



111 Pinehouse Drive, Saskatoon &
Live Streaming via GoToMeeting.com
Monday, September 13, 2021
Call to Order @ 9:35 a.m.
Meeting Adjourned @ 11:59 a.m.
Meeting Time: 2 hr. 24 mins.

Planning Committee Minutes

Present

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

Absent:

Staff: Rebecca Row, Director of Planning & Development; Ken Kolb, Chief Administrative Officer; Craig Clements, Director of Finance; Jessica Mitchell, Planner II; Cory Boudreau, Planner I; Audrey Shoard, Treasury/Corporate Records Clerk; Nicole Bowden, Administrative Assistant.

1. Call To Order

Chairperson Pruim called the meeting to order at 9:35 a.m.

2. Adopt Agenda

The Committee approved the Planning Committee Agenda with the following additions:

9. CDR's – Councillor Froese-Kooijenga
10. Saskatoon Freeway – Councillor Germs

Froese-Kooijenga: That the Planning Committee Agenda be adopted.

Carried Unanimously

3. 9:30 a.m. Delegation – Arbutus Developments - Solair

Background:

Planning Committee will recall delegations representing Arbutus Properties at the September 10, 2018 and May 6, 2019 Planning Committee meetings regarding the Solair urban residential development proposed inside the City of Saskatoon.

The development is now proposed as an urban style development within Corman Park. Arbutus President Jeff Drexel, Arbutus Director of Planning Murray Totland and Arbutus project consultant Don Atchison will be in attendance to provide an overview of the revised proposal.

As previously indicated at committee meetings, the site has no designation on the current Corman Park-Saskatoon planning district future land use map however the site is designated future urban residential neighbourhood and urban commercial/industrial within the P4G District Official Community Plan (DOCP). The lands are within the growth area to 700,000. Depending on the final concept for the lands, P4G DOCP land use map amendments may be required to support the proposed development concept.

Council should consider if this urban type and level of density and servicing is envisioned for Corman Park in the future so R.M. Administration can provide guidance and recommendations on the proposal.

➤ **Recommendation:**

Harwood: That Council support in principle the proposed Solair urban residential development.

Carried Unanimously

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4. 10:00 a.m. Delegation – Michelle Maurer – Ministry of Government Relations

Background:

Saskatchewan is covered by the Numbered Treaties 2, 4, 5, 6, 7, 8, and 10 signed by Canada and First Nations between 1871 and 1906. Canada breached the terms of the treaties by failing to provide many First Nations with the correct amount of treaty land, resulting in about 40 Saskatchewan First Nations with outstanding Treaty Land Entitlement (TLE) claims.

In 1930, *The Natural Resources Transfer Agreement* (NRTA) transferred the administration and control of Crown land, minerals, and other natural resources from the federal to the provincial government. Section 10 of the NRTA requires the province to provide unoccupied Crown land to Canada to resolve any outstanding treaty obligations. However, by the 1980's the amount of available unoccupied provincial Crown land was not sufficient and/or located in suitable areas to settle the outstanding TLE claims. Therefore, Canada, Saskatchewan, and First Nations began to negotiate a comprehensive agreement to address this constitutional obligation. The basis of that agreement was to provide each First Nation with money to purchase a specified amount of Crown or privately owned land on a "willing seller/willing buyer" basis and to transfer that land to reserve status in order to fulfill each outstanding TLE claim. To date, Canada, Saskatchewan and 33 First Nations have signed TLE settlement agreements using that model.

Part of the provincial government's role in implementing the TLE agreements is to ensure that any provincial third-party interests, such as Corman Park's, are identified and resolved prior to reserve creation, and that the province's legal obligations are met in the complex reserve creation process.

Saskatchewan also signed a Memorandum of Agreement with Canada in 2000 to cooperate and facilitate reserve creation arising from other specific claim agreements where there is a land component. These agreements largely deal with First Nations' grievances related to Canada's management of their funds or assets. Only some specific claim settlements provide First Nations with the opportunity to acquire additional reserve land.

