



MEMORANDUM

FROM: Administration
TO: Chair Pruiim, Reeve Harwood, All Councillors
SUBJECT: Planning Committee Meeting

A meeting of the Planning Committee will be held on:

**Monday, January 13, 2020 –
Immediately following the Administration Committee Meeting
Brass Lantern Room, Saskatoon Inn, 2002 Airport Drive, Saskatoon**

AGENDA

1. Call to Order
2. Adopt Agenda
3. Planning Carryforward Action List
4. Planning Fee Review
 - Review of project deliverables
5. Saskatoon North Partnership for Growth (P4G) Regional Plan
 - Update on P4G Regional Plan
6. 2019 Planning Department Annual Report
 - Annual report for review
7. 2020 Planning Department Work Plan
 - Work plan for endorsement deferred from December 2019 meeting
8. Adjourn

PLANNING Carryforward Action List-CURRENT

Yellow highlighted text indicates latest status update

	Date/Source	Action Item/Request	Status
1.		<p>Intensive Livestock Operations</p> <p>Issue: Review the setbacks distances for ILOs in the OCP and requirements for co-existence agreements</p>	<ul style="list-style-type: none"> • Sept. 8, 2017 – A meeting between the consultant, R.M. Administration and the Ministry of Agriculture was held to discuss issues and opportunities. • Dec 5/6, 2017 – The Ministry of AG held a ILO forum in Regina; R.M. presented at the forum • Feb 26, 2018 – Council provided direction on proposed bylaw amendments with an initial phase and a subsequent phase • Initial textual amendments were made under Bylaws 25/18 & 26/18. Comments received during Ministerial referral include: <ul style="list-style-type: none"> ○ Ministry of Agriculture questions if 12 months is the appropriate timeline for ceasing an ILO in order to waive setbacks. They advise that unless the facilities are nearing end of life, ILOs are difficult to re-purpose because they are built for a specific purpose. They and Community Planning ask for consideration of these comments in the second round of ILO amendments • May 1, 2018 - A meeting was held between the R.M., Community Planning & Ministry of Agriculture to discuss potential criteria for reducing setbacks in relation to co-existence agreements; Community Planning to draft background report with options • Oct 2018 – Meetings with R.M. Administration and Community Planning held Oct 11 and 18 <ul style="list-style-type: none"> ○ background report with options outstanding, additional meetings to be held week of Nov 13-17 ○ Executive Director of Community Planning indicated the R.M. should develop criteria in consultation with the Ministry of Agriculture and submit those for review • Feb 11, 2019 - Draft criteria on February Planning Committee agenda for discussion. Direction given to review the proposed criteria based on feedback received and bring back a report after having received feedback from the industry. <ul style="list-style-type: none"> ○ Meeting with Ministry of Ag held on March 8 to discuss criteria. ○ Industry meetings held on April 24, 2019 with 12 representatives, including 4 R.M. producers, across all five animal organizations. Feedback received indicated a preference to allow setbacks from urban municipalities and a review of the setback distances. These

PLANNING Carryforward Action List-CURRENT

Yellow highlighted text indicates latest status update

			<p>two items were previously determined by Council to not be included in the ILO policy review.</p> <ul style="list-style-type: none"> • May 6, 2019 – Planning Committee determined that they would like to consider the reduction in setbacks to apply to urban municipalities. Draft criteria also provided to Community Planning for initial review prior to bylaw submittal. • Aug 19, 2019 – bylaw 31/19 given first reading • Sept 30, 2019 – public hearing held and bylaw 31/19 given final readings; bylaw package sent to Community Planning for approval. • Nov 26, 2019 – comments received from Community Planning and the Ministry of Agriculture on the proposed bylaws. R.M. Administration is reviewing the comments to determine if any changes are needed or discussions with Council required. It is expected that an administrative response may only be needed. • Jan 6, 2020 – a response to the referral comments was provided by R.M. Administration along with a request to approve the bylaws as soon as possible.
2.	March 2014	<p>District Sq. Footage Increase</p> <p>Issue: Council wants to remove the maximum square footage restrictions in the Planning District.</p>	<ul style="list-style-type: none"> • Mar. 5, 2014 – R.M. Administration provided a Bylaw for First Reading at the DPC meeting. • Mar. 18, 2014 – R.M. Council deferred First Reading of Bylaw 04/14 to allow for additional discussion between the R.M. of Corman Park and City of Saskatoon. • Feb. 17, 2015 – The R.M. agreed to partner in the Grasswood Mixed Use Node Market Impact Study with the City of Saskatoon, with one of the outcomes of the study to consider changes to the sq. footage limitations. • Nov 19, 2018 – Grasswood Mixed Use Node Market Impact received as information with direction that the Study recommendations be considered during the South East Concept Plan project and the preparation of the new P4G bylaws. • Jan 2019 – correspondence sent to P4G partners confirming that expectation is to not include square footage in new P4G Zoning Bylaw • Aug 23, 2019 – PAC discussed square footage limitations; follow up discussions scheduled for upcoming REC/ROC meetings. • Sept 11, Oct 23 & Dec 19, 2019 – Discussion on REC agenda; see P4G report on agenda for more information

PLANNING Carryforward Action List-CURRENT

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3.	Oct 21, 2019	<p>Hydraulic Modeling Study Phase 2</p> <p>Issue: Undertake Phase 2 of the South Saskatchewan River flood plain study in two phases:</p> <p>a) the first based on the proposed project deliverables and budget contained in the Oct 7 committee report with a recommendation to be brought back to R.M. Council to award the contract and enter into a Consulting Services Agreement with a selected consultant; and</p> <p>b) the second being a mitigation plan that analyzes what would need to be done with Valley Road to mitigate flooding to a “flood fringe” designation north and west of Valley Road.</p>	<ul style="list-style-type: none"> • Oct 7, 2019 - Phase 2 project outline on the October Planning Committee agenda for discussion • Oct 21, 2019 – Phase 2A (policy) & 2B (mitigation) deliverables supported at Council <ul style="list-style-type: none"> ○ RFP for phase 2A being drafted; item on agenda related to planning department work plan to confirm project timeline ○ Sole source for phase 2B being explored with Barr Engineering, currently in discussions with the WSA on requirements/technical language. Item on agenda related to planning department work plan to confirm project timeline
4.	April 15, 2019	<p>Blumenheim</p> <p>Issue: That Administration provide options for rezoning of Blumenheim.</p>	<ul style="list-style-type: none"> • May 27, 2019 - Administration consult with the landowners in the area regarding potential changes to the AR3 zoning <ul style="list-style-type: none"> ○ item on agenda related to planning department work plan to confirm project timeline
5.	June 20, 2016	<p>Planning Fees</p> <p>Issue: That Administration further investigate options related to a subdivision application/deposit fee</p>	<ul style="list-style-type: none"> • Feb. 12, 2018 – Council asked that Administration consider costs for consolidation requests as part of the Planning Fee Bylaw <ul style="list-style-type: none"> ○ R.M. Administration recommends our fees are re-addressed in 2019 • Nov 2018 – Strategic Planning input suggests reviewing Planning fee bylaw in 2019 • Jan & Feb 2019 – initial discussions with Community Planning on fee review to ensure any considerations for updates to processes are included (i.e. how to include fees for subdivision review) • At the April 8, 2019 Planning Committee meeting, the planning fee review was identified for Q4 2019.

