

CITY OF MELFORT

OFFICIAL COMMUNITY PLAN



Prepared for:

THE CITY OF MELFORT

Prepared by:

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JULY 2019

The City of Melfort

Bylaw No. 2019-18

A Bylaw of the City of Melfort to adopt an Official Community Plan.

The Council of the City of Melfort in the Province of Saskatchewan, in open meeting assembled enacts as follows:

- (1) Pursuant to Section 29 and 32 of *The Planning and Development Act, 2007* the Council of the City of Melfort hereby adopts the Official Community Plan, identified as Schedule "A" to this bylaw.
- (2) The Mayor and Chief Administrative Officer are hereby authorized to sign and seal Schedule "A" which is attached to and forms part of this bylaw.
- (3) Bylaw No. 96-08, the Basic Planning Statement, and all amendments thereto are hereby repealed.
- (4) This bylaw shall come into force on the date of final approval by the Minister of Government Relations.

Read a First Time the 12th day of August, 2019

Read a Second Time the 7th day of October, 2019

Read a Third Time the 7th day of October, 2019

Adoption of this Bylaw this 7th day of October, 2019

Rick Lang
(Mayor)

SEAL

Heather Audette
(City Clerk)

Certified a True Copy of the Bylaw adopted by Resolution of Council

On the _____ day of _____, of the year _____

THE CITY OF MELFORT
OFFICIAL COMMUNITY PLAN

Being Schedule “A” to Bylaw No. 2019-18
of the City of Melfort

Rick Lang
(Mayor)

Heather Audette
(City Clerk)

SEAL

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1 INTRODUCTION

1.1 AUTHORITY

In accordance with Sections 29 and 32 of *The Planning and Development Act, 2007 (The Act)*, the Council of the City of Melfort has prepared and adopted this Official Community Plan to provide the City with goals, objectives and policies relating to approximately twenty years of future growth and development within the community.

Section 32 of *The Act* provides that the Official Community Plan is required to contain statements of policy with respect to:

- (1) sustainable current and future land use and development in the municipality;
- (2) current and future economic development;
- (3) the general provision of public works;
- (4) the management of lands that are subject to natural hazards, including flooding, slumping and slope instability;
- (5) the management of environmentally sensitive lands;
- (6) source water protection; and,
- (7) the means of implementing the Official Community Plan.

The Province of Saskatchewan adopted the Statements of Provincial Interest Regulations, effective March 2012, and are applicable to community planning and development under Section 7 of *The Act*. Section 8 of *The Act* provides that every Official Community Plan and Zoning Bylaw must be consistent with the Statements of Provincial Interest Regulations.

In general the Statements of Provincial Interest Regulations address:

- 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

1.2 SCOPE AND PURPOSE

1.2.1 Scope of the Official Community Plan

This Official Community Plan articulates the overall growth and needs of Melfort through a statement of the goals, objectives and policies that relate to future growth and development of the community and region.

The policies of this Official Community Plan shall apply to the incorporated area of the City as well as other matters related to its physical, social and economic development. The policies are intended to provide the City of Melfort with direction and guidelines for establishing bylaws, programs and decision making on future land use and development proposals in the City. Policies, including Map 1 - Future Land Use Concept, that apply to land outside of City boundaries are conceptual only. All development shall conform to the objectives and policies contained in this Official Community Plan.

1.2.2 Growth Strategies

Growth strategies and policies within this Official Community Plan have been developed with guidance from the 2018 Background Report for the City of Melfort Official Community Plan and Zoning Bylaw. The Background Report provided the information necessary for preparation of this Official Community Plan and provides direction for policy development of the physical environment, population & housing, services & infrastructure and land use & development.

This Official Community Plan also aligns with a number of important background documents and initiatives of the City of Melfort (outlined within the Background Report), including:

City of Melfort Strategic Plan

The City of Melfort adopted their latest Strategic Plan in 2015. The intention of the Plan is to provide direction for the City's future community planning and economic development efforts over the next five years. The Strategic Plan is built on three themes: a shared vision; a shared purpose; and a shared direction.

Three goals are identified in the Strategic Plan, associated with key areas of focus, and are as follows:

- Provide for well-planned and maintained facilities and services to benefit current / future residents and visitors to the City.
- Provide adequate and appropriate facilities and services that increase the community's quality of life.
- To create a climate for growth and investment to enhance the community's economic vitality.

Downtown Melfort Visioning Plan

In 2016, the Public Engagement and Urban Design Document was completed for areas within Melfort's Downtown. This important document, provides a design vision for a defined area, including urban design guidelines and a streetscape masterplan. A guiding document for the revitalization and development of Melfort's Downtown, this key plan will be the driver in the development of policies surrounding urban design and development of the City's downtown. Driven by a strong public engagement process, the document includes design guidelines that may be implemented through future revisions to the City of Melfort's Zoning Bylaw.

Melfort Branding

In 2015, the City undertook an exercise to establish a branding strategy in alignment with the City's strategic directive to clearly define the City's "brand" and establish a plan to implement it into neighborhood development, future planning and marketing efforts. "Play Melfort" was developed to promote the City's unique community assets and boost Melfort's market for multi-generational travel.

The goals of "Play Melfort" include instilling community pride, increasing the number of dollars being spent within the City, and attracting and retaining residents.

1.2.3 Opportunities and Challenges

Since the development of the City's previous Community Plan in 1996 (The City of Melfort Basic Planning Statement Bylaw No. 96-08), Melfort has experienced significant changes, including:

- Positive population growth (1.4% average annual growth over the last 10 years) including an increasing newcomer population;
- Development of a medical clinic attached to the Melfort Hospital;
- Over 350 residential units constructed (since 2007);
- Sustained growth and expansion of service related industries and retail;
- Commendable heritage conservation efforts;
- Large scale commercial / industrial developments;
- Construction of the Kerry Vickar Centre to enhance arts and culture in the community and provide multi—use space to accommodate a variety of meetings, conferences and events;
- Implementation of Phase I construction at the Spruce Haven Park Recreational Area, with the completion of a Skatepark and Soccer Pitches in 2018;
- Closure of rural schools; and
- An expanded program scope of Cumberland College and an exploration of the potential for an expanded campus.

Embracing change and growth has provided the City with a number of opportunities and challenges:

- The region's agricultural based economy continues to somewhat isolate Melfort from low global potash and oil and gas prices.
- The City has seen positive population growth over the last 10 years, within an increase in the newcomer population. A strategy is needed to help newcomers integrate in to and become part of the community.
- There is a need for continued provisions of serviced land for residential, commercial, industrial and institutional land, including annexation of additional lands into the City. The City will need to continue to address serviceability constraints due to its topography and the presence of floodways within the City.
- Increases have been seen in construction costs impeding new home construction and the City has developed and continues to expand incentives to counter these increases. The lower valuation of property in Melfort makes new construction difficult.
- The City continues to work towards provisions for a diversity of housing to meet the needs of Melfort's demographics (including the older population and noted increases in the younger age cohorts). There is a real gap in the continuum of care in terms of supportive seniors' housing and some long-term residents are leaving the community due to this need. Subsidized family housing

also continues to be a need.

- The City’s infrastructure capacities position Melfort for growth and development. The City has established an Infrastructure Replacement Fund, which consists of an annual mill rate allocation for asphalt and sidewalk replacement, plus a Heavy Equipment Fleet Replacement Reserve to finance the replacement of large equipment.
- It continues to be a challenge to maintain aging City facilities. The City has established a Facility Maintenance Operating Reserve to help address this need.
- The City continues to work towards the protection and promotion of Melfort’s heritage resources, with the Historic Post Office being an example of the City’s proactive success.
- Where rural municipalities can no longer afford to provide services, the City continues to be challenged with the provision of services to rural residents (where the tax base is not living within Melfort).
- The Municipal Health Advocacy Committee is developing a strategy to make Melfort the centre for diagnostic and emergency services (e.g. CT scan, helipad), however, some residents are still struggling to find a family physician, so there continues to be a need to recruit more doctors.
- Other needs identified include more child care and after-school programs; more police resources; and more support for service groups where volunteerism seems to be waning.
- In 2012, the Government of Saskatchewan adopted the Statements of Provincial Interest Regulations, requiring municipalities to address these interests within planning documents and decisions going forward.
- The City continues to be a part of the Melfort Planning District with the RM’s of Flett’s Springs and Star City. Continued regional growth and attraction to the area will be served by ensuring these important regional inter-municipal relationships are maintained.
- The City has introduced a new brand “Play Melfort” which continues to be incorporated into its marketing strategies in an effort to promote the City’s unique community assets among other goals.

1.3 MANAGING GROWTH

1.3.1 Planning Horizon

Our planning horizon is twenty years with a population target of 10,000 people.

1.3.2 Projected Land Need

It is projected that an additional 1,700 dwelling units will required by the City of Melfort over a twenty year time frame, translating into an additional 170 ha of land needed to solely accommodate residential development.

Residential

Approximately 257 ha (635 acres) of land is available and suitable for future residential development in the City. Combined with the existing land inventory for residential use, this will meet the needs for residential land over the twenty-year time frame at a development density of 4 dwelling units per acre. Serviceability investigations may reduce land inventory. Developing at a higher residential density will slow residential land consumption.

Commercial

Approximately 115 ha (284 acres) is well suited for commercial development in the City. Long-term planning for commercial land uses within the City of Melfort requires that land outside of the City's boundary be identified.

Industrial

Approximately 78 ha (192 acres) of land is appropriate for industrial development in the City. Long-term planning for industrial land uses within the City of Melfort requires that land outside of the City's boundary be identified.

2 VISION AND GOALS

2.1 OUR VISION

The City of Melfort is committed to being forward thinking in its mission to increase residents' quality of life.

Plan Melfort.

This vision will form the basis of the planning goals, objectives and policies of this planning process.

2.2 OUR GOALS

- (1) To promote the City as an important regional retail, medical, financial and professional service trade centre for the surrounding region.
- (2) To continue to diversify the economic base of the community.
- (3) To guide future development in a manner that is sustainable and consistent with the values of the community in an orderly and cost-efficient manner that is within the financial capabilities of the City.
- (4) To facilitate the provision of an adequate supply of developable land to meet existing and future market demands for residential, commercial, institutional, and industrial uses.
- (5) To ensure that land use planning is fully integrated into Melfort's long term strategic, financial, infrastructure, recreational, environmental and capital asset planning initiatives.
- (6) To be a leader in ensuring housing is available to meet the needs of all citizens, enhancing their well-being, and building attractive neighbourhoods while contributing to the growth of the community.
- (7) To provide the community with opportunities for a healthy and active lifestyle.
- (8) To protect and promote Melfort's significant historical, environmental and cultural assets.
- (9) To strengthen regional partnerships and initiatives.

