



111 Pinehouse Drive, Saskatoon &
Live Streaming via GoToMeeting.com
Monday, February 6, 2023
Call to Order @ 11:01 a.m.
Meeting Adjourned @ 1:44 p.m.
Meeting Time: 2 hr 43 min

Planning Committee Minutes

Present

Chairperson: Art Pruim

Reeve: Judy Harwood

Councillors: John Saleski - Electronically
Lyndon Haduik
David Greenwood
Bas Froese-Kooijenga
Calvin Vaandrager
Wendy Trask

Absent: John Germs

Staff: Ken Kolb, Chief Administrative Officer
Scott Bastian, Director of Corporate Services
Wade Gasmo, Director of Infrastructure and Public Works
Audrey Shoard, Treasury/Corporate Records Clerk
Joanne Bradley, Executive Assistant
Adam Toth, Senior Planner
Vickey Reaney, Senior Planner
Kylie McLean, Planner

1. Call To Order

Chairperson Pruim called the meeting to order at 11:01 a.m.

2. Adopt Agenda

The Committee approved the Planning Committee Agenda as presented.

Greenwood: That the Planning Committee Agenda be adopted.

Carried Unanimously

3. Delegation – Solair – In-Camera

In-Camera at 11:01 a.m.

Trask: That the meeting proceed to an in-camera session of Council as per Section 16(1) of the Local Authority Freedom of Information And Protection of Privacy Act to discuss the Solair Concept Plan Submission.

Carried Unanimously

Out of Camera at 12:30 p.m.

Froese-Kooijenga: That the in-camera session of Council be adjourned

Carried Unanimously

> Recommendation:

Trask: That Administration continue discussions with Arbutus Properties for the development of the Solair neighbourhood on the NW 16-36-4 W3rd.

Carried Unanimously

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*Lunch Break 12:35 p.m. to 1:15 p.m.*

Councillor Froese-Kooijenga left the meeting (12:35 p.m.).

**4. Servicing Agreement Update – In-Camera**

*In-Camera at 1:15 p.m.*

Greenwood: That the meeting proceed to an in-camera session of Council as per Section 16(1) of the Local Authority Freedom of Information And Protection of Privacy Act to discuss the Solair Concept Plan Submission.

**Carried Unanimously**

*Out-of-Camera at 1:30 p.m.*

Haduik: That the in-camera session of Council be adjourned.

**Carried Unanimously**

**5. Planning Carryforward Action List**

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

➤ **Recommendation:**

Greenwood: That the Planning Carryforward Action List be received as presented.

**Carried Unanimously**

**6. Saskatoon North Partnership for Growth (P4G) Update**

**Background:**

The last Regional Oversight Committee (ROC) meeting was held January 26, 2023. Agenda items included a delegation from the City of Saskatoon on the phase 2 (east) P4G drainage study. ROC approved the report, and it can be found on Corman Park's website, at this [Location](#). The 2022 P4G Annual Report and Fourth Quarter Financial Report were both received as information. The project charter for the Regional Market Study was approved and the P4G Executive Director is authorized to release a Request for Proposals (RFP). The project is expected to start in May. An update was provided on the meeting with Minister Harrison about the Regional Servicing Hub where the Minister noted the cooperative spirit of the P4G. There was an update on the Future Regional Community Services Node, and it was determined further discussion is required.

The new P4G Executive Director is Rebecca Row and she started January 3, 2023.

The next ROC meeting is scheduled for March 23, 2023

➤ **Recommendation:**

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

**Carried Unanimously**

7. **Fee Review**

**Background**

Council will recall that Corman Park contracted Wallace Insights, Firebird Business Consulting, and V3 Companies to undertake an update to Corman Park's planning application fees, and subdivision servicing fees and to review the need for a development levy framework. The project began in 2021 and the consultant's final report was received as information by Council on June 13, 2022. At the time Council directed R.M. Administration to prepare subsequent reports, draft bylaws and recommendations to implement the recommended planning application fees, subdivision servicing fees and development levy framework.

Section 51 of the *Planning and Development Act* (the *Act*) enables planning application fees to be charged for the review, advertising, approval, enforcement, regulation and issuance of development permits, minor variances and amendments to the municipality's Official Community Plan (OCP) or Zoning Bylaw. In Corman Park the current planning application fees are contained in the Planning Fee Bylaw 45/19.

