



MEMORANDUM

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

A meeting of the Planning Committee will be held on:

**Monday, January 10, 2022 Meeting
Immediately following the Public Works Committee Meeting**

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/691628021>

You can also dial in using your phone.

Canada: [+1 \(647\) 497-9391](tel:+16474979391)

Access Code: 691-628-021

AGENDA

1. Call to Order
2. Adopt Agenda
3. Planning Carryforward Action List
4. Construction Code Act
 - Information on *The Construction Codes Act* replacing *The Uniform Building and Accessibility Standards Act*
5. Saskatoon North Partnership for Growth (P4G) Update
 - Update on new P4G planning district
6. 2021 Planning Department Annual Report
 - Annual report for review
7. Adjourn

PLANNING Carryforward Action List-CURRENT

Yellow highlighted text indicates latest status update

	Date/Source	Action Item/Request	Status
1.	October 2020	<p>Septic Approvals</p> <p>Issue: Administration to bring more information to a future Committee meeting regarding septic approvals</p>	<ul style="list-style-type: none"> • Feb 8, 2021 – A report on unapproved septic system installations was on the planning committee agenda for discussion; R.M. Administration to follow up at a future meeting with more information once discussions with SHA could be had – in progress
2.	July 5, 2021	<p>Septic Monitoring</p> <p>Issue: Administration to bring more information to a future Committee meeting regarding subdivisions where septic monitoring procedures have been established</p>	<ul style="list-style-type: none"> • In progress – expected at future planning committee meeting; information is being tabulated as part of background into South R.M. Development Plan request for proposals
3.	November 22, 2021	<p>Campland Lagoon</p> <p>Issue: Administration to report back with more information on the need and quantities for additional septic water hauling to the lagoon on the Campland RV property at Ptn NW 10-38-6-W3.</p>	<ul style="list-style-type: none"> • In progress; conversations underway with landowner and Water Security Agency. Updated expected on February 2022 planning committee agenda



Planning Committee Presentation Item 4

January 10, 2022

Reeve and Councillors

Re: *The Construction Codes Act Replacing The Uniform Building and Accessibility Standards Act*

Background:

The Construction Codes Act (the CCA) came into force on January 1, 2022 and has repealed and replaced *The Uniform Building and Accessibility Standards Act* (the UBAS Act) as legislation which governs construction standards in Saskatchewan. As part of the process three new regulations are also coming into force to replace the current regulations. The three new regulations are:

- The Building Code Regulations – enforced by the local authority;
- The Energy Code Regulations – enforced by the local authority; and
- The Plumbing Code Regulations – enforced by Technical Safety Authority of Saskatchewan (TSASK)

Analysis:

All previously issued permits, bylaws, contracts, building official orders and licenses continue to be valid under the CCA on January 1, 2022. Local authorities which have valid building bylaws under the UBAS Act are required to either renew or repeal and replace their building bylaws by December 31, 2029. The R.M. of Corman Park has an existing valid building bylaw under the UBAS Act. Updates and revisions to the building bylaw are part of the 5 year work plan for the planning department; required updates for the CCA coming into force will be added to the scope of work when the bylaw is reviewed. Corman Park building permits currently meet the minimum information requirements as per *the Building Code Regulations*.

Farm buildings with residential occupancy (i.e. dwellings and farm hand residences) are now subject to construction standards found within the CCA, including application of the National Building Code of Canada (NBC). However, Corman Park had been requiring compliance with the UBAS Act and NBC for farm residences previously and will continue to do so as per the CCA; no changes are expected. Local authorities still have the ability to require other farm buildings comply with construction standards through their building bylaw; any additional changes will be reviewed with future bylaw amendments.

All buildings with residential occupancy are required to have carbon monoxide and smoke alarms installed by July 1, 2022. This includes older buildings which were initially constructed prior to these devices being required. Buildings with residential occupancy constructed prior to June 6, 1988 may utilize battery operated devices, while all buildings built after this date must conform to the current applicable articles of the code (i.e. wired devices). Local authorities are responsible for enforcing this requirement and are to use passive enforcement. If a building is altered or

changed, or a building official or fire inspector accesses a structure and these devices are missing, installation will be required or an order may be written. It is not expected that the local authority go door-to-door to ensure compliance.

Local authorities may register an order on the Land Title Registry by way of the CCA, to ensure future owners of the buildings are aware of any deficiencies or required actions. Previously, the UBAS Act was silent regarding registration of an order on the Land Title Registry. Orders were registered by utilizing *The Municipalities Act*, which did not specifically address building code deficiencies. The language regarding registration of an order on the Land Titles Registry by way of the CCA provides explicitly clear direction for all local authorities and eliminates confusion regarding what may or may not be registered as an order.

Corman Park Administration is expecting additional information to be released as the CCA comes into force; if there are additional procedural changes or impacts to Corman Park that need to be addressed prior to review of the building bylaw, a further update and recommendation to Council will be provided.

Recommendation:

“That the Construction Codes Act update be received as information.”

Enclosures: *Construction Codes Act Advisory from the Ministry of Government Relations*

December 6, 2021

To all Local Authorities:

This letter is to inform local authorities of upcoming changes to the legislation and regulations that govern the construction and occupancy of buildings in Saskatchewan.

As you are likely aware, *The Construction Codes Act* (the CCA) comes into force on January 1, 2022, and will repeal-and-replace *The Uniform Building and Accessibility Standards Act* (the UBAS Act) as the legislation which governs construction standards in Saskatchewan. As part of this process, three new regulations are also coming into force to replace the current regulations and each regulation relates to a separate construction technology. The three regulations are:

- *The Building Code Regulations;*
- *The Energy Code Regulations;* and
- *The Plumbing Code Regulations.*

Under the CCA, local authorities will continue to be responsible for administering and enforcing building and energy codes for buildings in their jurisdiction. Regina, Saskatoon, Lloydminster and the Global Transportation Hub are responsible for administering the plumbing code in their respective jurisdictions. The Technical Safety Authority of Saskatchewan (TSASK) is responsible for administering plumbing code throughout the balance of the province.

Included in this letter is additional information detailing some of the effects of the CCA and regulations on local authorities. Supporting materials and online events are being developed by the Building and Technical Standards Branch of the Ministry of Government Relations. Details will be available online at www.saskatchewan.ca/btstandards.

