



Annual Report - 2014

Planning Department

RURAL MUNICIPALITY OF CORMAN PARK NO. 344

STAFFING – 2014

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STAFFING – 2015

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Planning Applications

All of Corman Park's various planning, permitting, rezoning and subdivision processes are managed by the R.M. Planning Department. The planners also provide guidance on land use, development regulations, zoning and related information to R.M. Council and staff, ratepayers, developers, stakeholders and the general public.

Subdivisions

Subdivision applicants 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.

The following table summarizes the type and number of subdivision applications that were approved by division and for the R.M. as a whole in 2014:

Type	Division and Number of Applications								
	1	2	3	4	5	6	7	8	R.M.
Single Severance Residential	5	1	-	2	3	2	5	7	25
Multi-Parcel Residential	-	-	-	-	-	-	-	-	-
Multi-Parcel Residential Re-Subdivision	-	2	1	-	-	-	-	-	3
Commercial/Industrial	1	1	-	1	-	1	1	-	5
Agricultural	2	-	-	5	-	-	1	2	10
Public Utility	3	-	-	-	1	-	-	-	4
TOTAL	11	4	1	8	4	3	7	9	47

2014 proved to be a busier year with subdivisions when compared to 2013 when 23 subdivision applications were approved and 40 subdivision applications approved in 2012.

Municipal Reserve

The *Planning and Development Act, 2007* requires that when land is subdivided for non-agricultural purposes, a portion must be dedicated for public use or cash-in-lieu of dedication must be provided. The Planning Department works with Council to recommend dedication of land or a combination of land and cash.

In 2014, the Municipality received \$217,241.00 as cash-in-lieu of dedication of land. 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 2014, the Municipality spent \$45,809.00 on improvements to the Community Centre (\$3,810.00) and School (\$9,999.00) in Merrill Hills and to the Corman Park Horse Riders Association (\$32,000.00) for bleachers, judge's stands, a storage building, picnic tables and installation of power to the park. The total in the municipal reserve account is \$736,732.66.

Subdivision Servicing Fees

The *Planning and Development Act, 2007* 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 2014, a total of \$61,810.00 in subdivision servicing fees was paid to the Municipality.

Rezoning

The following table indicates the number of rezoning applications that were approved by division and within the whole R.M from 2012-2014. This number will not match subdivision applications as they are not needed in each case:

Division	No. of Rezoning in 2012	No. of Rezoning in 2013	No. of Rezoning in 2014
1	2	3	5
2	1	-	-
3	1	-	-
4	3	3	2
5	4	2	-
6	4	2	1
7	1	6	5
8	2	1	5
TOTAL	18	17	18

Bylaw Amendments

Planning staff have spent considerable time updating planning policies in both the R.M. and Corman Park-Saskatoon Planning District over the past few years. The following table indicates the number of textual amendments that were approved in 2012-2014:

	No. of textual amendments in 2012	No. of textual amendments in 2013	No. of textual amendments in 2014
TOTAL	7	13	8

Some of the major policy amendments from this time period include:

- Automotive, Equipment & Vehicle Sales;
- Business Support Services;
- Secondary Suites;
- Commercial Storage;
- Construction & Demolition Materials Industries;
- Direct Control Districts; and
- Re-subdivision Policy

Development Permits

The R.M. issued a total of 227 Development permits in 2014 which includes permitted use development permits and discretionary use development permits. In 2013 there were 194 permits issued and in 2012 there were 216 permits issued. That is an increase of 17% over 2013 and increase of 5% over 2012.

The R.M. approved 32 discretionary use development permits in 2014. The following table indicates the number of discretionary use applications approved for each division in each of the past three years:

Division	No. of Permits in 2012	No. of Permits in 2013	No. of Permits in 2014
1	2	1	2
2	4	-	4
3	-	2	-
4	1	1	6
5	2	2	9
6	2	1	7
7	3	3	4
8	-	2	-
TOTAL	14	12	32

In 2014, a record number of development permit applications, a total of 51, were received. Including the 32 noted above, there were 3 applications denied and 16 applications that are in progress. In comparison, only 17 applications were received in 2013 and 27 in 2012.

