

MINUTES OF THE FEBRUARY 1, 2023 MEETING
OF THE P4G DISTRICT PLANNING COMMISSION

MEMBERS PRESENT: B. Richet (Chair); B. Sylvester (Vice-Chair); Reeve J. Harwood; Councillor B. Froese-Kooijenga; Councillor S. Nikkel; Councillor B. Dubois; Councillor R. Beck; Councillor A. Humenuik; J. Mathison; Mayor G. Philipchuk; Councillor R. Donauer

REGRETS: Mayor A. Quiring; Mayor K. Muench

SECRETARY: J. Mitchell

STAFF PRESENT: V. Wellsch; K. Muzyka; B. Gorelitz; N. Bowden; A. Toth; B. Toth; L. Foster; R. Row

1. Call the Meeting to Order

Chair Richet called the meeting to order at 11:46 a.m.

2. Land Acknowledgement

3. Approval of the Agenda

Motion: Councillor R. Beck / B. Sylvester
"That the agenda be approved as presented."

CARRIED UNANIMOUSLY

4. Approval of Minutes

Motion: Councillor B. Dubois / Mayor G. Philipchuk
"That the minutes of the January 11, 2023 meeting be approved as presented."

CARRIED UNANIMOUSLY

5. Declaration of Conflict of Interest

None

6. Business Arising from the Minutes

Motion: Councillor B. Froese-Kooijenga / Councillor R. Donauer
"That the updates on the Business Arising from the Minutes be received as information."

CARRIED UNANIMOUSLY

a) North Concept Plan Update:

No update

b) South East Concept Plan:

J. Mitchell provided an update on behalf of project manager V. Reaney.

The project is in the final review stage. At year-end, R.M. Administration submitted a final funding report to the Targeted Sector Support Initiative (TSSI). Urban Systems Ltd. provided a preliminary draft concept plan to submit to TSSI and is now making refinements to prepare the draft concept plan for circulation to the municipal partners and the project steering committee. A further update to DPC will be provided following the completion and review of the final draft plan.

The Commission requested information about project timelines and details related to the level of density being proposed for the study area. J. Mitchell took note of the questions for the project team to report back on at a later date. An update was requested pertaining to the stakeholder, landowner and rights holder engagement. R.M. administration confirmed that a detailed engagement report has been prepared and will be brought to DPC as part of the final concept plan approvals.

c) R.M. Flood Plain Policy Update:

No update

7. Delegation(s):

None

8. Rezoning Application(s):

None

9. Rezoning & Subdivision Application(s):

a) SUBDIVISION: 2022/43	
BYLAW: 37/22	
Owner/Applicant:	T., N., G. & K. Rystrom
Legal Land Description:	NE 31-35-4-W3
Council Division:	1
File Manager:	Kristie Muzyka

File manager K. Muzyka provided an overview of the application and recommendation.

The Commission requested information about the municipal rezoning application fee, which is currently \$400 for single parcel rezoning applications. The Commission also asked whether the non-conforming buildings on the site would be addressed as a result of the subdivision. Corman Park Administration confirmed that the existing residence will meet the 15m side yard setback and the applicant has obtained permits for demolishing un-needed buildings and altering their existing quonset to meet the 15m side yard setback, thereby meeting all Zoning Bylaw requirements.

Motion: Reeve J. Harwood / B. Sylvester

“That the application of Timothy, Nelson, Kimberly and Gloria Rystrom to

- a) rezone a portion of NE 31-35-4-W3 from D-Agricultural 1 District to D-Agricultural Residential 1 District and subdivide one 1.70 ha (4.20 acre) parcel labelled as Parcel ‘B’ and*