Local authorities are also encouraged to watch upcoming *Municipalities Today* newsletters for articles with additional information relevant to them on the new Act and regulations.

If you have additional questions, concerns or would like to discuss this letter further, please contact the Building and Technical Standards Branch at btstandards@gov.sk.ca or (306) 787-4113.

Sincerely,



Kevin Kehler
Director, Technical Safety Policy

cc: William Hawkins, Executive Director, Ministry of Government Relations
Marvin Meickel, Chief Building Official, Ministry of Government Relations

Transition

- Bylaws, contracts, building official orders, licences and permits that are valid under the UBAS Act on December 31, 2021, will remain valid under the CCA on January 1, 2022.
 - For example, if a building permit was issued on June 1, 2021, that permit remains valid on January 1, 2022, unless the local authority had already closed the permit or the permit expired before the CCA came into force.
- There is no requirement for a local authority to reissue any permit, order, contract or licence simply because the CCA came into force.
- Local authorities are encouraged to use up any existing supplies which reference the UBAS Act but order new supplies which reference the correct legislation and/or regulations.

Building Bylaws

- Building bylaws can only be adopted by the council of a local authority under provisions of the CCA. Local authorities are required to obtain ministerial approval when adopting, amending or repealing their building bylaw.
 - Bylaws should be submitted to the Building and Technical Standards Branch in order to receive ministerial approval.
- Bylaws that are adopted under any other legislation (e.g., *The Cities Act*, *The Municipalities Act* or *The Regional Parks Act*) cannot be used for enforcing construction or occupancy standards and are void as they relate to the regulation of building construction and occupancy.
- Local authorities which have a valid building bylaw under the UBAS Act are required to either renew or repeal-and-replace their building bylaw by December 31, 2029. Any local authority which does not complete this requirement will be subject to the model building bylaw.

Model Building Bylaw

- Local authorities which do not have a valid building bylaw will be subject to the model building bylaw if they do not adopt their own building bylaw by the required date. The requirement to adopt a building bylaw is as follows:
 - local authorities which are regulated by *The Cities Act* are required to adopt a building bylaw by December 31, 2022;
 - local authorities which are regulated by *The Municipalities Act* are required to adopt a building bylaw by December 31, 2023; or
 - regional parks which are regulated by *The Regional Parks Act* are required to adopt a building bylaw by December 31, 2024.
- Local authorities are required to administer and enforce the model building bylaw as though they had adopted it themselves.

Building Officials

- Only individuals who have a valid building official licence can provide building official services. This includes conducting plan reviews, performing building inspections and issuing building official orders.
- Building officials are prohibited from using the powers delegated to them as building officials to enforce any other bylaw or regulations.
 - For example, a building official may be appointed by a local authority to enforce other bylaws (i.e., fire, nuisance, parking, etc.) but those building officials cannot write a building official order to enforce those other bylaws.
- Local authorities are responsible to provide the names and licence numbers of all building officials to the Chief Codes Administrator on an annual basis and within 60 days of fiscal year end. This includes building officials: who are newly appointed; whose appointment is continued; who are either on a leave or whose appointment is suspended and whose appointment is cancelled.
 - For example, a building official who goes on a parental leave and who is not practicing as a building official during their leave would need to be reported as being on leave for that year. This would allow the building official to apply to an extension of their building official licence and a delay in completing education requirements.

Farm Buildings

- Farm buildings which have a residential occupancy (i.e., sleeping quarters) are subject to the construction standards found in the CCA, including application of the National Building Code of Canada.
 - To clarify, there is no exemption from construction standards for buildings constructed on agricultural land if the building has sleeping quarters.
- This requirement only applies to new construction: existing buildings where no new construction work is being done are not required to be upgraded simply because construction standards now apply. After January 1, 2022, any new farm building with a residential occupancy or any renovation, alteration or addition to an existing building with a residential occupancy is required to comply with the construction standards but only as it applies to new work.
- Local authorities still have the ability to require other farm buildings comply with construction standards through their building bylaw.

Carbon Monoxide and Smoke Alarms

- All buildings with a residential occupancy (i.e., sleeping quarters) are required to have carbon monoxide and smoke alarms installed by July 1, 2022. This includes older buildings which were initially constructed prior to these devices being required in the relevant building code and farm buildings with sleeping quarters.
 - To clarify, all buildings in Saskatchewan where people are expected to sleep will need to have carbon monoxide and smoke alarms installed. The size of the building, age of the building or if the building is seasonably occupied (e.g., cottages) do not exempt the building's owner from needing to comply.

- Local authorities are responsible for enforcing this requirement but are recommended to use passive enforcement. If a building official or fire inspector is in the building for any other purpose and notices the required devices are missing, they could write an order requiring the owner to comply.
 - There is no expectation that local authorities will go door-to-door to ensure buildings are complying.

Building Permits and Building Official Orders

- *The Building Code Regulations* list the minimum information that building permits need to have listed to be valid.
 - This includes information such as: name of the permit holder, name of the local authority, address of the building or land where work is to be done, all fee amounts, expiry date of the permit, the stages of construction where the local authority must be notified and any conditions the permit holder is required to comply with.
- Similarly, building official orders are required to provide specific information to be valid.
 - This includes information such as: name of the person(s) the order is issued to, name of the local authority and building official, address of the building or land where work is being done, section of the Act/Regulations/code/bylaw that has been contravened, identify the actions that must occur or cease to occur, include information on how to appeal the order, and state that building official orders can be registered in the Land Titles Registry 61 days after being received.
- Local authorities are encouraged to review their existing documents to ensure they are following these requirements going forward.
- Local authorities can register a building official's order on the Land Titles Registry, to ensure that future owners of buildings are aware of any deficiencies or required actions. Building owners need to be given 60 days to comply with a building official order prior to the order being registered.
 - Building official orders can only be registered if the order is less than two years old or the work was completed in the last two years, whichever is sooner. For example, once the CCA comes into force, a local authority could register a building official order written in 2020 but not an order written in 2019 or before.



