



AGENDA
Planning Committee Meeting

Tuesday, April 8, 2025

Following the Administration Committee
111 Pinehouse Drive, Saskatoon, SK

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Pages

| | | |
|----|---|----|
| 1. | Call to Order | |
| 2. | Adopt Agenda | |
| 3. | Planning Carryforward Action List - no updates | |
| 4. | PD 25-004 - South East Concept Plan Update | 2 |
| 5. | PD 25-005 - Zoning Bylaw Update | 5 |
| 6. | PD 25-006 - 2024 Planning Department Annual Report | 9 |
| 7. | PD 25-007 - P4G Update | 34 |
| 8. | PD 25-008 - Tastad AirBnB Update Process Considerations | 40 |
| 9. | Adjourn | |

Subject

South East Concept Plan (SECP) – Update

Recommendation

THAT the Planning Committee recommends to Council that the report on the South East Concept Plan be RECEIVED AS INFORMATION.

Background

At the September 23, 2024, Regular Council Meeting, Council resolved to reduce the size of the South East Concept Plan (SECP) study area from the original study area of approximately 2,800 ha to the Revised Study Area of approximately 1,600 ha and as shown in Attachment 1. Council also directed Administration to undertake the remaining work to complete the SECP by ending our co-funding partnership with the City of Saskatoon and completing the SECP independently.

At the October 21, 2024, Regular Council Meeting, Council approved the re-allocation of \$50,000 from the proposed Subdivision Design and Servicing Standards project budget to the SECP.

As part of the 2025 budget, an additional budget of \$175,000 to complete the SECP was approved by Council through the Planning Department's Projects and Studies line. The total project budget is \$240,000.

In early 2025 Administration issued a request for proposals (RFP) through public tender as this is the best way of obtaining cost and timeline estimates for completing the project. The tender closed on February 3, 2025.

Project Update

The Request for Proposals (RFP) was posted on SaskTenders on January 2, 2025. One amendment to the RFP was posted on SaskTenders prior to the closing date; the intent of the amendment was to address inquiries to the RFP by interested parties. Three (3) proposals were received from the following lead consultants in alphabetical order:

- ISL Engineering and Land Services Ltd. (ISL);
- Prairie Wild Consulting; in collaboration with: FBM, Preferred Choice Development Strategists, and WCE Design Inc.; and
- TetraTech Canada Inc.

Administration formed an evaluation team to evaluate the proposals and select the preferred consultant. The team reviewed and scored the technical and financial merits of each proposal out of a possible 100 points using defined criteria outlined within the RFP.

ISL was chosen as the project consultant, scoring the highest on the technical component of the proposal after review. ISL's financial proposal is \$218,406.81.



The project kick off has occurred and will extend into early Q2 of 2025. Engagement with landowners, rights holders (First Nations) and the public is expected to occur before the end of Q3 and a draft concept plan is expected by the end of 2025.

Administration will complete any required updates to the land use concept, mapping, and will lead engagement activities and communications needed to complete the SECP. This is due to Administration having existing knowledge and relationships with stakeholders and rights holders in the SECP Study Area. The Consultant will be responsible for technical components including the servicing and transportation analysis.

Next Steps

Administration will provide regular project updates and discussion reports to Committee and Council at the key project milestones.

Attachments

1. *Revised South East Concept Plan Area*
-

Prepared by: Vicky Reaney, RPP, MCIP, Senior Planner

Prepared by: Shayden Brandt, Planner 1

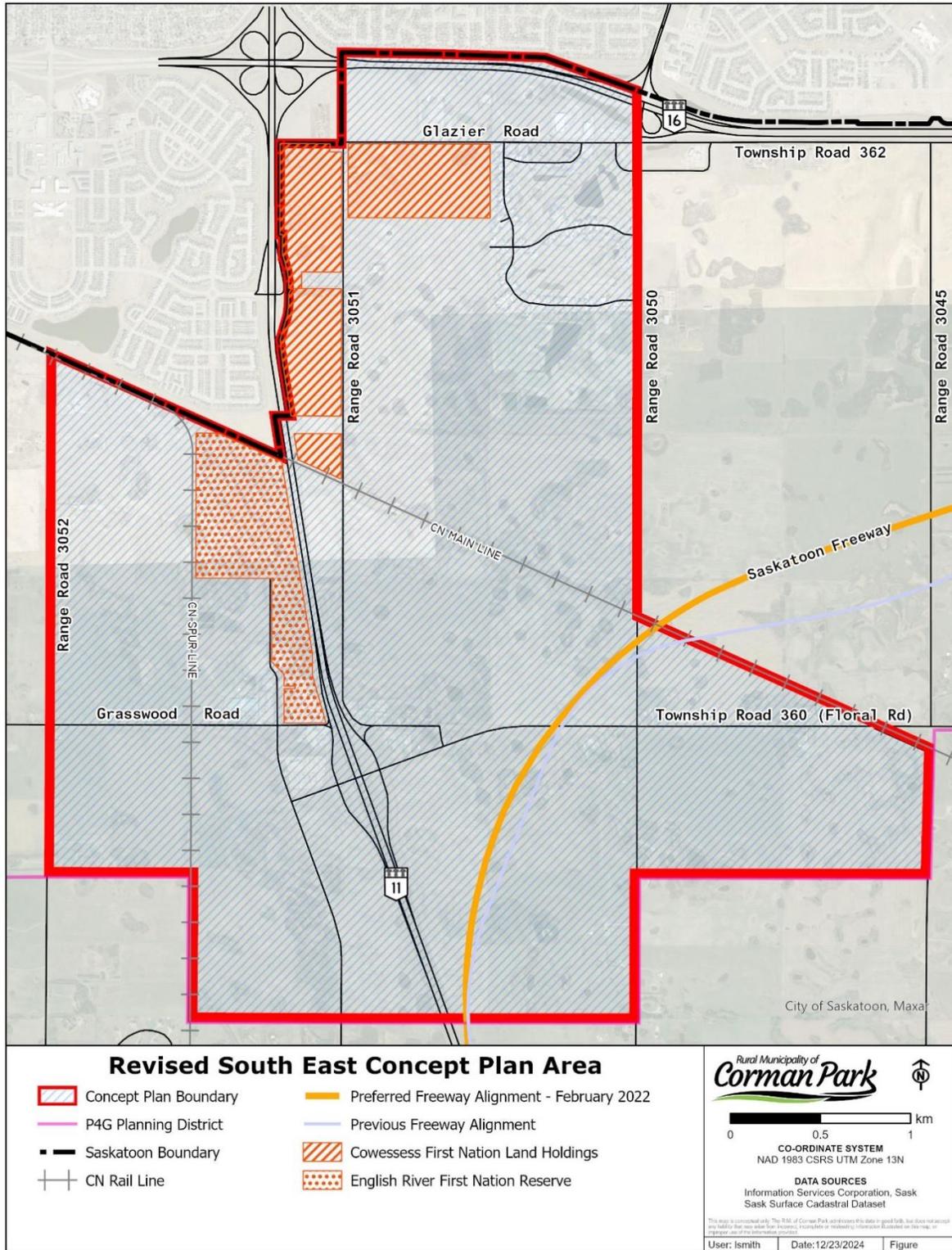
Owned by: Planning and Development

Reviewed by: Kylie Stumborg, RPP, MCIP, Senior Planner

Approved by: Doug Ramage, P.Eng., ENV SP, Director of Planning and Development

Approved for Agenda: Kerry Hilts, Chief Administrative Officer

Attachment 1 – South East Concept Plan Revised Study Area



Subject

R.M. of Corman Park Zoning Bylaw Update.

Recommendation

- 1) THAT the Planning Committee recommend to Council that Community and Institutional uses be enabled in a variety of Zoning Districts in the R.M. of Corman Park Zoning Bylaw Update.
- 2) THAT the Planning Committee recommend to Council Garage Suites, Garden Suites and Guest Houses be permitted uses in Agriculture and Agriculture Residential Districts.
- 3) THAT the Planning Committee recommend to Council one of the proposed dates in May to hold a Special Planning Committee Meeting to review and discuss proposed zoning districts in the Zoning Bylaw Update.

Background

Since the last update to the Planning Committee in December, Administration has undertaken the following work:

- Compared R.M. of Corman Park (Corman Park) Zoning Bylaw and Saskatoon North Partnership for Growth (P4G) Zoning Bylaw definitions and consolidated certain definitions into the new draft Zoning Bylaw;
- Reviewed the current Zoning Bylaw's Administrative process and General Regulations;
- Noted current policies and standards that may require clarification or further review; and
- Evaluated the current definitions to determine which ones are still applicable or relevant and included appropriate citation of legislative Acts.

Discussion

Administration is proceeding with reviewing and updating each of the Zoning Districts in the draft Zoning Bylaw Update (ZB). A comparison of the draft ZB with the P4G ZB is also being undertaken for clarity and alignment where appropriate. While updating the Zoning Districts Administration will work to ensure minimal non-conforming uses are created. Administration is seeking direction from Council prior to presenting draft Zoning Districts.

Community Service and Institutional Uses

Administration is seeking direction from Council on how best to enable Community Service and Institutional Uses within the Zoning Bylaw Update.

Types of Community Service and Institutional Uses for consideration include:

- Adult Day Care Facilities;

- Child Care Centre;
- Family Child Care Home or Group Family Care Home;
- Residential Care Homes;
- Special Care Homes;
- Places of Worship;
- Community Facility;
- Cultural Facility;
- Educational Facility;
- Private School;
- Custodial Care Facility;
- Correctional Institution; and
- Medical Treatment Centre.

Option 1 – Community Service / Institutional Uses enabled in different Zoning Districts in the R.M. Zoning Bylaw.

Having these uses as a permitted or discretionary use in different districts allows for different opportunities within each respective Zoning District. If Council includes these types of uses within a variety of districts the applicant would proceed with either a permitted or discretionary use application. This process typically takes 3-4 weeks for permitted use and 3 – 4 months for discretionary use. This option has a shorter application process and allows the public to apply for these uses based on demand and the market. The financial investment for these types of applications are also less than the rezoning process.

Within the current Zoning Bylaw, Council enables community service and institutional uses as permitted and discretionary uses in a number of Zoning Districts. Administration is recommending that Community and Institutional Uses remain enabled in a variety of Zoning Districts in the R.M. Zoning Bylaw Update.

The risks with this option are the potential for land use conflicts to be created with incompatible uses in the surrounding area, and the use expanding beyond their previous approval.