Corman Park has been involved during the reserve creation process for a number of First Nations to ensure considerations such as road widening are secured prior to reserve creation. Michelle Maurer, Director of Land Claims, Ministry of Government Relations with the Government of Saskatchewan will be in attendance to provide Council with an understanding of treaty land entitlement, specific claims, the reserve creation process and municipal responsibilities in the process.

➤ **Recommendation:**

Greenwood: That the delegation on First Nation land claim settlement agreements in the province be received as information.

Carried Unanimously

5. Planning Carryforward Action List

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

➤ **Recommendation:**

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

Carried Unanimously

6. Saskatoon North Partnership for Growth (P4G) Update

Background:

The last Regional Oversight Executive Committee (REC) meeting was held on August 25, 2021. Agenda topics included an update on the North Concept Plan, P4G Planning



District Commission membership and strategic planning session. The next Regional Oversight Committee (ROC) meeting is scheduled for October 1, 2021 and the next REC meeting is scheduled for October 28, 2021.

A public hearing for the District Zoning Bylaw was held on August 16, 2021; following it the District Zoning Bylaw was given final readings by R.M. Council. The District Zoning Bylaw is the final document necessary to create the P4G Planning District. The P4G District Official Community Plan, Planning District Agreement, District Zoning Bylaw and submission checklist have been submitted to the Province for review and ministerial approval of the P4G Planning District. An establishment date of January 1, 2022 was requested by P4G. The current Corman Park-Saskatoon Planning District will continue operating until the new P4G Planning District is in place.

In order to be ready for a January 1 start date, the planning, recruitment and training of the new P4G District Planning Commission (DPC) has begun. Each P4G municipality is allowed 2 municipal representatives (minimum one elected official) and will participate in the selection of the 3 joint members for a total DPC voting membership of 13.

Membership advertising begins mid-September in the Clark's Crossing Gazette and Saskatoon Star Phoenix newspapers. City and R.M. websites include online application forms for the joint members; paper copies can also be submitted at municipal offices. The application deadline for joint members is 5 p.m. on October 4, 2021.

R.M. Council has previously indicated they wish to have two elected officials on the P4G DPC therefore membership recruitment for a public R.M. representative has not been considered. Should Council wish to reconsider public membership they should advise R.M. Administration immediately so recruitment can commence. Otherwise, R.M. Council must determine which two elected officials will represent the P4G DPC on or before November 22, 2021.

The 3 jointly appointed members will be recruited in accordance with the eligibility criteria and process set out in Schedule "C" of the Planning District Agreement – *Application Process for Jointly Appointed Members*. REC has been delegated as the Membership Committee for the 3 jointly appointed members. Joint member applications will be collected and forwarded to the Membership Committee who will meet in October to review the candidates and determine recommendations for the 3 jointly appointed members. The Membership Committee's recommendations would then be forwarded to all municipal Councils, with the 3 members appointed jointly by majority vote of the Councils of the Affiliated Municipalities. This Membership Committee recommendations are expected for the November meeting of municipal Councils.

Work continues on the P4G North Concept Plan; a revised draft plan was provided for municipal review and comment in June 2021. Project meetings took place prior to the departure of the P4G Director to finalize the last project deliverables. Following that, the NCP project manager circulated a summary of the outstanding items and associated budget considerations to complete the NCP. Project PAC members met on September 2, 2021 to review the summary and determine a course of action; a number of items were removed from the outstanding work list and direction on final action items was provided back. Some budget and resourcing is expected to be required for planning and engineering work to complete the NCP however the remaining issues are minor in nature and a revised budget estimate is being provided. The surplus P4G staffing budget is expected to cover the outstanding costs. Provided the outstanding matters are resolved and any budget shortfall is addressed, the NCP is still expected to be completed and be presented for DPC, ROC and Council endorsements as necessary for consideration when the P4G Planning District has received Ministerial approval.

R.M. Administration continues to be the point of contact on P4G related files given the resignation of the P4G Director. No effect on establishment of the P4G Planning District or ongoing P4G related projects have been realised since the resignation. A strategic planning session is being considered by REC to discuss the requirements for staffing of P4G and regional committees after the establishment of the new P4G Planning District; more information will be provided once available.