Planning Committee Presentation Item 5

January 10, 2022

Reeve and Councillors

Re: Saskatoon North Partnership for Growth (P4G) Update

Background:

The P4G District Official Community Plan (OCP), Planning District Agreement, District Zoning Bylaw and submission checklist were approved by the province on December 10, 2021. An establishment date of January 1, 2022 was provided; this means the new P4G Planning District is in effect and planning applications can be accepted for review and decision under the new P4G OCP and Zoning Bylaw. Corman Park is in the process of updating all tax and mapping systems to reflect P4G Planning District information such as zoning and boundaries.

An orientation training session for the new District Planning Commission (DPC) has been scheduled for January 12, 2022 at the R.M. Council Chambers from 11:30 am – 1:30 pm for all P4G DPC members, including any attending DPC staff members and alternate members. This is not a formal DPC meeting, the first P4G DPC meeting will commence on February 2, 2022 to hear updates and provided recommendation on planning applications.

P4G committee meetings are expected to continue into 2022 for the Regional Oversight Committee (ROC), the Regional Oversight Executive Committee (REC) and the Planning & Administrative Committee (PAC); the committee membership and scope will be reviewed as part of P4G strategic planning. The next REC meeting is scheduled for January 27, 2022. Agenda topics are expected to include an update on the North Concept Plan and P4G strategic planning.

A meeting with the nine First Nations with landholdings in the P4G Planning District and P4G representatives was held on December 16, 2021 at Wanuskewin to build relationships and discuss P4G initiatives. Representatives from Cowessess, Moosomin, Lac La Ronge/Kitsaki Land Corp., Yellow Quill and Peter Ballantyne Cree Nation were in attendance.

Work continues on the P4G North Concept Plan; the consulting team has finalized the scope of work specifically around transportation modelling, mapping and report editing. A revised final NCP was provided on December 23, 2021 and is undergoing final review by the municipalities. The NCP is expected to be presented for P4G DPC and Council endorsements in early 2022. The NCP will be appended to the new P4G OCP to be implemented.

Recommendation:

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



Planning Committee Presentation Item 6

January 10, 2022

Reeve and Councillors

Re: 2021 Planning Department Annual Report

Background:

The purpose of the Planning Department annual report is to review and highlight the activities undertaken by the department. Overall 2021 was a record breaking year in Corman Park in a number of categories. In addition, data is available to provide a 10 year overview whereas previous reports only provided a 5 year comparison.

Highlights at a Glance

Development Permits:

- 343 issued, both permitted and discretionary use; up from 2020 and 16% above average
- Top year within the last 10 years

Discretionary Use:

- 36 issued, up from 2020 and slightly above 10 year average

Building Permits:

- 288 issued, busiest year within the last 10 years
- Value of construction = over \$91 million, up 67% over 2020. Third highest year on record behind 2018 and 2013.
- Permit fees = over \$490,000, up 82% from 2020. Second highest year on record behind 2018.

Subdivisions:

- 60 approved, up 30% over 2020 and exceeds 10 year average of 49

Rezoning:

- 34 approved, exceeds 10 year average of 26

Zoning Compliance Certificates:

- 65 completed, up from 2020 and above average

Recommendation:

“That Council accepts the 2021 Planning Department Annual Report as information.”

Enclosures: 2021 Planning Department Annual Report



Annual Report - 2021

Planning Department

STAFF

Rebecca Row, MCIP, RPP – Director of Planning & Development

Adam Toth, MCIP, RPP – Senior Planner

Vicky Reaney, MCIP, RPP – Senior Planner

Kylie McLean, MCIP, RPP – Senior Planner (currently on maternity leave)

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 Hamilton – Development Officer

Michelle Reiter – Planning Administrative Assistant

Planning Staff Update

The Corman Park planning department is split into two sections, 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 three in policy, with all staff focused on what is important to that role with priority items for each section. An additional Planning Administrative Assistant position was created for 2021 in the department to provide administrative support to the team.

In 2021 there were a number of staff updates that took place. In February, Vanessa Wellsch resigned from her position as a Planner 1, with Kristie Muzyka moving from her temporary Planner 1 position with the policy section to the permanent vacancy left within development review. In March, Jessica Mitchell backfilled the vacant temporary role in the policy section.

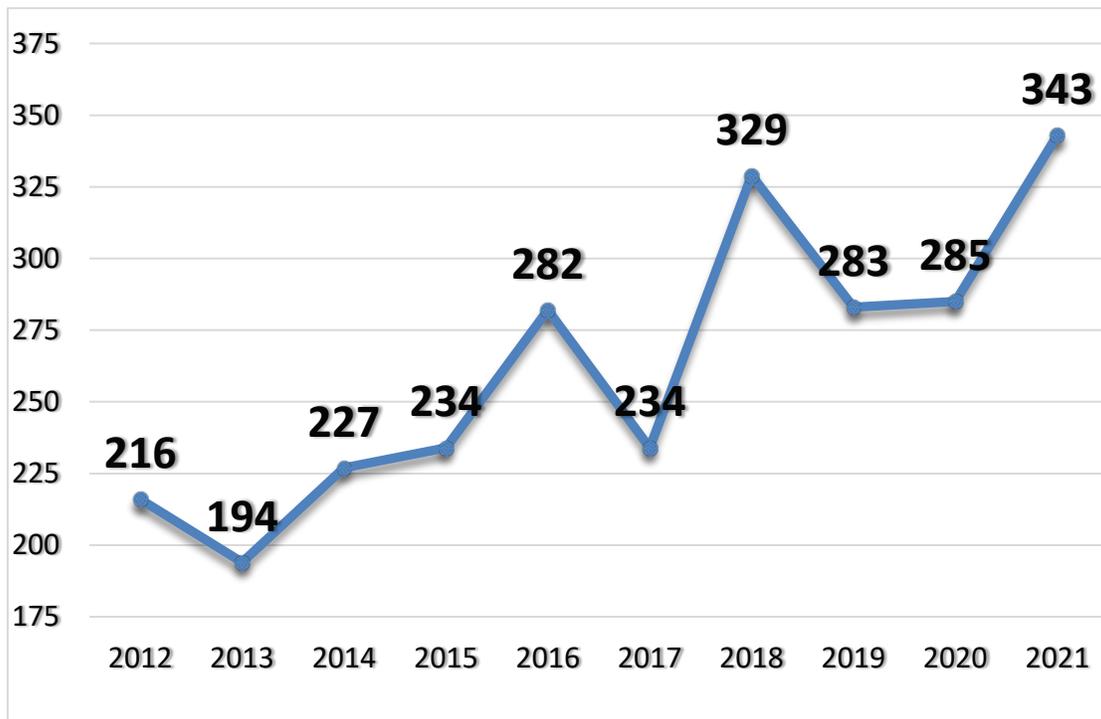
In April, Michelle Reiter began a new position as Planning Administrative Assistant; while Heidi Hamilton was hired in May to fill the Development Officer role. In July, Brittney Beckie resigned from her position as a Planner 2 in policy, however Jessica backfilled into that permanent position.