Option 2 – Draft a Community Service / Institutional Zoning District in the R.M. Zoning Bylaw Update.

If Council wishes to limit and regulate where a specific type of development occurs, Council may choose to group the Community Service / Institutional uses into a single zoning district rather than enabled in a variety of zoning districts.

This would result in applicants being required to rezone to that district (and possibly subdivide) and then apply for that use under the newly created zone. The benefit of having a Community Service / Institutional District is it requires applicants to provide the rationale on why the proposal should be accommodated at that specific location and allows Administration to

evaluate the use and other possible uses in that district to determine if it fits the character of the area. Once the zoning is established the applicant has zoning rights which allows for more flexibility, opportunities and potential expansion without needing to seek new approval, which is required as part of the discretionary use.

Drawbacks from this option include a variety of development approval requirements and timelines. This process requires applicants to provide site specific proposals and provide supporting studies (hydro geological, traffic impact assessment, drainage plan). The regulatory process can take up to a year. Applicants may be subject to a Land Use amendment as well depending on the location of the proposed use and if it's enabled within the designated land use in the Official Community Plan. This process requires public consultation through Comprehensive Development Review engagement, Public Notice of Bylaw (rezoning), discretionary use referral, and Council Meeting.

There is also a larger financial investment for applicants to rezone than proceeding with a permitted or discretionary use within another zoning district. The financial investment to apply for Option 1 ranges between \$215 and \$780 whereas the cost to rezone for commercial, industrial, recreational, or other (Option 2) is \$2,500.

Council may choose this option as it provides opportunities and potential expansion of an approved use without needing to seek new approvals; however, due to the longer regulatory process and financial impact to the applicant, Administration is recommending Option 1.

Expanding Permitted Uses

Administration is seeking Council's direction on redesignating certain discretionary uses to permitted uses. The redesignation from discretionary use to permitted use is based on uses that have a history of low, or no, impact on the surrounding area and uses that often do not cause conflicts.

Administration would review the application and if it complies with the policies and standards, approve the use and provide a development permit. The following are typically accessory uses to residential development and may not have significant impacts on the surrounding area. This would enable Administration to process applications faster and limit the number of reports requiring a Council decision. Administration is proposing the following uses to be considered permitted uses in the Agriculture, Agriculture Residential 1,2,3 Districts:

- Garden Suite;
- Garage Suite; and
- Guest House.

Agriculture Residential 2 (AR2) District

In the past Corman Park used to permit 40-acre parcels or 40-acre Legal Subdivisions (LSDs). In the current ZB (1994) it identifies that the area required for an Agricultural Operation in the Agricultural District is 80-acres or equivalent and the Agricultural Residential 1 District allows a maximum parcel size of 10-acres this left these 40-acres parcels or Legal Subdivision (LSD's) unaccounted for or undetermined if the use should be considered an agriculture operation or a residential use. Therefore, AR2 was created to address this gap.



Administration will continue this zoning district into the ZB Update and is proposing a new development standard in the AR2 District with the intention of trying to bring these parcels into conformance with the Land Use Map and OCP policies. Most of these parcels are located in the Agriculture and Agriculture – Intensive Land Use Designations. Administration is working to limit fragmentation of viable agriculture land that could be used for agricultural production. As the number of AR2 zoned parcels decrease through the proposed development standard, the intention is to remove this district from the ZB.

Agriculture Residential 3 District (Blumenheim)

This zoning district was recently reviewed in 2020 and adopted in Aug 2021. Administration is proposing to amend section 4.1 Subdivision Density which determines resubdivision of a single parcel in Blumenheim and provide a single severance subdivision map.

Next Steps

Administration will continue drafting the Zoning Districts with Council's direction, and will present draft AG, AR1, AR2, AR3, and Rural Residential Zoning Districts for Council's consideration. Administration is requesting a Special Planning Committee Meeting in May to review these proposed Zoning Districts on one of the following dates:

Tuesday, May 20, 2025 at 9:00 a.m. – 11:30 a.m.

Wednesday, May 21, 2025 at 9:00 a.m. – 11:30 a.m.

Prepared by: Jeremy Dela Cruz, RPP, MCIP

Owned by: Planning and Development Department

Reviewed by: Kylie Stumborg, RPP, MCIP, A/Manager, Long Range Planning

Approved by: Doug Ramage, P.Eng., ENV SP, Director of Planning and Development

Approved for Agenda by: Kerry Hilts, Chief Administrative Officer

Subject

R.M. of Corman Park 2024 Annual Report: Planning & Development

Recommendation

THAT the Planning Committee recommends to Council that the Planning and Development 2024 Annual Report be RECEIVED AS INFORMATION.

Background

The purpose of the Planning and Development Annual Report is to review and highlight the activities, challenges, and successes undertaken by the department

Highlights at a Glance

Permitted Use Development Permits:

- 301 issued; 4% decrease from 2023 (315)
- 6% under the 5-Year Average (321)

Discretionary Use Development Permits:

- 13 issued; increase 8% from 2023 (12)
- 40% below the 5-Year Average (22)

Building Permits:

- 248 issued; 6% decrease from 2023 (264)
- 5% under the 5-Year Average (261)
- Total Value of Construction is over \$120 million, 7% decrease from 2023 (over \$129 million)
- Total Permit Fees over \$683,000; 3% decrease from 2023 (over \$706,000)

Subdivisions:

- 29 approved, 34% decrease from the 5-year Average (44)

Rezoning:

- 18 approved, 31% decrease from the 5-year Average (26)

Zoning Compliance Certificates:

- 59 issued, 2% increase from the 5-year average (58)

The development review statistics indicate that the uptake of development applications coming out of the COVID-19 pandemic peaked in 2022 and the number of approved development applications is returning back to historic levels.

Prepared by: Natalia Pavuk, Planning Technician

Owned by: Planning and Development

Reviewed by: Adam Toth, RPP, MCIP, Acting Manager of Development Services;

Reviewed by: Kylie Stumborg, RPP, MCIP, Acting Manager of Long Range Planning;

Reviewed by: Cory Boudreau, RPP, MCIP, Planner II.

Approved by: Doug Ramage, P.Eng., ENV SP, Director of Planning and Development.

Approved for Agenda: Kerry Hilts, Chief Administrative Officer

R.M. OF CORMAN PARK

2024 ANNUAL REPORT: PLANNING & DEVELOPMENT

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DEPARTMENT OVERVIEW

The R.M. of Corman Park Planning and Development Department continued to operate as two sections in 2024: Development Review and Long Range. These distinct parts of the Planning and Development Department work together to help facilitate and manage development and set goals and standards for developers of the region.

Planning and Development additionally provides responses regarding planning inquiries and requests in person, over email, and over the phone. Depending on the complexity of the inquiry, the response times vary significantly. For example, some inquiries also require review by other departments or municipalities depending on the nature and intensity of the investigation required.

Planning and Development Sections

Development Review manages the review and processing of development within Corman Park. This includes applications such as development permits, building permits, subdivision, and rezoning. These applications are reviewed for compliance with the OCP's, Zoning Bylaw's and other municipal bylaws and policies.

Long Range Planning manages and administers the R.M. of Corman Park and the Saskatoon North Partnership for Growth (P4G) Official Community Plans and Zoning Bylaws and is responsible for the development and implementation of strategies, policies, concept plans and studies that shall guide Corman Park's future growth and development.

Planning Team Updates

In 2024, there were a few staff updates that took place. The Director of Planning position became vacant in October and was filled both by Kylie and Adam as Acting Managers to oversee the Long Range Branch and Development Services Branch respectively. Also in October, Natalia Pavuk joined the Planning Department as the full time Planning Tech position and David Llewellyn joined the Department to fill Heidi's maternity leave as Development Officer.

Planning Team Organizational Chart

Figure 1: R.M. of Corman Park Planning and Development Organizational Chart

Director – Planning and Development
 (Douglas Ramage as of January 2025)

| Development Review | Policy |
|--|---|
| <i>Acting Manager of Development Services (Current Planning) - Adam Toth</i> | <i>Acting Manager of Long Range Planning - Kylie Stumborg</i> |
| <i>Planner II - Cory Boudreau</i> | <i>Senior Planner - Vicky Reaney</i> |
| <i>Planner II – Brett Kitchen</i> | <i>Planner II - Jeremy Dela Cruz</i> |
| <i>Planner I - Kristie Muzyka</i> | <i>Planner I -Shayden Brandt</i> |
| <i>Development Officer – David Llewellyn (Previously Heidi Zhu)</i> | |
| <i>Planning Technician - Natalia Pavuk</i> | |

DEVELOPMENT REVIEW

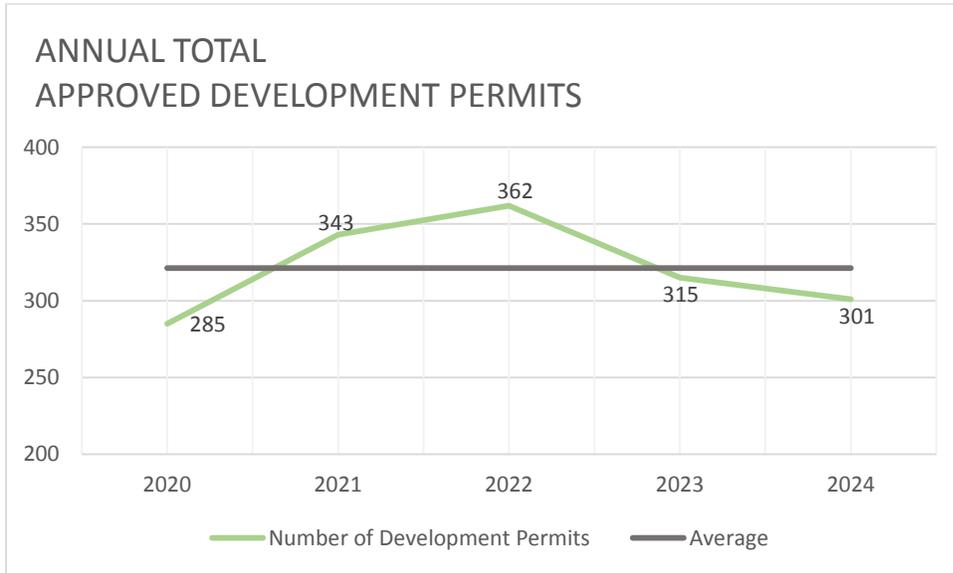
Development Permits

Development Review issues Development Permits which acknowledge the proposed use of land/buildings and ensure compliance with the applicable Official Community Plan and Zoning Bylaw. Review of each application requires Development Review to interpret the applicable policies and bylaws to provide a decision regarding the proposed use.