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➤ **Recommendation:**

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

Carried Unanimously

7. R.M. Zoning Bylaw Update – Priority Amendments

Background:

At the June 7, 2021 planning committee meeting, Council gave direction for R.M. Administration to split the R.M. Official Community Plan (OCP) and Zoning Bylaw update into two parts, the first part being a bylaw amendment with changes considered to be of a high priority with the intention of adopting these changes in advance of the rest of the new OCP and Zoning Bylaw. A list of priority amendments were supported by Council which had been compiled based on feedback received from ratepayers and R.M. Administration. In most instances, the intent of the priority amendments is to align the R.M.'s Zoning Bylaw with the proposed P4G Zoning Bylaw to achieve regional consistency and simplify implementation. Council gave direction to complete public consultation on the priority amendments and bring a list of proposed amendments back for consideration, which is the focus of this report.

The amendments being contemplated at this time only relate to the R.M. Zoning Bylaw. No OCP amendments are being proposed at this time.

Once the proposed amendments have received Council's support, a bylaw will be prepared and brought to Council for first reading. If no major changes are made from what is included in this report, the bylaw for first reading would be expected at Council in October.

Consultation:

An online survey was available from July 15 to August 15, 2021 to all R.M. ratepayers outside of the proposed P4G Planning District boundaries. The survey included high-level questions more related to the OCP, and other, more specific questions that relate to the proposed zoning bylaw priority amendments. A total of 78 responses were received.

The following is a summary of some of the survey questions that pertain to the priority amendments:

1. In your opinion, is 500 metres an acceptable referral distance [for discretionary use applications]?
 - 64% - no, 30% - yes, 6% - unsure
2. Keeping in mind that all home based business approvals are issued with the condition that the business must remain smaller scale and secondary (subordinate) to the residential use of the site, please select any businesses you think SHOULD NOT be allowed to operate as a home based business:
 - 37% - commercial storage units, 35% - parking of semi-trucks and/or trailers, 32% - automotive, recreational vehicle and/or equipment sales, 32% - cannabis cultivation and/or processing, 31% - outdoor storage compound, 30% - construction contractors including storage of equipment used off site and office space
3. Do you agree with the proposed home based businesses regulations?
 - 39% - agree, 28% - neutral, 18% - disagree, 12% - no opinion
4. If a secondary suite was proposed near your property, would you want to be notified?
 - 67% - no, 26% - yes, 6% - unsure
5. If a garden suite was proposed near your property, would you want to be notified?
 - 71% - no, 22% - yes, 6% - unsure
6. If a garage suite was proposed near your property, would you want to be notified?
 - 56% - no, 33% - yes, 9% - unsure
7. If a guest house was proposed near your property, would you want to be notified?
 - 49% - no, 44% - yes, 5% - unsure

8. Tourist homes are not currently allowed in Corman Park, but there has been some interest in them. Where do you think tourist homes would be compatible?
 - 45% - anywhere, 33% - nowhere, 10% - multi-parcel country residential subdivisions/estates or hamlets only, 5% - no opinion, 5% - primarily agricultural areas only, 12% - other.
9. If a tourist home was proposed near your property, would you want to be notified?
 - 67% - yes, 30% - no, 3% - unsure

Based on the consultation, the only area of strong negative feedback was in relation to the discretionary use notification area. Options are provided under #8 below for Council's consideration, otherwise the rest of the proposed amendments include no major departures from the P4G Zoning Bylaw based on the consultation.

Summary of Proposed Amendments:

Eight different priority topics were selected by R.M. Council for consideration in the priority amendment review. Several proposed amendments will bring the R.M.'s Zoning Bylaw into alignment with what is proposed in the P4G Zoning Bylaw. Consistency between bylaws, while not necessary for all policy areas, will make for easier implementation and understanding by potential applicants. However, one of the considerations of this process is that the priority amendments have to be written to fit the format and style of the current R.M. Zoning Bylaw; and then re-drafted at a later date once the new format and style of the revised R.M. Zoning Bylaw is complete. Some minor wording may differ between the two bylaws, however the overall policy intent for the issue remains the same.

