



# Annual Report - 2022

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## Planning Department

### **STAFF**

Vacant - Director of Planning & Development

Adam Toth, MCIP, RPP – Senior Planner

Vicky Reaney, MCIP, RPP – Senior Planner

Kylie Stumborg, MCIP, RPP – Senior Planner

Cory Boudreau, MCIP, RPP – Planner II

Jeremy Dela Cruz – Planner II

Jessica Mitchell, MCIP, RPP – Planner II

Kristie Muzyka – Planner I

Shayden Brandt – Planner I

Heidi Zhu – Development Officer

Vacant – Planning Administrative Assistant

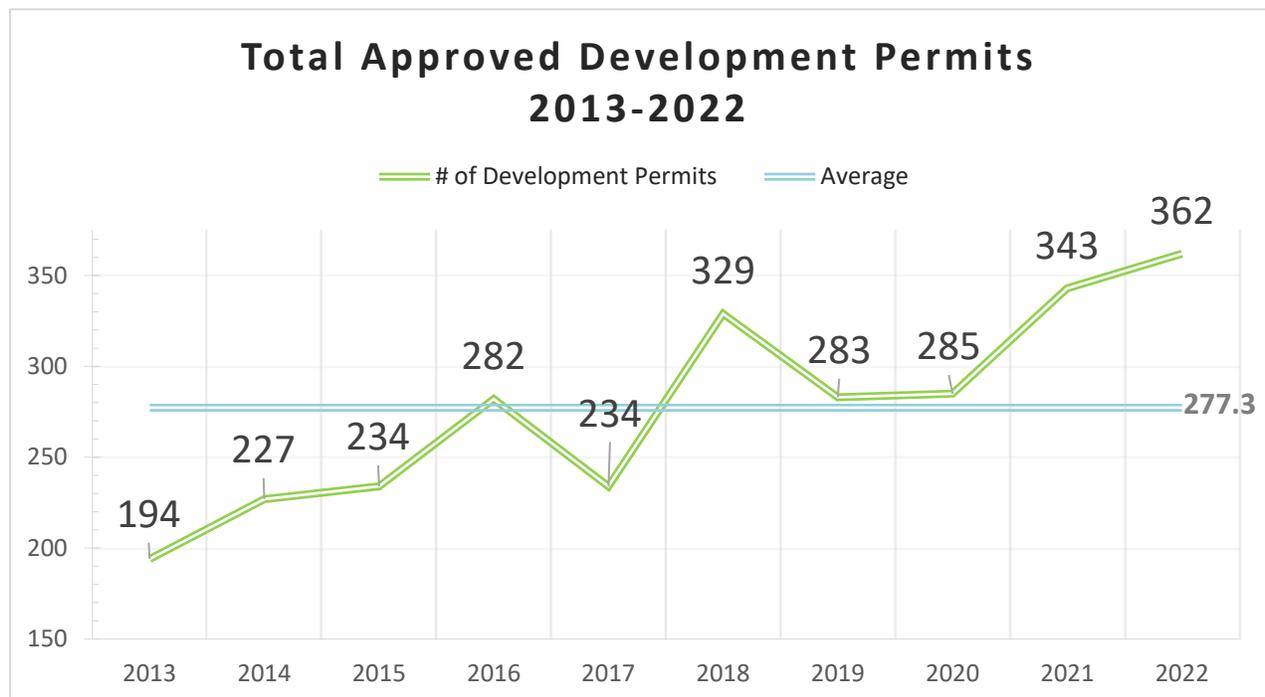
## Planning Staff Update

The Corman Park Planning Department continued to operate as two sections in 2022: one for Development Review and one for Policy with junior to senior planning roles in each section. Five staff are included in Development Review and four staff in Policy, with all staff focused on what is important to that role with priority items for each section. The Planning Administrative Assistant position fulfills administrative support for the team.

In 2022, there were a few staff updates that took place. In May, Michelle Reiter resigned from her position as the Planning Administrative Assistant; while Joanne Bradley was hired in July to fill this permanent vacancy. In December, Joanne transitioned from her position as the Planning Administrative Assistant to the Executive Assistant in Corporate Services. The Planning Administrative Assistant position currently remains vacant. In September, Kylie Stumborg returned from her maternity leave to continue working as a Senior Planner in the Policy section of the department. In November, Rebecca Row resigned from her position as Director of Planning and Development. This Director of Planning and Development position currently remains vacant.