Development Permits can present a variety of uses that are split into three categories: Permitted Uses, Discretionary Uses, and Prohibited Uses. The list of uses that fall under each category varies depending on the applied Zoning District. Permitted Uses can be approved without requiring direct approval from Council. Discretionary Uses are additional uses which may be considered within a specific Zoning District; however, require additional review and consideration by council to ensure the use is complimentary, feasible, and consistent with the surrounding area prior to approving or denying the request.

In 2024, Development Review issued a total of 301 development permits, which include Permitted and Discretionary Uses.

Figure 2: Five-year Graph of Annual Approved Development Permits



Discretionary Use Permits

In 2024, Development Review considered 28 Discretionary Use applications, which included 3 applications from 2023:

2023 Applications Completed in 2024

2 Agricultural Support Services

1 Aggregate Resource Extraction

2024 Applications Received

5 - Garden Suite

5 - Clean Fill

1 - Intensive Horticulture

1 - Intensive Livestock Operation

1 - Shipping Container

1 - Construction Yard Storage

5 - Home Based Business

2 - Mineral Resource Extraction

1 - Community Facility

1 - Sign

1 - Landscaping Services

Out of the 28 Discretionary Use applications considered in 2024;

- 13 - approved
 - 3 received in 2023
 - 10 received in 2024
- 12 - in progress
- 2 - closed/did not proceed
- 1 - denied

Table 1: Discretionary Use Permits Approved by Division 2020-2024

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | TOTAL |
|-------------|----------|----------|----------|----------|----------|----------|----------|----------|--------------|
| 2020 | 8 | 4 | 1 | 3 | 2 | 5 | 4 | 1 | 28 |
| 2021 | 5 | 2 | 1 | 2 | 3 | 8 | 11 | 4 | 36 |
| 2022 | 4 | - | 1 | 1 | 2 | 7 | 3 | 1 | 19 |
| 2023 | 1 | 2 | 3 | - | 1 | 2 | 2 | 1 | 12 |
| 2024 | 3 | 3 | 1 | - | - | 2 | 4 | - | 13 |

Development Permit Timelines

The processing time for a Permitted Use Permit in 2024 was approximately 16 business days, which excludes Development Permits issued with building permits and the outliers who took 30 days or more to complete. Common issues within the Permitted Use permits process in 2024 included:

- Incomplete applications,
- Appeals,
- Enforcements,
- Increased timelines due to the rate of replacement of support staff/administration.

The processing time for a Discretionary Use Permit was approximately 98 business days, which includes the outliers that took over the anticipated 75 business days to complete as they made up about half of all the completed Discretionary Use permit applications. For those applications which are still open or took longer than average to issue, the common issues were as follows:

- Incomplete Applications,
- Increased timelines for processing within P4G,
- Waiting for the required information from the applicant to move forward with mailouts and reports,
- Waiting for comments from referral agencies and their request for additional information,
- Processing during peak application periods,
- Enforcement, and
- Increased timelines due to the rate of replacement of support staff/administration.

Building Permits

Corman Park experienced a decrease in overall building permit activity as the total number of building permits issued in 2024 was 248, this value includes:

- 241 – approved:
 - 197 single permit projects,
 - 44 multi-permit projects,



- 6 - denied,
- 1 - did not proceed.

In addition, there are 27 permits in progress as of December 31st, 2024, that were not included in the total number of 2024 permits.

Figure 3: Five-year Graph of Annual Issued Building Permits

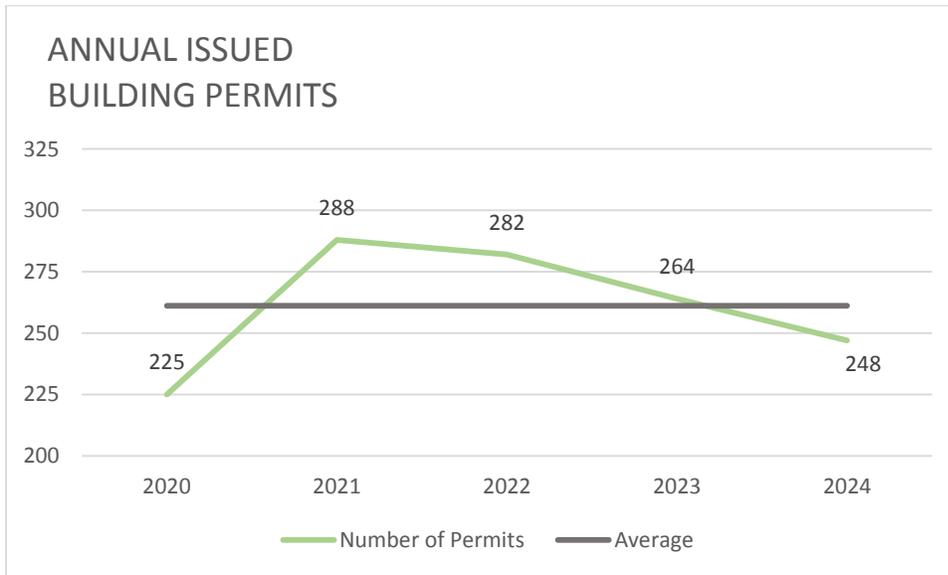


Table 2: Number of Issued Building Permits by Division 2020-2024

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | TOTAL |
|-------------|----|----|----|----|----|----|----|----|------------|
| 2020 | 49 | 45 | 22 | 22 | 31 | 15 | 17 | 25 | 226 |
| 2021 | 67 | 71 | 38 | 26 | 20 | 22 | 28 | 16 | 288 |
| 2022 | 58 | 67 | 25 | 31 | 24 | 29 | 20 | 28 | 282 |
| 2023 | 55 | 40 | 29 | 35 | 17 | 31 | 30 | 27 | 264 |
| 2024 | 55 | 46 | 21 | 32 | 19 | 27 | 25 | 23 | 248 |

Figure 4: Five-year Graph of Annual Total Value of Construction

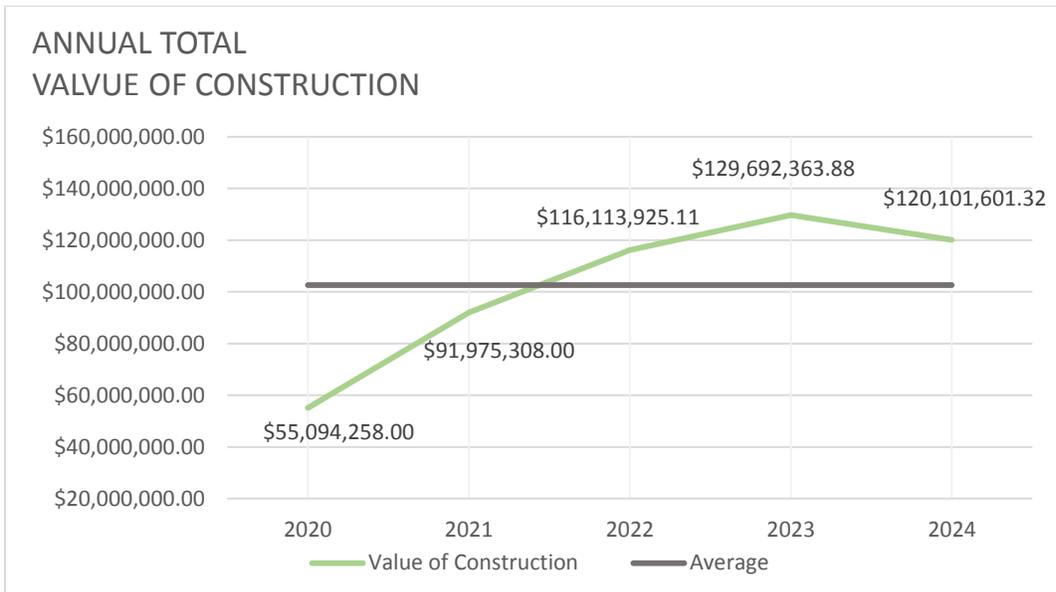


Figure 5: Five-year Graph of Annual Total Building Permit Fees



Completed Building Permits

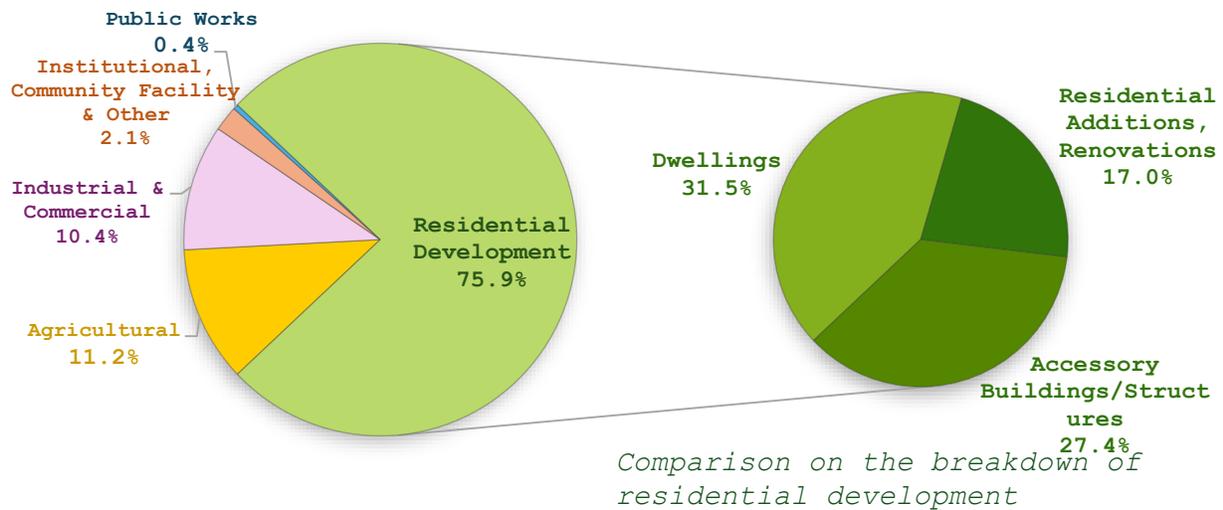
The Planning and Development Department and MuniCode Services Ltd. (Building Officials) worked closely together to review and address lingering open building permits across the R.M. of Corman Park. In 2024, a total of 385 building permits were closed, some of which date back to 2001. 27 of the completed projects were issued permits in 2024.