Current	Proposed		
<ul style="list-style-type: none"> • Applications categorized as either "home occupation" or "home based business" • Prohibited types of home based businesses: <ul style="list-style-type: none"> ○ Cannabis retail sales, production, processing and cultivation 	<ul style="list-style-type: none"> • Applications categorized as Type I, Type II, or Type III depending on the intensity of the use • Prohibited types of home based businesses in all areas of Corman Park: <ul style="list-style-type: none"> ○ automotive, equipment or recreation vehicle storage, salvage or parts uses ○ cannabis related uses ○ commercial storage uses • Prohibited types of home based businesses in country residential zones: <ul style="list-style-type: none"> ○ landscaping service ○ construction and contractor shops, including storage, welding, fabrication and manufacturing ○ automotive, equipment or recreation vehicle sales or rentals ○ automotive, equipment or recreation vehicle repair ○ semi-truck parking or storage 		
	Home Based Business	Type I	Type II
	Outdoor Storage	Entirely indoors	1% 2%
	Number of On Site Employees	0	2 4
		Additional employees may be involved off-site.	
	Number of Business Related Visits per 24 hours – AG and AR Districts	0	8 14
	Number of Business Related Visits per 24 hours – All other districts	0	4 6
Business Related Vehicles	1	Considered as part of outdoor storage in AG and AR districts. 1 in all other districts.	Considered as part of outdoor storage.

The development standards for each type of home based business are summarized in the chart below:

Home occupations: permitted as an accessory use in AG, AR1, AR2, AR3, CR1, CR3, CR4	Type I: permitted in AG, AR1, AR2, AR3, CR1, CR3, CR4 Type II: permitted in AG, AR1, AR2; discretionary in AR3, CR1, CR3, CR4 Type III: discretionary in AG, AR1, AR2, AR3
Home based businesses: discretionary in AG, AR1, AR2, AR3, CR1, CR3, CR4	

Below is a summary of the recommended changes for inclusion in the priority amendments bylaw:

- Home Based Business.** Currently, all home-based business applications are subject to the same regulations, regardless of the scale and intensity of the proposal. The intent is to bring the three new levels of home based business included in the P4G Zoning Bylaw into the R.M. Zoning Bylaw. Categorizing applications into Types I, II, and III based on the likelihood of potential off-site impacts will make it easier to ensure home based businesses are compatible with existing uses in the area.
- Clean Fill.** The intent is to re-term this use to Levelling, Filling and Grading and re-define Type I and Type II Clean Fill Operations to align with what's proposed in the P4G Zoning Bylaw.

Current	Proposed
<ul style="list-style-type: none"> Type I: dumping or placement of clean fill for the purposes of regrading, levelling, or reclaiming a property (no processing for commercial distribution) Type II: placement of clean fill for storage, processing, and commercial distribution for financial gain Two year maximum approval period for Type I, five years for Type II 	<ul style="list-style-type: none"> Re-termed as 'Filling, Grading and Levelling of Sites' Type I: No more than 1000 tonnes or 600m³ of clean fill on a site within a 12 month period Type II: More than 1000 tonnes or 600m³ of clean fill on a site within a 12 month period "Clean Fill Storage Operations" replaces current Type II definition
Type I: Permitted in M1, M2, RWM, Discretionary in AG, AR1, AR2, B1 Type II: Permitted in M2, RWM, Discretionary in AG, AR1, AR2	Type I: permitted in AG, AR1, AR2, AR3, CR1, CR3, CR4, C, B1, M1, M2, REC, CONS, DCD1 Type II: discretionary in AG, AR1, AR2, AR3, CR1, CR3, C, B1, M1, M2, REC, CONS, DCD1 Clean Fill Storage Operations: permitted in M1, M2; discretionary in AG, AR1, AR2

- Equestrian Facilities.** The intent is to bring two new levels of equestrian facilities into the R.M. Zoning Bylaw to differentiate between private and commercial facilities similar to what is in the P4G Zoning Bylaw. Under the current R.M. Zoning Bylaw, all applications are considered using the same criteria, which does not properly address the variety of applications that can be included within the definition.