3 PLAN MELFORT

3.1 RESIDENTIAL

3.1.1 Residential Background

- Melfort had a 2016 population, according to Statistics Canada, of 5,992. This represents an average annual increase of 1.4% from 2011 to 2016. The Saskatchewan Ministry of Health reports a 2015 covered population of 6,590. Over the last ten years (2006 – 2016) population growth has been steady, increasing at the same rate of 1.4%. With a strong economic outlook, the City of Melfort could continue to experience positive annual growth, based on job growth and subsequent migration to the community.
- Statistics Canada reports that there were 2,691 dwellings in Melfort in 2016, with an average annual household size of 2.23. Given a growth rate of between 1.4 – 2.5% going forward, an additional 891 to 1,719 additional dwelling units will be needed by 2036 to accommodate the growing population. As such, it is vital for the City of Melfort to identify areas to accommodate short-term and long-term future residential development.
- The City has a diversity of housing including the majority being single detached dwellings, followed by multiple unit dwellings and manufactured dwellings. Multiple unit dwellings, including two-unit dwellings and above make up almost 27% of all of the dwellings within Melfort.
- In the Fall of 2017, there was an inventory of 34 serviced, undeveloped residential lots in the City. In addition to these lots, plans for additional residential development was being undertaken at Creekside, Frost Drive and Babington Avenue.
- Vacant land potentially appropriate for residential development, exists adjacent to the golf course, west of the Railway Industrial area, along the creek, and in north Melfort adjacent to the Horizon Industrial Park.
- A total of approximately 257 ha (635 acres) of potential land that could be used for residential purposes has been identified.
- As Melfort’s population continues to grow, and the City continues to be the regional service centre for the area, there will be continued demand for serviced lots and for market housing of all types, including affordable housing that supports a wide demographic of the population, including seniors.
- Strong housing demand presents the opportunity for multi-type housing developments that address different housing sub-markets: single family homes, townhouse condos for downsizing seniors and young couples, rental apartments and affordable units for lower-income and special needs residents.
- The demand for affordable housing for individuals of all demographics will continue to increase given the projected growth in the area. Emerging housing challenges identified for the City of Melfort include shortages in the existing supply of housing, particularly for young families, singles, and some categories of people requiring assistances to meet their housing needs.
- The City of Melfort’s vision for housing is that the City will be a leader in ensuring housing is available to meet the needs of all citizens, enhancing their well-being, and building attractive neighbourhoods while contributing to the growth of the community and province.
- The City of Melfort has identified delivering sustainable infrastructure services as a municipal priority. Given this, the City may consider infill residential development as a legitimate initiative to help maximize the use of existing infrastructure.
- The *Statements of Provincial Interest Regulations* provides the following statement concerning residential development, which is addressed in the objectives and policies that follow:

- *The province has an interest in citizens having access to a range of housing options to meet their needs and promote independence, security, health and dignity for individuals, enhancing the economic and social wellbeing of communities.*

3.1.2 Residential Objectives and Policies

Objective 3.1.2.1: Future Residential Land Use

To identify the areas within Melfort and outside of the City's current boundaries that are most suitable for future residential development in order to provide an adequate supply of land going forward.

- Policy (a)** The City will ensure that new residential development locates in the areas noted as "**Future Residential**" on the Future Land Use Concept (Map 1). At the time of subdivision, these areas will be zoned, in the Zoning Bylaw, for residential uses and compatible development. Prior to such rezoning, development in these areas will be regulated to prevent development of uses which would conflict with the long term use of these areas.
- Policy (b)** If and when sufficient land is no longer available to accommodate additional residential development, the City will ensure that new residential development shall locate in the areas noted as "**Potential Residential**" on the Future Land Use Concept. Prior to the build-out of land identified as Potential Residential on the Future Land Use Concept, noted herein, the City shall undertake the necessary studies and analysis to identify the lands necessary to accommodate residential development for the next 15-20 years.
- Policy (c)** Subject to policies contained in Section 3.10 - Cooperation, Council will initiate required actions to bring the areas noted as "**Potential Residential**" within the corporate limits of the City through municipal boundary alteration. These areas will be zoned, in the Zoning Bylaw, for future urban development or for residential uses and compatible development when they are included within the corporate limits of the City. Those lands that are designated and zoned for future urban development will be rezoned for residential uses and compatible development once plans for such development have advanced to the point where the appropriate residential zoning designation has been clarified and once the provision of municipal services has advanced to the point where additional development in the area can be serviced in a cost-effective manner.
- Policy (d)** The City will support residential subdivision development in order to ensure a three to five year supply of serviced lots, based on the rate of serviced lot uptake in the preceding years. Where Council is of the opinion that a sufficient supply of desirable lots is unavailable, or a sufficiently wide range of lots for certain dwelling types is unavailable, this guideline may be adjusted.

Objective 3.1.2.2: Housing Diversity

To ensure housing is available to meet the needs of all citizens, enhancing their well-being, while building attractive neighbourhoods and contributing to the growth of the community.

- Policy (a)** The Zoning Bylaw shall contain residential zoning districts which will facilitate a wide range of residential uses. These districts will provide appropriate development standards to address building forms and dwelling unit densities. Certain community facilities will be permitted in all residential districts.

- Policy (b)** Melfort will continue to promote and support programs and opportunities to provide affordable and attainable housing for young families, singles, seniors and those who require assistance to meet their housing needs. This will be achieved through initiatives that could provide for the development of secondary suites, offering tax incentives for the development of owner occupied dwellings as well as tax incentives for multi-unit rental dwellings.
- Policy (c)** Supportive housing and compatible accessory uses, such as care homes and day care centres, will be facilitated in all compatible areas of the City. The Zoning Bylaw will contain development standards for these uses.
- Policy (d)** The City of Melfort will continue to monitor Melfort's continuum of housing needs as the population grows and demographics shift.
- Policy (e)** The City of Melfort will continue to collaborate with all participants in the housing continuum, including the Melfort Housing Authority, in facilitating the development of non-market and market housing that meets the needs of all citizens within the City.
- Policy (f)** Manufactured dwellings will be permitted in areas designed and zoned for manufactured dwellings and shall meet the Canadian Standards Association CAN/CSA Z240-MH Series. Modular dwellings that meet the CAN/CSA A277 standard will also be permitted in areas designated and zoned for manufactured dwellings.

Objective 3.1.2.3: Infill Development

To ensure that infill developments support and enhance Melfort's existing residential areas.

- Policy (a)** In order to enhance the viability of the downtown and to optimize the use of existing infrastructure and services, consideration will be given to higher density residential and mixed use residential/commercial developments in proximity to Melfort's core. Proposed developments shall be compatible with nearby land uses and shall be capable of being economically serviced.
- Policy (b)** In order to facilitate access to commercial services by seniors or others with mobility constraints, seniors housing, community services and other essential services should be encouraged to locate in close proximity to the City's downtown.
- Policy (c)** In order to provide a variety of housing options and to optimize the use of existing infrastructure and services, consideration may be given to higher density residential developments in appropriate locations in existing residential areas. Proposed developments shall be compatible with nearby land uses and shall be capable of being economically serviced.
- Policy (d)** In order to ensure compatible and complementary infill development, consideration will be given to developing infill guidelines for the City of Melfort that address opportunities for intensification of existing residential areas that are sensitive to the existing residential character of Melfort's neighbourhoods, and which may include identifying appropriate sites, locational criteria, massing, parking, privacy and other sensitive urban design principles.

- Policy (e)** Insofar as practical, the City of Melfort will encourage the use of vacant or underutilised historic buildings for residential development.

Objective 3.1.2.4: New Residential Areas

To ensure that new residential areas are designed in a manner that provides a high quality living environment and a range of housing options that meets the needs of all citizens.

- Policy (a)** Design new residential areas to be pedestrian friendly, walkable, and connected by orienting development to serve pedestrian and cycling traffic in addition to automobile traffic.
- Policy (b)** Buffer residential uses from incompatible uses, railways, and major roadways.
- Policy (c)** Encourage a variety of housing forms in new residential areas, including single detached dwellings, semi-detached and two unit dwellings, and townhouse and apartment style multiple unit dwellings, to accommodate a range of users including, but not limited to those residents who desire attainable and affordable housing; seniors' housing; and, rental housing.
- Policy (d)** Locate multiple unit dwellings with satisfactory access to neighbourhood entrance points and site multiple unit dwellings in order to minimize potential conflicts with adjacent residential uses. Multiple unit dwellings will generally be directed to sites that are located on collector or arterial streets and are in close proximity to community services.

Objective 3.1.2.5: Concept Planning

To provide a level of security for existing and future residents within new neighbourhoods and areas located in close proximity to new residential and mixed-use development.

- Policy (a)** Ensure that new residential areas connect to and complement existing and future development by requiring that concept plans be submitted to the City for approval prior to consideration of rezoning applications associated with formal subdivision applications. Once the initial concept plan has been accepted by Council, and subdivision and development commences, no subsequent subdivision that is inconsistent with the approved concept plan and all policies in this document will be permitted without acceptance of a revised concept plan by Council. The City of Melfort may require a developer to prepare a Comprehensive Development Application as outlined within Section 4 - Implementation, of this Official Community Plan.

Objective 3.1.2.6: Compatible and Complementary Land Uses

To provide for complementary land uses within residential areas.

- Policy (a)** The predominant use of land within residential areas shall be residential. These areas may also permit a range of complementary institutional and community-oriented uses that are compatible with a residential environment. Examples may include places of worship, schools, community centres, public parks and recreation facilities, health services, other institutional uses, and neighbourhood convenience commercial. These activities shall be

compatible with the use and scale of the residential area, shall provide a needed service, and shall appropriately address issues of transportation, parking, and land use conflicts.

Policy (b) The City may identify opportunities for mixed-use developments that combine compatible residential, commercial, institutional and recreational land uses within buildings or in close proximity to one another through the implementation of a mixed-use zoning district.

3.2 COMMUNITY SERVICES

3.2.1 Background

- Due to its role as a major service centre for the region, Melfort is a centre for health, education, recreation and other public and community services. These sectors play an important role in the City of Melfort's economic development.
- Melfort is home to a number of service groups and churches. In total Melfort has 14 churches located throughout the community, several service and fraternal organizations, and numerous sports and recreation groups.
- Major institutional uses in the City include, City Hall; the Kerry Vickar Centre; the Museum; the Melfort Public Library; Northern Lights Palace Pool and Arena; and the Queen's Bench Court House;
- The City of Melfort maintains one cemetery, located outside of City limits. Capacity exists at the cemetery to accommodate future population growth.
- The Royal Canadian Mounted Police (RCMP) currently provides police protection to the City of Melfort in addition to a number of surrounding communities. A total of seven officers have been assigned responsibility for the City of Melfort and three auxiliary constables volunteer their time with the Melfort Detachment. The RCMP is based out of a facility on Main Street North.
- Fire protection is provided by volunteer brigade that serves the City of Melfort and district, with the fire hall located centrally on Saskatchewan Drive West.
- Acute care, long term care and community health services for the City of Melfort and surrounding area are administered by the Saskatchewan Health Authority. Services available in the city include the Melfort Hospital, Parkland Place (long term care), a community medical clinic, and home care services.
- The City of Melfort is part of the North East School Division. Four schools (three elementary schools and one high school) are administered by the School Division.
- Post-secondary education is provided by Cumberland College. This college consists of three campuses in northeastern Saskatchewan and provides training options for university, diplomas and certificates, as well as basic adult education.

3.2.2 Community Service Objectives and Policies

Objective 3.2.2.1: Community Service Management

To support, encourage and facilitate, where feasible, the development and enhancement of community facilities and programs for the benefit of the residents of the City and region, and where appropriate, to assist in the programming of services to the public.

Policy (a) The Future Land Use Concept designated areas as "**Community Service**". The Zoning Bylaw will establish a community service district that will provide for a wide range of community service, recreation and other compatible uses.

Policy (b) The City will continue to work with other levels of government in the provision of social, cultural and recreation programming and opportunities.

Policy (c) Neighbourhood scale community facilities, such as places of worship, schools and day care centres, may be located within residential areas.

Policy (d) The City will monitor shifts in population structure and population growth, due to immigration, economic opportunities occurring in the region, the ageing of the population

and increases in a diversity of cultures within Melfort, and assess the changing needs of the community, in terms of service delivery and types of recreation and culture demands, and on that basis, examine the feasibility of adjusting and / or expanding the types of programs and facilities.

Policy (e) The City will support the coordination and integration of community facilities.

Policy (f) The City will continue to pursue existing and new city-wide signature events, such as the Melfort Multi-K, the Melfort Show ‘n Shine, the Melfort Exhibition and the Melfort Touch-a-Truck Event, as examples.

Objective 3.2.2.2: Community Engagement

To support public service delivery agencies in the provision of services and, where appropriate, to assist in the programming of services to the public.