In November, Vicky Reaney returned from her maternity leave, while Kylie McLean started her maternity leave. In December, Shayden Brandt joined Corman Park to fill the temporary Planner 1 position in the policy section.

Development Permits

Corman Park issued a total of 343 development permits in 2021 which includes permitted and discretionary use development permits. This is above the 10 year average which is 263 permits as shown below:

Total Approved Development Permits: 2012 – 2021



Corman Park approved 36 discretionary use development permits in 2021 which is higher than those issued in 2020 and slightly above the 10 year average of 32 permits. There are 8 discretionary use applications that are still in progress.

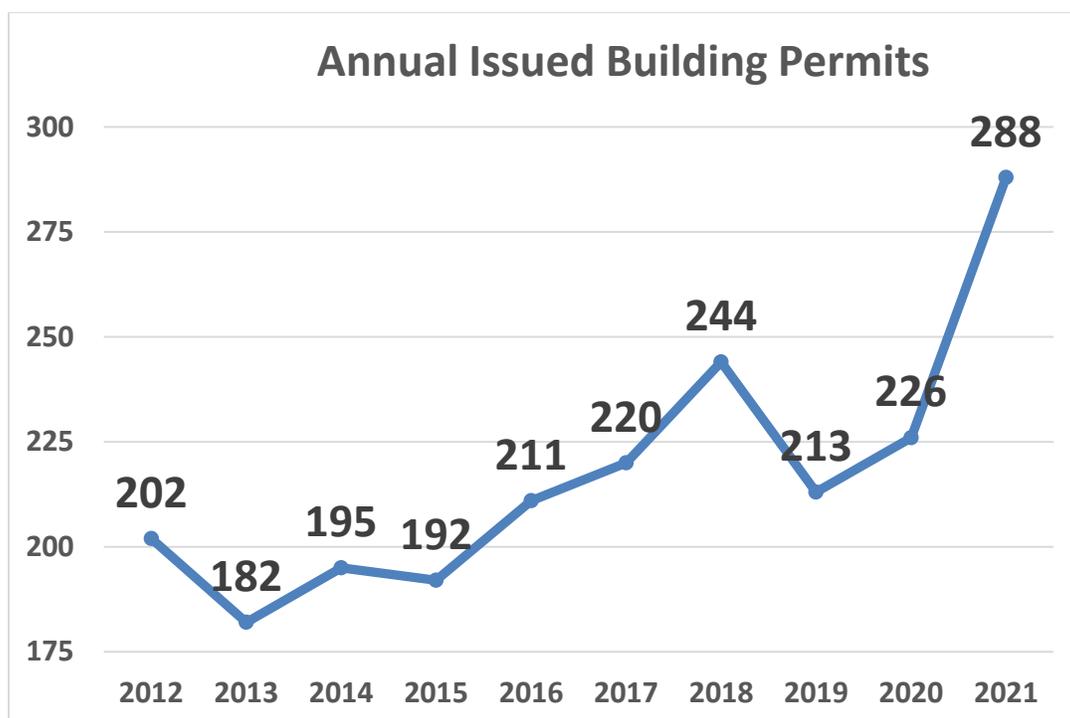
The following table indicates the number of discretionary use applications approved for each division over the past 10 years.

Number of Approved Discretionary Uses: 2012 – 2021

Division	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
1	2	1	2	4	6	6	8	7	8	5
2	4	-	4	1	5	7	4	4	4	2
3	-	2	-	1	4	2	1	2	1	1
4	1	1	6	6	4	5	1	2	3	2
5	2	2	9	3	6	7	2	4	2	3
6	2	1	7	3	10	10	11	8	5	8
7	3	3	4	7	7	8	7	3	4	11
8	-	2	-	6	3	2	6	2	1	4
TOTAL	14	12	32	31	45	47	40	32	28	36

Building Permits

Construction activity continues to be robust, resulting in the busiest year on record in the last 10 years. In 2021 Corman Park experienced a significant increase in building permit activity as the total number of building permits issued was 288. The number of building permits issued in 2021 exceeded the 10 year average of 214 by 35%.



Division 2 had the most building permits with 71 issued, a 58% increase when compared to 45 issued in 2020. This is due to developments such as Edgemont Park Estates and Grasswood Estates. Divisions 1 and 3 saw an increase in permits from 2020 due to increased development in Tuscan Ridge Estates, Greenbryre Estates and The Village at Crossmount. The remaining divisions continued their respective development trends and varied slightly from previous years.