## Development Permits

Development Review issued a total of 362 development permits in 2022, which included permitted and discretionary use development permits. This is above the 10-year average of 277.3 permits as shown below:



Development Review issued 23 Discretionary Use development permits in 2022, which is less than those issued in 2021 and below the 10-year average of 32.2 permits. There were 9 discretionary use applications still in progress, as they had not received Council Approval at the end of 2022. Discretionary Use development permit approvals have declined as a result of amendments made to the P4G Planning District Bylaw and the R.M. of Corman Park Zoning Bylaw, which allowed low-intensity developments, such as Home Based Businesses (Type I and II) and Secondary Suites, to become permitted uses in most Zoning Districts. Therefore, the reduced number of discretionary uses is not an indicator of less development occurring, but as the result of new bylaws and amendments thereof which have been enabled development to be approved through the Permitted Use process. This is evident in the number of Permitted Use development permits issued in 2022, at 343, when compared to 2021, at 307.

The following table indicates the number of discretionary use applications approved by Council for each division over the past 10 years. This number may appear different from the above information, as it includes only the applications approved by Council, which may or may not have received development permits by the end of 2022:

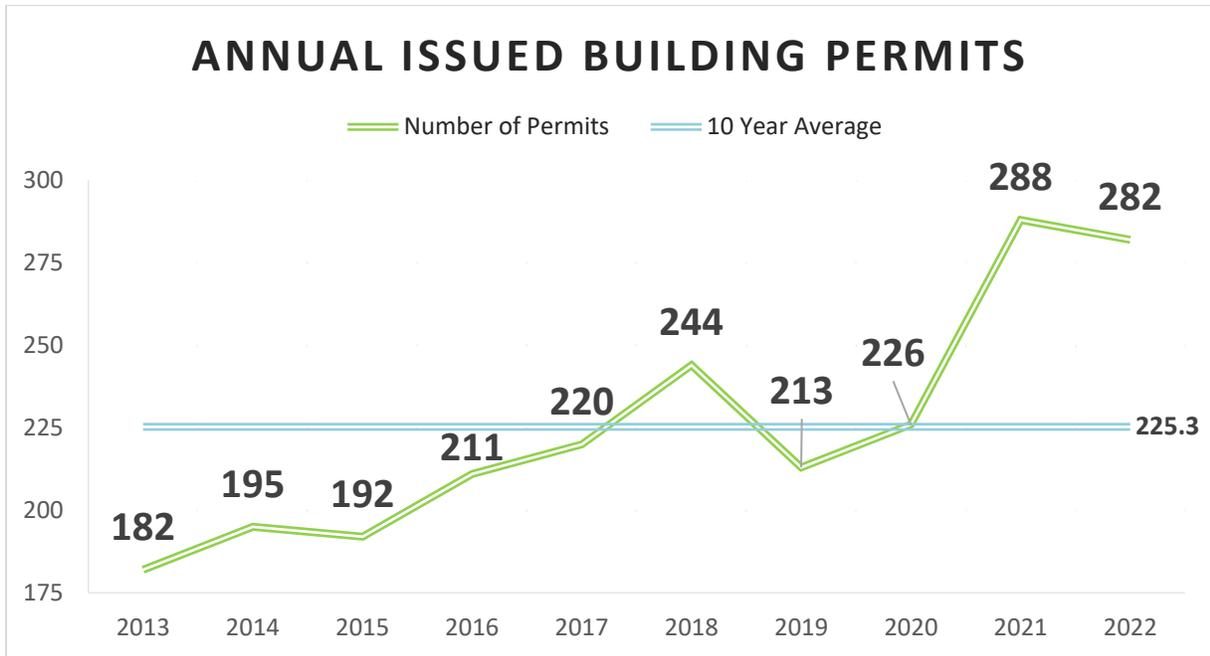
**Number of Council Approved Discretionary Uses: 2013 – 2022**

Division	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
1	1	2	4	6	6	8	7	8	5	4
2	-	4	1	5	7	4	4	4	2	-
3	2	-	1	4	2	1	2	1	1	1
4	1	6	6	4	5	1	2	3	2	1
5	2	9	3	6	7	2	4	2	3	2
6	1	7	3	10	10	11	8	5	8	7
7	3	4	7	7	8	7	3	4	11	3
8	2	-	6	3	2	6	2	1	4	1
<b>TOTAL</b>	<b>12</b>	<b>32</b>	<b>31</b>	<b>45</b>	<b>47</b>	<b>40</b>	<b>32</b>	<b>28</b>	<b>36</b>	<b>19</b>

## Building Permits

Construction activity continues to be robust in 2022, resulting in one of the busiest years on record in the last 10 years. Corman Park experienced a slight decrease in building permit activity as the total number of building permits issued was 282, which still exceeds the 10-year average of 225.3 permits by 25.17%, as well as having the highest value of construction in the past 10 years.

Additional to the total number of building permits issued by Development Review, 42 of these projects included multi-stage building and development permits. These multi-stage permits require additional review prior to proceeding with full development and require at least one additional building permit to be issued.



Division 2 continues to have the most building permits issued, totaling 67 permits; although a marginal decrease when compared to 71 permits issued in 2021, this continued development reflects the continued robust development within subdivisions such as Edgemont Park Estates, Grasswood Estates, Grasswood, and Casa Rio.

