



# Annual Report - 2016

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## Planning Department

### **STAFF**

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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 public. Many of these inquiries result in subdivision, rezoning or permit applications that are considered in this report while others result in important land 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.

## Development Permits

The R.M. issued a total of 282 development permits in 2016 which includes permitted and discretionary use development permits. This is up 20% over 2015 and the highest number within the last five years as in 2015 there were 234 permits issued, 227 permits issued in 2014, 194 permits issued in 2013 and 216 permits issued in 2012.

The following table indicates the number of discretionary use applications approved for each division in each of the past five years:

**Number of Approved Discretionary Use Development Permits**

<b>Division</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
1	2	1	2	4	6
2	4	-	4	1	5
3	-	2	-	1	4
4	1	1	6	6	4
5	2	2	9	3	6
6	2	1	7	3	10
7	3	3	4	7	7
8	-	2	-	6	3
<b>TOTAL</b>	<b>14</b>	<b>12</b>	<b>32</b>	<b>31</b>	<b>45</b>

The R.M. approved 45 discretionary use development permits in 2016 which is a 45% increase over 2015. In addition there were 2 applications denied, 5 applications withdrawn and 11 applications that are still in progress.

The increase in applications 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 the past five years.

### Number of Approved Building Permits

Division	2012	2013	2014	2015	2016
1	38	41	46	33	47
2	20	15	23	30	20
3	13	12	21	16	20
4	30	24	17	20	18
5	18	20	20	11	27
6	31	23	21	27	28
7	20	20	20	24	27
8	32	27	27	31	24
<b>TOTAL</b>	<b>202</b>	<b>182</b>	<b>195</b>	<b>192</b>	<b>211</b>

The R.M. experienced another strong year in construction activity in 2016 as 211 building permits were issued. The value of construction for these permits totaled \$62,861,452.00 which generated permit fees of \$314,713.58. Although we had a 10% increase in the number of permits issued in 2016, there was a 3.4% decrease in construction value and a 2.8% decrease in generated permit fees; however the numbers are still comparable to 2015.

A number of major projects were undertaken in 2016 with 12 projects equal to or exceeding \$1 million dollars in construction value; there were 11 in 2015. The largest project in terms of construction value in 2016 was \$3 million; with the top project from each development category shown in the table below:

Type	Estimated Value of Construction	Details of Construction
Residential	\$3,000,000	Division 1: Greenbryre Estates Residence
Agricultural	\$2,500,000	Division 6: Richardson International Ltd – Fertilizer Blending Facility
Commercial	N/A	No commercially zoned development occurred in 2016
Industrial	\$1,800,000	Division 4: 101218450 Saskatchewan Ltd (Prairie Crane) Warehouse & Office
Community Facility	\$750,000	Division 6: Tabernacle

Residential dwellings accounted for almost 34% of the building permits issued in 2016 with 71 permits for dwelling units including new residences, moved residences and mobile homes issued. However, the value of construction for this segment was \$37,598,750.00 which accounts for almost 60% of the total value of construction in Corman Park.

## Subdivisions

Subdivision applications are referred by the Community Planning branch of the Ministry of Government Relations to the R.M. for comments regarding compliance with the Official Community Plans and Zoning Bylaws and other planning policies.

The following table summarizes the type and number of subdivision applications that were approved by Council in 2016:

Type	Division and Number of Subdivision Applications								
	1	2	3	4	5	6	7	8	R.M.
Single Severance Residential	4	4	4	9	5	3	6	13	48
Multi-Parcel Residential	1	-	-	-	1	-	-	-	2
Multi-Parcel Re-Subdivision	-	-	-	-	-	1	-	-	1
Commercial/Industrial	-	-	-	-	-	3	-	-	3
Agricultural	4	1	-	2	2	2	1	-	12
Public Utility	-	-	-	1	2	-	2	-	5
<b>TOTAL</b>	<b>9</b>	<b>5</b>	<b>4</b>	<b>12</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>13</b>	<b>71</b>

In reviewing the past five years, 2016 proved to be the busiest year with subdivisions, with the R.M. approving 71 referrals received from Community Planning; another 18 are still under review. There was a 20% increase in approvals in 2016 as compared to past years there were 59 applications approved in 2015, 47 approved in 2014, 23 approved in 2013 and 40 approved in 2012.