PLANNING Carryforward Action List-CURRENT

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			<ul style="list-style-type: none"> Jan 13, 2020 - draft project scope on planning committee agenda for endorsement
6.	Aug 19, 2019	<p>Cannabis</p> <p>Issue: That Administration report back on options and an appropriate course of action for incorporating cannabis growing as a home based business.</p>	<ul style="list-style-type: none"> item on agenda related to planning department work plan to confirm project timeline
7.	Feb. 27, 2017	<p>Drainage Studies</p> <p>Issue: That the study of three drainage areas be prioritized to be completed under one Request for Proposal (RFP).</p>	<ul style="list-style-type: none"> April 8, 2019 – the Hwy No. 16/NW Industrial and East Floral drainage projects were identified for Q2 2020. Nov 18, 2019 - the Hwy No. 16/NW Industrial area removed as drainage will be considered as part of North Concept Plan as per 2019 Strategic Planning overview East Floral project - item on agenda related to planning department work plan to confirm project timeline
8.	Feb. 16, 2016	<p>R.M. of Corman Park and P4G Zoning Bylaw</p> <p>Issue: That a list of topics for potential revision to the R.M. and P4G Zoning Bylaw be compiled.</p>	<ul style="list-style-type: none"> Feb. 16, 2016 – A list of Zoning Bylaw topics for discussion and prioritization was on the Planning Committee agenda Dec. 2016 Strategic Planning – determined that the review of the overall R.M. Zoning Bylaw would be deferred until the Regional Plan is implemented; however resourcing would be secured for priority items Feb. 2017 – Council decided to re-prioritize lot sizes/densities and ILO regulations as the first two items to be followed by signage, secondary residences and sea cans as time allows. Nov. 2018 – Strategic Planning confirmed priority for review of country residential lot sizes/densities and ILO regulations followed by secondary residences, home based businesses and sea cans. Ensure P4G and RM Zoning are the same where possible. At the April 8, 2019 Planning Committee meeting, updating the R.M. Zoning Bylaw was identified for Q1 2021.



Planning Committee Presentation Item 4

January 13, 2020

Reeve and Councillors

Re: Planning Fee Review

Background:

Council will recall discussions at strategic planning meetings about undertaking a planning fee review to determine if the R.M. is recovering adequate costs in relation to planning and service agreement fees with the potential to implement development levies in the future.

This report outlines the project deliverables, budget and timeline that R.M. Administration is recommending be undertaken for the planning fee review.

Analysis:

Given existing and future development plans, Corman Park wants to undertake a review of existing planning fees and subdivision agreement fees, with the potential to implement a development levy framework. The R.M. wants a transparent, equitable, clear and defensible framework of fees to determine appropriate costs for growth.

Planning fees includes the fees to be charged for the application, review, advertising, approval, enforcement, regulation and issuance of permitted and discretionary use development permits, minor variances and an amendment to the R.M. and/or Planning District Official Community Plan (OCP) or zoning bylaw.

Servicing agreement fees and development levies are related to Corman Park's capital costs of providing, altering, expanding or upgrading sewage, water, drainage and other utility services, public highway facilities, or park and recreation space facilities, located within or outside, and that directly or indirectly serve the proposed subdivision or development. The R.M. has servicing agreement fees but does not currently have a development levy framework however both are provided for under the *Planning & Development Act, 2007*.

The consultant will be required to draft any necessary bylaw amendments or new policies/bylaws that are needed to implement the updated fee framework.

The benefits of this fee review will include the following:

- 1) Greater clarity to ratepayers and developers regarding the costs for development in Corman Park;
- 2) Improve R.M. negotiations in the preparation of servicing and development levy agreements;
- 3) Ensuring the R.M. is operating at a cost-recovery basis, where feasible.

In the fee review, a number of components will need to be considered to ensure that a thorough analysis is conducted. This includes a review of the R.M.'s current asset management and capital

plans, the costs of constructing and servicing a subdivision and/or a development, and inter-municipal costs. For a number of years, Corman Park has been undertaking increased levels of asset management and capital planning to enhance our short and long-term budget planning process. The current planning fees have not been reviewed since this increased asset management and capital planning were undertaken therefore integration of that data into the cost rationale will be important.

Stakeholder engagement will be an important aspect of the fee review, both in terms of gathering development and servicing related data as inputs into the fee review, but also to share the outcomes and framework with stakeholders for buy-in. Stakeholder engagement will include focused discussions with key stakeholders such as developers and service providers, with one broad open house to be held at the conclusion of the review for the general public.

The project deliverables include:

- Compiling any existing background and servicing data which may aid in the fee review;
- Prepare a new schedule of planning fees including:
 - Analyze current planning fees, including enforcement fees and the actual expenses incurred by the R.M to determine if fees should be adjusted;
 - Create a document prescribes a schedule of fees and sets out rationale for the proposed planning fees; and
 - Draft a new planning fee bylaw.
- Determine Corman Park's capital costs of providing, altering, expanding or upgrading sewage, water, drainage and other utility services, roadways, or park and recreation space facilities, located within or outside, and that directly or indirectly serve proposed development or subdivision;
- Prepare a new schedule of subdivision agreement fees:
 - Analyze current subdivision agreement fees and the actual expenses incurred by the R.M to determine if fees should be adjusted;
 - Create a document that sets out rationale for subdivision agreement fees;
 - Draft a new subdivision agreement policy/bylaw.
- Review options for implementing a development levy framework:
 - Assess if a framework for development levies should be implemented in the R.M.;
 - If implementation is chosen, create a document that sets out rationale for the development levies;
 - If implementation is chosen, draft amendments to the OCP outlining a policy framework which enables the use of development levies; and
 - If implementation is chosen, draft a new development levy bylaw.
- Undertake stakeholder engagement and consultation; and
- Present final report to Council with all research, analysis, outcomes, and recommendations summarized for the project deliverables included in the RFP.

R.M. Administration is recommending that a Request for Proposals (RFP) be prepared for immediate release. The work would be undertaken beginning in early 2020, with the expectation that the final recommendations and any necessary reports, bylaws and/or amendments be provided by the selected consultant for by the end of the year to undertake the formal approval and implementation process.

The proposed budget is \$100,000; the actual budget would be confirmed once a successful consultant has been selected. R.M. Council will be asked at a later date to award the contract and enter into a consulting services agreement with the selected consultant. This contribution would come out of the 2020 R.M. planning department's budget as a planning reserve transfer.

Funding opportunities are currently being explored as this was one of the projects submitted under the Targeted Sector Support (TSS) Initiative however no further details have been provided on the TSS funding since the R.M. submitted an expression of interest in September 2019. However R.M. Administration recommends that Council undertakes the fee review without guaranteed outside funding and pursue any opportunities that come available during the process.

Council should determine if any other deliverables are to be considered as that would have an effect on the project scope, budget and timeline.

Recommendation:

“That R.M. Council directs R.M. Administration to prepare a Request for Proposals to undertake a planning fee review based on the proposed project deliverables and budget contained in this report and that a recommendation be brought back to R.M. Council to award the contract and enter into a Consulting Services Agreement with a selected consultant”.



Planning Committee Presentation Item 5

January 13, 2020

Reeve and Councillors

Re: Saskatoon North Partnership for Growth (P4G) Regional Plan

Background:

The last Regional Oversight Executive Committee (REC) meeting was held on December 19, 2019 where the Reeve and Director of Planning were in attendance. Discussions included a potential regional water forum in spring 2020, future P4G governance/strategic planning and discussions on regional retail/35,000 sq. foot limitations.

On the regional retail issue, there was overall agreement that the region must be open to new development and that the P4G plans should not be a barrier. The P4G Director is currently drafting policy framework for REC review that would include removal of the arbitrary square foot limitation in P4G Zoning Bylaw, but would require submittal of a retail impact assessment along with consideration of servicing and more detailed planning for regional retail development. The next Regional Oversight Committee (ROC) meeting is scheduled for January 16, 2020.