Policy (a) The City will encourage extensive participation by service clubs, community and public agencies, developers, the RM’s of Flett’s Springs and Star City, and other interested groups, in the development of recreation and other community facilities.

Policy (b) The City will continue to support and collaborate with volunteer organizations and community service groups in order to strengthen and encourage collaboration in the areas of health, education and other public and community services that play an important role in the City of Melfort’s social and economic development.

Policy (c) The City will seek partnerships in the provision of recreational opportunities to residents and visitors of the region as a whole between the City of Melfort, surrounding rural municipalities, and other municipalities, event coordinators, and authorities.

Policy (d) The City of Melfort will continue to collaborate in providing recreational amenities and opportunities for the region, and seek out mutually beneficial opportunities with other organizations and authorities in the interest of promotion, preservation, and enhancement of recreation in the region.

3.3 COMMERCIAL DEVELOPMENT

3.3.1 Background

- Downtown development is located along Main Street from Saskatchewan Drive to McKendry Avenue, with the largest concentration of commercial uses found on Main Street and the blocks beyond Main Street, south of Macleod Avenue to Saskatchewan Drive.
- Beyond downtown, commercial uses transition to commercial development that is larger in scale and better suited to and oriented toward vehicular traffic. Additional commercial areas include along the south entrance into the City, and shopping centre commercial areas including Northlands Shopping Centre, Melfort Mall and Stonegate.
- The city centre and adjoining highway commercial uses on Saskatchewan Avenue continue to provide an important linkage between the Melfort Mall and Northlands Mall, which remain important commercial nodes of development. Maintaining this linkage will continue to promote a cohesive commercial sector.
- The City of Melfort permits neighbourhood commercial uses such as convenience stores, personal service establishments, laundromats, and arcades. Within the City's neighbourhoods, limited neighbourhood commercial exists. The City also permits home based businesses, and while not noticeable to the eye, they are permitted to operate in several types of dwellings within residential areas.
- Home based businesses are important economic considerations for the City as they provide opportunities for the City to build on its economic base and offer employment choices to residents of Melfort. Continuing to provide opportunities for the establishment and regulation of home based businesses in appropriate locations are important considerations for the City as it grows.
- In 2016, the City of Melfort completed an urban design document under the Main Street Saskatchewan Program. A guiding document for the revitalization and development of Melfort's downtown, this key plan will be the driver in the development of policies surrounding urban design and development in the City's centre. Designed around the "defined" Melfort Main Street Area, the principles within the document remain relevant to the City's centre as a whole.
- The City of Melfort has been proactive in protecting their heritages resources, including implementing a guiding document that will assist in maintaining and preserving the important historic aspects of the City's original commerce area, and being forward thinking in the re-adaptive use of the City's heritage resources (i.e. historic post office).
- The continued revitalization of Melfort's downtown area will continue to plan an important role in the economic and social development of the City, as well as provide benefits for new opportunities.
- In 2017, the City of Melfort established the Heritage Building Incentive Policy, which applies to the City's downtown core. The goal under this policy is the undertaking of economic development by rehabilitation of commercial facades to heritage buildings, through financial incentives provided by the City.
- Due to the importance of Melfort's regional role, it is necessary for the City to maintain a strong outreach program to the agricultural sector, retail and other business customers in the region, as well as to the users of Melfort's health, education and other public services.
- In the summer of 2019, serviced commercial lots were limited to five sites in the City's downtown core, with no available highway commercial sites. Within the Stonegate Shopping Centre site 7 ha was available. An additional 30 ha was available on the north side of Highway 41, south of the Melfort golf course (18 ha suitable for highway commercial development, 4 ha for industrial, and the remaining suitable for residential). Consideration should be given to the identification of appropriate areas for both short-term and long-term future commercial development of all types in the City of Melfort. Long term planning for subdivision and development within Melfort aligns with the City's strategic direction of creating a climate for growth and investment in order to enhance the community's economic vitality.

- Melfort’s local business organizations and other individuals, work to promote and improve local area business and the economic, civic and social well-being of Melfort and District.
- The City continues to work internally on economic development initiatives to attract development to Melfort.
- The City continues to work towards supporting the development of a Melfort Downtown Business Improvement District.

3.3.2 General Commercial Objectives and Policies

Objective 3.3.2.1: Commercial Development Design

To facilitate the development of visually appealing commercial districts.

Policy (a) Ensure that Melfort’s commercial developments contribute positively to the aesthetics of the City, through the use of landscaping regulations and through the implementation of urban design principals as identified in the Main Street Melfort Urban Design Guidelines for areas within Melfort’s downtown.

Policy (b) Ensure that new commercial developments connect to and complement existing and future development in Melfort by requiring that concept plans be submitted for Council approval prior to consideration of rezoning applications associated with formal subdivision applications. Once the initial concept plan has been accepted by Council, and subdivision and development commences, no subsequent subdivision that is inconsistent with the approved concept plan and all policies in this document will be permitted without acceptance of a revised concept plan by Council. The City of Melfort may require a developer to prepare a Comprehensive Development Application as outlined within Section 4 - Implementation, of this Official Community Plan.

Policy (c) Support the economic development initiatives of local business organizations in promoting and improving local area business and the economic, civic, and social well-being of Melfort and District.

Objective 3.3.2.2: Commercial Reuse

To accommodate and encourage the recycling of obsolete and underutilized commercial buildings, as well as vacant land, into viable commercial enterprises and developments.

Policy (a) Support the development of vacant and underutilized spaces in commercial areas within the City of Melfort.

Policy (b) Work toward increasing the opportunities available to reuse vacant or underutilized buildings and sites in Melfort by addressing the constraints that exist for potential developers.

Objective 3.3.2.3: Home Based Businesses

To facilitate economic development and foster entrepreneurship through support of the home based businesses in Melfort.

- Policy (a)** Home based businesses that are clearly secondary to the principal residential use of the dwelling unit and are compatible with the residential environment shall be accommodated.
- Policy (b)** The amenity of the overall residential environment shall be preserved by ensuring home based businesses are compatible with nearby residential properties and that they do not generate traffic, parking, noise, electrical interference, vibration, odour or other elements that are not normally found in the residential environment.
- Policy (c)** Land use conflicts shall be minimized by specifying the types of activities to be fully permitted as home based businesses in the Zoning Bylaw and ensuring that these uses are compatible with a residential environment.
- Policy (d)** The Zoning Bylaw shall contain development standards pertaining to home based businesses, including standards for parking, use of accessory buildings, storage, product sales, resident and non-resident employees, number of business-related vehicle trips per day, and other relevant matters.

3.3.3 Downtown Commercial Objectives and Policies

Objective 3.3.3.1: Downtown Strength

To promote and enhance the City of Melfort's downtown, centered around Main Street, as an attractive and viable location for retail shopping, financial, personal services and social activity.

- Policy (a)** The City's downtown shall continue to be prioritized as the primary location for retail activity, professional services, government functions and cultural activities in the community.
- Policy (b)** The character of the downtown shall be enhanced by:
- encouraging development with minimal or zero front yard setbacks, grade level direct entrances, clear glazing (windows) at street level, and other pedestrian-oriented elements;
 - supporting residential / commercial mixed-use developments to locate in the downtown through zoning and other incentives;
 - encouraging the re-development of existing residential sites within the downtown into viable commercial enterprises;
 - setting clear design expectations based upon recognized best practices that are aligned with community values (Main Street Melfort Urban Design Guidelines).
- Policy (c)** Consideration may be given to the enhancement of the city centre through:
- the construction of infrastructure;
 - continued investment in public buildings;
 - public realm improvements such as streetscaping, landscaping and public park development;
 - the encouragement of urban design principals as outlined in the Main Street Melfort Urban Design Guidelines within the City of Melfort's Historic downtown;
 - the encouragement of public-private partnerships;
 - tax abatement incentives (such as the City of Melfort's Business Incentive Policy);

- incentives to promote the use of vacant and underutilised buildings or sites;
- planning and building permit fee rebates; and
- the promotion of the City of Melfort as a place for new business development.

Policy (d) Continue to create a unique sense of place in the city centre by preserving historic resources through use of the City of Melfort's Heritage Building Incentive Policy, and support for Municipal or Provincial Heritage Designation.

Policy (e) Support downtown economic development initiatives such as establishing a downtown business improvement district, which may work towards organizing, financing, and carrying out physical improvements as well as promoting economic development in Melfort's downtown.

Policy (f) Support initiatives, as developed during the Main Street Visioning, and others, that will enhance the historic areas of Melfort's downtown, such as:

- minimum setbacks;
- maximum heights for new development;
- sign regulations specific to downtown;
- regulations for sidewalk patios / outdoor cafes / parking patios;
- regulations for parklets; and
- the City of Melfort's Business Incentive Policy.

Objective 3.3.3.2: Downtown Commercial Land

To ensure an available supply of land for downtown commercial development.

Policy (a) The Zoning Bylaw will contain a downtown district to provide for a wide range of downtown commercial and other compatible uses.

Policy (b) The City may undertake, where necessary, to acquire land for additional downtown commercial development through purchase or exchange. Where improvements are proposed for existing low-density residential uses in the downtown commercial area, the City may investigate the possibility of land exchange on a case-by-case basis.

Objective 3.3.3.3: Downtown Residential

To facilitate the development of higher density housing in areas near the downtown creating a critical mass of people enjoying and living in the city centre.

Policy (a) The City may consider expansion of the central business district in order to support and encourage a land use pattern that reflects higher density residential (i.e. increased multi-unit and mixed-use residential developments) in proximity to the downtown.

Policy (b) Recognizing the transitional nature of lands in proximity to the Downtown (e.g. Burrows Avenue east and west), the City may facilitate unique opportunities within these areas through the implementation of mixed use zoning, that considers compatibility with surrounding land uses and supports the function and role of the downtown core.

3.3.4 Highway and Arterial Commercial Objectives and Policies

Objective 3.3.4.1: Highway and Arterial Commercial Corridors

To continue to enhance the visual and functional quality of the highway commercial corridors in the City.

Policy (a) Ensure that a high standard of landscaping and screening is provided to achieve aesthetically appealing and functional gateways into Melfort, and along Saskatchewan Avenue.

Policy (b) Facilitate the development of visually appealing entry points into the City along Highway #3, Highway #6, and Highway #41 by:

- (i) initiating the preparation of a coordinated highway entry enhancement master plan or strategy;
- (ii) providing financial support for the implementation of such a master plan or strategy; and
- (iii) establishing landscaping requirements and implementing signage standards in highway commercial areas.

Policy (c) Work with the RM's of Star City and Flett's Springs in establishing consistent and complementary landscaping and screening standards for transportation corridors leading into the City of Melfort.

Objective 3.3.4.2: Highway Commercial and Arterial Zoning Districts

Highway commercial and arterial commercial development should accommodate uses which by virtue of their scale or locational requirements, are not readily suited to city centre locations.

Policy (a) The Zoning Bylaw shall contain a highway commercial and an arterial commercial district that will provide for an appropriate range of uses and development standards.

Objective 3.3.4.3: Highway and Shopping Centre Commercial Land Uses

To ensure that sufficient land is designated along Highway #3, Highway #6, and Highway #41 for the development of highway and other commercial uses, such as shopping centres.

Policy (a) Ensure new commercial development locates in the areas noted as "**Future Commercial**" on the Future Land Use Concept. Prior to the time of subdivision, these areas will be zoned, in the Zoning Bylaw, for commercial use. Prior to such rezoning, development in these areas will be regulated to prevent development of uses which would conflict with the long term use of these areas.

