercial development.
  - 6) To support the increase of functionality and amenities of any commercial lot for the owner's welfare and pleasure.
  - 7) To support opportunities for residents and investors to open businesses and to provide jobs for regional community.
  - 8) To ensure that all commercial subdivision developments will adhere to good urban planning principles through application of Crime Prevention Through Environmental Design (CPTED), legal and physical access, landscaping designs, drainage and grading, servicing standards, etc.
  - 9) To accommodate highway commercial development that are compatible and complementary to the existing residential uses as well as future commercial uses that can be designated as one of the community centre locations in the Town of Pilot Butte.
  - 10) To ensure that sufficient land is designated along Highway 46 for the development of highway commercial uses.
  - 11) To facilitate mixed-use of residential and commercial developments throughout the Town.
  - 12) To attract new commercial investment that will complement existing commercial development and residential areas.
- 4) All commercial (subdivision) developments will be serviced by municipal water and sanitary sewer and any other appropriate services which are available, unless alternative methods are approved.
  - 5) Design standards set out for commercial developments in the *Zoning Bylaw* shall be met. Other development standards shall adhere with applicable regulatory laws established in local, provincial and/or federal governments and agencies. The proponent shall not be limited to the Concept Plan with the new application of urban planning principles.
  - 6) Development within 90 metres of a provincial highway shall provide evidence of consultation with the Ministry of Highways.
  - 7) Retain the "small-town" commercial atmosphere in Pilot Butte by permitting small-scale commercial establishments in designated community commercial districts.
  - 8) Promote the development of vacant and underutilized spaces in commercial areas within the Town of Pilot Butte.
  - 9) Ensure that a high standard of landscaping and screening is provided to achieve aesthetically appealing and functional gateways into the Town of Pilot Butte.
  - 10) To minimize unwanted noise and pollution, and to avoid accidents, installation of a sound barrier fence near the highway may be required and shall be subject to conditions set out in the Town's *Zoning Bylaw*. Sightlines shall be taken into significant consideration prior to issuance of any decision.

### 5.3.2 Commercial & Economic Development Policies

- 1) New commercial developments will be required to submit a Concept Plan to Council for approval before consideration of all re-zoning and subdivision applications.
- 2) New commercial developments shall be located in conformance with the Future Land Use Map.
- 3) The Town will take appropriate measures through the *Zoning Bylaw* to ensure proper upkeep of vacant properties.



Source: Cass Allen Associates (2022)



- 11) The Town will maintain strong regional relationships, to establish consistent and complementary commercial and industrial businesses along highway corridors.
- 12) Ensure that the Town's commercial developments contribute positively to the aesthetics of the areas within the municipal boundary through the encouragement of the use of quality urban design principles including, the Crime Prevention Through Environmental Designs (CPTED).



Source: City of Abbotsford (2013)

- 13) Encouraging energy-efficiency, green construction practices and lifestyles, wherever feasible (e.g., solar panels, wind turbines, etc.). Compliance with governmental utility agencies, *Zoning Bylaw*, and *The Construction Codes Act* shall be met.
- 14) Capitalize on potential growth of the community through collaboration with businesses, organizations, and government groups and agencies in realizing economic development initiatives within the municipal boundary and its abutting areas of influence.
- 15) Maximizing prior investment by identifying an inventory of serviceable lands ready for development and encouraging the infill of vacant and underutilized commercial lands.
- 16) The Town will update its population projections and future land use requirements every 5 years to ensure there is a sufficient supply of

commercial lands that allow for development flexibility. When additional commercial land is needed, the Town will undertake necessary studies, to determine suitable locations for future commercial growth.

- 17) The Town shall explore various initiatives concerning the economic development of Pilot Butte, including capital infrastructure investments, highway commercial and industrial businesses, mixed-use commercial and residential developments, parks, and recreational tourism industries, etc.
- 18) Continue to encourage the maintenance and support of existing businesses within the Town's boundary through delivering municipal services in cost-effective ways along with continuing to build, maintain, and sustainably operate the Town's infrastructure.
- 19) Encourage re-development of existing businesses to look aesthetically pleasing by implementing landscaping designs as well as to help increase customer or visitor flow by providing multi-functional (green) public spaces within a subdivision development or within a building.



Source: Michael Hard (2019)

- 20) The character of the community commercial lands shall be enhanced by encouraging residential/commercial mixed-use developments to locate within the community commercial areas of interests. Concept and Landscaping Plans shall be reviewed thoroughly to ensure mixed-use proposals are compatible and complementary to each other.





- 21) Consideration may be given to the enhancement of the community commercial area through:
- i) The construction and upgrades of existing or new infrastructure;
  - ii) Continued investment in public buildings;
  - iii) Public improvements such as streetscaping and public park development;
  - iv) The encouragement of public-private partnerships;
  - v) Tax abatement incentives;
  - vi) Incentives to promote the use of vacant and underutilized buildings or sites;
  - vii) Planning and development/building permit fee rebates; and/or
  - viii) The promotion of the Town of Pilot Butte as a place for new business development.
- 22) To increase the supply of or expansion of a community commercial area, the Council may bank or acquire land through exchange or purchase. Council shall determine a suitable and competitive pricing system for any exchange or purchase of land activities.
- 23) Mixed-use commercial developments may be provided in new residential areas. The scale of development shall be appropriate to complement the residential character and to serve the daily convenience needs of the residents of the area.
- 24) Mixed-use residential and commercial developments should be strategically located near residential entrance points or at major intersections, to provide easy access to residents nearby as well as to lessen traffic and parking intensity by bringing convenience to the community in vicinity.



Source: Scott Assié (2022)

- 25) The provision of dedicated lands as acknowledged in *The Planning and Development Act*, including municipal reserves, environmental reserves, public reserves, municipal utility parcels and buffer strips shall be reviewed thoroughly if deemed necessary within subject commercial lands during subdivision application period.
- (Establishment of a "Public Park", "Public Plaza" or "Community Open Space" is encouraged to be the primary use of dedicated municipal reserve, public reserve, or environmental reserve to provide such an amenity to the commercial (subdivision) development.)*
- 26) Other uses of dedicated lands shall consider recommendations set out in the Town's *Zoning Bylaw* and the *Community Recreation Plan*, as updated.



## 5.4 Industrial Development

Industrial development is an important contributor to the economy. In addition to supporting a diversified tax base and local businesses, industrial development and expansion also provides local employment opportunities to the community. Pilot Butte has sufficient lands to accommodate industrial development and are identified on the Future Land Use Map.



*Gang-Nail Trusses & Building Components*  
Source: *Gang-Nail Trusses & Building Components* (2022)

### 5.4.1 Industrial Development Objectives


- 1) To attract new industrial operations to the Town of Pilot Butte including agribusiness or value-added agriculture.
- 2) To ensure that sufficient land is designated within the Town's boundary to accommodate industrial development opportunities.
- 3) To ensure that the locations and types of proposed industrial development within the Town's boundary are consistent with capacities of the municipal infrastructure to support such development, given the wide range of servicing requirements for different forms of industrial development.
- 4) To minimize the potential for land use conflicts between industrial development and other land uses.

- 5) To support opportunities for investors and residents to open businesses and to provide jobs for the regional community.
- 6) To ensure that all industrial (subdivision) developments will adhere to good urban planning principles through the application of Crime Prevention Through Environmental Design (CPTED), legal and physical access, landscaping designs, drainage and grading, servicing standards, etc.
- 7) To encourage technology and innovation to advance any industrial operation.

### 5.4.2 Industrial Development Policies

- 1) New industrial (subdivision) development will be required to submit a Concept Plan to Council for approval before consideration of, if applicable, re-zoning, subdivision approval, and issuance of a development permit.
- 2) New industrial developments shall be located in conformance with the Future Land Use Map.
- 3) The Town will take appropriate measures through the *Zoning Bylaw* to ensure proper upkeep of vacant properties.
- 4) New industrial development will be located along the highway commercial corridor or areas away from residential neighbourhoods.
- 5) Ensure development opportunities are available by maintaining a supply of readily serviceable land for appropriate industrial activities to be performed within the municipal boundary.
- 6) The Town will update its population projections and future land use requirements every 5 years to ensure there is a sufficient supply of industrial lands that allow for development flexibility. When additional industrial land is needed, the Town will undertake necessary studies, to determine suitable locations for future industrial growth.
- 7) Promote new industrial developments using actions and tools including but not limited to:
  - i) The construction of infrastructure;



- ii) Investment in public buildings and public realm improvement such as streetscaping;
  - iii) Encouragement of public-private partnerships;
  - iv) Tax abatement incentives;
  - v) Incentives to promote the use of vacant and underutilized buildings or sites;
  - vi) Planning and development/building permit fee rebates; and
  - vii) The promotion of the Town of Pilot Butte as a place for new business development, including compatible industrial opportunities.
- 8) To accommodate a range of economic development opportunities, the *Zoning Bylaw* will make appropriate provisions for a range of industrial uses that are compatible in each designated industrial district.
- 9) Agribusiness developments, which directly serve farming activities and either process or store agricultural produce or products shall be allowed on industrial lands, and are encouraged to locate near the rail line.
- 10) All industrial (subdivision) developments will be serviced by municipal water and sanitary sewer and any other appropriate services, including fire hydrants, which are available, unless alternative methods are approved by Council.
- 11) Prior to the approval of a discretionary use application in an industrial zoning district or for industrial development, the Town must be satisfied that it is feasible to service the subject development with municipal water and sanitary sewer systems.
- 12) Industrial development shall be directed to areas that are readily accessible to major transportation infrastructure, which are capable of being economically serviced, and which shall not have adverse impacts on the natural environment, including groundwater resources.
- 13) Medium or heavy industrial uses, which may create land use conflicts in the normal course of operations, shall be in areas that provide appropriate separation from residential neighbourhoods and other entrance points into the Town of Pilot Butte.
- 
- Source: Google Maps (2018)
- 14) Development within 90 metres of a provincial highway shall provide evidence of consultation with the Ministry of Highways.
- 15) Visually appealing industrial development will be facilitated and encouraged by establishing appropriate landscaping requirements, signage standards, fencing or privacy screening in all industrial areas.
- 16) New industrial properties may be encouraged to install a solid fence, or a fence with privacy screen.
- 17) Appropriate buffers shall be provided at the time of subdivision to minimize conflict between industrial areas and other incompatible uses.
- 18) The *Zoning Bylaw* shall impose conditions on existing industrial businesses adjacent to residential areas. Although they may be considered legally non-conforming sites, the activities of these existing industrial businesses shall not be heavy-industrial operations that can potentially impact the residential character nearby.
- (Smell, noise and sound, and appearance issues can be minimized through installation of privacy screening, sound barrier fencing, as well as planting of trees, hedges or shrubs for privacy and urban aesthetic purposes.)





- 19) Development and re-development of industrial businesses situated or to be in the highway corridor shall be encouraged to establish with good urban planning principles such as CPTED that can make the area inviting for people to stop by in the area and increase the customer flow.



Source: Dutch Industries (2022)

- 20) Encouraging energy-efficiency, green construction practices and lifestyles, wherever feasible (e.g., solar panels, etc.). Compliance with governmental utility agencies, *Zoning Bylaw* and *The Construction Codes Act* shall be met.
- 21) Innovative technologies and safety measures for operating any light to heavy industrial manufacturer shall be encouraged to meet the OCP objective in economic development and resilience through innovation.



Source: This Is Engineering (2020)

*(Implementation should undergo a feasibility review, including consultation with government agencies responsible for administering the adaptation of digital infrastructure that can be utilized in advancing any industrial activity.)*

- 22) Provision of dedicated lands as acknowledged in *The Planning and Development Act*, including municipal reserves, environmental reserves, public reserves, municipal utility parcels and buffer strips shall be reviewed thoroughly if deemed necessary within subject industrial lands during subdivision application period.

*(Establishment of an "Industrial Park" is encouraged to be the primary use of dedicated municipal reserve, public reserve, or environmental reserve to provide such an amenity to the industrial (subdivision) development. However, if such industrial activities are deemed harmful to the public, the Town should require "cash-in-lieu" instead of acquiring dedicated land. The ultimate decision shall be at the discretion of Council.)*

- 23) Other uses of dedicated lands shall consider recommendations set out in the Town's *Zoning Bylaw* and the *Community Recreation Plan*, as updated.

## 5.5 Transportation

As Pilot Butte grows and changes, it will be important to monitor and assess the Town's transportation and road networks, including highway patterns, access points, and internal movements. Planning considerations should explore options to achieve maximum continuity, connectivity, and walkability to better provide for community needs. The introduction of alternate transportation modes, including future public transportation systems, bicycle lanes, etc. would be an asset.





Source: Town of Pilot Butte (2021)

### 5.5.1 Transportation Objectives

- 1) To provide a safe, efficient, cost-effective, and convenient transportation network for all users.
- 2) To promote land use and development patterns that encourage walking, cycling, and other alternative forms of transportation while ensuring pedestrian and traffic safety.
- 3) To improve pedestrian connectivity throughout all residential, commercial, and community service areas.
- 4) Continue to work with the Ministry of Highways to ensure that Highway 46 and Highway 362 (Grid 624) continue to function safely and efficiently for all travelers.
- 5) Work with the Ministry of Highways to protect lands that may be required for future highway infrastructure within the municipality.
- 6) Provide a network of well-maintained municipal roads, sidewalks, and pathways to allow for movement within the municipal boundary, and connectivity to regional transportation networks and neighbouring communities.
- 7) To ensure that the railway continues to provide safety services to the community

while mitigating any negative impacts resulting from ongoing railway operations.

### 5.5.2 Transportation Policies

- 1) Developments shall be located and designed in a manner which ensures safe and efficient transportation operations.
- 2) The Ministry of Highways will be consulted on all development applications within 90 metres of the Highway right-of-way.
- 3) Subdivision development shall provide for the expansion of the transportation network and the extension of roadways beyond the area being subdivided as necessary.
- 4) All development shall be carried out in conformance with all municipal, provincial, and federal transportation regulations including but not limited to building and sign regulations as well as any regulations regarding sight lines.
- 5) Building setbacks shall be applied to new developments along municipal roads and provincial highways to provide a measure of safety for the traveling public, buffer the buildings from roadway nuisances such as noise, vibrations, and dust, and minimize issues related to snow drifting.
- 6) The Town shall continue to monitor and implement appropriate improvements to ensure that vehicle and pedestrian conflicts are minimized in proximity to schools.
- 7) Traffic impacts shall be a factor in the evaluation of development proposals. An engineering assessment may be required to identify traffic impacts to adjacent roadways, including provincial highways. The costs associated with preparing the engineering assessment shall be borne by the developer or proponent unless otherwise agreed in writing. Development along Highway 46 may be required to complete a Traffic Impact Assessment.
- 8) Connectivity and traffic safety for pedestrians, cyclists and private vehicles shall be considered in all land use and development decisions as well as during the planning and



designing of street improvements or new roadways.

- 9) Requiring that new (subdivision) developments include pedestrian linkages to existing residential, commercial, community service, and recreational areas, where appropriate or unless pre-existing conditions or special circumstances dictate otherwise, and subject to Council's approval.
- 10) The Town will continue to expand and upgrade the network of walkway and trail facilities throughout existing and new neighbourhoods to ensure safe and adequate pedestrian access to public facilities and amenities.
- 11) New walkways and trails shall be required to be developed with consideration of accessibility requirements for persons of all ages, stages of life and abilities. Wherever possible, new and upgraded facilities shall be designed with smooth slopes and ramps. Additional measures, such as, but not limited to, rails, textured pavements or auditory elements may be required as part of some developments, at the discretion of Council.
- 12) New walkways and trails are encouraged to include lighting, public washrooms, garbage and recycling facilities, picnic tables, and benches.
- 13) All roadway spaces shall be encouraged to be a multi-functional space where additional designated areas for pedestrians and cyclists are clearly visible and/or color-coded.



Source: Andrew Gook (2017)

- 14) Where sidewalks and traffic islands are not feasible to construct in an area, road markings to demonstrate various lanes and traffic barriers shall be explored as creative alternatives to ensure traffic safety among public road users.
- 15) The Town will not be responsible for costs associated with the construction, extension, or upgrade of any roadway throughout the subdivision development period, unless otherwise mutually agreed in writing by involved parties.
- 16) The Town shall maintain and update a schedule of fees or levies that are required to be collected from any subdivision or development projects. Such fees should ensure that capital costs for public transportation projects are recovered at least to minimum amount.
- 17) The Town will investigate the need for a shared transportation service within its boundaries. The municipality may work with external partners such as the City of Regina, neighbouring municipalities, private bus operators and other stakeholders.
- (18) Pilot Butte shall encourage the development of shuttle bus or other ride-share programs developed by private organizations to meet the needs of specific groups in the municipality.
- (19) The Town may initiate a review of the highway corridors to address issues such as traffic safety, intersection improvements, public realm, and private property landscaping and signage, future development options, as well as funding strategies and opportunities, in consultation with the Ministry of Highways.
- (20) Encourage the development of public wheelchair sidewalk or wheelchair ramp accessibility throughout the Town of Pilot Butte to accommodate and be inclusive of all users.



Source: Dan Burden (2006)

- 21) Continue to install efficient (green) infrastructure (e.g., solar powered speed limit, green cameras, etc.) to help monitor and enforce traffic safety protocols in all applicable transportation network.
- 22) The Town shall continue to explore opportunities to improve linkages across the railway lines to enhance both vehicular and pedestrian connectivity.
- 23) New subdivision developments are required to have multiple points of entry and avoid dead-end cul-de-sacs where possible. This will ensure efficient movement of traffic, and multiple points of entry for emergency vehicles.
- 24) Noise, vibration and safety levels near rail lines shall be a factor in the evaluation of subdivision or development proposals. All developments near rail lines must comply with the Federation of Canadian Municipalities *Guidelines for New Development in Proximity to Railway Operations*.
- 25) The usage of All Terrain Vehicles (ATVs) is permitted within Town limits from the place of residence or place of business to the closest point of exit, and from the closest point of exit to the place of residence or place of business and is subject to the *ATV Bylaw* and *The All Terrain Vehicles Act*.

## 5.6 Community Services, Amenities & Dedicated Lands

Pilot Butte is fortunate in its ability to provide for, operate and maintain a variety of quality recreational programs, facilities, parks, and amenities. These are largely achieved through volunteer efforts under the guidance of the Town and in cooperation with the School Board. Continuous planning, improvements and expansion will ensure that those amenities remain in place and will accommodate a growing population through the long-term planning horizon.



Source: Valerie Kolish (2020)

### 5.6.1 Community Services, Amenities & Dedicated Lands Objectives

- 1) To support, encourage, and facilitate the development and enhancement of community facilities and programs, and to anticipate shifts in population and the demands on recreation and cultural needs.
- 2) To support public service agencies in the provision of services and, where appropriate, to assist in the programming of services to the public.
- 3) To safeguard and enhance Pilot Butte's green space, surrounding natural areas, and public open space to contribute to the wider objectives of sustainable community development and provide publicly accessible space suitable for all community needs.

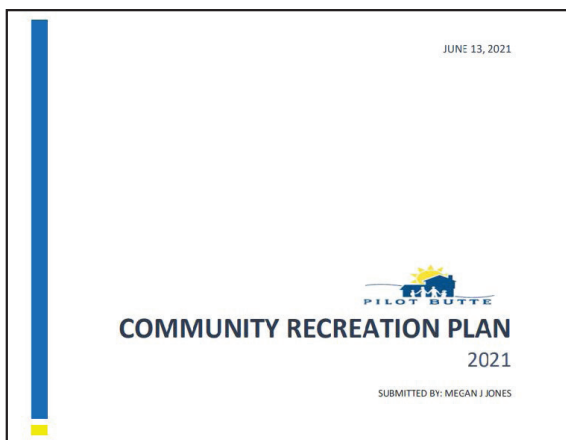




- 4) To promote sustainable planting of urban trees and maintain a healthy urban forest within the Town's boundary.
- 5) To designate land from subdivisions for the development of new parks, playgrounds, sports and leisure facilities, playing fields, trails, and open spaces.
- 6) To support, encourage, and facilitate connectivity and walkability throughout the Town of Pilot Butte.
- 7) To support and implement recommendations set out in the Town's *Community Recreation Plan* (CRP), as updated, and related recreational programming plans.
- 8) To meet demands of local residents and visitors, plan, design, and construct a public, multi-purpose, indoor recreation and leisure facility for the community that includes an indoor pool.
- 9) Expand recreational opportunities for citizens of all ages, stages of life and abilities.

### 5.6.2 Community Services, Amenities & Dedicated Lands Policies

- 1) The Town will continue to support the volunteer organizations that participate in the delivery of services to the community.
- 2) The Town will continue to work with other levels of government in the provision of social, cultural, and recreation programs and opportunities.



Source: Town of Pilot Butte (2021)

- 3) The Town will support the strategies and recommendations presented in the *Community Recreation Plan* approved by Council.

*(The approved CRP 2021 has created an inventory and capacity of recreational facilities, and identified the priorities and opportunities which can help to organize and strategically plan the recreation activity demands in Pilot Butte.)*

- 4) Wherever feasible the Town will aim to offer (highly) in-demand recreational activities from residents and regional community to boost the local economy in the field of recreation and tourism sectors.
- 5) The Town will consult with the Ministry of Education, Conseil des écoles fransaskoises, and the School Division concerning the provision of new schools, school capacity and school expansion issues and opportunities for joint-use facilities.
- 6) Dedication of Municipal Reserve (MR) or Public Reserve (PR) sites will be evaluated for suitability for a future School site. Council shall coordinate accordingly with the Ministry of Education, Conseil des écoles fransaskoises, and the Prairie Valley School Division (PVSD), developers, and neighbouring municipalities, with respect to the planning and funding of a potential School site.
- 7) Community Service lands have been designated in northeast Pilot Butte at the intersection of Butte Street and 5th Avenue East for a future School site.



Source: Town of Pilot Butte (2021)





- 8) Lands which are determined to have critical or threatened habitat may be dedicated as an Environmental Reserve (ER) to preserve and protect these areas. An ER may be utilized for public use but shall be bound by development constraints as per *The Planning and Development Act*.
- 9) Where a site contains heritage resources, Council may dedicate the land as an Environmental Reserve to preserve the historical significance.
- 10) Environmental Reserves may further be used as retention ponds to convey stormwater runoff to stormwater storage basins as per engineering assessment. (i.e., "retention pond" by the Discovery Ridge residential neighbourhood)
- 11) Where an Environmental Reserve acts as temporary water storage, it shall allow for water retention for a period of no longer than 24 hours after a storm event. ERs that are designed to store or retain water for more than 24 hours after a storm event shall be classified as Pilot Butte stormwater retention facilities.
- 12) Lands that are primarily meant for accommodating utility operations shall be designated as Municipal Utility (MU) parcels as per *The Planning and Development Act*. MU parcels cannot be a replacement for any required municipal reserves or public reserves as dedicated lands deemed necessary to provide amenities to the proposed subdivision.



Source: Town of Pilot Butte (2021)

- 13) Municipal Buffer (MB) or "buffer strip" as a dedicated land should primarily be utilized as a separation space for segregating incompatible land uses or a channel for drainage flow.
- 14) Other specific or multi-functional use of all dedicated lands mentioned in this OCP including municipal reserve, public reserve, environmental reserve, municipal utility parcel and municipal buffer must be in accordance with *The Planning and Development Act* and shall consider recommendations set out in the *Zoning Bylaw* and the *Community Recreation Plan*, as updated.
- 15) Neighbourhood scale community facilities, such as places of worship, schools, day care centres, and care homes, may be located within residential areas subject to the development standards identified in the *Zoning Bylaw*.

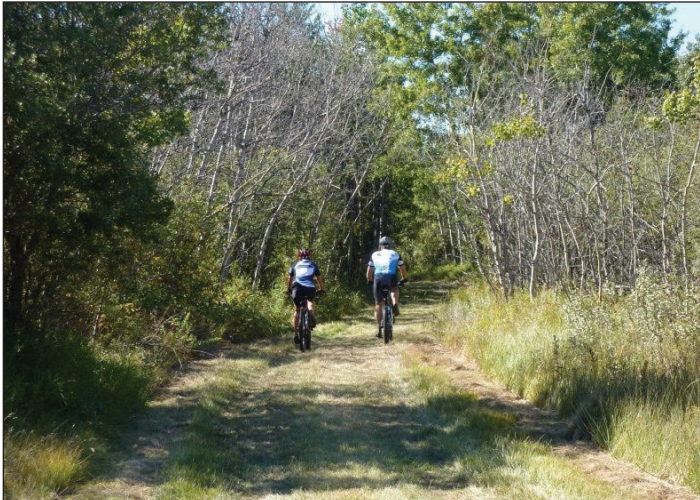


Source: Way of Life Church (2022)

- 16) The Town will update its population projections and future land use requirements every 5 years to ensure there is a sufficient supply of recreational lands to meet the growing demands of the citizens. When additional recreational land is needed, the Town will undertake necessary studies to determine suitable locations and types of facilities.
- 17) The Town will encourage extensive participation by volunteer committees, organization clubs, community and public agencies, private developers, the RM of Edenwold No. 158, and adjacent neighbouring



- municipalities, and other interested groups, in the development of recreation and other community facilities.
- 18) The Town will encourage cooperation and communication between service clubs and groups, community service agencies, and other stakeholders in the development or re-development of community facilities in the Town.
  - 19) Natural and scenic areas of significant value, wherever possible, shall be placed in public ownership.
  - 20) The integration of natural features, existing vegetation, habitat, and wetland areas in the development of the Town's parks, open space, and trail systems shall be encouraged.
  - 21) The preservation of the Town's urban forest through new plantings and protection and maintenance of existing trees is encouraged, and will be guided by the Town's *Zoning Bylaw* and *Urban Tree Policy*.
  - 22) The Town will encourage extensive participation by service clubs, community, and public agencies, surrounding rural municipalities, and other stakeholders in the development of parks, green space, trail systems, and other publicly accessible areas.
  - 23) The following factors shall be considered in making decisions on the provision of municipal reserves:
    - i. Smaller municipal reserves within new residential subdivisions should be provided for neighbourhood parks and playgrounds.
    - ii. For commercial and industrial subdivisions, cash-in-lieu of municipal reserve dedication will be considered as an alternative method of meeting the municipal reserve requirement, unless the requirement can be transferred to an acceptable area and dedicated as Public Park or community open space.
  - 24) Development within 90 metres of a provincial highway shall provide evidence of consultation with the Ministry of Highways.
  - 25) Development and re-development of community services facilities situated or to be in the highway corridor shall be encouraged to establish with good urban planning principles such as CPTED that can make the area inviting and active for people to stop by in the area and increase the visitor flow.
  - 26) Encouraging energy-efficiency, green construction practices and lifestyles, wherever feasible (e.g., solar panels, wind turbines, etc.). Compliance with governmental utility agencies, the *Zoning Bylaw*, and *The Construction Codes Act* shall be met.
  - 27) Create development standards and identify suitable locations for a multi-purpose recreational facility.
  - 28) The Town will pursue opportunities to link natural areas, parks, and walking and cycling facilities in a continuous open space network.
  - 29) The Town will facilitate the development of a walkable community, through consideration of the provision of adequate sidewalks, pathways in linear parks, and appropriate lighting. The development of pedestrian amenities should contribute to and emphasize public safety and comfort and should continue to include wheelchair sidewalk accessibility.
  - 30) The Town will consider the important linkages between Pilot Butte's destination sites, residential areas, and pedestrian amenities in the development of parks and open spaces within and surrounding the Town, including the White Butte recreation sites.



Source: Tourism Saskatchewan (2022)

## 5.7 Environmentally Sensitive Areas & Hazards

The Town of Pilot Butte is unique in its natural landscape and recognizes the role that natural features play in the quality of life and sustainability of the Town. Responsible land use planning, development regulations, and public education will seek to protect and enhance the natural features within and around the Town. Developers will continue to be required to play a role in the protection of the environment and must carry out construction and operations in a sound environmental manner, which includes the implementation of mitigation techniques to address any potential negative impacts of the development on the natural and human environment. This OCP also ensures that development is carried out in appropriate locations, outside of flood-prone areas.



Source: Town of Pilot Butte (2021)

### 5.7.1 Environmental Sensitive Areas & Hazards Objectives

- 1) To protect ground and surface water resources from contamination, to ensure a safe supply of drinking water, and to protect development against the risks of flooding.
- 2) To outline development criteria in areas with potentially hazardous site conditions or in environmentally sensitive areas.
- 3) To ensure that environmentally sensitive or hazardous lands are dedicated, as appropriate, as an environmental reserve, during the subdivision process.

### 5.7.2 Environmental Sensitive Areas & Hazards Policies

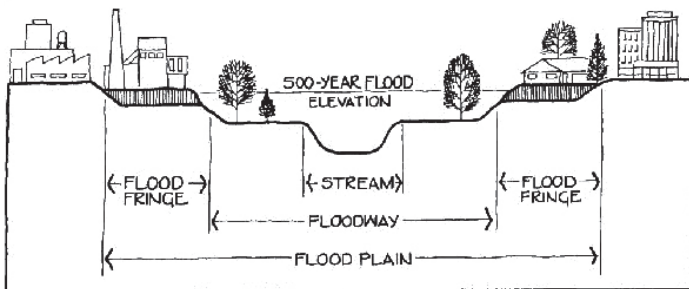
- 1) Urban development will be directed to areas believed to be capable of supporting such development.
- 2) The Town will ensure that the subdivision of land or the development of structures does not occur on hazard lands or, if applicable, occurs in accordance with specified mitigation measures. Any required hazard report shall be prepared by a qualified professional engineer at the cost of the developer or proponent of the proposed development unless otherwise agreed in writing.
- 3) The *Zoning Bylaw* will contain standards and regulations for development on or near hazard lands.
- 4) Environmentally sensitive areas may be used as public open space which shall be supported by any environmental report and shall be at the discretion of Council.
- 5) Ensure that development does not deplete or reduce the quality of water resources in the broader region.
- 6) The Town will work with the Water Security Agency (WSA), as necessary, on potential flood protection issues in the municipality, and to map out flood prone lands.
- 7) Ensure that development protects important waterbodies, waterways, wetlands,





groundwater, and riparian systems in the Town and broader region by employing site-specific planning programs, either alone or in cooperation with other agencies, organizations, or governments. This may include limiting, restricting, delaying, or prohibiting development in proposed development areas until site-specific planning has been completed or until the Town is satisfied that specific development projects will sustain these areas.

- 8) Examining all major residential, commercial, and industrial development and discretionary uses with the intent to protect the aquifers from all contaminants.
- 9) Designating the Pilot Butte Creek water course as a recreational and natural environment to be preserved, enhanced, and connected to the White Butte Nature Reserve.
- 10) No development shall obstruct, increase, or otherwise adversely alter water and flood flows and velocities.
- 11) There shall be no added risk to life, health, or personal safety as a result of the development.
- 12) The development of new buildings and additions to buildings in the floodway in the 1:500 year flood elevation of any watercourse or waterbody shall be prohibited.



Source: Geoverra (2021)

- 13) The development of new buildings and additions to buildings in the flood fringe shall be flood proofed to an elevation of 0.5 metres above the 1:500 year flood elevation of any watercourse or waterbody.

- 14) Any development that is proposed within the vicinity of potentially hazardous lands as identified on the Sensitive Areas Map within Appendix A shall be carried out in a carefully planned and controlled manner and developers shall be required to provide adequate proof that any risk related to potential hazards in the area will be addressed during construction and long-term use or operation of the development.
- 15) In areas where hazardous lands may be present, developers may be required to provide a site-specific legal land survey showing elevations or contour lines as part of a subdivision or development permit application.

## 5.8 Agricultural Land & Fringe Areas

The Town is fully surrounded by the Rural Municipality of Edenwold No. 158 and is near the City of Regina and Rural Municipality of Sherwood No. 159 (to the west). In areas adjacent to the Town, it is important to ensure that developments do not cause adverse effects upon existing or proposed future urban land uses or servicing requirements.



Source: James Baltz (2020)

### 5.8.1 Agricultural Land & Fringe Areas Objectives

- 1) To ensure that future urban land requirements are not restricted by the development of uses, such as intensive livestock operations, near or within the corporate limits of the Town.





- 2) To safeguard municipal services from incompatible land uses.
- 3) To accommodate and provide direction on alternative land uses and existing agricultural lands within the Town's boundary.

### 5.8.2 Agricultural Land & Fringe Areas Policies

- 1) The Town shall continue to work collaboratively and consult with the RM of Edenwold No. 158 to address and resolve issues and concerns of mutual interest. This minimizes potential conflicts and maximizes the possible benefits of development projects for the region.
- 2) The Town of Pilot Butte will collaborate with its neighbours to discourage or mitigate development projects that may have a negative impact on existing or future opportunities in either jurisdiction.
- 3) The Future Land Use Map will identify areas within the Town's boundaries that are suitable for existing and future agricultural uses that do not create a nuisance or are incompatible with adjacent land uses.
- 4) Except where the intensive livestock operation is already existing in the community before passing this OCP. Future intensive livestock operations shall not be further permitted within Town of Pilot Butte's boundary.
- 5) The *Zoning Bylaw* will identify areas suitable for development within the corporate limits of the Town not immediately required for urban development as an "Urban Holding" district and will identify land use restrictions and development standards so as not to jeopardize or otherwise unduly restrict future development.
- 6) The Town shall continue to support the establishment of "Community Gardens" as an additional or alternative land use of existing agricultural lands which are commonly situated in acreage sites or the Urban Holding district.