The P4G Zoning Bylaw continues to be drafted by the member municipalities. Stakeholder and public engagement slated for later in the year will focus on new zoning use definitions and development standards, updates to the regional plan policies since it was endorsed in 2017 and the potential changes to the P4G boundary. More information on the proposed public engagement will be provided once available.

Work continues on the P4G North Concept Plan including team meetings between the project manager and R.M. planning staff. A project team meeting with municipal partners was held on December 17, 2019 to discuss the potential land use framework. Additional updates on the concept plan will be provided once available.

Recommendation:

“That the Saskatoon North Partnership for Growth (P4G) Regional Plan update be received as information.”



Planning Committee Presentation Item 6

January 13, 2020

Reeve and Councillors

Re: 2019 Planning Department Annual Report

Background:

The purpose of this report is to provide the Planning Committee with a copy of the 2019 planning department annual report for review and to highlight the activities undertaken by the department.

Highlights at a Glance

Discretionary Use:

- 32 issued, down slightly from 2018 and slightly below average

Development Permits:

- 283 issued, both permitted and discretionary use, down from 2018 but above average

Building Permits:

- 213 issued, down from 244 in 2018
- Value of construction = over \$83 million, down 26% over 2018
- Permit fees = over \$320,000, down 37% from 2018
- However 3rd highest totals within the last 5 years as construction continue to be robust

Subdivisions:

- 29 approved, down significantly as lowest number since 2013 however likely representative of market correction from policy changes

Rezoning:

- 12 approved, below average – similar rationale to subdivision decrease

Zoning Compliance Certificates:

- 64 completed, down slightly over 2018 but above average

Bylaw Enforcement

- 161 new sites inspected; 28 letters issued requesting compliance

Recommendation:

“That Council accepts the 2019 Planning Department Annual Report as information.”

Enclosures: 2019 Planning Department Annual Report



Annual Report - 2019

Planning Department

STAFF

Rebecca Row, MCIP, RPP – Director of Planning & Development

Vicky Reaney, MCIP, RPP – Senior Planner

Adam Toth, MCIP, RPP – Senior Planner

Tanner Tetreault, MCIP, RPP – Planner II

Cory Boudreau – Planner I

Vanessa Wellsch – Planning Technician

Planning Staff Update

In 2019 there were two staff updates that took place. In March, Adam Toth was hired to fill a new Senior Planner position. Adam is a registered professional planner (RPP) with the Canadian Institute of Planners (CIP) and the Saskatchewan Professional Planners Institute (SPPI). In November, James McKnight resigned from the R.M. as he took a position with the University of Saskatchewan. This vacant Planner 2 position is expected to be filled in 2020 along with a 24 month term Planner 1 position in the policy section. The planning department was split into two different sections for 2020 – one for development review and one for policy in order to effectively prioritize staff resourcing.

Development Permits

The following table indicates the number of discretionary use applications approved for each division over the past 5 years.

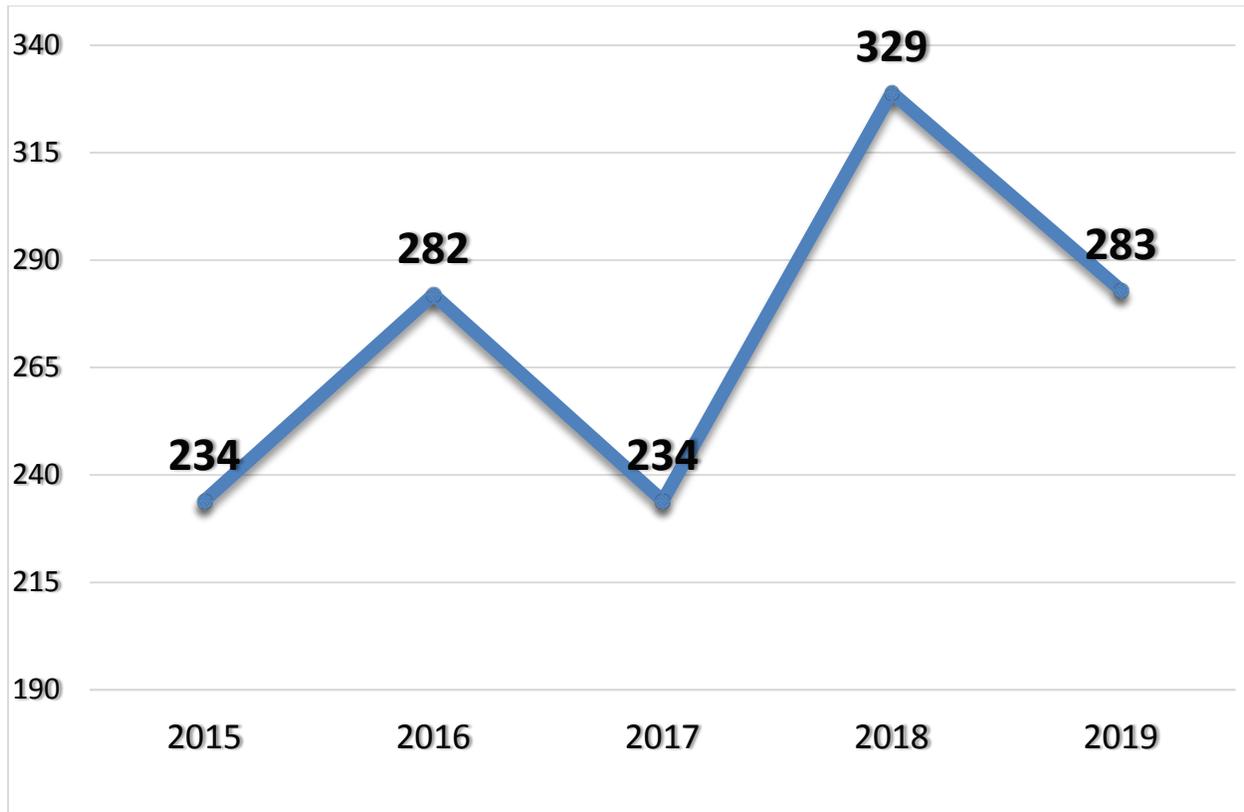
Number of Approved Discretionary Use Development Permits: 2015 – 2019

Division	2015	2016	2017	2018	2019
1	4	6	6	8	7
2	1	5	7	4	4
3	1	4	2	1	2
4	6	4	5	1	2
5	3	6	7	2	4
6	3	10	10	11	8
7	7	7	8	7	3
8	6	3	2	6	2
TOTAL	31	45	47	40	32

The R.M. approved 32 discretionary use development permits in 2019 which is below those issued in 2018 and below the average for the past 5 years which is 39 permits. There are 22 discretionary use applications that are still in progress.

The R.M. issued a total of 283 development permits in 2019 which includes permitted and discretionary use development permits. This is above the 5 year average which is 271 permits as shown below:

Total R.M. Approved Development Permits: 2015 – 2019



Building Permits

The following table and information indicate the type, number, construction value and permit fees received for the building permits that were issued in the past 5 years.

Number of Approved Building Permits: 2015 – 2019

Division	2015	2016	2017	2018	2019
1	33	47	61	69	43
2	30	20	35	32	33
3	16	20	20	35	24
4	20	18	21	21	18
5	11	27	11	18	42
6	27	28	32	23	23
7	24	27	20	23	18
8	31	24	20	23	12
TOTAL	192	211	220	244	213

The R.M. experienced a slight decline in building permits in 2019 compared to 2017 and 2018 but was on par with the 5 year average of 216 permits. The 2019 value of construction for permits totaled \$83,553,388 which generated permit fees of \$320,217; which resulted in a 26% decrease in construction value and 37% decrease in permit fees compared to 2018. However construction

activity continues to be robust with the last 3 years being the strongest years in recent history, and the 2019 value of construction exceeding the 5 year average of \$82 million.