Divisions 4, 5, 6, & 8 also saw an increase in permits from 2021, partially due to development within Bizhub, Cathedral Bluffs, existing ILOs, East Cory Light Industrial Park, Corman Park Industrial Park, and on single severance subdivisions. The remaining divisions continued their respective development trends and varied slightly from previous years.

### Number of Approved Building Permits by Division: 2013 – 2022

Division	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
1	41	46	33	47	61	69	43	49	67	58
2	15	23	30	20	35	32	33	45	71	67
3	12	21	16	20	20	35	24	22	38	25
4	24	17	20	18	21	21	18	22	26	31
5	20	20	11	27	11	18	42	31	20	24
6	23	21	27	28	32	23	23	15	22	29
7	20	20	24	27	20	23	18	17	28	20
8	27	27	31	24	20	23	12	25	16	28
<b>TOTAL</b>	<b>182</b>	<b>195</b>	<b>192</b>	<b>211</b>	<b>220</b>	<b>244</b>	<b>213</b>	<b>226</b>	<b>288</b>	<b>282</b>

Corman Park experienced an extended building permit application season in 2022. The first quarter of the year saw a greater than average number of building permits issued over the past 10 years, however, was lower than 2021 partially due to the market value and accessibility of building materials. By June 2022, Development Review had issued a total of 143 building permits and had exceeded the Half-Year total Value of Construction (VOC) of 2021 by \$12,967,088 and Half-Year total Building Permit fees by \$61,930.75. In 2022, the month with the most permits issued was May with 35 permits issued, followed closely by June with 34 permits issued.

The total number of projects exceeding \$1 million in construction value continues to be robust and the overall VOC of the projects over \$1,000,000.00 far exceeds that of 2021. In 2022, the total number of projects exceeding \$1,000,000 was 17 which totaled \$45,857,100.00 when compared to 2021 with 17 which totaled \$24,208,390.00.

The largest project, in terms of construction value in 2022, was a Warehouse and Office in Bizhub totaling \$14,556,000.00. The second largest project was also a Warehouse and Office project valued at \$10,000,000.00 in Bizhub. These two (2) projects eclipsed the largest construction value projects from 2021 as the top two projects from 2021 were both estimated at \$2,000,000.00 respectively.

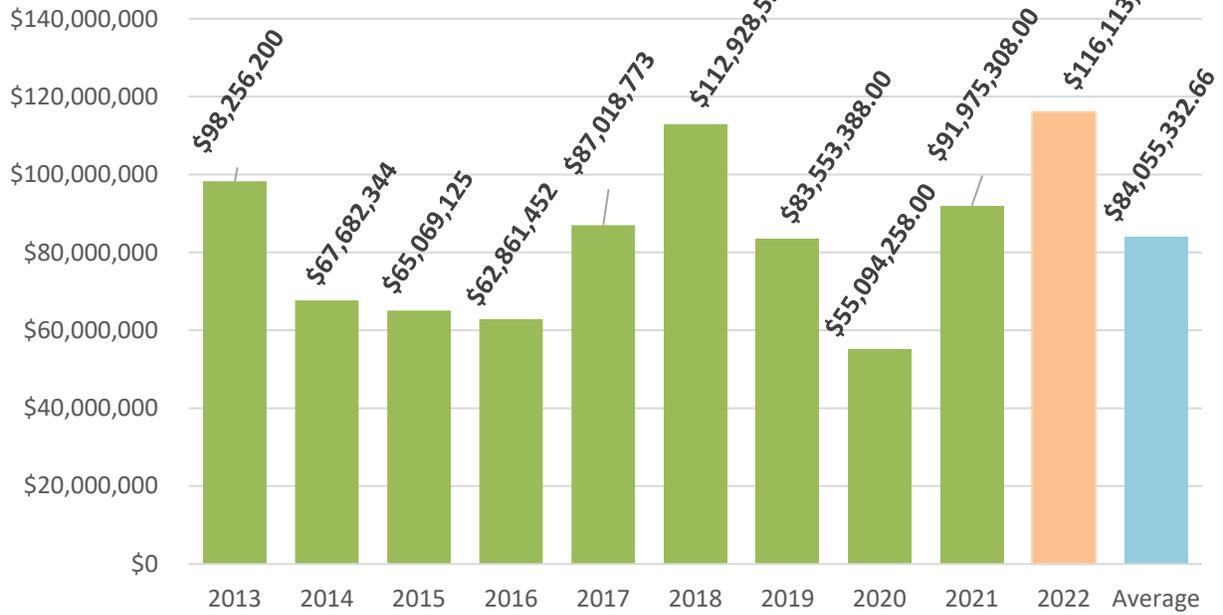
A list of 2022’s top project from each development category is shown in the following table:

Type	Estimated Value of Construction	Details of Construction
<b>Residential</b>	\$2,000,000.00	<b>Division 1:</b> Single Unit Dwelling with Attached Garage, Finished Basement and Partially Covered Rear Deck
<b>Agricultural</b>	\$600,000.00	<b>Division 5:</b> Intensive Livestock Operation – Barn Addition
<b>Industrial/Commercial</b>	\$14,556,000.00	<b>Division 4:</b> Warehousing - Warehouse and Office

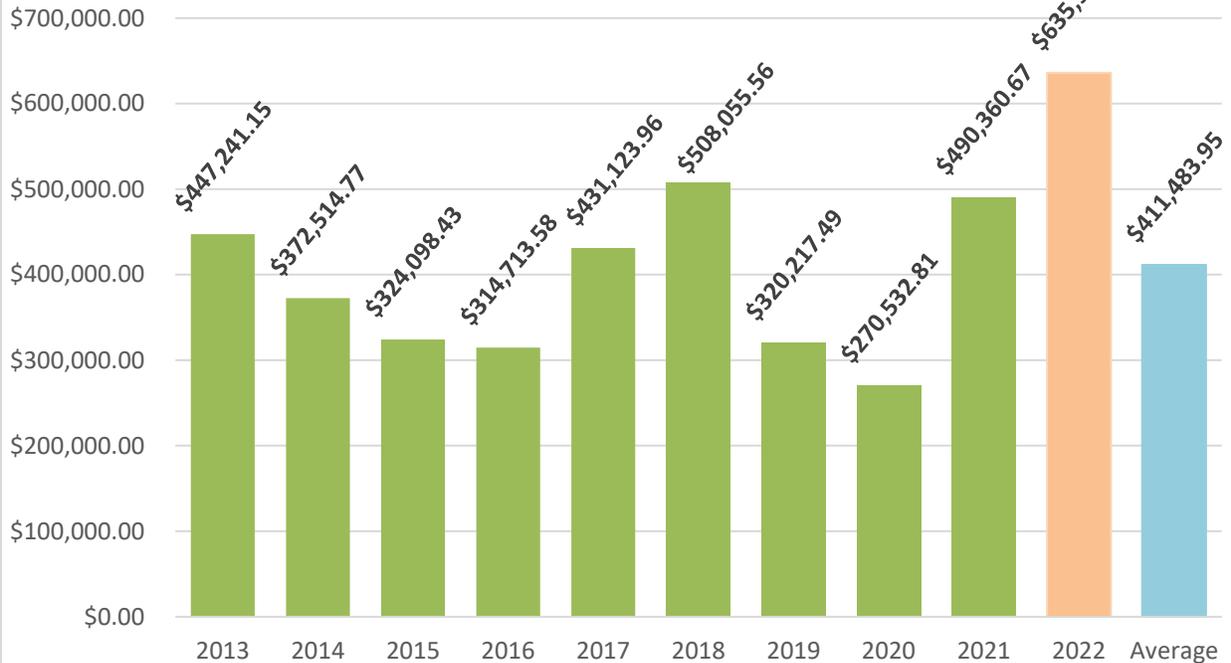
The 2022 value of construction totaled \$116,113,925.11, which generated building permit fees of \$635,981.05; resulting in a 26.24% increase in construction value and a 29.70% increase in permit fees compared to 2021.

Overall, 2022 had the highest VOC and permit fees on record in the last ten years; exceeding our previous highest VOC in 2018 by 2.82% and exceeding our previous highest permit fees in 2018 by 25.18%.