*(General development standards, regulations and other conditions for Community Gardens shall be prescribed in the Zoning Bylaw.)*



*Source: Brian Wangenheim (2021)*

## 5.9 Cultural & Heritage Resources

The character and vitality of Pilot Butte is shaped by the cultural and heritage influences celebrated year-round through cultural activities and events. The Town also recognizes the importance of restoration and adaptive reuse of historical buildings and their relevance within the community, where applicable. Continued growth, nurturing and awareness will sustain the value for the long term. Development within the Town of Pilot Butte should be consistent with the protection of cultural and heritage resources to recognize the limitations and opportunities these resources offer, to protect people and property, to achieve natural resource protection, to avoid excessive development and maintenance costs, and to minimize environmental disruption and pollution.



*Source: Connie Kirychuk (2020)*



### 5.9.1 Cultural, Historic & Heritage Resources Objectives

- 1) To protect the heritage resources within the Town, and where such protection cannot be achieved, implement appropriate mitigation measures.
- 2) To encourage the conservation of intangible cultural resources including, historically and culturally significant landscapes such as "The Butte", cultural facilities and events, heritage languages, community traditions and customs, locally important arts, crafts, and traditional skills.
- 3) To educate residents and visitors on the significant heritage and cultural resources and landscapes within Pilot Butte.

### 5.9.2 Cultural, Historic & Heritage Resources Policies

- 1) The Town may consider the development of a *Municipal Culture Plan* that identifies and maps local culture and heritage resources while creating an awareness of the benefits of preserving and promoting culture and heritage resources for community development purposes.
- 2) Identifying and maintaining an inventory of the Town's buildings, sites and other unique features of historical significance.
- 3) The Town shall continue to support heritage and cultural events.
- 4) The Town will support cultural events or activities set out in the *Community Recreation Plan*.
- 5) The Town shall continue to work with community and culture groups, service clubs, sports and recreation clubs, to promote and celebrate the existing programs available to residents and visitors, alike.
- 6) Support the designation of provincial heritage and municipal heritage buildings, structures, and sites within the Town's boundary.

- 7) Encourage opportunities for the reuse, rehabilitation, preservation, or restoration of historic buildings.
- 8) Ensure that the subdivision of land on potentially heritage sensitive parcels as identified on the Cultural, Heritage & Historic Sites Map within Appendix A occurs in accordance with the guidelines and criteria identified by the Heritage Conservation Branch of Saskatchewan.
- 9) The costs of any required Heritage Impact Resource Assessment to identify if any heritage resources exist on the site, and if the proposed development may be required to move to a new location or undertake mitigative measures to receive clearance from the Heritage Resource Branch will be the responsibility of the proponent of the proposed development unless otherwise agreed in writing.



Source: Town of Pilot Butte (2021)

- 10) The Town's land use and development decisions shall be sensitive to the conservation and protection of culture and heritage resources.
- 11) The Town shall consider utilizing the dedicated lands, such as environmental and municipal reserves, to protect and conserve culture and heritage features, where required.
- 12) Where practical, the Town shall use the provisions set out in the *Standards and Guidelines for the Conservation of Historic Places in Canada* to guide protection and conservation efforts of heritage places.



- 13) When development is proposed in a heritage sensitive area, the developer shall refer the proposal to the appropriate provincial agency to determine if a Heritage Resource Impact Assessment is required pursuant to *The Heritage Property Act*. The Developer may present to Council the relevant results from the Developers Online Screening Tool, the Exempt Checklist or the reply from the Heritage Branch review.

## 5.10 Regional Planning & Collaboration

The Town of Pilot Butte will continue to strengthen relationships within the region including the surrounding Rural and Urban Municipalities, as well as the First Nations and Métis Communities. Inclusion of regional planning and development initiatives is a critical component of the Town's decision-making process, where there are common and active interests. Collaboration between regional partners will promote growth and create opportunities throughout the region.



Source: Town of Pilot Butte (2021)

### 5.10.1 Regional Planning & Collaboration Objectives

- 1) To pursue opportunities with the Federal and Provincial governments to enhance services and to provide innovative opportunities for the Town of Pilot Butte and the abutting region.
  - 2) To facilitate inter-municipal, First Nation and Métis Communities and inter-jurisdictional cooperation on a regional basis.
- 3) To alter the Town limits based on need and to provide for the orderly development of land uses and services.  
*(Sufficient lands are deemed to exist within the Town if they can accommodate future development for a period of 20 years and if they can be serviced in a practical, cost-effective manner.)*
  - 4) To establish strong regional economic development in collaboration with regional partners involving municipalities, developers, governmental agencies, business owners, investors, citizens, etc.

### 5.10.2 Regional Planning & Collaboration Policies

- 1) The Town will pursue opportunities to take advantage of Federal and Provincial programs that will benefit the community of Pilot Butte and the abutting region.
- 2) The Town will pursue agreements and cooperate with neighbouring municipalities, planning commissions, First Nations and Métis Communities, and other stakeholders that will address joint planning, future growth, and joint delivery of services, based on common interests of the region as a whole.
- 3) The Town will continue to provide treated water and share infrastructure with the Town of Balgonie.
- 4) The Town, wherever feasible, will accommodate water infrastructure partnership proposals with other adjacent communities or stakeholders to boost Pilot Butte's economic development in water utility sector.
- 5) The Town will consider social and economic development opportunities that achieve shared goals of the Town and First Nation and Métis Communities.
- 6) The Town will strengthen relationship with First Nations and Métis Communities by promoting and encouraging urban reserves for economic establishments within Pilot Butte boundaries.





- 7) The Town will continue to work on building a relationship with the RM of Edenwold No. 158 and will achieve a common implementation strategy for developing the highway corridors, primarily Highway 46 as an *economic development zone*, featuring commercial and industrial mixed-uses that would benefit both the Town and the RM.
- 8) The Town will work with affected provincial ministries and agencies when developing the highway corridors as *economic development zones*.
- 9) Pilot Butte will share with the RM of Edenwold for review and consultation, all development proposals within the Town's boundary where they abut the RM to ensure compatibility with both municipal plans and policies. This will include, but not be limited to, OCP and ZB amendments, subdivision applications, and concept plans.
- 10) Pursue a formalized planning consultation process with the RM of Edenwold to ensure full and timely communication and awareness of land use planning needs, infrastructure requirements, servicing, transportation planning, recreation and institutional planning, waste management needs, management of natural, heritage, cultural and archaeological resources, protection of source water, watersheds, ecosystems, and shorelines; and, management of natural hazards or hazardous lands.
- 11) To provide for orderly development in accordance with the development policies contained in the *Official Community Plan*, the Council may, from time to time, seek to alter the Town boundaries in a manner that will ensure that sufficient lands are available within the Town limits.

*(Sufficient lands are deemed to exist within the Town if they can accommodate future development for a period of 20 years and if they can be serviced in a practical, cost-effective manner.)*

- 12) An annexation application for undeveloped land will be considered when 75 percent of undeveloped land of all types within Town boundaries, as illustrated in Table 3, has

been developed, and the rate of development indicates the remaining land within Town boundaries will be unable to accommodate development over the next 20 years. Table 3 will be updated every 5 years to ensure land expectations are accurate.

- 13) The Council may support requests for the alteration of Pilot Butte boundaries that are harmonious with sound land-use planning principles, consistent with the *Official Community Plan*, and is determined to be of benefit to the Town.
- 14) The Town shall explore external economic opportunities in the agribusiness sector with value-added agricultural operations through regional partnership with municipalities that have jurisdictions on identified or potential agricultural lands.

*(Consultation with Ministry of Agriculture, Ministry of Health and other involved governmental agencies including Saskatchewan Urban Municipality Association (SUMA), Saskatchewan Association of Rural Municipalities (SARM), and Saskatchewan Economic Development Alliance (SEDA) shall be performed. Local feasibility review shall be undertaken for determining the Town's fiscal capability on capital investment.)*

## 5.11 Mineral Resource Exploration

The Town of Pilot Butte contains one mineral exploration site within its boundaries, located north of Highway 46. Maintaining and encouraging the exploration and development of mineral resources will be the focus of the objectives and policies within this section.



Source: Zac Edmonds (2021)





### 5.11.1 Mineral Resource Exploration Objectives

- 1) Identify the locations of existing mineral exploration sites within the Town and potential areas of expansion and/or future mineral exploration and development sites.
- 2) Provide guidance for mineral development and secondary components of mineral development.
- 3) Consider short, medium, and long term impacts of mineral exploration and development.
- 4) Evaluate the surrounding land uses to understand the land use compatibility.
- 5) Minimize community and environmental disruption from mineral extraction and aggregate related activities.

### 5.11.2 Mineral Resource Exploration Policies

- 1) The Town will identify on the Mineral Exploration and Development Map (Appendix A) the locations of existing mineral exploration sites and potential areas of expansion.
- 2) The Town will continue to support and promote the mineral resource sector.
- 3) Allow access to mineral resources with the completion of the Town's approval process, which will not duplicate or conflict with provincial regulatory requirements.
- 4) Reclamation plans and mitigation activities must be submitted to the Town for approval.
- 5) The Town will promote the development of secondary components (such as offices, plants, accessory buildings, etc.) within the area surrounding and proposed mineral exploration sites.
- 6) All Federal and Provincial permits must be obtained and submitted to the Town office before the commencement of operations.

- 7) Disturbances shall be minimized using the mineral sector's best practices and techniques throughout all phases of development.
- 8) Buffer strips may be required around existing aggregate resource operations to protect the quarry from incompatible uses and limit the impact of the operation on adjacent properties.
- 9) Habitat and wildlife loss should be minimized and avoided, when possible.
- 10) Mineral explorations and developments will be encouraged to be separated from incompatible land uses and must be setback a minimum distance of 500 metres from any dwelling or other form of residential accommodation.
- 11) Operators of aggregate extraction sites shall always ensure the safety and security of the site through secure fencing, signage or other appropriate methods, whether the operation is active or inactive to limit trespassing and use of the site for anything other than the intended purpose.
- 12) Council may restrict or refuse development of an aggregate extraction operation that could have a detrimental effect on environmentally sensitive areas or lands with demonstrated heritage, historical, or cultural significance.

## 5.12 Sand & Gravel Resources

Sand and gravel are valuable resources essential to the construction of infrastructure, public works, residential development and places of business. If not properly managed, the extraction of sand and gravel resources can lead to negative effects on surface water, groundwater, drainage patterns, soil and slope stability, air quality, plant life, wildlife habitat, and rare or endangered species. The Town will ensure sand and gravel resources are accessible for development without creating a negative impact to adjacent land uses, the environment and entire community, particularly those in vicinity of potential sand and gravel sites, whether within or outside the Pilot Butte's boundary.



Source: Troy Mortier (2019)

### 5.12.1 Sand & Gravel Resources Objectives

- 1) Ensure access to sand and gravel is available.
- 2) All actions of extraction of sand and gravel should be conducted in a manner which does not create any negative impacts on the environment and wildlife and all its components.
- 3) Minimize the negative appearance of sand and gravel developments.

### 5.12.2 Sand & Gravel Resources Policies

- 1) Using the OCP's Mineral Exploration & Development Map (Appendix A), the Town will identify the locations of existing sand and gravel exploration sites and potential areas of expansion and/or future sand and gravel and development sites.
- 2) Allow access to sand and gravel resources with the completion of the Town's approval process.
- 3) Council may restrict or refuse development of a sand and gravel operation that could have a detrimental effect on environmentally sensitive areas or lands with demonstrated heritage, historical or cultural significance.
- 4) Reclamation plans and mitigation activities must be submitted to the Town for approval.
- 5) The sand and gravel operator must provide a stormwater management plan, prepared by a

qualified professional, with their development permit application.

- 6) The Town will promote the development of secondary components (such as offices, plants, accessory buildings, etc.) within the area surrounding and proposed sand and gravel sites.
- 7) All Federal and Provincial permits must be obtained and submitted to the Town office before the commencement of operations.
- 8) Buffer strips may be required around existing sand and gravel operations to protect the quarry from incompatible uses and limit the impact of the operation on adjacent properties.
- 9) The Town will require sand and gravel operations to mitigate noise, light, odour, dust, smoke, and traffic.
- 10) Habitat and wildlife loss should be minimized and avoided, when possible.
- 11) Sand and gravel operations will be encouraged to be separated from incompatible land uses and must be setback a minimum distance of 500 metres from any dwelling or other form of residential accommodation.
- 12) Operators of sand and gravel sites shall always ensure the safety and security of the site through secure fencing, signage, or other appropriate methods, whether the operation is active or inactive, to limit trespassing and use of the site for anything other than the intended purpose.
- 13) Extraction, stockpiling, and related activities shall be carried out in a responsible manner, with consideration and reasonable mitigation of negative environmental and off-site impacts.



## 5.13 Shore Lands & Water Bodies

Natural shorelines and riparian areas are richly diverse habitats and an integral part of a functioning ecosystem. Riparian areas are significant in ecology and environmental management because of their role in soil conservation, habitat biodiversity and their influence on aquatic ecosystems. With Pilot Butte Creek flowing through the southern portion of Pilot Butte, the Town understands the importance of responsible development and are invested to preserve this creek, and the adjacent riparian areas. Additionally, public access and use of the Creek and other water bodies in the Town remains a high priority of the Town.



Source: Town of Pilot Butte (2020)

### 5.13.1 Shore Lands & Water Bodies Objectives

- 1) The Town shall protect the water bodies, shore lands, aquatic vegetation, habitats, and wildlife species.
- 2) Ensure development surrounding shore lands and water bodies does not create negative impacts on these areas.
- 3) Preserve and enhance public access to shore lands, water bodies and reservoirs for recreational use.
- 4) Avoid, minimize, or mitigate potential negative development impacts.
- 5) Engagement with the Water Security Agency and any other government agency associated with wetland and riparian areas will be integrated with all planning and development considerations.

### 5.13.2 Shore Lands & Water Bodies Policies

- 1) Developments will be limited adjacent to shore lands and water bodies to reduce the potential negative impacts to these areas.
- 2) Development proposals adjacent or near shore lands and water bodies will be required to provide specific information on the protection of these areas during construction and once the development is completed.
- 3) Development proposals adjacent or near shore lands and water bodies may be required to submit a hydrology and/or hydrogeological report assessing the impacts potential development may have on waterways, watersheds, and groundwater.
- 4) Developments producing significant offsite impacts such as noise, light, odour, dust, and traffic may be deemed incompatible with watercourses, water bodies, shore lands, and the wildlife that lives within them.
- 5) Subdivision applications may be required to dedicate shore lands, riparian areas, and flood hazard lands as municipal and/or environmental reserves.
- 6) Integration of a buffer surrounding the shore lands and/or water bodies may be required.
- 7) Consultation with Ministry of Environment, Water Security Agency and other provincial ministries and agencies may be required on all development proposals.
- 8) No existing natural or man-made shoreline alterations will be permitted unless a feasibility study or report has been submitted for Council, Water Security Agency, and other related agencies' consideration and approval.





Source: Town of Pilot Butte (2021)

- 9) Utilization of areas surrounding shore lands and water bodies for public access and appropriate recreational uses will be explored.
- 10) Low impact land uses will be encouraged adjacent to or near shore lands and water bodies.
- 11) Develop a regional strategy for preserving Pilot Butte Creek with neighbouring communities, the Water Security Agency, and the Ministry of Environment.
- 12) All water courses and bodies will be identified on the Future Land Use Map (Appendix A).

## 5.14 Infrastructure

The Town has positioned themselves well regarding investment in the community and its people for the future. Significant infrastructure development and improvements have occurred, therefore, planning for the future growth and sustainability shall continue. A focus on asset management planning will remain a priority for the Town.

An Asset Management Plan (AMP) will inventory all existing Town assets, determine what stage in the asset's life cycle the asset is in, determine when Pilot Butte needs to invest in the asset to ensure full-service life and value, whether certain assets should be replaced or decommissioned, estimated cost of replacement, and evaluate existing systems against new innovations during replacement.



Source: Town of Pilot Butte (2016)

### 5.14.1 Infrastructure Objectives

- 1) To ensure that the *Asset Management Plan* is current and consistently updated to guide the decision-making process for the Council of all capital infrastructure priorities and opportunities.
- 2) To integrate planning, finance, and engineering to effectively manage existing and new infrastructure in a sustainable, innovative, and cost-effective manner.
- 3) To gain a clear picture of the current state of the Town's infrastructure to manage it effectively over the long term.





- 4) To ensure that future development contributes to the cost of infrastructure services in a manner which does not create a burden for existing residents, and which does not impede long-term growth.
- 5) To optimize the use of municipal water and sewer as well as solid waste, the Town will ensure that future development remains within the municipal boundary areas serviceable by the existing system for as long as possible and minimizing municipal costs in the provision of services to areas that pose special servicing problems.
- 6) To optimize the use of stormwater distribution areas, the Town will monitor the stormwater management infrastructure and capacities for both existing and new developments to minimize potential drainage disputes between affected landowners.

#### 5.14.2 Infrastructure Policies

- 1) The Town will continue to pursue innovative opportunities to enhance municipal service delivery.

*(For instance, the installation of GIS software may help in monitoring and assessing all capital infrastructures.)*

- 2) The Town shall undertake infrastructure and other studies, as necessary, to plan for changes or improvements to the Town's infrastructure systems to meet current engineering standards, accommodate growth, and improve operational efficiency.
- 3) The Town will identify future corridors, easements, and lands for public works through the asset management planning process.
- 4) Encourage dedication of municipal utility parcels and corridors during the subdivision and development phases.
- 5) The Town will ensure that development can be adequately serviced by infrastructure and utility systems and services.
- 6) New developments will be encouraged to locate in areas where utilities and municipal



Source: Town of Pilot Butte (2018)

- services are near, to ensure efficient and cost-effective service delivery.
- 7) Continue to utilize and implement the *Asset Management Plan* to sustainably provide an appropriate level of service to residents and visitors.
  - 8) Ensure the *Asset Management Plan* is always up-to-date to support infrastructure investment decisions.
  - 9) Use the *Asset Management Plan* to support both short-term and long-term financial planning.
  - 10) The Town will not be responsible for costs associated with the provision of municipal services to new subdivisions, except for Town-owned developments. Where a private development requires municipal services, including drainage, the proponent will be



- responsible for all costs associated with providing such services unless otherwise agreed in writing.
- 11) Where a subdivision of land will require the installation or improvement of municipal services such as water and sewer lines, drainage, streets, or sidewalks within the subdivision, the developer will be required to enter into a Servicing Agreement with the Town to cover the capital costs.
  - 12) All multi-lot subdivisions will require a drainage plan showing where surface water will drain including retention and detention area, ditches, and any other infrastructure requirements.
  - 13) Developers will be responsible for obtaining all off-site drainage easements required by the municipality or an external provincial organization such as the Water Security Agency.
  - 14) When Council identifies that the municipality will incur additional capital costs such as upgrading infrastructure on a proposed development that does not involve a subdivision of land, the applicant may be required to enter into a Development Levy Agreement with the Town to recover the capital costs.
  - 15) Ensure that development in Pilot Butte can be adequately serviced by infrastructure and utility systems and services by understanding the Town's infrastructure needs, and the costs associated with those needs, by using the most up-to-date information available to the Town.
  - 16) Continue to monitor population and business growth as it relates to water and wastewater systems.
  - 17) Stormwater management systems shall be designed by a professional engineer in accordance with appropriate engineering standards.
  - 18) Pursuing and utilizing Provincial, Federal and other available grant programs, and incentives, where applicable.
  - 19) Ensure that municipal services are provided in a planned, orderly manner that conforms to the Future Land Use Map (Appendix A) and OCP policies.
  - 20) Establish development and design standards for the construction of new infrastructure.
  - 21) Exploring opportunities to increase infrastructure capacities to accommodate new growth; encourage opportunities that will promote or enhance energy efficiency; conserve and sustain resources; and, minimize disturbance to the natural environment.
  - 22) Optimize the use of existing water, sewer, and solid waste management infrastructure and capacities, and ensuring that existing utility services are expanded in an efficient and economical manner.
  - 23) Providing for the safe and efficient movement of vehicles and pedestrians throughout Town in all seasons. This includes improved snow clearing/removal performance.
  - 24) Ensuring that new roads link with the existing road network in a safe and efficient manner.
  - 25) Monitoring traffic developments and changes to ensure that the necessary controls and safety amenities are provided, where necessary.
  - 26) Acquiring sufficient property for road right-of-way by means of dedication or an agreement for purchase at the time of development or re-development of a property.
  - 27) The Town will encourage citizens and businesses to participate in recycling, composting and other solutions that reduce the amount of solid waste produced and the potential negative environmental impacts.
  - 28) Existing and future public works facilities will be designated within the Community Service District of the *Zoning Bylaw*.
  - 29) Encourage the design of public works facilities with capacity to withstand high intensity weather events.



- 30) Incorporate green infrastructure solutions where appropriate.
- 31) Locate infrastructure and emergency facilities away from areas at risk of extreme weather events.
- 32) In consultation with stakeholders, develop municipal change adaptation and mitigation plans.
- 33) Conduct a vulnerability risk assessment of the community and of all infrastructure to develop and support climate change mitigation and adaptation strategies.



*Source: Town of Pilot Butte (2021)*



# Chapter Six

## PLANNING TOOLS & STRATEGIES

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Determining legitimate planning tools and effective strategies are as important as identifying the Town's vision, objectives and goals, and community priorities set out in this Official Community Plan. The primary aim of this chapter is to outline all the planning tools and strategies that can be utilized to implement the Official Community Plan both in the short and long-term.



*Source: Government News (2019)*

## 6.1 Official Community Plan

The Official Community Plan (OCP) will be used by a variety of stakeholders and decision-makers to understand the vision of the community as it relates to a wide variety of land uses, transportation networks, maintaining and expanding infrastructure and promoting overall growth and development of the Town of Pilot Butte as the community looks forward for the next 20 years. This Plan may be used to gain a better understanding of the Town's current and future goals and the roadmap to achieve these established goals.



### 6.1.1 OCP Objectives

- 1) The *Official Community Plan* is more than a guiding document for the overall growth and development of the Town of Pilot Butte. This OCP document must be read in its entirety, and the relevant policies and overarching goals shall be applied to each situation.
- 2) When more than one policy is relevant, a decision-maker or stakeholder must consider all the relevant policies to understand how they work together.
- 3) The Town of Pilot Butte shall apply the comprehensive objectives and policies by fulfilling applicable duties and responsibilities outlined in the *Official Community Plan*.

- 4) The Council of Pilot Butte shall be responsible for ensuring that decisions and actions on the part of the Town align with the *Official Community Plan* and shall cooperate and collaborate with the municipal administration to ensure conformance with the OCP.
- 5) Where there are conflicts between the OCP and any other bylaws, standards, policies, plans and strategies, the *Official Community Plan* shall take precedence. Otherwise there should consideration to amending the OCP in order to accommodate such conflicts.
- 6) The *Official Community Plan* should be read and interpreted simultaneously with the *Zoning Bylaw* as this bylaw provides land use regulations and development standards to implement the Pilot Butte's OCP.
- 7) The *Official Community Plan* should further be read in conjunction with any relevant legislations related to planning in the Province of Saskatchewan.

(These legislations may include: *The Planning and Development Act, The Statements of Provincial Interest Regulations, The Dedicated Lands Regulations, The Subdivision Regulations, The Condominium Act, The Condominium Property Regulations, The Construction Codes Act, The Municipalities Act, The Fire Safety Act, The Waterworks and Sewage Works Regulations, and any other updated form of these Acts and Regulations as may be passed and amended by the Province of Saskatchewan throughout the period of validity of this OCP.*)

### 6.1.2 Understanding the Language

- 1) When implementing the Official Community Plan, it is important to consider the specific language of the policies. Each policy under a certain topic provides direction on how it is to be implemented, how it is situated within the broader Plan, and how it relates to other policies.

(Policies set forth in the *Official Community Plan* could vary in the intended outcome, such as policies established with positive directives, limitations and prohibitions and other policies use enabling or supportive language, such as "shall", "should" "promote", and "encourage". The choice of language is intended to distinguish between the types of policies and the nature of implementation.)



### 6.1.3 Amending this Official Community Plan

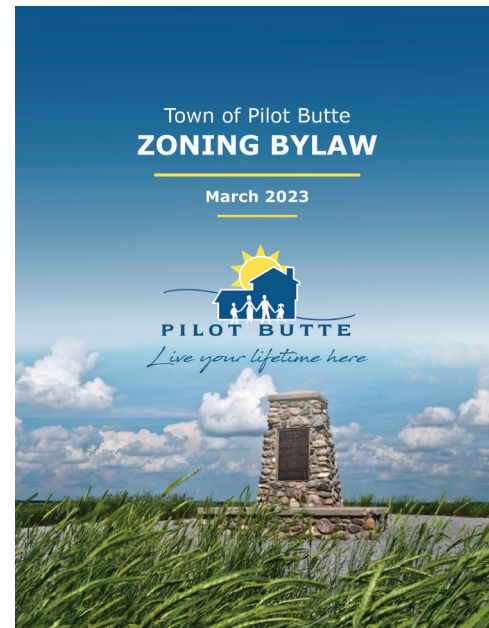
- 1) The *Official Community Plan* may be amended by the Town of Pilot Butte from time to time to reflect changes in the municipality that result from external factors or based on a specific development proposal. There are two (2) types of amendments that can be completed which are as follows:
  - i. The first type of amendment is a text amendment, which changes a portion of the text within the OCP document.
  - ii. The second type of amendment is a map amendment, which changes any of the OCP Maps including the Future Land Use Map.
- 2) Both types of amendments to the *Official Community Plan* shall require an approval from Council after proof of completion of required public engagement as per requirements of *The Planning and Development Act*.

### 6.1.4 Monitoring Long-term Performance of the Plan

- 1) The *Official Community Plan* must be intended to guide planning and development decisions within Pilot Butte for the next 20 years.
- 2) The *Official Community Plan* must be a living document that may be revised as necessary.
- 3) The *Official Community Plan* will need to be updated from time to time as new issues, concerns and opportunities arise, or as viewpoints on land use planning and development within Pilot Butte change.
- 4) The *Official Community Plan* shall undergo a comprehensive review every 5 years, specifically to update the population projections and land use forecasts, and to evaluate the relevance of the vision, goals, objectives, and policies.

## 6.2 Zoning Bylaw

The primary legal and administrative means of implementing an *Official Community Plan* is the *Zoning Bylaw* according to *The Planning and Development Act*.



### 6.2.1 Zoning Bylaw Objectives

- 1) The *Zoning Bylaw* will implement the land-use policies contained in the *Official Community Plan* by prescribing and establishing Zoning Districts for residential, commercial, industrial, community service, and other municipal land uses.
- 2) Regulations within each Zoning District will govern the range of uses, site sizes, setbacks, building locations, building heights, development intensity, off-street parking, landscaping, and many more.
- 3) The *Zoning Bylaw* will manage the use of land by providing regulations for responsible development in conjunction with the health, safety, and general welfare of the residents and business owners in the Town of Pilot Butte and surrounding communities.
- 4) The *Zoning Bylaw* will permit the Council of the Town of Pilot Butte to set standards for the use and subdivision of land and helps manage





the supply of municipal services and resources to new development.

### 6.2.2 Amending the Zoning Bylaw

- 1) The *Zoning Bylaw* may regularly be amended by the Town of Pilot Butte to accommodate development proposals. There are two (2) types of amendments that can be completed which are as follows:
  - i. The first type of amendment is a text amendment, which changes a portion of the text within the *Zoning Bylaw* document.  
*(Some examples are changing a development standard, adding a definition, or removing a discretionary use.)*
  - ii. The second type of amendment is a map amendment, which changes the Zoning District Map.  
*(The change could include the re-zoning of a particular parcel or adding municipal reserve lands.)*
- 2) Both types of amendments to the *Zoning Bylaw* shall require an approval from Council after proof of completion of required public engagement as per requirements of *The Planning and Development Act*.

### 6.2.3 Contract Zoning

Contract Zoning permits a municipality to manage the use of a site and layout of a specific proposed development that requires re-zoning. Council may use Contract Zoning to re-zone a site to allow a development proposal and may also restrict uses normally allowed in the zoning district through a contract.

- 1) Where an application is made to Council to re-zone land to permit a proposal with unique elements, a unique ownership structure, or requirement for a distinct set of development standards, Council may, to accommodate the request, enter into a Contract Zoning Agreement with the applicant as per *The Planning and Development Act*.
- 2) Council may agree with the applicant setting out a description of the proposal and reasonable terms and conditions concerning:

- i. The uses of the land and buildings and the forms of development.
  - ii. The site layout and external design, including parking areas, landscaping, and entry and exit ways.
  - iii. Any other development standards considered necessary to implement the proposal, provided that the development standards shall be no less stringent than those set out in the requested underlying zoning district.
- 3) Council may limit the use of the land and buildings to one or more of the uses permitted in the requested zoning district.
  - 4) When considering a contract zone the following requirements must be met:
    - i. All requirements described in Section 69 of *The Planning and Development Act*, 2007 (as updated) must be met.
    - ii. The proposed development will be of a benefit to the municipality.
    - iii. The contract zone shall be based on a zoning district as outlined in the *Zoning Bylaw* and the uses and development standards included shall be in accordance with the intent of the base zoning district.
    - iv. The proposed land uses and development standards included in the contract zone will be complementary with adjacent land uses or anticipated adjacent land uses that are legally permitted within the existing or planned future zoning district.
    - v. The contract zone shall specify a specific use or a number of specific uses as either permitted or discretionary.
    - vi. The contract zone shall specify any applicable development standards or conditions of development within the area.



- vii. The contents of the contract zone shall not undermine or conflict with the *Official Community Plan* or any applicable Provincial or Federal legislation.

## 6.3 Urban Design Strategies

One of the significant methods to ensure that the vision statement set out in the Pilot Butte *Official Community Plan* may be realized in the land development or re-development sector is by having the ability, or an opportunity to visualize, the physical outcome and intangible impacts of a subdivision development or a re-development proposal prior to issuance of an official decision. This section will outline various urban design tools that can be used to help achieve the community vision.

***The Town of Pilot Butte is a vibrant and diverse community focusing on safety, sustainability and delivering a high quality of community services now and for future generations.***

### 6.3.1 Concept Plan

The *Concept Plan* can be a visual form of representation not limited to include text for details of a development plan.

- 1) The *Concept Plan* should be professionally drawn and/or should be presented in other digital mediums.
- 2) Proponents are highly encouraged to present and market their proposals with creative visual representations.

*(Applicants may use effective design software such as SketchUp, AutoCAD, GIS, Adobe, etc. Gathering initial support from the target audience is a good strategy and is possible when one can see and understand the proposal and its associated impacts, pros and cons, etc. to the community.)*

- 3) Decision-makers must find the *Concept Plan* helpful to formulate a sound land-use planning decision during the early phase of development review.

- 4) The Town may require applicants to provide a *Concept Plan* as a pre-requisite before reviewing their subdivision or development permit applications. The *Concept Plan* shall illustrate the following points, if applicable:

- i. Estimated land area and identified existing land uses and future developments in proximity to the subject land.
- ii. Approximate numbers of buildings and structures to be constructed within the land and anticipated population densities.
- iii. Percentage of land allocation and potential location for specific establishments such as for residential, commercial, institutional, or industrial uses.
- iv. Internal and external roads with vehicular flow patterns, and pathway linkages for pedestrian and cyclists.
- v. Public use sites including parks and schools, and location of identified environmentally sensitive areas.
- vi. Potential location of utility infrastructure and other servicing items.
- vii. Development phasing and timeline.

### 6.3.2 Future Land Use Map

The *Future Land Use Map* is an urban design medium to designate in advance all specific land uses (e.g., residential, commercial, industrial, etc.) that can be situated within, and abutting areas of Pilot Butte. The *Future Land Use Map* is presented in Appendix A which significantly forms part of the Town's *Official Community Plan*.

Provision of the Town's *Future Land Use Map* is a good strategy to inform investors where to locate their development proposals in designated areas where such land use compatibility, environmental and transportation analysis, as well as social and economic factors have been considered.



- 1) The *Future Land Use Map* should be detailed to address potential concerns on land use compatibility, environmental sensitive areas, transportation networks, social and economic considerations and many more that the community may face in the long term.
- 2) The *Future Land Use Map* shall minimize any development impacts such as traffic, noise and smell, by placing the specific land use to where it is compatible, complementary, and environmentally friendly within or outside the municipal boundary.
- 3) The Town shall market the potential development areas identified in the *Future Land Use Map*, and shall encourage investors to present how their development proposals conform to the Pilot Butte *Future Land Use Map*.
- 4) Where a development proposal does not conform to the *Future Land Use Map*, an amendment to the *Official Community Plan* as per requirements of *The Planning and Development Act* and the *Zoning Bylaw* shall be met.

### 6.3.3 Crime Prevention Through Environmental Design

The *Crime Prevention Through Environmental Design* or popularly known as "CPTED" is a planning movement that has a multi-disciplinary approach for reducing crime through urban and environmental design and the management and use of built environments.

CPTED practitioners believe that the proper design and effective use of the built environment can lead to a reduction in the incidence and fear of crime, as well as an improvement to the quality of life.

- 1) The Town of Pilot Butte will apply the three (3) main principles of CPTED wherever feasible by means of zoning regulations, architectural controls, development permit conditions of approval, etc.

These principles are as follows:

- i. Natural Surveillance: is a design strategy that is directed at keeping intruders

under observation. It is based on a simple premise that a person inclined to engage in criminality will be less likely to act on their impulse if he or she can be seen. Natural surveillance is commonly associated with the establishment of clear sightlines. While generally a worthwhile goal, the pursuit of clear sightlines must be tempered by several considerations including the ability to capitalize and/or generate witness potential and the need to establish and provide for landscaping.

