

TOWN OF CARLYLE

OFFICIAL COMMUNITY PLAN

Bylaw No. 2023-05



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Official Community Plan Bylaw No. 2023-05

1. Pursuant to Sections 29 and 32 of *The Planning and Development Act, 2007*, the Council of the Town of Carlyle hereby adopts the Official Community Plan, identified as Schedule "A" to this Bylaw.
2. Bylaw No. 2010-05, known as the Town of Carlyle Official Community Plan and any amendments thereto is hereby repealed.
3. The Mayor and Administrator are hereby authorized to sign and seal Schedule "A" which is attached to and forms part of this Bylaw.
4. This Bylaw shall come into force on the date of final approval by the Minister of Government Relations.

Read a First Time the _____ day of _____ , _____

Read a Second Time the _____ day of _____ , _____

Read a Third Time and Adopted the _____ day of _____ , _____

Mayor

TOWN SEAL

Administrator

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

on the _____ day of _____ , _____ .

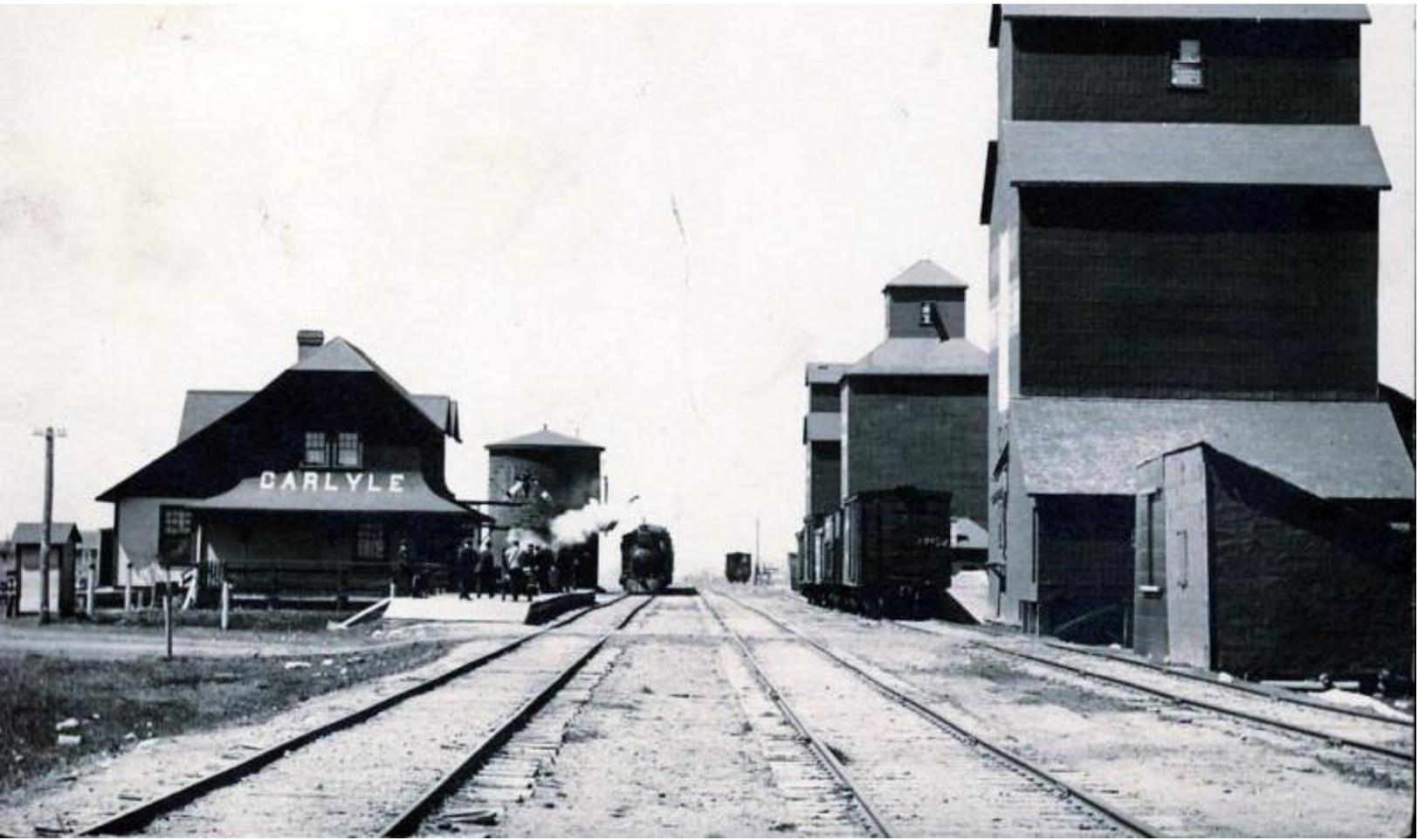
TOWN OF CARLYLE
OFFICIAL COMMUNITY PLAN

SCHEDULE "A" TO BYLAW No. 2023-05

AUGUST 2023

SCATLIFF + MILLER + MURRAY

visionary urban design + landscapes



LAND ACKNOWLEDGEMENT:

The Town of Carlyle is located on Treaty 2 territory, the traditional territory of Anishinaabeg, Cree, Oji-Cree, Assiniboine, Dakota, and Dene Peoples, and the homeland of the Métis Nation. We respect the histories, languages, and cultures of all the First Peoples of Canada, whose presence continues to enrich our vibrant community and region.

ACKNOWLEDGEMENTS:

The creation of this OCP would not have been possible without the collective effort from the Carlyle Town Council and Administration.

Mayor and Council:

- Jennifer Sedor, Mayor
- John Brownlee, Councillor
- Nicole Currie, Councillor
- Hugh Hislop, Councillor
- Kelly Lutz, Councillor
- Gordon Paulley, Councillor
- Jared Riddell, Councillor

Town Administration:

- Natalie Miller, CAO

The Town would also like to recognize all Town staff and the many stakeholders and community members who provided their valuable insight, and in doing so, not only helped shape this Plan, but their Town's future for themselves and for generations to come.



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EXHIBIT A: FUTURE LAND USE MAP

1.0 INTRODUCTION

1.1 PURPOSE & AUTHORITY OF THE OCP

In accordance with Sections 29 and 32 of *The Planning and Development Act, 2007 (The Act)*, the Town of Carlyle (The Town) has prepared and adopted this Official Community Plan (OCP) to provide long-term strategic direction for managing future growth and development over the next 20 years or until the year 2043. The OCP will be primarily implemented by the corresponding Zoning Bylaw, as well as other policies, procedures, and future projects outlined herein.

1.2 WHAT IS AN OCP?

The OCP is a comprehensive policy document that establishes the Town’s vision for the future and a framework for the physical, economic, environmental, social, and cultural development of the municipality. In this sense, it is a tool to guide future decision making and administrative procedures. All other related Town policies, standards, and bylaws should reflect the direction of the OCP. Should there be any direct conflict with another Town policy or bylaw, then the position that aligns best with the OCP will prevail. The OCP must also be consistent with *The Statements of Provincial Interest Regulations (SPIs)* and all other provincial land use policies.

1.3 THE OCP CREATION PROCESS

As summarized in **FIGURE 1** below, the creation of the OCP was divided into four project phases involving substantial research, analysis, community and stakeholder consultation, and testing of various policy options. It is important to note that the creation of the OCP is but the first step towards achieving the Town’s vision and goals for the future. Implementation of the OCP will require ongoing commitment by Town Council, Administration, stakeholders, and the community.