The increase is likely due to a combination of development activity, increased enforcement actions and a change in the way development permits are tracked and reported.

Building Permits

The following tables and information indicate the type, number, construction value and permit fees received for the building permits that were issued in 2012-2014.

Division	No. of Permits in 2012	No. of Permits in 2013	No. of Permits in 2014
1	38	41	46
2	20	15	23
3	13	12	21
4	30	24	17
5	18	20	20
6	31	23	21
7	20	20	20
8	32	27	27
TOTAL	202	182	195

The R.M. experienced another strong year in construction activity in 2014 as 195 building permits were issued. The value of construction for these permits totaled \$67,682,344.00, which generated permit fees of \$326,439.97. Although we did more permits in 2014, the dollar value was less when comparing 2014 to 2013 as there was a 31% decrease in construction value and 33% decrease in generated permit fees in 2014. However this was due to one project, Prairie Plant Systems that had a \$20,000,000.00 construction value inflating those numbers in 2013. As shown below, the largest project in the R.M. in 2014 was \$5,000,000.00.

A number of major projects were undertaken in 2014 with 13 projects exceeding \$1 million dollars in construction value. The top project from each development category is in the table below:

Type	Estimated Value of Construction	Details of Construction
Residential	\$3,000,000.00	Division 1: A residence in Greenbryre Estates
Agricultural	\$3,000,000.00	Division 4: A processing building constructed by ILTA Grain Inc.
Commercial	\$3,157,194.00	Division 3: The Event Centre at the Village at Crossmount
Industrial	\$1,950,000.00	Division 1: Office & Shop complex constructed by Ironhouse Properties in East Floral Industrial Park
Institutional	\$5,000,000.00	Division 1: Ahmadiyya Mosque near Greenbryre Estates

Residential dwellings accounted for almost 30% of the permits issued in 2014; however the value of construction for this segment was \$30,017,400.00 which accounted for almost 45% of the value of construction in the R.M. 58 permits were issued in 2014 for dwelling units including new residences, moved residences and mobile homes.

Zoning Compliance Certificates

The Planning Department provides Zoning Compliance Certificates as a service to ratepayers. For a fee, a historical review of R.M. files is conducted to outline the zoning, building information and history of the property. The intent of a Zoning Compliance Certificate is to convey this information to potential purchasers of the property during real estate transactions; they are often requested by buyers/sellers, realtors, lawyers or bankers. They are common in urban centres and becoming more and more common in Corman Park. In 2014, 40 Zoning Compliance Certificates were completed.

Bylaw Enforcement

In 2014, the Planning Department investigated a number of complaints of alleged Zoning Bylaw violations. The most common complaints were potential businesses operating without permits, nuisance abatement concerns and buildings constructed without permits. Where a site inspection indicates a violation likely exists, the Planning Department assists the ratepayer in gaining compliance with the Zoning Bylaw. Where repeated efforts are unsuccessful, the matter is brought before Council for a recommendation on the laying of charges. Corman Park Police Services (CPPS) and the Municipality's legal counsel provide assistance in laying charges, appearing in court and monitoring compliance orders issued by the court.

With increased levels of development, the numbers of complaints and Zoning Bylaw violations have also increased. Bylaw enforcement is necessary to ensure that R.M. bylaws are applied fairly and consistently, however it is time consuming and often controversial, causing an increasing strain on resources.

Planning staff are committed to working with the Assessment department, CPPS, legal counsel and other R.M. staff to improve and enhance the bylaw enforcement process at Corman Park. This has been an area that was not given priority for many years and a "catch up" phase is needed by Council, Administration and ratepayers. Additional resources provided in 2014 by Council towards these efforts will result in 2015 being a busier year in bylaw enforcement with the issuing of associated permits and orders. Planning staff are currently working on consolidating our enforcement tracking and open files in order to better track and summarize the information.