Effective natural surveillance applications include:

- a) Orienting driveways and paths towards natural forms of surveillance such as building entrances and windows.
- b) Increasing visual permeability of vulnerable areas such as building entrances, stairwells, playgrounds etc. through the strategic use of windows, fencing material, landscaping etc.
- c) Trimming back overgrown landscaping.
- d) Strategically lighting pathways and other potentially problematic areas where opportunities for natural surveillance exist.
- e) Developing uses for the environment that are capable of strategically generating activity such as establishment of sidewalk patios, seating areas and other amenities.

Natural surveillance can be complemented by mechanical forms of surveillance (closed circuit television) and/or organized forms such as security and police patrols. Mechanical and organized forms of surveillance should be emphasized where natural forms of surveillance are limited. This includes parking garages and any place that regularly lacks a critical intensity of people.





- ii. Natural Access Control: is a design concept that is directed at decreasing crime opportunity. It is based on the simple premise that a person who is confronted with a clearly defined and/or strategically developed boundary, will typically show it some deference by respecting the way it guides and influences their movement as they transition from public through private space. Natural forms of access control include fences, low walls, landscaping, gates, and any barrier that is natural for the environment including topographical features, sales counters and even distance. Natural forms of access control are particularly effective when combined with natural surveillance. The combination of natural forms of surveillance and access control can create a perception of risk in offenders that reduces their desire to step foot on the property or engage in criminal activity.

Effective natural access control applications include:

- a) Providing clear border definition of controlled space.
- b) Limiting uncontrolled and/or unobserved access onto properties, buildings and private space.
- c) Adding dense or thorny landscaping as a natural barrier to reinforce fences and discourage unwanted entry.
- d) Using space to provide natural barriers to conflicting activities.

Natural access control can be complemented by mechanical forms of access control such as locks and alarms and/or organized forms such as security and police patrols. Mechanical and organized forms of access control should be emphasized where natural forms are limited. This includes compounds, storage areas and any place where that regularly lacks people.

- iii. Territorial Reinforcement: is a design concept that realizes that physical design can create or extend a sphere of influence so that users develop a sense of proprietorship that is noticeable to the offender. It has been described as an umbrella strategy that encompasses natural surveillance and access control. When used properly, natural surveillance and access control can help people to develop a sense of ownership about a space regardless of whether they own it. Territoriality often results in challenging behaviour.

Effective territorial reinforcement applications include:

- a) Creating clearly marked transitional zones as persons move from public to semi-public and private space using paving patterns, symbolic barriers or markers, signs and other visual cues.
- b) Providing amenities in communal area that encourages activity and use.
- c) Avoiding the creation of a void by ensuring that all space is assigned a clear, and preferably, active purpose.
- d) Developing visitor reporting procedures for larger scale entities that regularly receive people.
- e) Conducting timely maintenance.

- 2) The Council may adopt a separate *Crime Prevention Through Environmental Design* guideline to focus on Pilot Butte areas that are found dangerous, unwanted or displeasing by the community.



## 6.4 Other Implementation Tools

### 6.4.1 Building Bylaw

- 1) The Town shall use its adopted *Building Bylaw* to supplement Provincial and Federal enactments in the regulation of building construction, additions, and alterations.
- 2) The *Building Bylaw*, subject to *The Construction Codes Act*, will provide standards to ensure that new construction and upgrades or improvements to existing buildings are physically acceptable to the community.
- 3) The *Building Bylaw* will control the minimum standard of construction through the issuance of building permits.

### 6.4.2 Development Levy

The Town of Pilot Butte may collect development levies on new development activities that do not require a subdivision of land according to *The Planning and Development Act*.

The *Development Levy* may help to fund future capital costs or recover the capital costs incurred by the municipality.

- 1) The Council shall adopt a *Development Levy Bylaw* prior to collecting development levies from proponents.
- 2) The *Development Levy* is for recovering all or a part of the capital costs for providing, altering, expanding or upgrading services and facilities associated with the subject development.
- 3) The collected development levies will aim to minimize the demand from ratepayers to subsidize the particular development activity costs.
- 4) The *Development Levy Bylaw* must be based on studies to establish the cost of municipal servicing and recreational needs and on a consideration of future land use and development and the anticipated phasing of associated public works.

*(The purpose of the study is to provide a rationale for charging such development levies. The Town is encouraged to defend the fees they are charging.)*

- 5) The Council may require the proponent to enter into a *Development Levy Agreement* to provide services and facilities that directly or indirectly serve their development plan.
- 6) The *Development Levy Agreement* may contain the following information:
  - i. Specifications for the installation and construction of all services within the proposed development as required by the Council.
  - ii. Prescribed fees and payment method as determined by the Town and approved by Council.
  - iii. Time limits for the completion of any work or the payment of any fees specified in the agreement, which may be extended by agreement of the proponent and the municipality.
  - iv. Provision for the proponent and the municipality to share the costs of any work if mutually agreed may be specified in the agreement.
  - v. Any assurances as to performance that the Council may consider necessary. This may include a bond or an irrevocable letter of credit, and/or any security deposit to be submitted by the proponent to the municipality.

*(The intent is to make the proponent accountable on services and its development standards which are agreed upon signing the Development Levy Agreement.)*

- 7) The *Development Levy Agreement* must be mutually agreed and signed by involved parties.
- 8) The Town must initiate to register the signed *Development Levy Agreement* against the subject land.



### 6.4.3 Servicing Agreement

The Town of Pilot Butte may charge servicing agreement fees on new development activities that involve subdivision of land according to *The Planning and Development Act*.

The *Servicing Agreement Fees* may help to fund future capital costs or recover the capital costs incurred by the municipality.

- 1) The Council shall adopt a policy concerning *Servicing Agreements* and their associated fees prior to collecting fees from developers.
- 2) The *Servicing Agreement Fees* will be a payment in whole or in part for the capital cost of providing, altering, expanding or upgrading sewage, water, drainage and other utility services, municipal roadway facilities, or park and recreation space facilities, to be situated within or outside the Plan of Proposed Subdivision, and that directly or indirectly serve the proposed subdivision.
- 3) The collected *Servicing Agreement Fees* will aim to minimize the demand from ratepayers to subsidize the particular subdivision activity costs.
- 4) The *Servicing Agreement Fees* must be based on studies to establish the cost of municipal servicing and recreational needs and on a consideration of future land use and development and the anticipated phasing of associated public works.

*(The purpose of the study is to provide a rationale for charging such servicing agreement fees. The Town is encouraged to defend the fees they are charging.)*

- 5) The Council may require the developer to enter into a *Servicing Agreement* to provide services and facilities that directly or indirectly serve their Plan of Proposed Subdivision.
- 6) The *Servicing Agreement* may contain the following information:
  - i. Specifications for the installation and construction of all services within the proposed subdivision as required by the Council.

- ii. Prescribed fees and payment method as determined by the Town and approved by Council.
- iii. Time limits for the completion of any work or the payment of any fees specified in the agreement, which may be extended by agreement of the developer and Pilot Butte.
- iv. Provision for the developer and the municipality to share the costs of any work if mutually agreed may be specified in the agreement.
- v. Any assurances as to performance that the Council may consider necessary. This may include a bond or an irrevocable letter of credit, and/or any security deposit to be submitted by the developer to the municipality.

*(The intent is to make the developer accountable on services and its development standards which are agreed upon signing the Servicing Agreement.)*

- 7) The *Servicing Agreement* must be mutually agreed and signed by involved parties.
- 8) The Town must initiate to register the signed *Servicing Agreement* against the subject land.

### 6.4.4 Further Studies

- 1) Plans for future development shall be monitored on an ongoing basis.
- 2) Policies contained in the *Official Community Plan*, including the *Future Land Use Map*, shall be reviewed and updated when necessary within 5 years of adoption.
- 3) As necessary, the Council will undertake such studies or programs required to facilitate and encourage the growth and development of the Town of Pilot Butte. These may include:
  - i. Transportation Study with the Ministry of Highways to determine future roadway needs and changes.





- ii. *Capital Infrastructure Plan and Development Levy Bylaw* to guide the growth plan, fiscal policies, and development levies.
- iii. Regional planning with the RM of Edenwold No. 158 and surrounding communities.
- iv. Preparing a new *Zoning Bylaw*.
- v. Review and update of *Zoning Bylaw* every 5 years.
- vi. Consultation with the Ministry of Education, Conseil des écoles fransaskoises, and the Prairie Valley School Division to plan and locate new School and related facilities to meet the OCP's growth plan.

#### 6.4.5 Community Engagement

In addition to the requirements of *The Planning and Development Act*, provisions for public participation may be initiated, where appropriate and depending on the nature and scope of the planning matter being addressed. Examples of initiatives for which the community engagement process applies include land use issues, social issues, safety issues, recreation issues, and utility services.

- 1) For any situation where the community engagement process applies, the Town will consider the following principles:
  - i. Municipal government decisions must be made in a context that is sensitive and responsive to public concerns and values.
  - ii. The community engagement process must demonstrate openness, honesty, and transparency of purpose, as well as the communication of the results.
  - iii. The process must be respectful of decision-making protocols.
  - iv. The process must demonstrate a commitment to being time-sensitive and cost-effective.

## 6.5 Binding

The *Official Community Plan* shall be binding on the Town of Pilot Butte, the Crown, and all other persons, associations, and other organizations, and hence no development shall be carried out that is contrary to the OCP pursuant to Section 40 of *The Planning and Development Act, 2007* (as updated).

## 6.6 Definitions

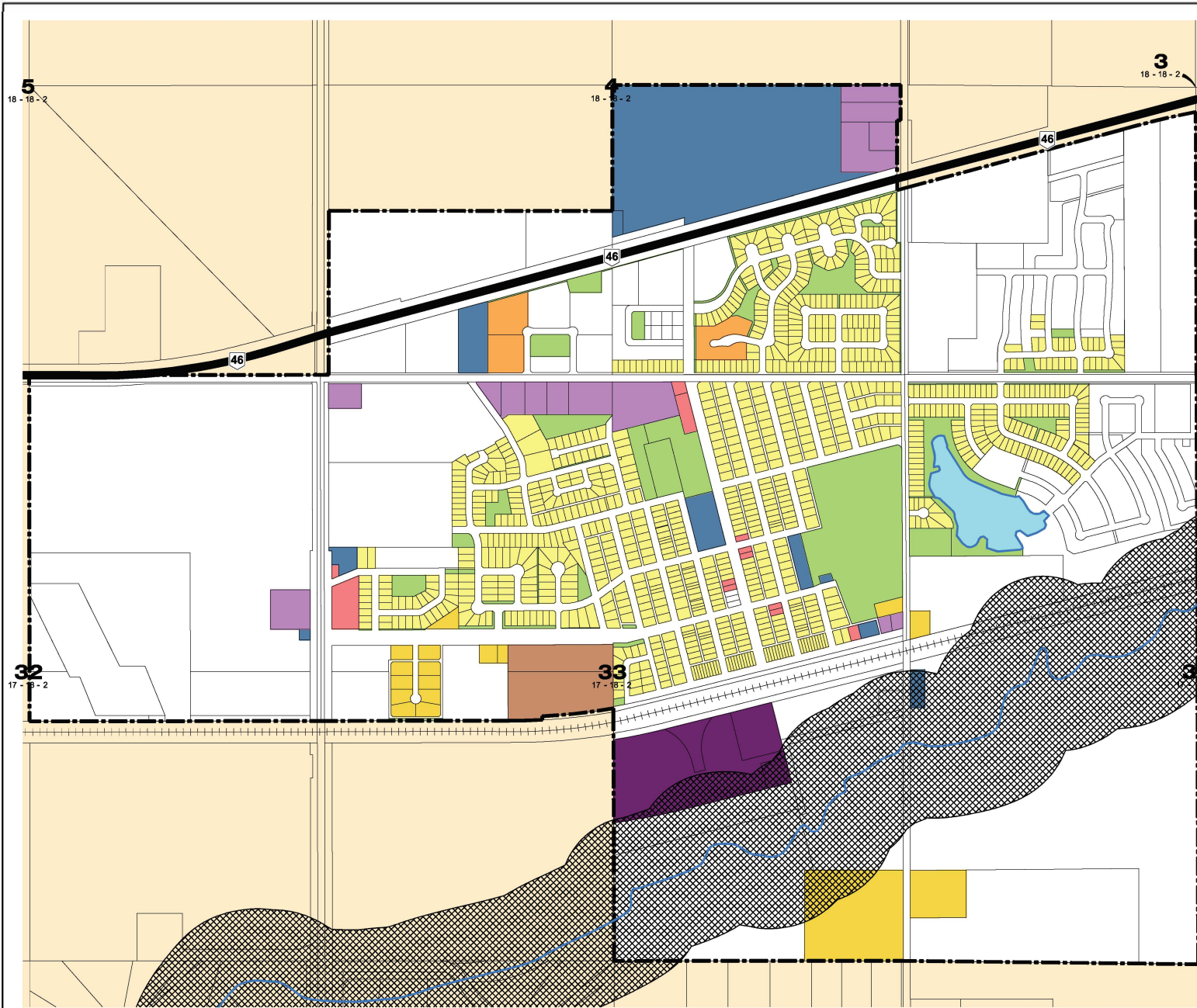
The Pilot Butte *Zoning Bylaw* definitions shall also apply to the Pilot Butte *Official Community Plan*.



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## **Appendix A – OCP Maps**

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**Town of Pilot Butte**  
Saskatchewan



**Current Land Use**

April 25, 2022

**LEGEND:**

- Highway
- Railway
- Town Boundary
- RM of Edenwold No. 158
- Waterbody
- Watercourse
- Potentially Hazardous Lands
- Public Open Greenspace / Parks

**LAND USE CATEGORIES:**

- Single Detached Residential District
- Urban Country Residential District
- Multiple Unit Residential District
- Special Mobile Home District
- Community Commercial District
- Limited Industrial Commercial District
- General Industrial Commercial District
- Community Service District

Note: The information contained on this map is for reference only.



1:Scale: 1:50 - SA  
Client: P/B  
Job No.: 17-0030  
Drawing No.: 2100302-016

**Town of Pilot Butte**  
Saskatchewan



**Official Community Plan  
Future Land Use Map  
& Annexation Areas**

February 15, 2023

**LEGEND:**

- Highway
- Railway
- Town Boundary
- RM of Edenwold No. 158
- Waterbody
- Watercourse
- Public Open Greenspace / Parks

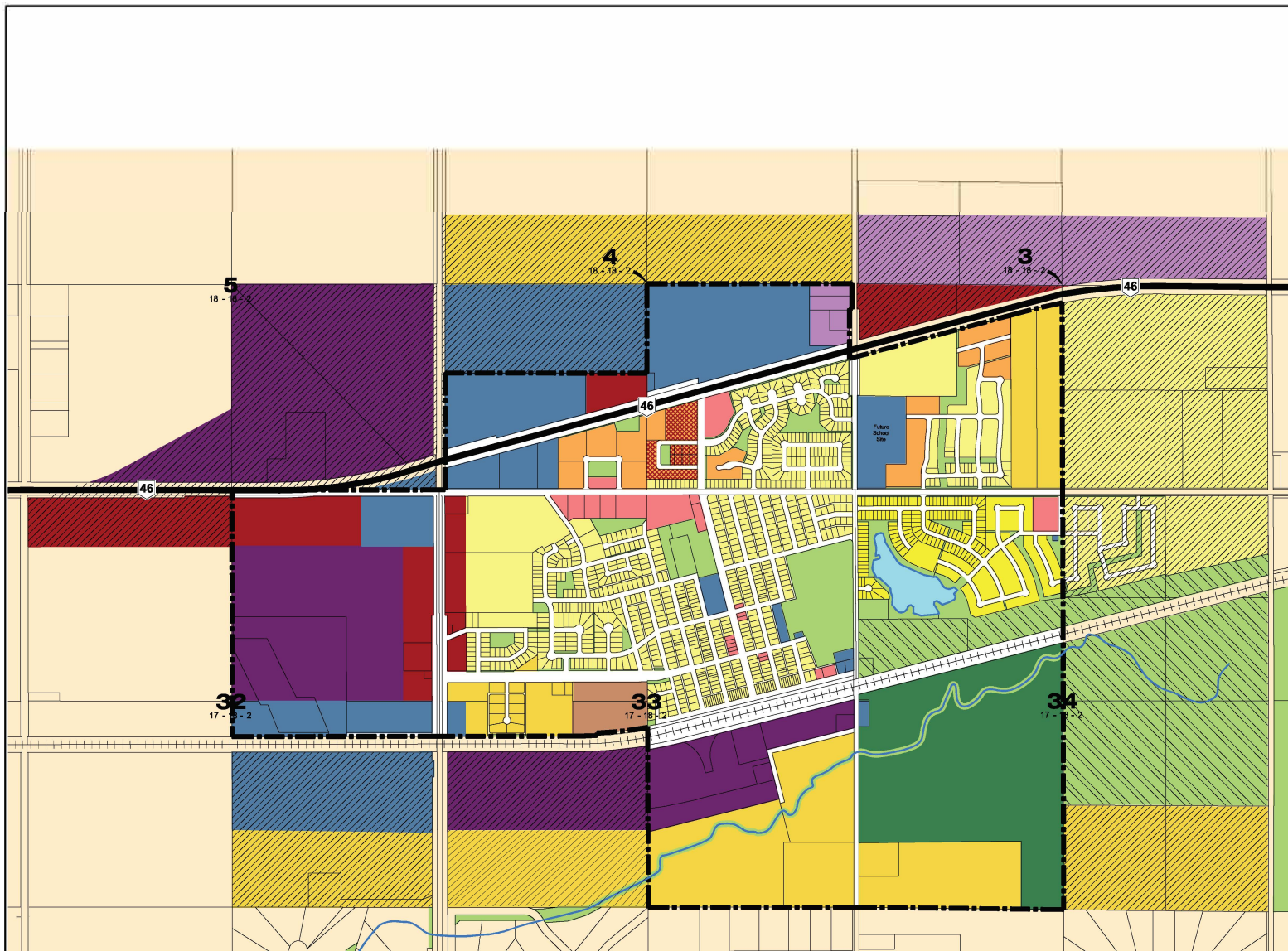
**LAND USE CATEGORIES:**

- R1 - Single Detached Residential District
- R1A - Single Detached Residential District
- R2 - Urban Country Residential District
- R3 - Multiple Unit Residential District
- RS1 - Special Group Home District
- RS2 - Special Mobile Home District
- C1 - Community Commercial District
- C2 - Highway Commercial District
- M1 - Limited Industrial Commercial District
- M2 - General Industrial Commercial District
- CS - Community Service District
- AGM - Agricultural Industrial District
- Future Annexation Area
- Proposed Public Open Greenspace / Parks

Note: The information contained on this map is for reference only.



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Client: P/B  
Date: 17/02/23  
Drawing No: 2100302404

















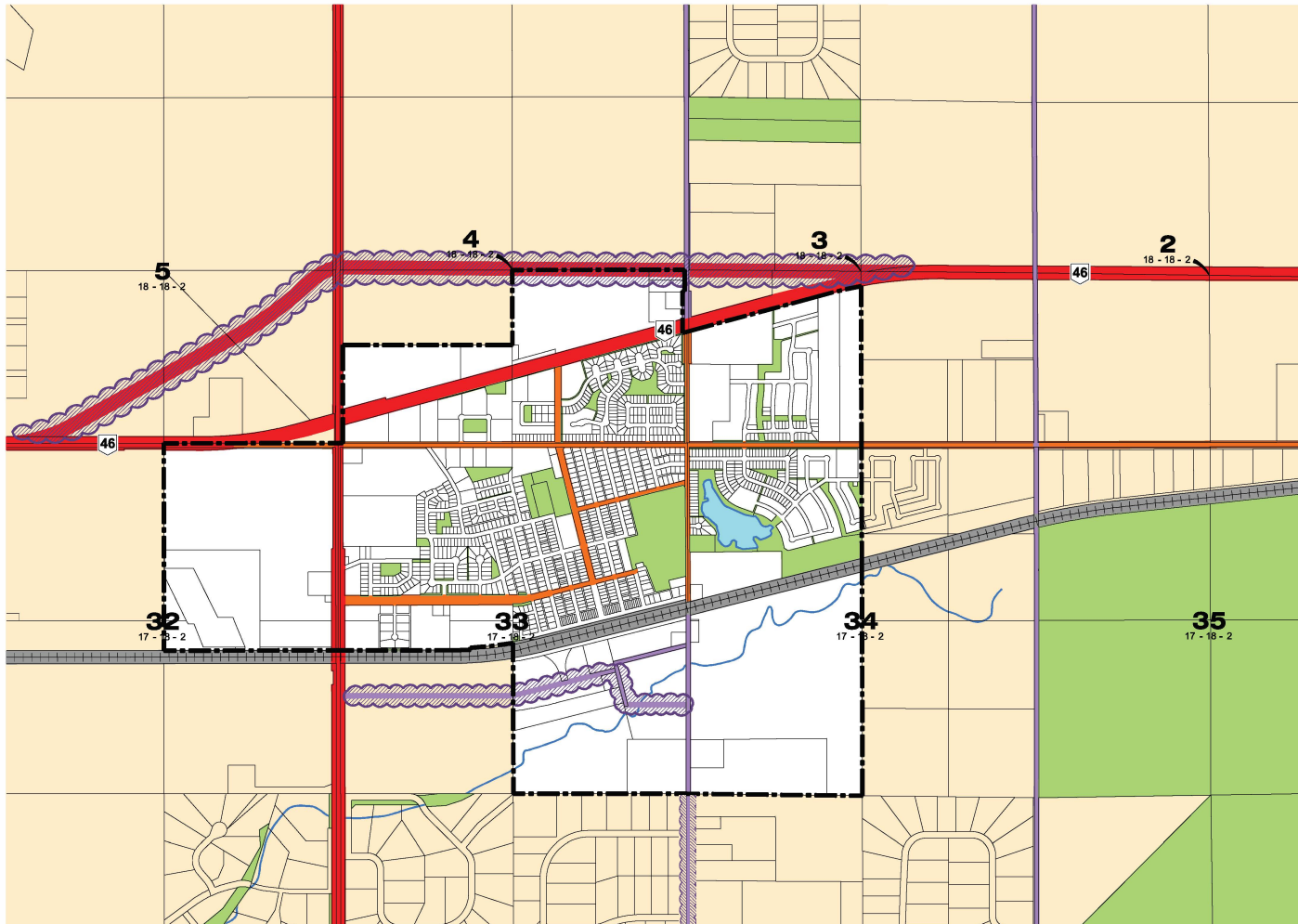


# Official Community Plan Transportation Network Map

February 15, 2023

## LEGEND:

-  Highway 46
-  Railway
-  Town Boundary
-  RM of Edenwold No. 158
-  Waterbody
-  Watercourse
-  Public Open Greenspace / Parks
-  Provincial Highways / Heavy Haul Routes
-  Grid Road / Heavy Haul Routes
-  Railway
-  Internal Primary Roads
-  Future Road Connections



Note: The information contained on this map is for reference only.



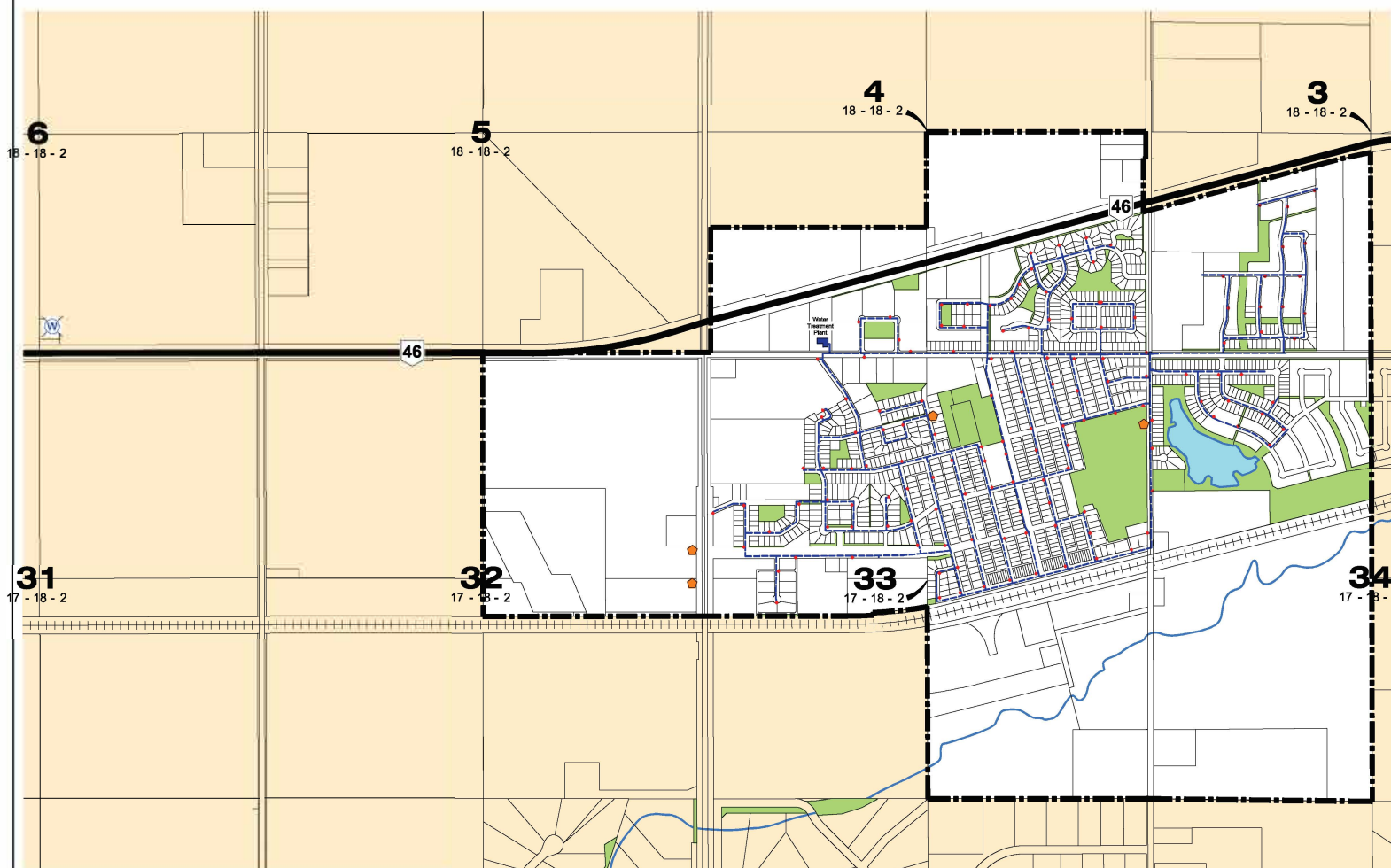
# Official Community Plan Water Distribution & Municipal Wells Map

April 25, 2022

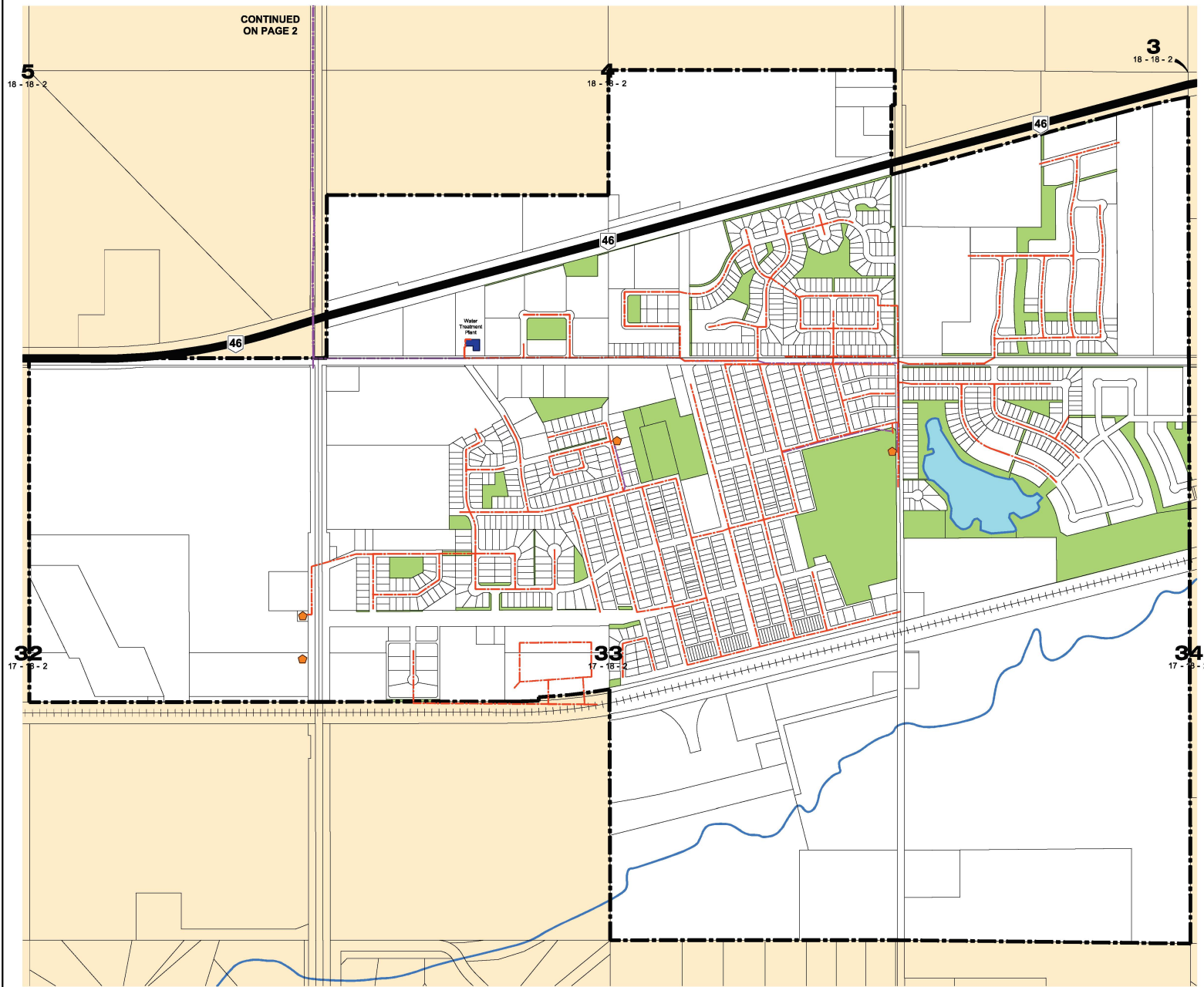
## LEGEND:

-  Highway 46
-  Railway
-  Town Boundary
-  RM of Edenwold No. 158
-  Waterbody
-  Watercourse
-  Public Open Greenspace / Parks
-  Water Treatment Plant
-  Town Water Supply
-  Hydrant
-  Public Water Well
-  Municipal Lift Station

Note: The information contained on this map is for reference only.



CONTINUED  
ON PAGE 2



**Town of Pilot Butte**  
Saskatchewan



## Official Community Plan Sanitary System & Municipal Lagoons Map

April 25, 2022

Page 1 of 2

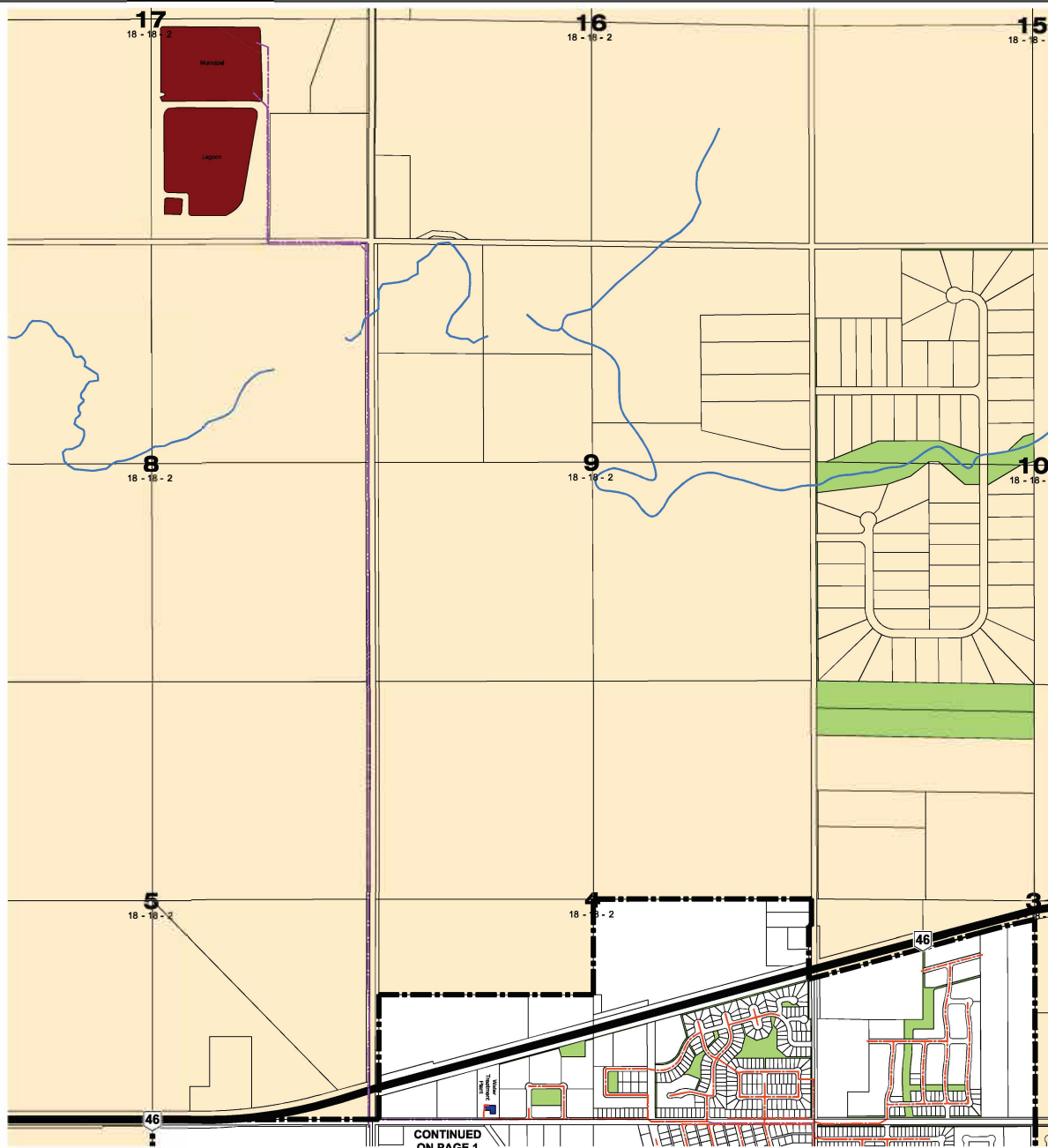
### LEGEND:

-  Highway 46
-  Railway
-  Town Boundary
-  RM of Edenwold No. 158
-  Waterbody
-  Watercourse
-  Public Open Greenspace / Parks
-  Water Treatment Plant
-  Sanitary Sewer Main
-  Sanitary Sewer Force Main
-  Municipal Lift Station
-  Sewage Lagoon

Note: The information contained on this map is for reference only.



