



111 Pinehouse Drive, Saskatoon &  
Live Streaming via GoToMeeting.com  
Monday, April 12, 2021  
Call to Order @ 9:41 a.m.  
Meeting Adjourned @ 10:24 a.m.  
Meeting Time: hr. 33 mins.

**Planning Committee Minutes**

**Present**

**Attending:** Reeve Harwood, Councillors: Germs, Chuhaniuk, Haduik, Greenwood, Pruim, Froese-Kooijenga, Vaandrager and Trask

**Absent:**

**Staff:** Adam Tittlemore, Administrator; Rebecca Row, Director of Planning & Development; Craig Clements, Director of Finance; Brittney Beckie, Planner II; Kylie McLean, Senior Planner; Audrey Shoard, Treasury/Corporate Records Clerk; Nicole Bowden, Administrative Assistant.

**1. Call To Order**

Chairperson Pruim called the meeting to order at 9:41 a.m.

**2. Adopt Agenda**

The Committee approved the Planning Committee Agenda as presented.

Haduik: That the Planning Committee Agenda be adopted.

**Carried Unanimously**

**3. Planning Carryforward Action List**

The Committee was presented with the Planning Carryforward Action List and updates pertaining thereto.

➤ **Recommendation:**

Greenwood: That Council receive the Planning Carryforward Action List as presented.

**Carried Unanimously**

**4. South East Concept Plan**

**Background:**

The South East Concept Plan (SECP) was awarded to Urban Systems on January 18, 2021 and the project officially kicked off January 25, 2021. At the project kick-off, Urban Systems provided an overview of their work plan and identified their five-phase approach. Their high level work plan is listed below:

**Task 1: Taking Stock (January – March 2021)**

This phase includes reviewing the study area in the past, present and future. To better understand ‘what’s at stake’, Urban Systems will review all necessary background information as well as past engagement strategies. They will be holding targeted stakeholder meetings and developing a comprehensive engagement plan for the entire study.

**Task 2: Visioning (April – May 2021)**

This phase will review the goals and objectives for the SECP and their financial impacts. A financing and funding strategy will be established along with complete and measurable objectives. Urban Systems notes the infrastructure financing and funding is a critical component to implementing the plan. Public, stakeholder and rights holder engagement will take place during this phase and continue through to the next phases as the SECP progresses.

Task 3: Possibilities (May – July 2021)

This phase of the project focuses on providing options on how the study area can be serviced in the interim to accommodate near future development and how it can accommodate urban growth. This phase of the study will also establish growth scenarios; aligning the financing and funding approach with the proposed servicing strategies.

Task 4: Charting the Course (July – November 2021)

This phase includes choosing and refining the preferred land use option as well as the phasing of development and its transition from rural to urban.

Task 5: Implementing the Plan (November 2021 – January 2022)

The last phase will identify next steps, partnerships required and any policy amendment recommendations for the P4G OCP, ensuring the plan aligns with the vision of the study area.

A project webpage has been created at: <https://www.rmccormanpark.ca/306/South-East-Concept-Plan>.

Urban Systems recently completed Task 1: Taking Stock. They undertook a review of previous studies, current conditions, policy documents, and a communications and engagement strategy for the duration of the project was prepared. The first steps of the engagement strategy have been executed. A newsletter was sent out to all Corman Park rate payers within the SECP study area as well as to rate payers adjacent to the study area informing them of the new SECP, providing a link to the webpage and providing an overview of the five phases and future opportunities for engagement. Targeted stakeholder meetings were held with First Nations representatives, major developers and provincial Ministry representatives to obtain feedback on development goals and potential future development. There will be a number of stakeholder and public engagement opportunities throughout the duration of the tasks and project.

The SECP is moving into Task 2 and Task 3 where visioning, land use and servicing schemes are being developed. Saskatoon has recently provided their future land use and servicing information to Urban Systems which will inform the interim development and to be included in the final SECP.

A Steering Committee was formed by the R.M. and the City with the intent to receive information and provide feedback where necessary. The Steering Committee is made up of representatives from the Water Security Agency, First Nations, Ministry of Highways, P4G, and municipal Directors. Two meetings have been held with the Steering Committee and a workshop will be held in April and May to review and discuss potential servicing options for the study area.

The SECP received \$75,000 in funding from the Targeted Sector Support Initiative and as a requirement, the project is to be completed by January 15, 2022. The R.M. applied for additional funding through SREDA's Regional Economic Development Revitalization Grant and received \$10,000 for the SECP. Three progress reports are to be submitted to SREDA; one has already been submitted, the second is to be submitted halfway through the project, and the final submission is at the end of the project. The SECP has received a total of \$85,000 in grant funding.

