



MEMORANDUM

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

A meeting of the Planning Committee will be held on:

**Monday, August 13, 2018 @ 11:30 a.m.
R.M. Council Chambers**

AGENDA

1. Call to Order
2. Adopt Agenda
3. Planning Carryforward Action List
4. 11:30 a.m. Delegation – Ron Olson, Patience Lake Business Development Group & Bill Delainey, Associated Engineering – Proposed Light Industrial Park Development – E ½ 10-36-4-W3 – Division 1
 - Presentation of Development Concept
5. Bylaw 36/18 & 37/18: Proposed Textual Amendments – R.M. of Corman Park Official Community Plan and Zoning Bylaw – Waste Management and Remediation Industries Update
 - Amendments for Additional Uses in Regional Waste Management (RWM) District
6. Saskatoon North Partnership for Growth (P4G) Regional Plan
 - Update on P4G Regional Plan
7. Landowner Expiry Notification Letters
 - Report on Current Procedures
8. Adjourn

PLANNING Carryforward Action List-CURRENT

Yellow highlighted text indicates latest status update

	Date/Source	Action Item/Request	Status
1.	Jan. 7, 2013	<p>Septic Utility Policy</p> <p>Issue: In 2013, Council made a motion to cancel all septic utility agreements and rescind any septic bylaws or motions. Based on feedback, it was determined that approach would likely not be successful and instead it was determined to revise the current bylaw wording to increase flexibility of when to apply additional septic regulations/monitoring.</p>	<ul style="list-style-type: none"> • Jan. 7, 2013 – Presentation from Brent Latimer (Saskatoon Health Region (SHR)) regarding septic systems. • Jan 2013 – Council provides direction to cancel all septic utility agreements and rescind any septic bylaws or motions. • May 21, 2013 – instead of removing the requirements, the language used in the OCP and Zoning Bylaws is proposed to be altered to increase the flexibility of when to apply additional regulations of a private septic utility on a proposed development. • Aug. 19, 2013 – the bylaws are deferred to seek input • Sept. 16, 2013 – the District Planning Commission (DPC) expresses concerns and reservations with the proposed bylaw amendments and recommends that R.M. Council revisit the issue. • Oct 21, 2013 – Council provides direction to re-term septic utility and instead require that a homeowner’s association be formed as a condition of approval on multi-parcel country residential development. • Feb. 18, 2014 – request that the word ‘association’ be changed to ‘organization’. • Mar. 5, 2014 – Bylaw for First Reading presented at DPC meeting • Mar. 10, 2014 – City of Saskatoon attended the Planning Committee meeting to discuss a new proposal and provide additional information on the raw water intake • Mar. 18, 2014 - motion made to support the City of Saskatoon’s proposed amendments to the wording as noted in the report presented to Council at the Mar. 10, 2014 Planning Committee meeting subject to confirmation from the SHR on the implementation of the policy. • Apr. 29, 2014 – meeting with SHR & Community Planning with City and R.M. Administration. • Feb. 2015 – it was determined that the amendments will be considered with the rest of the District amendments. • Nov. 9, 2015 – a bylaw for consideration was on the Planning Committee agenda; DPC amendments will follow given ongoing discussions with the City on bylaw amendments • Nov. 16, 2015 – Bylaw 59/15 and 60/15 were deferred for edits • July 11, 2016 – updated Bylaws 31/16 & 32/16 were provided for consideration and discussion • July 18, 2016 – amended Bylaws 31/16 & 32/16 were given First Reading