Distribution of Development

In 2024, Residential Development accounted for approximately 76% of the total permits approved. This includes dwellings, residential accessory buildings/structures, and residential dwelling additions/renovations.

Figure 6: Permit Types Issued in 2024

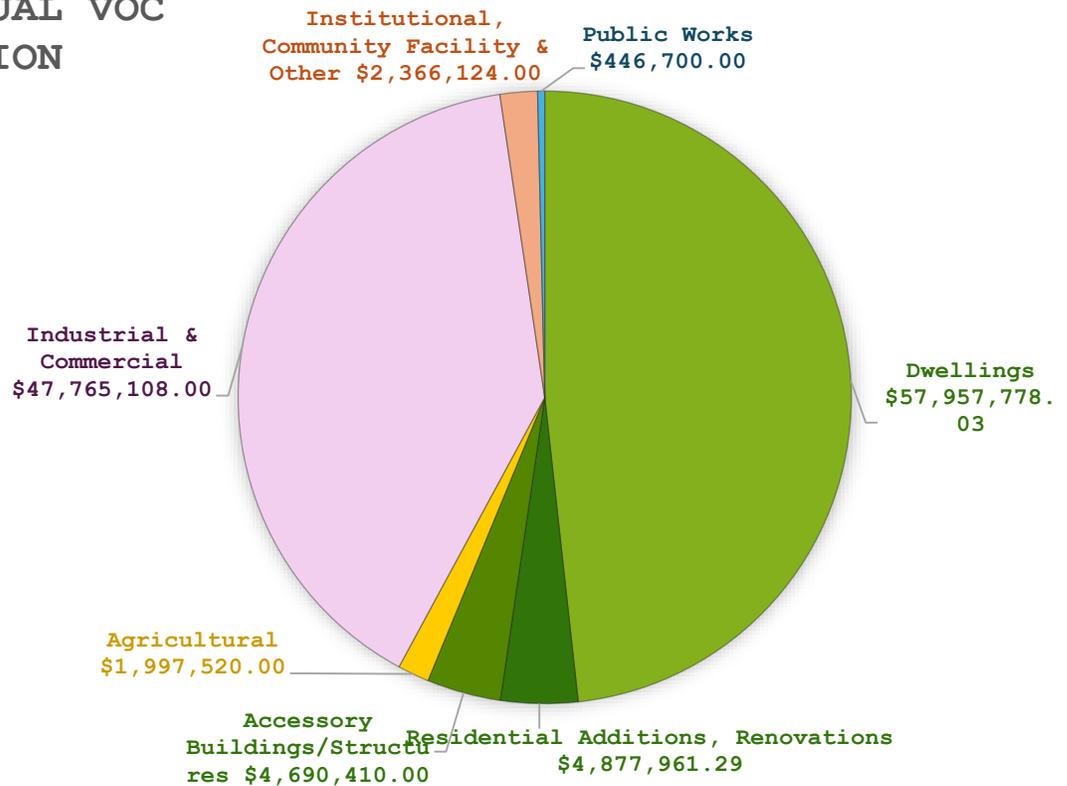
PERCENTAGE OF PERMIT TYPES ISSUED IN 2024



The total Value of Construction (VOC) in 2024 was \$120,101,601.32, New dwellings make up approximately 48% to the VOC, totaling \$57,957,778.00. The second most contributing category for VOC was Industrial & Commercial, making up approximately 40% of the 2024 VOC.

Figure 7: Total Annual Value of Construction Distributed by Permit Categories

**TOTAL ANNUAL VOC
 DISTRIBUTION**



2024 Major Building Projects

There were 19 projects equal to or exceeding \$1 million in construction value. The combined value of construction of these projects was \$52,664,693.00

The largest project in terms of construction value in 2024 was a Business Support Service – Office and Repair Shop in Biz-Hub Industrial Park, which had a value of construction of \$13,500,000.00. The second largest project was another Business Support Service – Office and Shop Building, also located within Biz-Hub Industrial Park, which has a value of construction of \$6,702,000.00.

Building Permit Timelines

In 2024, Development Review received a total of 259 building permit applications; in addition, another 17 applications from previous years were granted approval. Out of the 2024 exclusive applications:

- 222 - approved,
- 27 - in progress,
- 5 - did not proceed,

- 6 - denied.

Overall, application processing time for a permit in 2024 was 18 business days, which excludes the outliers that took over 30 business days to complete and the applications received in 2024 that were approved in 2025. Common delays within the building permit process in 2024 included:

- Incomplete applications,
- Enforcements,
- Review time restraint during peak application periods,
- Rate of replacement of support staff/administration, and
- Inadequate construction plans supplied for Building Official's review.

Incomplete applications are the primary issue for Building Permits, which increase overall review time. Common missing components of applications continue to be site plans, floor plans, septic permit approvals, adequate construction plans for Building Official review, and landowner signatures. All the items are outlined within the applicable application form.

Subdivision

Subdivision Applications are referred by the Community Planning Branch of the Ministry of Government Relations to Corman Park for comments regarding compliance with the Official Community Plans, Zoning Bylaws, and other planning policies. Often, a subdivision application from Community Planning will be followed by an application for Rezoning to Corman Park, which can be a requirement to continue in the review of the application.

In 2024, there were 29 approved subdivisions, which is a decrease from 45 approved in 2023 and is below the 5-year average of 44 subdivisions per year. At the end of 2024, there were 29 applications which were still under review or in progress.

It is important to note that the number of subdivisions does not indicate the number of new lots created.

Figure 8: Five-year Graph of Annual Approved Subdivision Applications

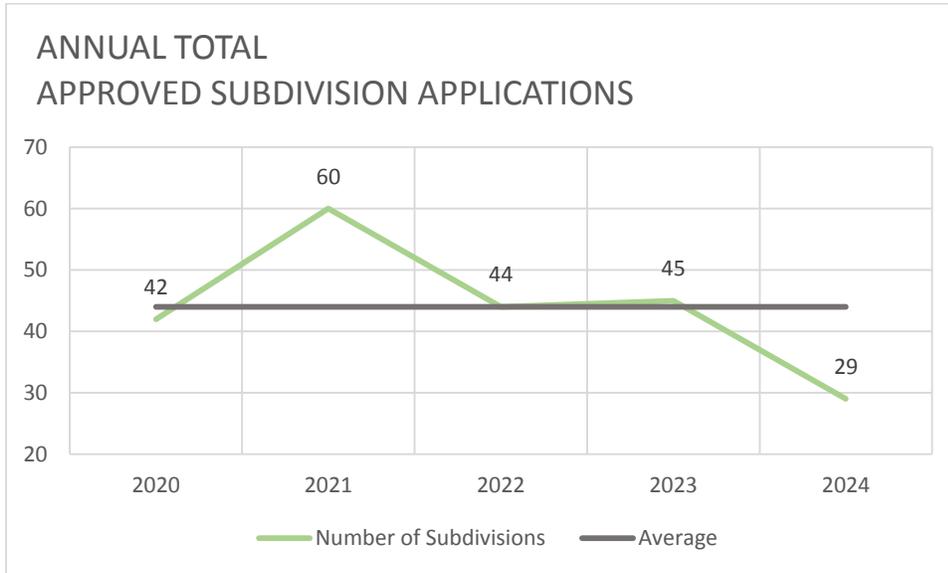


Table 3: Subdivision Application Types in 2024 by Division

| TYPE | DIVISION AND NUMBER OF SUBDIVISION APPLICATIONS | | | | | | | | | TOTAL |
|------------------------------------|---|----------|----------|----------|----------|----------|----------|----------|----------------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Adjacent R.M.* | |
| SINGLE SERVANCE RESIDENTIAL | 7 | 2 | - | 3 | 2 | 1 | 3 | 4 | - | 22 |
| MULTI-PARCEL RESIDENTIAL | 1 | - | - | - | - | - | - | - | 1 | 2 |
| COMMERCIAL/INDUSTRIAL | - | - | - | 1 | - | - | - | - | - | 1 |
| AGRICULTURAL | - | - | - | - | - | - | - | - | 1 | 1 |
| PUBLIC UTILITY | - | - | - | - | - | - | 1 | - | - | 1 |
| CONSOLIDATION | - | - | - | 1 | - | - | - | - | - | 1 |
| ROAD CLOSURE | 1 | - | - | - | - | - | - | - | - | 1 |
| TOTAL | 9 | 2 | 0 | 5 | 2 | 1 | 4 | 4 | 2 | 29 |

*Subdivision within adjacent R.M.'s which required Corman Park Approval

Rezoning

All property within Corman Park is assigned a Zoning District which determines the uses and standards of the development of the land. To rezone land, an amendment to the applicable Bylaws is required and an application is made to the municipality to begin this process. Rezoning is often associated with applications to subdivide; however, not always directly associated.



Figure 9: Five-year Graph of Annual Approved Rezoning Applications

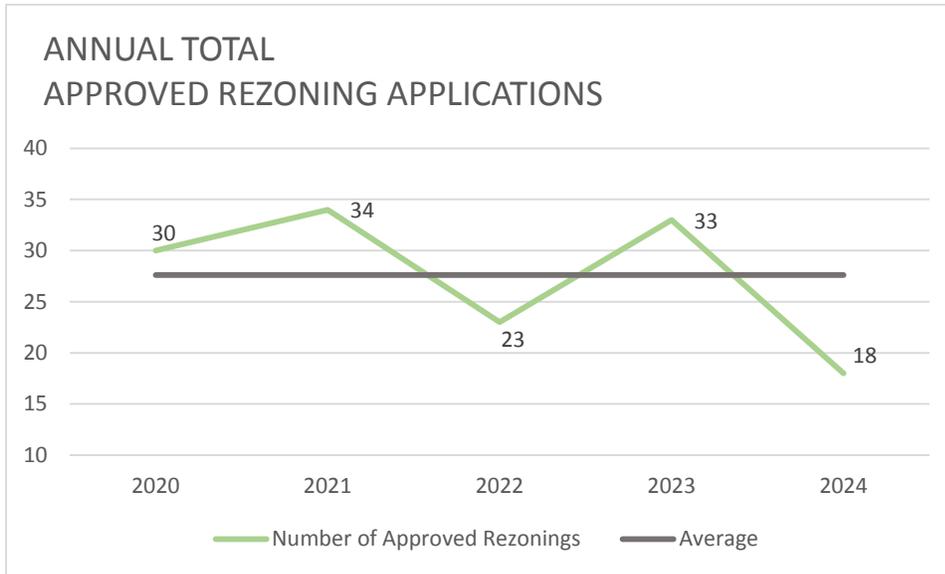


Table 4: Number of Approved Rezoning Applications from 2020 to 2024 by Division

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | TOTAL |
|-------------|----------|----------|----------|----------|----------|----------|----------|----------|--------------|
| 2020 | 6 | 6 | 1 | 4 | 2 | 4 | 2 | 5 | 30 |
| 2021 | 5 | 2 | 4 | 4 | 2 | 3 | 8 | 6 | 34 |
| 2022 | 4 | 3 | - | 4 | - | 4 | 2 | 6 | 23 |
| 2023 | 6 | 1 | 3 | 2 | 2 | 6 | 8 | 5 | 37 |
| 2024 | 4 | 3 | - | 3 | 1 | 2 | 3 | 2 | 18 |