FIGURE 1. The OCP Creation Process



1.4 ORGANIZATION OF THE OCP

The OCP is composed of five major sections. **Section 1.0** includes important information on what an OCP is for and how to use it, while **Section 2.0** provides background information and context on the Town itself. **Section 3.0** provides the foundation of the OCP: the Plan Vision and Community Goals. **Section 4.0** contains the planning objectives and policies that apply to the entire Town or to specific areas that are demonstrated on the **Future Land Use Map (Exhibit A)**. Finally, **Section 5.0** contains the procedures and tools for administering, monitoring, and implementing the OCP.

1.5 HOW TO USE THE OCP

For any OCP to be effective, it must be easy to comprehend and navigate. The following is a general guide intended to assist the reader in using the OCP in relation to a proposed project, amendment, or other land use and development issue:

- **Step 1:** Review the **Future Land Use Map** to determine the characteristics of the subject land and the surrounding area.
- **Step 2:** Review the objectives and policies in **Section 3.0** that apply to the subject land and the proposed development and use.
- **Step 3:** Evaluate whether the proposed development and use conforms to the intent of the OCP Vision, Community Goals, Objectives and Policies, or whether an OCP amendment would be necessary in accordance with **Section 4.0**.

Generally, the OCP's Vision, Community Goals, Objectives, and Policies can be interpreted as follows:

- **Vision:** the aspirational, yet achievable, long-term target state for the Town as formulated by the Council and community's input.
- **Community Goals:** the broader community planning goals for the Town.
- **Objectives:** more specific goals to address or mitigate ongoing or potential issues.
- **Policies:** statements that are either rules or direct actions intended to achieve the objectives. When preceding a policy statement or encountered elsewhere in this Plan, the following words are to mean:
 - **Shall** is an operative word which means the action is obligatory.
 - **Should** is an operative word which means that in order to achieve plan objectives, it is strongly advised that the action be taken.
 - **May** is an operative word meaning a choice is available, with no particular direction or guidance intended.

1.6 DEFINITIONS

The definitions contained in the *Town of Carlyle Zoning Bylaw No. 2023-06* shall apply to this OCP.



Festival attendees pack Main Street at Carlyle Fun Dayz.

2.0 PLANNING CONTEXT

This section provides important background information on the Town history, physical setting, regional context, as well as current demographic trends. For additional background information, refer to the corresponding **Background Report**.



The Town of Carlyle Rusty Relics Museum on Railway Avenue.

2.1 ABOUT CARLYLE

The Town of Carlyle is located in southeastern Saskatchewan at the intersection of Highway #13 and #9, minutes south of the expansive Moose Mountain Provincial Park. Just over an hour of driving away from Weyburn, Estevan, and Moosomin, Carlyle acts as a regional hub for numerous smaller communities in its vicinity. At just over 1,500 residents according to the 2021 Census, Carlyle has plenty to offer for its size in terms of local businesses and social, cultural, and recreational opportunities. Situated within the RM of Moose Mountain No. 63, the Town's boundaries encompasses 5.41 km² of land (over eight ¼ Sections) that is predominantly south of Highway #13. After first arriving in the community in 1909, the Canadian National Railway Lampman Branch Line still runs through the centre of town. As evident by the famous Rusty Relics Museum built in the town's original train station, the railway played a vital role in the town's founding and history.

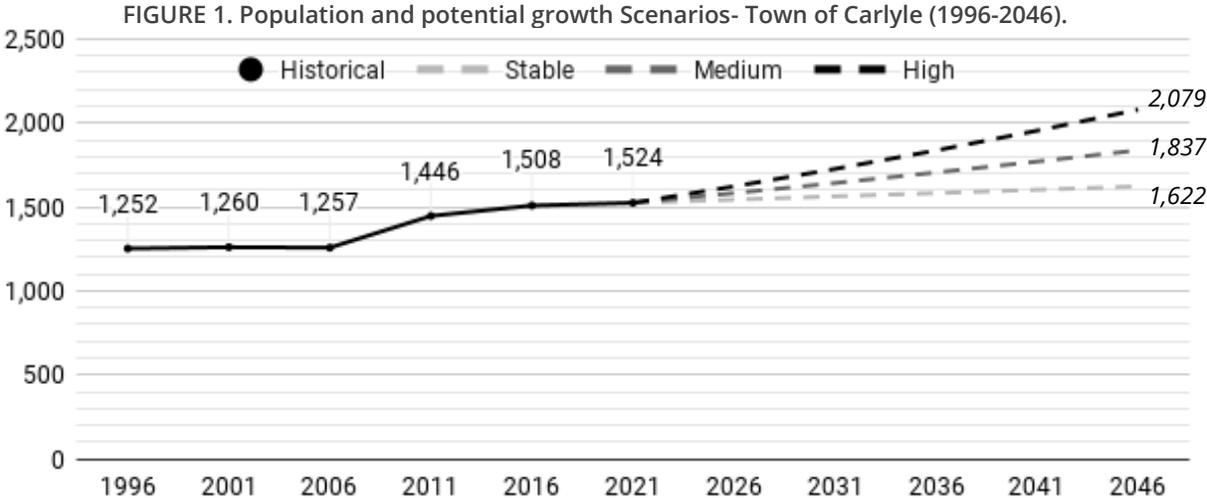


As is commonplace in southeastern Saskatchewan, the Town’s economy is primarily driven by the resource and agriculture sectors. This works to Carlyle’s logistical strengths stemming from its bustling airport and location at the intersection of major highways. In addition to its healthy mix of businesses and recreational amenities, Carlyle is well known for its friendly community and popular events including Carlyle Fun Dayz in August, the Homespun Craft Show in September, and the Dickens Village Festival in December.

There’s a lot happening just outside Carlyle as well. North of Carlyle on Highway #9 on the way to Moose Mountain Provincial Park is the White Bear First Nations Reserve, which includes a Resort with a casino, hotel, and 18-hole golf course. Further north within Moose Mountain Park is the Village of Kenosee Lake, a growing resort community with its own recreational attractions and amenities. With busy schools, a healthy mix of land uses, and an actively involved community, Carlyle is motivated to establish a community vision and planning framework that will help the Town take advantage of emerging opportunities.

2.2 DEMOGRAPHICS

The 2021 Census shows the Town’s population was 1,524, which is slightly larger than the 2016 Census population of 1,508, an increase of 16 people or 1.1% average annual growth rate (AAGR). As shown in **FIGURE 2**, the Town’s population grew rapidly from 2006 to 2011, where the population grew by 15% (or 189 people), which amounts to an AAGR of about 3% during the height of the resource boom. While Carlyle can likely not be expected to replicate this type of growth, it is well positioned as a full-service centre within the region to attract and absorb some of the declining populations in smaller urban municipalities and rural areas. As such, **FIGURE 2** demonstrates three different growth scenarios for the next 20 years: stable (0.25% AAGR); medium (0.75% AAGR); and high (1.25% AAGR). The median population age is 36.4 years old, which is younger than the Provincial median of 38.8 years.



3.0 PLAN VISION + COMMUNITY GOALS

The OCP Vision and Community Goals were developed with feedback from Council, Administration, and the community and are based on the Town's aspirations for the future.

3.1 VISION

The OCP Vision is the aspirational, yet achievable, long-term target for the Town. It expands on the Town's existing Vision from the 2021 Strategic Plan

Carlyle is an inclusive and welcoming town with big-city amenities that provides a dynamic and sustainable living environment for families and businesses to thrive. Through strategic investments, strong partnerships, and a community committed to growing together, Carlyle is prepared for a prosperous future.