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			<ul style="list-style-type: none"> • Aug. 15, 2016 – public hearing and Bylaws given final readings and sent to Community Planning for Ministerial approval. • Feb. 2017 – The Ministry asked the R.M. to seek legal advice on a number of questions related to <i>The Municipalities Act</i> and <i>The Planning & Development Act</i> prior to approval. • Feb. 2017 – R.M. legal counsel responded that there are no concerns with the proposed amendments and asked Community Planning to consider approving them as presented. • May 2017 – Community Planning has advised that authority for a municipality to require a private on-site septic utility is established under <i>The Municipalities Act</i> not <i>The Planning & Development Act</i>. They returned the Bylaws to: <ul style="list-style-type: none"> ○ Leave the policies as-is and require all multi parcel developments to include a septic utility with the terms to be detailed at the discretion of the municipality; or ○ Edit the current OCP wording and create a new bylaw for septic utilities under the provisions of <i>The Municipalities Act</i>. • June 19, 2017 – motion passed that the wording recommended by Community Planning regarding the authority of a Municipality to require a private on-site septic utility under <i>The Municipalities Act</i> be added into the OCP and that a new separate bylaw regarding septic utilities be prepared. • June 27, 2017 – Solicitors were forwarded the materials to draft the bylaw. • Sept. 18, 2017 – a draft bylaw was prepared • May 14, 2018 – Amended bylaws are on the May Planning Committee agenda for discussion. • May 22, 2018 – First Reading given to Bylaws 14/18, 15/18 & 16/18 • June 18, 2018 – Final Readings given to Bylaws 14/18, 15/18 & 16/18. A bylaw package has been submitted to the province for approval; pending
2.	Feb. 16, 2016	<p>R.M. of Corman Park Zoning Bylaw</p> <p>Issue: That a list of topics for potential revision to the R.M. Zoning Bylaw be compiled.</p>	<ul style="list-style-type: none"> • Feb. 16, 2016 – A list of Zoning Bylaw topics for discussion and prioritization was on the Planning Committee agenda • Dec. 2016 Strategic Planning – determined that the review of the overall R.M. Zoning Bylaw would be deferred until the Regional Plan is implemented; however resourcing would be secured for priority items

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			<ul style="list-style-type: none"> Feb. 2017 – Council decided to re-prioritize lot sizes/densities and ILO regulations as the first two items to be followed by signage, secondary residences and sea cans as time allows. Separate items will be added to the Action List for each topic.
3.		<p>Intensive Livestock Operations</p> <p>Issue: Review the setbacks distances for ILOs in the OCP and requirements for co-existence agreements</p>	<ul style="list-style-type: none"> July 10, 2017 – A discussion on ILOs was held at Planning Committee with Equinox3. Sept. 8, 2017 – A meeting between the consultant, R.M. Administration and the Ministry of Agriculture was held to discuss issues and opportunities. Nov. 14, 2017 – Planning Committee discussed a background report and asked Equinox3 to follow up on some of the items within the document; Dec 5/6, 2017 – The Ministry of AG held a ILO forum in Regina; R.M. presented at the forum Feb 26, 2018 – Council provided direction on proposed bylaw amendments with an initial phase and a subsequent phase <ul style="list-style-type: none"> A meeting was held between the R.M., Community Planning & Ministry of Agriculture on May 1, 2018 to discuss potential criteria for reducing setbacks; Community Planning finalizing background report; meeting with Community Planning scheduled for Aug 23 June 18, 2018 – First Reading given to Bylaw 25/18 & 26/18 in relation to the initial ILO textual amendments July 16, 2018 – Final Readings given to Bylaws 25/18 & 26/18. A bylaw package has been submitted to the province for approval; pending
4.	October 2017	<p>Mineral Resource Extraction Industries</p> <p>Issue: During their review of Bylaws 12/17 & 13/17 (the industrial district bylaws), Community Planning noted that as per subsection 6.6(1) of the <i>Statements of Provincial Interest</i>, mineral resource exploration and development shall be a permitted land use in a R.M. The proposed amendments list mineral</p>	<ul style="list-style-type: none"> The Ministry provided condition approval to the industrial bylaws; giving Council until January 19, 2018 to amend the OCP and Zoning Bylaw with respect to mineral resource development. Nov. 14, 2017 – Planning Committee discussed an options and asked Equinox3 to follow up with Community Planning on some of the options. Dec. 18, 2017 – R.M. Administration asked Community Planning for an extension past January 19, 2018 since there was a delay in receiving a response to our inquiries. Feb 26, 2018 – Council provided direction on proposed bylaw amendments <ul style="list-style-type: none"> Draft of development standards was on July Planning Committee agenda for discussion. Follow up with Community Planning on