## Annual Total Value of Construction 2013 - 2022

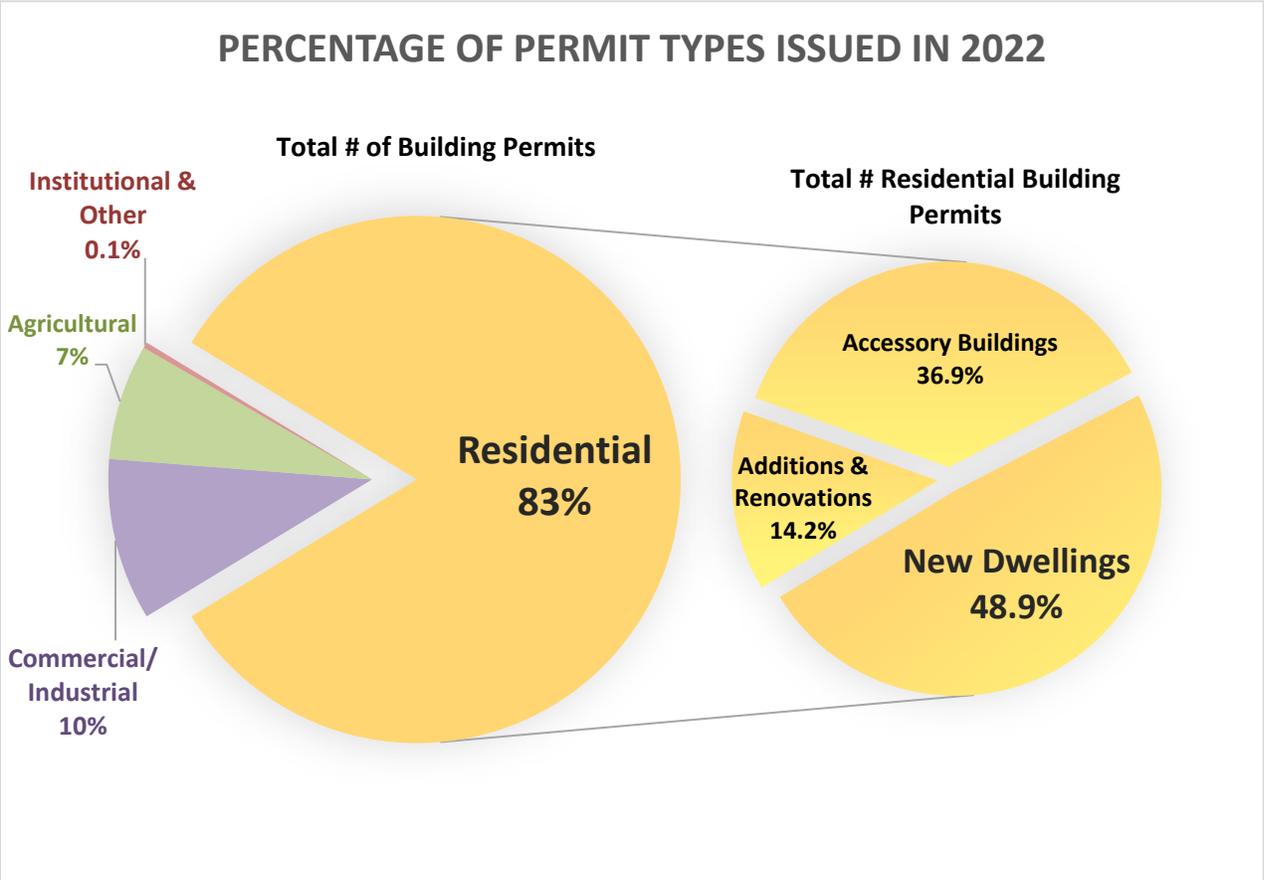


## Annual Total Value of Permit Fees 2013 - 2022



Residential development continued to represent the majority of building permits issued and accounted for approximately 83% of the total building permits in 2022. The total value of construction for residential development was \$77,989,925.11.

For additional clarification of the below Pie Chart; new dwelling permits included new residences, secondary dwelling units, RTMs, moved residences, accessory building conversion to dwelling unit, a semi-detached dwelling, and mobile or modular homes, which overall accounted for around half of the total residential building permits issued or roughly 40% of all permits issued in 2022. In 2022, 114 new dwelling permits were issued, just under 117 new dwelling permits in 2021.



MuniCode Services Ltd. and the Corman Park Planning Department continued to work closely together to address open building permits; there were 166 building permits closed in 2022, some of which are dated back to 2003. Additionally, a total of 131 building permits received final inspection and are required to submit a letter of completion once deficiencies have been resolved. Most of these projects are from 2021 and 2022, however there are some which are dated back to 2011.