Number of Approved Building Permits by Division: 2012 – 2021

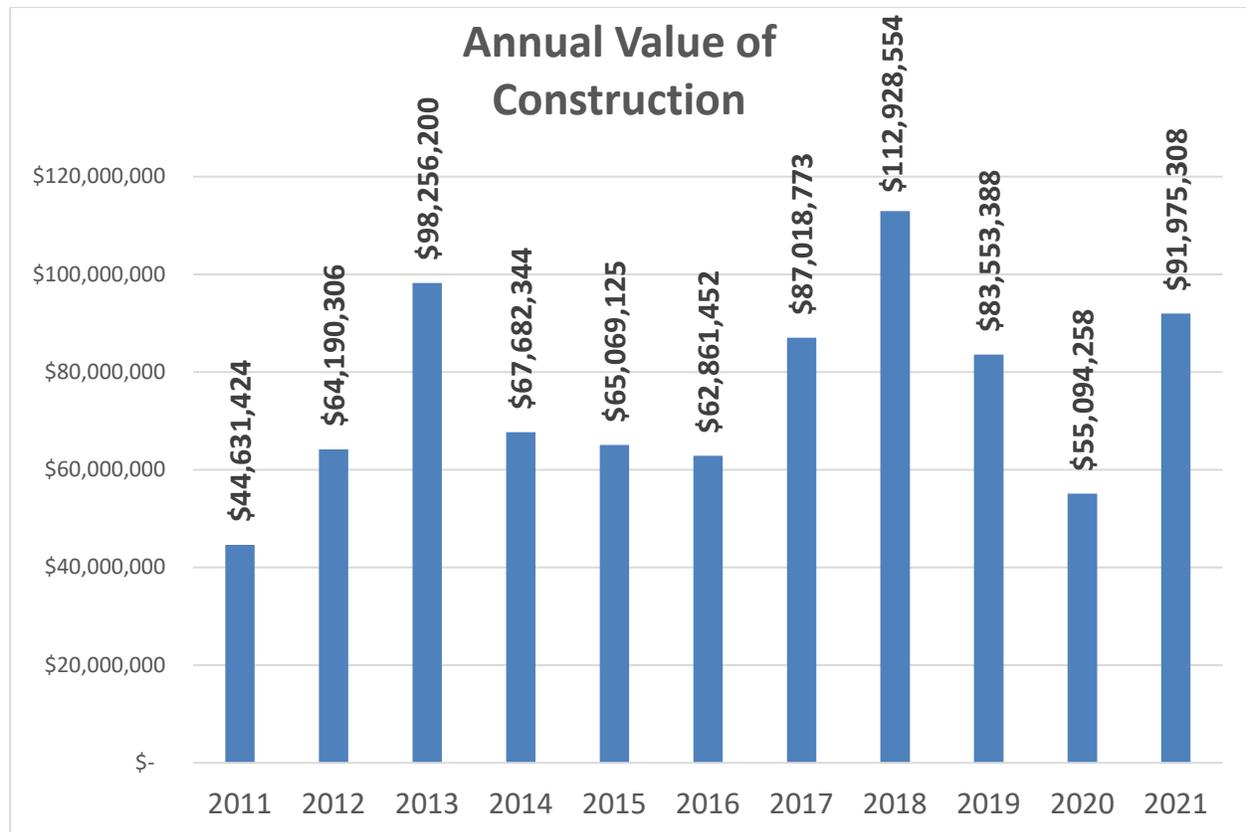
Division	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
1	38	41	46	33	47	61	69	43	49	67
2	20	15	23	30	20	35	32	33	45	71
3	13	12	21	16	20	20	35	24	22	38
4	30	24	17	20	18	21	21	18	22	26
5	18	20	20	11	27	11	18	42	31	20
6	31	23	21	27	28	32	23	23	15	22
7	20	20	20	24	27	20	23	18	17	28
8	32	27	27	31	24	20	23	12	25	16
TOTAL	202	182	195	192	211	220	244	213	226	288

Corman Park experienced an extended building permit application season in 2021. While a large number of applications were received in March – May which is typical, the number of applications received per month for July – October was higher than a typical year. Lumber prices through Q1 and Q2 in 2021 saw multiple projects put on hold by builders and applications being received later in the year accounting for the increased number of applications during that time period. The total number of building permits issued was greatest in the months of July and October with 33 permits issued in each month.

The total number of projects exceeding \$1 million in construction value has also recovered in 2021 when compared to 2020, with a total of 17 projects over the threshold, while 2020 only saw 9 projects over \$1 million. The two largest projects, in terms of construction value, were both \$2 million, in comparison to the top project from 2020 at \$1.52 million; with the top project from each development category shown in the table below:

Type	Estimated Value of Construction	Details of Construction
Agricultural	\$2,000,000	Division 4: Horticulture Greenhouse
Residential	\$2,000,000	Division 1: Internal Residential Addition – Basement Development & Theatre
Industrial/Commercial	\$1,700,000	Division 1: Manufacturing Establishment – Fertilizer Processing Building
Institutional	\$1,000,000	Division 3: Salvation Army (Beaver Creek) Dining Hall Addition and Renovation

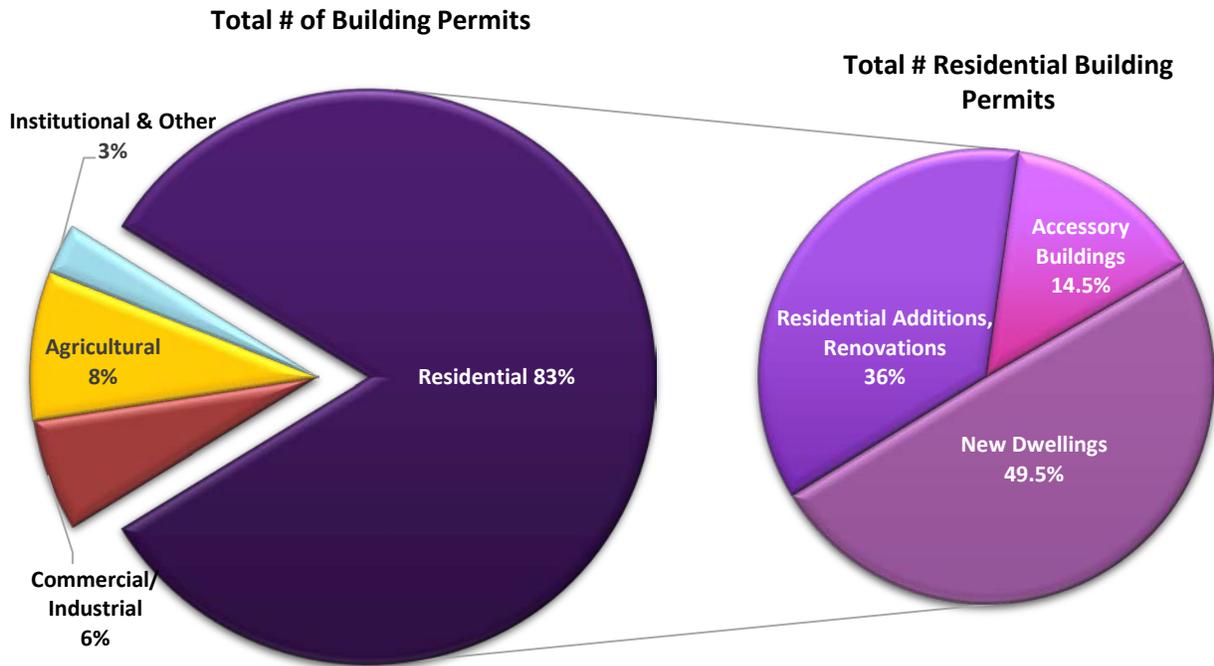
The 2021 value of construction totaled \$91,975,308, generating permit fees of \$490,360.67; resulting in a 67% increase in construction value and 82% increase in permit fees compared to 2020. 2021 had the third highest value of construction on record behind 2018 and 2013 respectively and the second highest permit fee values behind 2018.