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		resource extraction as a discretionary use in the Zoning Districts it falls in.	definitions is taking place; draft bylaw expected at September Planning Committee meeting
5.	March 2014	<p>District Sq. Footage Increase</p> <p>Issue: Council wants to remove the maximum square footage restrictions in the Planning District.</p>	<ul style="list-style-type: none"> • Mar. 5, 2014 – R.M. Administration provided a Bylaw for First Reading at the DPC meeting. • Mar. 18, 2014 – R.M. Council deferred First Reading of Bylaw 04/14 to allow for additional discussion between the R.M. of Corman Park and City of Saskatoon. • Feb. 17, 2015 – The R.M. agreed to partner in the Grasswood Mixed Use Node Market Impact Study with the City of Saskatoon, with one of the outcomes of the study to consider changes to the sq. footage limitations. • See item 6 for more information.
6.	Feb. 17, 2015	<p>Grasswood Mixed Use Node Market Impact Study</p> <p>Issue: That the R.M. of Corman Park partner in the Grasswood Mixed Use Node Market Impact Study with the City of Saskatoon.</p>	<ul style="list-style-type: none"> • February 19, 2015 – The RFP for the Market Impact Study was released with the proposals due March 16, 2015. • April 20, 2015 – A recommendation on a preferred consultant for the Market Impact Study was given. • May 15, 2015 – A Consulting Services Agreement with Cushing Terrell Architecture was entered into. • 2016 – The final report was delayed due to miscommunication and negotiation on implementation between the R.M. and City as well as the Ministry of Highways & Infrastructure (MHI) not finalizing the route of the Saskatoon Freeway. The study was delayed pending the final route. • May 12, 2017 – MHI had a public online release of the SE Saskatoon Freeway route. MHI indicated the route would be set fall 2017. • October 2017 – MHI updated they are reviewing the final draft report with a Steering Committee meeting expected near the end of October with project wrap up by end of the year. • November 2017 – A copy of the final MHI report was provided to the R.M. for review. • Dec. 1, 2017 – A Saskatoon Freeway Steering Committee meeting was held. It was indicated the project close out is expected for Jan/Feb 2018. • Dec. 5, 2017 – A meeting was held between R.M. and City staff to discuss completion of the Grasswood Market Impact Study in 2018 • Feb 20, 2018 - MHI has accepted the recommendations outlined in the final report prepared by their consultant. Official response is expected in

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			<p>March letter of support steering committee, things to consider into functional and restrictions map</p> <ul style="list-style-type: none"> o R.M. Administration has completed edits to the final draft market study and has sent them to the City for review; discussions are also ongoing in relation to how the document should be brought forward to DPC and Councils • August 1, 2018 – The District Planning Commission requested a schedule for completion at its next meeting
7.	April 7, 2015	<p>Hydraulic Modeling Study</p> <p>Issue: That the R.M. undertake a hydraulic modeling study.</p>	<ul style="list-style-type: none"> • April 2015 – The Water Security Agency (WSA) was contacted to see if federal or provincial funding was available. The RM was added to the funding request list. R.M. Administration also inquired into the requirements/suggestions for drafting a Request for Proposals (RFP). • January 2016 – A hydraulic modeling study was considered as part of the 2016 Planning Department budget. • May 16, 2016 – Council directed Administration to prepare a RFP and that a recommendation be brought back to R.M. Council on the selected consultant in order to award the contract and enter into a consulting services agreement. • August 21, 2017 – A motion was passed that the R.M. will pay 100% of the costs of the Hydraulic Modelling Study under the condition that 50% will be reimbursed through grant funds. • Jan 16, 2018 – The RFP was tendered with a closing date of Feb 12 with 13 proposals received. • Apr 16, 2018 – Barr Engineering was selected as the consultant • Apr 23, 2018 – Project kick off meeting held • May 2018 – river survey complete; model set up underway • August 2018 – model calibration to historic flood events is nearing completion; next step is consultant's internal QA/QC process. Once complete, production of existing conditions maps can take place.
8.	June 20, 2016	<p>Planning Fees</p> <p>Issue: That Administration further investigate options related to a subdivision application/deposit fee</p>	<ul style="list-style-type: none"> • Discussions continue with Community Planning on the ability to charge fees for subdivision review and/or requiring a large deposit at the time of development • Feb. 12, 2018 – Council asked that Administration consider costs for consolidation requests as part of the Planning Fee Bylaw <ul style="list-style-type: none"> o R.M. Administration recommends our fees are re-addressed in 2019