Policy (b) If and when sufficient land is no longer available to accommodate additional commercial development, new commercial development will be encouraged to locate in the areas noted as "**Potential Commercial**" on the Future Land Use Concept. Prior to the build-out of land identified as Potential Commercial on the Future Land Use Concept, noted herein, the

City shall undertake the necessary studies and analysis to identify the lands necessary to accommodate commercial development which will be required over the next 15-20 years.

- Policy (c)** Subject to policies contained in Section 3.10 – Cooperation, Council will initiate required actions to bring the areas noted as "**Potential Commercial**" within the corporate limits of the City through municipal boundary alteration. These areas will be zoned, in the Zoning Bylaw, for future urban development or for highway commercial uses and compatible development when they are included within the corporate limits of the City. Those lands that are designated and zoned for future urban development will be rezoned for highway commercial uses and compatible development once the provision of municipal services has advanced to the point where additional development in the area can be serviced in a cost-effective manner.

3.3.5 Residential Commercial Objectives and Policies

Objective 3.3.5.1: Limited Commercial Development in Residential Areas

To facilitate residential convenience commercial developments in residential areas.

- Policy (a)** Ensure neighbourhood commercial development locates in the areas noted as "**Commercial**" of the Future Land Use Concept.
- Policy (b)** Residential commercial convenience developments may be provided in 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.
- Policy (c)** Residential commercial convenience developments should be strategically located in close proximity to residential entrance points or at major intersections and will be restricted to corner sites on collector or arterial streets.

3.4 INDUSTRIAL

3.4.1 Background

- Melfort businesses provide products and services to the agricultural sector, including individual farmers and farm service businesses, over a larger area. Melfort's important role as an agricultural service centre for a large region continues to be a major part of the City's economic profile. This role continually evolves as the City also plays a role as a service centre for the nearby diamond resource sector.
- Industrial development is located in primarily three locations within Melfort. The Horizon Industrial Park houses the City's heavy industrial uses and light uses, while other industrial use are located along the rail line along East Avenue, Central Street and Division Street (Windsor Park) and in the southern part of Melfort, east and west of Saskatchewan Drive South to the southern City limits (South Gate).
- In the winter of 2018, there were no serviced, industrial lots available. However, unserviced lots were available in the Horizon Industrial Park. Consideration should be given to the identification of appropriate areas for both short-term and long-term future industrial development.
- Limitations on the type of industrial located along the railway line exist due to the presence of adjacent residential (Windsor Park).
- Melfort's strategic direction, to create a climate for growth and investment to enhance the community's economic vitality includes determining future areas to develop, ensuring industrial land is available to meet market demand.

3.4.2 Industrial Objectives and Policies

Objective 3.4.2.1: Industrial Development Opportunities

To attract new industrial operations to Melfort.

- Policy (a)** Promote the City, and industrial development opportunities, including the City's commitment to supporting infrastructure and creating a climate for growth and investment.
- Policy (b)** Ensure development opportunities are available by maintaining a supply of readily serviceable land for appropriate industrial activities for the City of Melfort. Industrial activities shall be directed to the Horizon Industrial Park, as well as in a limited capacity, to the south of the railway tracks (where existing industrial is presently located), and to South Gate, as identified on Drawing 1 - Future Land Use Concept.
- Policy (c)** Promote and encourage new industrial development through the use of actions and tools including but not limited to:
- the construction of infrastructure;
 - tax abatement incentives;
 - incentives to promote the use of vacant and underutilized buildings or sites;
 - planning and development permit fee rebates;
 - the promotion of the City of Melfort as a place for new business development;
 - marketing and branding.

Objective 3.4.2.2: Industrial Land Use

To ensure that sufficient land is designated within the City to accommodate industrial development opportunities.

- Policy (a)** The area shown as "**Industrial**", on the Future Land Use Concept will be zoned for industrial uses and compatible development.
- Policy (b)** If and when sufficient land is no longer available to accommodate additional industrial development, new industrial development will be encouraged to locate in the areas noted as "**Future Industrial**" on the Future Land Use Concept. Prior to the build-out of land identified as "**Future Industrial**" on the Future Land Use Concept, noted herein, the City shall undertake the necessary studies and analysis to identify the lands necessary to accommodate industrial development which will be required over the next 15-20 years.
- Policy (c)** Subject to policies contained in Section 3.10 – Cooperation, Council will initiate required actions to bring the areas noted as "**Potential Industrial**" within the corporate limits of the City through municipal boundary alteration. These areas will be zoned, in the Zoning Bylaw, for future urban development or for industrial uses and compatible development when they are included within the corporate limits of the City. Those lands that are designated and zoned for future urban development will be rezoned for industrial uses and compatible development once the provision of municipal services has advanced to the point where additional development in the area can be serviced in a cost-effective manner.
- Policy (d)** In order to accommodate a range of economic development opportunities, the Zoning Bylaw will make appropriate provisions for a range of industrial uses.
- Policy (e)** The City may undertake, where necessary, to acquire land for additional industrial development through purchase or exchange. Where improvements are proposed for existing low-density residential uses in existing industrial areas, the City may investigate the possibility of land exchange on a case-by-case basis.

Objective 3.4.2.3: Servicing Capacity

To ensure that the locations and types of industrial development proposed for the City of Melfort are consistent with capacities of the City's infrastructure to support such development, given the wide range of servicing requirements for different forms of industrial development.

- Policy (a)** Generally, in the long term, all industrial developments will be serviced by water and sanitary sewer and any other appropriate services which are available.
- Policy (b)** In the Zoning Bylaw, those industrial uses that have the potential to use significant volumes of water or contribute significant flows to the sanitary sewer system as a result of industrial processing operations will be listed as discretionary uses.
- Policy (c)** Prior to the approval of a discretionary use application in an industrial zoning district or for an industrial development, Council must be satisfied that it is feasible to service the subject development with municipal water and sanitary sewer systems. Costs, if any, associated with demonstrating such feasibility shall be borne by the applicant.

Policy (d) Industrial development within the City of Melfort is subject to the City of Melfort's Sewage Works Control Bylaw.

Objective 3.4.2.4: Land Use Conflicts and Development Design

To minimize the potential for land use conflicts between industrial development and other uses while encouraging visually appealing industrial areas.

Policy (a) Lands identified for industrial development shall be adequately buffered, screened and separated from incompatible land uses.

Policy (b) Industrial development shall be directed to areas which 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. The City will give priority to infilling vacant industrial sites within the designated industrial parks.

Policy (c) Heavy industrial uses, which may create land use conflicts in the normal course of operations, shall be located in established heavy industrial areas such as Horizon Industrial Park, which provides appropriate separation from residential areas and from highways and other entrance ways into the City.

Policy (d) Visually appealing industrial development will be facilitated and encouraged by establishing appropriate landscaping requirements and signage standards in all industrial areas.

Policy (e) Appropriate buffers shall be provided at the time of subdivision to minimize conflict between industrial areas and other, incompatible uses.

Policy (f) Existing single detached dwellings located in existing industrial areas north of McDonald Avenue will be accommodated as a discretionary use in the areas zoned light industrial. The following policy guidelines will apply:

- (i) Development permits for new dwelling construction will only be considered for the replacement of existing single detached dwellings, which are damaged or destroyed by an occurrence such as wind, tornado or fire not intentionally started by the owner.
- (ii) Council may consider entering into an agreement for the purchase or exchange of property as a means of assisting in the relocation of residents to dwellings in designated residential areas in the community.
- (iii) New manufactured home development will not be permitted in this area.

Objective 3.4.2.5: Industrial Parks

To ensure a comprehensive and planned approach to industrial activities within the City of Melfort.

Policy (a) The City will continue to support the development and expansion of existing industrial parks in order to prevent the development of incompatible uses.

- Policy (b)** Future development in the Horizon Industrial Park will be guided with the intent of maintaining and promoting this area as a multi-use industrial park, accommodating a range of light and heavy industrial uses.
- Policy (c)** Future development in South Gate will be guided with the intent of maintaining a planned visual appearance for a broad range of a mix of commercial and light industrial uses, given its proximity to entrance points within the City of Melfort, and its location along Highway 41, and Highway 3.
- Policy (d)** Future development in the Windsor Park Industrial Park will be guided with the intent of providing for a planned visual appearance for light industrial / service commercial uses due to its proximity to residential and recreational uses (requiring sensitive light industrial development) and given its superior access to rail transportation.
- Policy (e)** New industrial developments will be required to connect to and complement existing and future development in Melfort through the requirement of a concept plan, submitted for Council approval prior to consideration of rezoning applications associated with formal subdivision applications. Once the initial concept plan has been accepted by Council, and subdivision and development commences, no subsequent subdivision that is inconsistent with the approved concept plan and all policies in this document will be permitted without acceptance of a revised concept plan by Council. The City of Melfort may require a developer to prepare a Comprehensive Development Application as outlined within Section 4 - Implementation, of this Official Community Plan.

3.5 ECONOMIC AND TOURISM DEVELOPMENT

3.5.1 Background

- The City of Melfort functions as the economic hub for the larger region, and the City continues to strive to create a climate for growth and investment in order to enhance the community's economic vitality. The region's agricultural based economy continues to somewhat isolate Melfort from low global potash and oil and gas prices.
- Melfort's infrastructure capacities position the City for continued growth and development.
- The City has committed to several initiatives in order to encourage growth and investment including, but not limited to: enhancing greenspaces and streetscapes; beautification initiatives; continuing to plan and extend the City's recreational trail system; historic preservation initiatives; monitoring and planning for appropriate serviced lot inventory; upgrades to facilities and infrastructure; marketing and promotion; and long term community planning.
- The City's commitment to focusing on continuing to provide for well-planned and maintained facilities and services as well as providing facilities and services that increase the community's quality of life supports the City's role as a regional service centre and contributes greatly to economic development within the region.
- In 2015, the City undertook an exercise to establish a branding strategy in alignment with the City's strategic directive to clearly define the City's "brand" and establish a plan to implement it into neighbourhood development, future planning and marketing efforts. "Play Melfort" was developed to promote the City's unique community assets and boost Melfort's market for multi-generational travel.
- Melfort continues to provide opportunities for growth of the community by ensuring serviced land that meets market demands and provides unique opportunities for development is available. Opportunities exist within the community that provide an opportunity for creating a reimagined vision for redevelopment.

3.5.2 Economic Development Objectives and Policies

Objective 3.5.2.1: Relationship Building

To enhance, develop and implement strategies and tactics designed to improve and nurture the City's relationship with local and regional business community with a view towards attracting and retaining business in Melfort.

- Policy (a)** The City will give high consideration to the impacts its policies and practices have on the prosperity of the business community.
- Policy (b)** The City will explore opportunities for regional collaboration in attracting key industries and services for the region.
- Policy (c)** The City will continue to support the economic development initiatives of Melfort's local business organizations.
- Policy (d)** The City will consider supporting the development of a Downtown Business Improvement District.

Objective 3.5.2.2: Economic Development

To attract investment and foster economic and population growth within the City.

- Policy (a)** Capitalize on potential growth of the community through collaboration with businesses, organizations and government groups and agencies in realizing economic development initiatives in the City and region.
- Policy (b)** Continue to pursue land development opportunities as economic development initiatives that will be a benefit to the City of Melfort and region.
- Policy (c)** Support and recognize the importance of regional cooperation in expanding the regional economy through coordinated land use, infrastructure and long range planning with the RM's of Flett's Springs and Star City.
- Policy (d)** Continue to find creative ways to incorporate the City's brand "Play Melfort" into marketing strategies.
- Policy (e)** The City will continue to ensure Melfort's strategic planning directives are implemented in order to support creating a climate for growth and investment within the City.

Objective 3.5.2.3: Redevelopment Opportunities

To provide new opportunities for the development of vacant sites and underutilised land.

- Policy (a)** Areas identified as "Mixed Use" on Map 1 – Future Land Use Concept shall be subject to the development of a comprehensive concept plan that identifies proposed land uses, intensity of development and ensures continuity through connection and complementary land use activities.