MuniCode Services Ltd. and the Corman Park Planning Department work closely together to address open building permits; there were 108 building permits closed in 2020, some of which date back to 2005. A total of 89 building permits received final inspections and are required to submit a letter of completion once deficiencies have been resolved. The majority of these projects are from 2020 and 2021 with some dating back to 2012.

Residential development accounted for approximately 83% of the total building permits issued by Corman Park in 2021. The value of construction for residential development was \$77,208,658 accounting for approximately 84% of the total value of construction. New dwelling permits included new residences, RTM's, moved residences, garden suites and mobile homes, accounted for half of the total residential building permits issued in 2021. Corman Park issued 117 new dwelling permits, up from 78 new dwelling permits in 2020.

Percentage of Permit Types Issued in 2021



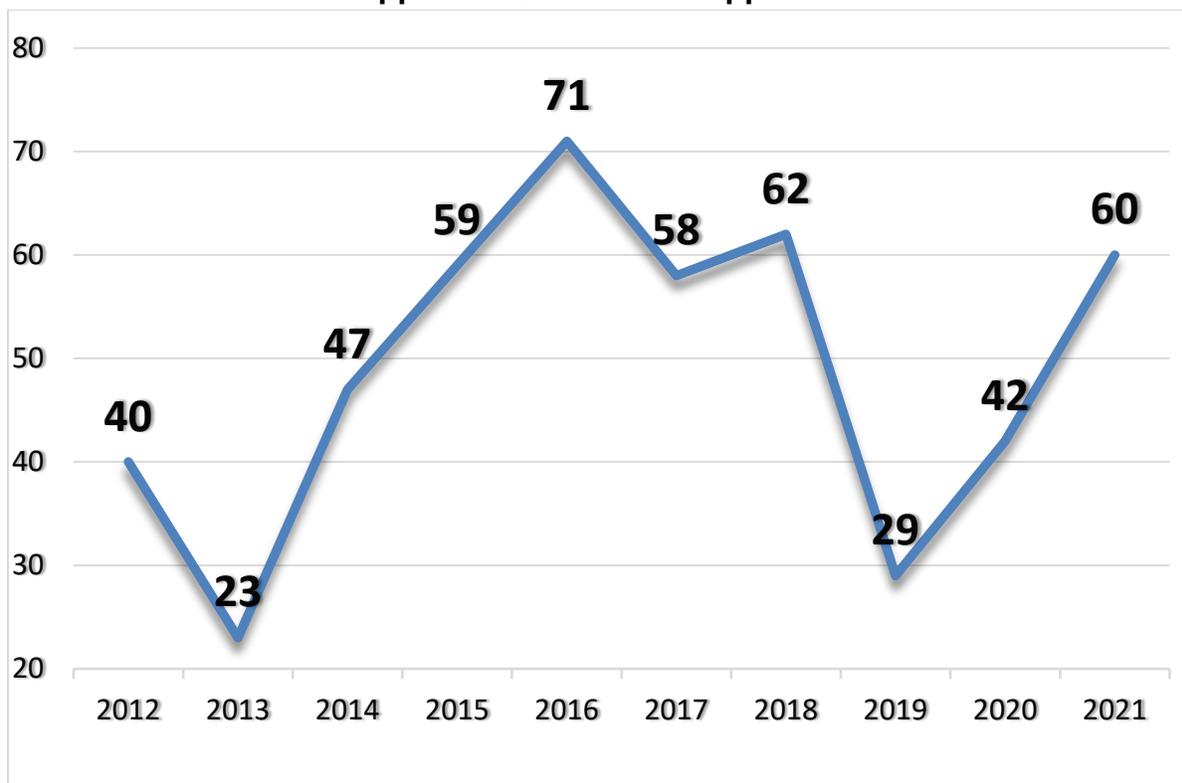
Subdivisions

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 2021 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	6	2	4	6	4	3	9	8	42
Multi-Parcel Residential	1	3	-	-	-	-	-	-	4
Commercial/Industrial	2	2	-	-	-	1	-	-	5
Agricultural	1	-	-	-	-	-	2	1	4
Public Utility	-	-	-	-	-	1	-	-	1
Other (Conservation/Re-subdivision/Consolidation)	1	-	1	-	2	-	-	-	4
TOTAL	11	7	5	6	6	5	11	9	60

The number of R.M. approved subdivisions was 60 in 2021, increasing by 43% from 2020 and above the 10 year average of 49. In 2020, due to the pandemic there was a significant decrease in subdivision activity after March 2020, however rebounds were seen early in 2021. There are currently 13 subdivision applications still under review and additional subdivision applications are expected to be referred to Corman Park in 2022 after the new P4G bylaws are in place.

Number of R.M. Approved Subdivision Applications: 2012 – 2021



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 2021, a total of \$630,017 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 2021, the municipal reserve revenues as cash-in-lieu for dedication of land were \$540,260 with \$451,890 used as disbursements through projects 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 2021, Corman Park approved municipal reserve funds for the following major projects:

- City of Martensville, contribution towards a new multi-purpose recreation facility – \$250,000
- Cathedral Bluffs Community Association, recreation area within the Hamlet – \$200,000
- Corman Park Horse Rider’s Association, extension of existing driveway – \$1,800

The remaining balance in the municipal reserve account is \$2,097,651.