3.2 COMMUNITY GOALS

.1 Establish Fair and Clear Rules

Reduce uncertainty and regulatory barriers, through the provision of clear, consistent, and flexible (when appropriate) policies and processes for guiding development that are consistent with the Town's priorities and vision for the future.

.2 Encourage a Range of Suitable and Sustainable Housing Options

Encourage a range of housing types and innovation in green building design to accommodate the diversifying needs of a growing population.

.3 Grow the Local Economy

Support and grow local businesses and industries, while also encouraging new economic development that builds on assets and opportunities in the region.

.4 Develop a Healthy, Safe, Friendly, and Fun Community

Encourage development and social activity that contributes positively to the physical, mental, social, economic, and environmental health and well-being of the Town and its residents. Carlyle strives to be a safe, accessible, and equitable community for residents of all ages and backgrounds that values and protects the natural environment.

.5 Manage the Quality and Viability of Infrastructure and Services

Town success depends on the efficient delivery of safe and effective municipal services and of physical and social infrastructure. At the same time, the cost of constructing and maintaining the associated infrastructure must be considered, as to ensure it is viable in the long term.

.6 Strengthen Community Participation and Embrace Regional Collaboration

Foster community and regional pride through private and public partnerships with senior levels of government, neighbouring municipalities, and First Nations communities. Encourage widespread participation in planning and development processes so community members can have their say in making important decisions for the future of the Town.

4.0 OBJECTIVES + POLICIES

This section contains the objectives and policies that will guide the physical, environmental, economic, social, and cultural development of the Town.



Kenosee Lake and Moose Mountain Provincial Park to the north of Carlyle.

4.1 ENVIRONMENT & COMMUNITY HEALTH

Carlyle is located in the Aspen Parkland Forest eco-region, which is considered transitional between the boreal forest to the north and the grasslands to the south. Because of its favourable climate and fertile, warm black soils, this ecoregion represents some of the most productive agricultural land in the Prairies. Carlyle is within the Moose Mountain Creek sub-watershed of the Upper Souris River Watershed, which is a conglomeration of smaller watersheds that eventually flow into the Souris River in Manitoba. There are numerous lakes to the north of Town in and around Moose Mountain Provincial Park, including most notably White Bear and Kenosee Lake.

The Town is committed to balancing growth and development with the health of community members and the environment. Importantly, these outcomes should not be viewed as either/or scenarios, but rather, as interrelated factors for building a sustainable and healthy community. Whether related to protecting natural areas and outdoor open space, or ensuring equal access for all ages and abilities, decisions regarding future development in the Town must consider social, environmental, and economic outcomes collectively.

In accordance with this approach, the intent of the following objectives and policies is to provide guidance on environmental and community health matters in the Town, specifically as they relate to land use and development.

4.1.1 OBJECTIVES

- (1) To ensure that waterways and groundwater sources remain free of contamination and pollution.
- (2) To construct and maintain services and utilities while balancing both environmental and financial considerations.
- (3) To protect and promote the health, safety, and well-being of all community members.
- (4) To ensure private and public development is free of barriers for residents of all ages and abilities.
- (5) To practice better environmental stewardship and increase local capacity for adapting to potential risks and disruptions caused by climate change.

4.1.2 POLICIES

(1) Environmental and Ecological Conservation

- a. No development shall unduly hinder the ecological value, integrity, and management of environmental resources within the Town.
- b. The Town shall work with senior levels of government, First Nations, private agencies, and conservation groups to identify and conserve ecologically valuable and environmentally sensitive lands.
- c. In accordance with **Section 5.2.3**, Council may dedicate lands as Environmental Reserve to protect riparian areas, native grasslands, wildlife habitats, or other environmentally sensitive areas.
- d. The Town may require a technical study to be completed in support of any development application in accordance with **Section 5.2.7** to ensure ecologically valuable and environmentally sensitive lands are conserved.

(2) Climate Change Adaptation

- a. The Town shall acknowledge and initiate preparations for the impacts of climate change on the Town and its residents.
- b. The Town should consider ways to reduce the environmental footprint of all municipal facilities, services, and operations.
- c. The Town shall encourage public and private investment in sustainable development and technologies including alternative energy systems such as solar and wind.
- d. The Town should consider community and regional fire protection measures such as emergency escape routes and firebreaks to protect areas at risk of wildfire.
- e. The Town shall encourage the prominent planting of native and non-invasive tree species and vegetation that minimize the need for irrigation and are resilient to climate change.

(3) Urban Tree Canopy

- a. The protection of mature trees in the Town shall be encouraged to maintain community character and air quality, which may be strengthened through a Tree Protection By-law or Urban Forestry Plan.
- b. A diverse stock of local tree species should be maintained in parks, open spaces, pathways, and busy sidewalks in residential and commercial areas to provide shade and reduce the urban heat island effect.

- c. Deciduous trees should be strategically placed to promote solar gain in winter and afford shade during summer, while evergreens should be placed to block wind.
- d. Developers may be required to provide a landscaping plan with provisions to plant a minimum number of trees, grasses, and shrubs as part of the development review and approvals process.

(4) Accessible and Age-Friendly Development

- a. The Town should encourage universal accessibility design standards to be considered and included in the development of all public and private spaces throughout the community.
- b. The Town shall support the ability of seniors to age-in-place in the community by encouraging varying levels of home care, intergenerational living arrangements, and design solutions such as walking paths and places to rest throughout the public realm.
- c. The Town shall provide safe and accessible public spaces for all ages and abilities.

(5) Surface and Groundwater Protection

- a. The Town shall work with the Water Security Agency and any other appropriate regional, provincial, and federal agencies to preserve and enhance water quality and quantity.
- b. The Town shall support the implementation and evolution of the *Upper Souris River Watershed Source Water Protection Plan*.
- c. The Town shall commit to the protection of public health and the environment through the use of water management strategies that:
 - i. Maintain healthy ecosystems;
 - ii. Provide safe and reliable drinking water; and
 - iii. Manage waste and storm water to the greatest possible extent within financial limitations.
- d. The Town shall ensure that development does not deplete or pollute groundwater resources within the Town and broader region.
- e. The Town may require a technical study to be completed in support of any development application in accordance with **Section 5.2.7** to ensure that the quality and quantity of water resources will not be adversely impacted.



The Home Spun Walking Path provides great access to nature in the heart of Carlyle.

(6) Flooding, Slumping, and Slope Instability

- a. Lands subject to flooding, erosion, landslides, or subsidence should generally be left in its natural state unless developed for low intensity uses such as open space and passive recreation.
- b. Development of new buildings or additions to buildings within the floodway of the 1:500 year flood elevation of any watercourse or water body shall be prohibited. Flood proofing of new development to a safe building elevation of, at minimum, 0.5 metres above the 1:500 year flood elevation shall be required.
- c. The Water Security Agency shall be the primary source for technical advice in determining whether a proposed development may be prone to flooding issues, including whether the land is located within the 1:500 year flood elevation and whether mitigation strategies or flood-proofing are required.
- d. Any proposed development on lands that are subject to potential flooding, slumping, or slope instability should require a geotechnical study to be completed in accordance with **Section 5.2.7**. Said studies shall address means to eliminate or reduce risks to acceptable standards, as determined by the Town and the appropriate Government Ministry or agency.