➤ **Recommendation:**

Trask: That the South East Concept Plan update be received as information.

**Carried Unanimously**

5. Saskatoon North Partnership for Growth (P4G) Update

**Background:**

The last Regional Oversight Executive Committee (REC) meeting was held on April 1, 2021; discussions included an update on the draft North Concept Plan and an update on the P4G Zoning Bylaw. The next REC meeting is scheduled for June 24, 2021 and the next Regional Oversight Committee (ROC) meeting is scheduled for May 27, 2021.

The drafting of the District Zoning Bylaw is working through its final phases. The District Zoning Bylaw has now undergone legal review and the P4G Director and R.M.

are reviewing the final edits based on this legal review. At the REC meeting, it was determined that P4G will post the draft bylaw for public review prior to first reading; posting dates to be determined but likely to commence in mid-end April 2021. It is expected the District Zoning Bylaw will be forwarded to Corman Park for a public hearing and bylaw readings after the upcoming ROC meeting, assuming there are not substantial revisions required after the public consultation.

Following Corman Park approval, the P4G District Official Community Plan, P4G Planning District Agreement, and P4G District Zoning Bylaw will be sent to the Province for review and ministerial approval and establishment of the P4G Planning District in summer 2021.

Work continues on the P4G North Concept Plan; a draft plan was provided for municipal review and comment by February 5, 2021. Based on this municipal review and comments provided at the February REC meeting, additional revisions are required to finalize the plan. Meetings have been coordinated with the project team to address the remaining issues including regional transportation connections, urban mixed use and regional infrastructure land uses and the future regional community services node. More information will be provided once available, however a ROC recommendation to endorse the final plan at the May meeting is expected.

➤ **Recommendation:**

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

**Carried Unanimously**

**6. R.M. Official Community Plan and Zoning Bylaw Update**

**Background:**

Council will recall supporting the 2021 Planning Department Work Plan which included undertaking an in-house update to the R.M. of Corman Park Official Community Plan (OCP) and Zoning Bylaw. This report provides a high level outline of the project deliverables and scope as the project is ready to be initiated.

Any feedback into specific review items or topics should be highlighted by Council at this time allowing the Planning Department to confirm the final project deliverables, scope and timeline to begin the work. Any changes or additions to the scope and deliverables after the project begins will have an impact on the timeline which will be confirmed subject to feedback provided.

Official Community Plan (OCP)

Some of the major updates to the R.M. OCP that R.M. Administration recommend including are:

- Update and clarify wording of overall OCP goals and individual section introductions, objectives and policies;
- Confirmation of the 5 per ¼ constraints areas including the flood plain and discussions with Langham and Daimeny regarding their future growth areas;
- Clarify wording around the 5 per ¼ policy issues and the maximum of 20 acres allowed to be subdivided from a quarter section (i.e. public improvement parcels or parcels that are allowed to be larger than 10 acres due to their age);
- Review of Statements of Provincial Interest (SPI) – ensuring the R.M. OCP is in alignment with the updated SPIs such as a statement to collaborate with First Nations and Metis communities. Some maps may be required to meet SPI objectives, such as a map that shows potential hazard lands;

Some of the items that R.M. Administration is unsure to include in the project scope are:

- Policies regarding secondary road access to multi-parcel developments. As Council may recall there was recent discussion in relation to a subdivision application providing secondary road access from a municipal road. There is no policy in place in reference to this and there was Council discussion about potentially included this in the OCP. Council does not have to determine the specific policy framework at this time; policies to consider could be drafted as part of this project and brought forward to a future Planning Committee meeting for discussion. Council could determine at that time to include policies or

exclude them. R.M. Administration would like Council to determine if secondary road access should be included for review at this time; currently it is not included in the project scope.

- Direct Control District 1 (DCD1) – Crossmount. The DCD1 has been proposed to be updated by the developer in order to expedite needed amendments in advance of the OCP and Zoning Bylaw update. However, no progress has been made on these amendments by the developer to date. R.M. Administration is now in a position to include these edits within the current OCP and Zoning Bylaw update and would recommend doing so. Including the amendments as part of the review would require support from Council, and the developer would have to be satisfied with the project timelines and not pursue the expedited process. The alternative is to continue with a developer led process which could result in the final OCP and Zoning Bylaw not including an updated DCD1. Should Council consider including this work in the review, R.M. Administration would follow up with the developer to discuss the options prior to proceeding.

Council is reminded that the OCP review does not include creation of a future land use map for the entire R.M. The approach selected by Council during strategic planning was to instead focus on specific concept plan areas and prioritize those for completion. However, as noted within this report, a number of specific maps may be required in order to meet the SPI.