3.6 TRANSPORTATION & INFRASTRUCTURE

3.6.1 Background

Waste Water System:

- The City owns and operates a multi cell lagoon, located northeast of the City in SW 17-45-18-W2M. The City's lagoon consists of six primary cells and seven holding cells. Based on the Ministry of Environment's requirements, the City's primary lagoon cells have capacity to service a population of 9,300. The holding cells have a capacity for 10,350 people.

Water System:

- Treated water for the City of Melfort is supplied to the City by SaskWater. The City owns the exterior reservoir storage and its own distribution pumps, while all treatment and other infrastructure at the Water Treatment Plant (WTP) are owned by SaskWater. The City's waterworks system is located in SE ¼ 8-45-2-W2M.
- Treated water supplied to the City from SaskWater is sourced from the Saskatchewan River. The daily maximum supply rate is greater than the 20-year requirement (based on a 1.0% average annual growth rate) and is adequate. Distribution to the City of Melfort is prioritized over rural use, in the case of a reduction in treatment capacity or supply interruption.
- The City owns two partially buried circular concrete storage reservoirs separate from but on the SaskWater WTP site. The total available storage capacity is 6,800 m³ which exceeds the 20 year storage requirement of 4,393 m³ or a population of 7,321 people. The estimated remaining service life is 10 years. Water works components are sized adequately, however the distribution pumps and standby pump are nearing the end of their estimated service lives (i.e. 5-10 years).
- Additional fire flows are required in the residential area north of McDonald Avenue at Main Street. The industrial area on the west side along Hamilton Avenue would benefit from looping, and piping upgrades may be required in the south along Broadway Avenue to increase fire flows. The City has been actively replacing pipes in the south and is planning to complete upgrades in the other areas as they are able.

Solid Waste & Recycling:

- The City of Melfort owns and operates a landfill and land farm (for the rehabilitation of contaminated soil) located approximately 2 km west of the Melfort Street / Highway 41A intersection. The City also operates an EcoCentre that accepts used oil, oil filters and oil containers. The City also operates a compost site, at the west end of Central Street (528 Central Street). The City provides front street residential waste collection on a bi-weekly basis.
- The City has implemented a multi-material, curb-side recycling program, and additional strategic directives of the City are to support community recycling initiatives such as office recycling and backyard composting, and to explore the idea of future curb-side compost collection programs.
- Capacity exists at the landfill, where an additional 24 acres of land is available for future expansion. The City continues to work towards addressing environmental standards at the landfill, as identified by the Ministry of Environment.

Transportation System:

- The City Transportation Master Plan (2016) assists the City in prioritizing infrastructure and initiatives within the immediate to long-term time frame, as well as identifies areas of improvement to increase the efficiency and safety of the City's network. Recommendations within this study would require that all new proposed developments accommodate all modes of transportation to and from the existing transportation network.
- Key recommendations within the Transportation Master Plan include:
 - Continue to expand the multi-use pathway around the City;
 - Upgrade existing sidewalk network deficiencies along main pedestrian corridors to connect to key destination points;
 - Review the designation of multi-use roadways along major corridors to promote additional active mode transportation choices;
 - Adopt a policy that identifies a strategy to accommodate a future transit program;
 - Negotiate with business owners on Saskatchewan Drive West regarding parking provisions between Main Street and Manitoba Street; and
 - Implement no parking during peak hours.
- The City of Melfort manages a municipal airstrip, located directly west of the City in the RM of Flett's Springs No. 429. The general aviation airport is operated by the City through the Melfort Airport Board.
- The Northern Lights Rail, owned by numerous farmers and nine rural municipalities, operates a 59 km line acquired from CN, west of Melfort. CN also operates tracks within the City of Melfort, which run south (to Humboldt), north (to Carrot River) and east (to Hudson Bay).
- In 2013, the Federation of Canadian Municipalities and the Railway Association of Canada released the *Guidelines for New Development in Proximity to Railway Operations* which includes guidelines and best practices that can be applied when converting industrial / commercial property into residential use when in proximity to railway operations.

Asset Management:

- The City of Melfort has developed an Asset Management Policy that provides leadership and guidance to ensure the strategic development of its asset management program.
- Melfort has implemented an enterprise-wide asset management program through all City departments. The program promotes lifecycle management of all infrastructure assets and includes an asset registry, asset management plans, continuous improvement protocols, and performance metrics and reporting.

The Statements of Provincial Interest Regulations:

- The *Statements of Provincial Interest Regulations* provides the following statement concerning public works, transportation and flooding, which are addressed in the objectives and policies that follow:
 - *The province has an interest in safe, healthy, reliable and cost effective public works to facilitate economic growth and community development.*
 - *The province has an interest in ensuring the safety and security of individuals, communities and property from natural and human-induced threats.*

3.6.2 Integrated Decision Making Objectives and Policies

Objective 3.6.2.1: Integrated Infrastructure Planning

To integrate planning, finance and engineering to effectively manage existing and new infrastructure in a sustainable, innovative and cost effective manner.

- Policy (a)** The City will continue to inform their decision making processes by preparing and coordinating strategic planning, financial planning, asset management planning and other similar initiatives.
- Policy (b)** The City shall undertake infrastructure and other studies, as necessary, to plan for changes or improvements to the City's infrastructure systems to meet current engineering standards, accommodate growth and improve operational efficiency.
- Policy (c)** The City will continue to work towards increasing public awareness of conservation, recycling and reduction of waste.

Objective 3.6.2.2: Asset Management

To ensure a clear picture of the current state of the City's municipal infrastructure in order to manage it effectively over the long-term.

- Policy (a)** Continue to utilize and implement Asset Management Plans in order to sustainably provide an appropriate level of service to residents and visitors.
- Policy (b)** Ensure consistency between all long term planning documents going forward including this Official Community Plan, Asset Management Plans, Long Term Financial Plans, and others.
- Policy (c)** Ensure Asset Management Plans are kept up to date and improved to get the best performance out of municipal assets, realize the greatest return on infrastructure investment and to support infrastructure investment decisions.
- Policy (d)** Continue to implement the City's enterprise-wide asset management program.

Objective 3.6.2.3: Infrastructure Costs

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.

- Policy (a)** The City will not be responsible for costs associated with the provision of municipal services to new subdivisions, except for City-owned developments. Where a private development requires municipal services, including drainage, the proponent will be responsible for all costs associated with providing such services.
- Policy (b)** Where a subdivision of land will require the installation or improvement of municipal services such as water and/or sewer lines, drainage, streets, or sidewalks within the subdivision, the developer will be required to enter into a servicing agreement with the City to cover the installation or improvements including, where necessary, charges to cover the costs of improvement or upgrading of off-site services. Council will, by resolution, establish the standards and requirements for such agreements and charges, including the posting of performance bonds or letters of credit.

Objective 3.6.2.4: Infrastructure Capacities

To optimize use of existing City water, sewer, solid waste, and stormwater management infrastructure and capacities, ensuring that future development remains within the area 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.

- Policy (a)** Ensure that development in Melfort can be adequately serviced by infrastructure and utility systems and services by understanding the City's infrastructure needs, and the costs associated with those needs, by using the most up-to-date information available to the City.
- Policy (b)** Continue to monitor population and business growth as it relates to water and wastewater systems.

3.6.3 Transportation Objectives and Policies

Objective 3.6.3.1: Melfort's Transportation Network

To provide a safe, efficient, cost effective and convenient transportation network for all users that contributes to residents' quality of life.

- Policy (a)** Developments shall be located and designed in a manner that ensures safe and efficient traffic operations.
- Policy (b)** Subdivisions shall provide for the expansion of the transportation network and the extension of roadways beyond the area being subdivided as necessary and accommodate all modes of transportation.
- Policy (c)** Traffic impacts shall be a factor in the evaluation of development proposals. An engineering assessment may be required in order to identify potential traffic impacts related to new developments. The costs associated with preparing the engineering assessment shall be borne by the developer. The costs of implementing the necessary transportation changes or improvements may be negotiated by the City and the affected developer based on the extent to which the impacts of the proposed development necessitates the need for improvements.
- Policy (d)** The City shall continue to implement the 2016 Transportation Master Plan, which will serve as a basis for decision making regarding future transportation development in Melfort.
- Policy (e)** The City will work towards identifying a strategy to accommodate a future transit program.

Objective 3.6.3.2: Transportation and Land Use

To promote land use and development patterns that encourage walking, cycling, and other alternative forms of transportation while ensuring pedestrian and traffic safety.

- Policy (a)** Connectivity and traffic safety for pedestrians, cyclists and private vehicles shall be considered in all land use and development decisions and in the planning and design of street improvements or new roadways.

- Policy (b)** Opportunities should be provided for the development of walking and cycling facilities within the City by exploring and envisioning linkages and connections between commercial areas, green spaces, destination sites and residential areas. The City will continue to expand the multi-use pathway as well as upgrade existing sidewalk network deficiencies along main pedestrian corridors, as ways to realize these opportunities.
- Policy (c)** The City will review the designation of multi-use roadways along major corridors to promote additional active mode transportation choices.
- Policy (d)** Consider wheelchair sidewalk accessibility in all land use and development decisions and in the planning and design of street improvements or new roadways.

Objective 3.6.3.3: Highways

To ensure that Highways #3, #6 and #41 continue to function in a safe and efficient manner for the residents of Melfort and the travelling public.

- Policy (a)** Initiate a review, in consultation with the Ministry of Highways and Infrastructure, affected business and property owners, and other stakeholders, of the highway corridors to address issues such as traffic safety, intersection improvements, public realm and private property landscaping and signage, future development options, and funding strategies.
- Policy (b)** Collaborate with the Ministry of Highways and Infrastructure and the RM's of Flett's Springs and Star City in long range highway planning.
- Policy (c)** Continue to collaborate with the RM's of Flett's Springs and Star City in addressing the transportation of dangerous goods within the City of Melfort.

Objective 3.6.3.4: Railway

To ensure that the railway continues to provide vital services to the community while mitigating any negative impacts resulting from ongoing railway operations.

- Policy (a)** The City shall provide for efficient and effective land use and transportation planning, including consultation with CN Railway in order to reduce the potential for future land use conflicts and to provide appropriate protection for rail infrastructure.
- Policy (b)** The City shall continue to explore opportunities to improve linkages across the railway lines to enhance both vehicular and pedestrian connectivity.
- Policy (c)** Noise and vibration levels near rail lines shall be a factor in the evaluation of development proposals.
- Policy (d)** Land use conflicts may be minimized in areas adjacent to railway lines and rail yards through the application of the Federation of Canadian Municipalities and the Railway Association of Canada's *Guidelines for New Development in Proximity to Railway Operations, 2013*.
- Policy (e)** Where a new residential development abuts a railway right-of-way, a minimum 30 metre setback shall be maintained between the railway right-of-way and the principal building.

Policy (f) All developments requiring a Development Permit for properties that are adjacent to a railway right-of-way should demonstrate how the proposed development responds to the *Guidelines for New Development in Proximity to Railway Operations*.

Objective 3.6.3.5: Airport

To ensure the City of Melfort’s existing airport assets are protected while minimizing conflicts between airport activities and land use development.

Policy (a) The City will work with the RM of Flett’s Springs to ensure airport assets are protected and land use activities in the vicinity are regulated.

Policy (b) The City will work with the RM of Flett’s Springs in continuing to ensure land use compatibility impacts between the airport and land use development in the vicinity are considered in development decisions.

Policy (c) The City will ensure land use at the airport does not impede the development of aviation related activities.

Objective 3.6.3.6: Stormwater Management

To ensure development provides for adequate surface water drainage.

Policy (a) Stormwater management systems shall be designed by a professional engineer in accordance with appropriate engineering standards.