(7) Incompatible Uses & Hazardous Lands

- a. The Town shall discourage residential development within 457 metres of land used or authorized for use as a sewage treatment plant or sewage lagoon in accordance with *The Subdivision Regulations, 2014*, but may consider residential development or subdivisions that are a minimum 300 metres from the sewage lagoon in consultation with Community Planning and the Water Security Agency.
- b. No development shall be allowed within 125 metres of an existing, proposed, abandoned, or reclaimed oil or gas well or facility in accordance with *The Subdivision Regulations, 2014*.
- c. The Town shall require the assessment of potentially hazardous or contaminated sites, and if necessary, require action to mitigate or remediate the site to an acceptable and safe standard.
- d. Development that involves the production, handling, or storage of hazardous material shall be adequately and safely contained or separated from areas and buildings used for human occupation.
- e. Development that involves the potential for hazardous discharges into the air, soil, or water shall require a mitigation and containment plan that protects the health and well-being of people and the environment.
- f. Abattoirs, crematoriums, and other similar uses shall be encouraged to locate away from densely populated areas.

4.2 RESIDENTIAL DEVELOPMENT

Maintaining an affordable, yet high quality housing stock with a diverse range of housing types and tenures will be critical for the growth and success of Carlyle. As of 2021, there were 620 usually occupied private dwellings in the Town, 455 (73%) of which were single-detached dwellings. At the height of the resource boom, the Town subdivided 35 sites in the south area of Carlyle Avenue that are serviced and ready for development. This new area should be able to absorb any short term population growth, and will be particularly desirable if the proposed new school is developed immediately across of Main Street. Should this occur, the current Elementary School site would represent a desirable redevelopment opportunity. In the medium and longer term, population growth will be accommodated through modest intensification of established neighbourhoods and development of new growth areas identified on the **Future Land Use Map**. The objectives and policies that follow are intended to encourage responsible residential development in appropriate areas that supports growth and provides a variety of lifestyle options for people of all life stages.

4.2.1 OBJECTIVES

- (1) To encourage infill development on vacant or underutilized land within the existing and already serviced residential areas.
- (2) To identify suitable areas for greenfield development and to ensure cost-efficient planning, servicing, and phasing of residential subdivisions.
- (3) To diversify supply of housing types and tenures to respond to needs of different incomes, ages, and abilities.
- (4) To ensure that development and uses of residential properties are compatible with their surroundings and complementary of existing character.
- (5) To ensure that residential buildings are constructed to acceptable standards.

4.2.2 POLICIES

(1) General Policies

- a. The Town shall use the tools available to them to ensure residential development is designed and constructed in compliance with the OCP, Zoning Bylaw, and the relevant building codes as described in **Section 5.2.8**.
- b. The Town shall consider the capacity of existing servicing infrastructure and community services, such as schools, green space, and emergency services, when reviewing new residential development proposals.
- c. The Zoning Bylaw may accommodate two-unit dwellings in all existing and new residential areas while providing opportunities for higher density residential development in desirable locations through the rezoning and discretionary use process.
- d. Secondary, garden, and garage suites shall be allowed in all existing and new residential areas provided they comply with the provisions of the Zoning Bylaw.
- e. Opportunities for affordable and rental housing options, as well as supportive housing, such as care homes and daycare centres, should be encouraged in all compatible areas of Town.
- f. Home-based businesses shall be permitted if it can be demonstrated the business will not create any undue nuisance, traffic congestion, or detract from the residential character of the area.

- g. Innovation in residential building design shall be encouraged including co-housing, modular and flexible units, intergenerational living, low-impact development, and other energy efficient design strategies such as passive housing.
- h. The Town should consider residential development incentives in accordance with **Section 5.2.1** that help achieve the housing objectives of this OCP.

(2) Existing Residential Areas

- a. Development priority shall be given to vacant and underutilized land in existing residential neighbourhoods. In particular, preference shall be given to lands currently serviced by the municipal wastewater system, encouraging the productive use of existing municipal infrastructure.
- b. Opportunities for sensitive intensification of these areas shall be provided in strategic locations.
- c. Established development standards shall generally be maintained in existing neighbourhoods, including building heights, setbacks, and lot coverage, consistent with requirements set out in the Zoning Bylaw.
- d. Infill development that complements established community character shall be encouraged.

(3) New Residential Areas

- a. New residential subdivisions shall be encouraged to locate in areas identified on the **Future Land Use Map** as **Future Residential** where municipal services can be economically extended to without causing prohibitive immediate or future costs to the Town.
- b. New residential subdivisions shall be encouraged to be designed with a grid or modified grid block structure, with small blocks, rear laneways, and a limited number of cul-de-sacs to promote community connectivity and walkability.
- c. New residential subdivisions should occur in a generally contiguous manner, as to ensure integration with the adjacent neighbourhoods and connectivity to existing services and amenities.
- d. Opportunities for higher-density residential development in new subdivisions should be provided in strategic locations to assist in accommodating projected population growth.



Main Street is full of beloved local businesses.

4.3 COMMERCIAL & INDUSTRIAL DEVELOPMENT

The Town recognizes the importance of commercial development and investment to the health and vibrancy of the community. In keeping with the Town's existing land use patterns, local commercial uses – such as retail, financial, professional, and personal services – will be directed to Main Street, which has experienced a revitalization in recent years with close to zero vacancies. The design of Main Street, with its angled parking in the centre is a unique feature that provides distinguishing character along with ornamental streets lights and both raised and ground level planters.

More auto-oriented commercial businesses are primarily located at the north end of town between the Highway / Turiff Avenue and Railway Avenue. This includes two new hotels built in the last ten years. Carlyle's industrial development is primarily contained in two locations, on both sides of Highway #9 to the northwest of town by the airport, and in the very southeast along the Saskota Flyway.

The Town will endeavour to encourage visually attractive commercial and compatible industrial development in order to enhance the identity of the community. The intent of the following objectives and policies is to accommodate a wide range of commercial and industrial uses in appropriate locations identified on the **Future Land Use Map** that enhance available amenities, provide employment opportunities, contribute to a diversified tax base, and support the Town and region's staple and emerging economic sectors.

4.3.1 OBJECTIVES

- (1) To support local businesses and promote economic development within existing and emerging industries.
- (2) To promote Main Street as a vibrant pedestrian-friendly centre of activity in Carlyle.

- (3) To maintain and enhance the appeal of the greater downtown as a central location that contains a mix of local services, attractions, amenities, and potentially mixed-use or higher-density residential development.
- (4) To encourage more auto-oriented highway commercial and industrial uses to locate in appropriate areas that provide better access to the highway and can accommodate higher parking and loading demands.
- (5) Encourage all commercial development to be visually appealing, respecting the character of Carlyle.
- (6) To support connectivity and protect the health and safety of community members by minimizing land use conflicts between commercial and industrial uses and residential areas.
- (7) To ensure that the Town maintains an adequate supply of commercial and industrial land that can be efficiently serviced for industries appropriate to their community context.

4.3.2 POLICIES

(1) General Policies

- a. New commercial development shall be encouraged in existing commercial areas as identified on the **Future Land Use Map** that add amenities for residents, attracts visitors, and acts as a catalyst for future economic development.
- b. In partnership with the Chamber of Commerce, the Town shall help promote existing and new local businesses.
- c. The Town should consider commercial development and business improvement incentives in accordance with **Section 5.2.1** that help achieve the economic development objectives of this OCP. Potential examples include façade or tenant improvement grants or short-term tax abatements.