In 2024, the Council approved 18 rezonings, 12 of which were related to Agricultural Residential Parcel Creation. Agricultural Residential Rezoning in 2024 consisted of the following:

- (8) AG to AR1
- (1) DAG1 to DAR1
- (3) DAG2 to DAR1

The remaining rezonings were related to the creation of commercial/industrial, and country residential parcels:

- (1) DCR3-H to DCR4-H
- (1) AG to CR1, CR4, and C

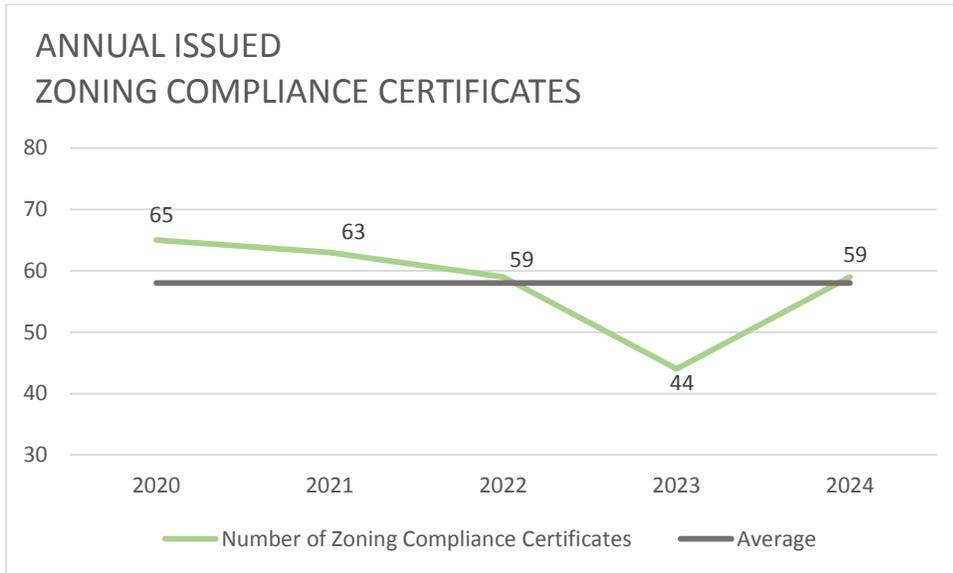
- (1) CR1-H to CR1
- (1) DAG1 to DM1
- (1) DAG2 to DM1
- (1) N/A to DM1

Zoning Compliance Certificates

The Planning Department provides Zoning Compliance Certificates as a service to ratepayers or potential purchasers of 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 Corman Park files is performed to outline the zoning, building, and permit historical information.

In 2024, a total of 59 Zoning Compliance Certificates were issued. The 2024 number is above the number of Zoning Compliance Certificates issued in 2023 and is slightly above the 5-year average of 58 issued certificates per year.

Figure 10: Five-year Graph of Annual Issued Zoning Compliance Certificates



Development Inquiries

Starting from May of 2024, Development Review began to track public inquiries. The following information is tracked for public inquiries:

- Contact Information
- Legal Land Description / Civic Address / Division
- Question/Inquiry
- Planner’s name receiving / answering an Inquiry
- Date an inquiry was received / answered
- Response and number of responses.

The inquiries tracked were received in the form of emails, phone calls, and walk-ins. Frequent inquiry subjects include building permit applications, subdivision applications, development opportunities, and other property related questions.

Between May and December of 2024 there were 1317 inquiries registered, this equals to 8 inquiries received per business day. One inquiry may include several correspondences between a ratepayer and a planner. The response time varies based on the complexity of an inquiry and current occupancy. The average reply time to an inquiry was 1 business day from the date an inquiry was received.

LONG RANGE PLANNING

Official Community Plan Bylaw 20/24

Corman Park continued to undertake a comprehensive review and update of its Official Community Plan (OCP) and Zoning Bylaw (ZB), which applied to areas within the R.M. outside of the P4G Planning District. An OCP describes the long-term vision of communities by stating objectives and policies that guide municipal planning and land use. An OCP includes policies related to land use, transportation, culture, utilities, and recreation. A ZB is a regulatory document that implements a municipality's OCP. It does this by dividing a municipality into zoning districts and providing standards to regulate subdivision, land use, and development within those districts. Together, the OCP and ZB are the main tools Corman Park utilizes to ensure development occurs in an orderly, compatible, and sustainable manner.

In late 2023 the project team separated the OCP and ZB into two separate projects and continued to refine the draft Land Use Map and draft OCP. In 2024 the project team workshopped the draft content with Council using Special Planning Committee meetings that occurred in late Q1 and mid Q2 of 2024. The outcomes of these meetings were then presented for the second round of community engagement that occurred in late Q3 and early Q4 of 2024. At the July 2024 Council meeting, Bylaw 20/24 The Official Community Plan was presented for First Reading and then proceeded through the legislative public notification prior to it proceeding to Public Hearing and Second and Third Reading which occurred in September 2024.

The bylaw was submitted to Community Planning on October 22, 2024. Administration is anticipating a response in Q1 2025.

Figure 11: Photo of the Open-House at Crossmount for the new Official Community Plan.



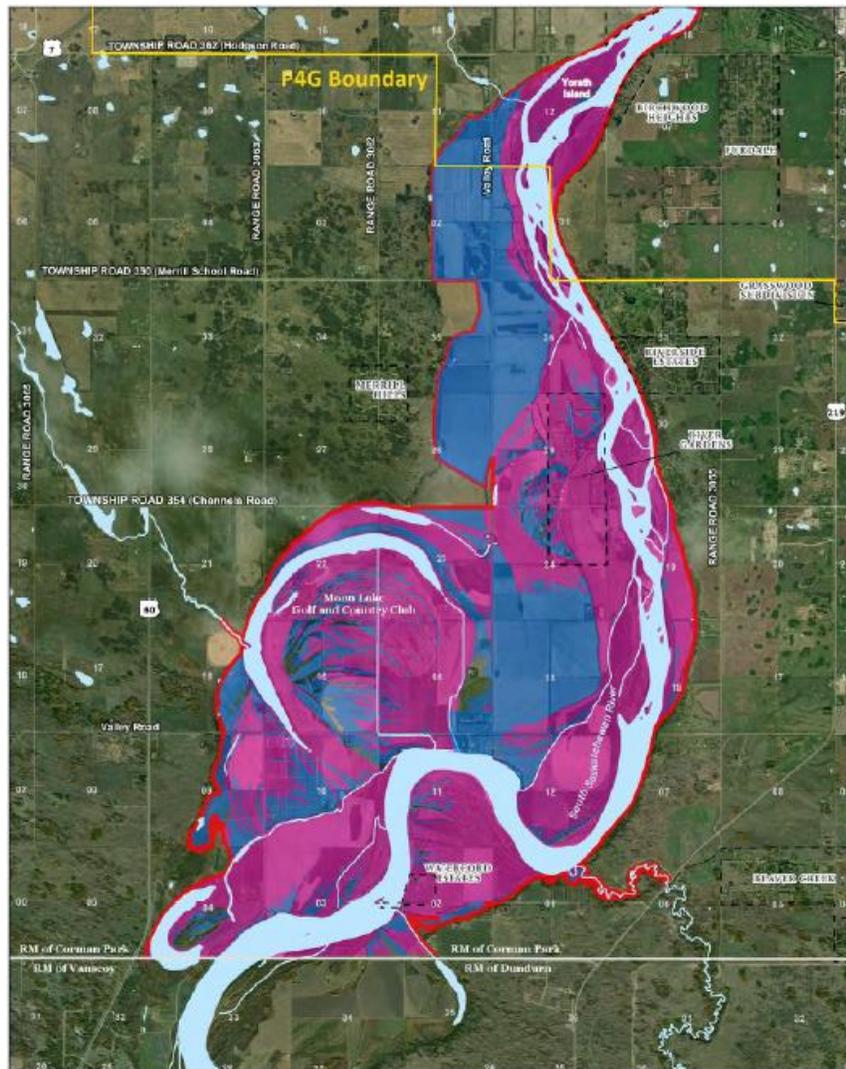
South Saskatchewan River Flood Plain Policy Updates

In 2021, Corman Park contracted Stantec as the consultant to undertake an update to the flood plain policies within the R.M. and P4G Planning District OCPs and Zoning Bylaws. The purpose of the policy update was to ensure that there is an appropriate policy framework to regulate existing and future development within the flood plain that meet The Statements of Provincial Interest (SPI) of Saskatchewan.

A scope change with Stantec was executed in June 2022. This change was required to conduct additional modelling of select candidate areas within the flood plain and to identify cumulative upstream and downstream hydraulic impacts from further development in the candidate areas. A final report was completed by Stantec in April 2024.

At the May 27, 2024, Regular Council Meeting the final report and Two-Zone Flood Map (included below) were endorsed. Flood plain policies were prepared and included in the draft OCP. In 2015 and beyond Administration is preparing options for future amendments to Corman Park's Building Bylaw 30/12, new Corman Park Zoning Bylaw, amendments to the P4G Zoning Bylaw and potential updates to the Corman Park Emergency Plan.