Issued: R11 - SA  
Client File:  
Job No.: 210020  
Drawing No.: 210020-004















**Town of Pilot Butte**  
Saskatchewan



**Official Community Plan  
Sanitary System &  
Municipal Lagoons Map**

April 25, 2022  
Page 2 of 2

**LEGEND:**

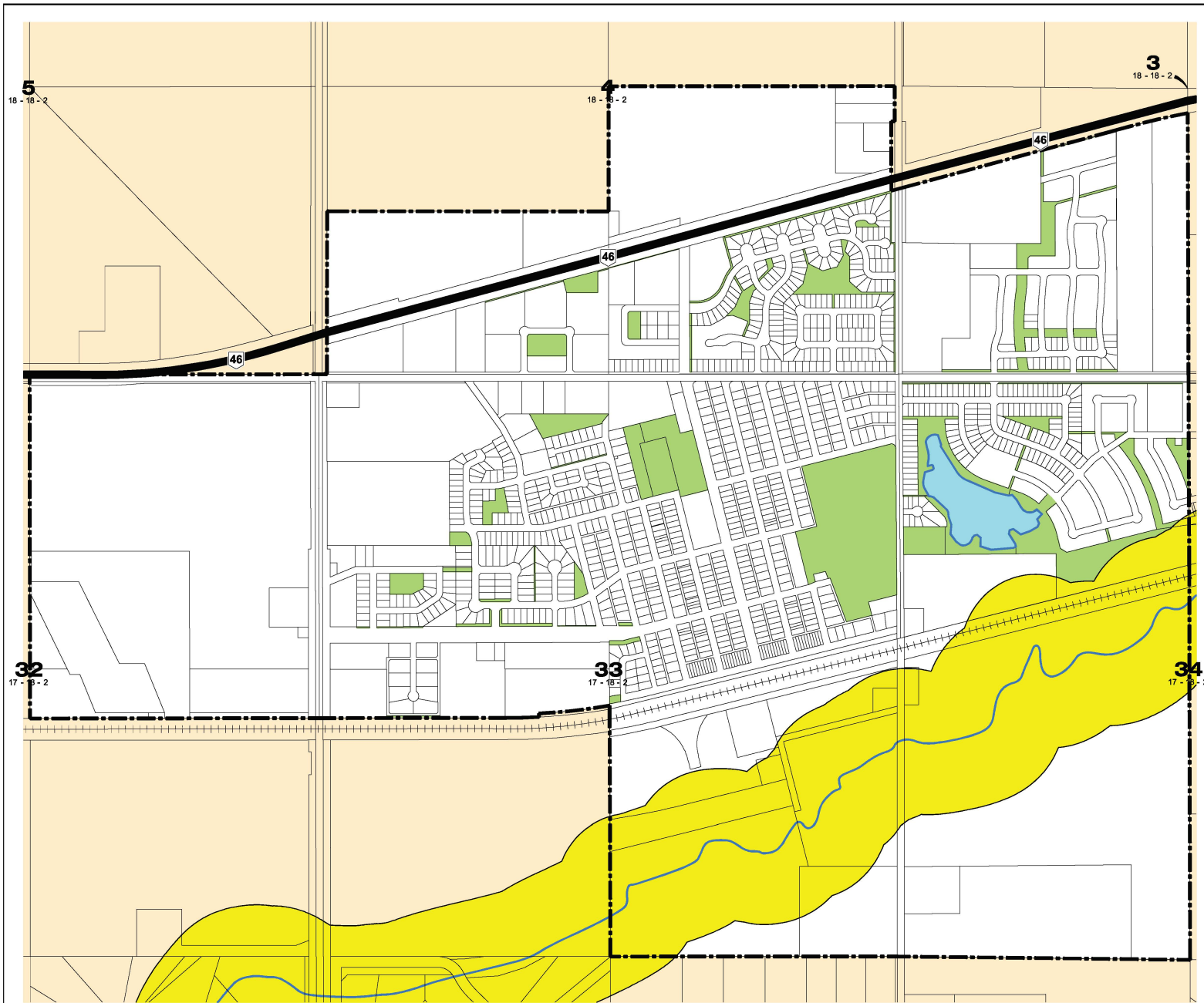
-  Highway 46
-  Railway
-  Town Boundary
-  RM of Edenwold No. 158
-  Waterbody
-  Watercourse
-  Public Open Greenspace / Parks
-  Water Treatment Plant
-  Sanitary Sewer Main
-  Sanitary Sewer Force Main
-  Municipal Lift Station
-  Sewage Lagoon

Note: The information contained on this map is for reference only.



1:Scale: 1:50 - SA  
1:Date: 1/16  
1:Drawn: 1/16  
1:Job No.: 210000  
1:Drawing No.: 210000-016





**Town of Pilot Butte**  
Saskatchewan



## Official Community Plan Sensitive Areas Map

April 25, 2022

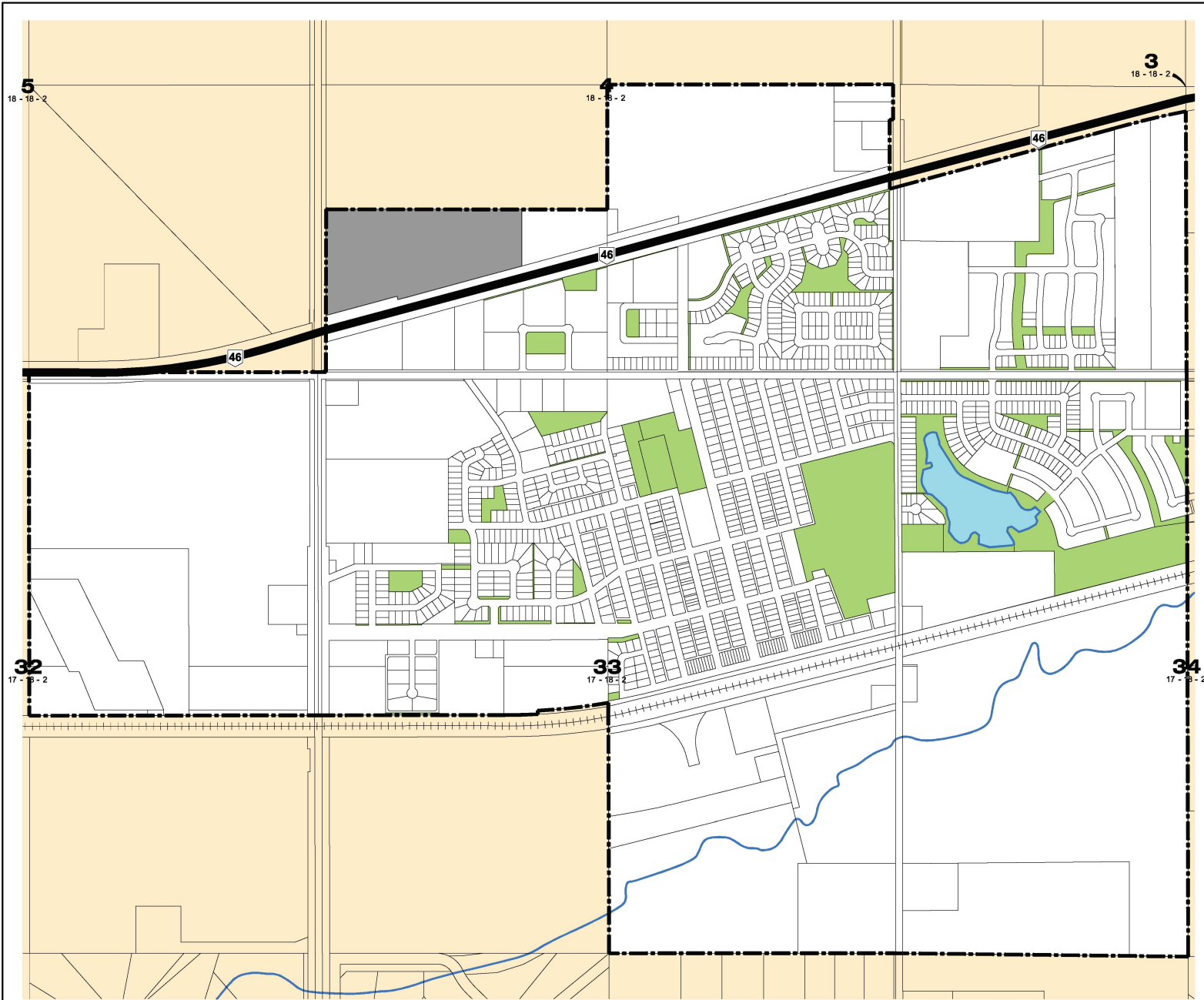
### LEGEND:

-  Highway 46
-  Railway
-  Town Boundary
-  RM of Edenwold No. 158
-  Waterbody
-  Watercourse
-  Public Open Greenspace / Parks
-  Potentially Flood Prone Areas

Note: The information contained on this map is for reference only.



Title: R01 - SA  
 Client File:  
 Job No.: 210020  
 Drawing No.: 210020-04











**Town of Pilot Butte**  
Saskatchewan



## Official Community Plan Mineral Exploration & Development Map

April 25, 2022

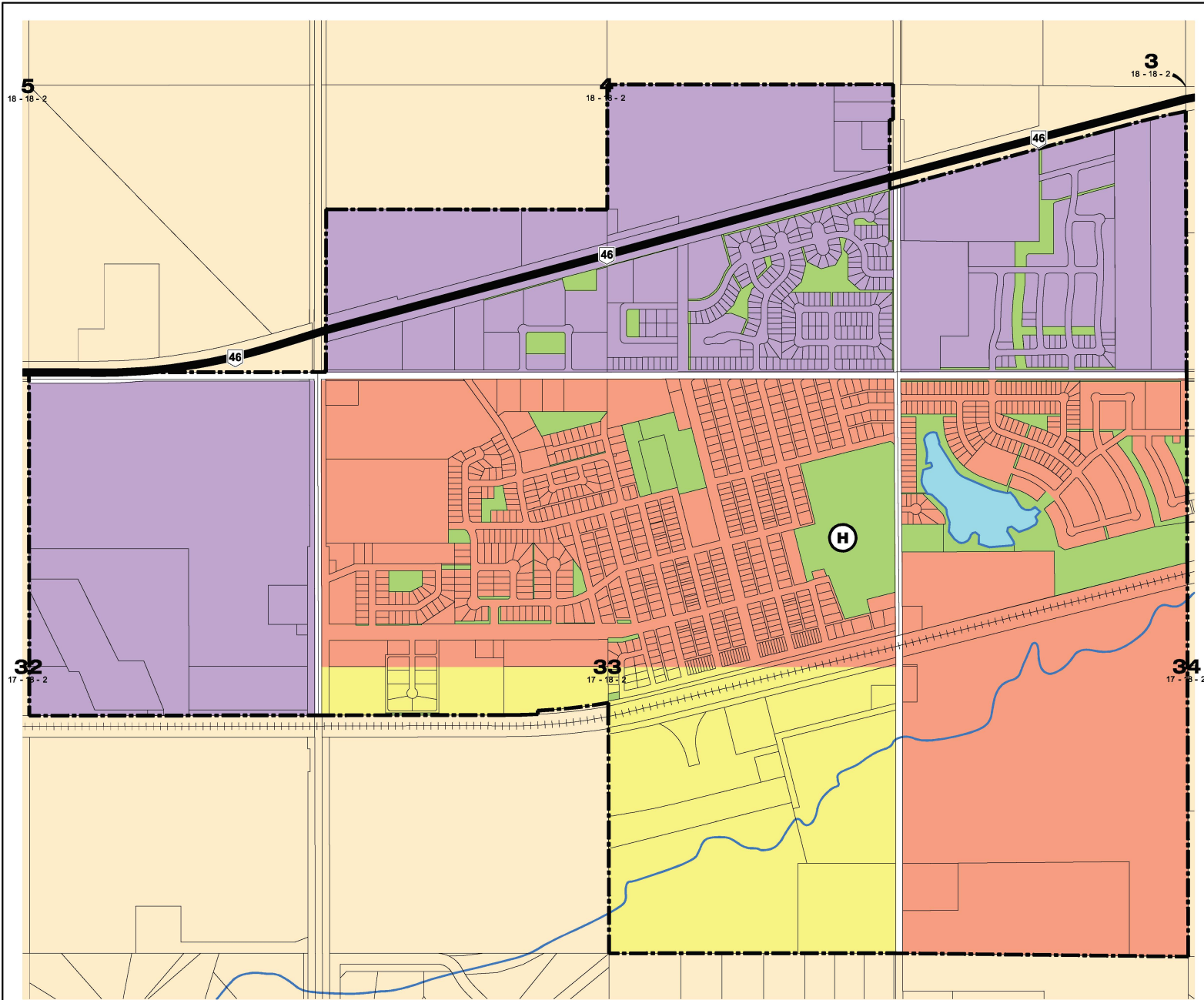
### LEGEND:

-  Highway 46
-  Railway
-  Town Boundary
-  RM of Edenwold No. 158
-  Waterbody
-  Watercourse
-  Public Open Greenspace / Parks
-  Mineral Exploration Site

Note: The information contained on this map is for reference only.



Iribate: RM - SA  
 Client File:  
 Job No.: 218030  
 Drawing No.: 2180302-04














**Town of Pilot Butte**  
Saskatchewan



## Official Community Plan Cultural, Heritage & Historic Sites Map

April 25, 2022

### LEGEND:

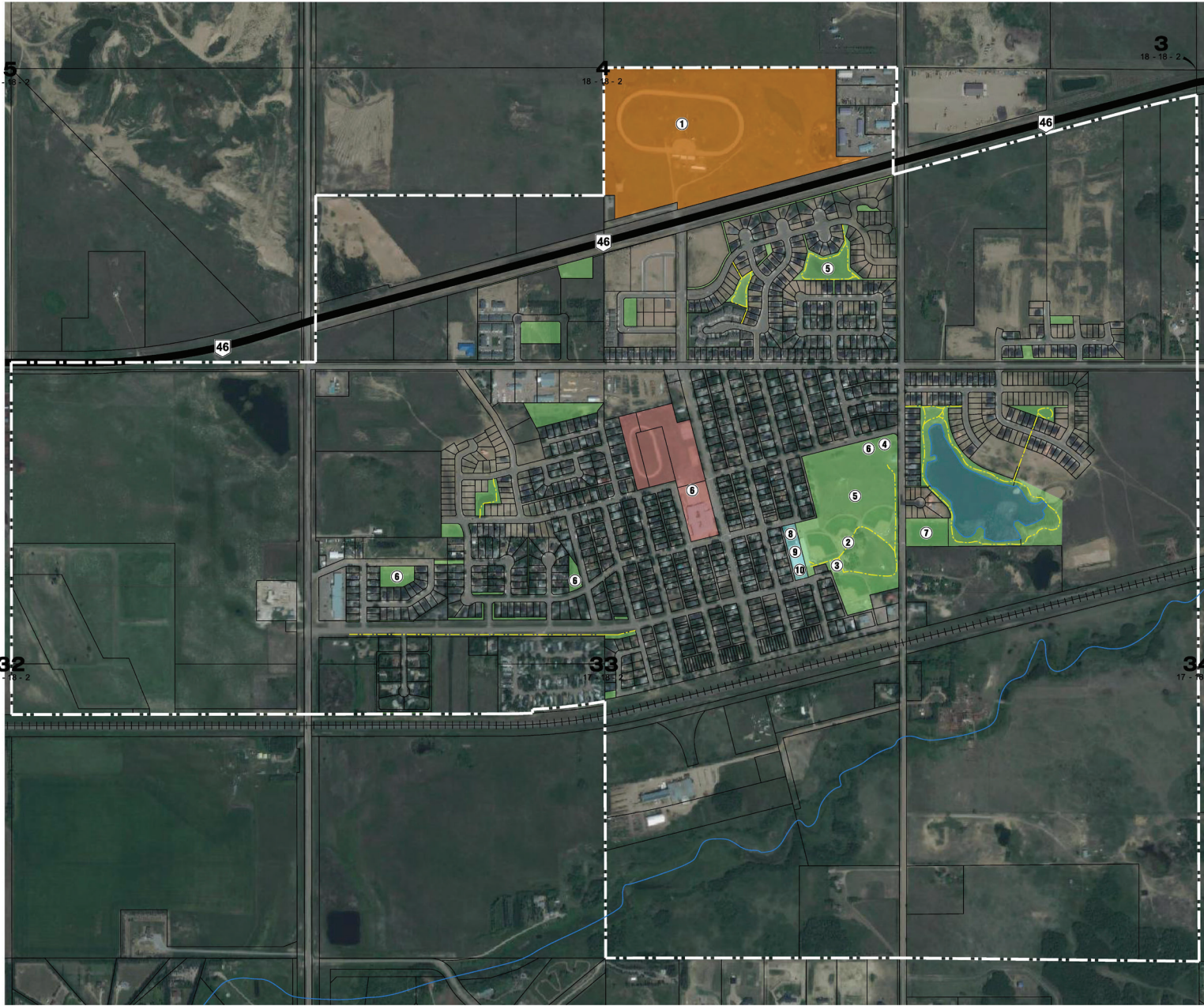
-  Highway 46
-  Railway
-  Town Boundary
-  RM of Edenwold No. 158
-  Waterbody
-  Watercourse
-  Public Open Greenspace / Parks
-  Sensitive Area
-  Non-Sensitive Area
-  Conditionally Sensitive Area
-  Historical Site

Data for this map was obtained from the Ministry of Parks, Culture, and Sport;  
Heritage Conservation Branch of the Government of Saskatchewan  
Note: The information contained on this map is for reference only.



Initials: R1 - SA  
Client File:  
Date: May 2, 2022  
Drawing No.: 21030302-004





**Town of Pilot Butte**  
Saskatchewan



## Official Community Plan Overall Recreation Inventory Map

April 25, 2022

### LEGEND:

- Highway
- Railway
- Town Boundary
- Waterbody
- Watercourse
- Public Open Greenspace / Parks
- Recreation Complex
- School Areas
- Rodeo Grounds / Drive-in Theatre
- Existing Pathways

- |                     |                  |
|---------------------|------------------|
| ① Rodeo Grounds     | ⑥ Playgrounds    |
| ② Baseball Diamonds | ⑦ Soccer Pitch   |
| ③ Outdoor Rink      | ⑧ Indoor Arena   |
| ④ Spray Pad         | ⑨ Community Hall |
| ⑤ Parks             | ⑩ Senior Centre  |

Note: The information contained on this map is for reference only.

Scale - 1 : 5,000  
0 50 100 200 300 400 500 m

**GeoVerra**  
GeoVerra Inc.

Initials: RM - SA  
Client File:  
Job No.: 218539  
Drawing No.: 218539CRP-02





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## **Appendix B – Public Engagement Findings Report**

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# **Town of Pilot Butte - Public Engagement Findings Report**

October / 2022

## Table of Contents

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Appendix A – Online Survey Results

Appendix B – Stakeholder Comments

Appendix C – Public Open House 2020 - Display Boards with Results

Appendix D – Public Hearing 2022 Comments

## 1. Engagement Background

### 1.1. Introduction

The Official Community Plan (OCP) and Zoning Bylaw (ZB) are the documents that illustrate the Town's vision for the future and how that vision will be implemented and achieved through policies and regulations. As part of this process, a public engagement initiative was conducted to develop plans, policies, and regulations that accurately represent community priorities and align with the community's vision.

A consultation plan was developed to reach a broad and diverse audience of stakeholders including, but not limited to, residents, business, tenants, government bodies, neighbouring municipalities, and developers. All comments were considered carefully and have been utilized to strengthen both documents and ensure the values of our various communities are reflected in our policies and regulations.

This public engagement report is supplementary to and an integral part of the OCP and Zoning Bylaw amendment application.

We sincerely value the input that our stakeholders have contributed and continue to view the OCP and Zoning Bylaw as living documents that can be amended as necessary.

### 1.2. Objectives

- To create an overall community awareness of the proposed changes and the intention of those changes;
- To collect information from the public and stakeholders on issues within the community; and,
- Establish priorities within the community that align with the community's vision.

### 1.3. Methodology

There were five public engagement initiatives that took place to communicate and gain public input on the project. Information cards detailing the online survey and public open house were mailed to each residence. Notices were also posted on the Town's social media accounts throughout the process.

#### 1.3.1. Online Survey

An online survey was created to gain insight into the local priorities of the public. The survey was made available online from September 1 to October 5, 2020. Paper copies of the survey were also available to the public at the town office. The purpose was to obtain insight into prioritizing issues/concerns from the public. Common themes from the online survey provided insight into important topics that required more feedback from the public in the public open house.

#### 1.3.2. Stakeholder Questionnaire

The Town of Pilot Butte released a questionnaire to various stakeholder group to acquire additional feed back on. Stakeholder groups included developers, businesses, government entities, and community organizations.



### 1.3.3. Public Open House - 2020

An open house was held on October 15, 2020 at the Town of Pilot Butte Community Hall. The primary goal was to solicit additional feedback from the public on land use. Major themes extracted from the online survey served to guide discussion on public concerns. Interactive posters were on display for participants to voice their opinion and the online survey results were also available at this event. A



design station was also prepared for participants to create their ideal community. The town Planner and support staff were made available for the event to answer any questions that arose.

### 1.3.4. Public Open House - 2022

Once the OCP and ZB documents were created, the Town launched an open house initiative. The primary purpose was to provide all stakeholders with an opportunity to review the proposed planning documents. This event was held over 4 separate days from August 27, 2022 to August 31, 2022. Town staff, council and planners were at the event to provide information regarding these documents.

### 1.3.5. Public Hearing - 2022

A public hearing event was held from September 13-15, 2022. The primary purpose of this event was to give all stakeholders a chance to voice any comments or concerns regarding the new Official Community Plan and Zoning Bylaw. Any comments or concerns were collected and documented in Appendix D. Feedback was then reviewed, and recommendations were evaluated internally. Careful considerations were given to any document revision to avoid unintended impact throughout the Official Community Plan and Zoning Bylaw.

## 2. Summary of Engagement

### 2.1. Summary of Online Survey

The Town received strong public feedback from their online survey. A total of 284 people participated in the survey. Over 95% either resided or worked in the Town. Residents from surrounding areas were also welcomed to participate. Complete results of the online survey can be found in Appendix A.

The following are key themes found in the online survey listed in order of popularity:

#### 2.1.1. Greenspace, pathways, connectivity

The strongest repeating theme throughout the online survey was an increase focus on greenspace. This includes the improving existing greenspaces within the town as well as expanding and connecting greenspace by improving pathway networks.

### 2.1.2. Multi-purpose recreation centre

The desire to either improve or build new recreation facilities was the second most common theme. Ice rink, gymnasium, swimming pool, and gathering hall were the most common specific uses found.

### 2.1.3. Accountability for Land Developers

Many residents voiced their disapproval around numerous new developments within the town. Majority of these concerns involved building aesthetics and site cleanliness. There was also a concern regarding lots remaining undeveloped for many years, leading to soil erosion and weed problems for surrounding residents.

### 2.1.4. Paving of Gravel Streets and Adding Sidewalks

Many online survey participants voice the need to pave remaining gravel roads within the town. There was also concern surrounding streets that lacked sidewalks, particularly areas near the school.

### 2.1.5. Bylaw Enforcement

Residents voiced concern as to the enforcement of existing bylaws. Topics include: speeding traffic, parking violations (RVs/trailers), ATV use and off-leash dogs.

### 2.1.6. Industrial Zoning

A displeasure for industrial uses scattered within the residential zoning district. Generally seen as an eyesore and potential noise concerns.

## 2.2. Summary of Stakeholder Comments/Meetings

### 2.2.1. Returned Comments from Pilot Butte Beautification Committee

- Clarification to Sight Triangle definition
- Summary of zoning bylaw or “zoning bylaw for dummies” to simplify document.
- Advertising of discretionary use needs clarification as to its location such as specific address.
- Opposed to restaurants as a discretionary use in R1 zoning district.
- Better separation of Industrial zones from Residential zones.
- Focus on urban forests and proper management of greenspaces.

### 2.2.2. Returned Comments from Pilot Butte News and Views (local publication)

- Concerns surrounding drainage requirements and compliance.
- Summary page with links to appropriate pages
- Clear and concise definitions, especially when defining zoning districts.
- Any use that impacts environment should be a considered a discretionary use.

## 2.3. Summary of Public Open House - 2020

78 participants attended the public open house. The following are summaries of Interactive Posters and Design Station. See Appendix C for all open house poster boards.

### 2.3.1. What do you like about Pilot Butte?

What do you like about Pilot Butte?	Votes	Votes as % of Participants
Proximity to City	49	63%
Quiet	41	53%
Safe	42	54%
Friendly People	40	51%
Large Lot Sizes	33	42%
Lenient Bylaws	21	27%
Sports Organizations	16	21%
Nature	15	19%
Community Organizations	10	13%

### 2.3.2. Existing OCP Objectives

Participants were encouraged to place green or red dots on the OCP objectives they support or oppose, respectively. The table below outlines the received feedback and is listed in order of favourable opinion.

OCP Objective	Support	Oppose	Differential Opinion
Greenspaces	56	0	56
Protect & Enhance Nature	53	1	52
Recreational Facilities	53	2	51
Avoid incompatible land uses	40	1	39
Promote orderly & sustainable land use	40	2	38
Consider all demographics	38	0	38
Centralized Commercial Complex	44	8	36
Values of openness, caring & responsiveness	35	0	35
Encourage Infill	39	6	33
Support Regional Collaborations	28	1	27
Transportation Network & Infrastructure System	26	6	20

<b>Pursue Annexation</b>	19	6	13
<b>Affordable Housing</b>	30	23	7
<b>Capitalize on economic Opportunities</b>	22	15	7

### 2.3.3. Residential Housing Lot Sizes

Participants were encouraged to place green and red dots on the Residential lot sizes they support or oppose, respectively. The table below outlines the received feedback and is listed in order of favourable opinion.

<b>Residential Housing Lots</b>	<b>Support</b>	<b>Oppose</b>	<b>Differential Opinion</b>
<b>Large Lot Residential</b>	44	1	43
<b>Low Density Residential</b>	37	3	34
<b>Single Detached Residential</b>	28	11	17
<b>Multiple Unit Residential</b>	7	37	-30
<b>Manufactured/ Mobile Home Residential</b>	1	41	-40

### 2.3.4. Residential Housing Types

Participants were encouraged to place green and red dots on the Residential use they support or oppose, respectively. The table below outlines the received feedback and is listed in order of favourable opinion.

<b>Residential House Types</b>	<b>Support</b>	<b>Oppose</b>	<b>Differential Opinion</b>
<b>Care Homes</b>	53	4	39
<b>Gated Communities</b>	15	45	-30
<b>Apartments</b>	11	46	-35
<b>Row Housing</b>	9	54	-45
<b>Mobile Homes</b>	2	54	-52

### 2.3.5. Single Family Residential – Street Type

Participants were encouraged to place green and red dots on the Residential street type they support or oppose, respectively. The table below outlines the received feedback and is listed in order of favourable opinion.



Residential Street Type	Support	Oppose	Differential Opinion
Connected to Greenspace/Trails	56	4	52
Grid Pattern	35	21	14
Cul-de-Sac	29	26	3
Curvilinear	14	30	-16

### 2.3.6. Commercial Development

Participants were encouraged to place green and red dots on the commercial land use they support or oppose, respectively. The table below outlines the received feedback and is listed in order of favourable opinion.

Commercial Development	Support	Oppose	Differential Opinion
Strip Mall Commercial	50	7	43
Main Street Commercial	43	9	32
Big Box Commercial	2	61	-59

### 2.3.7. Greenspace & Pathways

Participants were encouraged to select their top 3 features for new or improved pathways, walkways, and community greenspaces. The table below outlines the received feedback and is listed in order of favourable opinion.

Greenspace Features	Votes	Votes as % of Participants
Lighting	58	74%
Public Washrooms	42	54%
Garbage & Recycling	37	47%
Benches / Picnic Tables	36	46%
Water Feature	22	28%
Signage for Users	18	23%
Public Bulletin Board	17	22%

<b>Bollards</b>	14	18%
-----------------	----	-----

### 2.3.8. Pathway Types

Participants were encouraged to select their most desired pathway type. The table below outlines the received feedback and is listed in order of favourable opinion.

Pathway Types	Votes	Votes as % of Participants
<b>Hybrid</b>	47	60%
<b>Urban Form</b>	34	44%
<b>Natural Form</b>	33	42%

### 2.3.9. Transportation

Participants were encouraged to select the most desired street form for the future. The table below outlines the received feedback and is listed in order of favourable opinion.

Transportation	Votes	Votes as % of Participants
<b>Main Street</b>	38	50%
<b>Automobile Focused, no street parking</b>	29	37%
<b>Multi-Purpose</b>	27	35%
<b>Shared Transportation</b>	16	21%

### 2.3.10. Sport / Recreation Facilities

Participants were encouraged to select their top 3 improvements for recreational facilities. The table below outlines the received feedback and is listed in order of favourable opinion.

Sports/Recreational Facilities	Votes	Votes as % of Participants
<b>Swimming Pool</b>	52	67%
<b>Exercise Centre</b>	46	59%
<b>Indoor Gymnasium</b>	39	50%
<b>Dog Park</b>	35	45%

<b>Ice Rinks</b>	25	32%
<b>Outdoor Playgrounds &amp; Exercise Stations</b>	16	21%
<b>Outdoor Sports Fields</b>	16	21%
<b>Hard Surface Courts</b>	9	12%

#### 2.3.11. Health Facilities

Participants were encouraged to select their most desired health care facilities. The table below outlines the received feedback and is listed in order of favourable opinion.

<b>Health Facilities</b>	<b>Votes</b>	<b>Votes as % of Participants</b>
<b>Medi-Clinic</b>	62	79%
<b>Chiropractor / Massage Therapy</b>	40	51%
<b>Dental Office</b>	27	35%
<b>Pharmacy</b>	26	33%
<b>Optometrist</b>	14	18%
<b>Homeopathy</b>	14	18%

#### 2.3.12. Industrial

Participants were encouraged to select the nuisance that they are most strongly opposed to. The table below outlines the received feedback and is listed in order of most strongly opposed.

<b>Industrial Nuisances</b>	<b>Votes</b>	<b>Votes as % of Participants</b>
<b>Appearance</b>	64	82%
<b>Noise</b>	39	50%
<b>Smell</b>	35	45%
<b>Lighting</b>	22	28%

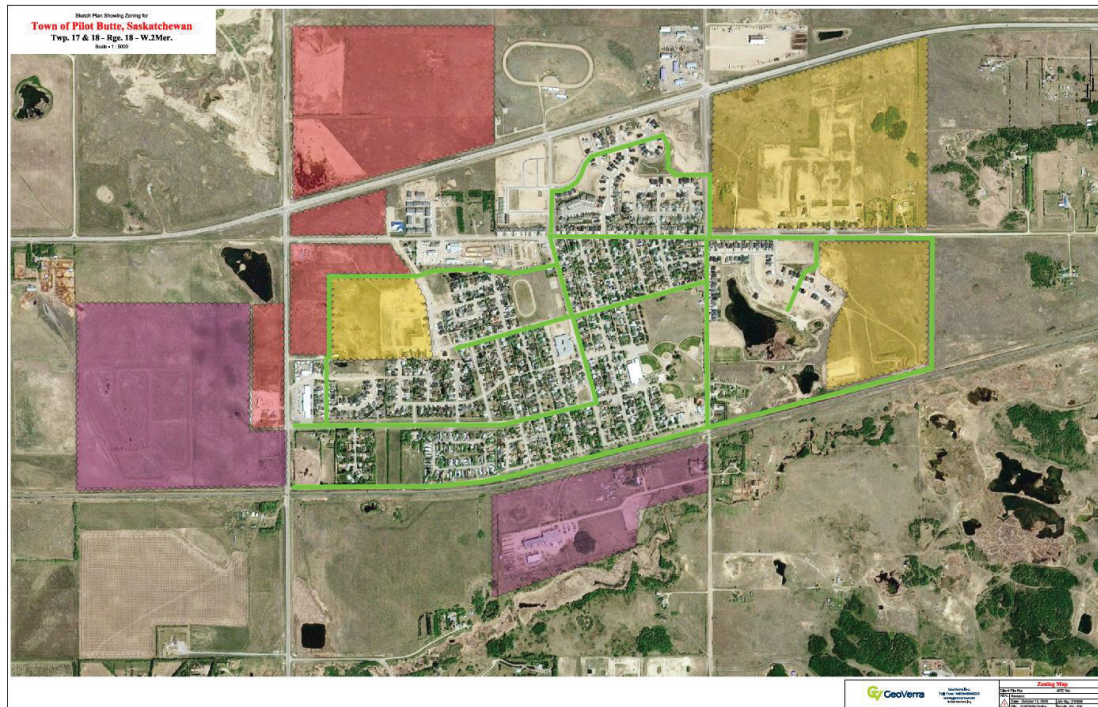
### 2.3.13. Design Station

A design station was available for participants to design their ideal community based on an existing town map. Using coloured markers and a colour coded guideline which defined land uses, participants were asked to illustrate this map in any way they imagined.