(2) Downtown & Local Commercial

- a. The Town shall support the adaptive reuse of existing buildings and the redevelopment of vacant or underutilized commercial sites and buildings in the Downtown.
- b. Main Street shall be prioritized as the primary location in the community for retail, food and beverage services, professional services, and cultural activities.
- c. The design of downtown commercial development should contribute to an attractive, human-scale, and walkable public realm through urban design principles such as zero or minimal front yard setbacks, continuous street walls, and transparent frontages.
- d. The Town should work with building owners and businesses to further revitalize Main Street through placemaking initiatives such as landscaping, outdoor patios and sitting areas, canopies and awnings, lighting, public art, etc.
- e. Surface parking lots in the Downtown should be located behind buildings, where possible, linked yet hidden from the pedestrian's experience of the street. Access to parking areas should be consolidated and located to minimize impacts to traffic flow and the pedestrian environment.
- f. In addition to home-based businesses, opportunities for small-scale neighbourhood commercial uses such as coffee shops and convenience stores should be considered in strategic locations in existing or new residential areas such as corner sites.



A conceptual rendering of Main Street with improved streetscaping landscaping, crosswalks, banners, and lights.

(3) Regional Commercial & Industrial

- a. Commercial and industrial uses that require larger sites, significant parking and loading demands, and greater access to Highway #9 and #13 shall be encouraged to locate adjacent to the highway, within the areas designated as ***Industrial and Regional Commercial*** on the **Future Land Use Map**.
- b. The Town shall consider the capacity of existing servicing infrastructure and the demand created by new regional commercial and industrial development, with a preference for locating these uses where adequate infrastructure and services are either already in place or can be economically upgraded or extended to.
- c. The Town shall encourage a high standard of design and landscaping within regional commercial developments. Particular attention should be paid to development on “gateway” streets such as Main Street and Railway Avenue that connect to the Downtown.
- d. Parking and loading areas shall be designed to ensure there is safe and efficient traffic flow into, within, and out of regional commercial and industrial areas, including heavy truck traffic.
- e. The Zoning Bylaw shall include a range of light to medium industrial uses that support the Town and region’s staple and emerging economic sectors.
- f. The Zoning Bylaw shall regulate the intensity and standards for all forms of industrial development including provisions for outdoor storage, landscaping, nuisance mitigation, as well as adequate buffering from adjacent or surrounding non-industrial uses, and residential uses in particular. Techniques such as landscape buffers may be required to minimize noise, aesthetics, and traffic impacts on adjacent or neighbouring land uses.
- g. Industrial development of any kind that may pose risks to the well-being of the public, whether due to noise, odour, or other forms of nuisance shall be listed in the Zoning Bylaw as a discretionary use to ensure community concerns are considered and that the Town can impose specific measures or conditions to mitigate impacts if necessary.



4.4 INFRASTRUCTURE, UTILITIES, & COMMUNITY SERVICES

The Town has made strategic investments in its infrastructure and services that have and will continue to provide a major benefit to the community. For example, both the Town’s wastewater management system and water treatment plant were upgraded in 2010 and 2011, respectively. More recently, the Carlyle Fire Department opened its new Fire Hall in August of 2021 in a partnership between the Town and the RM of Moose Mountain. The Town and community has also demonstrated its commitment to improving transportation options and road safety, including investments in The Home Spun Walking Path, a Handi-Transit Van service, and two pedestrian controlled cross-walks on Main Street and another by the Elementary School. Due to increasing enrollment and a shortage of daycare spaces, the Town is hoping to receive funding for a new school to be built at the south end of town on the east side of Main Street on town-owned land, which would replace the Town’s aging Elementary and High School.

As existing infrastructure ages and the Town population grows, the pressure placed on these systems will continue to increase, as will the costs associated with operating and maintaining them. Taking a proactive approach to planning future infrastructure investments, the Town had an Asset Management Plan completed in 2022. More than just roads and pipes, vital community infrastructure also includes institutional uses and services that keep the community safe, happy, and healthy. The continued provision of municipal infrastructure, utilities, and community services will be essential for achieving the Town’s vision and goals. Therefore, the intent of the objectives and policies that follow are to ensure that infrastructure improvements, utilities, and community services will be planned, delivered, and maintained in a deliberate, safe, and cost-effective manner.

4.4.1 OBJECTIVES

- (1)** To optimize the use of existing municipal infrastructure prior to making capital investments in new or extended services.
- (2)** To upgrade municipal infrastructure and services as required in a timely and cost effective manner.
- (3)** To ensure the capacity of municipal infrastructure can accommodate projected population increases.
- (4)** To construct and maintain municipal infrastructure and utilities without imposing detrimental impacts to the environment and the health and well-being of the community.

- (5) To establish a transportation network that is safe, efficient, and accessible for all forms of mobility, including active modes of transportation.
- (6) To leverage the E.J. Brady Regional Airport in support of economic development opportunities.
- (7) To explore opportunities for integrating sustainable “green” technologies into existing and new infrastructure and services.
- (8) To promote public health, safety, and well-being by ensuring the availability of reliable educational, social, health, police, fire, and emergency response services.

4.4.2 POLICIES

(1) General Policies

- a. The Town should maintain and update its Asset Management Plan in alignment with the OCP to continue to take a proactive approach towards infrastructure investment planning.
- b. The Town shall continue to direct investments to prioritize infrastructure improvements when required, provided that funds can be allocated appropriately.
- c. The Town shall continue to pursue relevant and beneficial Provincial and Federal funding programs for upgrading municipal infrastructure.
- d. The Town may use agreements allowed for under *The Act* such as those listed in **Section 5.2** to ensure they are not solely responsible for costs associated with the provision of infrastructure and services for new developments or subdivisions and to ensure that services and facilities are installed to current industry standards.
- e. The Town may require a technical study in accordance with **Section 5.2.7** to demonstrate the site suitability of a proposed subdivision or development, including whether there is sufficient availability and capacity of infrastructure and servicing to support the proposed use.

(2) Water & Wastewater

- a. New developments or subdivisions shall demonstrate that they can be efficiently connected to the municipal water and wastewater systems.
- b. The Town shall consider the capacity of existing servicing infrastructure for proposed developments or subdivisions that require significant water volume and/or contribute significant flows to the sanitary sewer system.
- c. The Town should encourage and raise public awareness of water and wastewater conservation strategies.

(3) Solid Waste Management

- a. New developments or subdivisions shall be designed to allow for the efficient management and collection of solid waste.
- b. The Town shall ensure the continued efficient operation and maintenance of waste management facilities, in accordance with provincial regulations, that meet the needs of a growing population in the Town and region.
- c. The Town should explore environmentally responsible waste management solutions such as programs for recycling, composting, and the disposal of hazardous household items.

(4) Utilities

- a. The Town shall cooperate with SaskPower, SaskEnergy, TransGas, SaskTel, or any other utility provider to ensure the provision of their services are economical and efficient, including the establishment of renewable energy facilities.
- b. Existing public and private facilities shall be protected from incompatible or potentially incompatible land uses that may threaten or adversely affect their continued operation and maintenance.
- c. The applicant of a proposed subdivision or development shall be responsible for the costs of connecting to any required utilities.

(5) Institutional & Community Services

- a. The Town shall work with the school divisions and the Ministry of Education on the provision of educational services in the community, including the use of existing or future lands dedicated as municipal reserve for new educational facilities, if required.
- b. The Town shall continue to support and work with the Provincial public health agencies and organizations.
- c. The Town shall continue to ensure the Carlyle Fire Department fire hall and equipment is in fair working condition while ensuring there are a sufficient number of trained volunteers.
- d. The Town shall support the joint use of public and private facilities, as well as places of worship, in meeting the educational, cultural, social, and recreational needs of the community and region.