A number of major projects were undertaken in 2019 with 15 projects exceeding \$1 million in construction value, compared to 19 projects in 2018. The largest project in terms of construction value in 2019 was \$7.3 million; with the top project from each development category shown in the table below:

Type	Estimated Value of Construction	Details of Construction
Residential	\$1,750,000	Division 1: Single Unit Residence with attached Garage, Finished Basement and Rear Elevated Deck – Greenbryre Estates
Agricultural	\$4,978,350	Division 5: Intensive Livestock Operation - Barn
Regional Waste Management Facility	\$4,905,000	Division 6: Regional Waste Management Facility - Organic Resource Facility
Industrial/Commercial	\$7,337,500	Division 4: Warehousing – Distribution and Delivery Facility (FedEx)
Public Utility	\$20,000	Division 3: Waste Water treatment Facility – Village of Crossmount

Residential dwellings accounted for approximately 25% of the building permits issued in 2019 with 53 permits for dwelling units which include new residences, RTM's, moved residences, garden suites and mobile homes. The value of construction for this segment was \$27,767,158 which accounted for approximately a third of the total value of construction in Corman Park.

MuniCode Services Ltd. and the Planning Department have worked closely together since 2015 to address open building permits and outstanding deficiencies; there were 346 building permits closed in 2019, some of which date back to 2000, compared to the 134 closed in 2018. This was a major focus for the Planning Department and Bylaw Enforcement Officer over the year.

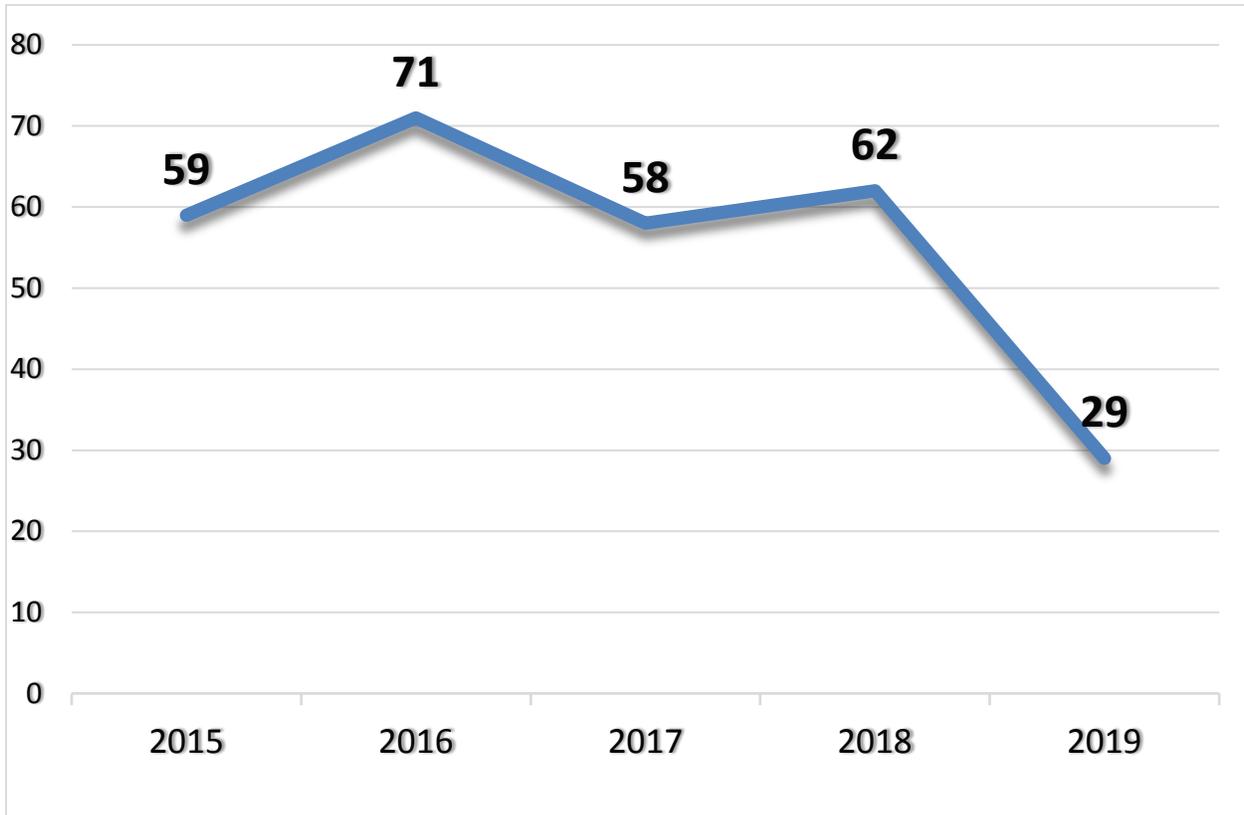
Subdivisions

Subdivision applications are referred by the Community Planning branch of the Ministry of Government Relations to the R.M. for comments regarding compliance with the Official Community Plans and Zoning Bylaws and other planning policies. This table summarizes the type and number of subdivision applications approved in 2019:

Type	Division and Number of Subdivision Applications								
	1	2	3	4	5	6	7	8	R.M.
Single Severance Residential	3	-	-	3	-	3	4	5	18
Multi-Parcel Residential	-	-	-	-	-	-	-	-	-
Commercial/Industrial	1	-	1	-	-	1	-	2	5
Agricultural	2	2	-	-	-	-	-	1	5
Public Utility	1	-	-	-	-	-	-	-	1
TOTAL	7	2	1	3	-	4	4	8	29

2019 was well below average for R.M. approved subdivisions; however another 19 applications are still under review which is more than double that were in process at this time last year. Subdivision activity began increasing dramatically after the '5 per ¼' residential densities were introduced and the slower pace of activity is likely the market correcting itself from an increase related to the policy changes. Additional applications are expected to be referred to Corman Park in 2020 and it is expected that subdivision applications will increase after the new P4G bylaws are in place.

Number of R.M. Approved Subdivision Applications: 2015 – 2019



Subdivision Servicing Fees

The *Planning and Development Act, 2007 (the Act)* makes provision for Council to charge subdivision servicing fees to recover the Municipality's cost of providing upgrading public improvements that directly or indirectly serve a proposed subdivision. In 2019, a total of \$658,251 was paid to the municipality in subdivision servicing fees.

Municipal Reserve

The Act requires that when land is subdivided for non-agricultural purposes, a portion must be dedicated for public use as municipal reserve lands or cash-in-lieu of municipal reserve dedication must be provided. The Planning Department works with Council to make recommendations on land dedication.

In 2019, the Municipal Reserve revenues as cash-in-lieu for dedication of land were \$303,950 with \$219,617 used as disbursements through projects in the Municipality. The monies in the account must be used to purchase land to be dedicated for public use or to develop and maintain existing dedicated lands. During 2019, the R.M. approved funds for the following major projects:

- Asquith Rink Upgrade – \$4,617
- Cathedral Bluffs Community Association Phase 2 Recreation Area – \$200,000
- Town of Dalmeny Spray Park – \$15,000

The remaining balance in the municipal reserve account is \$2,442,672.