**Subdivisions**

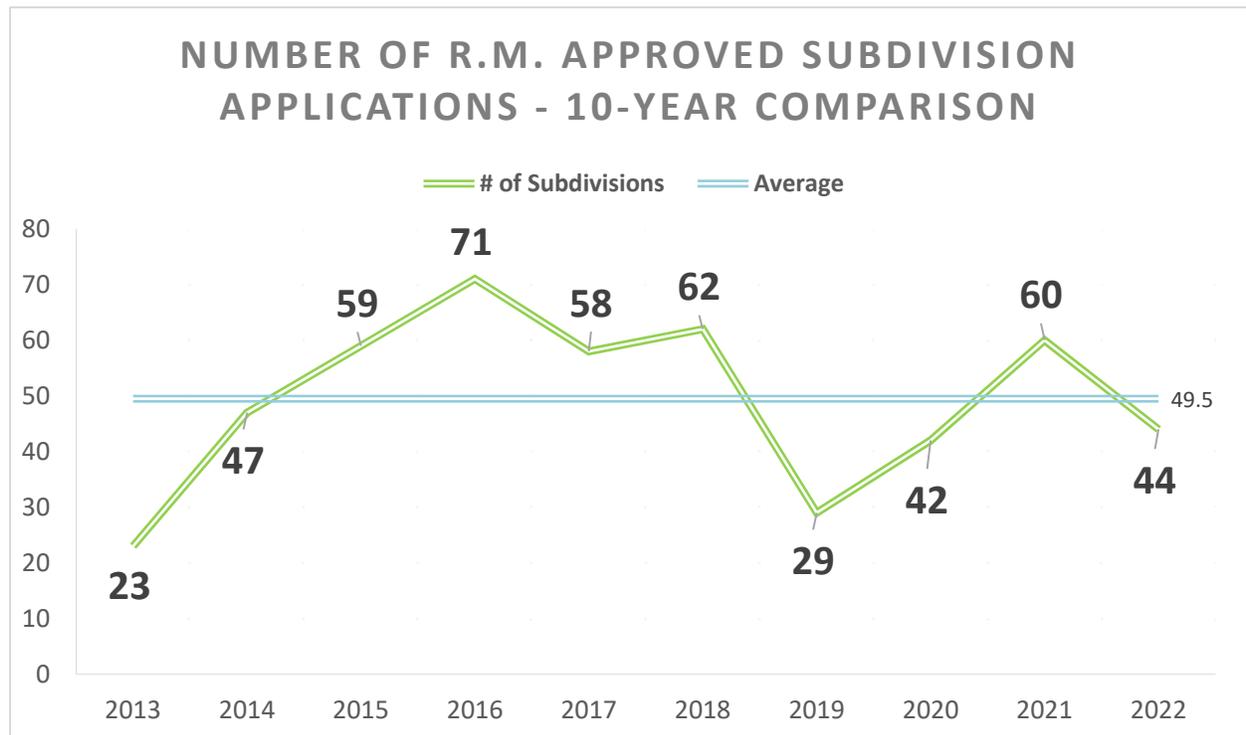
Subdivision applications are referred by the Community Planning branch of the Ministry of Government Relations to Corman Park for comments regarding compliance with the Official

Community Plans, Zoning Bylaws, and other planning policies. This table summarizes the type and number of subdivision applications approved in 2022 by type in each division:

Type	Division and Number of Subdivision Applications								
	1	2	3	4	5	6	7	8	R.M.
Single Severance Residential	5	2	4	4	2	3	-	5	25
Multi-Parcel Residential	1	-	-	-	-	-	-	-	1
Commercial/Industrial	1	-	-	-	-	2	-	-	3
Agricultural	-	1	-	-	1	-	-	-	2
Public Improvement Parcels	-	-	-	-	-	1	-	-	1
Public Utility	-	-	-	1	1*	1*	1	1	5
Other (Conservation/Re-subdivision/Consolidation/Boundary Alteration)	2	1	-	2	1	1	-	1	8
<b>TOTAL</b>	<b>9</b>	<b>4</b>	<b>4</b>	<b>7</b>	<b>5</b>	<b>8</b>	<b>1</b>	<b>7</b>	<b>45</b>

\*Crosses divisional boundaries

In 2022, there were 44 R.M. approved subdivisions, which is a decrease of 26.6% from 2021 and below the 10-year average of 49.5 subdivisions per year. At the end of 2022, there were 26 subdivision applications which were still under review. Additionally, there were some additional multi-lot commercial and residential subdivisions that were received in 2022 that will be considered in 2023.



## Subdivision Servicing Fees

The *Planning and Development Act, 2007 (the P&D 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 2022, a total of \$636,542.94 was paid to the municipality in subdivision servicing fees.

## Municipal Reserve

The *P&D 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 2022, the municipal reserve revenues as cash-in-lieu for dedication of land were \$207,261.75 with \$200,000 used as disbursements through a single project in the municipality and region. 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. In 2022, Corman Park approved municipal reserve funds for the following major project:

- Cathedral Bluffs Community Association, contribution towards the recreational area and park, signage, and Indigenous Land Recognition within the Hamlet – \$200,000

The remaining balance in the municipal reserve account is \$2,097,652.59.

## Rezoning

The following table indicates the number of rezoning applications that were approved in the past 10 years by division with totals in the municipality. This number will not match subdivision approvals as a rezoning is not needed in each case. Given that the number of subdivisions was down in 2022, the number of rezoning applications decreased as well, as oftentimes rezonings are tied to subdivision applications:

**Number of Approved Rezoning Applications 2013 – 2022**

Division	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
1	3	5	5	2	6	6	2	6	5	4
2	-	-	2	2	1	3	-	6	2	3
3	-	-	1	-	1	-	-	1	4	-
4	3	2	2	11	6	1	1	4	4	4
5	2	-	3	5	3	1	-	2	2	-
6	2	1	5	3	4	5	2	4	3	4
7	6	5	4	2	3	1	4	2	8	2
8	1	5	7	10	8	3	3	5	6	6
<b>TOTAL</b>	<b>17</b>	<b>18</b>	<b>29</b>	<b>35</b>	<b>32</b>	<b>20</b>	<b>12</b>	<b>30</b>	<b>34</b>	<b>23</b>

## 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 performed to outline the zoning, building information, and history of the property.