Both subdivision servicing fees and development levies are enabled in the *Act* as a cost recovery tool for municipalities that provide 'off-site infrastructure'. This includes roadways, potable water, wastewater, drainage and stormwater management, and provision of parks and recreation, which directly or indirectly serves a proposed subdivision or development. 'Off-site infrastructure' does not include the 'on-site' services that directly serve a subdivision or development such as internal subdivision roads. "On-site" service costs are borne by the developer.

Development levies are charged when there is no subdivision of land, but the land is being intensified through development. Subdivision servicing fees are associated with the subdivision of land. The R.M.'s current subdivision servicing fees were set in 2014 through the Subdivision Fees Policy PD/002. The R.M. does not currently have a development levy framework in place.

**Discussion**

R.M. Administration recommends that Council proceed with implementing the Planning Application Fees and Subdivision Servicing fees as presented in this report. This would implement the recommendations in the consultant's final report and ensure that eligible projects identified in Corman Park's 10-year capital plan are adequately cost recovered ('growth pays for growth') and, in most cases, that 100% of the municipal cost of reviewing and processing various planning applications are recovered from the applicant.

It is also recommended that the proposed planning application fees and subdivision servicing fees come into effect on June 1, 2023. This would allow Administration time to provide notification to landowners, applicants, and developers that the proposed fee increases are coming, see the Communications section of this report for more information. This would also allow for a 'grace-period' for any applications that are currently in process.

Administration is recommending that a Development Levy framework be implemented at a later date and at the same time as the R.M.'s new Official Community Plan (OCP). Corman Park must amend its Official Community Plan to enable development levies as well as adopt a separate development levy bylaw outlining the scenarios and policy on when the levies would apply, how they are calculated, and generally how levies are implemented. The consultant supplied a bylaw template as part of their final report but more work is needed by Administration to implement the development levy as part of the R.M.'s development permit process. The R.M. OCP is scheduled to be completed by the end of 2023 and this extra time will allow for Administration to do more policy development and consultation with developers, land owners, and other stakeholders on the development levy bylaw.

**Planning Application Fees**

Attachment 1 contains the current Planning Fee Bylaw 45/19. The following bylaw amendments are needed to implement the recommended fee increases. Administration is also recommending some housekeeping amendments:

- The consultant's final report verified that Corman Park's current planning application fees cover between 12% and 95% of the true municipal cost for review and approvals, depending on the type of application. Where the current application fee is not sufficient for 100% cost recovery, fee increases are recommended, as outlined in Table 1.

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- There is one instance where 100% cost recovery is not recommended. OCP and Zoning Bylaw text amendments have a potential for municipal-wide benefit, such as improving the overall clarity of the bylaws and/or enabling new forms of development. Currently, the R.M. charges \$400 per application for text amendments. The proposed fee is increasing to \$1,350 representing a cost recovery of 40% with the other portion subsidized by the municipality realizing that there is a net community benefit.
- A single fee discretionary use fee of \$775 per application is recommended for simplicity and competitiveness. Currently, fees are divided into 'basic' applications and 'standard' applications, depending on the land use being proposed. In the consultant's final report, it was found that 'basic' applications do not necessarily result in a lower cost to the municipality for review and approvals than 'standard' applications, particularly if enforcement issues are present.
- The retainer fees for necessary planning, engineering, legal, and other professional expertise are eliminated. These retainer fees are not currently used by Administration and there are other clauses in the bylaw which enable Administration to collect additional fees from the applicant, in cases where the costs to review the application and/or implement Council's decision would exceed the standard application fees.
- The \$20/lot fee on multi-parcel rezoning will now be charged on all rezoning applications. This fee is to cost recover the maintenance re-inspection fee from the Saskatchewan Assessment Management Agency (SAMA) which is required to review the assessment level for property following a subdivision and/or rezoning of land.
- Implementing the new fees will require amendments to the Planning Fee Bylaw 45/19 which would be brought to Council for 1<sup>st</sup> reading.

**Table 1. Summary of Current vs. Recommended Planning Application Fees**

Application Type	Dev. Permit	Disc. Use	Text Amendment	Single Rezoning - AG Only	Single Rezoning - All Other	Rezoning Multi-Parcel	Minor Variance	Zoning Compliance
Current Fees	\$ 125	\$ 775	\$ 400	\$ 400	\$ 550	\$ 1,525	\$ 125	\$ 75
Current Cost Recovery (%)	58%	99%	12%	63%	22%	34%	62%	95%
Proposed Fees	\$ 215	\$ 780	\$ 1,350	\$ 630	\$ 2,500	\$ 4,500	\$ 200	\$ 78
Proposed Cost Recovery (%)	100%	100%	40%	100%	100%	100%	100%	100%