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9.	Feb. 27, 2017	<p>Drainage Studies</p> <p>Issue: That the study of three drainage areas be prioritized to be completed under one Request for Proposal (RFP).</p>	<ul style="list-style-type: none"> • Drainage study areas include North Corman/Highway No. 11 & 12 corridor; BizHub/Yellowhead and East Floral industrial areas. • Aug. 21, 2017 – That Administration finalize the RFP and bring back a recommendation on a preferred consultant once an evaluation of the received submissions has been completed. • Sept. 25, 2017 – A revision to the Highway No. 11/12 corridor/North Corman study area was made extending it further north. A request was also made to approach Martensville, Warman, and Saskatoon for potential cost sharing. • Sept 2017 P4G ROC meeting – the potential for future contribution by the urban municipalities was discussed. <ul style="list-style-type: none"> ○ The P4G municipalities are discussing funding and appropriate studies in the region so resources are not being duplicated ○ A draft project has been proposed by the City of Saskatoon to complete flood/drainage mapping. The P4G members are currently discussing the proposal. There are cost savings for the R.M. as a joint mapping project and it would allow for the other portions (i.e. East Floral area) of the drainage study to proceed under a separate project. ○ At the April ROC meeting, the project was supported. In June 2018 the partners confirmed their budget contributions and project began. • July 2018 – model set up underway
10.	Dec. 18, 2017	<p>Cannabis Regulations</p> <p>Issue: There are outstanding questions regarding the legalization of cannabis and potential impact to development in the Municipality.</p>	<ul style="list-style-type: none"> • Jan 8 2018 – The R.M. was notified that we are eligible for one cannabis retail outlet under the provincial regulations. The province will issue permits and serve as regulator however municipalities will be responsible for zoning regulations. R.M. Administration will summarize implications for the R.M. at a future Planning Committee meeting • Apr 10, 2018 – 30 applications were received to operate the 1 retail facility in the R.M. • June 4, 2018 – Tweed Grasslands, Yorkton (Canopy Growth Corporation) won the available permit provided it meets necessary requirements, such as criminal record checks. • June 11, 2018 - An update on proposed bylaw amendments was on the June Planning Committee agenda for direction <ul style="list-style-type: none"> ○ Based on the direction provided, R.M. Administration is drafting a bylaw for review, expected at September Planning Committee

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			meeting as consultations with the provincial and federal governments are taking place on the production and wholesaling aspect of cannabis regulations.
11.	Dec. 18, 2017	<p>Utilities and Services in the R.M.</p> <p>Issue: An R.M. ratepayer made a delegation to the Planning Committee in Dec 2017 raising concerns with considerations for the long term services required for industrial developments (i.e. waste management, snow management facilities, transportation networks, etc.). Council asked Administration bring a summary on utilities and services offered in the R.M.</p>	<ul style="list-style-type: none"> Feb 26, 2018 – Council prioritized Snow Dump, Solid Waste, Septic, and Potable Water for discussion at the 2018 Strategic Planning Session
12.	Mar. 26, 2018	<p>R.M. Future Land Use Map</p> <p>Issue: That the development of a future land use map for the R.M. be discussed concurrent to the P4G process.</p>	<ul style="list-style-type: none"> An item will be brought forward to a future Planning Committee meeting for discussion
13.	Mar. 26, 2018	<p>P4G Zoning Bylaw</p> <p>Issue: Council provided a list of topics for review including discretionary use notification and evaluation criteria; clean fill; home based businesses; equestrian facilities; secondary residential dwelling units (i.e. garden suites, secondary suites, farmhand residences, guest cottages, etc.); sea cans; solar panels, wind farms, etc.; commercial/industrial landscape</p>	<ul style="list-style-type: none"> Individual report items will be brought forward on Planning Committee agendas for discussion

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		standards; signage; country residential densities; solid/liquid waste disposal; potable water provision and drainage.	
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Planning Committee Presentation Item 4

August 13, 2018

Reeve and Councillors

Re: 11:30 am Delegation – Ron Olson, Patience Lake Business Development Group & Bill Delainey, Associated Engineering – Proposed Light Industrial Park Development – E ½ 10-36-4-W3 – Division 1

Background:

Ron Olson, Principal with the Patience Lake Business Development Group and Bill Delainey, Planning Consultant at Associated Engineering will be in attendance to provide an overview of the proposed light industrial park development including background information gathered regarding the property, an initial development concept for the land as well as an overview of their understanding of the planning process leading towards the Comprehensive Development Review (CDR) process. A CDR has not been prepared or submitted to date.