## Subdivision Servicing Fees

The *Planning and Development Act, 2007 (the Act)* makes provision for Council to charge subdivision servicing fees to recover the Municipality's cost of providing upgrading public improvements that directly or indirectly serve a proposed subdivision. In 2016, a total of \$451,776.00 in subdivision servicing fees was paid to the Municipality.

## Municipal Reserve

*The Act* 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 makes recommendations on land dedication.

In 2016, the Municipality received \$569,974.46 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 2016, the R.M. used these funds for the following:

- Langham and District Centennial Arena (\$10,000); and
- Osler Library (\$1,500).

The remaining balance in the municipal reserve account is \$1,079,754.46.

## Rezoning

The following table indicates the number of rezoning applications that were approved in the past five years by division and totalled in the R.M. This number will not match subdivision approvals as a rezoning is not needed in each case:

**Number of Approved Rezonings**

<b>Division</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
1	2	3	5	5	2
2	1	-	-	2	2
3	1	-	-	1	-
4	3	3	2	2	11
5	4	2	-	3	5
6	4	2	1	5	3
7	1	6	5	4	2
8	2	1	5	7	10
<b>TOTAL</b>	<b>18</b>	<b>17</b>	<b>18</b>	<b>29</b>	<b>35</b>

Rezoning approvals were up 20% over 2015.

## Textual 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 the past five years:

**Number of Approved Textual Amendments**

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>TOTAL</b>	7	13	8	6	8

Some of the major policy amendments in 2016 included:

- changing the time limit on Garden Suites from two years to four years;
- amending the accessory building size limitations in multi-parcel Country Residential Zoning Districts from being based on your dwelling sq. footage to being based on your parcel size;
- reviewing our Industrial District regulations (to be approved in 2017); and
- providing double permit fees for development permits.

## **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.

In 2016, we issued 64 Zoning Compliance Certificates were completed which is an increase of 68% over the 38 we issued in 2015.

## **Bylaw Enforcement**

In 2016, the Planning Department investigated a number of complaints of alleged Zoning Bylaw violations. The most common complaints were potential businesses operating without permits and buildings constructed without permits. Where a site inspection indicates a violation likely exists, the Planning Department tries to assist the ratepayer in gaining compliance with R.M. bylaws. R.M. tax assessors, Corman Park Police Services (CPPS) and the R.M.'s legal counsel provide assistance to the Planning Department.

With increased levels of development, the numbers of complaints and Zoning Bylaw violations have also increased. This year has there have been over 36 official infraction letters sent to landowners and five Orders of Compliance issued in addition to numerous site inspections, phone calls, other research and communications. Thirteen landowners have brought their property into conformance and there are five ongoing development permit applications related to enforcement. There are still several properties that have not been brought into compliance, with the R.M. becoming aware of more concerns each week.

In 2016, R.M. Council provided support to enforce bylaw infractions within Corman Park through enforcement of our Official Community Plans, Zoning Bylaws, Nuisance Abatement Bylaws and other R.M. bylaws.

To assist in these efforts, the R.M. contracted the Commissionaires to provide bylaw enforcement services in the R.M. Dave Prout is our new Bylaw Enforcement Officer who started in November 2016. The Planning Department is expecting 2017 to be a big year in enforcement with the dedicated resources provided by Council.

## **Corman Park – Saskatoon Planning District**

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

The DPC comprises nine voting representatives with four appointed by the R.M., four appointed by the City and one joint representative. The R.M. and joint representatives in 2016 were:

- Reeve Judy Harwood – R.M. Rep
- Councillor John Germs – 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 2016 the DPC held in person meetings in January, April, June, July, September and December, with an email mail occurring in November.