Policy (b) The use of stormwater management facilities should be integrated in the development of parks and open space by locating them adjacent to municipal reserve parcels whenever possible. Where stormwater retention ponds are located in close proximity to a proposed or existing school site, particular care shall be taken in the design of the stormwater retention pond to ensure safety including, fencing, signage and any other features deemed necessary, as per the City of Melfort’s engineering standards.

3.7 AMENITIES AND DEDICATED LANDS

3.7.1 Background

- The City of Melfort is located within the Melfort Plain Landscape Area of the Boreal Transition Ecoregion of the Boreal Plain Ecozone. The Boreal Transition Ecoregion represents a transitional area between boreal forest to the north and grasslands to the south.
- The Melfort Creek and Windsor Waterfowl Park are important environmental resources within the City of Melfort. In addition to their importance as waterbodies, areas adjacent to the creek are ecologically very important as they filter runoff, contribute to maintenance of water quality, while channels, banks, valley slopes and floodplains sustain botanical diversity, provide habitat and linkage corridors for wildlife, enhance landscape aesthetics and provide recreational and educational opportunities.
- The City of Melfort has made a commitment to increasing the community's quality of life through various initiatives, including continuing to extend the recreational trail system and various upgrades to community parks and facilities.
- The City of Melfort has a variety of parks and open spaces. Playgrounds include the Burke Kinsmen Playground, the Brunswick Kinsmen Playground, Broadway School Playground, the Melfort Creek Playground, the Stovel Park Playground, and Rotary Park. The city is also home to Spruce Haven Recreational Area and a number of pocket parks throughout the community. Sports grounds within the community, including ball diamonds, soccer pitches, disc golf.
- In 2016, the City completed the Spruce Haven Master Plan, which is intended to provide a framework for how the park will continue to be developed over time. A future destination for the City of Melfort, the vision for Spruce Haven Park is the development of the resource into a vibrant community park and signature Saskatchewan destination with an emphasis on culture, health, leisure and play.
- The City has also constructed a portion of a walking trail, the Kinsmen Centenary Walking Trail, a partnership between the City of Melfort, the Melfort Kinsmen Club, Ducks Unlimited, the Sasktel Telephone Pioneers, the Province of Saskatchewan and the Prairie Farms Rehabilitation Administration. Plans for expansion of the walking trail continue to evolve (Transportation Master Plan, 2016).
- In addition to the City's outdoor parks, other amenities include the Melfort Campground which provides opportunities for residents and visitors to enjoy the City's green space, through camping, picnicking, playing and cross-country skiing; an 18 hole golf course; Melfort Memorial Pond; Paddling pools and spray pads; tennis courts; skateboard park; outdoor rink; soccer pitches; disc golf; pickleball courts; basketball courts; and, baseball diamonds.
- Changes in *The Planning and Development Act, 2007* require municipalities to ensure that the creation of municipal reserve sites are suitable in size to be used for school purposes and must be developed in consultation with the relevant organizations, including any school division within the boundaries of the municipality. The North East School Division projected school enrollment until the 2029/2030 school year within its 2020 Capital Plan. It is not projected that enrollment will exceed capacity of the existing schools over the next ten years.
- The *Statements of Provincial Interest Regulations* provides the following statement concerning recreation and tourism, which is addressed in the objectives and policies that follow:
 - *The province has an interest in supporting a high quality of life for Saskatchewan's citizens and visitors by providing and actively promoting recreation and tourism opportunities.*
- The *Statements of Provincial Interest Regulations* provides the following statement concerning amenities & dedicated lands, which is addressed in the objectives and policies that follow:
 - *The province has an interest in conserving Saskatchewan's biodiversity, unique landscapes and ecosystems for present and future generations.*

3.7.2 Amenities and Dedicated Lands Objectives and Policies

Objective 3.7.2.1: Public Space and Natural Areas

To safeguard and enhance Melfort's green space, surrounding natural areas, and public open space in order to contribute to the wider objectives of sustainable community development and provide publicly accessible space suitable for all community needs.

- Policy (a)** Ensure the protection and enhancement of green space through appropriate park development standards and policies.
- Policy (b)** Natural and scenic areas of significant value, wherever possible, shall be placed in public ownership.
- Policy (c)** The integration of natural features, existing vegetation, habitat, and wetland areas in the development of the City's parks, open space and trail systems shall be encouraged.
- Policy (d)** The preservation of the City's urban forest through new plantings and protection and maintenance of existing trees will be encouraged through city initiatives such as the development of an urban forest policy and landscape master planning efforts.
- Policy (e)** The City will encourage extensive participation by service clubs, community and public agencies, the RM's of Flett's Springs and Star City, and other stakeholders in the development of parks, green space, trail systems and other publicly accessible areas.
- Policy (f)** The City of Melfort will consider responsible development that protects and conserves water resource features and landscapes and considers the integration of compatible land use activities with environmental protection measures.
- Policy (g)** The City of Melfort will continue to implement the 2016 Spruce Haven Master Plan.

Objective 3.7.2.2: Municipal Reserves

To make provision for municipal reserves when land is subdivided.

- Policy (a)** The following factors shall be considered in making decisions on the provision of municipal reserves:
 - (i) Smaller municipal reserve areas within new residential subdivisions should be provided for neighbourhood parks and playgrounds.
 - (ii) In commercial and industrial subdivisions, cash-in-lieu of municipal reserve dedication will be considered as the primary method of meeting the municipal reserve requirement, unless the requirement can be transferred to an acceptable area and dedicated.
 - (iii) School site needs, as identified by the Ministry of Education and the North East School Division, should ensure the creation of municipal reserve areas are large enough to accommodate growth.

- Policy (b)** Ensure that lands intended for stormwater runoff management or that primarily serves a utility function, are not included in the area dedicated as municipal reserve and are identified as utility parcels on subdivision plans.
- Policy (c)** Ensure all future parks and green spaces are developed to the City of Melfort’s standard level of development, ensuring municipal reserve lands provided by developers are constructed in a manner satisfactory to the City, so that additional resources are not required to upgrade them after the warranty period.

Objective 3.7.2.3: School Sites

To ensure an adequate supply of land is available for school sites.

- Policy (a)** The City will ensure potential expansion or new development of school facilities can occur on dedicated lands in consultation with the Ministry of Education and the North East School Division with respect to the provision of new schools, school capacity, school expansion issues, and opportunities for joint use facilities.
- Policy (b)** Where major concept plans or sector plans are being prepared, the City shall consult with the Government of Saskatchewan and the North East School Division to determine the need and, where applicable, location for a new school(s). The location for a new school site(s), where applicable, shall be shown illustratively in these plans (conceptually in the case of a sector plan and specifically in the case of a major concept plan, or as otherwise required by the City).
- Policy (c)** Where a new school is deemed to be required, the City:
- (i) may require that land (e.g. municipal reserve dedication) or money (e.g. cash in lieu of municipal reserve dedication; levies) be provided through the affected subdivision process(s) for the purpose of accommodating the school site;
 - (ii) may seek a financial contribution strategy, where the proposed school benefits an adjacent municipality, which may include proportionally equitable monetary contributions from any benefitting municipality.
- Policy (d)** New school sites shall:
- (i) be located away from potentially hazardous activities (e.g. arterial roadways, industrial development, hydrocarbon pipelines, etc.);
 - (ii) be located adjacent, or in close proximity, to future transit routes and pedestrian networks that provide safe connectivity to adjacent neighbourhoods;
 - (iii) accommodate a school and a contiguously located recreational open space;
 - (iv) be in substantial compliance with any applicable guidelines or standards pertaining to school site design adopted or endorsed by the City; and,
 - (v) where identified in close proximity to stormwater retention ponds, implement all features deemed necessary to ensure safety as per Section 3.6.3.6 (b).

3.8 BIOPHYSICAL CONSIDERATIONS & HAZARDS

3.8.1 Background

- In 1988 under the Canada-Saskatchewan Flood Damage Reduction Program (FDRP), a flood hazard area was designated for the City of Melfort. The aim of the FDRP is to discourage future flood vulnerable development, curtailing escalating disaster assistance payments in known flood risk areas, as well as the reliance on costly structural measures. The FDRP is carried out jointly with the province under cost sharing agreements. Once a flood risk area is mapped and designate, both governments agree not to build or support (e.g., with a financial incentive) any future flood vulnerable development in those areas.
- The City of Melfort is located within the Carrot River Watershed within the Saskatchewan River Basin. Residents of the Carrot River Watershed, through their participation on Watershed Advisory Committees and with technical support from the federal and provincial governments and non-government partners, have completed the Carrot River Watershed Source Water Protection Plan (2012). The Plan contains objectives, recommendations, and key actions that will help protect source water within the watershed.
- The City of Melfort's source water is a surface water source from Codette Lake, the combined stream of the Saskatchewan Rivers, created as a result of the Francois Finlay Dam at Nipawin.
- The State of the Watershed Report (2010), used to provide an overall indication of the health of a specific watershed in Saskatchewan, indicated the Carrot River Watershed as "stressed". While the functions and services it provides have not declined or deteriorated, the watershed has lost its resistance to change. The Carrot River Source Water Protection Plan includes recommendations and key actions intended to improve water quality and water management in the Carrot River Watershed.
- Developing healthy, sustainable communities requires land use planning approaches and infrastructure designs that avoid or minimize environmental degradation, and that maximize the benefits of maintaining essential ecological services.
- The City of Melfort has identified several city-owned contaminated sites. While it is essential for the City of Melfort to encourage infill on brownfield sites, the City must also limit the potential for development to take place on potentially contaminated sites until they have been remediated to the satisfaction of the Approving Authorities.
- Facilitating brownfield development by ensuring identified contaminated sites are remediated to a level suitable for the intended use or for site suitability prior to redevelopment, will add vitality to established areas within Melfort.
- The City of Melfort is constrained, in terms of development, due to the Melfort Creek, a tributary of the Carrot River, within and adjacent to the City as indicated on Map 2 Development Constraints.
- The City is further constrained by the city's licensed lagoon, located northeast of the City, due to the requirement of a 457 m setback for residential subdivision, as per *The Subdivision Regulations*.
- One high pressure pipeline (Trans Gas line) is located running east / west, north of the City of Melfort. A second high pressure pipeline enters the City of Melfort (north / south), directly west of Main Street and north of Ranson Avenue, as identified on Map 2 - Development Constraints.
- The City plans to, in the long term, formalize an updated dangerous goods routes, which has been proposed to be moved from McDonald Avenue, between Broadway and Shadd to rerouting trucks to Highway 41 and Highway 41A. Changes to the dangerous goods route would reroute traffic to bypass existing and future residential development.
- Railway transportation, including various crossings, within the City runs east/west. In 2013, the Federation of Canadian Municipalities and the Railway Association of Canada released the *Guidelines for New Development in Proximity to Railway Operations* which includes guidelines and best practices

that can be applied when converting industrial / commercial property into residential use when in proximity to railway operations.

- The City provides emergency management through its Emergency Measures Organization which provides prompt and coordinated response to emergencies affecting the City. The City maintains its emergency plan through an Emergency Measures Coordinator and plans to implement the incident command system in the short term.
- The *Statements of Provincial Interest Regulations* provides the following statement concerning public safety and source water protection, which are addressed in the objectives and policies that follow:
 - *The province has an interest in ensuring the safety and security of individuals, communities and property from natural and human-induced threats.*
 - *The province has an interest in the protection of water sources that provide safe drinking water.*

3.8.2 Biophysical Considerations & Hazards Objectives and Policies

Objective 3.8.2.1: Hazardous and Sensitive Lands

To discourage inappropriate development in areas with potentially hazardous site conditions and to ensure that environmentally sensitive or hazardous lands are dedicated, as appropriate, as environmental reserve, during the subdivision process.