Figure 12: Map of the Flood Plain (Produced by Stantec)



South R.M. Area Development Plan

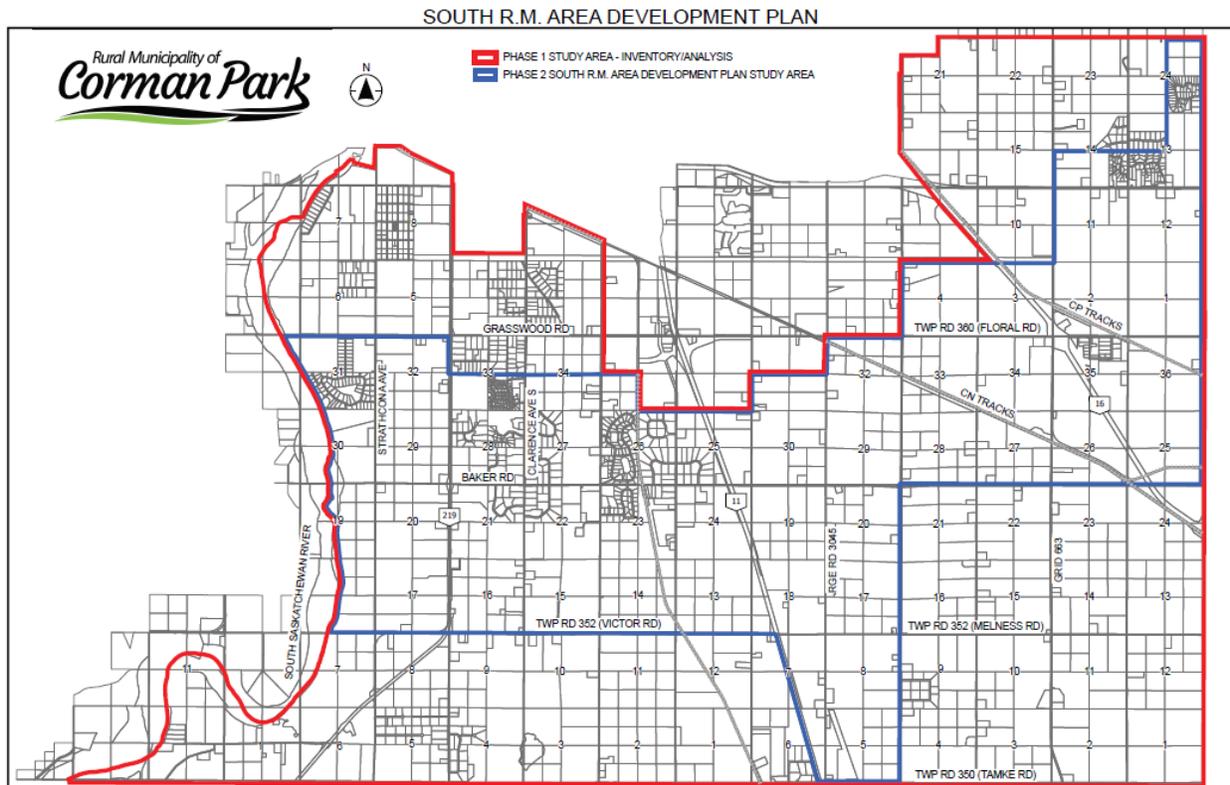
Stantec Consulting Ltd. (Stantec) was retained to undertake the South R.M. Area Development Plan (SRM ADP), which was completed in two (2) phases. Phase 1 included an infrastructure inventory and analysis of the existing infrastructure within the Study Area. Phase 2 included creating a draft future growth strategy that included land uses and a servicing strategy. The SRM ADP began on March 30, 2023, and was completed in June 2024, coming in under budget.

Stantec's original scope of work included creating three (3) land use options for the study area. Through the preparation of the Official Community Plan, Stantec's scope of work was revised to include one (1) land use option based on their analysis of existing conditions, servicing

constraints and development opportunities. Stantec’s final report includes a servicing strategy, potential future costs, and cost recovery options which align with the proposed land use option.

At the October 21, 2024, Regular Council Meeting, Council endorsed the final report for the purposes of proceeding with more detailed analysis on groundwater, wastewater, and roadway assessments to manage future development and minimize impacts on existing residents in South Corman Park.

Figure 13: Map of the South R.M. Area Development Plan



South East Concept Plan

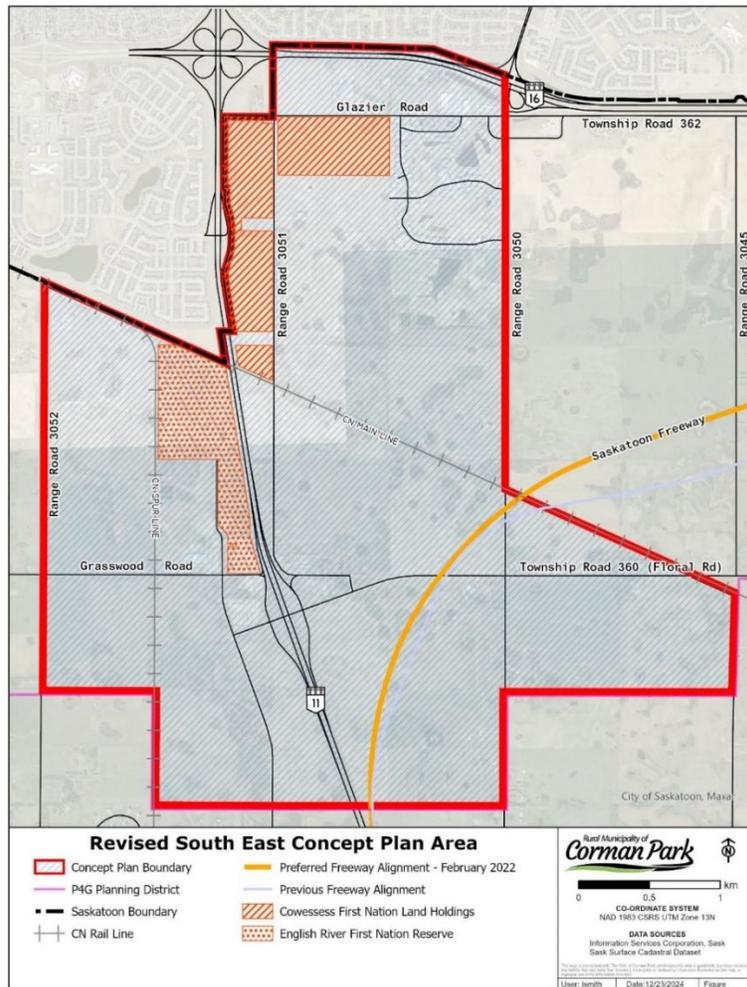
The South East Concept Plan (SECP) began in January 2021. In September 2024 the project underwent a major scope change where the plan area was reduced from approximately 2,800 ha to 1,600 ha. The previous project co-funding partnership between the City of Saskatoon and Corman Park ended and Corman Park is completing the project independently.

The revised SECP plan area is located within the Saskatoon North Partnership for Growth (P4G) Planning District and is bound by Saskatoon to the north, between Range Road 3052 and Highway 11 north of the CN main line, and between Range Road 3045 and Range Road 3052 south of the CN rail line.

Building off the work that has been completed to date, the SECP project will result in efficient and cost-effective infrastructure planning in a key area of Corman Park and the P4G Planning District and will serve as a framework for the subsequent subdivision and development of the plan area.

A final draft SECP with the revised plan area is anticipated to be completed in 2025.

Figure 14: Map of the Revised South East Concept Plan Area



P4G Regional Node Study

ISL Engineering and Land Services Ltd. (ISL) was retained by the R.M. of Corman Park, and Cities of Martensville and Warman (Project Partners) to undertake the P4G Regional Community Services Node Study (Regional Node). The two-phase study consisted of a comprehensive feasibility report, followed by the development of a conceptual planning process. The project began on July 11, 2023, and was completed September 30, 2024.

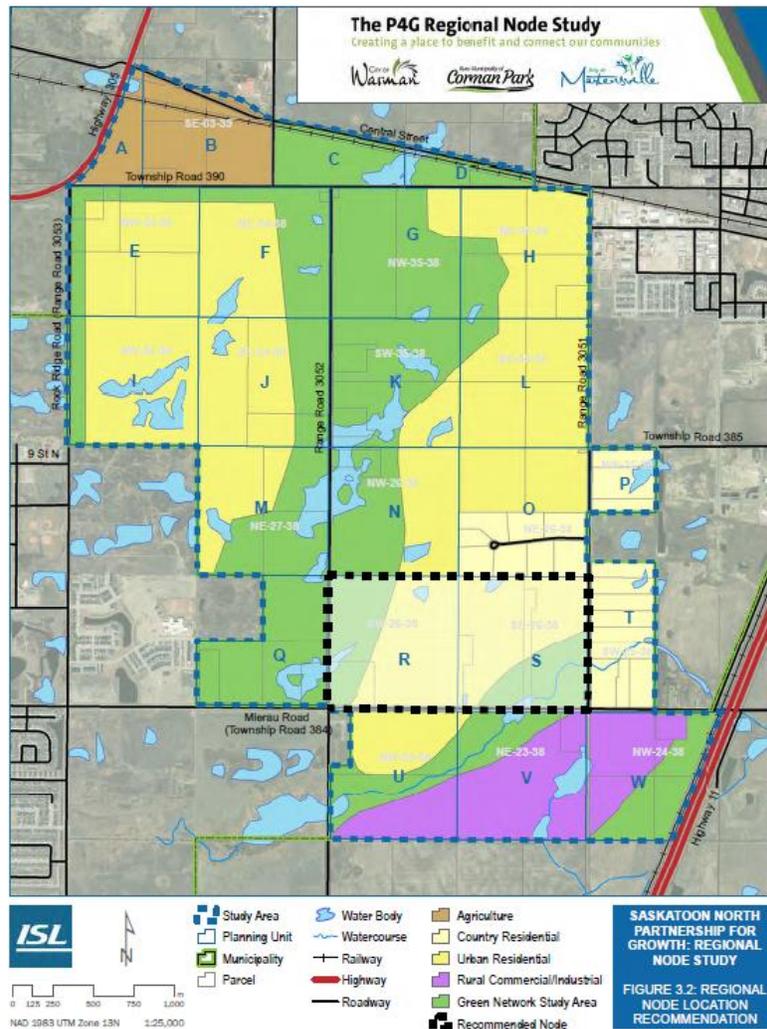
The Phase 1 comprehensive feasibility report for the Study Area was composed which included topography, drainage, water, and wastewater servicing as well as transportation and land use considerations.

On March 5, 2024, an in-camera meeting was held with representatives from each of the Project Partners Councils, where the Phase 1 feasibility report was presented, and the recommended Regional Node location was endorsed.