Current	Proposed
<ul style="list-style-type: none"> All applications considered using the same criteria 	<ul style="list-style-type: none"> Applications categorized as either Type I or Type II based on the scale and intensity of the proposal (includes criteria related to number of horses kept on site, number of event participants, and provisions related to overnight camping)
<ul style="list-style-type: none"> Discretionary in AG, AR1, AR2, AR3, CR1, CR3, CR4, REC 	<ul style="list-style-type: none"> Type I: permitted in AG, AR1; discretionary in AR2, AR3, CR1, CR3, CR4 Type II: discretionary in AG, AR1, AR2

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4. Shipping Containers (sea cans). Amendments include updating the definition language and allowances for the number of sea cans permitted in each zone (if any) and other development standards to ensure sea cans are properly positioned and maintained in agricultural, country residential and commercial/industrial areas. The proposed amendments are consistent with what's included in the P4G zoning bylaw.

Current	Proposed																								
<ul style="list-style-type: none"> Maximum of 2 sea cans per site Development permit required 	<ul style="list-style-type: none"> Number of sea cans permitted per site depends on site size Development permit (and building permit, depending on the application) still required 																								
	<table border="1"> <thead> <tr> <th>Zoning District</th> <th>Maximum Number</th> </tr> </thead> <tbody> <tr> <td>Agricultural</td> <td></td> </tr> <tr> <td>0 – 10 acres</td> <td>1</td> </tr> <tr> <td>10.01 – 80 acres</td> <td>2</td> </tr> <tr> <td>80.01 acres or larger</td> <td>4</td> </tr> <tr> <td>Country Residential</td> <td></td> </tr> <tr> <td>0 – 2.47 acres</td> <td>0</td> </tr> <tr> <td>2.5 – 5 acres</td> <td>1</td> </tr> <tr> <td>5.01 acres or larger</td> <td>2</td> </tr> <tr> <td>Commercial</td> <td>2</td> </tr> <tr> <td>Industrial</td> <td>Unlimited</td> </tr> <tr> <td>All Other</td> <td>1</td> </tr> </tbody> </table>	Zoning District	Maximum Number	Agricultural		0 – 10 acres	1	10.01 – 80 acres	2	80.01 acres or larger	4	Country Residential		0 – 2.47 acres	0	2.5 – 5 acres	1	5.01 acres or larger	2	Commercial	2	Industrial	Unlimited	All Other	1
Zoning District	Maximum Number																								
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2.5 – 5 acres	1																								
5.01 acres or larger	2																								
Commercial	2																								
Industrial	Unlimited																								
All Other	1																								
<ul style="list-style-type: none"> Discretionary in CR1, CR4 	<ul style="list-style-type: none"> Permitted as an accessory use – principal use must be established before development permit for a sea can is issued. No council approvals will be necessary. 																								

5. Secondary Dwelling Units. The current Zoning Bylaw does not accommodate some types of secondary dwelling units that have been added to P4G. In other instances, the P4G zoning bylaw includes different development standards and/or definitions and the proposed amendments will bring consistency between bylaws.

a. Secondary Suites

Current	Proposed
<ul style="list-style-type: none"> Development standards included in current R.M. Zoning Bylaw Discretionary in AG, AR1, AR2, AR3, CR1 	<ul style="list-style-type: none"> No significant changes proposed to current development standards Permitted in AG, AR1, AR2, AR3, CR1, CR3, CR4

b. Garden Suites

Current	Proposed
<ul style="list-style-type: none"> Maximum approval period of 4 years Discretionary in AG, AR1, AR2, AR3, CR1, CR3 	<ul style="list-style-type: none"> Maximum approval period of 5 years Discretionary in AG, AR1, AR2, AR3, CR1, CR3 (no changes)

c. Garage Suites

Current	Proposed
<ul style="list-style-type: none"> Not permitted 	<ul style="list-style-type: none"> Same definition and development standards as P4G 1200 ft² maximum size and cannot exceed 80% of the floor area of the accessory building to which it is attached No maximum approval period Can be within, attached to, or above a permitted accessory structure Dwelling unit must have separate entrance from the entrance to the garage
<ul style="list-style-type: none"> Not permitted 	<ul style="list-style-type: none"> Permitted in AG, AR1, AR2

