

Corman Park – Saskatoon District Planning Commission Meeting

April 7, 2021

**MINUTES OF THE APRIL 7, 2021 MEETING OF THE CORMAN PARK – SASKATOON
DISTRICT PLANNING COMMISSION**

MEMBERS PRESENT: B. Richet (Chair); B. Sylvester (Vice Chair); J. Waddington; W. Trask; B. Froese-Kooijenga; J. Harwood; C. Dalen-Brown; D. Kirton

EX-OFFICIO MEMBERS PRESENT: R. Row; D. Kripki; M. Reiter; K. McLean; K. Muzyka; B. Beckie; J. Mitchell; N. Bowden

REGRETS: B. Dubois

2. Land Acknowledgement

3. Approval of the Agenda

Motion: W. Trask / B. Sylvester

CARRIED

4. Approval of the Minutes of February 3, 2021:

Motion: J. Waddington / D. Kirton

CARRIED

5. Business Arising from the Minutes

Update on Item a) Saskatoon North Partnership for Growth (P4G) Update – New Update

The drafting of the District Zoning Bylaw is working through its final phases. Final legal review of the bylaw took place in March 2021 and final edits are being undertaken based on that review. The District Zoning Bylaw is expected to be posted online for public viewing in April 2021 (dates TBD) prior to ROC endorsement and being forwarded to Corman Park for a public hearing and bylaw readings (dates TBD).

The Commission discussed the ROC endorsement and questioned the outcome of the legal review of the bylaw.

R.M. Administration provided the ROC endorsement is expected at the end of May, with the public hearings and bylaw readings expected in June or July. The legal review of the bylaw did not reveal any major concerns.

Update on Item b) North Concept Plan – New Update

A draft report was provided on January 15, 2021 for municipal review until February 5, 2021. Based on this municipal review additional revisions are required to the final plan. Meetings are being 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. The NCP will be finalized and be presented for DPC, ROC and Council endorsements as necessary; additional updates will be provided once available.

Update on Item c) South East Concept Plan

The South East Concept Plan (SECP) was awarded to Urban Systems, January 18, 2021 and the project officially kicked off January 25, 2021. At the project kick-off meeting Urban Systems provided an overview of their workplan and identified their five-phase approach:

- 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. Urban Systems will hold targeted stakeholder meetings and develop a comprehensive engagement plan for the entire study during this phase.
- 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 also 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. They undertook a review of previous studies, current conditions and 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 including a newsletter being mailed to all Corman Park rate payers within the study area as well as adjacent to the study area informing them of the new SECP, providing a link to the project website and providing an overview of the five phases and future opportunities for engagement. Targeted stakeholder meetings with major developers, provincial Ministry representatives, and First Nations were held to obtain feedback on development goals and

potential future development. There will be a number of engagement opportunities throughout the duration of the project.

A Steering Committee was formed by the R.M. and the City with the intent they receive information and provide feedback where necessary as the SECP is developed. The Steering Committee includes representatives from the Water Security Agency, First Nations, Ministry of Highways, P4G, and municipal Directors. Two meetings have already been held with the Steering Committee and a workshop will be held in April 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. Updates on the SECP will be provided to the Commission when available.

The Commission discussed Task 4 and asked for clarification in the wording of the transition from rural to urban.

Motion: B. Sylvester B. Froese-Kooijenga

"That the updates on the Business Arising from the Minutes be received as information."

CARRIED

6. Rezoning Application(s)

None

7. Rezoning & Subdivision Application(s)

None

8. Subdivision Application(s):

a) SUBDIVISION 2021/10

Owner/Applicant:	Lionel Duh & Adele Buettner
Legal Land Description:	SW 21-37-4-W3
Council Division:	1
File Manager:	Kristie Muzyka

The Commission asked about the proximity to the Intensive Livestock Operation (ILO) located at Parcel A, NW 21-37-4-W3 and what written consent for change of use is required. The Commission also questioned why the lawyer who submitted the Basic Development Review (BDR) did not note the existing ILO on Parcel A, NW 21-37-4-W3 in their submission.

R.M. Administration noted that a co-existence agreement would be required to be signed by the landowners of the proposed parcels for any new uses to locate on the quarter section. R.M. Administration also noted that the lawyer likely could not tell the existing ILO was present from aerial photographs.

The Commission supported the recommendation as presented.