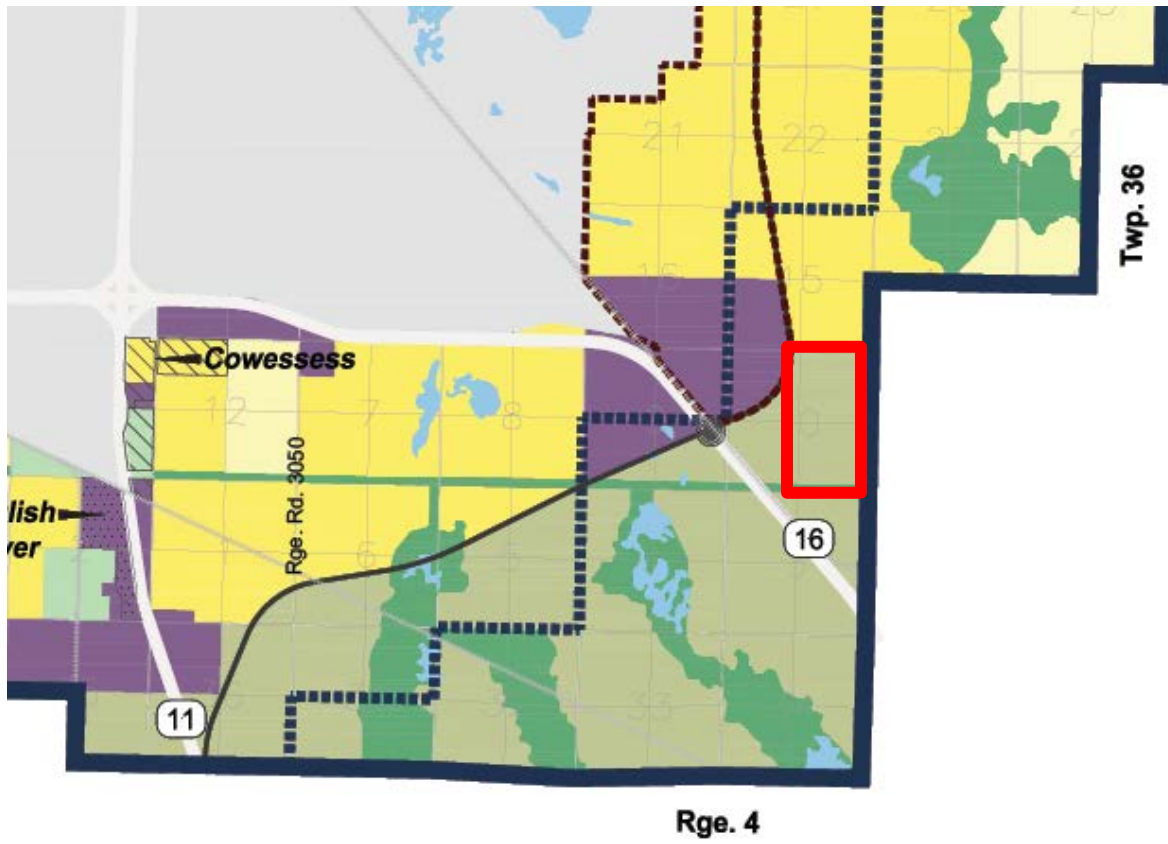
The site is designated Agriculture within the P4G Regional Plan. Map amendments would be required to support the proposed development. Adjacent lands are shown for Agriculture and future urban growth areas. The proposed Saskatoon Freeway alignment is also in close proximity to the subject property. In addition, nearby lands within the R.M. have been developed for country residential. Both the R.M. and P4G Regional Plan policies require a 1 km (0.6 mile) buffer from industrial development to country residential development. Portions of the subject property are within those buffer areas.

Any re-designation of the proposed site would have to take these issues into consideration along with the other criteria contained in R.M. policies and the draft P4G Regional Plan. Rezoning and subdivision of the lands could then proceed, including the completion and submittal of a CDR along with public consultation.