- Policy (a)** Urban development will be directed to areas believed to be capable of supporting such development.
- Policy (b)** The City 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 proponent of the proposed development.
- Policy (c)** The Zoning Bylaw will contain standards for development on or near hazard lands.
- Policy (d)** Environmentally sensitive areas, including lands determined to be hazard lands, should be used for public open space and dedicated as Environmental Reserve in accordance with *The Planning and Development Act, 2007*.
- Policy (e)** Ensure future development is consistent with the 457 m lagoon setback, as per *The Subdivision Regulations* or a different setback as required by the Approving Authorities.

Objective 3.8.2.2: Water Resources

To protect ground and surface water resources from contamination to ensure a safe supply of drinking water.

- Policy (a)** Ensure that development does not deplete or reduce the quality of water resources in the broader region.
- Policy (b)** Ensure that development protects and sustains important waterbodies, waterways, wetlands, groundwater and riparian systems in the City 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 City is satisfied that specific development projects will sustain these areas.

- Policy (c)** Continue to work with the Water Security Agency and regional partners in implementing *The Carrot River Source Water Protection Plan, 2012*.

Objective 3.8.2.3: Floodplain Management

To protect development against the risks of flooding.

- Policy (a)** The City will work with the Water Security Agency, as necessary, on potential flood protection issues in the municipality.
- Policy (b)** As per the Statements of Provincial Interest, insofar as is practical, 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.
- Policy (c)** As per the Statements of Provincial Interest, insofar as is practical, development of new buildings and additions to buildings to an elevation of 0.5 metres above the 1:500 year flood elevation of any watercourse or waterbody in the flood fringe shall be flood-proofed.

Objective 3.8.2.4: Brownfields and Contaminated Sites

To ensure safe development on brownfields and contaminated sites.

- Policy (a)** Facilitate brownfield development by ensuring identified contaminated sites are remediated to a level suitable for the intended use or for site suitability prior to redevelopment, to the satisfaction of the Approving Authorities and the Ministry of Environment.

Objective 3.8.2.5: Hazardous Material

To ensure the safe handling, storage and transportation of hazardous material in the City of Melfort.

- Policy (a)** To continue to ensure appropriate storage and handling of hazardous materials.
- Policy (b)** To continue to ensure appropriate transportation routes are used for the movement of dangerous goods throughout the City of Melfort.

Objective 3.8.2.5: Emergency Measures

To ensure public safety during emergency situations.

- Policy (a)** Melfort shall continue to work towards emergency preparedness for emergency situations by continuing to implement the City's Emergency Plan through its Emergency Measures Organization.
- Policy (b)** The City of Melfort shall continue to work with CN Rail and Northern Lights Rail in ensuring the safety of residents during rail transportation of dangerous goods.

3.9 CULTURAL AND HERITAGE RESOURCES

3.9.1 Background

- There are currently nine Designated Municipal Heritage Property within the City of Melfort. The properties consist of two residences, one water tower, three government buildings, one commercial building, and two community service/leisure buildings or structures. The number of Designated Municipal Heritage Properties within a community the size of the City of Melfort speaks volumes as to the efforts made by community members and elected officials in recognizing and protecting historic structures in the City.
- It is noted that any proposed development or subdivision of land outside of the City in areas deemed to have moderate or high archaeological potential will require further heritage screening by the Heritage Conservation Branch. It is also possible that proposed development(s) located in areas thought to have moderate or high archaeological potential may result in the recommendation that a Heritage Resource Impact Assessment (HRIA) be undertaken. Potentially heritage sensitive quarter sections have been identified on Drawing 2 - Development Constraints.
- It is possible that many more historic sites are locally known, but are not yet recorded and recognized by the Heritage Conservation Branch as Heritage Property. Therefore it is recommended that public consultations be held prior to the onset of any development should it be located adjacent or on any of these locally-known sites.
- The City of Melfort has established a Preservation and Rehabilitation Committee whose mandate is to investigate and consider potential uses for the Historic Post Office, including researching sources of funding and advising on the management of the facility rehabilitation.
- The City of Melfort utilizes a Heritage Committee whose scope of work includes providing guidance and support during the municipal designation process of heritage buildings.
- Within the City of Melfort various arts, culture and heritage groups contribute to the conservation and promotion of these important community resources, including, but not limited to crafts organizations and guilds, the Melfort and District Museum, a genealogical society, and a Music Festival Association.
- The *Statements of Provincial Interest Regulations* provides the following statement concerning heritage and culture, which is addressed in the objectives and policies that follow:
 - *The province has an interest in ensuring Saskatchewan's cultural and heritage resources are protected, conserved and responsibly used.*

3.9.2 Heritage Resources Objectives and Policies

Objective 3.9.2.1: Heritage Management

To protect the heritage resources within the City, and where such protection cannot be achieved, to implement appropriate mitigation measures.

Policy (a) Support the designation of provincial heritage and municipal heritage buildings and sites within the City.

Policy (b) Ensure that the subdivision of land on potentially heritage sensitive parcels occurs in accordance with the guidelines and criteria identified by the Heritage Conservation Branch of Saskatchewan. The costs of any required Heritage Impact Resource Assessment to identify if any heritage resources exist on the site, and if the developer may be required to move the proposed development to a new location or undertake mitigative measures to

receive clearance from the Heritage Conservation Branch of Saskatchewan, will be the responsibility of the proponent of the proposed development.

- Policy (c)** The City's land use and development decisions will be sensitive to the conservation and protection of culture and heritage resources.
- Policy (d)** The City shall consider the use of dedicated lands, such as environmental and municipal reserve, to protect and conserve culture and heritage features, where possible.
- Policy (e)** Insofar as practical, the City shall use the provisions set out in the *Standards and Guidelines for the Conservation of Historic Places* to guide protection and conservation efforts of heritage places.

Objective 3.9.2.2: Cultural and Heritage Resource Promotion

To encourage the conservation of intangible cultural resources including historically and culturally significant landscapes, cultural facilities and events, heritage languages, community traditions and customs, locally important arts, crafts and trading skills.

- Policy (a)** The City 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.
- Policy (b)** The City shall continue to support heritage and cultural events.
- Policy (c)** The City 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.
- Policy (d)** The City shall continue to build upon its listing of heritage resources, with collaboration from the Melfort and District Museum and the Preservation and Rehabilitation Committee.

3.10 INTERMUNICIPAL & INTERJURISDICTIONAL COOPERATION

3.10.1 Background

- Many of the outstanding land claims owed to several First Nations in Saskatchewan are now or have already been settled. The Treaty Land Entitlement (TLE) Framework Agreement specifies details of this process. As part of this process, First Nations have an opportunity to obtain additional lands, including those located within urban municipalities. It is anticipated that some of these lands will be converted to reserve status.
- Urban Reserves are separate jurisdictions in almost every sense, though the Framework Agreement provides for the payment of servicing fees, compatible land use agreements and dispute resolution, among other things.
- The City and First Nations governments will need to work together in matters of land use planning, infrastructure development, cultural relations, and economic development in order for the Melfort region to reach its potential.
- First Nation Reserves located in proximity to the city include the Cumberland House I.R. No 100A, the James Smith I.R. No 100, the Muskoday First Nation I.R. No. 99 and the Kinistin I.R. No. 91.
- The City of Melfort is located partially within the RM of Star City No. 428 and partially within the RM of Flett's Springs No. 429. *The Planning and Development Act, 2007* provides for the establishment of Planning Districts (and other joint-planning mechanisms), between municipalities and First Nations. The RM's of Star City and Flett's Springs and the City of Melfort have established the Melfort Planning District and currently regulate land use within the District with the Melfort Planning District Zoning Bylaw.
- Going forward, it will be imperative for the City of Melfort to continue to collaborate with the RM of Star City and the RM of Flett's Springs on land use planning and other regional initiatives that will continue to build on the region's economic strengths.
- In the past, Melfort has entered into intermunicipal agreements, including for fire protection, for purchasing emergency rescue infrastructure; and for the construction of Melfort's Wellness Centre.
- The *Statements of Provincial Interest Regulations* provides the following statement concerning intermunicipal cooperation, which is addressed in the objectives and policies that follow:
 - *The province has an interest in promoting intermunicipal cooperation that facilitates strong partnerships, joint infrastructure and coordinated local development.*

3.10.2 Intermunicipal & Interjurisdictional Cooperation Objectives and Policies

Objective 10.1.2.1: Government Cooperation

To pursue opportunities with the federal and provincial governments to enhance services and to provide innovative opportunities for Melfort and the region.

Policy (a) The City will pursue opportunities to take advantage of federal and provincial programs that will benefit Melfort and the region.

Objective 3.10.2.2: Regional Cooperation

To facilitate intermunicipal and interjurisdictional cooperation on a regional basis.

Policy (a) The City will pursue agreements and cooperation with neighbouring municipalities, planning commissions, First Nations, 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.

Policy (b) Collaborate with the RM's of Flett's Springs and Star City through the established Planning District, to continue to ensure both urban growth and rural land activities are protected.

Objective 3.10.2.3: Urban Reserves

To maintain the financial integrity of the City, its tax base and its municipal services while ensuring compatible and enforceable land use and development standards in any Urban Reserve that may be established in Melfort.

Policy (a) Ensure an agreement is sought pursuant to part 9 of the Treaty Land Entitlement Framework Agreement before an Urban Reserve is created with reserve status. The Agreement shall be negotiated in good faith by the City, and will be based on the objective noted above.

Objective 3.10.2.4: Annexation

To alter the City limits based on need and to provide for orderly development of land uses and services.

Policy (a) In order to provide for orderly development in accordance with the development policies contained in this Official Community Plan, Council may, from time to time, seek to alter the City boundaries in a manner that will ensure that sufficient lands are available within the City limits. Sufficient lands are deemed to exist within the City if they can accommodate future development for a period of twenty-five years and if they can be serviced in a practical, cost-effective manner.

Policy (b) The City will support requests for alteration of City boundaries that are consistent with sound land use planning principles and this Official Community Plan and is determined to be of benefit to the City.

Objective 3.10.2.5: Communication and Referral Process

To provide greater certainty for land use decisions where impacts cross municipal boundaries.

Policy (a) The City will continue to work collaboratively with the RM's of Flett's Springs and Star City to develop plans and processes that provide greater clarity for land use decisions in such areas as the rural-urban fringe, regional transportation corridors, lands within the City that are adjacent to RM boundaries and other areas of mutual interest.

Policy (b) Council will work with the RM's of Flett's Springs and Star City when designating or amending future urban growth areas that are located within these rural municipalities, on the City's Future Land Use Concept.

Policy (c) Subdivision proposals referred to the City for comment will be evaluated based on the following guidelines:

- (i) The potential for land use conflict and compatibility with adjacent City development;
- (ii) The impact of the City of Melfort's future land use as designated on the Map 1 - Future Land Use Concept, and the relationship of the proposal on development plans by the City; and
- (iii) The effect on City services and inter-municipal agreements for services to the rural area.

3.11 AGRICULTURAL LAND AND FRINGE AREAS

3.11.1 Background

- In areas adjacent to the City it is important to ensure that developments do not cause adverse effects upon existing or proposed future urban land uses or servicing requirements. In order to ensure future growth can occur in an orderly and planned fashion, it is imperative for the City to identify future development areas outside of current City boundaries for long term growth. Creating mutually beneficial partnerships with the RM of Star City and the RM of Flett's Springs will be vital in ensuring complementary development occurs in future growth areas.
- There are no intensive livestock operations located in close proximity to the City of Melfort.

3.11.2 Agricultural Land and Fringe Areas Objectives and Policies

Objective 10.2.2.1: Future Urban Land Requirements

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 City.

Policy (a) The City shall continue to work with the Rural Municipalities of Star City and Flett's Springs to address and resolve issues and concerns of mutual interest.