Rezoning

The following table indicates the number of rezoning applications that were approved in the past 5 years by division and totalled in Corman Park. This number will not match subdivision approvals as a rezoning is not needed in each case. Given that the number of subdivisions was up in 2021, the number of rezoning applications increased as well, as oftentimes rezonings are tied to subdivision applications:

Number of Approved Rezonings 2017 – 2021

Division	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
1	2	3	5	5	2	6	6	2	6	5
2	1	-	-	2	2	1	3	-	6	2
3	1	-	-	1	-	1	-	-	1	4
4	3	3	2	2	11	6	1	1	4	4
5	4	2	-	3	5	3	1	-	2	2
6	4	2	1	5	3	4	5	2	4	3
7	1	6	5	4	2	3	1	4	2	8
8	2	1	5	7	10	8	3	3	5	6
TOTAL	18	17	18	29	35	32	20	12	30	34

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

In 2021, we issued 63 Zoning Compliance Certificates, four more than those issued in 2020 and is slightly above average for the past 5 years, at 59. With the creation of an interactive Corman Park online map, available to the public via the R.M. website, it is anticipated that the number of Zoning Compliance Certificates issued 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.

Bylaw Enforcement

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

For 2021, the Bylaw Enforcement Officer continued to assist planning staff to increase efficiencies. This included working closely with the staff to assist in having building permits issued more quickly and to follow up on problems that existed.

All Garden Suite, Aggregate Resource Extraction and Clean Fill sites that received approvals were examined and a notice was sent to sites whose permit was due to expire to ensure renewal applications are received in a timely manner or if the site was no longer in operation it was returned to an acceptable state.

In order to speed the enforcement process and gain compliance, a Bylaw Violation Notice form was developed. This is issued to the owner or occupant either on site or via mail that is found to be in violation of a bylaw. If the compliance is not completed by the required date, an Order of Compliance is issued and charges under the appropriate bylaw may be laid. This procedure mirrors the process for the Nuisance Abatement Bylaw that was developed by the Corman Park Police Service.

In 2021, 9 Bylaw Violation Notices were issued, with 3 bylaw charges laid and 8 Nuisance Abatement Orders were issued with 3 bylaw charges laid. There were also 3 Orders of Compliances issued under the *P&D Act*.

The number and type of site visits performed this year by the Bylaw Enforcement Officer are included below:

Site Visit Type	Number of Visits
Unauthorized Building	16
Improper Use of Building	11
Building Demolition	10
Building Permit Site Review	63
Industrial Site Usage	13
Garden Suite	7
Home Based Business	20
Clean Fill Site	5
Aggregate Extraction Site	7
Nuisance Abatement	21
Staff Assistance	32
Taxation Notices Served	53
Other	18

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 been 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 2021.

In 2021, a total of 7 appeal applications were received by the NCCDAB regarding Corman Park files; 6 appeal applications were regarding denied development permits and one was to appeal an Order of Compliance.

The first appeal was related to an existing residential structure, constructed within the setback as required by the D-Country Residential 6 Zoning District. The second appeal was for a residential addition, constructed within the setback of a flanking roadway as required by the Agricultural District. The NCDDAB approved the relaxation of the setback requirement in both appeals.

Appeals three and four were on the same property; appeal three was for an existing agricultural structure which was encroaching on the required setback distance of the Agricultural Residential 1 (AR1) Zoning District. Appeal four was for a proposed agricultural structure, which was proposed to encroach on the required setback distance of the AR1 Zoning District. The NCDDAB granted both the appeals, subject to conditions related to fire safety, which have now been met.

Appeals five and six were also on the same property, regarding two separate structures, constructed within the setback requirement of the Heavy Industrial Zoning District. The NCDDAB granted both appeals.

Appeal seven was related to an Order of Compliance issued on a property, under the R.M. Zoning Bylaw. The appeal has been postponed, with an updated hearing date of January 2022.

Corman Park – Saskatoon Planning District

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

The DPC comprises nine voting representatives with four appointed by Corman Park, four appointed by Saskatoon and one joint representative. The Corman Park and joint representatives in 2021 were:

- Reeve Judy Harwood – R.M. Rep
- Councillor Bas Froese-Kooijenga – R.M. Rep
- Councillor Wendy Trask – R.M. Rep
- Charlene Dalen-Brown – R.M. Rep
- John Waddington – Joint Rep

In 2021 the DPC held meetings in January, February, April, and August - December; during the other months no meetings were held. In total, the DPC considered 5 subdivisions, 2 subdivision/rezoning applications, 1 rezoning application and 6 discretionary use applications.

At the end of the December 1, 2021 meeting, the Corman Park-Saskatoon DPC supported a motion for the Minister of Government Relations to issue an order to dissolve the Corman Park-Saskatoon Planning District to allow for the establishment of the new Partnership for Growth (P4G) Planning District. The Corman Park-Saskatoon Planning District has been dissolved and is no longer in effect.

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 in 2021 were:

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

As part of P4G, a new Planning District has been created, including membership from the five P4G municipalities. This will include new Planning District boundaries as well as an expanded 13 voting member DPC. In order to create the new P4G Planning District, a new P4G Official Community Plan (OCP), P4G Planning Agreement and P4G Zoning Bylaw must be drafted and given Ministerial approval by the Ministry of Government Relations.

In 2020, the P4G OCP and Planning Agreement were approved by all five P4G Councils. At the June 14, 2021 Corman Park Council meeting, Corman Park Council gave first reading to Bylaw 35/21, known as the P4G Zoning Bylaw; a public hearing was held on August 16, 2021. Bylaw 35/21 received second and third readings at the August 16, 2021 R.M. Council Meeting and approval was provided by the Ministry of Government Relations, Community Planning Branch on December 10, 2021 with a formal adoption date for the new P4G Planning District of January 1, 2022.

P4G DPC member appointments include:

Corman Park

1. Reeve Judy Harwood
2. Councillor Froese-Kooijenga

Martensville

3. Mayor Kent Muench
4. Councillor Spencer Nickel

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

In 2021, the focus for P4G was on creating the new Planning District and completing projects that were underway or proposed for 2021 that continue to support implementation of the Planning District including the North Concept Plan and Green Network Study Area East Drainage Study. This latter project received federal funding to Corman Park through the National Disaster Mitigation Program and is expected to be completed in early 2022.

The P4G Director, Neal Sarnecki, resigned effective July 30, 2021; Corman Park Administration is the point of contact on P4G related files. A strategic planning session will be undertaken in 2022 by the P4G members to discuss the staffing requirements for P4G and membership for regional committees after the establishment of the new P4G Planning District. The P4G DPC secretary remains a staff member of Corman Park.