R.M. Administration is excluding flood policies as the flood policy study is currently underway and will be providing recommendations on updated flood policies at its conclusion.

#### Zoning Bylaw

Some of the major updates to the R.M. Zoning Bylaw that R.M. Administration recommends to be included in the scope are:

- Updating relevant development standards to match new P4G Zoning Bylaw where appropriate. Some of the major development standard categories to be updated include home based businesses, cannabis regulations, equestrian facilities, clean fill, tourist homes, and bed and breakfast.
- Review of all zoning districts to ensure they adequately reflect R.M. needs including adding or removing permitted and discretionary uses, clarifying development standards (setbacks, for example), and addressing other minor policy gaps.
- Updates to different sections including administration, general regulations, overlays, and definitions, to align with P4G where appropriate.

A new Zoning Map will have to be created as part of the Zoning Bylaw. This will include rezoning of any non-conforming parcels, such as any currently zoned Agricultural District but should be Agricultural Residential 1 District.

Council is reminded that the Zoning Bylaw review does not include review of density provisions within country residential zoning districts, including re-subdivision policies. The approach selected by Council was to include density and re-subdivision review considerations as part of the South R.M. Concept Plan. Therefore, the intent of the current zoning district review is on clarifications and general amendments, not a wholesale review or change. If Council wants to revise that approach, that review and work could be done but it would increase the timelines of the project substantively. R.M. Administration would recommend status quo and reviewing density provisions and re-subdivision policies at a later date after additional concept plans and policy work are completed.

#### Engagement

The purpose of engagement is to provide a framework for communicating to internal and external stakeholders the purpose and progress of the project, and to invite participation in the process. A variety of tools and approaches such as open houses, information sheets and website updates/surveys will be used to ensure understanding, clear and consistent messaging and to provide a range of forums for participation. The engagement will be flexible taking into consideration COVID-19 restrictions however; it will also be revisited throughout the project to ensure communication and engagement is effective.

The engagement objectives are to:

- Generate visibility and understanding of the project so that all stakeholders understand the reason for updating the OCP and Zoning Bylaw, the areas to which the R.M.'s planning documents apply, and the public's role in its development and implementation;
- Update stakeholders on project timelines, progress and key deliverables, and gather input;
- Provide opportunity to stakeholders to offer their feedback and raise issues and/or concerns;
- Utilize a variety of tools, approaches and ideas to ensure messages are received and understood; and
- Foster stakeholder buy-in and support for the project and its long-term implementation.

Should Council have any specific ideas or expectations on engagement they should be identified at this time for consideration in the engagement plan.

**Risk Registry**

At the beginning of any project it is important to discuss anticipated risks or issues that may arise. This allows for strategies to be developed and implemented in advance with the hopes of avoiding or mitigating issues before they negatively impact the project. Below is a high-level risk registry and potential mitigating activities that can be carried out. The risk registry will be revisited periodically and referred to in project updates to ensure that it is kept current and is effectively utilized.

<b>Risk</b>	<b>Likelihood to Occur</b>	<b>Impact Should it Occur</b>	<b>Mitigation Strategies</b>
R.M. Council and/or staff changes	Medium	High	<ul style="list-style-type: none"> <li>• Hold a briefing session with new Council/staff to confirm approach, outcomes and articulate issues</li> <li>• Establish a clear communication process for circulating project information</li> <li>• Regular planning committee updates regarding project status and milestones</li> </ul>
Confusion regarding relation of the OCP and ZBL to existing initiatives (i.e. P4G OCP and Zoning Bylaw review) and/or governance issues	Low	Low	<ul style="list-style-type: none"> <li>• Utilize tailored project information sheets on webpage to address frequently asked questions on how different initiatives align</li> <li>• Utilize maps or other graphics to assist in creating understanding about alignment of various projects/initiatives</li> </ul>
Low stakeholder and public involvement	Medium	Medium	<ul style="list-style-type: none"> <li>• Provide numerous methods for participation and encourage attendance/participation</li> <li>• Utilize a variety of communication tools (i.e. print, social media)</li> </ul>
Expectation by developers to endorse/accommodate specific development plans through the planning process	Medium	Low	<ul style="list-style-type: none"> <li>• Provide numerous methods for participation and encourage attendance/participation</li> <li>• Consider specific meetings to gather additional information on proposed developments, as appropriate</li> </ul>

➤ **Recommendation:**

Chuhaniuk: That the R.M. Official Community Plan and Zoning Bylaw update be received as information and that R.M. Administration be directed to initiate the project.  
**Carried Unanimously**

**7. Adjourn Meeting**

Harwood: That the Planning Committee meeting be adjourned at 10:24 a.m.  
**Carried Unanimously**

  
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Acting Administrator