Motion: J. Waddington / B. Froese-Kooijenga *“That the application of Lionel Duh and Adele Buettner to subdivide two 32.2 ha (79.6 acre) parcels labelled as Parcel ‘A’ and Parcel ‘B’ from the SW 21-37-4-W3 for the purpose of creating separate titles for agricultural parcels as shown on the revised Plan of Proposed Subdivision prepared by Webb Surveys dated March 23, 2021 be APPROVED subject to:*

- i. The applicant being solely responsible for all costs of the subdivision process;*
- ii. 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 Ministry of Parks, Culture and Sport;*
- iii. The execution and registration of an easement agreement to provide for a 5 metre wide road widening easement adjacent to Range Road 3044;*
- iv. Any new approach shall be constructed subject to consultation with, and approval from, the R.M. Director of Public Works;*
- v. The construction of any buildings on Parcel ‘A’ or ‘B’ shall require the approval of a development permit and building permit from the R.M. of Corman Park and depending on the proposed use rezoning may be required;*
- vi. The installation of any new plumbing and sewage systems shall be permitted, inspected and approved by the Saskatchewan Health Authority;*
- vii. 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*
- viii. The applicant obtaining the necessary approvals and complying with the requirements and conditions provided by TransGas in relation to the high pressure natural gas pipeline located on the west side of the quarter section.”*

CARRIED

9. Discretionary Use Application(s):**a) DISCRETIONARY USE 2021/09**

Owner/Applicant:	Deanna Braun and Tenille Hanson
Legal Land Description:	Parcel A, NW 6-38-5-W3
Council Division:	7
File Manager:	Kristie Muzyka

The Commission questioned whether the applicants would have to go through a discretionary use process for renewing the garden suite, whether there are size restrictions for garden suites, if all garden suites are temporary and if all garden suites are renewed for a term of four years.

R.M. Administration noted that the applicant would have to go through the discretionary use process to renew their garden suite, the size restriction is 1200 square feet and that all garden suites are temporary and can be renewed for up to a period of a maximum of four years.

The Commission supported the recommendation as presented.

Motion: W. Trask / B. Sylvester

“That the application of Deanna Braun and Tenille Hanson to establish a Garden Suite as a discretionary use on Parcel ‘A’, NW 6-38-5-W3 be APPROVED, subject to:

- i. The applicant being responsible for all costs associated with the discretionary use application;*
- ii. 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 Saskatchewan Health Authority;*
- iii. The construction of any buildings on site shall require the approval of a development and building permit from the R.M. of Corman Park;*
- iv. Provision or relocation of utility services is at the applicant’s expense and responsibility to the satisfaction of the affected ductility departments;*
- v. The use shall be valid for a maximum of four (4) years from the date of approval, at which time the use shall be discontinued or a new application applied for including any fees for the continued use of the Garden Suite; and*
- vi. The installation of any new plumbing and sewage systems shall be permitted, inspected and approved by the Saskatchewan Health Authority.”*

CARRIED

b) DISCRETIONARY USE 2020/34

Owner/Applicant:	Overpass Farms Inc.
Legal Land Description:	Parcel 'D', SW 33-37-5-W3
Council Division:	6
File Manager:	Michelle Reiter

The Commission discussed the recent rise in non-compliance issues. The Commission also questioned whether or not R.M. Administration had received a response from the Ministry of Highways on this application in relation to the Saskatoon Freeway.

R.M. Administration explained the recent rise in non-compliance issues is in direct correlation with the hiring of our Bylaw Officer who is clearing the backlog of non-compliance files. R.M. Administration also noted that a response from Ministry of Highways had not yet been received but that there should be no concerns in relation to the Saskatoon Freeway.

The Commission supported the recommendation as presented.

Motion: B. Froese-Kooijenga / C. Dalen-Brown

"That the application of Overpass Farms Inc. to establish an Industrial Complex as a discretionary use on Parcel 'D', SW 33-37-5-W3 be APPROVED, subject to:

- i. Prior to release the applicant submitting a detailed and dimensioned final site plan indicating the parking and landscaping requirements are met;*
- ii. Approval of the subdivision application R0073-17S, and registration of the Certificate of Approval with Information Services Corporation (ISC) to create Lot 2, Block 8, SW 33-37-5-W3;*
- iii. The applicant being responsible for all costs associated with the discretionary use application including the provision of double permit fees as the use has continued without approval;*
- iv. Any licensed vehicles will be required to obtain haul permits from the Municipality prior to hauling any overweight loads on R.M. roads;*
- v. Obtaining the necessary approvals and complying with the requirements and recommendations of all government ministries and agencies including, but not limited to the Ministry of Highways and the Saskatchewan Health Authority;*
- vi. All outdoor storage must be screened from view from adjacent municipal roadways and public lands by a solid fence, landscape materials, berm, vegetative plantings or any combination of the above at least two (2) metres in height;*
- vii. The applicant applying for and obtaining a separate development permit to establish any use in any of the leasehold spaces within the Industrial Complex;*
- 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;*
- ix. The applicant applying for and obtaining a building permit to bring the interior alterations to the existing building into conformance with the District Zoning Bylaw and Municipal Building Bylaw within 3 months of approval;*