Rezoning

The following table indicates the number of rezoning applications that were approved in the past 5 years by division and totalled in the R.M. This number will not match subdivision approvals as a rezoning is not needed in each case however given that the number of subdivisions was down in 2019, the number of rezonings did decline as well as oftentimes rezonings are tied to subdivision applications:

Number of Approved Rezoning 2015 – 2019

Division	2015	2016	2017	2018	2019
1	5	2	6	6	2
2	2	2	1	3	-
3	1	-	1	-	-
4	2	11	6	1	1
5	3	5	3	1	-
6	5	3	4	5	2
7	4	2	3	1	4
8	7	10	8	3	3
TOTAL	29	35	32	20	12

Textual Amendments

Planning staff have spent considerable time updating planning policies in both the R.M. and Corman Park-Saskatoon Planning District bylaws to provide updated use classifications or development standards. Some of the major policy amendments in the past year included:

- Creating policies within the Planning District bylaws for future land use map changes and consideration of development prior to the P4G Planning District being in place. This was a large policy shift that took considerable negotiation between the parties but has resulted in multi-parcel commercial/industrial subdivisions to move forward for approvals.
- A new DCR6 zoning district was created within the Planning District bylaws to allow for 1/3 acre lot sizes and townhouse development in conjunction with an integrated residential

and recreational development. This policy update provided for a third phase of a multi-parcel residential community with additional types of residential options.

- Reviewed ILO setback distances, the use of co-existence agreements and Council's decision-making approach for ILO's. The new process removes the requirement to sign a 'co-existence' agreement and replaces it with factors for Council to consider when siting an ILO. Information will be required by the applicant to provide a rationale and supporting material for consideration when siting an ILO in proximity to certain uses, or when those uses are within proximity to an ILO. Council will make a decision if a use is or isn't appropriate to locate within the recommended separation distances. This policy framework was driven by industry pressures coupled with a desire to allow for more residential development in the R.M.

Zoning Compliance Certificates

The Planning Department provides Zoning Compliance Certificates as a service to ratepayers or potential purchasers of a property during real estate transactions; they are often requested by buyers/sellers, realtors, lawyers or banks. For a fee on a request basis, a historical review of R.M. files is conducted to outline the zoning, building information and history of the property.

In 2019, we issued 64 Zoning Compliance Certificates which is below the 77 issued in 2018 however is overall above average.

Bylaw Enforcement

For the 2019 year, a focus for the Bylaw Enforcement Officer was assisting planning staff with process related enforcement issues to increase efficiencies. This included working closely with staff to assist in review of existing development related to building permit applications and to follow up on problems that existed. In total, 84 initial site reviews were conducted where a building permit application was submitted. Also notices for 206 long time outstanding building permits were issued with 183 either hand delivered or left on the door of the site. As a result 70 files were closed before the end of 2019. When a demolition permit was completed, the Bylaw Enforcement Officer would attend to the site ensuring that the removal was completed and the site was put back in the proper safe condition.

All previously approved aggregate resource extraction and clean fill sites over the past 10 years were inspected to ensure the sites in use had valid permits and if the site was no longer in operation that it had been returned to an acceptable state. A number of follow up letters were sent to landowners to remind them of upcoming expirations or the need for renewed permits to continue operation.

The enforcement of bylaws remained a priority in 2019 as a total of 161 new sites were inspected with 28 letters issued requesting compliance, including infractions under the Zoning Bylaws and the Nuisance Abatement Bylaw. One order was issued for use of site for unpermitted business and two nuisance abatement notices were issued.

As a result of continuous enforcement procedures 5 long term files are now fully compliant with all R.M. bylaws.

The number and type of site visits performed this year by the Bylaw Enforcement Officer are included below:

Enforcement Site Visits

Site Visit Type	Number of Visits
Unauthorized buildings	28
Improper Use of Building	11
Building Demolition	11
Industrial Site Usage	4
Garden Suite	3
Home Based Business	14
Clean Fill Site	18
Mineral Extraction Site	23
Nuisance Abatement	9
Planning Assistance	19
Taxation Notices Served	6
Other	15

Corman Park – Saskatoon Planning District

The R.M. and the City of Saskatoon have established a Planning District and have a District Planning Commission (DPC) which reviews and provides recommendations to the R.M. and City of Saskatoon Councils on land use planning and related matters in the Planning District.

The DPC comprises nine voting representatives with four appointed by the R.M., four appointed by the City and one joint representative. The R.M. and joint representatives in 2019 were:

- Reeve Judy Harwood – R.M. Rep
- Councillor Bas Froese-Kooijenga – R.M. Rep

- Councillor Wendy Trask – R.M. Rep
- Charlene Dalen-Brown – R.M. Rep
- John Waddington – Joint Rep

The R.M. Planning Department is responsible for administering planning applications in the Planning District, as well as department members serving as secretary to the DPC. In 2019 the DPC held in person meetings in January, April, May, June, October and November, with an email meeting in July. In total the DPC considered 1 rezoning, 3 subdivisions, 1 subdivision/rezoning applications, 7 discretionary uses and 2 textual amendments in 2019.

North Corman District Development Appeals Board

Since Corman Park has an approved Zoning Bylaw in place, the *Act* requires that a Development Appeals Board be established. The R.M. is been a member of the North Corman District Development Appeals Board (NCDDAB) along with Warman, Martensville, Dalmeny, Osler and Langham. Councillor Joanne Janzen was the R.M. representative on the NCDDAB in 2019.

In 2019 there were two appeals held by the NCDDAB regarding denied development permits in Corman Park. The first was related to an existing residential structure located in Casa Rio which was constructed without permits and exceeded the allowable accessory space requirements within the Country Residential 1 Zoning District. The NCDDAB upheld the denial and the landowner is required to have the structure conform to the Zoning Bylaw. The second appeal was for the relaxation of a flanking yard setback for a proposed dwelling within the Greenbryre Estates subdivision. The NCDDAB upheld the denial and the landowner needed to make a new application that conformed to the District Zoning Bylaw. The R.M. had no concerns with either decision and no further appeals were made after the decisions.

Boundary Alteration Proposals

There were no boundary alteration requests made in 2019.

Saskatoon North Partnership for Growth (P4G) Regional Plan

Corman Park is a member of the Saskatoon North Partnership for Growth (P4G), which also includes representation from Saskatoon, Warman, Martensville, and Osler. The P4G membership is comprised of a political Regional Oversight Committee (ROC) and a Planning & Administration Committee (PAC). The ROC representatives in 2019 were:

- Reeve Judy Harwood
- Councillor Art Pruum
- Councillor Bas Froese-Kooijenga

Earlier this year, the ROC indicated they would like to hire a P4G Director to provide senior leadership and project management; Neal Sarnecki was hired starting April 29, 2019.

Mr. Sarnecki has 25 years of senior leadership experience and comes from a planning background, most recently with the Edmonton Metropolitan Region Board.

As part of P4G, a new Planning District is envisioned to be created, including membership from the R.M., Saskatoon, Warman, Martensville and Osler. This will include expanded Planning District boundaries as well as an expanded 13 voting member District Planning Commission.

In order to create the new P4G Planning District, a new P4G Official Community Plan (OCP), P4G Planning Agreement and P4G Zoning Bylaw must be drafted and given Ministerial approval by the Ministry of Government Relations (Community Planning). The new P4G Planning District is expected to take place in late 2020.

Hydraulic Modelling Study

The modelling the province previously used to determine floodway and flood fringe areas for the South Saskatchewan River was out of date and labeled the floodplain south of Saskatoon entirely as floodway, where no development could occur. To help determine the flood fringe areas, where development can occur, subject to site build up or other floodproofing, the R.M. decided to undertake a two-dimensional hydraulic modelling and mapping study to update provincial data. We were successful in being awarded federal and provincial government funding to pay for 100% of the project. On April 16, 2018 Barr Engineering was selected by R.M. Council as the consultant for the study and they made a presentation on the final study at the February 25, 2019 council meeting.