- b) *rezone a portion of NE 31-35-4-W3 from D-Agricultural Residential 1 District to D-Agricultural 1 District and alter the boundary of existing Parcel 'A' to be labelled as Parcel 'C' as shown on the Plan of Proposed Subdivision prepared by Webb Surveys dated December 19, 2022 be APPROVED subject to:*
- i. *The applicant being solely responsible for all of the costs of the rezoning and subdivision process, including the provision of Municipal Reserve in the form of cash-in-lieu;*
 - ii. *The installation of any new plumbing and sewage systems shall be permitted, inspected and approved by the Saskatchewan Health Authority;*
 - iii. *The applicant obtaining the necessary approvals and complying with the requirements and recommendations of all government ministries and agencies including, but not limited to, the Water Security Agency, the Saskatchewan Health Authority, the Ministry of Environment and the Ministry of Parks, Culture and Sport;*
 - iv. *The property owners shall not block, divert, or otherwise alter natural drainage patterns without prior consent from the Water Security Agency;*
 - v. *Any new approaches to Parcel 'B', Parcel 'C' and the remnant shall be constructed subject to consultation with, and approval from, the R.M. of Corman Park;*
 - vi. *The execution and registration of an easement agreement to provide for a 5 metre wide road widening easement adjacent to Range Road 3045 for the length of the source parcel;*
 - vii. *The construction or alteration of any buildings on Parcel 'B', Parcel 'C' or the remnant shall require the approval of a development permit and building permit from the R.M. of Corman Park;*
 - viii. *Provision for or relocation of utility services is the responsibility of the applicant and at their expense to the satisfaction of the affected utility departments; and*
 - ix. *Bylaw 37/22 receiving Ministerial approval from the Ministry of Government Relations."*

CARRIED UNANIMOUSLY

b) SUBDIVISION: 2022/59

BYLAW: 06/23

Owner/Applicant:	Russell Schindel
Legal Land Description:	NW 24-37-4-W3
Council Division:	1
File Manager:	Kristie Muzyka

File manager K. Muzyka provided an overview of the application and recommendation.

The Commission asked for an explanation as to which applications require referral for heritage or environmental review. Corman Park Administration explained that there are online tools used to determine which land locations require referral based on the likelihood of environmental or heritage sensitivities. This information, combined with communication with Community Planning, assists in deciding where a referral is required to the relevant ministries.

Motion: Councillor B. Dubois / Councillor R. Beck

"That the application of Russell Schindel to rezone a portion of NW 24-37-4-W3 from D-Agricultural District 1 to D-Agricultural Residential 1 District and subdivide one 4.05 ha (10 acre) parcel labelled as Parcel 'B' as shown on the Plan of Proposed Subdivision prepared by Webb Surveys dated January 1, 2023 be APPROVED subject to:

- i. *The applicant being solely responsible for all of the costs of the rezoning and subdivision process;*
- ii. *The applicant entering into a servicing agreement to support remittance of the required subdivision servicing fees;*
- iii. *The installation of any new plumbing and sewage systems shall be permitted, inspected and approved by the Saskatchewan Health Authority;*
- iv. *The applicant obtaining the necessary approvals and complying with the requirements and recommendations of all government ministries and agencies including, but not limited to, the Water Security Agency, the Saskatchewan Health Authority, the Ministry of Environment and the Ministry of Parks, Culture and Sport;*
- v. *The property owners shall not block, divert, or otherwise alter natural drainage patterns without prior consent from the Water Security Agency;*
- vi. *The execution and registration of an easement agreement to support a 5-metre-wide road widening easement adjacent to Range Road 3041 and Township Road 374 for the length of the source parcel;*
- vii. *Any permanent development within 90 metres of the highway right-of-way requires a permit from the Ministry of Highways. Smallest setback from the existing roadway centreline is 60 metres for homes and 55 metres for trees, shrubs, granaries, commercial development, etc;*
- viii. *Any new approaches to Parcel 'B' and the remnant shall be constructed subject to consultation with, and approval from, the R.M. of Corman Park;*
- ix. *The construction of any buildings on Parcel 'B' or the remnant shall require the approval of a development permit and building permit from the R.M. of Corman Park;*
- x. *Provision for or relocation of utility services is the responsibility of the applicant and at their expense to the satisfaction of the affected utility departments; and*
- xi. *Bylaw 06/23 receiving Ministerial approval from the Ministry of Government Relations.”*

CARRIED UNANIMOUSLY

10. Subdivision Application(s):

a) SUBDIVISION: 2022/62

Owner/Applicant:	Trevor Mawson
Legal Land Description:	NE 22-36-4-W3
Council Division:	1
File Manager:	Kristie Muzyka

File manager K. Muzyka provided an overview of the application and recommendation.

The Commission asked why Corman Park requires 5 m road widening easements on some applications. Corman Park Administration explained that it depends on the current road allowance at the location of an application, and that if the allowance does not meet current road standards, then subdivision provides the opportunity to register an easement agreement to title for future road upgrades.

The Commission also asked for clarification on when comments are requested from other municipalities. Corman Park Administration explained that the P4G District Zoning Bylaw lists which types of applications require referrals. Single severance agricultural residential subdivisions, one of the most common types of applications, do not require referrals as per the District Zoning Bylaw.