- x. *The applicant applying for and obtaining a development and building permit for any alteration to the existing building or new construction on site; and*
- xi. *The applicant entering into a development agreement with the Municipality to define the intensity of development, landscaping plan requirements and to employ any other conditions necessary to satisfy the relevant requirements of the Corman Park-Saskatoon Planning District Zoning Bylaw, which shall be registered by way of an interest upon the property title.”*

CARRIED

10. Textual Amendments:

None

11. Other

a) R.M. Floodplain Policy Update

A portion of the South Saskatchewan River runs through the Planning District and the bounds of the river's adjacent flood plain was recently confirmed through a two-dimensional hydraulic model and flood hazard mapping study. The work was completed by Barr Engineering and the final report was received by Corman Park Council on February 25, 2018. A map showing the flood plain for the regulatory 1:500 year event is attached to this report.

The current R.M. and District Official Community Plan (OCP) and Zoning Bylaw contain a number of policies related to development in the flood plain which are outdated, do not meet current *Statements of Provincial Interest* (SPI) and do not relate the results of the hydraulic modelling. Updates are required to provide an adequate policy framework to regulate development and subdivision in the flood plain.

Corman Park funded these policy updates as part of the 2021 R.M. planning department budget and work plan. Stantec, as the lead consultant with support from Wallace Insights as a sub consultant, was awarded a contract to complete this work beginning on January 18, 2021.

The project website is <http://rmcormanpark.ca/307/Flood-Plain-Policy-Updates>.

More information will be provided to the DPC once available (the intent is to communicate with the DPC in phases 1 and 4) however since it is expected that the project will result in amendments to the P4G OCP and Zoning Bylaw, the item is proposed by R.M. Administration to be added to the 'Business 'Arising' section of the agenda so a regular update can be provided. However should the DPC advise this is not required, updates would only be brought forward at milestone events as a general agenda item.

The following outlines the phased approach to the work plan.

Phase 1 – Background Compilation Review and Analysis (January – February 2021)

This phase includes reviewing the study area to better understand the issues at hand. Stantec will produce a background report while also compiling best practices for development standards and policies across Canada.

Phase 2 – Community and Stakeholder Consultation (March – May 2021)

This phase includes creation of a communication and engagement plan. The engagement plan will focus on sharing information about the flood plain and the importance of this study as it relates to emergency planning for safe and resilient developments.

Phase 3 – Draft Options and Bylaw Regulations (May – June 2021)

This phase focuses on developing draft policy options and development regulations that would form the amendments to the OCPs and Zoning Bylaw. A workshop will be held to discuss the background report and public consultation results.

Phase 4 – Draft Policy Options and Development Regulations (September – November 2021)

This phase includes presenting draft policies and development regulations to the public. Following meetings with the public, the draft policies and development regulations will be revised as required. Final draft policies will then be created and presented to Corman Park.

Phase 5 – Prepare Amendments (November 2021)

The last phase includes preparing the OCP and Zoning Bylaw amendments and associated zoning map amendments. These amendments will be presented in a form satisfactory to Corman Park and in keeping with the SPIs.

Motion: C. Dalen-Brown / B. Froese-Kooijenga

“That the R.M. municipal flood policy study policy update be received as information and that item be added to the ‘Business Arising’ section for regular updates.”

CARRIED

b) R.M. Staffing Update

Effective February 17, 2020 Vanessa Wellsch is no longer with the R.M. planning department. Our new Planner II is Jessica Mitchell who graduated from the University of Saskatchewan in 2018 and previously worked for the R.M. of Edenwold. She started March 22, 2021 and is working in the policy section. Kristie Muzyka who was previously in the policy section is now in development review and will be taking over Vanessa’s development review position with Jessica backfilling Kristie in policy.

Joel Cardinal is the new R.M. Director of Public Works as of March 16, 2021; he replaces Craig Habermehl who resigned to take over the family farm. Joel has previous experience in municipalities in both Saskatchewan and Alberta.

Adam Tittlemore, Administrator will no longer be with the R.M. as he took a position with the City of Saskatoon. His last day with Corman Park will be April 14, 2021. A recruitment for his replacement is underway.

Motion: W. Trask / C. Dalen-Brown

“That the R.M. staffing update be received as information.”

CARRIED

12. Adjournment

Motion to Adjourn: B. Froese-Kooijenga