The results of the study indicate that fast flows are generally confined to the main river channel during flood events however, approximately 75% of the flood plain has flood depths that meet or exceed 1 metre. Therefore, despite the limited extents of higher velocity flood waters much of our flood plain remains defined as a floodway by provincial standards due to the flood depths.

The planning department work plan in 2020 includes phase 2 of the project which will create development standards and zoning regulations to allow for development in the identified flood fringe areas. During this study phase the R.M. will host stakeholder and public consultation to update residents on the study results as well as the newly drafted development standards.

The R.M. is also continuing discussions with the Ministry of Government Relations, Water Security Agency and other provincial agencies regarding the provincial flood regulations and enhanced emergency management in the flood plain.

The flood study report is available on our website at <http://rmcormanpark.ca/288/Flood-Plain-Study>.

P4G Green Network Study Area – Drainage Pilot Project

Focused on the northern part of the R.M., Corman Park worked with our P4G partners to develop a drainage map to identify the 1:100 storm water areas including the important swales, catchment areas and corridors that move water throughout the region. As a result of the analysis, development will be directed away from areas that would be flooded during a major storm, and

areas that require further infrastructure work have been identified. The focus of the study was those areas within the Green Network Study Area (GNSA) identified on the P4G land use map within the pilot project study area.

The study conclusions were:

- Areas within the GNSA should not be developed without improvements to the drainage and consideration for existing flood depths, flow rates and existing flow paths;
- Outside of the GNSA bounds, flow areas and flow pathing between them should not be obstructed by development;
- Low lying areas and connecting flow paths should be considered for storm water retention and conveyance;
- Development should not increase the flow into the GNSA in order to maintain the predicted flood boundaries and levels; and
- The GNSA system should be considered when upgrading infrastructure as culvert capacity and location may affect the upstream and downstream flood bounds.

This pilot project provided an opportunity to produce the first layer of much needed drainage analysis that could be used as a template for further GNSA analysis going forward. Refinement of the remainder of the GNSA within P4G, including ecologically sensitive areas and the viewshed of the Wanuskewin Heritage Park, is being completed under an ongoing Natural Areas Screening project. The results of the GNSA Pilot Project will be combined with that work to recommend areas of potential refinement to the GNSA. This may confirm or recommend modifications to the boundary; the results of that are expected in 2020.

The drainage study report is available on our website at <http://www.rmccormanpark.ca/291/P4G-Drainage-Pilot-Project>.

P4G North Concept Plan

Due to the development pressures in the northern part of the P4G area, it was determined that a Concept Plan should be developed to help guide land use decisions. Concept Plans provide a framework for future subdivision and development of an area by describing the proposed land uses, density of development, servicing plans and phasing. This plan is more detailed than the high level P4G regional plan and land use map.

The study area for this concept plan encompasses both rural and urban growth areas. The work, including project management, is being done in house by the City of Saskatoon planning and engineering staff with oversight and direction provided by P4G. The project began in June 2019 and is anticipated to take one year to complete. Ratepayer and stakeholder engagement will take place during development of the Concept Plan in early 2020.

Information on the North Concept Plan can be found at <http://rmccormanpark.ca/294/P4G-North-Concept-Plan>.

Saskatoon Freeway – Functional Planning Study

The general location study and new Saskatoon Freeway route was finalized in March 2018. The Ministry of Highways & Infrastructure (MHI) has now begun the detailed design stage called functional planning. Functional planning study will determine how the Saskatoon Freeway will look and operate in the future including where the centre line of the road will be and the type of interchanges, service roads and accesses on and off the freeway. Functional planning will take up to 3 years to complete, broken down into phases starting in the north, followed by the east/south and then the west segments. Corman Park has been identified as a key stakeholder in the functional planning study and regularly attends project meetings. The project website is www.saskatoonfreeway.org.

Once this planning is complete, additional time is required to determine a construction strategy, phasing, costs and timeline. Construction will take place as traffic volumes and development warrant; no timeline or project cost has been established by MHI for construction at this time.



Planning Committee Presentation Item 7

January 13, 2020

Reeve and Councillors

Re: 2020 Planning Department Work Plan

Background:

Council will recall deferring the R.M. planning department's 2020 work program at their December 16, 2019 meeting for consideration of additional staffing and updated timelines.

Additional resources of a 24 month term Planner 1 position in the policy section and an engineering technician position in the Public Works Department are now considered as both positions are expected to be hired within the first quarter of 2020.

A revised 2020 work plan has been provided for endorsement, including a Gantt chart highlighting the project timescales. It should be noted that the project timescales include the time required for project initiation including drafting detailed work plans and hiring a consultant if necessary.

The policy work plan prioritizes the implementation of the new P4G Planning District as this has previously been identified by Council as priority. This work plan assumes that the P4G Director will project manage that project as well as draft a number of policy components however the R.M. is a major stakeholder and has committed to drafting a number of policy sections in addition to reviewing all three major policy documents. Given the importance of ensuring the new P4G policy documents meet the needs of the R.M., the majority of planning staff's policy work will be put towards this project until it is complete. The work plan has been structured to prioritize its competition; in subsequent years it is not expected that this level of resourcing will be required towards P4G, however the first 6 months of 2020 has a high resourcing load for this project and the resource commitments must be made to ensure project completion. Potential changes to the P4G resourcing are anticipated to be discussed at the January Regional Oversight Committee meeting and any impact on the work plan will be brought back to Council for consideration.

The following changes are proposed from what was previously recommended in December:

1. P4G Planning District – project support, review and feedback is resourced by a Planner 1 instead of a Planner 2 and those resource timescales are increased from June to February due to the anticipated start date of the additional position.
2. P4G North Concept Plan – the Planner 2 staff member currently in development review is transitioning into policy so a change has been made to reflect that.
3. Fee Review – the timescale has been moved up to reflect the current project timing.
4. Bareland condominium amendments – the project lead (the resource completing the work) is shifted from a Planner 2 to a Planner 1.
5. Blumenheim – the project manager and project lead have been shifted from the Senior Planner to Planner 2, with support and review now provided by the Senior Planner.
6. Cannabis amendments – the project lead is shifted from a Planner 2 to a Planner 1.

7. Flood Plain Study Phase 2A – the project manager and project lead have been shifted from the Senior Planner to Planner 2, with support and review now provided by the Senior Planner. The timescales has been shifted from October 2020 – October 2021 recognizing the shifts in priority other projects have been given and the available resourcing. This timescale is different than the Flood Plain Study Phase 2B with the rationale provided below.
8. South East Concept Plan – moved to June 2020 – June 2021 with project support and review now provided by the Planner 1.
9. Flood Plain Study Phase 2B: Valley Road Mitigation – moved to April 2020 – January 2021 however this timescale is different than the Flood Plain Study Phase 2A. However R.M. Administration does not see a need to have the projects completed at the same time as two different types of consultants would need to be hired for the project (i.e. technical for 2B versus policy planning for 2A). Council could request that these projects begin at the same time however to balance the resourcing requirements that would require both projects to shift to an October 2020 start date. If this option is selected than the East Floral Drainage Study could be moved forward to an April 2020 start date and the phase 2B flood study would be moved to an October start date to match phase 2A.
10. East Floral Drainage – no change, this project could be switched with the Flood Plain Study Phase 2B as noted.
11. South Country Residential Land Use Map – no change due to competing resource requirements and other project timescales, other than a slight review resource shift. This project could be switched with the South East Concept Plan in terms of completion dates but is not recommended by R.M. Administration due to the extensive pressure by landowners, realtors and industry representatives to reconcile servicing issues in the Grasswood area.