Motion: Councillor B. Froese-Kooijenga / Councillor R. Donauer

“That the application of Trevor Mawson to subdivide one 32.37 ha (80 acre) parcel labelled as Parcel ‘B’ from NE 22-36-4 W3 as shown on the Plan of Proposed Subdivision prepared by Webb Surveys dated January 6, 2023 be APPROVED subject to:

- i. The applicant being solely responsible for all of the costs of subdivision process;*
- ii. The installation of any new plumbing and sewage systems shall be permitted, inspected and approved by the Saskatchewan Health Authority;*
- iii. The applicant obtaining the necessary approvals and complying with the requirements and recommendations of all government ministries and agencies including, but not limited to, the Water Security Agency, the Saskatchewan Health Authority, the Ministry of Environment, Ministry of Highways and the Ministry of Parks, Culture and Sport;*
- iv. The property owners shall not block, divert, or otherwise alter natural drainage patterns without prior consent from the Water Security Agency;*
- v. The execution and registration of an easement agreement to support a 5-metre-wide road widening easement next to Township Road 364 for the length of the quarter section;*
- vi. Any new approaches to Parcel ‘B’ or the remnant shall be constructed subject to consultation with, and approval from, the R.M. of Corman Park;*
- vii. The construction of any buildings on Parcel ‘B’ or the remnant shall require the approval of a development permit and building permit from the R.M. of Corman Park; and*
- viii. Provision for or relocation of utility services is the responsibility of the applicant and at their expense to the satisfaction of the affected utility departments.”*

CARRIED UNANIMOUSLY

b) SUBDIVISION: 2022/60

Owner/Applicant:	Steven & Brianne Guenther
Legal Land Description:	Pcl 6, Plan 68S15109, NE 6-36-5-W3
Council Division:	3
File Manager:	Kristie Muzyka

File manager K. Muzyka provided an overview of the application and recommendation.

The Commission noted that a hydrogeotechnical study, one of the Saskatchewan Health Authority (SHA) requirements, still hadn't been provided by the applicant and asked whether it was premature for DPC to consider the application without that information. Corman Park Administration responded that hydrogeotechnical studies are reviewed in detail by technical experts at the SHA. As the approving authority for subdivisions, Community Planning will not issue a Certificate Approval (COA) unless they are satisfied with the hydrogeotechnical report and with the recommendation from SHA. Community Planning may also choose to issue conditions of approval in response to the results of the hydrogeotechnical report. Because this review happens separately from the municipal review process, Corman Park felt confident bringing forward the application at this stage.

Motion: Mayor G. Philipchuk / Councillor B. Dubois

“That the application of Brianne and Steven Guenther to subdivide one 2.09 ha (5.17 acre) parcel labelled as Parcel ‘6B’ from Parcel ‘6’, Plan 68S15109, NE 6-36-5-W3 as shown on the Plan of

Proposed Subdivision prepared by Meridian Surveys dated November 15, 2022 be APPROVED subject to:

- i. The applicant being solely responsible for all of the costs of the subdivision process;*
- ii. The applicant entering into a servicing agreement to support remittance of the required subdivision servicing fees;*
- iii. The installation of any new plumbing and sewage systems shall be permitted, inspected and approved by the Saskatchewan Health Authority;*
- iv. The applicant obtaining the necessary approvals and complying with the requirements and recommendations of all government ministries and agencies including, but not limited to, the Water Security Agency, the Saskatchewan Health Authority, the Ministry of Environment and the Ministry of Parks, Culture and Sport;*
- v. The property owners shall not block, divert, or otherwise alter natural drainage patterns without prior consent from the Water Security Agency;*
- vi. Any new approaches to Parcel '6B' and the remnant shall be constructed subject to consultation with, and approval from, the R.M. of Corman Park;*
- vii. The construction of any buildings on Parcel '6B' or the remnant shall require the approval of a development permit and building permit from the R.M. of Corman Park; and*
- viii. Provision for or relocation of utility services is the responsibility of the applicant and at their expense to the satisfaction of the affected utility departments."*

CARRIED UNANIMOUSLY

11. Discretionary Use Application(s):

None

12. Textual Amendments:

None

13. Other:

The Commission discussed whether single severance agricultural residential subdivisions needed to be brought to DPC for consideration. Corman Park Administration clarified that this process is regulated by the District Zoning Bylaw and by provincial legislation which requires all subdivisions in Corman Park to be reviewed by R.M. Council, rather than a decision being issued administratively.

14. Adjournment:

Motion to Adjourn: Mayor G. Philipchuk

The meeting was adjourned at 12:14 p.m.