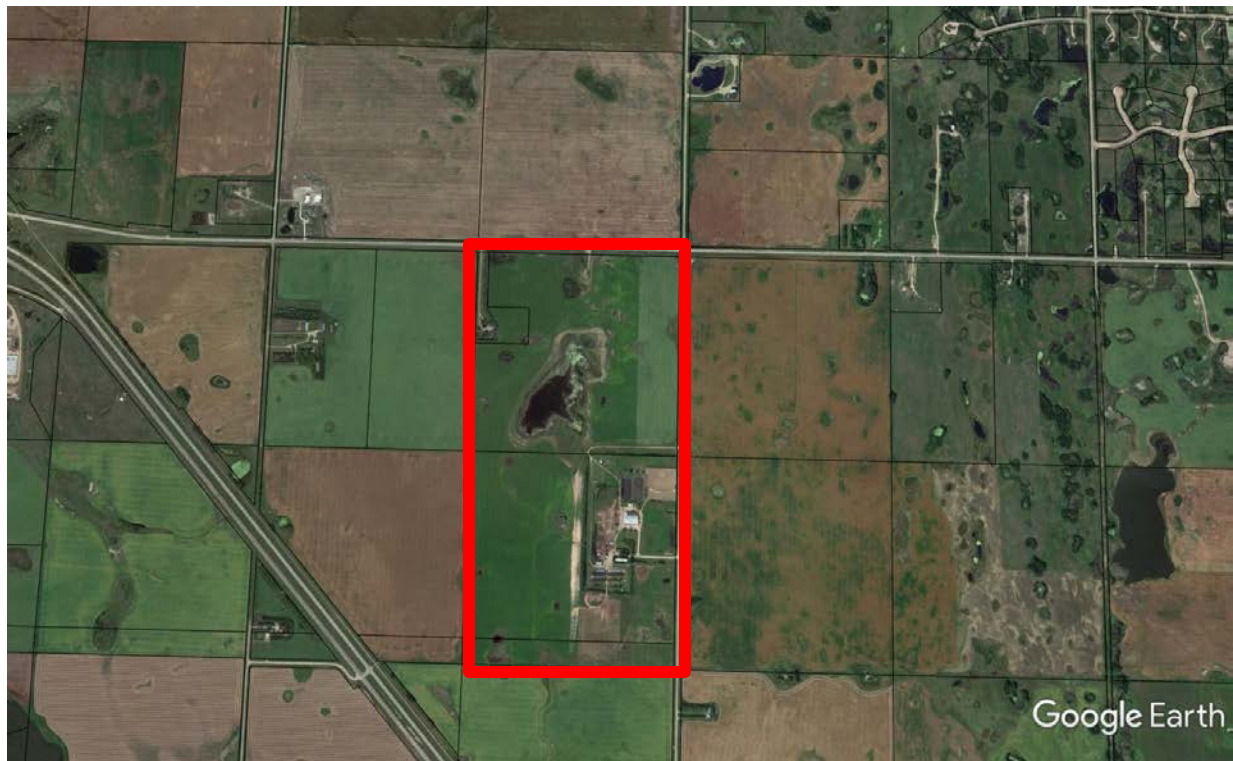
Council should consider any feedback they have for the developers regarding the proposed development including considerations on location, land use, future transportation connections, drainage and servicing.

Enclosures: P4G Regional Land Use Map; Aerial Image

P4G Regional Land Use Map showing Highlighted Property



Aerial Image showing Highlighted Property





Planning Committee Presentation Item 5

August 13, 2018

Reeve and Councillors

Re: Bylaw 36/18 & 37/18: Proposed Textual Amendments – R.M. of Corman Park Official Community Plan and Zoning Bylaw – Waste Management and Remediation Industries Update

Background:

Council may recall making amendments under Bylaws 02/15 and 03/15 to the R.M. of Corman Park Official Community Plan (OCP) and Zoning Bylaw for Waste Management and Remediation Industries. These amendments were made to:

- Clarify the intent of waste management industries within the OCP;
- Add missing definitions and amend existing definitions;
- Revise the permitted and discretionary uses in the Regional Waste Management District (RWM) District; and
- Other minor edits to provide clarification or correct minor errors, such as numbering

Additional textual amendments to R.M. policies were made as part of Bylaws 12/17 and 13/17 which, among other purposes, provided clarity to the industrial policies in the R.M. and included adding a definition for Commercial Composting Operation.

An application for a Commercial Composting Operation has been received, including the rezoning of the subject parcel to RWM District. Upon review of the proposal, R.M. Administration determined an oversight was made when Commercial Composting Operation was added to the Zoning Bylaw definitions but not included as a use in the RWM District. Given the purpose of the RWM District, Commercial Composting Operation is a reasonable use to consider as allowable in the RWM District. Amendments to the R.M. OCP are also proposed to ensure Commercial Composting Operations are considered under the regional waste management and remediation policies.

Analysis:

The Ministry of Environment was consulted on the proposed changes to Section 15 of the R.M. OCP. The Ministry does not have prescribed separation distances for Commercial Composting Operations. Therefore, amendments to OCP Section 15.4.7 are proposed to match the current provisions for Recycling Depot.

Commercial Composting Operation is not currently listed as a permitted or discretionary use under the RWM District of the Zoning Bylaw. The addition of Commercial Composting Operation will ensure that this use can be considered for lands under RWM District zoning.