Policy (b) Intensive livestock operations (ILOs) shall not be permitted within the City of Melfort.

Objective 3.11.2.2: Future Urban Development

To safeguard municipal services from incompatible land uses.

Policy (a) The Zoning Bylaw will identify areas suitable for development within the corporate limits of the City not immediately required for urban development as a "Future Urban Development" district and will identify land use restrictions and development standards so as not to jeopardize or otherwise unduly restrict future development.

4 IMPLEMENTATION

4.1 OFFICIAL COMMUNITY PLAN

This Official Community Plan fulfills the requirements of Provincial Legislation and incorporates the principles of *The Statements of Provincial Interest Regulations, 2012*.

4.1.1 Content and Objectives

This Plan meets the requirements of provincial legislation by addressing:

- Future growth and development within Melfort;
- Coordination of land use, future growth, and management of infrastructure capacity;
- Protection of sensitive lands and resources such as the Melfort Creek and source water;
- Management of hazardous lands, including the management of existing development in hazardous areas;
- Policy relating to the physical environment, economic, social and cultural development of the City; and,
- Implementation of the Plan.

The Official Community Plan is more than a set of individual policies. It is to be read in its entirety and the relevant policies and overarching statements are to be applied to each situation. When more than one policy is relevant, a decision-maker should consider all of the relevant policies to understand how they work together. The language of each policy will assist decision-makers in understanding how the policies are to be implemented. While specific policies sometimes refer to other policies for ease of use, these cross references do not take away from the need to read the Official Community Plan as a whole. There is no implied priority in the order in which the policies appear.

When applying the Official Community Plan it is important to consider the specific language of the policies. Each policy provides direction on how it is to be implemented, how it is situated within the broader Plan, and how it relates to other policies. Some policies set out positive directives; other policies set out limitations and prohibitions; and other policies use enabling or supportive language, such as “should”, “promote” and “encourage”. The choice of language is intended to distinguish between the types of policies and the nature of implementation. There is some discretion when applying a policy with enabling or supportive language in contrast to a policy with a directive, limitation or prohibition.

4.1.2 Amending the Official Community Plan

This Plan provides a framework to guide development and growth decisions in Melfort over a twenty-year time frame. City Council will evaluate the need to review and update this Plan as needed through on-going monitoring. City Council, when considering an amendment to the Plan, will have regard for the policy framework established within this Plan and any impacts changes may have to that framework.

4.2 ZONING BYLAW

The Zoning Bylaw will be the principal method of implementing the objectives and policies contained in this Official Community Plan and will be adopted in conjunction herewith.

4.2.1 Purpose

The purpose of the City's Zoning Bylaw is to control the use of land providing for the amenity of the area within Council's jurisdiction and for the health, safety, and general welfare of the inhabitants of the City of Melfort.

4.2.2 Content and Objectives

The Zoning Bylaw will implement the land use policies contained in this Official Community Plan by prescribing and establishing zoning districts for residential uses, commercial uses, industrial uses, community service and institutional uses, and other municipal uses. Regulations within each district will govern the range of uses, site sizes, setbacks, building locations, off-street parking, landscaping, and so forth.

4.2.3 Amending the Zoning Bylaw

When considering applications to amend zoning regulations or standards, or requests for the rezoning of land, Council shall consider such proposals within the context of:

- (1) The nature of the proposal and its conformance with all relevant provisions of this Official Community Plan.
- (2) The need to foster a rational pattern of relationships among all forms of land use and to protect all forms of land use from harmful encroachments by incompatible uses.
- (3) The need for the form of land use proposed and the supply of land currently available in the general area capable of meeting that need.
- (4) The capability of the existing road system to service the proposed use and the adequacy of the proposed supply of off-street parking.
- (5) The capability of existing community infrastructure to service the proposal, including water and sewer services, parks, schools and other utilities and community services.

4.2.4 Zoning by Agreement

- (1) Where an application is made to Council to rezone land to permit the carrying out of a specified proposal, Council may, for the purpose of accommodating the request, enter into an Agreement with the Applicant pursuant to Section 69 of *The Act*.
- (2) Contract Zoning permits a municipality to manage the use of a site and layout of a specific proposed development that requires rezoning. Council may use a Contract Zone to rezone a site to allow a proposed development, but may also restrict uses normally allowed in the zoning district through a contract.

- (3) Council may enter into an agreement with the applicant setting out a description of the proposal and reasonable terms and conditions with respect to:
 - (a) the uses of the land and buildings and the forms of development;
 - (b) the site layout and external design, including parking areas, landscaping and entry and exit ways;
 - (c) 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.
- (4) Council may limit the use of the land and buildings to one or more of the uses permitted in the requested zoning district.
- (5) Council may consider rezoning by agreement to accommodate development or subdivision proposals when:
 - (a) limiting the uses within a zoning district will avoid land use conflict;
 - (b) it is necessary to ensure that appropriate services and infrastructure are provided.

4.2.5 Use of the Holding Symbol "H"

- (1) Pursuant to Section 71 of *The Act*, Council may use the Holding Symbol "H" in conjunction with any zoning district designation, to specify the use to which lands or buildings may be put at any time that the holding symbol is removed by amendment to the Zoning Bylaw.
- (2) Council may use the Holding Symbol "H" to accommodate multiple phase subdivisions and developments.
- (3) In making a decision as to whether to remove the Holding Symbol "H" by amendment to the Zoning Bylaw, Council shall consider whether development has progressed to a point where extension of municipal services is appropriate.

4.2.6 Architectural Control Districts

- (1) Where it is considered desirable to preserve the physical character of an area or to promote a selected design theme for an area, Council may designate the area as an Architectural Control District in the Zoning Bylaw, using the symbol "AC" in conjunction with any zoning district.
- (2) In general, Architectural Control Districts shall be applied only where there is a clear public interest, and where it is considered economically feasible to establish and fund a design review process, consistent with the terms and conditions of *The Act*. Examples of where a design review process may be applied include, but are not limited to, the Downtown, areas containing heritage properties, business improvement districts, entry points to the City, key transportation corridors, sensitive infill development sites, or new development areas.

- (3) The design review process for Architectural Control Districts shall be specifically outlined within the Zoning Bylaw.

4.3 OTHER IMPLEMENTATION TOOLS

4.3.1 Subdivision Application Review

In reviewing any application for subdivision, Council shall indicate support for such application only when it has:

- (1) Ensured that all policies and guidelines established regarding occupancy levels, development standards and design of the subdivision, as set out in this Official Community Plan, have been satisfied.
- (2) Ensured that the application is in conformity with the Zoning Bylaw.
- (3) Negotiated the terms of a servicing agreement, if required, with the applicant.
- (4) Determined its wishes with respect to the dedication of lands.

4.3.2 Dedicated Lands

- (1) When reviewing any application for subdivision, Council may indicate to the approving authority, its desire to have *unstable or flood-prone areas* set aside as environmental reserve and/or municipal reserve, as a condition of subdivision approval, pursuant to Section 185 of *The Act*.
- (2) Pursuant to *The Act*, Council may elect to request that an approving authority require the owner of land that is the subject of a proposed subdivision to provide money in place of all or a portion of land that would otherwise be required to be dedicated as municipal reserve.

4.3.3 Municipal Land Banking

- (1) Where private development of land for urban purposes is not occurring to meet the City's land use requirements, Council may undertake to acquire land for subdivision or development to meet such demand. Council will determine a suitable pricing system for resale of any lots developed.

4.3.4 Land Exchange and Purchase

- (1) To facilitate the relocation of non-conforming uses, Council may consider a program for acquiring such sites, or for exchanging municipally owned land in an appropriate area of the City for the relocation of those uses.

4.3.5 Building Bylaw

- (1) Council will use its building bylaw to provide standards for the construction, repair and maintenance of buildings in the community as well as ensuring acceptable physical conditions. Provisions for occupancy permits and inspections can be included in the bylaw.

4.3.6 Development Levies and Servicing Fees

- (1) In accordance with Section 169 of *The Act*, the Council may establish, by separate bylaw, development levies for the purpose of recovering all or a part of the capital cost of providing, altering, expanding or upgrading services and facilities associated with a proposed development within an existing subdivided area. Such 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.
- (2) In accordance with Section 172 of *The Act*, Council may require a servicing agreement with the proponent of a subdivision development. In order to provide overall direction and guidance in the negotiation of individual agreements with developers, Council may establish, by resolution, a schedule of development specifications and servicing fees. Such servicing specifications will provide a consistent set of development standards for provision of services and works by developers within a proposed subdivision development. Subdivision servicing fees contribute in whole or in part towards the capital costs of services within or outside the subdivision that directly or indirectly serve the proposed subdivision.

4.3.7 Concept Plans

- (1) In the interests of ensuring a comprehensive and planned approach to various types of land development, the City of Melfort may require a developer to prepare a comprehensive concept plan that will include supporting technical investigations and reports. Requirements for supporting technical investigations will be determined on a case-by-case basis by the City of Melfort. Concept plans should be developed in consultation with the City. Council may adopt concept plans pursuant to Section 44 of *The Act*.
- (2) In evaluating a concept plan that has been developed in consultation with the City of Melfort, Council may ensure compliance with any municipal requirement or standard through the provision of a servicing agreement or condition of the approval of a development permit as appropriate.
- (3) Once a concept plan has been approved by Council, no subsequent subdivision or development that is inconsistent with the approved concept plan will be permitted without the approval of a revised concept plan as appropriate.

4.3.8 Phasing

- (1) Phasing strategies implemented by the City will align with policy directions of this Plan with respect to growth management and will consider asset management plans, servicing master plans, other long-range planning initiatives, and financial planning.
- (2) Development phasing and a potential development order has been conceptually illustrated on Map 3 – Development Phasing, with consideration given to development suitability and infrastructure requirements.
- (3) Notwithstanding the policies and phasing plan contained in this section, the City, by resolution, may initiate development and infrastructure projects at any time.

4.4 OTHER

4.4.1 Updating the Official Community Plan

Plans and projections for future development shall be monitored on an ongoing basis. Policies contained in this Official Community Plan, including the Future Land Use Concept, shall be reviewed and updated within five years of adoption.

4.4.2 Further Studies

As necessary, Council will undertake such studies or programs required to facilitate and encourage the growth and development of the City of Melfort.

4.4.3 Community Engagement

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

For any situation where the community engagement process applies, the City will consider the following principles:

- Municipal government decisions must be made in a context that is sensitive and responsive to public concerns and values.
- The community engagement process must demonstrate openness, honesty and transparency of purpose, as well as the communication of the results.
- The process must be respectful of decision-making protocols.
- The process must demonstrate a commitment to being time-sensitive and cost-effective.

4.4.4 Cooperation and Inter-Jurisdictional Consideration

Council shall cooperate with senior governments, other municipalities and public and private agencies to implement this Official Community Plan.

4.4.5 Programs

Council shall participate in senior government economic development, public utility, resource enhancement, housing, social and environmental protection programs and projects, where such will help in achieving its goals and objectives.

4.4.6 Provincial Land Use Policies and Interests

This bylaw shall be administered and implemented in conformity with applicable provincial land use policies and interests, statutes and regulations and in cooperation with provincial agencies. Where a reference is made in this Plan to a provincial statute or regulation and that statute or regulation is amended or repealed and substituted with a replacement statute or regulation, the reference herein to the statute or regulation shall be taken to mean the amended or replacement statute or regulation.

4.4.7 Binding

Subject to Section 40 of *The Act*, the Official Community Plan shall be binding on the City of Melfort, the Crown, and all other persons, associations and other organizations, and no development shall be carried out that is contrary to this Official Community Plan.

4.4.8 Definitions

The Zoning Bylaw definitions shall apply to this Official Community Plan.

5 MAPS