The following map is a unified representation of the design station results. Due to the variation of each submission, the boundaries and land uses shown in the unified map may be considered debatable and are only meant to be used as guidelines. Primarily it serves as a depiction of the most popular land use for each area.





## 2.4. Summary of Public Open House - 2022

The primary purpose of this event was to provide all stakeholders with an opportunity to evaluate the proposed OCP and ZB documents. Posters, maps, and copies of OCP and ZB were provided to encourage discussion. Collecting feedback was not a priority but was still conducted. In total there were 171 attendees over the four day period.

A comments station was available for participants to give feedback related to the OCP and ZB documents. Space was provided for the both OCP and/ZB comments. Feedback from this station can be found as part of the comment summary found in Appendix D.

Additionally, there were three questions asked of participants regarding specific land use planning topics important to the Town:

### 2.4.1. Recreation Facility Feedback

Based on the feedback from the previous open house, the following indoor activities received the most interest. Participants were asked to choose which one they prefer.

Sports/Recreational Facilities	Votes	Votes as % of Total
Gymnasium	15	20%
Exercise Centre	18	24%
Swimming Pool	29	39%

<b>Other</b>	13	17%
--------------	----	-----

#### 2.4.2. School Pit Feedback

Participants were asked what they think would be the best option for developing the existing School Pit/Track.

School Pit/Track	Votes	Votes as % of Total
<b>Football/Soccer Field</b>	29	33%
<b>Dog Park</b>	10	11%
<b>Remain as a Track</b>	44	49%
<b>Other</b>	6	7%

#### 2.4.3. Senior Housing Feedback

Participants were asked how likely they would like to see a Senior Housing Complex in the next five years.

Senior Housing Complex	Votes	Votes as % of Total
<b>Very Unlikely</b>	2	4%
<b>Unlikely</b>	1	2%
<b>Neutral</b>	3	6%
<b>Likely</b>	13	27%
<b>Very Likely</b>	29	59%

## 2.5. Summary of Public Hearing - 2022

The primary purpose of this event was to collect stakeholder feedback to provide guidance on potential revisions to the OCP and ZB. The town provided a podium to act as a speaking forum for all to voice their comments and concerns. In addition to the in person Public Hearing, the Town collected written submissions from various stakeholders. In total, 61 people attended the public hearing (not everyone spoke), and 50 verbal and written submissions were received (Appendix D).

In addition to local residents, the Town received feedback and comments from the following stakeholders:

- Northridge Developments;
- Ministry of Agriculture;
- Ministry of Highways;
- Ministry of Education;
- Heritage Conservation Branch;
- Saskatchewan Health Authority;
- Building Officials; and,
- RM of Edenwold No. 158.

### 3. Conclusion

The engagement process regarding the Town of Pilot Butte's OCP and Zoning Bylaw update has been successful in enabling the Town to obtain feedback from a diverse and extensive list of stakeholders. All comments have been considered carefully and many changes have been made to improve and alter the documents in response to the feedback.

The consultative process that has been carried out for the new OCP and Zoning Bylaw from the initiation phase through to the draft document phase has proven effective in ensuring the documents meet the needs of the local communities, accurately reflect community priorities and respond to needs of other agencies and stakeholders in the region.

Further consultation on these documents will be carried out as part of the formal adoption process, which will involve at least one more public hearing hosted by the Town Council to present the revised version of the bylaws and obtain feedback for Council's consideration.

The Town of Pilot Butte is appreciative of all the time and effort that has been contributed by citizens and other stakeholders in participating in engagement efforts and providing feedback. The input is integral to the creation of plans that can be supported broadly by those individuals, groups and agencies who may use or be affected by the bylaws.

## Appendix A – Online Survey Results





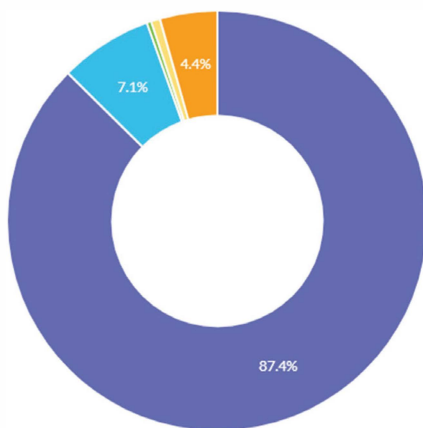
# Online Survey Results



GeoVerra

Q1

Please identify yourself based on the following list. Select all that apply:  
Multiple Choice



Choice	Total
Resident of the Town of Pilot Butte	257
Business Owner/Operator/Employee in the Town of Pilot Butte	21
Other (please describe)	13
Non-resident landowner	2
Agricultural landowner in the Town of Pilot Butte	1

Unanswered  
5

Answered  
279

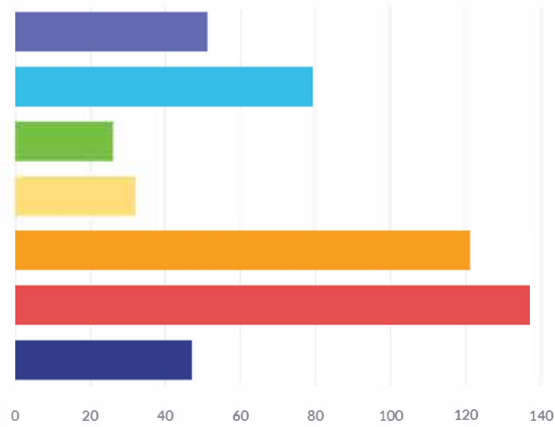
[See all answers >](#)

GeoVerra

Q2

Please indicate the age of the members of your household using the following age ranges:

Multiple Choice



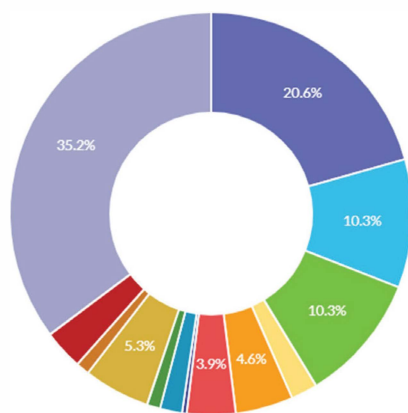
Choice	Total
5 years old and younger	51
6 to 14 years old	79
15 to 18 years old	26
19 to 25 years old	32
26 to 39 years old	121
40 to 64 years old	137
65 + years old	47

Unanswered  
7Answered  
277[See all answers >](#)

Q3

Where is your residence/business/land located within the Town of Pilot Butte? Select all that apply:

Multiple Choice



Choice	Total
Other (please describe)	99
The Plains Residential Subdivision	58
Hillside Park Residential Subdivision	29
Discovery Ridge Residential Subdivision	29
South of Butte Street	15
Crescent Park Residential Subdivision	13
Savanna Estates	11
Rural/Farm area	9
Willow Ridge Residential Subdivision	6
Walters Mobile Home Park	5
North of Highway #46	3
Other (please describe)	3

Unanswered  
10Answered  
274[See all answers >](#)

Q4

I have resided in/worked in/held property in the Town of Pilot Butte for the following amount of time:

Multiple Choice



120

100

80

60

40

20

0

Choice

Total

0- 4 years

103

5-10 years

67

11-15 years

26

16- 24 years

37

25 + years

52

If selecting two options - Please provide additional details here:

5

Unanswered

5

Answered

279

See all answers &gt;



Q7

Of the list below, please indicate what your priorities are with respect to new development in the Town of Pilot Butte. Please select up to 5 items

Multiple Choice



200

180

160

140

120

100

80

60

40

20

0

Choice

Total

Community greenspace, pathways and walkways

186

Sport/Recreational facilities

157

Health facilities (i.e. medical clinic, pharmacy)

139

Shopping facilities and neighbourhood amenities

101

Nursing homes/Residences for seniors

76

Road infrastructure

71

Educational facilities

69

Childcare facilities

56

Libraries/Community centres

51

Other (please describe)

47

Single dwelling unit housing

36

Unanswered

5

Answered

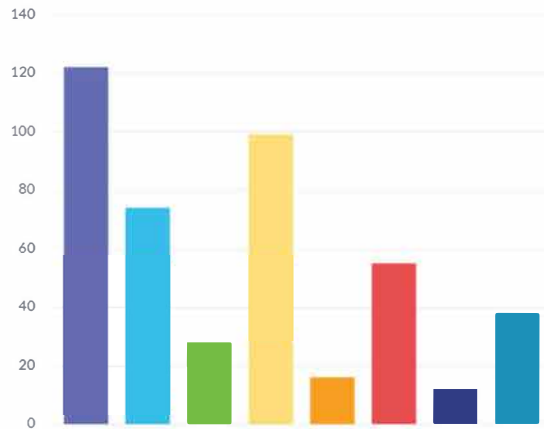
279

See all answers &gt;



Q11

Which land uses do you feel are being well-regulated by the Town of Pilot Butte? Select all that apply.  
Multiple Choice



Choice

Total

- Residential
- Recreational
- Commercial
- Environmental areas (Pilot Butte Creek)
- Other (please describe)
- Industrial
- Institutional/Heritage use
- Agricultural

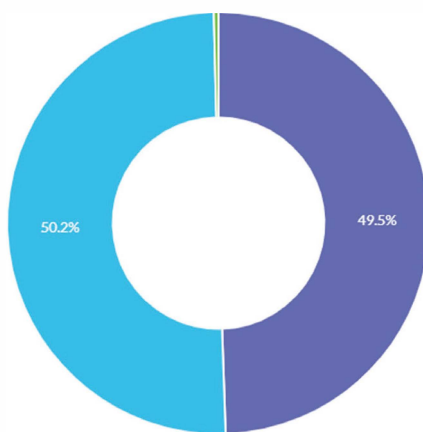
Unanswered  
64

Answered  
220

[See all answers >](#)

Q13

Does the Town of Pilot Butte have the right amount of greenspace/park space/natural space? Check one.  
Multiple Choice



Choice

Total

- Not enough
- Right amount
- Too much

Unanswered  
7

Answered  
277

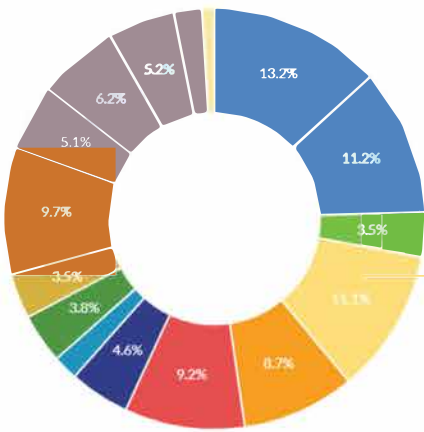
[See all answers >](#)



Q14

What features should be required at a minimum for all newly constructed pathways, walkways and community greenspaces? Select all that apply.

Multiple Choice



Choice

Total

- Installation of lighting
- Paved surface
- Garbage and recycling disposal bins
- Connectivity to other parks and pathways
- Additional vegetation (i.e. trees, bushes, etc.)
- Benches
- Recreational equipment (i.e. playgrounds, etc.)
- Public washrooms
- Off-leash dog park
- Native plant species
- Signage for users

Unanswered  
7

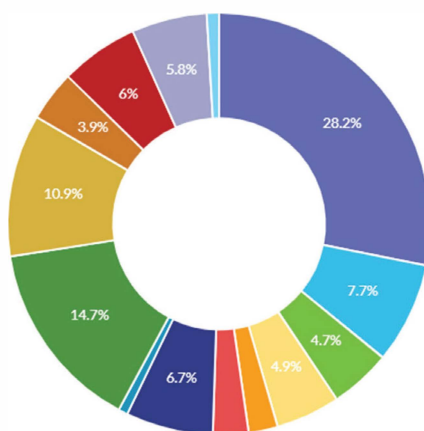
Answered  
277

[See all answers >](#)


Q16

What type(s) of housing would you like to see in the Town of Pilot Butte? Select all that apply.

Multiple Choice



Choice

Total

- Single Family Dwellings
- Senior's Housing (limited care)
- Care Home (extended care)
- Semi-Detached Dwellings (Duplexes)
- Ready-To-Home (RTM) Homes
- Housing for Persons with Disabilities
- Mixed-Use Buildings (i.e. commercial and residential)
- Multi-Family Housing (i.e. apartment/condo buildings)
- Townhouses/Row Housing
- Secondary Suites (i.e. basement suite, garage suite, garden suite)
- Modular Homes

Unanswered  
18

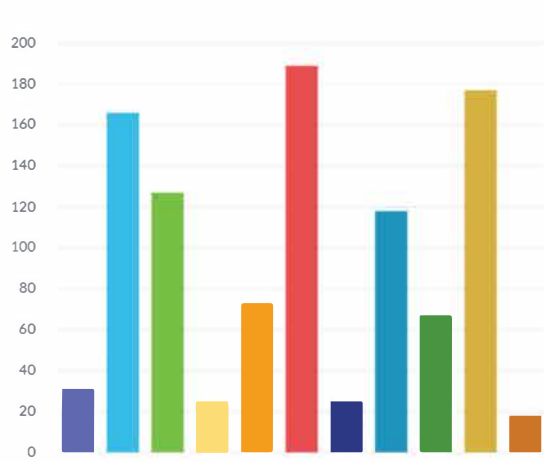
Answered  
266

[See all answers >](#)


Q17

What type of economic growth should be encouraged in the Town of Pilot Butte? Select all that apply.

Multiple Choice



Choice	Total
Recreational Facilities	189
Seasonal Businesses (i.e. Farmers market; Community Garden)	177
Small-Scale Commercial Business (smaller store-fronts, mini malls, etc.)	166
Commercial Businesses targeting the travelling public (fast-food outlet, coffee shop drive thru, etc.)	127
Health Industry	118
Tourism-Oriented Development (cultural places, entertainment facilities)	73
Home Based Businesses	67
Large-Scale Commercial Business (i.e. big box development)	31
Agricultural Industry	25

Unanswered  
13

Answered  
271

[See all answers >](#)

## Appendix B – Stakeholder Comments

## Clubs & Organizations:

- **Are there specific aspects of the existing Zoning Bylaw that are unclear or difficult to understand?**

“Sight Triangles” for corner lots - the definition is a bit confusing. Is this actually enforced equally around town? This would essentially encroach almost 25 feet into someone’s front yard. If your frontage is small this could seriously compromise the “usable” space for the homeowner. Residents often have issues with people cutting across their properties so this limits their ability to deter this behavior? What are the height restrictions of a “Sight Triangle”?

- **How could we make the Zoning Bylaw more user-friendly?**

- The 9 pages of definitions don’t really set one up for an enjoyable read. Maybe have a “Zoning Bylaw For Dummies” or a summary in layman’s terms.

- **Are there specific development standards or land use regulations in the existing Zoning Bylaw that have caused problems that should be reviewed?**

- Advertising of a Discretionary Use - can the advertising of Zoning Bylaw issues not include a civic address along with the legal land description. We see the rezoning notifications but really have no idea where the land is located. The maps are so small in these advertisements you can’t even determine from that if the rezoning will impact your property.
- Section 3.11 Minor Variances to the Zoning Bylaw Section 12 - Why is the approval revoked if someone lodges an issue? Could be disgruntled neighbour just making things difficult? What does it cost the homeowner to appear before the Development Appeals Board?
- Projections in Yards a (i) Rear and Side Yards - projections could be greater than 2 feet from the side of a structure. Section b - unenclosed decks no higher than 2’ above grade - is this a deck without a railing? If so that’s great. needs to be clarified.
- Section 5.3 Home Based Occupation (6) Number of Persons - could be expanded to the occupant, one other family member and one employee. This may more accurately reflect what’s actually happening in this working environment.

- **Are there any issues or uses that should be addressed in the new Zoning Bylaw which are not missing in the existing Zoning Bylaw?**

- 9.1.3 Discretionary Uses - Restaurant zoning in the middle of residential areas R1 or R2. Currently there’s a restaurant among single family dwellings. As a homeowner I would not want a restaurant as a neighbour. If the current example is any indication it’s unsightly, not well maintained and little effort has been made to correct this situation.
- 9.8.6 Other Requirements - All industrial sites should have a solid fence of at least 2.5 meters in height surrounding their property, especially those that are situated among residential properties.
- I would like to see an “Industrial” Zone designated for the Town. It would indicate that land use is a priority and it’s being considered in a thoughtful and organized manner. It separates heavy truck traffic from residential areas creating safer spaces for residents. By developing a properly



zoned area for industrial or commercial properties it could attract mid to small sized businesses that will in turn bring further residential property owners. It will also help to support our existing businesses. The Town should look into offering incentives to attract these types of businesses to an industrial park in Pilot Butte. Please refer to our neighbours to the south - Emerald Park has done a great job developing their industrial/commercial land use. It's a bustling community - There's no reason that Pilot Butte can't do the same. The Town needs to direct heavy truck traffic off of Butte Street now that the spray park is a "going concern" - for the safety of all.

- **Do you have any ideas for how we can promote sustainability such as alternative transportation, reducing energy and water consumption, encouraging green energy sources, etc.**
- The Town needs to focus on their urban forest and proper management of their greenspaces. We need to engage local experts to advise us as we take over our newly developed parks. Designating spaces for an increased "tree" presence will improve the overall look and feel of Pilot Butte. An urban forestry plan helps your community cool the air. An urban forest can be planted so that it works with the wind to either draw it in to cool the centre of your community or to provide protection from the wind. Trees provide habitat for flora and fauna. Trees are an asset to your community. They reduce electricity needs by supplying shade for homes and public buildings thus reducing the need for as much air conditioning. Focusing on diversity in your urban forest is very important to ward against disease and insect infestations – a diverse mix of all tree species is what you're after. Utilize water bags or tree rings for conservation of and proper management of water
- Proper management of greenspaces is the next item that needs serious consideration. Having vibrant greenspaces that offer residents many reasons to visit is a priority in a vibrant community. We have a great opportunity, with new development and young families, to develop our greenspaces for a mix of generational needs.
- Insulation of our public buildings – how energy efficient are these old buildings? Can improvements be made? Windows and doors replaced? Weather stripping? Can the rec centre roof support a green roof? How about solar power? Can our new outdoor lighting be solar powered? What about retrofitting existing lighting? Can we do low voltage lighting instead of conventional lighting options? What types of light bulbs are used in our public spaces? Are these as energy efficient as possible? What about the vehicles owned by the town? Any savings on new purchases of electric vehicles vs. conventional gas
- Grass cutting – if you cut the grass half as often that's a 50% savings right there on labour, fuel, equipment usage and repair/replacement hours. Leave the first flush of dandelion blooms stay on to support our native pollinators. Cut them just before they go to seed. Consider leaving some grass (sides of ditches) longer to promote different insect/pollinators ecosystems. Just cut the base of the ditch and the top further reducing employee and vehicle expense.
- Meadow plantings – requires irrigation for the first year, seeded with annual and perennial native plants on areas that have questionable soil. They need to be cut in early spring and then are essentially left to their own devices once established. We would need "buy in" from residents to help support these areas with some watering until established – Town could possibly offer an incentive toward their water bills?

- Are there any other issues that need to be addressed in the new Zoning Bylaw? See above

## **Stakeholder Engagement Sessions**

### Clubs & Organizations:

1. Are there specific aspects of the existing Zoning Bylaw that are unclear or difficult to understand?
  - Elevations and grading and final grading plans need to be emphasized so as to be a compliment to the building bylaw
  - The town has drainage issues that may or may not be attributed to homeowners not paying attention to elevation and drainage regulations.
  - Enforcement – any updates on Section 3.10 of the existing bylaw whereby the town has a bit more autonomy to enforce non-conforming uses?
2. How could we make the Zoning Bylaw more user-friendly?
  - Summary page with links to the appropriate page and/or area of the bylaw vs having to scroll through the document to get where you want to go
  - Ensure that the definitions are clear and concise with no room for “interpretation”
3. Are there specific development standards or land use regulations in the existing Zoning Bylaw that have caused problems that should be reviewed?
  - Discretionary Use – any uses that may impact the environment in any way should be a discretionary use where not already.
  - M-Industrial – what does it mean by “Industrial uses” under Permitted Uses? Very vague and open to “interpretation”. The definition includes “a development that involves a chemical or physical process” which may have an affect on the environment or aquifer under Pilot Butte. Should be discretionary.
  - C2 – Highway Commercial – what does it mean by “institutional uses” under Permitted Uses? Very vague and open to “interpretation. The definition includes “medical” service which again may have an impact on the environment?
4. Are there any issues or uses that should be addressed in the new Zoning Bylaw which are not missing in the existing Zoning Bylaw?
5. Do you have any ideas for how we can promote sustainability such as alternative transportation, reducing energy and water consumption, encouraging green energy sources, etc.
6. Are there any other issues that need to be addressed in the new Zoning Bylaw?

## Appendix C – Public Open House - Display Boards with Results





# WELCOME

## Town of Pilot Butte Official Community Plan & Zoning Bylaw

# OPEN HOUSE



### Location map

Tell us where you live?



What do you love most about Pilot Butte?

Proximity to  
City

49

Large lot  
sizes

33

Friendly  
People

40

Quiet

41

Sports  
Organizations

16

Safe

42

Nature

15

Lenient  
Bylaws

21

Community  
Organizations

10



# What is an Official Community Plan (OCP)

An Official Community Plan (OCP) is the Town's vision for the future and outlines a timeframe for achieving that vision. It is a comprehensive policy document designed to guide the physical, environmental, economic, social and cultural development of the municipality.

## OCP Current Vision

The Town of Pilot Butte is committed to planning and providing for a fiscally responsible, strategically planned, nature-friendly, safe, caring, rural-urban environment that offers opportunity and diversity with high quality infrastructure, facilities, services and programs, sustainable for future generations.

## OCP Objectives

Tell us if you **support**  or **oppose**  our objectives

To [protect and enhance](#) the natural environment, natural habitats, ecosystems, aquifers, environmental reserves, Pilot Butte Creek system and its connectivity to the White Butte Nature Reserve.

53

1

To position the Town to [capitalize on economic opportunities](#) through adequate allocation of development-ready land, responsive and proactive public policies, and services.

22

15

To consider the [needs of all age demographics](#) in Town Planning Matters

38

0

To support [regional collaborations](#) when they are economically feasible and conducive to providing benefit for the people of the Town and region.

28

1

To [avoid unplanned or incompatible land uses](#) within the Town and the surrounding areas and to pursue opportunities for regional infrastructure and planning.

40

1

To [pursue annexation](#) of the designated lands on the Future Land Use Map to ensure management and development are consistent with the Town's objectives.

19

6

[Encourage infill](#) within the Town to reduce the number of vacant lots.

39

6

# OCP Objectives

Tell us if you **support** or **oppose** our objectives



Promoting and managing orderly and sustainable land use planning for the residential sector.

40

2

To provide for affordable housing that appeals to a variety of age groups and cultural diversity.

30

23

A well-designed and functioning transportation network and infrastructure system efficiently planned and financed.

26

6

Recreational facilities that will continue to accommodate the growing population and the needs of the community.

53

2

Greenspaces that both preserve and enhance the Pilot Butte Creek lineal open space and connect it to the White Butte Nature Reserve for walking, cycling and natural environment enjoyment.

56

0

Pursue a centralized commercial complex area with uses such as medical clinics, pharmacy, child-care, office spaces, hotels/motels with considerations to incorporate other commercial and industrial opportunities complementary to the character of the Town as a whole.

44

8

Council's governance will be based on the values of openness, caring and responsiveness committed to citizen participation in the Town's affairs through its Committees, Boards and Commissions.

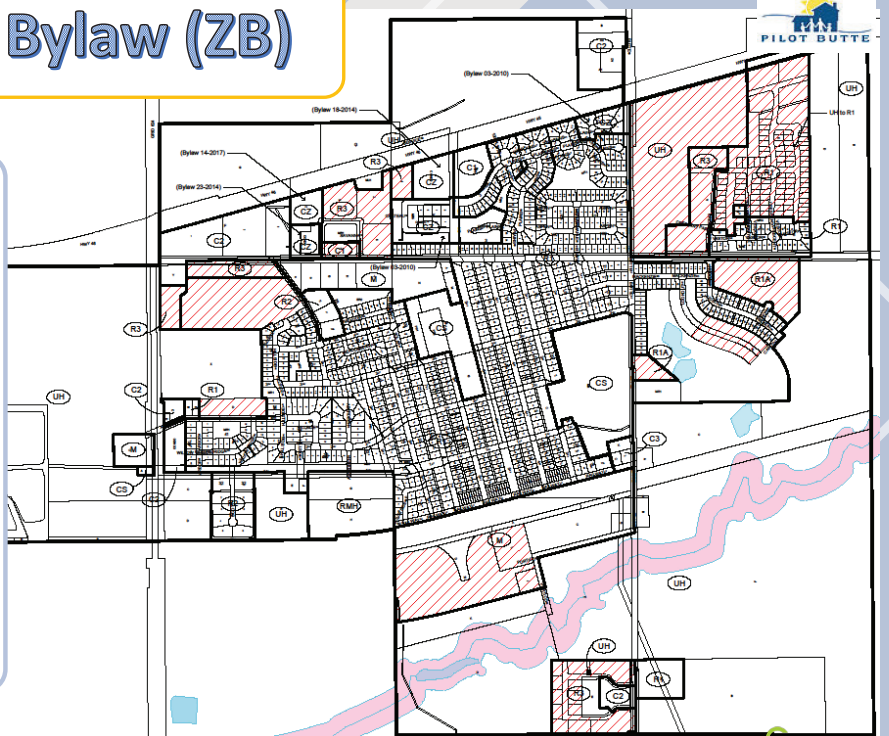
35

0

GeoVerra

## What is a Zoning Bylaw (ZB)

A Zoning Bylaw (ZB) establishes land development regulations needed to achieve the OCP's vision. It controls the use of land in your community by regulating land use, building location, development standards, specific uses, and site-specific regulations such as lot sizes, setback distances, building heights, parking requirements, etc. A ZB also outlines the day-to-day administration including processes for the development of land and applying for various permits.



GeoVerra

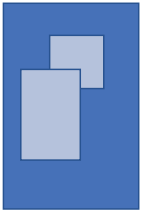


## Residential

### R1 – Low Density Residential

37

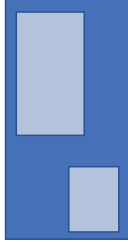
3



### R1A – Single Detached Residential

28

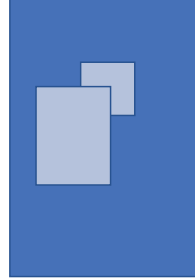
11



### R2 – Large Lot Residential

44

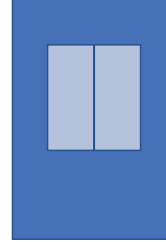
1



### R3 – Multiple Unit Residential

7

37



### RMH – Manufactured/ Mobile Home Residential

1

41



## Residential

What do you want to see more ● or less ● of ?

### Care Homes



53

4



### Gated Communities

15

45



### Apartments



11

46



### Mobile Homes



2

54



### Row Housing



9

54





## Single Family Residential

Please select the type of residential street you would like to see more ● or less ● of

Grid Pattern



35

21



Cul-de-Sac



29

26



Curvilinear



14

30



Connected to Greenspace/Trails



56

4



## Commercial



Please SELECT the type of commercial development you would like to see more ● or less ● of in the future.

Main Street Commercial

43

9



Strip Mall Commercial

50

7



Big Box Commercial

2

61



# Greenspace & Pathways



Please select the TOP 3 features you would like to see on new or improved pathways, walkways and community greenspaces



Lighting

58



Signage for Users



18



Benches/ Picnic Tables



36

Public Washroom



42



Water Feature



22



Garbage & Recycling



37

Public Bulletin Boards



17



Bollards (Located at Street Intersections)



14



# Pathway Types



Please SELECT the type of greenspace, pathways and walkways you would like to see in the future.

Natural Form



33



Hybrid



47



Urban Form



34





# Transportation



Please SELECT the type of transportation network you would like to see in the future.

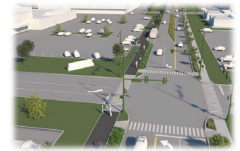
## Main Street

38



## Automobile focused, no street parking

29



## Shared Transportation

16



## Multi Purpose

27



GeoVerra

# Sport / Recreation Facilities



Please select the TOP 3 improvements you would like to see in our Town

## Indoor Gymnasium

39



## Exercise Centre

46



## Outdoor Sports Fields

16



## Ice Rinks

25



## Dog Park

35



## Hard Surface Courts

9



## Swimming Pool

52



## Outdoor Playgrounds & Exercise stations

16



GeoVerra

# Health Facilities



Please SELECT which type of health care facilities that you would like to see more of in our Town

## Medi-Clinic



62



## Dental Office



27



## Pharmacy



26



## Optometrist



14



## Homeopathy

14



## Chiropractor / Massage Therapy

40



Geoverra

# Industrial



Please SELECT which nuisance you are most strongly opposed to

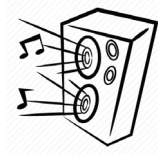
## Smell

35



## Noise

39



## Appearance

64



## Lighting

22



Geoverra



## Frequently Asked Questions

### Why there is a need of OCP Review?

OCP Review is an opportunity for the Town to ensure that the goals and objectives which were set out in the OCP are still important to the community. Since an OCP is a long-term guiding document for the future of a community it is important that everything stated in the plan is still relevant to the community and no adjustments need to be made to the plan.

### Why is the OCP important?

The OCP reflects the community's values and priorities as presented through its vision. By setting out a clear community vision today, we can shape our future growth in a way that is sustainable and provides a high quality of life for current and future residents.

### How does an OCP help us reach our community goals?

All municipal policies, plans and regulations must be in alignment with the OCP Bylaw, so it is a powerful guide for Town decision-making. An effective OCP provides clear direction but does not preclude change to the plan based on evolving circumstances or interpretation of policies by Council and staff. In this way, an OCP is often considered a "living document".

### Who uses an OCP? Who does it affect?

Council, municipal staff, developers and professionals (architects, engineers, planners, landscape architects, etc.) use the OCP to understand what the community wants as it relates to the delivery of housing and other land uses

(types, character), transportation services, infrastructure and amenities.

They also use the OCP to understand which areas are suitable for the development and which are not (environmentally sensitive areas, steep slopes, hazardous areas, etc.). The public can use the OCP to gain a better understanding of local issues and how they are planned to be addressed or what changes may happen in their neighbourhood.

### Why is there such a focus on land use and development policy?

Land use planning facilitates the orderly development of land, resources, infrastructure and services, with a view to securing the economic, environmental, social and cultural well-being of urban and rural communities. The driving force in planning is often the need for change, the need for improved management or the need for a different pattern of land use, dictated by changing investment circumstances.

### Why is public input needed?

An OCP Review involves significant public involvement from the beginning to the end so that goals and policies reflect community concerns and hopes for the future. During an OCP update, the review process is open, transparent, and requires broad input from residents, elected officials, staff, and stakeholders. It is the Town's goal to engage residents of all ages and walks of life to participate in a wide number of activities over the life of the review.

## Help Us Design Our Town

Most importantly, get **CREATIVE**! Design YOUR IDEAL TOWN. If there is something you want to see in Pilot Butte, show us!