To ensure consistent application of the Waste Management and Remediation Industry policies for the land uses contained therein, Commercial Composting Operation is proposed to be added to the definitions contained in Section 15.2 of the OCP and Section 6.221 of the Zoning Bylaw.

Proposed Amendments to R.M of Corman Park Official Community Plan

Section 15: Waste Management and Remediation Objectives and Policies

- 15.2.2: Addition of “*Commercial Composting Operation*” to the definition of “*Waste Management and Remediation Industries*” provided.
- 15.4.7: Addition of the words “*or Commercial Composting Operation*” immediately following “*Recycling Depot*” and deleting the word “*recycled*” and replacing it with the word “*processed*” to make these provisions applicable to both Recycling Depot and Commercial Composting Operation uses.

Proposed Amendments to R.M of Corman Park Zoning Bylaw

Schedule O: RWM – Regional Waste Management District

- Section 2.1: correct numbering for “*Type I Clean Fill Operation*” and “*Type II Clean Fill Operation*”.
- Section 2.2: addition of “*Commercial Composting Operation*” and renumbering the list of Discretionary Uses alphabetically.

Section 6 - Definitions

- Section 6.221: addition of “*Commercial Composting Operation*” to the definition of “*Waste Management and Remediation Industry*” provided.

Other amendments proposed are minor edits to provide clarification or correct minor bylaw errors, such as numbering and spelling including:

- The title in section 15. 4 of the OCP has incorrect wording written as “*The Waste Management of Remediation Industry Access...*”;
- Consolidated Zoning Bylaw Table of Contents numbering errors; and
- “Used Building Material Outlet” is currently misspelled in the consolidated Zoning Bylaw Schedule O, Section 2.2 g) and Section 6.69 as “Use Building Materials Retail Outlet”.

Recommendation:

“That Council support Bylaws 36/18 and 37/18 for First Reading or determine if any further revisions are required.”

Enclosures: Proposed Bylaw 36/18 and Bylaw 37/18



**RURAL MUNICIPALITY OF CORMAN PARK NO. 344
BYLAW 36/18**

A bylaw to amend Bylaw No. 8/94 known as the Rural Municipality of Corman Park No. 344 Development Plan.

The Council of the Rural Municipality of Corman Park No. 344, in the Province of Saskatchewan, enacts to amend Bylaw 9/94 as follows:

1. Amend Section 15.2.2 by deleting the current wording and replacing them with:

“For the purposes of this plan, Waste Management and Remediation Industries include but are not limited to Clean Fill, Recycling Depots, Commercial Composting Operation, Land Farming, Snow Management Facilities, Construction and Demolition Materials Industries, Waste Transfer Stations, Solid Waste Disposal Facilities and Liquid Waste Disposal Facilities.”

2. Amend Section 15.4 by deleting the current wording and replacing them with:

“The Waste Management and Remediation Industry Access and Location Policies of the Plan shall be:”

3. Amend Section 15.4.7 by deleting the current wording and replacing them with:

“The defined separation distance for a Recycling Depot or Commercial Composting Operation shall be determined based upon the types of materials being processed within the facility and through consultations with the Saskatchewan Ministry of Environment.”

This Bylaw shall come into force and take effect upon receiving the approval of the Minister of Government Relations.

REEVE, Judy Harwood

SEAL

ADMINISTRATOR, Adam Tittermore



RURAL MUNICIPALITY OF CORMAN PARK NO. 344

BYLAW 37/18

A bylaw to amend Bylaw No. 9/94 known as the R.M. of Corman Park Zoning Bylaw.

The Council of the Rural Municipality of Corman Park No. 344, in the Province of Saskatchewan, enacts to amend Bylaw 9/94 as follows:

1. Amend the Table of Contents by correcting the numbering of “Schedule K – REC – Recreation District” to “Schedule L – REC...” and re-numbering the subsequent Schedules in the Table of Contents accordingly.”
2. Amend Section 5, Schedule O - RWM - Regional Waste Management District Section 2.1 by separating subsection b) into two uses and renumbering the subsections as follows:

- b) Public Utility*
- c) Type I Clean Fill Operation*
- d) Type II Clean Fill Operation”*

3. Amend Section 5, Schedule O - RWM - Regional Waste Management District by adding the following subsection to Section 2.2 and renumbering all the subsections alphabetically:
 - a. Commercial Composting Operation*
4. Amend the term “*Use Building Material Outlet*” to “*Used Building Materials Retail Outlet*” in Schedule O, Section 2.2 g) and Section 6.69.
5. Amend Section 6.221 by deleting the current wording and replacing them with:

“Waste Management and Remediation Industry – means establishments primarily engaged in providing waste management services involving the collection, disposition or processing of inert or organic waste materials, including but not limited to Solid Waste Disposal Facilities, Liquid Waste Disposal Facilities, Waste Transfer Stations, Land Farms, Landfills, Snow Management Facilities, Clean Fill Operations, Commercial Composting Operation and Recycling Depots.”