In 2022, a total of 59 Zoning Compliance Certificates were issued. This value is below the 64 issued in 2021 and is slightly below average for the past 5 years, at 67. With the creation of an interactive Corman Park online map available to the public via the R.M. website, we are seeing that the number of Zoning Compliance Certificates issued now and in future years may be fewer as zoning information is available for free. However, there is some information related to permits that is only available through a Zoning Compliance Certificate, for example building permits issued for the property or permit closures.

## Bylaw Enforcement

Corman Park has contracted the Commissionaires to provide bylaw enforcement services since November 2016; Dave Prout was our Bylaw Enforcement Officer for 2022.

At the end of 2022, Dave Prout left Corman Park to pursue other opportunities with the Commissionaires. On January 3, 2023, Dave Grant from the Commissionaires was hired to fill the role of Bylaw Enforcement Officer.

As the bylaw enforcement database was not updated prior to Dave Prout's departure, the numbers below are not all inclusive and there may be some gaps in information. The number and type of site visits performed this year by the Bylaw Enforcement Officer are included below:

Site Visit Type	Number of Visits*
Aggregate Extraction Site	5
Building Demolition	4
Building Permit Site Review	3
Clean Fill Site Usage	1
Garden Suite	3
Home Based Business	4
Improper Use of Building	3
Commercial/Industrial Site	5
Nuisance Abatement	9
Staff Assistance	6
Unauthorized Building	1
Other	24
<b>TOTAL</b>	<b>68</b>

\*Numbers are not all inclusive. Gaps in information

## **North Corman District Development Appeals Board**

Since Corman Park has an approved Zoning Bylaw in place, the *P&D Act* requires that a Development Appeals Board be established. Corman Park is a member of the North Corman District Development Appeals Board (NCDDAB) along with Warman, Martensville, Dalmeny, Osler, and Langham. Councillor Calvin Vaandrager was the Corman Park representative on the NCDDAB in 2022.

In 2022, a total of 3 appeal applications were received by the NCCDAB regarding Corman Park files; all appeal applications were regarding denied development permits.

The first and second appeals were related to a residential structure, which was proposed to be constructed within the setback as required by the D-Country Residential 1 Zoning District. The third appeal was related to a residential structure, which was proposed to be constructed within the setback as required by the Agricultural Residential 1 Zoning District. In all cases, the appeals were approved by the board.

## **Saskatoon North Partnership for Growth (P4G) Planning District**

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 for Corman Park in 2022 were:

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

To assist in implementing the regional vision, a new Planning District was created, which replaced the long-standing Corman Park – Saskatoon Planning District. In order to establish the new P4G Planning District, a District Official Community Plan, District Zoning Bylaw, and District Planning Agreement were drafted and approved by all five member municipalities. The P4G Planning District came into effect on January 1, 2022.

Rebecca Row was announced as the new P4G Executive Director effective January 3, 2023, after the position was vacant for approximately one and a half years.

## **P4G District Planning 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 two representatives from each municipality (one of which must be an elected official) and three joint members from the public for a total of 13 members. Initially, the three joint members were appointed for staggered terms of one, two, and three years. Subsequent

terms, and terms for municipal members, are three years, commencing January 1 and concluding December 31. The 2022 P4G DPC member appointments were as follows:

DPC Secretary

1. Jessica Mitchell

Corman Park

1. Reeve Judy Harwood
2. Councillor Froese-Kooijenga

Martensville

3. Mayor Kent Muench
4. Councillor Spencer Nikkel

Osler

5. Mayor Abe Quiring
  6. Adam Humenuik
- Alternate – Councillor Susan Braun

Saskatoon

7. Councillor Randy Donauer
8. Councillor Bev Dubois

Warman

9. Mayor Gary Philipchuk
10. Councillor Richard Beck

Joint members:

11. John Mathison – 1 year term
12. Bruce Richet – 2 year term
13. Brad Sylvester – 3 year term

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

In 2022, the DPC considered 32 planning applications: 8 subdivisions, 10 subdivision/rezoning, 2 rezonings, 9 discretionary uses, 2 lot consolidations, and 1 sign corridor. In addition, the DPC considered text amendments to the District Official Community Plan, including the North Concept Plan, and text and map amendments to the District Zoning Bylaw. The DPC received regular updates on ongoing projects with the P4G Planning District, as well as delegations from interest groups including the Ministry of Highways and the Meewasin Valley Authority. DPC agendas and minutes are available on Corman Park's website: <https://www.rmccormanpark.ca/AgendaCenter>.

## Concept Plans

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. These plans are more detailed than the high-level land use maps included in an OCP.

### 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. The North Concept Plan (NCP) study area encompasses both rural and urban growth areas, between Highway 16 west and Highway 11 north. The NCP project website is [www.partnershipforgrowth.ca/north-concept-plan/](http://www.partnershipforgrowth.ca/north-concept-plan/).