Phase 2 of the project included the determination of proposed uses for the node. A conceptual servicing plan was also completed, including an urban stormwater servicing concept; and a conceptual urban pressurized piped water system was recommended that can connect to either Martensville or Warman. Wastewater services can be provided by either of the urban partners and has been conceptually designed. Transportation access and servicing has been provided, outlining connections for vehicles, pedestrians and cyclists. Throughout the larger study area transportation and active transportation connections have been outlined, identifying connection between the two urban municipalities.

Bylaw amendments to Schedules A, B and C of the District OCP to include the new Regional Community Services Node policy and the three figures will be drafted and presented to the five municipal partners Councils, then submitted to Government Relations for Ministerial approval.

Figure 15: Map of the P4G Regional Node Study (produced by ISL Engineering and Land Services Ltd.)



First Nations

As stated in Corman Park’s *Strategic Plan 2024 to 2028*, there are currently fourteen (14) different First Nations with reserves or known land holdings within the Municipality. The Planning and Development Department supports reserve creation and indigenous economic development in Corman Park by providing information on land use, zoning, development standards, roads and any environmental concerns for lands that First Nations may wish to purchase as future reserves or private land holdings. The Planning and Development Department facilitates collaboration with First Nations by arranging meetings between governments to discuss issues of mutual concern such as municipal services, bylaw compatibility and dispute resolution.

P4G Planning District Commission

All P4G member municipalities participate in a District Planning Commission (DPC) which reviews and provides recommendations to affiliated municipal councils on land use planning and related matters in the Planning District.

The P4G DPC includes 13 members:

- Two representatives from each municipality
 - One must be an elected official
- Three joint members from the public

Figure 16: 2024 List of 2024 DPC Members

| | |
|--|---|
| <p><u>R.M. of Corman Park</u> Reeve Judy Harwood Councillor Bas Froese-Kooijenga</p> | <p><u>City of Martensville</u> Mayor Kent Muench Councillor Spencer Nikkel Councillor Michael Cox (Alternate)</p> |
| <p><u>Town of Osler</u> Mayor Abe Quiring Councillor Adam Humenuik Councillor Susan Braun (Alternate)</p> | <p><u>City of Saskatoon</u> Councillor Bev Dubois Councillor Randy Donauer</p> |
| <p><u>City of Warman</u> Mayor Gary Philipchuk Councillor Richard Beck Councillor Shaun Cripps (Alternate)</p> | <p><u>Joint Members</u> John Mathinson Trent Michelman Brad Sylvester</p> |
| <p><u>DPC Secretary</u> Brett Kitchen Shayden Brandt</p> | |

Corman Park Hosted monthly meetings in Council Chambers and provided administrative support to DPC by appointing staff members to act as DPC Secretary.

DPC Agendas and minutes are available on Corman Park's website:

<https://www.rm-cormanpark.ca/AgendaCenter>

Bylaw Enforcement

In 2024, bylaw enforcement officer and development review were working closely to resolve cases of bylaw compliance and enforcement files. In the last quarter of 2024, the bylaw enforcement position became vacant. Altogether, 40 enforcement cases were recorded for 2024, 20 of which were noted as 'Completed'. Due to lack of information and the existing



vacancy of the position, the exact number of site visits, orders issued, closed and resolved files is unknown. Once the Bylaw Enforcement Officer position is filled, Development Review will be working closely with the Bylaw Officer to improve the record tracking system for 2025.

Subject

P4G Update

Recommendation

THAT the Planning Committee recommends to Council that the P4G and Regional Planning Update be RECEIVED AS INFORMATION.

Background

The Saskatoon North Partnership for Growth (P4G) was established to coordinate regional growth efforts and enhance the overall sustainability and resilience of the five partner municipalities (Partners). The formation of the P4G Planning District received Ministerial approval from Government Relations on January 1, 2022.

Administration will be presenting regular P4G and Regional Planning updates to the Planning Committee to ensure Council is informed.

Project Updates

Investment Readiness Strategy

The Investment Readiness Strategy is underway, and Corman Park Administration attended its first Steering Committee meeting with the consultants and P4G Executive Director on March 6, 2025. The consultants are conducting research and are gathering information. Corman Park has been identified as a major stakeholder in the project and subsequently met with the project team consultants to discuss opportunities and challenges with the project specific to Corman Park. Administration will have further updates for Council as the project progresses.

Regional Servicing Hub

An update on the Regional Servicing Hub was presented to ROC on March 27, 2025, see Attachment 1.

District Process Improvements

A number of updates and process improvements have been identified to improve managing applications as well as communication that administration has identified to Council previously including amendments to the District Official Community Plan and Zoning Bylaw and potentially to the District Planning Agreement.

The Planning Administrative Committee (PAC) is currently prioritizing, categorizing and identifying who will be responsible for undertaking these process improvements and bylaw amendments. PAC will also be responsible for a work plan to implement the recommendations from the DPC Facilitator's report.

District Standard Operating Procedures

Corman Park Administration will be leading and undertaking the Standard Operating Procedures (SOPs) of P4G which will be examining existing file management practices, referral processes and communication mechanisms with P4G. Many of the recommendations for P4G process improvements can be influenced by establishing standard operating procedures and as Corman Park Administration manages files, applications and the approval process it is important the SOPs are led by Corman Park.

Water Allocation Planning

Initial discussions have occurred with the City of Saskatoon and SaskWater on potable water allocations and will be ongoing. Recent discussions with the City of Saskatoon included considerations for the R.M. Planning and Development and Public Works departments related to identifying water allocation needs into the future with the intention of finding ways to streamline approvals for water allocations. The discussions included an overview of the growing importance of growth planning to ensure certainty and predictability in water planning, reviewing the current capacity constraints to providing water servicing, the future plans of the new City of Saskatoon water treatment plant, and a framework for streamlining the approvals process.

All Councils Reunion

The All Councils Reunion is currently being organized by the P4G Executive Director with additional details to be provided at a later date. The event is scheduled for June 12, 2025, at the Brian King Centre in Warman.

Next Steps

Administration will continue to work with our P4G Partners, as well as bring updates to Council.

Attachments

1. *March 27, 2025, Agenda Item 9: Regional Oversight Committee – P4G Regional Servicing Hub Project Update*

Prepared by: Kylie Stumborg, RPP, MCIP, A/Long Range Manager

Owned by: Planning and Development

Reviewed by: Vicky Reaney, RPP, MCIP, Senior Planner

Approved by: Doug Ramage, P.Eng., ENV SP, Director of Planning and Development

Approved for Agenda: Kerry Hilts, Chief Administrative Officer



Item 9

Regional Oversight Committee (ROC)
March 27, 2025

P4G Regional Servicing Hub Project Update

Recommendation: That the Regional Oversight Committee receive the update on the P4G regional servicing hub as information.

Background:

The Regional Oversight Committee (ROC), will recall discussions at previous meetings about the potential to create a regional servicing hub, capable of providing high-capacity wastewater servicing, potable water and recycled treated wastewater effluent (purple water) to industrial lands in the region. The intent is to attract investment in key economic sectors such as value-added agricultural, advanced manufacturing and critical minerals.

These discussions came forward by realizing an opportunity through the City of Saskatoon's Biosolids Pipeline Corridor project as means to address the servicing needs of the City of Martensville and City of Saskatoon, and to provide high-capacity servicing necessary to attract large-scale industrial investment into the region.

In 2024, the P4G municipalities committed to 25% of \$250,000 in funding for conceptual engineering for the regional servicing hub, in order to explore expanding the project scope beyond Martensville and Saskatoon's servicing needs to include assessing:

- larger capacity potable water than is required to supply Martensville, to support industrial growth in the region that requires large volumes of potable water;
- larger capacity wastewater to support industry; and
- the potential to supply purple water for industrial processes or agricultural use that do not require potable water.

The provincial Crown Investments Corporation (CIC) is providing the other 75% in conceptual engineering funding.

The conceptual engineering work is being led by Saskatoon Water, along with consultant CIMA+, based on potential integration of the regional servicing hub into the existing Saskatoon Biosolids Pipeline Corridor project. Background information and the pipeline routing for this municipal project is included in the attachment.

The City of Saskatoon was successful in attaining Investing for Canada Infrastructure Program (ICIP) funding for the Biosolids Pipeline Corridor project with approved

maximum total eligible expenditures in the amount of \$31.7 million. The project completion date as per the ICIP funding agreement is March 31, 2028. To meet this deadline, a prequalification for contractors will be released in April 2025, with an aim to award the construction contract in July 2025.

Update:

The consultant has provided cost estimates for a number of scenarios for sizes (supply capacities) for water, wastewater, and purple water infrastructure as well as completed piping routing design for the connection from the Saskatoon wastewater treatment plant to the bio-solids handling facility.

Detailed design for larger capacity potable water and wastewater servicing has been completed with the detailed design for the Biosolids Pipeline Corridor project. Detailed design for the purple water pipes has not been completed yet, subject to additional discussions on their viability, which may be influenced by existing infrastructure, financial considerations and opportunities identified through the ongoing P4G Investment Readiness Strategy.

Next Steps:

Saskatoon Water will be going to tender for the construction of the Saskatoon Biosolids Pipeline Corridor project in late spring 2025 at which time changes to the scope will require change orders with the construction contractor and will come at a higher cost.

Saskatoon Water will develop a report of optional servicing capacities for water, wastewater, and purple water for the P4G's consideration at the May ROC meeting. Preliminary information from the Investment Readiness Strategy may also be shared as part of this discussion, depending on how the opportunities may impact pipe sizing and conceptual design.

ATTACHMENTS:

1. Bio-solids Communication and Routing Project Update

Biosolids Pipeline Corridor Project

PROJECT UPDATE MARCH 2025

March 14, 2025

The City of Saskatoon's (City) Wastewater Treatment Plant operates a Biosolids Handling Facility in the Rural Municipality of Corman Park (RMCP), north of Saskatoon. The Biosolids Handling Facility has a series of settling lagoons that play a critical part in the wastewater treatment process. Biosolids generated at the Wastewater Treatment Plant are dewatered at the facility and ultimately, fertilizer is produced for nearby agricultural producers.

Two pipelines run underground from the Wastewater Treatment Plant to the Biosolids Handling Facility. The pipelines, constructed in 1984 and 2005, must be replaced as they are beyond their service life. The new pipelines will have higher capacities and will be designed to mitigate the blockages that have plagued the existing pipes for many years.

The City has opted to include water and wastewater lines within the pipeline corridor that will provide service to the City of Martensville. These pipes are required for future growth of the community as well as meeting regulatory compliance with the Water Security Agency.