This Bylaw shall come into force and take effect upon receiving the approval of the Minister of Government Relations.

REEVE, Judy Harwood

ADMINISTRATOR, Adam Titemore



Planning Committee Presentation Item 6

August 13, 2018

Reeve and Councillors

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

Background:

The next Regional Oversight Committee (ROC) meeting is scheduled for September 13, 2018. An update on the P4G drainage pilot project, P4G Zoning Bylaw and P4G staffing are expected.

The new P4G Project Manager, Gord Shaw, attended a kick off meeting with the Planning & Administrative Committee on July 6, 2018. The focus of the discussions were the work plan, specifically drafting the P4G Zoning Bylaw and working with R.M. Administration on the various sections. Weekly teleconference sessions with R.M. Administration continue on the various sections of the P4G Zoning Bylaw. An in person session with the P4G Project Manager, Equinox3 Consulting and R.M. Administration will be held on August 14, 2018 to discuss country residential zoning districts and the previous discussion/direction given by R.M. Council in January 2018. A discussion paper and presentation on options for country residential growth will be finalized following the meeting.

The R.M. Director of Planning & Development along with the Acting Director of Planning for the City of Martensville presented on P4G at the national Canadian Institute of Planners conference in Winnipeg on July 21, 2018. The session was well attended and good discussions were had with other people experiencing regional planning initiatives.

Recommendation:

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



Planning Committee Presentation Item 7

August 13, 2018

Reeve and Councillors

Re: Landowner Expiry Notification Letters

Background:

Council will recall discussions at the July 16, 2018 Council meeting with respect to the expiry of temporary development permits and notification being provided to ratepayers in this regard. R.M. Administration indicated that a report will be brought forward to Planning Committee on current processes.

Analysis:

In late 2016, R.M. Council provided support to enforce bylaw infractions within Corman Park through enforcement of our Official Community Plans, Zoning Bylaws and Nuisance Abatement Bylaws. To assist in these efforts, the R.M. contracted the Commissionaires to provide bylaw enforcement services in the R.M. through a Bylaw Enforcement Officer.

With the resources provided through a Bylaw Enforcement Officer, some of the focus has been on review of old files and ensuring any expired development permits are brought into compliance. This includes a number of temporary uses such as Garden Suites and Aggregate Resource Extraction Industries. Because enforcement was not a priority in the R.M. for a number of years many files that have been brought forward lately have been outstanding for many years.

During review of these applications and in discussion with applicants on their rationale it became apparent to R.M. Administration that communications on Council's timelines and conditions was inadequate in previous years.

For example, in the past an expiration timeframe was usually only detailed in the executed development agreement. Oftentimes, advisory letters did not include them and Council's conditions were not listed. Any issued development permit did not include any conditions of approval but simply indicated approved or denied.

Currently, approval timeframes are explicitly listed on both the development agreements and development permits, and within the advise applicant letters to ensure landowners are made aware of the timeframe. In addition, R.M. Administration has improved internal database systems to provide tracking mechanisms for temporary permits. Over the past 18 months the implementation of expiry letters has also begun. These letters indicate that their development permit is expiring soon and to re-apply if the use is still needed; these are done with adequate time to ensure there is no lapse in approvals (i.e. covers the typical discretionary use process timeline). However only one letter is sent and it is up to the applicant to ensure they have received any necessary approvals.

The implementation of double permit fees applies in situations where a permit has expired and the applicant has continued operations without approval. R.M. Administration does not penalize people who have legitimately applied for a use, however in cases where the use was unapproved for many years they are being recommended for double permit fees for consistency. For a discretionary use the maximum double permit fee that could apply is \$750.

By the end of 2018 a process for “checking in” on issued permits will be implemented with the Bylaw Enforcement Officer. This process is meant to ensure that Council’s conditions of approval are being met to prevent compliance issues from being outstanding and becoming long term resource problems. This should help to mitigate concerns early in the process.

Recommendation:

“That the Landowner Expiry Notification Letters report be received as information.”