	<ul style="list-style-type: none"> Discretionary in AR3, CR1, CR3
d. Farnhand Dwellings	
Current	Proposed
<ul style="list-style-type: none"> One allowed per site Maximum approval period of 5 years 	<ul style="list-style-type: none"> No maximum number of residences per site Maximum approval period of 5 years Can be considered on a site with a permitted agricultural operation, intensive livestock operation, or intensive horticultural operation Occupants must be employed in one of the above uses for at least 6 months each year 1 or 2 dwellings: permitted in AG, discretionary in AR1, AR2 3 or more dwellings: discretionary in AG, AR1 AR2

e. Temporary Construction Dwellings	
Current	Proposed
<ul style="list-style-type: none"> No maximum approval period but understood to be temporary until construction is complete Permitted in all zones 	<ul style="list-style-type: none"> Maximum approval period of 2 years, renewable Permitted in all zones that list single detached dwelling as a permitted or discretionary use

6. Temporary Accommodations Currently, the R.M. does not accommodate short term rentals other than Bed and Breakfast Homes, Hotel/Motel and Campgrounds. Guest Houses and Tourist Homes were introduced in the P4G Zoning Bylaw to reflect the current demand for short-term accommodations. The intent is to introduce Tourist Homes and Guest Houses as short term accommodations in select zoning districts to reflect the current market demand for these types of uses with the necessary restrictions in place.

a. Guest Houses

Current	Proposed
<ul style="list-style-type: none"> Not permitted 	<ul style="list-style-type: none"> Same definition and development standards as P4G Maximum of one guest house allowed per site 640 ft² maximum size Must be placed in close proximity to main house so as to appear related to the principal building Not to be used for rental purposes or financial gain Discretionary in AG, AR1, AR2, AR3, CR1, CR3
<ul style="list-style-type: none"> Not permitted 	<ul style="list-style-type: none"> Discretionary in AG, AR1, AR2, AR3, CR1, CR3

b. Tourist Homes

Current	Proposed
<ul style="list-style-type: none"> Not permitted 	<ul style="list-style-type: none"> Same definition and development standards as P4G No more than 10 guests per home and no more than 2 guests per bedroom No bedrooms can contain kitchen facilities One parking space per bedroom required Discretionary in AG, AR1, AR2
<ul style="list-style-type: none"> Not permitted 	<ul style="list-style-type: none"> Discretionary in AG, AR1, AR2

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7. Bed and Breakfast Homes. Currently, Bed and Breakfast Homes are only permitted to operate from within the principal building on site. To align with the P4G development standards, the amendments would allow for use of accessory structures as well.

Current	Proposed
<ul style="list-style-type: none"> Business can only be located in principal building (i.e. house) but not in accessory buildings (i.e. garage) 	<ul style="list-style-type: none"> Business can operate in principal and/or accessory buildings, however the entire site can have no more than three guest rooms
<ul style="list-style-type: none"> Discretionary in AR, AR1, AR2, AR3, CR1, CR3, CR4 	<ul style="list-style-type: none"> Discretionary in AG, AR1, AR2, AR3

8. Discretionary Use Circulation Distance. Currently, the discretionary use circulation distance is 1 mile (1.6 km) from a subject site. The P4G Zoning Bylaw only requires applications to be circulated to property owners within 500 metres of the subject property. When asked whether 500 m seemed like an acceptable referral distance, 64% of survey respondents said no and felt that it should remain at 1 mile. Many respondents felt that nuisances including noise and odour can easily travel further than 500 m and thought that 1 mile was a more appropriate distance in a rural context given the lower population density, larger parcel sizes, and typically unobstructed site lines.