North Corman District Development Appeals Board

The Planning and Development Act, 2007 requires that a local Development Appeals Board be established where a Municipality has a Zoning Bylaw in effect. The R.M. has separate Zoning Bylaws for the Corman Park-Saskatoon Planning District and the balance of the R.M. therefore a Development Appeals Board is required, although one Board may serve both.

In 2013, the North Corman District Development Appeals Board (DDAB) was struck with the municipalities of Corman Park, Warman, Martensville, Dalmeny, Osler and Langham. Since inception an R.M. planner acts as secretary to the DDAB.

Joanne Janzen was the R.M. representative on the DDAB in 2014. One (1) appeal was held by the DDAB regarding R.M. of Corman Park development in 2014.

Corman Park – Saskatoon District Planning Commission

The R.M. and the City have established 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 2014 were:

- John Germs – R.M. Rep
- Judy Harwood – R.M. Rep
- Charlene Dalen-Brown – R.M. Rep
- Maggie Robertson – 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 2014 the DPC met every month with the exceptions of May and December, when no meeting was required.

Planning Department Policy Initiatives

2014 continued to be a busy year for the Planning Department with a number of outstanding and new policy initiatives. It is expected that this trend will continue in 2015 as many of the projects are ongoing into the New Year.

Multi-Parcel Country Residential Call for Proposals

In 2013 the R.M. released a Call for Proposals for multi-parcel country residential development. Within the first quarter of 2014 public consultation stages were finalized by the applicants, presentations made to R.M. Council and final rankings were given to the applications. Over the latter months of 2014 some of the applicants who were included in the “immediate” ranking level have submitted subdivision and rezoning applications while others are working towards completion of their Comprehensive Development Review (CDR).

The Planning Department is expecting 2015 to be a busy year with multi-parcel country residential development subdivision and rezoning applications.

5 per Quarter/3 per 80 Acre & Severed Parcels Bylaw Review

Council passed the necessary bylaw amendments in May 2013 to allow for an increase in the number of residential yard sites allowed on a ¼ section or 80 acre parcel. The bylaws were submitted to the Ministry of Government Relations for approval but were returned without approval in fall 2013 due to correspondence received from all of the urban municipalities within Corman Park and comments received from the Ministries of Agriculture, Highways & Infrastructure, Water Security Agency, Saskatoon Health Region

From fall 2013 to spring 2014 R.M. Council and Administration met with the numerous parties to resolve the outstanding issues. A 5 per ¼ Constraints Overlay Area was included in the bylaw submission that restricts the single parcel country residential policy amendments in this Overlay Area due to proposed highway corridors, flood-prone lands and urban municipalities’ growth plans. In addition, amendments to the setback distances for Intensive Livestock Operations (ILO) were made from the property boundary of the land being utilized instead of the area of confinement for animals. Development must maintain a separation distance from existing ILO’s that is one level of intensity higher than the current number of animal units permitted. A map was created to show this representation of the increase in one level of intensity for existing

ILO's in the R.M. Changes were made to also require executed co-existence agreements to be registered on the Land Titles.

In May 2014 First Reading was given to the amended bylaws; a Public Hearing was held in July 2014 and the bylaws were given 2nd & 3rd Reading by R.M. Council. A bylaw submission package was drafted by the Planning Department and submitted to the Province for review.

The Ministry of Government Relations is currently considering the new bylaw amendments. Follow up with the Ministry of Government Relations and Ministry of Agriculture are required in 2015.

R.M. OCP and Zoning Bylaw and Future Land Use Map Update

After an August 2013 strategic planning session, Council identified the priority of adopting a new R.M. Future Land Use Map (FLUM) and updated Official Community Plan (OCP) and Zoning Bylaw. A proposed OCP, FLUM and Zoning Bylaw considered by Council in 2012 were to be used as a starting point for Council's revisions.

Throughout 2014 the Planning Department brought forward proposed suggestions and revisions to the OCP for Council to consider; a final draft OCP will be presented to R.M. Council in the first quarter of 2015. An updated FLUM was endorsed by R.M. Council in August 2014. Revisions to the Zoning Bylaw are expected to begin in 2015. Public consultations will occur in mid to late 2015 on the policies with a target submission to the Province in later half of 2015.