The new Fire Hall is three times the size of previous facility to better serve Carlyle and the surrounding region.

(6) Road Network

- a. Newly subdivided areas shall connect with the existing road network and shall be encouraged to feature minimal cul-de-sacs and shorter neighbourhood blocks to improve local connectivity and create alternative travel options.
- b. Newly subdivided areas shall be encouraged to feature sidewalks on both sides of the street. Exceptions may be considered at Council's discretion provided that other active transportation options are available and / or traffic calming measures are taken to improve safety for pedestrians.
- c. The applicant of a proposed subdivision or development may be responsible for all or part of the costs of any required upgrading of existing or construction of new public roads.
- d. New private approaches, including driveways, to any public road shall require municipal approval.

(7) Development in Proximity to Highways, the Railway, and the Airport

- a. Development setbacks from provincial highways, the railway, and the airport shall be established through consultation with the relevant agency including the Ministry of Highways (MH), the railway company, and NAV Canada.
- b. In order to reduce potential land use conflicts, maintain public safety, and provide adequate protection of road, air, and rail infrastructure, the Town shall consult with the relevant agency when any of the following is proposed:
 - i. New subdivision or development is proposed in proximity to provincial highways, the railway, or the airport;
 - ii. New, expanded, or modified rail and/or airport facilities; or
 - iii. New road/rail crossings including underground services or utilities.
- c. The Zoning Bylaw shall contain an Airport Zoning District for regulating land use at the airport in such a manner to support its operation and development.

(8) Drainage

- a. Adequate surface water drainage shall be required throughout the Town to avoid flooding, erosion, and polluting of water resources.
- b. The alteration of natural drainage courses shall be prohibited without the approval of the Water Security Agency, Ministry of Environment, and the Town.
- c. The Town should encourage the use of naturalized stormwater facilities and low-impact development strategies to store water during high rainfall or snowmelt events that reduces pressure on the municipal wastewater system.
- d. For larger scale developments or those that have the potential for drainage concerns onto a public right-of-way, neighbouring property, or ecologically significant area, the Town should require a drainage or grading plan to be completed in support of any development application in accordance with **Section 5.2.7** to ensure there is adequate surface drainage. The Town may impose conditions to ensure consistent discharge rates are achieved.

4.5 RECREATION, PARKS, & OPEN SPACE



The new spray pad at Centennial Park gets plenty of use in the summertime.

Recreational facilities and open spaces provide opportunities for residents to lead active lifestyles, spend time outdoors, and engage in social interaction. The importance of recreation in Carlyle is evidenced by its roughly two-dozen recreation and community groups for people of all ages and interests.

Carlyle is fortunate to offer a wide range of recreation facilities, parks, and open spaces including but not limited to: the Carlyle Sports Arena (ice rink); the Carlyle & District Leisure Complex; the Carlyle Lions Park Campground; a Community Playground; Centennial Park; and West Park. While the Town recently took over the management and operations of many of its recreational facilities after completing a full conditions assessment, there are also a number of private recreation facilities, such as the Carlyle Golf Club and Carlyle Curling Club.

With a steadily growing population, the demand for these types of amenities will only continue to increase moving forward. In turn, the Town may consider opportunities to improve the quality and quantity of these uses throughout the community, while also strengthening connections between them. As such, the intent of these policies and objectives is to reinforce the importance of recreation, parks, and open spaces within the Town and region, ensuring all residents, current and future, have convenient access to these types of amenities.

4.5.1 OBJECTIVES

- (1) To promote healthy, active, and social lifestyles for people of all ages by providing outdoor and indoor spaces for either passive or programmed recreational activities in all four seasons.
- (2) To maximize the use of and provide equitable access to parks and recreational facilities by optimizing the use of open space and conserving natural areas for recreational programming.
- (3) To support and facilitate walkability and connectivity for active modes of transportation throughout the Town.
- (4) To encourage collaboration in the joint use of parks and recreational facilities.

4.5.2 POLICIES

(1) Recreation Facilities

- a. A variety of high quality outdoor and indoor recreation facilities designed for programmed and passive uses shall be provided.
- b. The Town shall explore strategies for enhancing recreation facilities to broaden their appeal and functionality for a greater variety of users.
- c. Recreational facilities should be made accessible and affordable for all members of the community and neighbours in the region.
- d. Existing and future parks and recreation facilities shall be properly maintained for the safe and leisurely enjoyment of residents and visitors.

(2) Parks and Open Space

- a. The Town shall protect and enhance existing parks and explore opportunities for expanding the amount of park space in Town whether within existing areas or in new subdivisions.
- b. All residential areas shall have adequate access to parks and open spaces.
- c. The Town should explore opportunities to naturalize parks and open spaces as an alternative to intensive landscaping where maintenance can be difficult, expensive, or detrimental to the natural environment.
- d. Infill and redevelopment within the existing built-up area shall be encouraged to conserve undeveloped land for agricultural and passive recreational uses.

(3) Active Transportation

- a. The Town should work toward expanding active transportation facilities throughout the community to encourage walking, cycling, and all other active mobility options, including skating, skiing, and snow-shoeing trails in the winter.
- b. Active transportation facilities should connect to existing transportation networks and establish convenient routes to key destinations, such as the Downtown, schools, and parks. All facilities should be designed to accommodate two-way travel for every season and use materials that are cost-effective for maintenance.
- c. Streets and sidewalks, particularly those in areas of higher pedestrian activity such as Main Street, recreation facilities, and school zones should be designed, constructed, and maintained for the safe and comfortable movement of pedestrians, regardless of age, ability, or season.
- d. Newly subdivided areas should incorporate active transportation connections within the subdivision and to the rest of the community.



The main stage on Main Street at Carlyle Fun Dayz.

4.6 HERITAGE, CULTURE, & TOURISM

Carlyle's unique identity and local culture are largely defined by its rich history and major economic sectors. These factors are also strongly connected to the built environment, as they inspire street names and landmarks that create a sense of place. Carlyle is also well known for its friendly community that supports a wide range of popular events including Carlyle Fun Dayz in August, the Homespun Craft Show in September, and the Dickens Village Festival in December. After a one-year hiatus due to COVID-19, Carlyle Fun Dayz returned in 2021 to a major success. In addition to helping build Carlyle's identity, celebrating its local culture and heritage can also contribute to economic development and tourism. These elements, when embraced, play a key role in making the community a desirable place to live and visit. As such, the intent of these objectives and policies is to provide guidance for protecting and enhancing the Town's cultural and heritage assets.

4.6.1 OBJECTIVES

- (1) To celebrate and promote interest in Town events and activities amongst the community and throughout the region.
- (2) To identify, preserve, and enhance cultural and heritage resources in the Town and protect them from incompatible development that may threaten their integrity or operation.
- (3) To pursue opportunities for growth in tourism and economic development by promoting the Town's local businesses, recreational facilities, and unique cultural attractions.