Council is also reminded that the work plan includes consideration of two other major planning projects that are developer driven – the Crossmount Direct Control District and the Silver Sky Concept Plan both of which will resource demands when they are submitted to the R.M. for review. These documents are expected to be submitted in 2020 and require the resources of the policy section for review, feedback and bylaw amendment drafting. Appropriate time is being factored into the proposed work plan to consider the requirements of these projects.

R.M. Administration will bring back an updated work plan at the July 2020 Planning Committee meeting for an update on timelines as a number of projects are scheduled to be completed or near completion at that time. It would also provide an update on potential resourcing challenges such as those borne by the developer driven projects or other project timeline shifts that are outside of our control (i.e. P4G bylaws).

Recommendation:

“That Council endorse the revised Planning Department’s 2020 work program as presented.”

Enclosures: Revised 2020 Planning Department Work Plan and Gantt Chart

Proposed 2020 Planning Department Work Plan

Current projects underway:

1. P4G Planning District: current until December 2020

- a. Includes finalizing P4G Official Community Plan (OCP), Zoning Bylaw and agreement to be sent to province for approval of new planning district
- b. Stakeholder/rightsholder/public consultation required
- c. Resourcing
 - i. Consultant retained – OCP: City of Saskatoon solicitors; Zoning Bylaw: P4G Director and PAC
 - ii. Project Manager – P4G Director
 - iii. R.M. project lead – Director of Planning & Development
 - iv. R.M. project support, feedback & review – Dec 2019 to June 2020: Senior Planner; ~~February~~June 2020 to Dec 2020: ~~Planner 2~~Planner 1
 - v. R.M. corporate support – Administrator

2. P4G North Concept Plan: current until June 2020

- a. Includes determination of land use breakdown, density of development, servicing schemes and phasing for interim, transitional, rural and urban uses
- b. Stakeholder/rightsholder/public consultation and provincial engagement required
- c. Resourcing
 - i. Consultant retained – City of Saskatoon
 - ii. Project Manager – P4G Director
 - iii. R.M. project lead – Senior Planner (development review)
 - iv. R.M. project support, feedback & review – Planner 2 ~~(development review)~~
 - v. R.M. corporate support – Director of Planning & Development

New projects:

3. Fee Review: ~~February~~January 2020 – ~~February~~January 2021

- a. Includes reviewing all planning fees, subdivision servicing fees and development levies including integration of public works capital planning and financing considerations
- b. Stakeholder/industry consultations recommended
- c. Resourcing
 - i. Consultant needed – TBD
 - ii. Project Manager – Director of Finance
 - iii. R.M. project lead – Director of Finance

- iv. R.M. project support, feedback & review – Director of Planning & Development and Director of Public Works
- v. R.M. corporate support – Administrator

4. Bareland Condominium Bylaw Amendments: January 2020 – June 2020

- a. Bylaw amendments to allow for bareland condominiums in a variety of zoning districts. Purpose is to be proactive for anticipated development concepts
- b. Stakeholder/public consultation and provincial engagement to be determined, may not be needed
- c. Resourcing
 - i. Consultant not needed – internal project
 - ii. Project Manager – Senior Planner
 - iii. R.M. project lead – ~~Senior Planner~~ [Planner 1](#)
 - iv. R.M. project support, feedback & review – Senior Planner (development review as it relates to proposed concepts)
 - v. R.M. corporate support – Director of Planning & Development

5. Blumenheim: February 2020 – September 2020

- a. Includes undertaking a ratepayer survey followed by research, review and potential drafting of a new zoning district for Blumenheim
- b. Stakeholder/public consultation and provincial engagement recommended
- c. Resourcing
 - i. Consultant needed – TBD
 - ii. Project Manager – ~~Senior Planner~~ [Planner 2](#)
 - iii. R.M. project lead – ~~Senior Planner~~ [Planner 2](#)
 - iv. R.M. project support, feedback & review – ~~Planner 2~~ [Senior Planner](#)
 - v. R.M. corporate support – Director of Planning & Development

6. Cannabis Bylaw Amendments: May 2020 – December 2020

- a. Bylaw amendments to consider on site residences, setback or zoning district restrictions (i.e. country residential) and current outdoor growth/storage inconsistencies. Purpose is to be proactive for anticipated development concepts
- b. Stakeholder/public consultation and federal/provincial engagement recommended
- c. Resourcing
 - i. Consultant not needed – internal project
 - ii. Project Manager – Planner 2
 - iii. R.M. project lead – ~~Planner 2~~ [Planner 1](#)

- iv. R.M. project support, feedback & review – Senior Planner
- v. R.M. corporate support – Director of Planning & Development

7. Flood Plain Study Phase 2A: Policy Update: ~~June-October~~ 2020 – ~~June~~October 2021

- a. Includes research, review and drafting of development standards/zoning regulations to allow for development in flood fringe
- b. Stakeholder/public consultation and provincial engagement recommended; also includes engagement on phase 1 flood study
- c. Resourcing
 - i. Consultant needed – TBD
 - ii. Project Manager – ~~Senior Planner~~ Planner 2
 - iii. R.M. project lead – ~~Senior Planner~~ Planner 2
 - iv. R.M. project support, feedback & review – Senior Planner ~~Planner 2~~
 - v. R.M. corporate support – Director of Planning & Development

8. South East Concept Plan/Servicing Strategy: ~~October-June~~ 2020 – ~~October~~ June 2021

- a. Includes a servicing strategy including options for a communal, rural system
- b. Stakeholder/rightsholder/public consultation and provincial engagement recommended
- c. Resourcing
 - i. R.M. to lead project however in discussions with City of Saskatoon on partnership/in kind contributions
 - ii. Consultant needed – TBD
 - iii. Project Manager – Senior Planner
 - iv. R.M. project lead – Senior Planner
 - v. R.M. project support, feedback & review – ~~Planner 2~~ Planner 1, R.M. Engineering Technician (new position)
 - vi. R.M. corporate support – Director of Planning & Development

9. Flood Plain Study Phase 2B: Valley Road Mitigation: ~~October~~ April 2020 – ~~July~~ January 2021

****this project is currently not funded in the 2020 planning budget and will require a project outline and budget to be brought forward in 2020 for Council support. At the time of budget the details could not be confirmed for a budget estimate.****

- a. Includes research, review and drafting of development standards/zoning regulations to allow for development in flood fringe

- b. Stakeholder/public consultation and provincial engagement recommended
- c. Resourcing
 - i. Consultant needed – TBD, may sole source to Phase 1 consultants
 - ii. Project Manager – R.M. Engineering Technician (new position)
 - iii. R.M. project lead – R.M. Engineering Technician (new position)
 - iv. R.M. project support, feedback & review – Senior Planner
 - v. R.M. corporate support – Director of Planning & Development and/or Director of Public Works

10. East Floral Drainage Study: October 2020 – April 2021

- a. Includes delineation of the flood boundary associated with a 1:100 storm event and assessment of hydraulic condition of the major flow pathways and structures
- b. Stakeholder/public consultation and provincial engagement recommended
- c. Resourcing
 - i. Consultant needed – TBD, may also need additional LiDAR data
 - ii. Project Manager – R.M. Engineering Technician (new position)
 - iii. R.M. project lead – R.M. Engineering Technician (new position)
 - iv. R.M. project support, feedback & review – Senior Planner
 - v. R.M. corporate support – Director of Planning & Development and/or Director of Public Works