The preferred pipeline route as shown was developed by utilizing existing rights-of-way within the RMCP. The routing was developed with a number of considerations including: environmental impacts, operational and maintenance considerations, resident disruption and future development.

Environmental and heritage assessments have been completed for much of the pipeline corridor's extents and remaining fieldwork will commence in the Spring of 2025.

While plans are still being finalized, the project timeline expected is as follows:

- **Fall 2025** Construction Begins
- **Fall 2027** Construction Completion

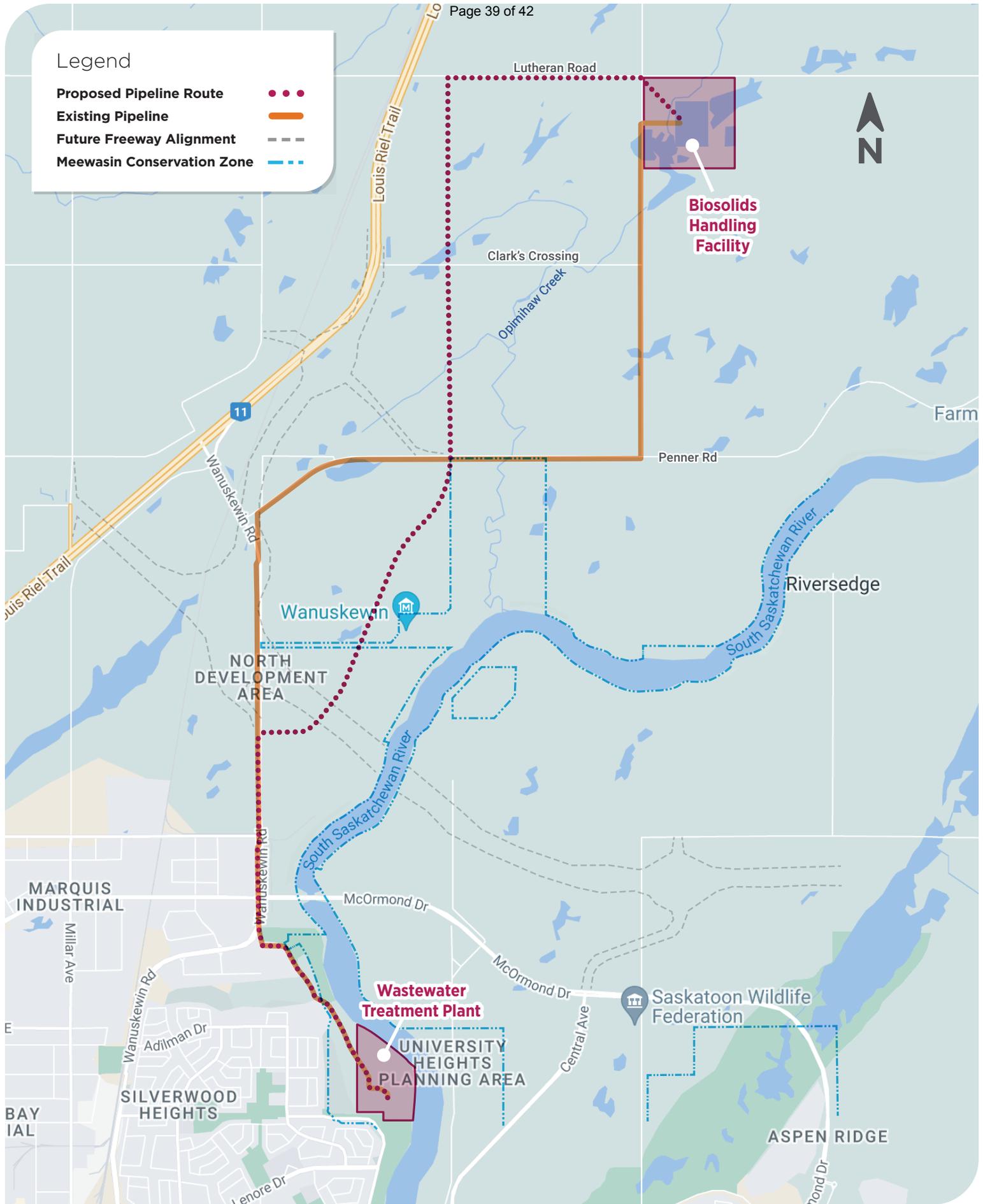
For project updates, visit saskatoon.ca/biosolids.

Landowners directly impacted along the construction route will be contacted by the City of Saskatoon well in advance of the construction commencing.

If you have any questions or feedback, please email us at biosolids@saskatoon.ca before April 30, 2025

Legend

- Proposed Pipeline Route** ●●●
- Existing Pipeline** —
- Future Freeway Alignment** - - -
- Meewasin Conservation Zone** - · - · -



Subject

P. Tastad Airstream Glamping Experience

Recommendation

1. THAT the Planning Committee recommends to Council to receive the information presented as an update on the approach and progress of permitting the airstream glamping use; and,

That direction to Administration be given on whether to expand the definition of a Guest House in the Zoning Bylaw; and

To further explore the definition and use of Tourist Home as a discretionary use in Country Residential Zoning.

Background

Mr. Tastad presented as a delegation to Council on March 25, 2025, to discuss his concerns regarding the fire response and invoice received following a house fire. During his delegation, Mr. Tastad also brought forward challenges from his perspective with compliance issues related to the airstream glamping experience that he operates on his property.

Based on the discussion at Council, Planning and Development was directed to come back to Council in April with an approach to permitting the glamping operation on Mr. Tastad's property.

Discussion

There have been enforcement actions dating back to February 13, 2023, and June 10, 2024, to work with Mr. Tastad to bring the glamping operation into compliance. The closest definition that reflects the proposed use as an Airbnb or glamping operation under the current P4G District Zoning Bylaw would be a Tourist Home defined as:

a dwelling unit operated as a rental, lease or vacation accommodation unit, occupied by a guest or guests for a period not to exceed 30 days, and not including a bed and breakfast home. The dwelling owner/operator may or may not be residing in the dwelling during the period it is being occupied by guests and may or may not receive compensation.

An issue with the use of this definition is that airstream trailers are not considered dwellings, and further complicating the issue, Mr. Tastad's land is currently zoned as DCR1 – D-Country Residential. Under the current Zoning Bylaw, Tourist Homes are prohibited in all Country Residential zoning districts (DCR1, DCR2, & DCR3).

Following the Council meeting on March 25, 2025, the Planning and Development Department reviewed the following options:

1. Rezone Mr. Tastad to a Zoning District where a Tourist Home is Permitted.

This option includes rezoning to an Agricultural District (DAG1 or DAG2), or to an Agricultural Residential District (DAR1).

The timeline to complete this option is estimated to take in the range of 6 – 8 months as it would require an amendment to the District Zoning Bylaw and referral to the P4G

partners which would result in Mr. Tastad losing the opportunity to operate the airstream glamping experience for the 2025 season.

Other issues with this option include land use compatibility of agricultural uses within a country residential zone, and further policy conflicts in the country residential designation in the District Official Community Plan that would require a map amendment.

2. Update DCR1 Zoning District to include Tourist Home as a Discretionary Use.

This option would provide a path forward for Mr. Tastad, and others, that may want to operate a Tourist Home in a Country Residential zone to apply for a permit.

Allowing Tourist Homes as a discretionary use under Country Residential zoning would impact a variety of residential areas in the RM, particularly the south, where there may be concerns regarding AirBnB operations in those areas. Administration would also need to review and update the definition of Tourist Homes to provide for trailer units to be considered.

Additionally, the timeline to complete this option is estimated to take in the range of 6 – 8 months as it would require an amendment to the District Zoning Bylaw and referral to the P4G partners which would result in Mr. Tastad losing the opportunity to operate the airstream glamping experience for the 2025 season.

3. Apply as a Discretionary Use under the current Country Residential Zoning District (DCR1) as a 'Guest House'.

This option allows for Mr. Tastad to apply for Guest House as a discretionary use available under the current DCR1 – D-Country Residential zoning district.

A Guest House is defined in the District Zoning Bylaw as:

an accessory building which provides additional sleeping accommodation and residential amenity space for residents or guests of the principal residential dwelling unit on the same site but which does not contain a stove, oven, microwave ovens or other cooking facilities and is not a self-contained dwelling unit.

Section 4.21 of the *District Zoning Bylaw* further outlines the requirements of a Guest House as the following:

4.21.1 A maximum of one guest house may be approved in conjunction with the principal dwelling unit on a site and no more than one accessory building or structure per site shall contain a guest house.

4.21.2 The guest house should be placed in close proximity to the principal residential dwelling unit so as to appear as a related building.

4.21.3 A guest house shall comply with the size, height and setback regulations for accessory buildings or structures in the applicable zoning district, except where otherwise stated in this Bylaw.

4.21.4 The maximum allowable area of a guest house is 59.5 m² (640 ft²). The area of the guest house shall be included in the calculation of the maximum cumulative floor area for accessory buildings in the applicable zoning district.

Whether the glamping operation can be considered under a Guest House definition will need to be reviewed as part of the application process. A Guest House, as per the definition, is not intended to be occupied by guests where the applicant is receiving compensation for the use; however, the definition is silent on the matter of compensation.

Planning and Development may bring the application forward with a recommendation to deny approval based on how the glamping operation fits with the Guest House definition and does not meet the intent of a for-profit operation within the District Zoning Bylaw; however, Council can approve the application at their discretion.

Because there is no impact to servicing requirements, Planning and Development is of the position that this will not require referral to the P4G municipal partners which as a result can help expediate the application process. Planning and Development will confirm this and advise Mr. Tastad and Council.

Administration suspects this application process should take up to 4 months.

This option was discussed with Mr. Tastad in a phone conversation on March 25, 2025, as a potential path forward to permit the operation of the glamping use for the 2025 season. He was amenable and has submitted a Guest House application to move forward.

Next Steps

Administration has received a discretionary use application from Mr. Tastad for a Guest House permit dated March 28, 2025. Planning and Development will review the application, confirm that no referral is required, and work to bring the application forward to Council at the earliest opportunity.

Prepared by: Doug Ramage, P.Eng., ENV SP, Director of Planning and Development

Owned by: Planning and Development Department

Approved by: Doug Ramage, P.Eng., ENV SP, Director of Planning and Development

Approved for Agenda by: Kerry Hilts, Chief Administrative Officer