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

Since Corman Park has an approved Zoning Bylaw in place, the *Act* requires that a Development Appeals Board be established. For the past two years, the R.M. has been a member of the North Corman District Development Appeals Board (DDAB) along with Warman, Martensville, Dalmeny, Osler and Langham. Councillor Joanne Janzen was the R.M. representative on the DDAB in 2016. A total of two appeals were held by the DDAB during 2016; both regarding Corman Park.

One appeal was for the approval of a discretionary use application of Jonathon and Teddi Dear for an Agricultural Support Service (seed cleaning plant) on E ½ SE 17-39-5-W3. The decision of the DDAB was to uphold the approval of the application by R.M. Council. A further appeal has been submitted to the Saskatchewan Municipal Board (SMB); a SMB appeal date and time has not yet been set to hear the matter but it is expected sometime in 2017.

The second appeal was for the denial of a development permit for Gerald and Katherine Stein, as existing structures were within the setback requirements of the Agricultural Residential District (AR1), and exceeded the maximum allowance the R.M. could give for a minor variance. The decision of the DDAB was to allow for the buildings to remain within the setbacks; the R.M. had no concerns with the DDAB decision and a pending subdivision application was able to proceed.

### **Boundary Alteration Proposals**

In 2016, Council considered boundary alteration requests from the towns of Dalmeny and Langham.

Dalmeny submitted a request to annex approx. 12.85 ha (31.75 acres) of land into the town along the southern boundary for a proposed stormwater management pond facility. The boundary alteration for Dalmeny was made effective September 19, 2016.

Langham submitted a request to annex approx. 218 ha (540 acres) of land primarily on the north-west side of town. Corman Park did not support the annexation request and the two municipalities are currently undergoing a mediation process for the proposed annexation.

## **Planning Department Policy Initiatives**

2016 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 2017 as some of the projects are ongoing.

### **Multi-Parcel Country Residential Call for Proposals**

In 2013 the R.M. released a Call for Proposals for multi-parcel country residential development. To date 13 proposals were selected to move onto the Comprehensive Development Review (CDR) stage.

In 2016, North Prairie brought forward Whisper River Estates Phase II in NW 16-38-4-W3 for approval, however the developer did not sign the Servicing Agreement as it would trigger payments and construction completion dates in the Agreement, when servicing is not backed by demand at this time. Another application, for Meadow Ridge Estates in Division 1 was submitted for consideration at the end of 2016 which will likely be brought forward in 2017.

### **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 a political Regional Oversight Committee (ROC) and a Planning & Administration Committee (PAC).

The project was initially scheduled for completion in June 2016 but the project was extended to April 2017. The P4G attained a number of achievements during the 2016 year including:

- Public open house with over 240 people in attendance and rights-holder/stakeholder engagement meetings with 58 participants in February 2016;
- Online engagement in February/March 2016 with 212 online completions; and
- ROC support in June 2016 for R.M. Council to approve Bylaw 30/16 which was a map amendment to allow a number of properties within the P4G Regional Plan study boundary to be eligible for increased residential densities. The Community Planning Branch, with the Ministry of Government Relations approved the Bylaw on November 1, 2016 which is our effective date. Additional applications are expected in 2017 based on these amendments.

A number of topics for the Regional Plan are currently being discussed by the ROC and PAC to ensure that policies within the plan are supported by all member municipalities. Some of the areas under review are related to governance, interim development, servicing strategy, First Nations engagement, as well as discussions related to Plan implementation.

Anticipated milestones for 2017 include completing additional engagement sessions in January before finalizing the P4G Regional Plan in April.

## **Grasswood Mixed Use Node Market Impact Study**

A recent undertaking in the Planning District was the commissioning of a Market Impact Study for the Highway No. 11 “Grasswood” corridor, between the R.M. and the City of Saskatoon where it is proposed that a future mixed use node will be developed, potentially utilizing urban style services within the R.M. This study area also includes English River and Cowessess First Nations land holdings.