4.6.2 POLICIES

(1) Heritage

- a. Heritage resources – including officially designated provincial or municipal heritage sites, those in the process of receiving designation, and others deemed to have legitimate heritage or cultural value – should be protected from incompatible or potentially incompatible land uses that may threaten their integrity, operation, or general public value.
- b. The Town should work with the Ministry of Parks, Culture and Sport’s Heritage Conservation Branch, the Town of Carlyle Heritage Advisory Committee, and other local community groups and individuals to identify historic sites or buildings in the Town with significant heritage or cultural value worthy of recognition and protection.
- c. The Town may take any steps warranted to preserve local sites and structures of significance including, but not necessarily limited to, the provisions outlined in *The Heritage Properties Act*.
- d. The Town shall support public and private efforts to reuse, renovate or adapt historic sites or buildings in ways that retain and highlight their character-defining elements.
- e. The Town should consult the Parks Canada *Historic Guidelines and Standards for the Historic Places in Canada* to guide the conservation of sites or buildings owned, regulated, funded, or guided by the Town.

(2) Culture

- a. The Town shall encourage a broad range of artistic and cultural opportunities that are accessible to all residents and visitors.
- b. The Town shall assist community groups in the planning and promotion of inclusive cultural events and initiatives.
- c. The Town should provide spaces in Town-owned facilities and spaces to host events and programming related to arts, culture, and heritage.

(3) Tourism

- a. The Town should work with the Province, the RM, White Bear First Nations, and other regional partners to protect, enhance, and promote regional and local tourism attractions such as Moose Mountain Provincial Park, White Bear Resort, and the Lions Park Campground.
- b. The Town shall continue to cooperate with the Chamber of Commerce and other organizations to promote and market Carlyle as a tourism destination by highlighting Carlyle’s popular events, rich amenities, and unique sense of place.



The Dickens Village Festival installation on Main Street.

5.0 IMPLEMENTATION

This chapter outlines the variety of tools and procedures the Town has available for administering, implementing, and monitoring the performance of the OCP.

5.1 ZONING BYLAW

The Zoning Bylaw will be the primary tool for implementing the objectives and policies of the OCP, and will be adopted in conjunction herewith by the Town of Carlyle.

5.1.1 PURPOSE

The purpose of the Town’s Zoning Bylaw is to control the use of land within Council’s jurisdiction in order to provide for the amenity, health, safety, prosperity, and general welfare of residents and visitors of the Town of Carlyle.

5.1.2 CONTENT AND OBJECTIVES

The Zoning Bylaw will implement the land use policies contained in this OCP by prescribing and establishing Zoning Districts for a variety of land uses as well as preferred future development areas and restricted lands. Regulations within each district will govern the range of uses, site sizes, setbacks, building locations and sizes, and any other relevant development standards in accordance with *The Act*.

5.1.3 DEVELOPMENT PERMITS

The application requirements, procedures, and evaluation criteria for considering applications for development permits for permitted uses and discretionary uses, as well as for development appeals and minor variances shall be contained in the Zoning Bylaw.

5.1.4 AMENDING THE ZONING BYLAW

The application requirements, procedures, and evaluation criteria for considering proposed zoning amendments, including map amendments (rezonings) and text amendments, shall be contained in the Zoning Bylaw.

5.1.5 SPECIAL ZONING BYLAW PROVISIONS

In order to assist with implementation of the OCP, the Town may use special provisions such as Direct Control Districts, Contract Zones, and the Holding Symbol in accordance with the Zoning Bylaw and *The Act*.

5.2 OTHER PLANNING TOOLS

This section summarizes other planning tools available to the Town of Carlyle for implementation of the OCP under direction of *The Act*.

5.2.1 DEVELOPMENT INCENTIVES

In addition to an enduring commitment from the Town, the implementation of the OCP will rely on buy-in from the private sector including developers, building owners, and businesses. Therefore, the Town may consider introducing strategic development incentives (grants, tax abatements, etc.) to stimulate investment, that might not otherwise occur, into private development activities that align with Town priorities. Potential incentive programs should be designed to:

1. **Generate lasting value for the community** by prioritizing investments that uplift the Town's tax base.
2. **Provide clarity and fairness** through a transparent application process; and,
3. **Maximize impact** by strategically using program dollars to leverage private investment, as well as existing funding opportunities from other sources.

5.2.2 SUBDIVISION APPLICATION REVIEW

The approving authority for subdivision applications is the Director of Community Planning for the Ministry of Government Relations. However, the Town is asked to provide comments on subdivision applications and no subdivision can be approved if it contradicts an adopted OCP or Zoning Bylaw. Should a servicing agreement be required by Council, then Government Relations cannot approve the subdivision until one is signed. Therefore, Council has an important role during the subdivision application review process to:

- (1) Ensure the proposed subdivision complies with this OCP and the Zoning Bylaw;
- (2) Negotiate the terms of the servicing agreement, should one be required; and to
- (3) Determine which of the following options for subdivisions that qualify for the Municipal Reserve requirement:
 - a. Dedicating a portion of the subdivision as Municipal Reserve, which may be used for open space, parks, recreation facilities, public buildings, schools, natural areas, horticultural uses, and agricultural uses;
 - b. Accepting a Cash-In-Lieu of land dedication payment equal to the value of the land that would have been dedicated to be used for existing or future open spaces, parks, etc.; or
 - c. Deferring the Municipal Reserve requirement if the subdivision application includes further land to be subdivided.

5.2.3 DEDICATED LANDS

Dedicated Lands including Buffer Strips, Walkways, Environmental Reserves, and Municipal Reserves shall be used in accordance with *The Act* and *The Dedicated Lands Regulations, 2009*. These policies are intended to guide the Town's approach to dedicated lands:

- (1) The Town shall deposit all cash-in-lieu of municipal reserve accepted under **Section 5.2.2(3)b** in a dedicated lands account.
- (2) Council may authorize expenditures from the account to purchase dedicated lands, or to build or upgrade parks or public recreation facilities within the Town where the parks or facilities will serve the all residents of the Town.

5.2.4 DEVELOPMENT LEVIES

In accordance with *The Act* (s. 169 & 170), Council may establish, by separate bylaw, development levies to be collected from the applicant of a proposed development within an already subdivided area. The purpose of collecting development levies is to recover all or part of the capital cost of providing, altering, expanding or upgrading services and facilities as a result of the development if those capital costs exceed those originally provided for in the subdivision of land. Such a bylaw requires ministerial approval and must be based on studies that establish the impact and associated costs of proposed developments on existing and future municipal infrastructure. Development levies shall not provide for the completion of any work or the payment of any fees previously addressed by a servicing agreement at the time of subdivision.

5.2.5 SERVICING AGREEMENTS

In accordance with *The Act* (s. 172), Council may require the applicant of a proposed subdivision to enter into a servicing agreement to provide municipal services or facilities that directly or indirectly serve the subdivision. The purpose of a servicing agreement is to ensure that the Town does not incur all the costs of servicing a new subdivision and that services are installed to municipal specifications and standards. The municipality accepts long-term responsibility for maintaining the services and facilities provided they are installed according to the terms of the agreement.

The Town may also collect servicing fees, also known as off-site fees, intended to help pay for future capital costs of providing, altering, expanding, or upgrading municipal infrastructure required as a result of a new subdivision. However, Council must be able to reasonably demonstrate that the fees are commensurate with the future capital costs. Therefore, in order to provide direction and consistency during servicing agreement negotiations, Council may establish a schedule of servicing fees based on the demand for overall services and public works that the municipality anticipates will be needed over the course of a set term. The off-site fees owed will then be proportioned according to the servicing needs created by the new development and the municipality's overall servicing needs.