11. South Country Residential Land Use Map: April 2021 – April 2022

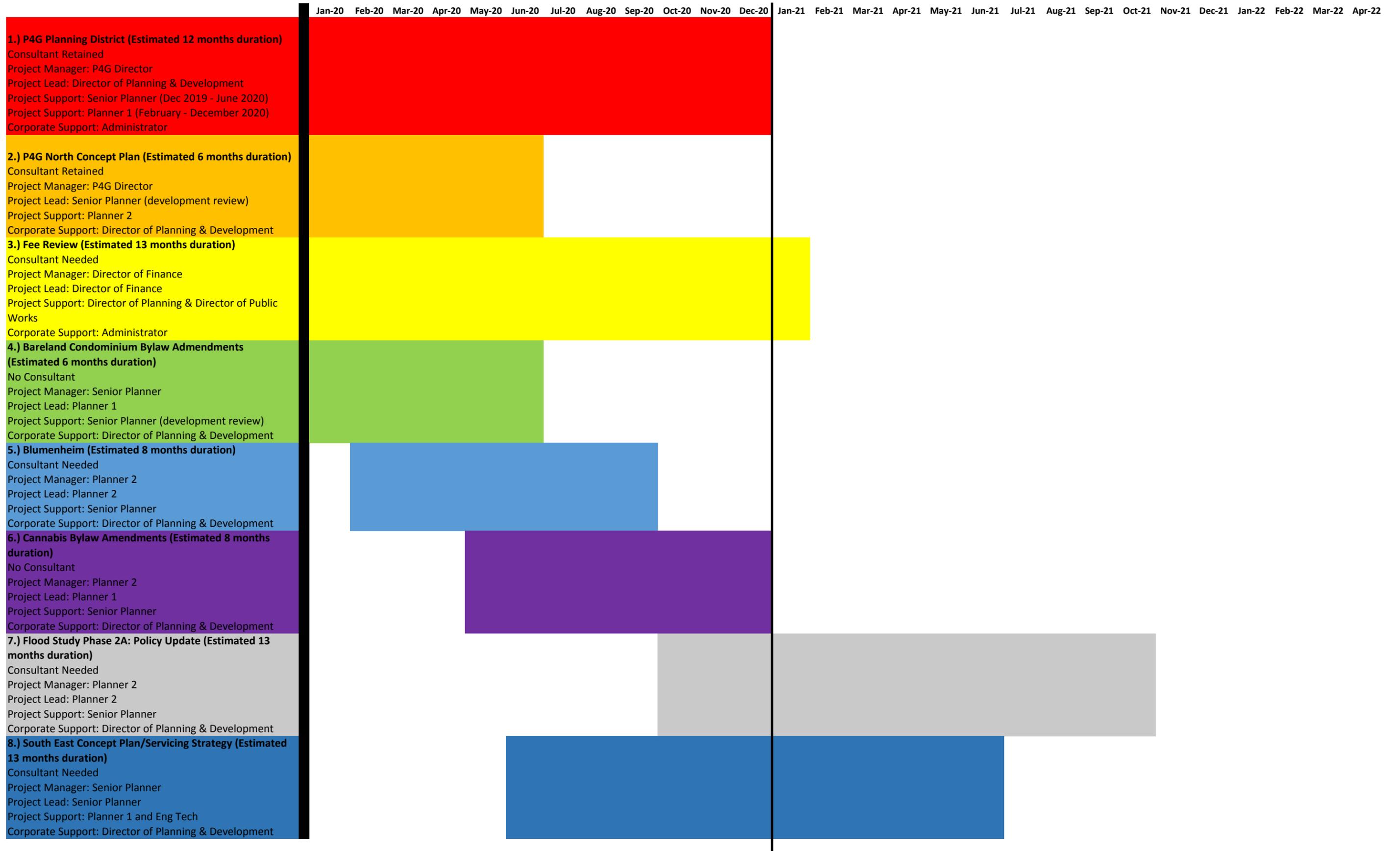
- a. Includes creating a country residential land use map, buffer area and servicing strategy considering existing and higher density development, including the potential re-subdivision of existing country residential areas for all lands in Divisions 1, 2, and 3 south of the City of Saskatoon outside of the P4G boundaries
- b. Stakeholder/public consultation and provincial engagement recommended
- c. Resourcing
 - i. Consultant needed – TBD
 - ii. Project Manager – Senior Planner
 - iii. R.M. project lead – Senior Planner
 - iv. R.M. project support, feedback & review – ~~Planner 2~~[Planner 1](#), R.M. Engineering Technician (new position)
 - v. R.M. corporate support – Director of Planning & Development

12. Crossmount Direct Control District: as required, this item will shift in priority based on developer timelines and R.M. required response

- a. Bylaw amendments to allow for additional development concept and to streamline/modernize direct control provisions. Some components developer led, some R.M. led
- b. Stakeholder/public consultation and provincial engagement to be determined, may not be needed
- c. Resourcing
 - i. Consultant needed – developer to provide
 - ii. Project Manager – developer to provide
 - iii. R.M. project lead – Senior Planner
 - iv. R.M. project support, feedback & review – Senior Planner
 - v. R.M. corporate support – Director of Planning & Development

13. Silver Sky Concept Plan: as required, this item will shift in priority based on developer timelines and R.M. required response

- a. Landowner completing first ever developer led concept plan. Results in bylaw amendments to District OCP and Zoning Bylaw, requires R.M. review, feedback and guidance
- b. Stakeholder/public consultation and provincial engagement recommended
- c. Resourcing
 - i. Consultant needed – developer to provide
 - ii. Project Manager – developer to provide
 - iii. R.M. project lead – Senior Planner
 - iv. R.M. project support, feedback & review —~~Planner 2~~[Planner 1](#), R.M. Engineering Technician (new position)
 - v. R.M. corporate support – Director of Planning & Development



1.) P4G Planning District (Estimated 12 months duration)
 Consultant Retained
 Project Manager: P4G Director
 Project Lead: Director of Planning & Development
 Project Support: Senior Planner (Dec 2019 - June 2020)
 Project Support: Planner 1 (February - December 2020)
 Corporate Support: Administrator

2.) P4G North Concept Plan (Estimated 6 months duration)
 Consultant Retained
 Project Manager: P4G Director
 Project Lead: Senior Planner (development review)
 Project Support: Planner 2
 Corporate Support: Director of Planning & Development

3.) Fee Review (Estimated 13 months duration)
 Consultant Needed
 Project Manager: Director of Finance
 Project Lead: Director of Finance
 Project Support: Director of Planning & Director of Public Works
 Corporate Support: Administrator

4.) Bareland Condominium Bylaw Admendments (Estimated 6 months duration)
 No Consultant
 Project Manager: Senior Planner
 Project Lead: Planner 1
 Project Support: Senior Planner (development review)
 Corporate Support: Director of Planning & Development

5.) Blumenheim (Estimated 8 months duration)
 Consultant Needed
 Project Manager: Planner 2
 Project Lead: Planner 2
 Project Support: Senior Planner
 Corporate Support: Director of Planning & Development

6.) Cannabis Bylaw Amendments (Estimated 8 months duration)
 No Consultant
 Project Manager: Planner 2
 Project Lead: Planner 1
 Project Support: Senior Planner
 Corporate Support: Director of Planning & Development

7.) Flood Study Phase 2A: Policy Update (Estimated 13 months duration)
 Consultant Needed
 Project Manager: Planner 2
 Project Lead: Planner 2
 Project Support: Senior Planner
 Corporate Support: Director of Planning & Development

8.) South East Concept Plan/Servicing Strategy (Estimated 13 months duration)
 Consultant Needed
 Project Manager: Senior Planner
 Project Lead: Senior Planner
 Project Support: Planner 1 and Eng Tech
 Corporate Support: Director of Planning & Development