The project deliverables include:

- identify the amount and type of development (commercial, residential, industrial, institutional) needed to meet projected growth while ensuring the viability of the Region’s existing markets is not compromised;
- identify a maximum square footage for commercial development in the Grasswood Mixed Use Node;
- identify a phasing strategy for development in the different segments; and,
- identify requirements for new development in the Grasswood Mixed Use Node.

Cushing Terrell Architecture was hired in April 2015 to complete this study; due to regional and district planning considerations as it relates to implementation, the final study is expected in early 2017.

## **Hydraulic Modelling Study**

During the “5 per Quarter or 3 per 80 acre” bylaw amendment process, the Water Security Agency (WSA) recommended undertaking hydraulic modeling to allow for additional development in the flood plain, with the other option being for the R.M. to disallow density increases in the flood plains. The two options were presented to Council and it was determined that the modeling would not be undertaken at the time and that the floodplain areas would be added to the exclusion map.

During discussions on the bylaws, WSA indicated that the two parties should work together to explore any federal or provincial flood mitigation program funding that might emerge. In June 2016, the WSA contacted the R.M. to submit an application under the National Disaster Assistance Program which is administered by Public Safety Canada. Our funding request was successful to produce flood hazard mapping and an updated hydraulic model for the South Saskatchewan River in Corman Park. This is a project anticipated for 2017 subject to funding.

## **Transportation Projects**

Corman Park planners are involved with a number of local and provincial transportation projects; many of them were delayed in 2016 by the province.

## **Interchanges/Overpasses at Highway No. 11 & No. 12**

In 2014 the Ministry of Highways & Infrastructure (MHI) determined a need for interchanges/overpasses at Warman/Highway No. 11 and Martensville/Highway No. 12. In

September 2015 MHI released a Request for Qualifications to begin the process to select a firm to construct the overpasses; Peter Kiewit Infrastructure Co. was retained by MHI with construction expected to begin in 2017. Corman Park approved the subdivisions required for both interchanges in 2016.

### **Saskatoon Freeway South East General Location Study**

In 2013 the Ministry of Highways & Infrastructure (MHI) began a Validation Study for the current location of the Saskatoon Freeway (formerly Perimeter Highway) alignment with the purpose being to assess conditions that may have changed since the current route was approved. In 2014 the study concluded and it determined that the majority of the route was valid however there was a large segment in the southeast quadrant that was not valid and additional studies were needed.

A new general location study was initiated in 2015 to determine a new route from Highway No. 11 eastbound to north of 8<sup>th</sup> Street East and a new route from Highway No. 7 to Highway No. 14 in the west. Part of this study was also to determine the need for a southwest connection between Highway No. 11 westbound across the South Saskatchewan River to Highway No. 7.

Based on an internal MHI benefit/cost analysis and public/stakeholder consultations, MHI determined a new connection in this southwest quadrant area from Highway No. 11 to Highway No. 7 is not practical as there are significantly increased costs and decreased use for routes further away from the city

A public information session was held at the end of November 2015 to show the three connection options for both the west and east sides to the public. This project was not completed by MHI in 2016 however another information session is expected for February 2017 to show the preferred alignment.

While the South Saskatoon Freeway General Location Study has not been completed, one positive in 2016 was that MHI revised the study area and subdivision/development restriction areas for the project. This allowed a number of properties in the southeast portion of Corman Park to be eligible for subdivision since May 2016 through changes to our “5 per Quarter Constraints Overlay Areas Map”.

### **West Connector Route Feasibility Study**

The MHI, City of Saskatoon and R.M. hired Stantec in 2015 to undertake a feasibility study to determine high level route concepts for a potential West Connector Route within and near the western edge of Saskatoon and Corman Park. The feasibility study determines what route options are available including any constraints, an estimation of high level costs, required improvements and phasing/staging options for each of the routes.

A public open house was held on December 2, 2015 to kick off the project and obtain the public’s feedback on the potential feasibility of the routes. The final report was submitted for review in December 2016 and the R.M. Administration is working with the study partners to close out the project.