5.2.6 CONCEPT PLANS

In accordance with *The Act* (s. 44), the Town may require the preparation of a Concept Plan in support of multi-site development, complex rezonings, discretionary use applications or any major development. The purpose of the Concept Plan is to provide a detailed summary of the proposed development including demonstration of the:

- Rationale for the proposed development;
- Proposed zoning and conformity to the OCP and Zoning Bylaw;
- Existing site conditions;
- Development design, land uses, densities, and phasing;
- Site drainage, landscaping, servicing and utilities strategy including identification of utility corridors and easements; and
- Access, circulation, and transportation strategy.

The Concept Plan should also demonstrate the suitability of the land for the proposed development, the potential impacts on neighbouring land uses and any environmental considerations and mitigation strategies. If applicable, the Concept Plan should reference any required supporting studies or technical investigations in accordance with **Section 5.2.7** of this OCP.

5.2.7 SUPPORTING STUDIES / TECHNICAL INVESTIGATIONS

Any studies or technical investigations that may be required in support of a proposed subdivision or development such as geotechnical/environmental assessments, drainage/grading plans, water/wastewater management plans, infrastructure capacity assessments, heritage resource impact assessment, or traffic impact assessments, must be prepared by a certified engineer or other appropriately licensed professionals with the costs of the study to be borne by the applicant.

5.2.8 BUILDING BYLAW / PERMITS

The Town's Building Bylaw shall guide the construction, repair and maintenance of buildings within the Town. In Saskatchewan, the minimum standard for construction and renovation of buildings throughout the province is the National Building Code of Canada (NBC), the National Fire Code of Canada (NFC), and the National Energy Code for Buildings (NECB). The Town shall ensure these standards are achieved for the health and safety of the community through its building permitting process.

5.3 REGIONAL COLLABORATION

Carlyle acts as a regional centre for a much larger population who live in other Towns, Villages and RMs that are within 1.5 hours of driving from Carlyle. The policies in this section are intended to guide how the Town collaborates with neighbouring municipalities, senior governments, First Nations, and other partners in the region. The RMs of Moose Mountain (No. 63), Brock (No. 64), and Wawken (No. 93), as well as the Towns of Kenosee Lake, Stoughton, Arcola and the White Bear Indian Reserve are the focus of inter-municipal cooperation due to their proximity to the Town limits. The following policies outline how the Town can strive to build and maintain strong and mutually beneficial relationships with its partners in the region to help with the implementation of the OCP.

5.3.1 INTERMUNICIPAL COOPERATION

- (1) The Town should work with the RM of Moose Mountain and other nearby municipalities to ensure lands of mutual interest, such as those that may impact or conflict with future Town development or infrastructure, are used and developed in a compatible and complementary manner.
- (2) Pursuant to *The Act* (s. 32.1), the Town may enter into an intermunicipal development or servicing agreement with another municipality to address issues that cross jurisdictional boundaries.
- (3) The Town should explore and pursue opportunities to facilitate coordinated regional planning initiatives including but not limited to:
 - a. Public health and emergency response services;
 - b. Improving regional transportation options (carpooling, ride sharing, etc.);
 - c. Investing in municipal infrastructure;
 - d. Recreational and cultural programming and facilities;
 - e. Environmental management and conservation; and
 - f. Renewable energy production;

5.3.2 FIRST NATION AND MÉTIS RELATIONS

- (1) The Town will promote communication and engagement with the White Bear Indian Reserve and other First Nation and Métis communities in the region in the spirit of reconciliation.
- (2) The Town will collaborate with First Nations and Métis communities on local and regional issues of common interest, including economic, cultural, and social development, as well as environmental protection and conservation.
- (3) The Town acknowledges the duty to consult with First Nations and Métis communities about potential decisions or actions that may adversely impact Treaty or Indigenous rights.

5.3.3 PROVINCIAL AND FEDERAL INTERESTS

- (1) This OCP shall be administered and implemented in conformity with The Statements of Provincial Interest Regulations and any statutes, regulations or legislation of provincial agencies governing land use.
- (2) Wherever feasible and in the municipal interest, the Town will avoid duplication of provincial regulation.
- (3) To coordinate planning and growth, the Town will consult with provincial and federal agencies and other organizations where appropriate.

5.4 PUBLIC PARTICIPATION

Fostering a strong culture of public participation and community engagement will be fundamental for the implementation of the OCP. An actively involved and engaged community will help Council address issues of shared importance, minimize negative impacts, maximize public benefits and achieve intended outcomes. The Town will continue to prioritize frequent and transparent communication with residents through a variety of methods.

5.5 STRATEGIC PLANNING & FINANCING

The objectives and policies contained in the OCP are intended to act as a framework for guiding future decision-making by Administration and Council. However, the OCP must be more than a reference document. If the Town is to move closer to the future envisioned in the OCP, a clear plan of action and implementation strategy is required. Therefore, the Town should consider developing an Action Plan that outlines a schedule of key action items to be completed for achieving the goals of the OCP.

The implementation of the OCP may also require substantial investments in community infrastructure and services. Therefore, the Town should proceed by strategically integrating its infrastructure management, budgeting and land use planning decisions. The Town should also take a proactive approach to raising revenues with the available financing tools provided through provincial legislation including, but not limited to: *The Local Improvements Act, 1993*; *The Municipalities Act*; and *The Planning and Development Act, 2007*. Finally, the Town should also take a proactive approach to identifying and preparing for available grants and funding programs.

5.6 OCP MONITORING & REVIEW

The OCP is intended to be a long term policy document that guides decision-making for the next 20 years (up to the year 2043). However, it cannot be a static and inflexible document. As new issues, challenges, and opportunities emerge, Council may need to make changes to the OCP to ensure the Town stays on the desired track towards meeting its goals and objectives.

5.6.1 PERFORMANCE MONITORING

In order to effectively measure success, the Town should work to improve its data and monitor key performance indicators, including, but not limited to:

- Changes to property tax revenues;
- Development and building permits;
- Residential and commercial vacancy and lease rates;
- Business retention, expansion, and depletion;
- Key social indicators to be identified in collaboration with other levels of government, social service providers, and the community.

5.6.2 REVIEWING THE OCP

In addition to ongoing monitoring of key performance measures, it is recommended that the OCP be formally reviewed every five years to evaluate whether the policies remain relevant and are performing effectively. The five-year review may also identify additional studies or projects that will assist in successfully implementing the OCP.

5.6.3 AMENDING THE OCP

All OCP amendments, even those initiated by the Town, must be reviewed according to *The Act*. If new development is proposed that does not conform to the OCP, then an application to amend the OCP shall be prepared for review by the Development Officer and Council. Applications to amend the OCP must demonstrate the impact of the proposed change and must be in the best interest of the Town as a whole. The application requirements and procedures for considering proposed OCP amendments shall be contained in the Zoning Bylaw. Following adoption by Council, all OCP amendments must be approved by the Ministry of Government Relations before they can take effect.

EXHIBIT A: FUTURE LAND USE MAP

The **Future Land Use Map** attached to and forming part of this OCP is a general illustration of the Town's existing and preferred future land use and development patterns. Any proposed development or use that contradicts any objective or policy of the OCP in relation to the Future Land Use Map will require an OCP amendment in accordance with **Section 5.6.3**.

TOWN OF CARLYLE

FUTURE LAND USE MAP Exhibit 'A' of Official Community Plan Bylaw No. 2023-05

Legend

-  Property Line
-  Railway
-  Highway
-  Town Limits
-  Existing Trail
-  Proposed Trail
-  Parks & Open Space
-  Community Service
-  Residential
-  Local Commercial
-  Main Street
-  Industrial & Regional Commercial
-  Future Residential
-  Future School
-  Future Industrial & Regional Commercial
-  Urban Holding

Location Map