**Subdivision Servicing Fees**

Attachment 2 contains the current Policy # PD-002 Subdivision Fees. Administration is recommending the following changes to implement the recommended fees from the consultant's final report. Administration has also proposed a number of housekeeping amendments for the purpose of clarifying the intent and administration of the policy:

- It is recommended that the residential subdivision servicing fee be increased from \$6,560 per lot to \$8,505 per lot. This represents a 30% increase in fees, or an average annual increase of 3.8% since 2014 when the fees were last increased. The residential development charge is recommended to remain as a per-lot charge based on the principle that each residential lot has a similar impact on municipal infrastructure, regardless of its size. The proposed residential servicing fee would continue to apply to both multi-parcel country residential subdivisions as well as single severance (5 per 1/4) residential sites.
- Administration proposes that there are no changes to the exemption of subdivision servicing fees for residential subdivisions that involve an existing residential yard site. This exemption is based off the principle that an existing

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yard site does not represent growth for the municipality. Any subsequent subdivisions off the remnant lands would be subject to the subdivision servicing fee.

- It is recommended that the non-residential subdivision servicing fees be increased from \$10,560 per lot to \$13,818 per ha. The recommendation to move to a per area charge is to provide Corman Park with a mechanism to address the varying impacts of non-residential growth. It is recommended that the per area fee apply to the gross developable area of a subdivision, meaning that any lands that are required to be dedicated for public purposes (roadways, Municipal Reserve, etc.) would be not be included.
- Administration is recommending that it be clarified that the non-residential subdivision servicing fee included lots being created for recreational or institutional purposes, since these types of development have been shown to generate off-site impacts and costs for the municipality.
- Council will need to endorse the amended policy at a future Council meeting for the new subdivision fees to come into effect.

### **Implications**

#### **Strategic**

The main benefit of raising the R.M.'s planning application and subdivision servicing fees is to ensure that the R.M. is operating at a cost-recovery basis, where feasible.

#### **Financial**

There is an overall positive net benefit to the finances of the R.M. as a result of the implementation of the recommended fee increases. Implementing the new subdivision servicing fees will ensure that there are adequate reserve funds being generated by development to pay for future municipal infrastructure projects that are needed to serve a growing municipality ('growth pays for growth'). Implementing the new planning fees will ensure that the municipal costs are being covered by the applicant who primarily benefits from the reviewing and processing of the application. The consultant's final report demonstrates that planning and subdivision servicing fees can go to 100% cost recovery where recommended and still remain competitive with other municipalities.

#### **Policy/Legal**

The proposed changes to Planning Fee Bylaw 45/19 and Subdivision Fees Policy PD/002 are needed to implement the recommended fee increases. A number of housekeeping amendments to Planning Fee Bylaw 45/19 and Subdivision Fees Policy PD/002 are recommended, to clarify the intent and applicability of the new fees. If the changes are supported by Council then amended versions of the subdivision policy would be prepared for Council resolution and a new Planning Fee Bylaw would be prepared for 1<sup>st</sup> reading, both at a future Council meeting.

#### **Communication**

Administration will notify the stakeholders who were contacted by Wallace Insights while undertaking the municipal fee review study. The stakeholders include a number of developers, realtors, property owners, and homebuilders that do business in Corman Park. The same group will be contacted by Administration to inform them of the proposed planning and subdivision servicing fees and when they will come into effect.

Notice of the fee increases will be posted on the R.M. website, along with the consultant's final report. Administration will be preparing a 'Frequently Asked Questions and Answers' document to post on the R.M. website leading up to the new fees coming into effect.

#### **Other Implications/Alternate Options**

Council could consider keeping the fees at their current rates or phasing planning fees and development charges in over time. These are not recommended approaches, as it may result in insufficient capital funds for the municipality to support growth. The consultant's final report shows that the planning application fees and subdivision servicing fees can be raised to 100% cost recovery and still remain competitive with comparable municipalities. There are options available for Council to consider but are not recommended.

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➤ **Recommendation:**

Pruim: That the Planning Fee Bylaw 45/19 and the Subdivision Fees Policy PD-002 be amended as recommended, to implement the recommendations in the RM of Corman Park Planning Fees and Development Charges Study dated June 2, 2022.

**Carried Unanimously**

8. **Adjourn Meeting**

Haduik: That the Planning Committee meeting be adjourned at 1:44 p.m.

**Carried Unanimously**



  
Chief Administrative Officer