Originally anticipated to be completed in 2021, the final plan required additional revisions which pushed completion into 2022. The NCP was provided to the District Planning Commission on May 4, 2022 and received a recommendation for approval. After considering the NCP on June 20, 2022, approval of the North Concept Plan was deferred by Corman Park Council who requested changes to the language regarding regional design standards. After the wording was revised, the updated NCP received second and third reading from Corman Park Council on November 21, 2022, and from all other P4G member municipalities at council meetings throughout the fall. The NCP will come into effect once the province has approved the DOCP amendments required to append the NCP.

### South East Concept Plan

The South East Concept Plan (SECP) began in January 2021 and identifies land uses, servicing, financing and phasing strategies to enable future urban and rural development in a key area of the P4G Planning District between Highway 11 south and Highway 16 east. The SECP project website is <http://rmcormanpark.ca/306/South-East-Concept-Plan>. The SECP is anticipated to be completed by summer 2023.

### South R.M. Area Development Plan

The South R.M. Area Development Plan (SRM ADP) will create a sector level future land use map and servicing strategy to provide for more predictable, orderly, and efficient development. The study area includes areas of Divisions 1, 2, and 3 located south of Saskatoon to address current and future development goals as well as promote partnerships with area First Nations.

The SRM ADP will be completed in two phases; Phase 1 includes taking inventory of existing infrastructure and complete an infrastructure analysis; and Phase 2 includes creating a future growth strategy which encompasses a sector level land use map, servicing strategy and planning policy framework based off the results and analysis from Phase 1.

To help define the scope and scale of the SRM ADP, a ratepayer survey was undertaken by the municipality in 2021. It asked landowners to provide feedback on several topics including future development, re-subdivision, shipping containers, and recreation and leisure amenities. The

feedback compiled in the report is available online at <http://rmcormanpark.ca/276/Planning-Policy-Updates>.

A Request for Proposals (RFP) was posted on December 21, 2022, and the project will begin March 2023.

## **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 the consultant was executed in June 2022. This change including to conduct additional modelling of select candidate areas within the flood plain to identify cumulative upstream and downstream hydraulic impacts and how additional development within candidate areas may affect river flows and safe building elevations for both new and existing development. The third iteration of the model has been completed in 2022 with some favourable results. Work on the hydraulic modelling, policy development and engagement with landowners and other stakeholders will continue in 2023.

## **Corman Park Official Community Plan & Zoning Bylaw Update**

Corman Park is undertaking a comprehensive review and update of its Official Community Plan (OCP) and Zoning Bylaw, which apply 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 Zoning Bylaw 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 Zoning Bylaw are the main tools Corman Park utilizes to ensure development occurs in an orderly, compatible, and sustainable manner.

The review is being done to align both documents with P4G Planning District bylaws and provincial legislative requirements, to respond to emerging market trends and to ensure their alignment with best planning practices. The project website is <http://rmcormanpark.ca/315/RM-OCP-Zoning-Bylaw-Update>.

In 2022, the project team continued to focus on issue identification, stakeholder engagement, best practice research, and policy drafting. In December, Corman Park Planning Committee endorsed two components of the draft OCP: the Goals and Principals section, and the designation of an area where multi-parcel country residential development is prohibited to prevent conflicts with existing Intensive Livestock Operations.

Next steps of the project include internal review of draft policies, creating maps, and further consultation with council, the public, and other stakeholders.

## Saskatoon Freeway – Functional Planning Study

In 2019, the Ministry of Highways & Infrastructure (MHI) began the detailed design stage called functional planning for the Saskatoon Freeway. Functional planning will help determine how the freeway will look and operate in the future including the determination of the centre line of the road, the types of interchanges, service roads and access points on and off the freeway. The functional planning project was 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](http://www.saskatoonfreeway.org).

In 2022, the project focused on finalizing phase 1 and the development of phase 2 of the functional planning study; with both phases including review from RM planning staff. Public consultation for feedback regarding phase 2 occurred in February 2022. Due to COVID-19 this engagement was virtually based.

MHI also postponed the third segment of the functional planning study; it is undetermined what the timelines for completion of the work are.

## P4G East Side Drainage Study

The Saskatoon North Partnership for Growth (P4G) Green Network Study Area (GNSA) has been divided into three (3) phases to evaluate and assess the hydraulic conditions. The Green Network is an area where storm water runoff from within the P4G boundary accumulates before draining into the river. The Green Network is interconnected through a variety of features including culverts, sloughs, and channels.

The P4G East Side Drainage Study analyzed phase 2 of the GNSA, which is bordered by the P4G boundary to the east and south, City of Saskatoon to the west and South Saskatchewan River to the north. The City of Saskatoon conducted the study and built a hydraulic model of the GNSA to develop the 100-year flood depths. The GNSA drainage studies are a companion document, providing supporting information identifying low lying areas, drainage paths, and flood depths. The final Phase 2 P4G East Side Drainage Study was received on October 13, 2022. The study can be found [here](#).