Saskatoon North Partnership for Growth (P4G) Regional Plan

Corman Park is also a member of the Saskatoon North Partnership for Growth (P4G), which also includes Saskatoon, Warman, Martensville, and Osler and a representative from the Saskatoon Regional Economic Development Authority.

The P4G membership is comprised of two committees:

- a P4G Regional Oversight Committee (ROC), consisting of political representatives/ senior management; and
- a P4G Planning & Administration Committee (PAC), consisting of planning and administrative staff from each municipality as well as a SREDA advisory representative.

In April 2014, the ROC endorsed foundational documents for the P4G. The documents were subsequently endorsed by each of the five member municipal Councils; including the R.M. in June 2014. R.M. Planning staff had a large role in drafting these foundational documents.

These documents set the foundation for P4G and provide the framework for the development of a Regional Plan for the Saskatoon region. The Regional Plan will provide for a coordinated approach to land use, population, transportation, utilities, services, finances and any other matters related to the physical, social or economic circumstances of the region.

In October 2014 the P4G hired O2 Planning + Design (O2), a Calgary based consulting firm to complete the Regional Plan over the next two years. O2's team includes the following firms:

- Vemax Management Inc. (economic analysis to support infrastructure planning and long term strategic advice);
- SAL Engineering Ltd. (planning for water, wastewater, and other infrastructure services, and infrastructure on First Nations lands);
- Dr. Robert Patrick, University of Saskatchewan (regional planning guidance as well as advice on First Nations engagement); and
- Watt Consulting Group (transportation planning services).

A kick off meeting and visioning session with the ROC was held on December 18, 2014 with O2. Public engagement opportunities on the Regional Plan will begin in 2015 through to 2016.

Boundary Alteration Proposals

In 2014, Council considered and recommended approval of boundary alteration requests from the Cities of Saskatoon and Warman.

The City of Saskatoon submitted a request to annex approx. 1650 ha (4070.59 acres) of land into the city. Boundary alterations took place in all areas of the City however the primary areas were in the north, north-west and south-west sides of the city.

The City of Warman submitted a request to annex approx. 368 ha (910 acres) of land primarily on the north-west and south sides of the city.

It is expected the Province will approve both boundary alterations to take effect in 2015.

Transportation Projects

Perimeter Highway Validation Study

In 2013 the Ministry of Highways & Infrastructure (MHI) began a Validation Study for the current location of the Perimeter Highway alignment with the purpose being to assess conditions that may have changed since the decisions were made to approve the current route of the Perimeter Highway.

In 2014 the study concluded and it determined that the majority of the route was valid and additional levels of study and design must be undertaken to resolve some minor outstanding issues. However there is a large segment of the Perimeter Highway in the southeast quadrant that is not valid and a new General Location Study must be initiated to determine the new route. It is expected that this project will be undertaken in 2015 by MHI and the R.M. will continue to be a critical stakeholder on that project.

West Connector Feasibility Study

The MHI, City of Saskatoon and R.M. partnered to hire Stantec in December 2014 to undertake a feasibility study to determine high level route concepts for a potential West Connector Road within and near the western edge of Saskatoon and Corman Park. The feasibility study determines what route options are available, including a preferred route, an estimation of high level costs, constraints, required improvements and phasing/staging options for each of the routes.

Two public open houses are proposed for the feasibility study; one held late January 2015 to kick off the project and obtain the public's feedback on the potential feasibility of a route with a second near the end of the project to present the consultant's recommendations to the public. The cost of the study for the R.M. is \$40,000.

Public Involvement

The Planning Department responds on a daily basis to numerous front counter and telephone/email inquiries from current and prospective ratepayers and their agents regarding the bylaws, policies and procedures that apply to land use and development in the Municipality. Many of these inquiries results in subdivision, rezoning or permit applications that were consideration in this report while others results in important land sales transactions.

The Planning Department also acts as a liaison between various groups and is an active participant at public meetings involving the Municipality and residents of Corman Park.