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 study area encompasses both rural and urban growth areas, between Highway 16 west and Highway 11 north. The project website is www.partnershipforgrowth.ca/north-concept-plan/.

The North Concept Plan was anticipated to be completed in 2021, however based on a draft report provided for municipal review in February, 2021 additional revisions were required to the final plan. The draft final report was provided on December 23, 2021 and is undergoing final review by the municipalities. The North Concept Plan is expected to be presented for P4G DPC and Council endorsements in early 2022. The NCP will be appended to the new P4G OCP to be implemented.

South East Concept Plan

The South East Concept Plan (SECP) began in January 2021 and is over halfway done. The project is into finalizing land uses, servicing, infrastructure and financing tasks. The SECP will identify 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 2022, with additional stakeholder engagement planned for early 2022.

South R.M. Concept Plan and Ratepayer Survey

A concept plan is being considered for Divisions 1, 2, and 3 south of Saskatoon to address current and future development goals as well as promote partnerships with area First Nations. The two phase project is expected to begin in 2022 which includes creating a land use map and servicing strategy.

To help define the scope and scale of the concept plan, a ratepayer survey was undertaken by Corman Park in 2021. The South R.M. Ratepayer Survey was available to residents from June 7 – 30, 2021 and asked landowners to provide feedback on several topics including future development, re-subdivision, shipping containers, and recreation and leisure amenities.

Many residents expressed their motivation to move to the area as wanting to be away from neighbourhood characteristics commonly associated with urban environments, such as noise, traffic, small lots, and high population density. Concerns were raised about the impacts additional development could have on infrastructure and on the environment. Specific concerns about roads, drinking water, and septic systems were frequently raised. The majority of respondents were in favour of being able to re-subdivide existing acreages, however many qualified their support by saying that any new lots created must still be consistent with the existing density and lot size of the community.

The feedback compiled in the report is available online at <http://rmcormanpark.ca/276/Planning-Policy-Updates> and will be used to inform the upcoming South R.M. Concept Plan.

Blumenheim Policy Updates

Part of the 2021 planning department work plan included completing the policy review of the subdivision and development standards of the community of Blumenheim. Corman Park Administration began this policy work in April 2020 and was completed in June 2021, the work included a review of the Agricultural Residential 3 (AR3) Zoning District.

Community engagement began in May 2020 to determine if the current bylaws were still consistent with the community vision, subdivision/development desires, servicing constraints and municipal land use planning principles. Corman Park Administration created subdivision and land use options that were shared at a Blumenheim ratepayer meeting in October 2020. As a result of the information gathered from the community meeting and feedback from R.M. Council, a preferred subdivision and land use bylaw that could allow further property development and

subdivision was drafted. Online engagement was held in April 2021 to share the proposed bylaw policies and receive feedback prior to R.M. Council considering the necessary bylaw changes.

At the June 14, 2021 R.M. Council meeting, first reading was given to Bylaw 34/21, which was the bylaw containing the amendments to the AR3 Zoning District for Blumenheim to allow for further subdivision of some existing sites, remove the requirement of the long lot form and revise the permitted and discretionary uses. At the July 12, 2021 R.M. Council meeting, a public hearing was held and second & third reading were given by Council to Bylaw 34/21. Bylaw 34/21 has received provincial approval and is now in effect, meaning that Corman Park is able to consider development permit, building permit or subdivision applications that align with the new bylaws.

South Saskatchewan River Flood Plain Policy Updates

Corman Park is currently working with Stantec to complete a policy review and update of the OCP and Zoning Bylaw, related to the completed flood plain modelling. In June 2021, representatives from Water Security Agency (WSA) and Community Planning Branch, Ministry of Government relations presented to R.M. Planning Committee to provide R.M. Council with an understanding on historical flooding events and how upstream impacts such as use of the Gardiner Dam impact the floodplain in Corman Park. The presentation also included discussion around the Statements of Provincial Interest (SPI) and municipal flooding policies.

On July 15, 2021, Corman Park and Stantec hosted an online presentation to provide ratepayers with information regarding provincial legislation and flood policy and historical flooding events. Representatives from WSA and Community Planning were also in attendance. The presentation was recorded and put on the project website for later viewing <http://rmcormanpark.ca/307/Flood-Plain-Policy-Updates>.

In September 2021, Stantec, Corman Park and WSA representatives met to discuss some of the details of WSA's assessment methods and interpretations of the SPIs as they relate to the floodplain. The WSA is generally not in favour of floodplain encroachment or development in the floodplain although that level of regulation or guideline is not explicitly stated in the SPIs.

Additional communication is occurring with WSA, Stantec and Corman Park, to determine the next steps of the project. Options will be brought forward for consideration by R.M. Council in early 2022.

Corman Park Official Community Plan & Zoning Bylaw Update

Corman Park is undertaking a comprehensive review and update to its Official Community Plan (OCP) and Zoning Bylaw. 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 has 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>.

Corman Park recognizes that the OCP and Zoning Bylaw review is an important project for landowners, rights holders, and stakeholders and is committed to access to project information and engagement activities. An initial online ratepayer survey was held in summer 2021 to gather information and a Council visioning session for the OCP was held in October 2021. Additional consultation with Council, landowners, rights holders, and stakeholders is expected in 2022.

As part of the scope of work, an initial phase considered priority textual amendments within the R.M. Zoning Bylaw, to match with those in the P4G Zoning Bylaw with respect to:

- secondary dwelling units, farmhand dwellings, garage suites, garden suites and secondary suites;
- shipping containers;
- grading and leveling of site (previously known as clean fill operations)
- home based businesses;
- equestrian facilities; and
- tourist homes and bed and breakfast homes

At the November 22, 2021 R.M. Council meeting, first reading was given to Bylaw 52/21, which was the bylaw containing the priority amendments. At the December 20, 2021 R.M. Council meeting, a public hearing was held and second & third reading were given by Council to Bylaw 52/21; provincial approval is pending.

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.

In 2021, the project focused on phase 2, comprised of the east/south segment. Initial public consultation occurred between February and March 2021 for feedback regarding phase 2. In fall 2021, MHI revealed the phase 2 preferred route and additional consultation is expected in early 2022. Due to COVID-19 the engagement is 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.