Use **green** to show where you want **pathways, walkways, and parks**

Use **yellow** to show where you want **residential neighbourhoods** to be located

Use **red** to show where you want **commercial land uses** and **businesses** to be located

Use **purple** to show where you want **industrial** land uses to be located

Use **blue** to show where you want **schools, health facilities, and community facilities** to be located

## Project Progress



## We Need Your Help!



### Photo Contest

Have your photo featured in the Town's OCP & ZB



Deadline - December 10, 2020

Email consent form and ideas to [pbplanner@sasktel.net](mailto:pbplanner@sasktel.net)

### Help Us Rebrand

Claim bragging rights for creating our new town logo and slogan



Deadline - December 10, 2020

Email consent form and ideas to [pbplanner@sasktel.net](mailto:pbplanner@sasktel.net)

## Volunteer Opportunities

We're always looking for Volunteers – Sign up below

## Appendix D – Public Hearing 2022 Comments

Comment Source	Comments	OCP and ZB Sections Affected	Potential Solutions	OCP and ZB Revised (Yes or No)
Oliver Hoff (Public Hearing)	Would like to see an indoor swimming pool in Pilot Butte	OCP – Section 5.6  ZB – Section 6.16 and Section 18.0	Add Objectives to locate and develop an indoor recreational use facility.  Policies already exist for Public Swimming Pools. Add Public Swimming Pool as a permitted use in the Community Service District.	
Jeff (Public Hearing)	Would like to see a swimming pool in Pilot Butte for leisure and employment.	OCP – Section 5.6  ZB – Section 6.16 and Section 18.0	Add Objectives to locate and develop an indoor recreational use facility.  Policies already exist for Public Swimming Pools. Add Public Swimming Pool as a permitted use in the Community Service District.	
Allan Hillingson (Public Hearing) Owner of the two westerly parcels in the SW ¼ 3-18-18-W2M	Concerned with property being designated as Community Service District. He is concerned this will negatively affect his land value.	OCP – Future Land Use Map	Leave Future Land Use Map as is.  Change future land use designation from Community Service District to Residential, and add schools as a discretionary land use so that a school could still be located here without affecting the current development potential of the parcel.	
Anthony Rodier (Public Hearing)	Heard rumours that the density of Discovery Ridge would increase to be similar to the Greens on Gardiner (Regina).	ZB – Zoning Map	After reviewing the R1A district and learning that the density is the same he acknowledged the received false information and has no problem with the R1A district.	No action needed.
Rob Brown (online)	In zone 6, Discovery Ridge, the blanket zoning change from R1 to R1A, I disagree with. I believe this zoning change should be gradual, if at all, to keep the highly desirable lower density nature of the neighbourhood by the lake. Please reconsider!!	ZB – Zoning Map	Density is slightly higher. 12.7 m frontage minimum (new) to 15.0 m frontage minimum (old).  Could keep R1A, or go back to R1, which is a slightly lower density. However, only single detached dwellings are permitted in either district. Multi-family is not allowed in either district.	
Janaye Taylor (online)	Really disappointed to see Discovery Ridge zoned potentially as a R1A neighbourhood. My family moved out from Harbour Landing in Regina because we liked how quiet and spacious the neighbourhood is. Please keep it as a R1. Lots are small enough as is.  Would really like to see a new school slotted our community. Lots of young families out here and the school size is already a concern.	ZB – Zoning Map  OCP – Future Land Use Map	Could keep R1A, or go back to R1, which is a slightly lower density. However, only single detached dwellings are permitted in either district. Multi-family is not allowed in either district.  Designate Community Service lands in Discovery Ridge or allow schools as a permitted or discretionary land use in Residential districts.	
Nancy Klatt (online)	We moved to Pilot Butte Discovery Ridge area to raise our young child from high	ZB – Zoning Map	Could keep R1A, or go back to R1, which is a slightly lower density. However, only single	



	density harbour landing where the streets were so busy/high density, specifically for this reason. Firmly against higher density housing/zoning here which is safety issue.		detached dwellings are permitted in either district. Multi-family is not allowed in either district.	
Luke Gelech (online)	<p>I really don't want the discovery ridge subdivision rezoned for smaller lots. We paid good money to have the community that is currently in place.</p> <p>Next is the proposed Rec facility. I don't want my kids to have to cross the highway to go there.</p>	<p>ZB – Zoning Map</p> <p>OCP – Future Land Use Map</p>	<p>Could keep R1A, or go back to R1, which is a slightly lower density. However, only single detached dwellings are permitted in either district. Multi-family is not allowed in either district.</p> <p>Future Recreation facility has not been chosen yet.</p>	
Jon (Public Hearing)	Wants to see a Tim Horton's in Pilot Butte.	OCP – Section 5.3	Restaurants and Fast Food Outlets are already a permitted land use in the Highway Commercial District and Community Commercial District.	No action needed.
John Saum (Public Hearing) Owner of the westerly portion of the SW ¼ 34-17-18-W2M	<p>Concerned with future land use designation of Public Park and Community Service District.</p> <p>Would like his farm to be a farm for future generations and wants room to grow economically (i.e. value-added businesses). Wants to see more AG options in the OCP/ZB.</p> <p>Wants the ability to have a Community Garden, Farmer's Products Market, lamb gathering site (i.e. extension of farming enterprises).</p>	<p>ZB – Section 14.0 and 15.0</p> <p>OCP – Section 5.8</p> <p>ZB – Section 18.0 and 19.0</p>	<p>Strengthen AG Objective and Policies in OCP for existing AG land uses within the Town. (OCP does already say the Town wants to accommodate existing AG uses). OCP does already support Community Gardens.</p> <p>Community Gardens and Farmer's Markets are permitted in the Community Service District and discretionary in the Urban Holding Zone. Parcel in question is currently zoned Urban Holding. However, we could add additional value-added AG land uses in CS zone and/or UH zone.</p> <p>Create a new future land use district for AG uses.</p>	
Lorie Kaczmar (Public Hearing)	<p>What infrastructure is in place for schools? Can our water/lagoon system handle the increased capacity?</p> <p>Concerns there won't be a new school. Make sure there are policies for a new school.</p>	OCP – Section 5.6	Water and lagoon systems have capacity for a population of approximately 10,000 people. Policies are in place for new schools.	No action needed.
Lolita Vansteelane (Open House)	What are the considerations for the school and capacity?	OCP – Section 5.6	Policies are in place for new schools.	No action needed.
Carson (Public Hearing)	Would like to see an indoor swimming pool in Pilot Butte	<p>OCP – Section 5.6</p> <p>ZB – Section 6.16 and Section 18.0</p>	<p>Add Objectives to locate and develop an indoor recreational use facility.</p> <p>Policies already exist for Public Swimming Pools. Add Public Swimming Pool as a permitted use in the Community Service District.</p>	

Jake (Public Hearing)	Would like to see an indoor swimming pool in Pilot Butte	OCP – Section 5.6  ZB – Section 6.16 and Section 18.0	Add Objectives to locate and develop an indoor recreational use facility.  Policies already exist for Public Swimming Pools. Add Public Swimming Pool as a permitted use in the Community Service District.	
Carter (Public Hearing)	Would like to see an indoor swimming pool in Pilot Butte	OCP – Section 5.6  ZB – Section 6.16 and Section 18.0	Add Objectives to locate and develop an indoor recreational use facility.  Policies already exist for Public Swimming Pools. Add Public Swimming Pool as a permitted use in the Community Service District.	
Bob Linner (Public Hearing) Representing NorthRidge Developments	<p>Concern with Roadway that will bisect Discovery Ridge. Would like to see this removed from Transportation Map. We do not support this. There is no defined traffic requirement to support this road. It will separate the residential communities of Phases 11 and 111 causing significant concerns for pedestrian traffic safety across a major road. The approved Concept Plan for Phase 11 shows the future interconnected integration with Phase 111 and does not include this road. A new road crossing the tracks will add another dangerous rail crossing that has been of real concern to Council and the Community. The costs for this roadway are unnecessary and the road divisive. We support the new road from Highway 46 to Main Street for more direct access and egress. We request that this portion of the road between Phases 11 and 111 and crossing the tracks be eliminated from the plan.</p> <p>Northridge owns 47 acres south of Pilot Butte Creek that is designated Park Space on the Future Land Use Map. They would like to dedicate park space along the creek, but would like the remainder of the parcel designated for Urban Country Residential. We understand and agree with the intent to preserve the Pilot Butte Creek alignment as public open space walkway and will be prepared to dedicate the required land through negotiation of the area Concept</p>	<p>OCP – Transportation Map</p> <p>OCP – Future Land Use Map</p>	<p>Discovery Ridge has an approved Concept Plan, and this road does not align with that Concept Plan – remove this road from Transportation Map.</p> <p>Update Future Land Use Map to show this area as Urban Country Residential; however, keep a strip of land along Pilot Butte Creek designated as future park space.</p>	

	Plan. Designating it all for public use would require its acquisition. We believe the best way to achieve the objective is through a Concept Plan that allows development at low density and dedication of the required walkway alignment as Public Space. We agree with the proposed UH Holding Zone designation in the Zoning Bylaw.			
Northridge Developments (online Submission)	Some area on the south along the tracks in Phase 2 is identified as Potentially Hazardous and Flood Prone. What is the basis for this? Is there flood risk mapping or flood experience to support this? While the mapping is high level some of the lots in the southeast corner of Phase 2 could be affected. What are the development implications of this designation? Unless there is a clear technical documentation we ask that the maps be altered.	OCP and ZB maps.	There is currently a 200 m buffer around Pilot Butte Creek to represent “potentially” flood prone lands. These lands would then be subject to a more thorough review process (doesn’t mean that no development is allowed). However, the Water Security Agency are completing a flood mapping project for Pilot Butte. Once that project is complete they have committed to giving Pilot Butte the data so that these maps can be updated with accurate flood prone lands.	Wait to update map until WSA flood mapping project is complete.
Northridge Developments (online submission)	The Zoning Map shows the same Potentially Hazardous Overlay but I could find no text that explains what it means or how it will be applied. As per the comment above, we ask that it be removed or the implications be set out.	ZB – map	Implications are set out in Section 6.38. Another option would be to move these development standards to an overlay district to make it more clear to readers.	
Northridge Developments (Online Submission)	The Cultural, Heritage and Historic sites Map covers all of Discovery Ridge as Sensitive. Why? We are not aware of any assessment or identification of any concerns. This designation can have implications for development review and approval. We ask that it be removed.	OCP – Cultural, Heritage and Historic Sites Map	These designations come directly from the Provincial Government – Heritage Branch. The Town cannot simply remove the designation. Development is still permitted. All this means is that any proposed subdivision is referred to the Heritage Branch by the Community Planning Branch for comments.	No action required.
Northridge Developments (Online Submission)	The Cultural, Heritage and Historic sites Map shows the land south of the tracks as Sensitive. Why? We are not aware of any assessment or identification of any concerns. This designation can have implications for development review and approval. We ask that it be removed.	OCP – Cultural, Heritage and Historic Sites Map	These designations come directly from the Provincial Government – Heritage Branch. The Town cannot simply remove the designation. Development is still permitted. All this means is that any proposed subdivision is referred to the Heritage Branch by the Community Planning Branch for comments.	No action required.
Northridge Developments (Online Submission)	On all maps the Retention Pond is referred to as a natural waterbody. That has implications for development approval and conditions as the text sets out (riparian rights, shoreline, etc.). The text speaks to retention ponds which this is and has always been treated as such. We ask the Maps use Retention Pond and not waterbody.	OCP and ZB maps	Replace “waterbody” with “retention pond” in legend of all maps.	

Renee Steadman (Public Hearing)	Frustrated that Crescent Park doesn't have any Green Space. Concerned that the Future Land Use Map isn't showing any green space in Crescent Park.	OCP – Future Land Use Map	Update Future Land Use Map to show approved green spaces.	
Taryn Foreman (Public Hearing)	Frustrated that Crescent Park doesn't have any Green Space. Concerned that the Future Land Use Map isn't showing any green space in Crescent Park.	OCP – Future Land Use Map	Update Future Land Use Map to show approved green spaces.	
Courtney Stallard (online)	<p>Crescent Park developments promised many things when the residents bought and built houses in the area, none of which have come to fruition. The new community plans show two very small green spaces when we were promised much much more than that years ago. We were told there would be walking paths, a gazebo, greenspaces, trees, etc. Now we get two very tiny greenspaces that will likely just be ditches we already have.</p> <p>The accountability, or lack there of, for the current development owner Peter Tillman is unacceptable. I understand he is trying to sell the development but do we just sit in limbo until that happens with no progress or change in how our area looks? The work should be commenced by the Town and billed to Peter Tillman. He lied to you and he lied to us. Not sure how there is no legal binding requirement for a developer to do what they told the Town they would do.</p>	OCP – Future Land Use Map	Update Future Land Use Map to show approved green spaces.	
Martina Doecker (Public Hearing)	Appreciates the pieces around culture, history, and relationships with First Nations; however, wants the OCP to identify actions.	OCP – Section 2.9, 5.9 and 5.10	Review the calls to action to see if any of them apply to land use planning. Use these calls	
Ministry of Agriculture	From the perspective of Livestock Development, as these bylaws are for an urban municipality, there is little opportunity and expectation for large scale agricultural development to be supported and facilitated through urban land use bylaws. The OCP contains sound policy that directs the Town to collaborate with their rural neighbours to manage and support agricultural development proposals within the rural-urban fringe where they are deemed to be located in appropriate areas causing no adverse impacts on the Town's future growth plans. In this regard, it is in the Town's best interest to collaborate with the RM to ensure	OCP – Section 5.8	Establish procedures for when a development application is submitted from the RM to the Town, and from the Town to the RM.	



	they incorporate sound urban fringe planning policies within their OCP and ZB to future respect the Town's growth plans and regulate development within this area in accordance with regionally agreed upon policies and regulations.			
Ministry of Agriculture	The use of "Developments and Uses permitted by right" regulations within the proposed ZB attempt to act differently than those regulations for "permitted uses" also contained in the ZB; however, the terms ought to be used interchangeably as a "use by right" is a "permitted use". They are not two distinct groups of uses.	ZB – Section 5	Change name of chapter as it is leading to some confusion. Perhaps "Ancillary Use Development Standards."	
Ministry of Agriculture	<p>M2 is the only section in the ZB potentially concerning value-added agricultural processing or Agribusiness. Agribusiness is defined as "any activity involving the processing of raw agricultural products, or the providing of value-added functions with regard to raw agricultural products." Given that Agribusiness is defined in the plan but was omitted from either permitted use or discretionary use, we are led to believe value-added processing will not be allowed in M2 under any circumstances.</p> <p>This becomes especially acute as M2 abuts a railway. M2 proximity to rail makes it attractive to large scale value-added processors. If the Town wants to attract these types of operations, they will need to include "Agribusiness" as a permitted use. The Ministry of AG suggests the Town include Agribusinesses, as defined by the ZB, as either permitted or discretionary. Should a value-added processor wish to develop the site, including agribusiness at this stage would reduce the time required for approvals for a potential agribusiness investment and respect the provincial interest of developing plans which encourage value-added agricultural processing.</p>	<p>OCP – Section 5</p> <p>ZB – Section 17</p>	<p>Add objectives and policies to encourage agribusiness.</p> <p>Add Agribusiness as either a permitted or discretionary use.</p>	
Ministry of Highways	HWYS should be consulted when development occur within 90 meters of any existing and planned future provincial highway right-of-way.	OCP – Section 5.1.1 (15)	All developments occurring within 90 metres of any existing or planned future provincial highway right-of-way require approval and/or a permit from the Ministry of Highways and Infrastructure in the Province of Saskatchewan.	

		OCP – Section 5.3.2 (6)	<p>Ministry shall also be consulted whenever any developments have the potential to cause impacts on provincial highways or future highway upgrades or expansions. All involved parties (e.g. Ministry, Municipality, and Developer) shall be encouraged to arrive at feasible solutions that could reduce adverse impacts in transportation planning and safety.</p> <p>Development within 90 metres of any existing or planned future provincial highway right-of-way shall provide evidence of consultation with the Ministry of Highways. (This is in several other locations in the document).</p>	
Ministry of Highways	Traffic impacts to provincial highways shall be considered in the evaluation of development proposals.	OCP – Section 5.5.2(7)	Traffic impacts shall be a factor in the evaluation of development proposals. An engineering assessment may be required to identify traffic impacts to adjacent roadways, including provincial highways. The costs associated with preparing the engineering assessment shall be borne by the developer or proponent.	
Ministry of Highways	Work with Ministry of Highways to identify future highway plans on OCP maps.	OCP – Section 5.5(5) and Transportation Network Map	Add future highway plans to Transportation Network Map. Need to integrate with Highway 46 Twinning Study (in progress). Ministry of Highways can show future highway plans once the study has been completed and approved. Recommend amending this map once the study has been completed.	
Ministry of Highways	References Ministry of Highways and Infrastructure	Throughout OCP and ZB	Change to “Ministry of Highways”	
Ministry of Highways	<p>Commercial/industrial development is being encouraged along Highway 46. Note that no new access to Highway 46 will be permitted. Access will be consolidated over time, and permanent access will be provided at select locations via service roads.</p> <p>Are the existing intersections on Highway 46 able to accommodate the additional development north of Highway 46?</p>	OCP – Future Land Use Map	<p>The ZB states that council “may” require a Traffic Impact Assessment (TIA).</p> <p>We could strengthen the wording and say that a TIA will be required for any development along Highway 46. The TIA will outline if any intersection improvements would be required.</p>	
Ministry of Highways	Transportation Partnership Agreement will be made with Pilot Butte and/or Ministry of Highways	ZB – Section 3.19.1(h)	Update ii) to read: The payment of fees will be based on a Transportation Partnership Agreement between the Town of Pilot Butte and/or the Ministry of Highways	
Ministry of Highways	The development of new, modifications to, or removal of approaches/driveways	ZB – Section 5.15.9	The development of new, modifications to, or removal of approaches/driveways adjacent to a	

	adjacent to a Provincial Highway requires approval from the Ministry of Highways		Provincial Highway requires approval from the Ministry of Highways	
Ministry of Highways	The setback information for trees to provincial highways is not accurate. As noted in section 6.35.5, setbacks vary depending on the highway classification and should be confirmed by contacting the Ministry of Highways.	ZB – Section 5.4.3 c) 38 metres from a provincial highway property line.	Update 5.4.3 c) as follows: setbacks vary to provincial highways depending on the highway classification and should be confirmed by contacting the Ministry of Highways.	
Ministry of Highways	<p>This statement occurs in a number of locations: “Front Setback Minimum: 46.0 m from the centreline of a provincial highway to ALL buildings.”</p> <p>This is not accurate. As noted in section 6.35.5, setbacks vary depending on the highway classification and should be confirmed by contacting the Ministry of Highways.</p>	Throughout ZB	Update as follows: setbacks vary to provincial highways depending on the highway classification and should be confirmed by contacting the Ministry of Highways.	
Ministry of Highways	Any development within 90 metres of an existing or future designated Provincial Highway requires a permit.	ZB – Section 6.35.1	Update 6.35.1 as follows: Any development within 90 metres of an existing or future designated Provincial Highway right-of-way requires a permit from the Ministry of Highways.	
Ministry of Highways	MoH does not have jurisdiction over signs within Town boundaries. Outside of incorporated limits, any sign within 400 meters of a provincial highway requires a permit. We encourage the Town to help keep sight triangles clear of signs and other above-ground structures.	ZB – Section 6.35.2	Update 6.35.2 as follows: Any advertising, including all signage permitted in this Bylaw is not permitted in the sight triangle, as determined in consultation with the Ministry of Highways.	
Ministry of Highways	HWYS would likely only be concerned with subdivision and bylaw amendments related to proposed development within 90 meters of the Highway	ZB – Section 6.35.3	Update Section 6.35.3 as follows: Council will refer any application for a Development Permit including Discretionary Use application, rezoning, subdivision, or redevelopment of a site to the Ministry of Highways if the proposed development is within 90 metres of a Provincial Highway Right-of-Way.	
Ministry of Highways	Note that locating multiple unit dwelling near provincial highways may result in requests for berms or sound walls if the Town does not require them as part of the development	ZB – Section 6.35.6	Update Section 6.35.6 as follows: Council or the Development Officer may require mitigation measures to be implemented into the proposed development to reduce the impact of the Provincial Highway onto the development. This may include, but is not limited to: vegetative berm, creation of a buffer strip, installation of a fence or sound wall, etc.	
Ministry of Highways	Consider adding MoH as a regional collaborator.	ZB - Section 15.1.2	Update Section 15.1.2 as follows: Subject to Section 5.3 of the OCP, the Town strives for regional collaboration with the neighbouring	

			communities and government agencies including the RM of Edwenwold No. 158, Town of Balgonie, Town of White City, First Nation communities and the City of Regina with an aim to increase economic development for all municipalities and their citizens.	
Ministry of Highways	Zoning District Map shows area north of Highway 46 being rezoned from Urban Holding to Community Service and Highway Commercial. Can the existing intersections accommodate the additional development? How will the commercial development get access to Highway 46?	ZB – Zoning Map	The ZB states that council “may” require a Traffic Impact Assessment (TIA).  We could strengthen the wording and say that a TIA will be required for any development along Highway 46. The TIA will outline if any intersection improvements would be required.	
Building Official	Any home-based business that is being proposed that will have <u>public coming into the building</u> should have a building permit. Most of the time they would need emergency lighting, fire extinguishers, guards, hand rails and a possible second exit. Home based business that do not have any public entering the home would not need a building permit.	ZB – Section 6.3 and 6.4	Update ZB to require a building permit for any home-based business that has public coming into the building.  I’d suggest doing a bit of research to see if other municipalities do this. For example, I don’t think the City of Regina requires a building permit for home based businesses.	
Ministry of Education (email)	Just a quick note on the OCP, there are a few areas that should be revised to include the Ministry of Education and Conseil des écoles fransaskoises along with the school division (PVSD) as noted.	OCP – Section 5.6.2 and 6.4.4	Update these sections to include Ministry of Education and Conseil des écoles fransaskoises.	
Ministry of Education (email)	Has there been any bylaws or policies created specifically for Municipal Reserve spaces regarding Dedicated Lands, funds and consultation process?	OCP – Section 5.6.2	There are policies requiring the Town to coordinate potential school sites on MR land, working with the PVSD. This policy could be strengthened.	
Heritage Conservation Branch (email)	In the Town History section, I would recommend including a brief acknowledgement of the area’s pre-settlement Indigenous history. This would paint a more complete, inclusive picture of the area’s history and help in anticipating the types of heritage resources that might be encountered.	OCP – Foreword	Suggested wording from Heritage: “Over 60 known archaeological sites in the surrounding RM, over 20 of which are in Township 17-Range 18, are evidence that the Pilot Butte area was important for First Nations people for hundreds and even thousands of years.”	
Heritage Conservation Branch (email)	The Saskatchewan Main Street program is no longer operating. However, the Heritage Conservation Branch still provides advice on how communities can use certain aspects of that program’s approach to enhancing the promoting older business districts.	OCP – Section 5.3.2	Delete from this section.	
Heritage Conservation Branch (email)	Could “trading skills” be a typo?	OCP – Section 5.9.2	Yes, should be “traditional skills”	



Heritage Conservation Branch (email)	This section refers to the heritage Standards and Guidelines used by the Heritage Conservation Branch. While our Branch uses and promotes this document as a guide for heritage conservation decisions, we're not the publisher.	OCP – Section 5.9.2	In the interest of accuracy, it's likely best to refer to it by its official name, which is the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> .	
Heritage Conservation Branch (email)	There is a big difference between an HRIA and a heritage review that you'll need to explain to the Council and townspeople. A heritage review is a free process that can be done using the websites referred to but it most commonly means a desktop review done by HCB staff of the development footprint (on heritage sensitive lands) to determine if an HRIA is required. A review occurs before an HRIA. An HRIA is an "on the ground" assessment by a professional archaeologist, at the cost of the developer to determine if an archaeological site is actually present or not.	ZB – Section 3.2	Identify the difference between the two, and explain that a heritage review comes first.	
Heritage Conservation Branch (email)	Two archaeological sites were recorded in 1980 that are located within the boundaries of Pilot Butte. Canadian Archaeology sites are assigned 4-letter names followed by a number, in order to have a unique naming system across the country. The site EcNc-9 is in the NW33 (LSD11, the southeast quarter of the NW quarter section) and EcNc-29 is in the NE33 (LSD9, the southeast quarter of the NE quarter section) both in the township 17-18-W2M. Site accuracy is limited to the LSD (400m x 400m).	OCP – Section 2.6 and Heritage Map	Add reference to these resources in this section and on Map.	
Heritage Conservation Branch (email)	Both forms say the same thing: "1957 – John Hudson found the ruins of a sand lime brick yard on the SE of NE 33-17-18 and remains of brickyard (5 concrete pillars and 2 piles of bricks representing scope (sp?) kilns) on SE of NW ¼. Late 1800s + 1900s" The brick yard is EcNc-29 and the brick storage is site EcNc-9.	OCP – Section 2.6 and Heritage Map	Add reference to these resources in this section and on Map.	
Heritage Conservation Branch (email)	There are dozens of archaeological sites in the area. There is much to be said for an expansion of the First Nations history (going back more than 10,000 years), as well as the Metis use of the area (several hundred years before Canada becomes a country). If they wish to expand on it, they would contract archaeological consultants to write the section, depending on how detailed they	OCP – Section 2.6 and 5.9	Add some additional details in section 2.6 regarding the First Nation and Metis history.	

	want it. Some western Canadian historians could also write it but only the archaeological consultant can access the specific archaeological sites data in the area.			
Heritage Conservation Branch (email)	The dozens of archaeological sites has an impact on development. Section 3.2 under the ZB is good, discussing HRIAs, as is OCP 5.9.1. About half the town is “heritage sensitive” meaning there is a chance to find additional (new) archaeological sites. The sand/gravel deposits, as well as the location of Pilot Butte Creek floodplain discussed means that sites can be deeply buried (more than 70 cm below the current ground surface), below the existing level of disturbance caused by previous development.	OCP – Section 5.9.1 ZB – Section 3.2	No action necessary. Just a comment.	
Heritage Conservation Branch (email)	The ‘Cultural, Heritage and Historic Sites Map’ – for the 3 categories that have ‘sensitive’ in the name, the legend should be updated to reflect that they area actually Archaeologically Heritage sensitive so the reader understands what ‘sensitive’ means/where it’s coming from.	OCP – Heritage Map	Update legend	
Heritage Conservation Branch (email)	Getting a heritage review by HCB takes weeks (4-8 weeks depending on the time of year); council time is limited due to the scheduled meetings.	OCP – Section 5.9.1 (13) ZB – Section 3.2.4	Update so that council gets the developer to submit the results of a heritage review t the council for approval, if the quarter is ‘heritage sensitive’. That saves the council time and gets the heritage review process rolling before council meets. The developer may present the relevant results from the Developers Online Screening Tool, the Exempt Checklist or the reply from HCB review (which could be clearance or might state that an HRIA is required).	
Heritage Conservation Branch (email)	See the Exempt Activities Checklist for Private Landowners that the Town can refer to regarding developments and their review so that little things like deck additions, new garages, etc. can be cleared without contacting HCB on heritage-sensitive lands.	ZB – Section 3.2.4	Add another policy outlining which developments are exempt from HCB review.	
Heritage Conservation Branch (email)	The Town of Pilot Butte is likely the largest infrastructure developer and would also need to be looking at its own internal heritage concerns, especially as they upgrade infrastructure or expand town limits. E.g. the main line to the sewage lagoon in section 17 goes through at least 3 heritage sensitive	N/A – information only	N/A – information only	

	<p>quarters in the NE 8 and E 2. The Exempt Checklist does not apply to the Town.</p> <p>Expansion of subdivisions and/or gravel pits around Pilot Butte have resulted in new sites being found. The sandy soil makes it likely to have an HRIA requirement for undisturbed lands or any projects that are installed very deep. The can ask their consultant/agents/administrator to start the heritage review process as well, before council meets.</p>			
Deb Yeitch (Open House)	<p>Improved Rink Facility</p> <p>Change the RV parking in residential areas. No parking of RVs for more than 24 hours.</p> <p>That each residence should have a % of their frontage as greenspace. Not to allow entire frontage as parking.</p>	<p>OCP – Section 4.2 and 5.6.1</p> <p>ZB – Section 5.18</p> <p>ZB – Section 5.1 and 5.17</p>	<p>(1) Objective exists to maintain and improve recreational and cultural amenities (8) Objective exists to promote a recreational facility Public consultation beyond the OCP &amp; ZB required to specify demand</p> <p>5.18.2(b) Limits RV street part to no more than 24hours</p> <p>There are currently no restrictions on the amount or percentage of parking across a lot's frontage. Could look at implementing a maximum, or requiring a percentage of the lot's frontage to be landscaped.</p>	No action needed.
Shannon Strogal (Open House)	I do not approve a dog park being developed in the track area north west of the school. I feel it would be better suited in an area that does not back on to residential homes. I am a dog lover and owner but I do not want a dog park in my backyard, due to noise and smell.	OCP- Section 5.6.1 and 5.6.2	<p>OCP and ZB do not determine dog park location.</p> <p>Public consultation beyond the OCP &amp; ZB required to specify demand and location.</p>	
Kevin Earl (Open House)	<p>Wants to see a public pool.</p> <p>I would like to see more effort paid to beautifying town parks. Trees, park benches, etc. Discovery Lake is beautiful but our ther parks are severely lacking. Nowhere to sit, no play structures, rarely weed whilled, only a few sad/dying trees.</p>	<p>OCP – Section 5.6</p> <p>OCP – Section 5.6 ZB – Section 3.4 and 6.39</p>	<p>Add Objectives to locate and develop an indoor recreational use facility.</p> <p>Section 3.4 outlines how parks are to be developed and landscaped. Section 6.39 requires all parks to have a landscaping plan approved by Council.</p> <p>No action needed.</p>	
Chad Strogal (Open House)	<p>I love the idea of front yard edible gardens.</p> <p>Twinning of Highway 46 will help reduce accidents.</p>	<p>OCP – Section 5.2.24</p> <p>OCP – Section 5.5</p>	<p>No action needed.</p> <p>No action needed. Policies exist to work with HWYS to ensure that HWY 46 continue to function safely.</p>	

	I do not want to see a dog park on the school track and field area. Have location away from any single family dwellings. Like on railway avenue east of Butte Street.	OCP Section 5.6.1 and 5.6.2	OCP and ZB do not determine dog park location.  Public consultation beyond the OCP & ZB required to specify demand and location.	
Jaxon Reid (Open House)	Wants a community center with a gym.	OCP – Section 5.6	Add Objectives to locate and develop an indoor recreational use facility.	
Dorothy Tillotson (Open House) Parcel D, Plan 65R18912	Would like to see here residential property not designated as community services.	OCP - Future Land Use Map	Evaluate subject land and designate categorize accordingly.	
Tam (Open House)	Usable greenspace for spring teams	OCP – Section 5.6 ZB – Section 6.39	(8) Objective exists to support and implement Community Recreation Plan (9) Objective exists to increase recreational opportunity 6.39.1 – Section requires all public green space to have a landscaping plan. 6.39.3 – Section exists to allow council to require supplementary plans for public green space.	
	Snow removal increased/performed better	OCP – Section 5.14	Add objective/policy re: snow removal.	
Aren (Open House)	There is a lot of money to be made in building a hotel close to the highway.	OCP – Section 5.3 and Future Land Use Map ZB – Section 15	Section 5.3 of OCP and Future Land Use Map encourage highway commercial uses along the Highway. Hotels are permitted in the Highway Commercial District.	
Anya Reid (Open House)	Add a pool for the community because all ages can use it whereas the spray park can only be used by young children.	OCP – Section 5.6	Add Objectives to locate and develop an indoor recreational use facility.	
N/A (Open House)	Build public transit partnerships with the of Regina.	OCP – Section 5.5 and 5.10	(6) Objective exists to promote connectivity to regional transportation networks and neighbouring communities (17) Policy exists to investigate shared transportation service within and beyond town's boundary (18) Policy exists to encourage the development of shuttle bus/ride-share programs	No action needed.
Amy Reid (Open House)	Yard maintenance policy is strictly enforced. We have to email every year to get the yard around gangnail cut. Also trees around gangnail would be nice as it is an eyesore.	ZB – Section 2.7 and 5.1	ZB does have enforcement provisions, as well as landscaping standards for all new development to ensure beautification of Town and to prevent “eyesores”.	No action needed.
	Would like to see all RVs stored somewhere that is not at the side of every street.	5.18	5.18.2(b) Limits RV street part to no more than 24hours	
N/A (Open House)	Need for Restaurants, grocery stores, pharmacy, pool, would like to support local. Daycare	OCP – Section 5.3 ZB – Section 14 and 15	OCP encourages economic development and has policies to support this. These uses are allowed in the commercial districts.	No action needed.



N/A (Open House)	Pave butte St South.	OCP – Section 5.5 and 5.6	(6) Objective exists to provide well-maintained municipal road network (19) Policy exists to initiate review of highway corridors (22) Policy exists to explore opportunities to improve linkages across railway	No action needed.
Bill Vaquhart (Open House)	Not enough info on parks and green spaces.	OCP – Section 5.6	Entire section dedicated to parks and green space objectives and policies.	No action needed.
	Developers should dedicate land for parks and should also contribute for town recreation.	ZB – Section 3.1	Developers are required by law to dedicate 10% of land in residential subdivisions and 5% of land in commercial/industrial/institutional/etc. for park space.	No action needed.
Rob Young (Open House)	More connected walking paths.	OCP – Section 5.5 and 5.6	Objectives exist to support connectivity and improve walkability throughout Town. New subdivisions are required to have pedestrian linkages.	No action needed.
	Park near Arbor Street to improve grass. Less gopher holes and ant hills. Not a pleasant park to be in.	ZB – Section 6.39	6.39.1 – Section requires all public green space to have a landscaping plan. 6.39.3 – Section exists to allow council to require supplementary plans for public green space.	
N/A (Open House)	Build an ice rink with two ice surfaces and viewing/spectators area. Prairie Storm will fill it up. Can also be a multi-purpose building with soccer/etc.	OCP – Section 5.6	(1) Objective exists to maintain and improve recreational and cultural amenities (8) Objective exists to promote a recreational facility	
Connie Garstin (Open House) Parcel B, Plan 64R28836	I do not want my land rezoned to community property as my land value will decrease drastically.	OCP - Future Land Use Map	Evaluate subject land and designate categorize accordingly.	
Donald Turner (Open House)	I don't have much to offer than keep up the good work. From brief discussions it sounds like Council has the same view as me.	N/A	N/A	No action needed.
Susan Carton (Open House)	I would really like to see some kind of walking path. Perhaps instead of the dirt bike path on the north side of 5 <sup>th</sup> that is rarely used. 5 <sup>th</sup> Avenue (particularly B block) is not safe to walk due to traffic and the speed it travels past Gangnail.	OCP – Section 5.5 and 5.6	Objectives exist to support connectivity and improve walkability throughout Town. New subdivisions are required to have pedestrian linkages.	
Tyler Robinson (Open House)	Before additional residential subdivisions continue a plan needs to be addressed for a new school/additions to existing.	OCP – Section 5.6	(5) Policy exists to consult with School Divisions concerning the provision of new schools, school capacity and school expansion issues and opportunities.	No action needed.
N/A (Open House)	It would be nice to see Senior Patio Home Development in Town. Small one level (no stairs) homes with patio area and possible small garden area for seniors who are wanting to maintain their independence.	OCP – Section 5.2 and ZB Section 12.1	(2) Objective exists to encourage variety of housing options and allow age in place living 12.1 – Part exists to allow for various forms of group housing including senior housing.	No action needed. OCP and ZB encourage and accommodate senior housing.

Chris Reid (Open House)	Gangnail is an eyesore and need cleaned up and fenced. They need to take care of their full property. Not just what is fenced in.	ZB – Section 5.1	ZB does have enforcement provisions, as well as landscaping standards for all new development to ensure beautification of Town and to prevent “eyesores”. 5.1.3 – Part exists to have unused land be landscaped 5.1.5 – Part exists to allow vegetations that does not negatively impact surrounding area	No action needed.
Recreation Facility Feedback (Open House)	a) Gymnasium - 15 b) Exercise Centre - 18 c) Swimming Pool - 29 d) Other - 13	Other – Walking Track/indoor playground, all of the above, multipurpose complex, meeting rooms/classroom spaces, arena, multi-use facility with all of the above, rink, dog park, off road park		
School Pit Feedback (Open House)	a) Football/Soccer Field - 29 b) Dog Park - 10 c) Track Field - 44 d) Other - 6	Other – Pickleball, sports complex (pool/gym), multi-purpose facility, movies in the park and bands, outdoor theatre, swimming pool, community park (benches, fountains, trees and shrubs, firepits, tables)		
Senior Housing Feedback (Open House)  How likely would you like to see a Senior Housing Complex within the next 5 years?	a) Very Unlikely - 2 b) Unlikely - 1 c) Neutral - 3 d) Likely - 13 e) Very Likely - 29			
RM of Edenwold No. 158 (Submission)	P. 4, Special Participation By (and throughout the document). Why ‘Urban Municipality of Pilot Butte’ and not the ‘Town of Pilot Butte’?	OCP and ZB throughout	Change from “Urban Municipality of Pilot Butte” to “Town of Pilot Butte”?	
RM of Edenwold No. 158 (Submission)	Why change colours between chapters? Are the two ‘categories’ related, and if so, how?	OCP – Section 1.3	Colours change to represent a flow through the report.	No action needed.
RM of Edenwold No. 158 (Submission)	The Condie and Zehner Aquifers are two separate aquifers, so the reference to the “Regina and Condie Zehner aquifers” is incorrect.	OCP – Section 2.2	Double check if this is true, and update section if necessary.	
RM of Edenwold No. 158 (Submission)	The Zehner aquifer is physically lower than the Condie Aquifer, so how can the Zehner recharge the Condie if it is lower? Do you mean to say the Condie aquifer recharges the Zehner aquifer? Have you consulted with WSA about these aquifers?	OCP – Section 2.2	The OCP does not specifically say the Zehner aquifer recharges the Condie aquifer. However, we will double check if this is true and update section if necessary.	
RM of Edenwold No. 158 (Submission)	If this OCP is going to be used for the next 20 years, should you refer to things as ‘recently built’? It might be recent now, but in 10 years, it will be out-of-date.	OCP – Section 2.5.5	Remove subjective wording such as “recently, currently, and presently” and provided relative dates wherever possible.	
RM of Edenwold No. 158 (Submission)	How many stakeholder questionnaires were sent out in total? If you sent out 3, 2 returned is good, but if you sent out 30, the number of returned surveys could be a potential data limitation.	OCP – Section 3.1.2.2	We are simply acknowledging and summarizing how many stakeholder questionnaires were returned. The aren’t being reviewed in isolation. They are another form of public	No action needed.

			participation that contributes to the overall document.	
RM of Edenwold No. 158 (Submission)	What about roads, utility corridors, etc.? Does this 10% include transportation infrastructure, and if not, how does that calculate into the overall development?	OCP – Section 5.1.1 (23)	This policy refers to greenspace. There are policies already in place to account for infrastructure capacity.	No action needed.
RM of Edenwold No. 158 (Submission)	Why are you using an ‘etc.’ at the end of this clause? Could you be specific and list all the things you want developers to consider?	OCP - Section 5.2.1 (9)	Specify all planning principles that developers should consider or at least be aware of.	
RM of Edenwold No. 158 (Submission)	Why do modular homes need a discretionary use permit? In some ways, modular homes or RTMs are potentially less complicated than traditionally constructed homes.	OCP – Section 5.2.2 (17-18)	The Town should consider leaving these as discretionary to regulate building types and ensure the modular and RTM structures are to code.	
RM of Edenwold No. 158 (Submission)	You speak about wanting a variety of lot styles and home types (6) but then ban various potentially more accessible housing options. Why are you choosing to ban tiny houses?	OCP – Section 5.2.2 (19) ZB – Section 6.21	Part (19) was included based on the public feedback as an undesired building type.	
RM of Edenwold No. 158 (Submission)	You also mention how a developer could apply for an amendment to allow tiny homes. Should you encourage developers to submit amendments to the OCP before it is even adopted?	OCP – Section 5.2.2 (19) ZB – Section 6.21	Part (19) was included based on the public feedback as an undesired building type. There is nothing wrong with stating that the OCP can be amended. It is a living document that will change over time. Users of the ZB should be aware of this.	
RM of Edenwold No. 158 (Submission)	By focusing on traffic, you are excluding pedestrian and cyclist safety. Could you instead use ‘transportation operations,’ thus including modal alternatives?	OCP – Section 5.5.2	5.5.2.(1) states “...safe and efficient traffic operations”.  Could revise to “transportation operations”.	
RM of Edenwold No. 158 (Submission)	What happens if you repeal or change the name of the ATV Bylaw? Could you instead indicate that the rules are subject to all relevant municipal bylaws and provincial acts, thus allowing changes to the ATV bylaw without having to amend the OCP?	OCP – Section 5.5.2 (25)	Leave as is (i.e. not sure why the ATV Bylaw name would be changed); or, use generic wording (i.e. subject to all municipal bylaws). The only issue with using generic wording is the ATV user would not know to look up the ATV Bylaw.	
RM of Edenwold No. 158 (Submission)	What is classified as ‘need’ within this context? Could you include text that defines need as a need for undeveloped land? Something along the lines of: “To alter the town limits based on need for undeveloped land as established in this document and to provide for the orderly development of land uses and services.” Using this language, you point to a specific element of development that can trigger an annexation application.	OCP – Section 5.10.1 (3)	This is further defined in 5.10.2 (11), sufficient land is when there is a 20 year supply of land within Town limits. We could also clarify this within Section 5.10.1 (3).	
RM of Edenwold No. 158 (Submission)	What are the triggers that allow Council to alter the town boundaries? Could you include text that sets this trigger? Something	OCP – Section 5.10.2 (11)	This is further defined in 5.10.2 (11), sufficient land is when there is a 20 year supply of land	

	along the lines of: "...the Council may, as dictated by a need for undeveloped land, seek to alter the Town boundaries in a manner that will ensure that sufficient lands are available within the Town limits for the next 20 years."		within Town limits. We could also clarify this within Section 5.10.1 (3).	
RM of Edenwold No. 158 (Submission)	The OCP should also lay out a specific trigger tied to a measurable and quantifiable element – perhaps development? Something along the lines of: "(New Section) 5.10.2(11b) An annexation application for undeveloped land will be considered needed when 75% of undeveloped land of all types within Town Boundaries, as illustrated in Table 3, has been developed, and the rate of development indicates the remaining land within Town Boundaries will be unable to accommodate development over the next 20 years." This new clause provides expected triggers for annexation and will also make future annexations more procedural since there is a process of defined goals. Further, when you review your OCP in the future, you can review Table 3, determine if land expectations are accurate, and adjust those figures as required.	OCP – Section 5.10.2 (11)	We could add additional triggers as recommended by the RM. If we add these triggers as suggested by the RM (which seem reasonable), they will most likely be willing to work more closely and efficiently with the Town on future annexations.	
RM of Edenwold No. 158 (Submission)	OCP Current Land Use Map. Are your map colours accessible? Regarding residential designations, they all appear similar and are difficult to distinguish because of the pastel shades.	OCP – Future Land Use Map	Showing maps independent of document's header/footers and as original pdf could improve map quality. Original Map/PDF should be attached rather than inserted into the document.	
RM of Edenwold No. 158 (Submission)	Online Survey Results Slides. The slide text is challenging to read. Could you type out the text in a larger font or display them differently?	OCP - Appendix A	Leave as is or reformat to one slide per page. One slide per page will increase length of document. Since this is only an appendix, I'd recommend leaving as is. Readers can zoom in the document to increase readability.	
RM of Edenwold No. 158 (Submission)	Do other SK ZBs use 'permitted by right'? We've never seen this term used in the province before and do not believe it is adequately explained in the ZB.	ZB – Section 1.6.4 and Section 5	Change name of chapter as it is leading to some confusion. Perhaps "Ancillary Use Development Standards."	
RM of Edenwold No. 158 (Submission)	We would strongly recommend against allowing shipping containers/sea cans without a development permit. There are many opportunities for conflict, and the generality of 'temporary use' provides minimal enforcement ability.	ZB – Section 2.3.1	In 2.3.1(c) add reference to section 6.15 which has policies for the placement of shipping containers.	



RM of Edenwold No. 158 (Submission)	We have never seen notes included in a ZB. Could these notes be included in the clause instead? Are notes legally enforceable, or are they considered auxiliary like the 'blue text' elsewhere in this document?	ZB – throughout	There are notes in other ZB's in Saskatchewan. This is not uncommon. Could leave as is, or add the notes directly into the policy statement.	
RM of Edenwold No. 158 (Submission)	We would strongly recommend against including development fees in the ZB. Instead, you could include them in a separate bylaw. If you have to change these fees (as a result of inflation or other reasons), it's much harder to amend a ZB than to amend a bylaw.	ZB – Section 2.6	The rationale behind including fees in the ZB was so that everything was in one place, and users don't have to track down multiple documents. Could either leave as is, or create a separate fee bylaw and reference the fee bylaw.	
RM of Edenwold No. 158 (Submission)	Your fees are quite low. For example, \$60 for a permitted use application fee is not competitive compared to neighbouring municipalities. This fee also may not account for the hours required to issue the development permit.	ZB – Section 2.6	Re-evaluation fees. Add condition that rates are as of 2022 and are to increase by 5% compounding per year. Or complete a review of neighbouring municipalities.	
RM of Edenwold No. 158 (Submission)	Why are you outlining the processes for another legislative body? You acknowledge that the process may change ("this section should not limit all stakeholders to confirm any up-to-date requirements directly with the CPB."). If CPB changes their procedures, you will have to change your ZB so that it remains consistent. Could you outline these procedures and steps in another document, like a brochure or Standard Operating Procedures (SOP) manual?	ZB – Section 3.1	Move this section into an Appendix perhaps. Rationale was to include everything in one place so that users don't have to track down multiple documents. One stop shop so to speak.	
RM of Edenwold No. 158 (Submission)	Much of this section could arguably be removed from the ZB. Either it is extraneous information that could be shared differently, or it is the responsibility of other government entities and should not be included in a municipal ZB.	ZB - Section 3.1 – 3.4	Could either be removed entirely, or moved into an appendix.	
RM of Edenwold No. 158 (Submission)	Could these graphs be included in your brochure or SOP manual? Do they need to be included in the ZB?	ZB - Figures A1, A2, A3	Could either be removed entirely, or moved into an appendix.	
RM of Edenwold No. 158 (Submission)	You say that the Development Officer (DO) 'shall' issue a permit; should it say 'may' instead? As it's currently written, the DO must issue a permit, no matter what.	ZB – Section 3.6.1 (d)	Part (d) Development Officer shall issue a decision; approval w/o conditions, approval w conditions or refusal of application.  Consider changing wording in (d) to "The Development Officer shall issue a Development Permit decision for..." or replace "shall" with "may".	

RM of Edenwold No. 158 (Submission)	This clause contradicts 3.6.1.d as it is currently written. 3.6.1.d does not allow the DO to reject an application.	ZB – Section 3.6.1 (d)-(e)	Part (d) Development Officer shall issue a decision; approval w/o conditions, approval w conditions or refusal of application.  Consider changing wording in (d) to “The Development Officer shall issue a Development Permit decision for...” or replace “shall” with “may”.	
RM of Edenwold No. 158 (Submission)	You say the DO ‘shall’ issue a permit; should it say ‘may’ instead? As it’s currently written, the DO must issue a permit, no matter what.	ZB – Section 3.6.3 (d)	Part (d) Development Officer shall issue a decision; approval w/o conditions, approval w conditions or refusal of application.  Consider changing wording in (d) to “The Development Officer shall issue a Development Permit decision for...” or replace “shall” with “may”.	
RM of Edenwold No. 158 (Submission)	Typo – “its own initiative or a by a request”	ZB – Section 3.13.2	Remove first “a” in “own initiative or a by a request”	
RM of Edenwold No. 158 (Submission)	This information is laid out in the P&D; why include it here? Could this information be shared through another medium, like a brochure or SOP?	ZB – Section 3.15	A note exists before the Development Appeal Guideline section stating it is only for information purposes and does not form part of the Zoning Bylaw. Rationale was to include everything in one place so that users don’t have to track down multiple documents.  Option: remove entire section	
RM of Edenwold No. 158 (Submission)	Geotechnical and hydrogeological reports are different documents that focus on different things. Should these reports be included under a single heading, or should they be separated?	ZB – Section 3.18.9	Section does not state specifics and can be applied to both studies.  Option: separate into two sections with very similar requirements	
RM of Edenwold No. 158 (Submission)	Servicing Agreement information is arguably separate from land use and zoning. Could this information be included in your servicing agreement policy or another form (outside the ZB or OCP)?	ZB – Section 3.19	This section references Servicing Agreements involving the subdivision of land and should remain included.  Option: remove Servicing Agreement Information section	
RM of Edenwold No. 158 (Submission)	An image can’t describe something but can illustrate it. Could you use a different word?	ZB – Section 4.23.6	Change “described” to “shown” or “illustrated”	
RM of Edenwold No. 158 (Submission)	This ‘as-of-right’ development is confusing and not adequately explained in this ZB. How can something be ‘as-of-right’ if it still requires a permit (for example – an off-street parking permit in 5.17.2)? Could ‘as-of-right’ development be instead classified as development not requiring a development permit?	ZB – Section 5	Change name of chapter as it is leading to some confusion. Perhaps “Ancillary Use Development Standards.”	

RM of Edenwold No. 158 (Submission)	We recommend against using “Types” or “Categories” in the text. Instead, use descriptive words or titles. For example – major, minor, highway-fronting, and industrial arts.	ZB – Section 6.3 and 6.4	Leave as is, or rename something like “major” and “minor”.	
RM of Edenwold No. 158 (Submission)	What if the dog is only there for the day? (like in a doggy daycare)	ZB – Section 6.8.4	6.8.4 states “an animal must be kept over night”  Option: remove 6.8.4	
RM of Edenwold No. 158 (Submission)	Do you require a site plan for all development applications? If so, why mention it again if you must submit a plan through the general application process?	ZB – Section 6.12.15	Sections 3.5.3 – 3.5.6 states that a development permit application shall include a site plan(b). this includes permitted, discretionary, temporary, and permitted by right.  No harm in leaving as is. That way users won’t have to flip back and forth throughout the ZB. This is just reiterating that a site plan will be required.	
RM of Edenwold No. 158 (Submission)	Could swimming pool regulations be kept in a different document? Do swimming pool size or depth details belong in a document focusing on land use? Would these details be better located in a design manual or a separate bylaw? Could your ZB be streamlined and shortened by removing this section (and putting it elsewhere)?	ZB – Section 6.16	Either remove into a separate document or design manual or leave as is.  Rationale was to include everything in one place so that users don’t have to track down multiple documents.	
RM of Edenwold No. 158 (Submission)	If you want to support a variety of housing (as indicated in your OCP), why are you banning housing types? Could you make alternative housing types discretionary, thus allowing appropriate development, instead of prohibiting it outright?	ZB – Section 6.17	Previous considerations to this option were reviewed and rejected. A variety of housing types are already allowed within the ZB.  Reevaluate or remain as is.	
RM of Edenwold No. 158 (Submission)	Why ban something if you encourage developers to submit amendments to the ZB?	ZB – Section 6.17.1	Consider removing this statement. It is implied in both the OCP and ZB that they are living documents which may be amended. May not need to repeat that in this section.	
RM of Edenwold No. 158 (Submission)	Are you allowed to ban applications to the DAB? Since the DAB’s scope is regulated by a provincial act (and not the municipality itself), are you legally able to ban it from doing something that the province permits it to do?	ZB – Section 6.17.5	Section 6.17.5 is correct. You cannot appeal a prohibited use.	No action needed.
RM of Edenwold No. 158 (Submission)	6.18.6. Are you allowed to ban applications to the DAB? Since the DAB’s scope is regulated by a provincial act (and not the municipality itself), are you legally able to	6.18.6	Section 6.18.6 is correct. You cannot appeal a discretionary use.	No action needed.

	ban it from doing something that the province permits it to do?			
RM of Edenwold No. 158 (Submission)	If you want to support a variety of housing (as indicated in your OCP), why are you banning housing types? Could you make alternative housing types discretionary, thus allowing appropriate development, instead of prohibiting it outright?	ZB – Section 6.21	Previous considerations to this option were reviewed and rejected. A variety of housing types are already allowed within the ZB.  Reevaluate or remain as is.	
RM of Edenwold No. 158 (Submission)	Why ban something if you encourage developers to submit amendments to the ZB?	ZB – Section 6.21	Consider removing this statement. It is implied in both the OCP and ZB that they are living documents which may be amended. May not need to repeat that in this section.	
RM of Edenwold No. 158 (Submission)	If this type of use is prohibited, why are you including regulations for a prohibited use?	ZB – Section 6.26	To have policies in place if a cannabis retail outlet is approved by OCP/ZB amendments.  Other option is to remove this section and add it should a cannabis retail outlet be approved.	
RM of Edenwold No. 158 (Submission)	The ZB maps are small and hard to read. Will they be printed larger for ease-of-use? Since they're included in the middle of the ZB, they are also difficult to refer to when reading the document online. Could you include them as an appendix (thus allowing you to display them on different page sizes)?	ZB – Zoning Maps	Move to a Appendix.  Showing maps independent of document's header/footers and as original pdf could improve map quality. Original Map/PDF should be attached rather than inserted into the document.	
RM of Edenwold No. 158 (Submission)	You are missing Map Detail 3. It goes straight from Map Detail 2 (on page 138) to Map Detail 4 (on page 139).	ZB – Zoning Maps	Currently shows map detail 4 twice and is missing map detail 3. Replace one of the map detail 4's with 3.	
RM of Edenwold No. 158 (Submission)	Why ban something if you encourage developers to submit amendments to the ZB?	ZB – Section 8.4.2	Consider removing this statement. It is implied in both the OCP and ZB that they are living documents which may be amended. May not need to repeat that in this section.	
RM of Edenwold No. 158 (Submission)	This table style is tough to read quickly and understand. Could you organize this table (and others) to be easier to comprehend by using shared column titles and categories?	ZB – Table 10	Consider formatting revisions.	
RM of Edenwold No. 158 (Submission)	We recommend reviewing these zones while looking for typos and hard-to-understand sentences. We found several examples throughout these chapters that created hard-to-decipher clauses.	ZB – Section 8.0-19.0	Grammar review.	
RM of Edenwold No. 158 (Submission)	Other than housing frontage size (the only difference we could find between R1A and R1), why have this zone? Could you reduce the minimum frontage for R1 and have the same effect of promoting housing variety?	ZB – Section 9	Consider consolidating the two zoning districts.	
RM of Edenwold No. 158 (Submission)	Residential homes are neither permitted nor discretionary. As such, how can you have a home-based business without a home?	ZB – Section 19.1.5	This would apply for existing residential homes only.	



RM of Edenwold No. 158 (Submission)	Why did you put definitions at the back of the document? Would it be better if everyone had a shared understanding of different words before reading the document? Including definitions earlier in the document may increase understandability and reduce confusion or conflict between different word meanings.	ZB - Appendix A	Definitions were placed at the back because this is a rather large section. There is really no pros/cons whether the definitions are at the front of the document or at the back.	
RM of Edenwold No. 158 (Submission)	General Note. The documents use justified text. As such, words get squished and are hard to read in many cases. We recommend going through the documents and adding more lines of text to free up space and increase readability.	OCP and ZB	Change paragraph alignment to 'Align left' instead of 'justified'. Consider changing to single column per page instead of two columns.	
Saskatchewan Health Authority (Submission)	Community engagement – suggest adding “accessibility issues” as well – and should “engage with people of diverse backgrounds and abilities, particularly vulnerable populations and those living on lower income.” Etc.	OCP – Section 6.4.5	Add “accessibility issues” as well – and should “engage with people of diverse backgrounds and abilities, particularly vulnerable populations and those living on lower income.” Etc.	
Saskatchewan Health Authority (Submission)	<p>Suggest an objective around “access to healthy food”. Ensure that healthy food is available in every neighbourhood.</p> <p>People are more likely to meet their nutrition needs when healthy, affordable and safe food sources are within easy reach. Residents in neighbourhoods without a retailer of healthy foods, often turn to more expensive, less healthy processed foods from nearby convenience stores and fast food restaurants. Households that lack income and access to transportation are affected more than others. People with restricted mobility are particularly vulnerable. Municipalities have an important role to play through developing land use policies that allow for grocery stores and community food initiatives (community gardens, community food centres, farmers’ markets) within easy reach of neighbourhoods. Municipalities can provide expertise in garden planning and design, access to land, a safe water supply, tax relief, insurance coverage and gardening materials such as soil, water, compost, and tools. Municipalities can also ensure there are safe and convenience pedestrian, bike, and transit connections between</p>	OCP	<p>Could potentially add another section regarding public health, with objectives and policies. Another food connection could be to: protect and conserve land and water for use in the growing and production of food as part of a sustainable local food system.</p> <p>The front yard edible gardens, community gardens and edible forest that are part of the OCP already connect well here as well.</p> <p>Other policies that could connect in:</p> <ul style="list-style-type: none"> <li>-including mixed-use zones to facilitate the inclusion of small and medium sized food retailers, such as grocery stores, mobile food vendors and farmers’ markets close to new and existing residential areas.</li> <li>-allow urban agriculture initiatives (like front yard edible gardens), could also be roof top gardens, could allow for small scale food processing community kitchens, etc.</li> </ul>	

	neighbourhoods and food destinations. This is particularly supportive of residence with restricted access to transportation.			
Saskatchewan Health Authority (Submission)	Front yard gardens policy says no more than 25% of yard allotted – is the size restriction needed? Could it just say that it can't encroach on views for driving or onto sidewalk?	ZB – Section 5.5.2	Consider removing 25% maximum.	
Saskatchewan Health Authority (Submission)	<p>Safety – consider policy and associated bylaws around alcohol outlets as you have with the cannabis stores.</p> <p>Municipal governments bear significant costs for alcohol misuse. Beyond financial costs are the substantial negative health and social affects resulting from alcohol-consumption. Increased alcohol outlet density is associated with increased rates of violence within neighbourhoods.</p>	ZB – Section 6.26	Consider developing similar policies as cannabis outlets re: minimum distance requirements between all locations that sell or serve alcohol, and minimum distance requirements between alcohol outlets and other land uses that would be incompatible, such as schools, youth facilities or housing developments.	
Saskatchewan Health Authority (Submission)	<p>Suggest an objective around planning for shade. Connects in with policy “preserve the town's urban forest” and “environmental stewardship” and “greenspace and park development”.</p> <p>The ultraviolet portion of solar radiation is a human carcinogen for skin cancer. Melanoma skin cancer rates have increased. The provision of shade (either natural or constructed) can be an effective means of reducing exposure to ultraviolet radiation (UVR) and its associated health risks, such as skin cancer, and should be an essential element when planning for and developing town facilities, parks and public spaces. Shade also helps protect vulnerable populations against extreme heat events.</p>	OCP – Section 5.6	<p>Could add policies such as:</p> <ul style="list-style-type: none"> <li>-Incorporate vegetation and tree planting in new, existing, and future developments to increase areas for shade and assist with dissipation of heat.</li> <li>-ensure natural and built shade features are available at outdoor public spaces.</li> <li>-municipal outdoor spaces shall be designed to include natural and/or constructed shade features to protect residents from UVR/sun exposure.</li> </ul>	
Saskatchewan Health Authority (Submission)	<p>Unclear if it has to be greenspace or can also be one of these other things?</p> <p>Commercial and Industrial subdivision will be required to dedicate or pay cash-in-lieu a minimum of 5 percent of the land for greenspace and park development. Does this mean they can get out of it? Would be good if it had to be reserved for that.</p>	OCP Section 5.1 (23)	<p>The Planning and Development Act, 2007 regulates the amount of dedicated land required in new subdivisions. 10% for residential and 5% for other land uses.</p> <p>Sometimes the dedication of park space is not appropriate, which is why there is a cash option. If the cash option is chosen that money is supposed to go towards dedicated lands and park spaces.</p>	

	<p>The protection and conservation of greenspace minimizes the effects of heat islands which drive up cooling and refrigeration energy consumption and generation. Greenspaces also provide vital ecosystem services. Urban trees can reduce air temperature thereby reducing ozone formation and removing air pollutants. Greenspaces protect water quality by providing opportunity for water absorption and filtration. In addition to the environmental benefits, forest ecosystems can support healthy communities by increasing physical activity, improving cardiovascular and respiratory health, preventing cancer and reducing stress.</p>			
Saskatchewan Health Authority (Submission)	<p>As the climate changes, the natural and built environment also changes. For instance, there can be increased incidences of water-borne diseases when water sources become contaminated during extreme weather events (e.g. flooding); decreased quantity of water from drought; threat to food safety (e.g. more food spoilage due to higher temperatures) and changing weather patterns may lead to a rise in infectious diseases in new and existing areas. In addition, higher temperatures cause increased air pollution, which leads to declining air quality. As a result, municipalities can develop mitigation and adaptation strategies to protect the built and natural environments in response to climate change.</p>	OCP – Section 5.14.2	<p>In the future could consider:</p> <ul style="list-style-type: none"> <li>-in consultation with stakeholders, develop municipal change adaptation and mitigation plans.</li> <li>-conduct a vulnerability risk assessment of the community and of all infrastructure to develop and support climate change mitigation and adaptation strategies.</li> <li>-Lots of great tools and resources to support this here:  <a href="https://www.climatecaucus.ca/resources/tools-for-21st-century-policy-making/councillor-s-handbook">https://www.climatecaucus.ca/resources/tools-for-21st-century-policy-making/councillor-s-handbook</a> </li> </ul>	
Saskatchewan Health Authority (Submission)	<p>Could there be some language that they are strongly encouraged or required at public and commercial facilities? (bicycle ancillary structures)</p>	ZB – Section 5.19	<p>Consider adding stronger wording that bicycle parking is required on all new public and commercial facilities.</p>	
Saskatchewan Health Authority (Submission)	<p>Community gardens – mentions considerations for parking facilities but could also mention bike parking.</p>	OCP – Section 5.8 (4) ZB – Section	<p>Consider adding bicycle parking requirements.</p>	
Saskatchewan Health Authority (Submission)	<p>Schools – could adding zoning regulations that fast food regulations and convenience stores not be allowed within 1 km of school? These and other restrictions protect student health by limiting the availability and accessibility of unhealthy foods and beverages in areas surrounding schools.</p>	OCP – Section 5.6	<p>Consider limiting where fast food outlets and convenience stores can be located; however, this could have negative consequences on attracting commercial enterprise to Pilot Butte.</p>	

	Could also include some language with the schools around promoting safe active transportation routes.			
Saskatchewan Health Authority (Submission)	Do you also want to include “well maintained paths and sidewalks” for accessibility and safety.	OCP – Section 5.5	Consider adding sidewalks and pathways to this statement.	
Saskatchewan Health Authority (Submission)	<p>Pedestrian access plan – could it instead by that encourages pedestrian and active transportation with decreased reliance on motor vehicles? I see what language is in there in various places, just not in this objective.</p> <p>Motor vehicle transportation is the primary contributor to air pollution. On-road transportation and engine idling contribute to greenhouse gas emissions and release carbon dioxide, nitrogen oxides and carbon monoxide hydrocarbons, which are the precursors of smog. Health impacts from air pollution include respiratory problems, asthma and increased risk of heart attack. Transportation activities can also increase the outdoor levels of ozone and particulate matter. Ozone irritates the respiratory tract and eyes and results in chest tightness, coughing and wheezing. Fine particulate matter can penetrate deep into the respiratory system triggering a heart attack or stroke.</p> <p>Physical activity and sedentary lifestyles increase the risk of chronic diseases (e.g. heart disease, stroke, diabetes and some cancers). However, moderately intense physical activity (e.g. walking and cycling) performed on most days of the week reduces the risk for heart disease and can improve health in many ways...Affordable and integrated transportation systems can facilitate linkages within and between urban and rural settings and reduce barriers such as infrastructure deficits, social equity issues, and access to employment.</p>	OCP – Section 5.1 (21) ZB – Section 3.18	Consider adding wording decreasing reliance on motor vehicles.	
Saskatchewan Health Authority (Submission)	Could add some language about social cohesion and well-being? Connects in with the heritage and cultural pieces, options for	OCP – no specific section	Consider adding some language about social cohesion and well-being.	







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## **Appendix C – Subdivision Guideline**

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## Appendix C – Subdivision Guideline

The Community Planning Branch (CPB) in the Province of Saskatchewan is the Approving Authority for all Subdivision Applications within the Town of Pilot Butte. This appendix aims to provide information on the general requirements of Subdivision Applications and an overview of the Subdivision Process by the Approving Authority. The Town intends to indicate such legislative requirements and processes ahead of time; however, this guideline should not limit all stakeholders to confirm any up-to-date requirements directly with the CPB.

### Subdivision Application

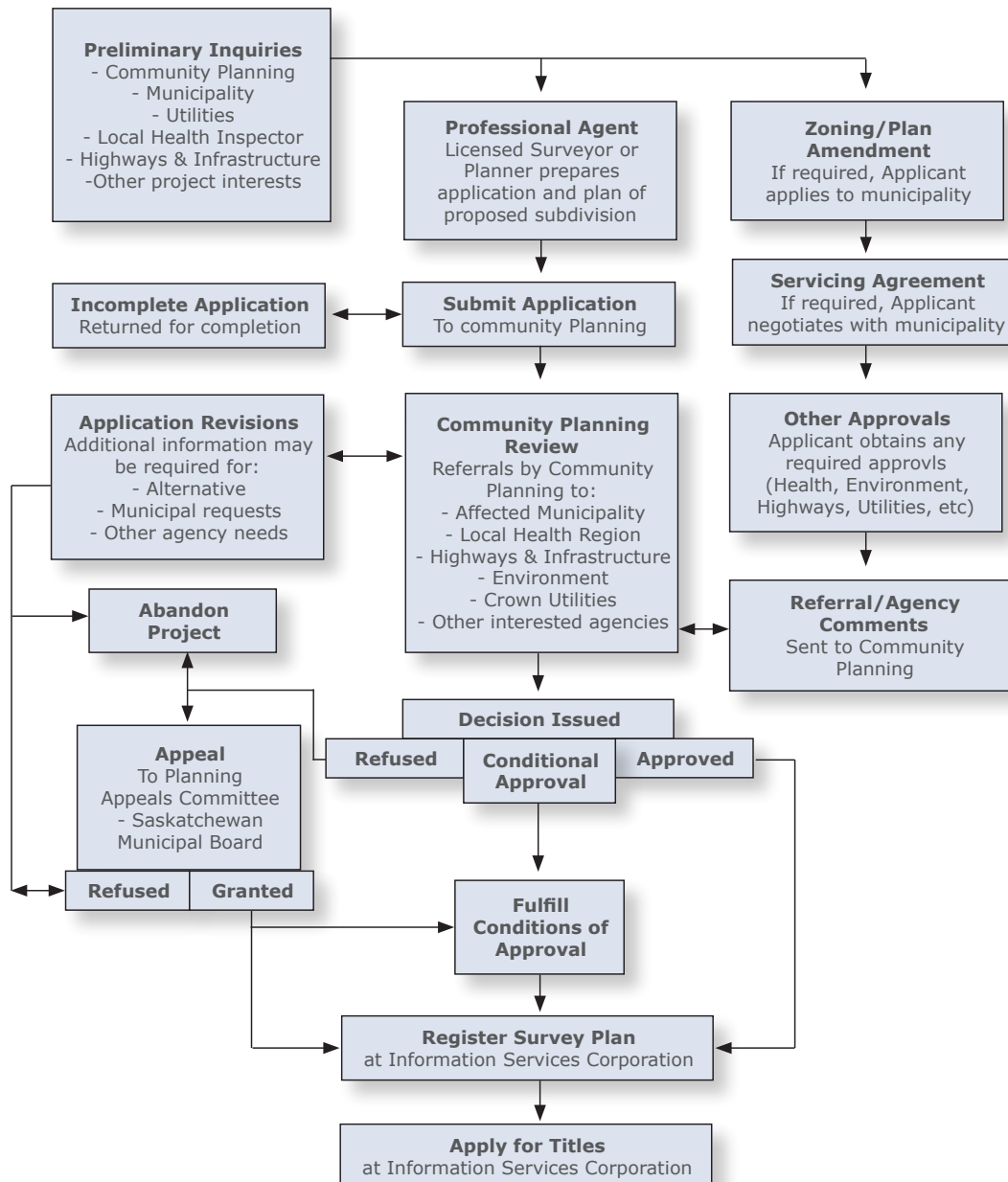
- 1) The proponent must apply to the CPB for a subdivision of land within the Town Pilot Butte's boundary. Consult the CPB office for the up-to-date application, payment fees and requirements. The following information may be included:
  - (a) A Plan of Proposed Subdivision.
  - (b) For a tie code removal, a parcel picture of the parcels to be subdivided along with a sketch plan.
  - (c) A copy of the current title of the land to be subdivided.
  - (d) Copy of the Application to Subdivide Land.
  - (e) The appropriate fees.
  - (f) Any other information required by The Subdivision Regulations to aid Community Planning in their decision process.
- 2) The proposed subdivision will be assessed based on conformance with Provincial and Municipal land use policies including but not limited to:
  - (a) Site suitability.
  - (b) Availability and adequacy of a water supply, a sewage disposal system and solid waste disposal.
  - (c) Conformity to local land use policy and zoning bylaws.
  - (d) Heritage potential.
  - (e) Environmental considerations.
  - (f) Utility servicing considerations.
  - (g) Flood protection and slope stability.
  - (h) Legal and physical access to a public roadway for each parcel.
  - (i) Other considerations outlined in the PDA and its regulations.
- 3) The Subdivision Application will be referred to the Federal/Provincial Agencies responsible for health, environment, highways, and various public utilities for comments. The CPB will notify the Local Authority of any received comments. The Town is not limited to requesting the applicant with the CPB for additional reports to settle any discrepancies.
- 4) The Subdivision Application will be referred to the Local Authority to review the OCP and Zoning Bylaw compliance. Non-conformance to the OCP and Zoning Bylaw may require amendments.
- 5) Council will review all subdivision proposals and related items in detail, including the Subdivision Dedicated Land Requirements, the Subdivision General Design Standards, and the Subdivision Checklist prior to issuing a resolution to submit a Letter of any Municipal comments for the subject subdivision application and/or a Letter of Recommendations for subdivision approval to the Approving Authority.



The Community Planning Branch “Subdivision Process” is depicted below which is intended for information guide only. Consult the Community Planning Branch for an up-to-date subdivision process.

## Subdivision Process

### Subdivision Application Approval Process



Source: Government of Saskatchewan (2022)



The Town "Subdivision Application Checklist" is depicted below which is intended for information guide only. Consult the Town for an up-to-date subdivision application checklist.

## Subdivision Application Checklist

<b>Subdivision Application Review</b>	All subdivision proposals located by the Town's boundary require review from the Municipality. All subdivision applications will be received from the Community Planning Branch of the Ministry of Government Relations.				
<i>Municipal Task (by the Development Officer and/or any Town's appointed)</i>	Yes	No	Not Yet	N/A	Comments
Subdivision Application inclusive w/ a Plan of Proposed Subdivision received from CPB for Municipal's review.					
Referral feedbacks by interested Federal and/or Provincial Agencies received from CPB for Municipal's review.					
Official Community Plan (OCP) bylaw amendment required.					
Rezoning and/or Zoning Bylaw amendment required.					
Subdivision Proposal meets Town's OCP and Zoning Bylaw.					
Servicing Agreement required and signed by involved parties.					
Development Levy Agreement required and signed by involved parties.					
Other Agreement in Writing (specify in comments) required and signed by involved parties.					
Servicing Agreement Fees, Development Levy, and/or other related fees required.					
Performance Security and Liability Insurance required.					
Dedicated Land(s) required (i.e. municipal reserve, environmental reserve, buffer strip, walkway, utility parcels, etc.).					
Roadway infrastructure required.					
Accessory to road infrastructure required (i.e. traffic island, boulevard, sidewalk, etc.).					
Road closure required.					
Other legal physical access required (i.e. walkway, etc.).					
Geotechnical Study required.					
Master Grading and Drainage Plan required.					
Master Landscaping Plan required.					
Any other Supplementary Information required; if so, specify in comments (i.e. traffic impact assessment report, etc.).					
Analysis Report and Recommendations from the Development Officer submitted to Administrator and Council for review.					
A Council-issued resolution.					
Letter of Comments and Recommendations from the Town submitted to Community Planning Branch for consideration.					
All required Agreement(s) signed and forwarded copies to CPB.					
Town registers an interest with Agreement(s) in Writing against the land being subdivided.					
Community Planning Branch issuance of decision ("Certificate of Approval" or otherwise) received.					
CPB notified, in writing or inclusive with the issuance of the Certificate of Approval or otherwise, the Developer about his/her Right to Appeal the decision to the Planning Appeals Committee of the Saskatchewan Municipal Board.					
Town submitted a Letter of Response to the issued decision by the CPB regarding the Subdivision Application, if necessary.					





The Town "Subdivision Development Checklist" is depicted below which is intended for information guide only. Consult the Town for an up-to-date subdivision development checklist.

## Subdivision Development Checklist

<b>Subdivision Development Pre-Construction Review</b>					All subdivision servicing and infrastructure plans require approval from the Municipality prior to construction.
<i>To Do or Requirements (by the Development Officer and/or any Town's appointed)</i>	Yes	No	Not Yet	N/A	Comments
Servicing Agreement Fees, Development Levy, and/or related fees payment received (Fees and payment method shall be as per Town's Policy/Bylaw or as agreed upon signing of subject agreement).					
All required Plans, Reports and/or Studies received for Town's review (All design drawings, plans and specifications shall be certified and sealed by a Professional Engineer).					
Geotechnical Study approved by Municipal Engineer.					
Master Grading and Drainage Plan approved by the Municipal Engineer.					
Master Landscaping Plan and approved by the Municipal Engineer.					
All other infrastructure construction drawings approved by the Municipal Engineer before construction.					
An irrevocable "Bond" or "Letter of Credit" received from the Developer prior to commencement of any subdivision services.					
A Liability Insurance received from the Developer prior to commencement of any subdivision services.					
Development Permit, as required, must be obtained by the Developer from the Town prior to commencement of subdivision development (Fees are subject to separate Development Permit application fees).					
Development Officer issued the Development Permit (whether approved, approved w/ conditions, or refused).					
Development Officer notified, in writing or inclusive with the issuance of the Permit, the Developer about his/her Right to Appeal the decision to the Development Appeals Board or Saskatchewan Municipal Board.					
Building Permit, as required, must be obtained by the Developer from the Town prior to construction (Fees are subject to separate Building Permit fees depending on the type of building/structure and size).					
<b>Subdivision Development Post-Construction Review</b>					All installed and completed subdivision infrastructure requires inspection from the Municipality prior to reducing the amount in performance security and releasing the warranty.
<i>To Do or Requirements (by the Development Officer and/or any Town's appointed)</i>	Yes	No	Not Yet	N/A	Comments
All or portion of subdivision infrastructure development has been completed by the Developer's Engineer, and the Developer has notified the Town in writing, and has requested for performance security reduction or release of warranty.					
The Town has inspected all or portion of subdivision infrastructure, and has found infrastructure satisfactory with no deficiencies, and has notified the Developer in writing with the issuance of Certificate of Substantial Completion along with a Letter of reduction for performance security or a Letter of release for warranty, if granted.					
The Town has inspected all or portion of subdivision infrastructure, and has found infrastructure non-satisfactory with deficiencies, and has notified the Developer in writing to fix such deficiencies first before the Town issues the Certificate of Substantial Completion along with a Letter of reduction for performance security or a Letter of release for warranty, if granted.					



## Subdivision Dedicated Land Requirements

The Community Planning Branch as the Approving Authority may require the proponent, under the provision of *The Planning and Development Act*, to provide dedicated land(s) without compensation to the Municipality prior to issuance of subdivision approval. This guideline only aims to set out general requirements and list all potential uses of these dedicated lands that are to be given to the Town of Pilot Butte. Any up-to-date or additional requirements for the dedicated lands shall be as per conditions prescribed in *The Planning and Development Act* and *The Dedicated Lands Regulations*.

- 1) For a Municipal Reserve, the aggregate amount of land that may be required to be provided is:
  - (a) In the case of a residential subdivision, 10% of the land area proposed for subdivision.
  - (b) In the case of a non-residential subdivision, 5% of the land area proposed for subdivision.
- 2) The land included in the area proposed for subdivision is not to include the land required to be provided as an environmental reserve and a municipal utility parcel. Environmental reserve and buffer strips may be accepted towards the municipal reserve requirement if the land is accessible to and usable by the public.
- 3) A Municipal Reserve may only be used for:
  - (a) Public Park or recreation area.
  - (b) School.
  - (c) Natural area.
  - (d) Public building or facility.
  - (e) A building or facility to be used by a charitable corporation.
- (f) Agricultural or horticultural uses.
- (g) Any other specific or general use that the Minister may prescribe by regulation.
- 4) Land may require to be dedicated as an Environmental Reserve if the land consists of all/any of the following:
  - (a) A ravine, coulee, swamp, natural drainage course or creek bed.
  - (b) Wildlife habitat or areas that are environmentally sensitive or that contain historical features or significant natural features.
  - (c) Land that is subject to flooding or is, in the opinion of the Approving Authority, unstable.
  - (d) Land that abuts the bed and shore of any lake, river, stream or other body of water and that is required for the purpose of the prevention of pollution; the preservation of the bank; or, the protection of the land to be subdivided against flooding.
- 5) An Environmental Reserve may be used as a public park, or any other uses that the Minister may specify by regulation, but, if it is not used for those purposes, the environmental reserve must be left in its natural state.
- 6) A Municipal Utility Parcel may be required for the public work or utility purposes. Municipal utility parcels are not to be counted as part of the Municipal Reserve requirement.
- 7) A Buffer Strip may be required to separate incompatible land uses.
- 8) A Public Highway may be required to provide access within the proposed subdivision as well as to service both the vehicle and pedestrian users of the proposed subdivision.
- 9) A Walkway may be required to provide access within the proposed subdivision as well as to service both the pedestrian and cyclist users.

## Historic and Heritage Resources

Council may require any lands identified having historic and heritage resources to be dedicated as Environmental Reserves to preserve and protect these significant lands.

- 1) Historic and heritage resources may be identified within 500 metres of the proposed site.
- 2) New development in proximity to historic and heritage resources may be required to be screened, buffered, setback, or have established design guidelines if the proposed development is deemed to be incompatible with existing resources.



*Pilot Butte Cenotaph*

Source: Town of Pilot Butte (2022)

- 3) Changes of use in historic buildings is permitted when the new use is compatible with the building's character and requires very limited changes to the building.
- 4) If development is proposed on heritage sensitive lands, the Developer shall refer the proposed development to the Heritage Conservation Branch (HCB), Ministry of Parks, Culture and Sport for heritage review (desktop review completed by HCB staff of the development footprint on heritage sensitive lands. Should a Heritage Resource Impact Assessment (HRIA) be required, the applicant

shall carry it out by a qualified professional under an approved investigation permit.

- 5) The Developer may present the results from the Developer's Online Screening Tool, the Exempt Checklist or the reply from HCB review (which could be clearance or might state that a HRIA is required).
- 6) Heritage properties, as designated by the Province/Town, are subject to development review as per *The Heritage Property Act*. Provincial heritage properties are granted special protection and any alterations and development must be reviewed and approved by the Heritage Conservation Branch within the Ministry of Parks, Culture and Sport.
- 7) Promoting awareness of the Town's historical, cultural and heritage resources through the installation of plaques, markers and signage will be encouraged on properties that have significant natural or human heritage resources, with the approval of the owner, and where the signage is appropriate in scale, design, and placement with the site and surrounding area, and does not negatively cause safety concerns or negatively impact the heritage value of the site.
- 8) Where appropriate, to facilitate the reuse of historic buildings, Council may relax development standards (i.e. parking requirements, setback requirements, etc.) where it is not feasible to meet the minimum requirements.
- 9) The following developments are exempt from HCB review:
  - (a) Continuing agricultural use of land.
  - (b) Construction, alteration, addition, extension, removal or demolition of a single residence.
  - (c) Construction, installation, alteration, addition, extension, removal or demolition of an accessory or ancillary building, structure or use, including:



- a. Garages, carports, workshops, sheds, barns, and other animal shelters.
- b. Fences, freestanding walls, and retaining walls.
- c. Approach, driveway or pathway.
- d. Dugouts, wells, water tanks or cisterns.
- e. Solar panels, wind turbines or wind mills.
- f. Gardens, trees, windbreaks, and related watering systems.
- g. Barbeques or fire-pits.
- h. Swimming pools, hot-tubs, fish ponds, fountains or other water features.
- i. Boat dock, launch or house.

dedicated to the Town as Environment Reserves.

- 4) Mitigation measures to ensure the protection of the environmentally sensitive areas may be a condition of subdivision approval or a requirement of a Development Permit.

## Subdivision Development Standards

- 1) The proponent shall comply with the regulations and legislation administered by the Approving Authority including *The Planning and Development Act*, *The Subdivision Regulations*, *The Dedicated Lands Regulations*, and any other related Acts and regulations, unless otherwise directed by the Approving Authority.
- 2) The proponent shall comply with Subdivision Development Standards indicated by the Local Authority, unless otherwise directed by the Approving Authority.
- 3) Council should consider the Subdivision General Design Standards for any subdivision development proposal in Town unless otherwise advised by trusted professionals.
- 4) Any associated costs and responsibilities pertaining to subdivision development should be stated in the specific servicing agreement or other agreement in writing with the proponent and the Municipality.

## Subdivision General Design Standards

The Local Authority should consider the following information as a design guideline for any subdivision development proposal in Pilot Butte unless otherwise advised by trusted professionals (i.e., contracted engineers, etc.).

Any costs and responsibilities associated to subdivision development should be stated in the specific servicing agreement or other agreement in writing with the developer and the Municipality.

## Environmentally Sensitive Areas

- 1) The following lands shall be protected from incompatible or potentially incompatible uses:
  - (a) Lands where rare or endangered flora and fauna have received Provincial designation and protection.
  - (b) Lands designated under the *Wildlife Habitat Protection Act* and any amendments.
  - (c) Lands designated under any other environmental protection legislation or policy.
  - (d) Private lands that have been voluntarily protected by landowners.
  - (e) Hazardous lands.
- 2) A comprehensive investigation to identify the sensitive features on the lands and the potential impacts of development may be required by Council.
- 3) Council may require lands identified as Environmentally Sensitive Areas to be



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| <p>1) Neighbourhood Design:</p> <ul style="list-style-type: none"><li>a) New neighbourhood subdivision design is encouraged to connect to existing or new greenspace/parks.</li><li>b) New neighbourhood subdivision design is encouraged to have a grid street and block pattern with a mix of cul-de-sacs.</li></ul> <p>2) Street Grading and Paving:</p> <ul style="list-style-type: none"><li>a) Driving surface of the on-site subdivision streets should be 10.0 metres in width, crowned at a minimum of 2.5%.</li><li>b) Minimum street gradient should be 0.5%, with a maximum street gradient of 5.0%.</li><li>c) All curb, gutter, and swales should conform to the following:<ul style="list-style-type: none"><li>i) All concrete should be placed on approved granular sub base.</li><li>ii) Profiles should conform to the standards of the Town.</li><li>iii) Design mix of the concrete should conform to the following:<ul style="list-style-type: none"><li>(a) Type 50 sulfate resistant concrete;</li><li>(b) Minimum 28-day strength 25 mpa;</li><li>(c) Air entrainment 5-7%; and,</li><li>(d) Maximum water/cement ratio 0.45.</li></ul></li></ul></li><li>d) Roadway should consist of a 20-year design life, as certified by a professional engineer registered in Saskatchewan, and at minimum should consist of:<ul style="list-style-type: none"><li>i) Prepared sub grade.</li><li>ii) Suitable depth of sub base and base course.</li><li>iii) Minimum 50 mm asphalt surface course.</li></ul></li></ul> | <p>3) Gravity Sanitary Sewer Mains, Storm Sewer and Appurtenances:</p> <ul style="list-style-type: none"><li>a) Pipe for sanitary sewer mains should be PVC gravity sewer pipe, SDR35. The pipe and joints are to have zero leakage.</li><li>b) Minimum size of 200 mm diameter at a slope of 0.40%.</li><li>c) Mains should be located in the middle of the street right-of-way. Mains should be installed to provide a minimum depth to invert of 2.75 metres below finished grade. If this standard cannot be met, additional information should be provided on the plans relative to the effect that such shallow sewer mains have on future building services. Lines with less than a 2.25 metre depth should be insulated.</li><li>d) Sand bedding of 100 mm below the pipe and halfway up the pipe should be provided for all mains. Improved bedding should be provided where soil conditions or trench conditions require.</li><li>e) The sewer mains should be designed, staked and inspected by the developer's engineer.</li><li>f) Manhole barrels should be of precast concrete manhole sections with a minimum 1050 mm inside diameter.</li><li>g) Manhole safety steps should be of galvanized iron. Frames and covers should be of cast iron, equal to Norwood Foundry F-39.</li><li>h) Manholes should be placed at all changes of grade or direction and at main terminals.</li><li>i) Maximum manhole spacing should be 120 metres.</li></ul> <p>4) Sanitary Sewer Service Connections:</p> <ul style="list-style-type: none"><li>a) Service should be PBV gravity sewer pipe, SDR28.</li></ul> |
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| <ul style="list-style-type: none"> <li>b) Service pipe should be a minimum 100 mm diameter.</li> <li>c) Slope of 2.0% service pipe should be connected to the sewer main with an appropriate saddle.</li> <li>d) Gravity service pipe to the front property line of each lot should be installed at a depth to invert of at least 2.5 metres below final lot grade. Connections with less than 2.25 metres depth should be insulated.</li> </ul> <p>5) Domestic Water Mains and Appurtenances:</p> <ul style="list-style-type: none"> <li>a) Pipe for potable water mains should be class 150 PVC pipe conforming to AWWA C905.</li> <li>b) Minimum pipe size should be 150 mm diameter.</li> <li>c) Mains should be located within the street right-of-way and at least one (1.0) metres horizontally from the sanitary sewer mains.</li> <li>d) Mains should be installed to provide a minimum cover of 2.75 metres below finished grade.</li> <li>e) Sand bedding of 100 mm below and halfway up the pipe should be provided for all mains. Improved bedding should be provided where soil conditions or trench conditions require.</li> <li>f) Mains should be hydrostatically tested and disinfected prior to use.</li> <li>g) Fire hydrants should conform to AWWA C502 specifications, with threads being consistent with the Town hydrants, should be placed on 3 metre leads, valved and freely drained, and a maximum spacing of 150 metres.</li> <li>h) All valves should be cast iron gate valves with resilient seats conforming to AWWA C509 specifications. The valves should be located at street intersections in line</li> </ul> | <p>with the property line. All fittings should be cast iron conforming to AWWA C110 specifications.</p> <p>6) Water Service Connection Lines:</p> <ul style="list-style-type: none"> <li>a) Water service pipe should be a minimum of 25 mm diameter. Each water service line should have a curb stop and drains located at the property line.</li> </ul> <p>7) Natural Gas, Underground Power Distribution, and Telephone and Cable Services:</p> <ul style="list-style-type: none"> <li>a) The natural gas, power, telephone and cable services should be designed by the respective utility companies.</li> <li>b) The natural gas, power, telephone and cable services should be arranged by the proponent.</li> <li>c) Registering easements for natural gas, power, telephone and cable services, and storm sewer, etc., shall be the onus of either respective utility companies, proponent and/or the municipality depending on the mutual agreement.</li> </ul> <p>8) Street Lighting:</p> <ul style="list-style-type: none"> <li>a) All street lighting should be Light Emitting Diode (LED) or equivalent.</li> <li>b) Street lights should be placed at locations, where possible, to not interfere with proposed driveways and, in general, should be located in line with the extension of common property lines between two lots.</li> </ul> <p>9) Street Name and Traffic Signs:</p> <ul style="list-style-type: none"> <li>a) Reflectorized street name signs and traffic signs should be of the type and colour used by the Town, mounted on 50 mm diameter steel posts.</li> </ul> <p>10) Pathways and Pathway Lightings:</p> <ul style="list-style-type: none"> <li>a) The pathways within the park should have a 1.8 metre asphalt.</li> </ul> |
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- b) Low profile luminary lighting is encouraged to be installed adjacent to pathways.
- 11) Parks and Open Spaces:
- a) Parks and open spaces should be landscaped by implementing any/all of the following:
    - i) Soft landscaping: consisting of vegetation such as trees, shrubs, vines, hedges, flowers, grass and ground cover.
    - ii) Hard landscaping: consisting of non-vegetative materials such as concrete, unit pavers, brick pavers or quarry tile, but does not include gravel, shale or asphalt.
  - b) Parks and open spaces should have multiple functions for public uses by construction or installation of all/any of the following:
    - i) Installation of water drip line, park sprinkler system, underground irrigation and/or stormwater drainage infrastructure that will assist the maintenance operation of green/natural spaces.
    - ii) Construction of pedestrian and cyclist access such as sidewalks or pathways with gravel, shale, asphalt or equivalent.
    - iii) Placing of amenity/service structures or objects including but not limited to:
      - (a) Benches, picnic tables and chairs;
      - (b) Community garden beds;
      - (c) Garbage and recycling bins;
      - (d) Heritage monuments;
      - (e) Human/hand sanitization station;
      - (f) Pergola or gazebo;
  - c) Implementing Crime Prevention Through Environmental Design (CPTED) design principles and guidelines are encouraged to create a safer environment for any pedestrian activities on parks and open spaces.
- 12) Bollards:
- a) Installation of a minimum 20 centimetre diameter galvanized steel bollards filled with concrete may be required to be placed wherever a pathway meets a road crossing (minimum three bollards to be installed at each location) to prevent vehicle access.
- 13) Buffers:
- a) Buffers are intended to improve land use compatibility and environmental quality by reducing noise, lighting glare and other nuisances, or facilitating natural drainage. Provision of buffer strips to separate uses from adjacent properties may require a minimum of a 1.0 metre (in width) vegetative landscaped buffer, unless a fence is required for other reasons.
  - b) Buffer strips should be at least 3.0 metre in width if the subdivision area is located by the provincial highway and/or municipal road/street.
- (g) Pet sanitization station;
  - (h) Play structures and bike racks;
  - (i) Portable kiosks (e.g. for street markets, farmers market, etc.);
  - (j) Portable water station;
  - (k) Safety barriers (e.g. staggered swing gates, bollards, fencing, etc.);
  - (l) Signage and lighting; and,
  - (m) Water/spray fountain.



## 14) Fencing:

- a) Fences should be maintenance free and be at least 1.8 metres in height. Sound barrier fence should be installed in subdivision areas located by a provincial highway.
- b) Developers of any type of subdivision shall have the provision to install chain link fence, or equivalent with Town's approval, no higher than 1.2 metres along the "non-entry" lot edges of dedicated lands (e.g. Public Park, environmental reserve, buffer strip, utility parcel, etc.).
- c) In the event the developer installed a fence at the "non-entry" lot edges of dedicated lands, all lot purchasers or "homeowners" abutting the dedicated lands reserve the right to install an additional fence with the following conditions:
  - i) A fence is allowed to be a maximum of 1.8 metres in height in the rear and/or side yard of the subject lot except for corner lots that may affect the sightline. Fences up to 1.8 metres in height may be allowed in the rear and/or side yard of a corner lot at the discretion of the Development Officer.
  - ii) A fence shall be installed all the way to the edge of the location of the existing chain link fence or equivalent where there shall be no remaining space or gap for any nuisance plants to grow, such as weeds that will demand the Town's maintenance.
- d) If a fence is not installed by the developer to segregate the dedicated lands from abutting residential dwellings, all lot purchasers shall have the provision to install a fence with the following conditions:
  - i) A fence is allowed to be a maximum of 1.8 metres in height in the rear and/or side yard of the subject lot except for corner lots that may affect

the sightline. Fences up to 1.8 metres in height may be allowed in the rear and/or side yard of a corner lot at the discretion of the Development Officer.

- ii) A fence shall be installed all the way to the edge of the rear and/or side lot line and may be in alignment at least in length of any adjacent existing fence to provide architectural consistency and a pleasing look.

## 15) Curb and Gutter:

- a) Curb and gutter should be constructed as per engineer specifications.

## 16) Tree Planting:

- a) Planting trees adjacent to a pathway, roadway, road allowances, buffer, etc. are encouraged.
- b) Poplar trees are strictly prohibited.

## 17) Traffic Island and Related Traffic Safety Items:

- a) Traffic island and related traffic safety items should be constructed as per engineer specifications.

## 18) Other Relevant Landscaping Items:

- a) Shall be as per approved Landscaping Plan by Council.

## 19) Other Relevant Infrastructure Items:

- a) Shall be as per approved Infrastructure Plan by Council.



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## **Appendix D – Development Appeal Guideline**

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## Appendix D – Development Appeal Guideline

Subject to the provision of *The Planning and Development Act*, the Development Appeals Board provides an opportunity for independent review where a decision made by the Local Authority is questioned. Any affected persons, applicants, building owners, occupants, or agents who have been impacted by a decision may be eligible to appeal to the DAB.

### Development Appeal

In accordance to *The Planning and Development Act*, the following outcomes are eligible for a development appeal:

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| <ol style="list-style-type: none"> <li>1) The Zoning Bylaw has been misapplied in the issuance of a development permit.</li> <li>2) A Development Permit has been wrongfully refused.</li> <li>3) The applicant is requesting a variance to specific standards of the Zoning Bylaw to allow development to proceed.</li> <li>4) The development standards prescribed in the approval of a discretionary use application are above and beyond those necessary to achieve the objectives of the Zoning Bylaw.</li> <li>5) Council has refused to amend a Zoning Bylaw to remove the holding symbol, or has failed to make a decision within the required time.</li> <li>6) Under an Interim Development Control Bylaw, an application has been approved subject to terms or development standards, refused or not dealt with within the prescribed period and the applicant is aggrieved by the action or inaction.</li> <li>7) Council has refused, failed to make a decision within the prescribed period of time or has not entered into a development agreement for development in a direct control district.</li> <li>8) Council has refused, failed to make a decision within the prescribed period of time or has imposed terms and conditions on a</li> </ol> | <p>development permit to demolish a residential building in a Demolition Control District.</p> <ol style="list-style-type: none"> <li>9) Council has refused, failed to make a decision within the prescribed period of time or has imposed terms and conditions on a Development Permit in an Architectural Control District.</li> <li>10) A Minor Variance application has been revoked, refused or approved with terms and conditions.</li> <li>11) An enforcement order has been issued.</li> <li>12) A decision made prescribing site plan control conditions or performance standards for specific industrial or commercial development.</li> <li>13) An application for structural repairs, alterations or additions to a non-conforming building is refused.</li> <li>14) Council has requested payment for development levies or servicing agreement fees, or Council has failed to sign a Development Levy or Servicing Agreement.</li> <li>15) Council has ordered the owner of a building to bring it up to standards specified in a Building Maintenance Bylaw.</li> <li>16) Subdivision appeals when:               <ol style="list-style-type: none"> <li>i. Refusal of an application for a proposed subdivision.</li> <li>ii. Approval in part of an application for a proposed subdivision.</li> <li>iii. Approval of an application for a proposed subdivision subject to specific development standards.</li> <li>iv. Revocation of approval of an application for a proposed subdivision.</li> <li>v. Failure to enter into a Servicing Agreement.</li> <li>vi. Applicant objects to producing any information requested by an Approving</li> </ol> </li> </ol> |
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Authority, other than information required by *The Subdivision Regulations* to accompany the application.

- 17) The terms and conditions of the Servicing Agreement.

No appeals may be granted by a Development Appeals Board when:

- 1) The proposed use is not permitted or the intensity of use is not permitted in the Zoning Bylaw.
- 2) The proposed use is a discretionary use or the intensity of use has not been approved by resolution of Council.
- 3) The proposed use is a prohibited use.
- 4) Council has refused to rezone the owner's land.
- 5) The appeal, if granted, would be incompatible with provisions of an OCP in force.
- 6) Council has rejected an application for approval of a discretionary use.

In accordance to the *Development Appeal Board Guide*, when determining and hearing the appeal, the members of the DAB hearing the appeal:

- 1) Is bound by the Official Community Plan in effect.
- 2) Must ensure that its decisions conform to the uses of land, intensity of use and density of development in the Zoning Bylaw.
- 3) Must ensure that its decisions are consistent with any Provincial land use policies and SPI.
- 4) May, subject to clauses (i) to (iii), confirm, revoke, or vary the approval, decision, any development standard or condition, or order imposed by the Approving Authority, the Council, or the Development Officer, as the case may be, or make or substitute

any approval, decision or condition that it considers advisable if, in its opinion, the action would not:

- i. Grant to the applicant a special privilege inconsistent with the restrictions on the neighbouring properties in the same Zoning District.
- ii. Amount to a relaxation so as to defeat the intent of the Zoning Bylaw.
- iii. Injuriouly affect the neighbouring properties.

Public notices, consideration of additional materials, procedures, and timelines for the decision of the Development Appeals Board will be initiated and followed according to Sections 222 to 225 of the PDA upon receiving a Development Appeal application.

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## **Appendix E – Servicing Agreement & Development Levy Information**

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## Appendix E – Servicing Agreement & Development Levy Information

### Servicing Agreement

- 1) In accordance with *The Planning and Development Act*, the Servicing Agreement may provide for:
  - a) The undertaking by the proponent to install or construct within the proposed subdivision, and in accordance with the specifications stated in the agreement, any storm sewers, sanitary sewers, drains, water mains and laterals, hydrants, sidewalks, boulevards, curbs, gutters, street lights, graded, graveled or paved street and lanes, connections to existing services, area grading and levelling of land, street name plates, connecting and boundary streets, landscaping of parks and boulevards, public recreation facilities or other works that the Council may require.
  - b) The payment of fees by the proponent that the Council may establish as payment in whole or in part for the capital cost of providing, altering, expanding or upgrading sewage, water, drainage and other utility services, public highway facilities, or park and recreation space facilities, located within or outside the proposed subdivision and that directly or indirectly serve the proposed subdivision.
  - c) Time limits for the completion of any work or the payment of any fees specified in the agreement, which may be extended by agreement between the proponent and the Municipality.
  - d) Provisions for the proponent and the Municipality to share the costs of any work specified in the agreement.
  - e) Any assurances as to performance that the Council may consider necessary.
  - f) The amount and location of any land for a municipal utility that the Town may require for the location of a public work or public utility.
- g) Required concept or site plans, maps, development or design standards, proposed infrastructure plans, estimated cost of subdivision services, etc. which may all be attached as appendices to the agreement.
- h) If the provision of service requires capital costs to connect the development to a provincial highway, any/all of the following may apply:
  - i. The proponent will enter into a Transportation Partnership Agreement with the Ministry of Highways.
  - ii. The payment of fees will be based on a Transportation Partnership Agreement between the Town of Pilot Butte and the Ministry of Highways.
- 2) Servicing Agreements shall not provide for the completion of any work by the proponent or the payment of any fees by the proponent that were previously addressed by the payment of Development Levy or in a Development Levy Agreement, unless the Town will incur additional capital costs as a result of the subdivision.
- 3) Where required, the proponent and the Municipality shall enter into a Servicing Agreement within 90 days after the day that the Town receives the subdivision application.
- 4) If the Municipality and the proponent are unable to enter into the Servicing Agreement within 90 days after the date of the application for the proposed subdivision, the proponent may apply to the DAB and/or the SMB for a decision respecting all/any of the following:
  - a) Whether or not a Servicing Agreement is necessary.
  - b) The proposed terms and conditions of the Servicing Agreement.



- c) Whether or not the application for the proposed subdivision of land is incomplete.

- d) That the Development Levy or is equivalent amount has already been paid with respect to the proposed development.

### Development Levy

- 1) In accordance with *The Planning and Development Act*, the primary purpose of Development Levy is for recovering all or part of the Town's capital costs of providing, altering, expanding or upgrading the following services and facilities associated, directly or indirectly, with a proposed development: sewage, water or drainage works; roadways and related infrastructure; parks; and, recreational facilities.
- 2) If the subdivision of land is involved, a Development Levy must not be used as a substitute for Servicing Agreement Fees.
- 3) Subject to Section 171 of the PDA, the Council may assess only one Development Levy on one development.
- 4) The *Development Levy Bylaw* shall prescribe the terms and conditions when entering into a Development Levy Agreement.
- 5) Until such time there is a *Development Levy Bylaw* in place, the Local Authority should not execute any Development Levy Agreements with the proponent of the development.
- 6) Unless a request for payment is made, an applicant, within 30 days after receiving a request, may appeal the request to the Saskatchewan Municipal Board on any of the following grounds:
  - a) That the capital work or project for which the Development Levy or fee is to be collected does not directly or indirectly serve the proposed development.
  - b) That the Development Levy is not for capital costs.
  - c) That the calculation of the Development Levy is incorrect.

- 7) If the Town and the proponent are unable to enter into the Development Levy Agreement within 90 days after the date of the application for the proposed development, the proponent may apply to the DAB and/or the SMB for a decision respecting all/any of the following:
  - a) Whether or not a Development Levy Agreement is necessary.
  - b) The proposed terms and conditions of the Development Levy Agreement.
  - c) Whether or not the application for the proposed development permit is incomplete.

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## **Appendix F – Boundary Alteration Information**

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## **Appendix F – Boundary Alteration Information Boundary Alteration**

The Council of the Town of Pilot Butte will work collaboratively with the RM of Edenwold No. 158 for any future annexation or municipal boundary alteration proposed by either or both the Town and the RM to meet any necessary Municipal or Provincial requirements.

Having an Intermunicipal Development Agreement with the RM of Edenwold No. 158 may be explored by the Council of the Town of Pilot Butte as one alternative approach to address the short-term/long-term servicing needs of affected properties (within or outside the current Town boundaries) that are subject to annexation proposal. The Agreement may indicate terms and conditions as well as rationale basis and appropriate timing for boundary alteration or annexation.

The Town of Pilot Butte is encouraged to attach the Agreement concerning boundary alteration or annexation as part of this Appendix.