In acknowledgement of the concerns raised by the public and given the low response rate, R.M. Administration recommends excluding the discretionary use circulation distance from the priority amendment bylaw and reviewing the issue further. Additional and broader consultation on the issue is also recommended. There are several options available that have not been previously explored, such as a hybrid approach where the circulation distance depends on either the type of application or the location of the subject property. For example, applications for development in country residential communities (ex. a home based business) could have a smaller circulation distance than an application in a large agricultural holding (ex. an ILO). Even if a detailed review is completed, Council would still have the option to choose 500 m as the standard at a later date.

Alternatively, Council could choose to proceed with an amendment lowering the distance to 500 m throughout the whole R.M. as part of the priority amendments.

➤ **Recommendation:**

Froese-Kooijenga: That Council authorize Administration to draft a bylaw for first reading based on the provisions outlined in this report with the exception of change to the discretionary use mailout distance.

Carried Unanimously

8. Building Permit Inspection Process Overview

Background:

Council will recall receiving an inquiry during a delegation at the June 14, 2021 Council meeting regarding the R.M. appointed building officials and required building inspections. As a result, R.M. Administration reviewed and compared the City of Saskatoon (Saskatoon) inspection process to our own as conducted by MuniCode Services Ltd. (MuniCode), the R.M.'s appointed building official.

The intent of this report is to provide an overview of the process based on the inquiry received at planning committee; there has not been an abundance of feedback from the industry or other ratepayers to change the process. However, if there are desires to change the R.M. building permit inspection process and include additional mandatory inspections, R.M. Administration could report back on any process changes, timelines, fees and the effect.

Analysis:

MuniCode currently reviews building permit plans and administers building inspection services for Corman Park, while Saskatoon reviews and administers building inspections services internally and does not contract out these services.

<i>Comparison between MuniCode Services Ltd. and Saskatoon Building Officials</i>			
	MuniCode Services Ltd.	Saskatoon Building Officials	
<i>Building Type</i>	<u>Single-Unit Dwellings</u> <u>Detached Accessory Buildings</u> <u>Commercial & Industrial Buildings</u>	<u>Single-Unit Dwellings</u> <u>Detached Accessory Buildings</u> <u>Commercial & Industrial Buildings</u>	
<i>Number of Mandatory Inspections</i>	3 1 to 2	5 1 to 3	Unlimited
<i>Optional or Follow-up Inspections</i>	Vapour barrier and follow-up if required; unlimited	Follow-up if required; unlimited	Up to 3 free follow-up; unlimited with additional costs
<i>Scheduled or Periodic Inspections /Site Visits</i>	Scheduled	Scheduled	Scheduled
	Varies; determined at plan examination stage	Unlimited	Periodic; normally once every 3-4 weeks or upon request
	Periodic; normally once every 4-6 weeks or upon request	Periodic; normally once every 3-4 weeks or upon request	Periodic; normally once every 3-4 weeks or upon request

Single-Unit Dwellings

MuniCode provides the R.M. with 3 mandatory building inspections for single-unit dwellings, including pre-backfill, framing, and final inspections. If deficiencies are noted within the process, follow-up inspections must occur prior to covering any work that must be re-inspected. MuniCode does not perform a footing inspection as footing and foundation construction is generally visible at the time of the pre-backfill inspection. MuniCode also provides the option of a vapour barrier inspection, which can be requested as an additional service on top of the mandatory inspections for no additional cost. This service is rarely requested by R.M. applicants.

Saskatoon conducts 5 mandatory inspections for single-unit dwellings including footings, pre-backfill, framing, vapour barrier, and final inspections; however, Saskatoon may remove the footing inspection in the future. The inspections occur following each step within the process as scheduled by the applicant. If deficiencies are noted within the process, follow-up inspections must occur prior to covering any work that must be re-inspected. A total of 3 follow-up inspections are provided free of charge prior to additional charges being applied.

Accessory Buildings

MuniCode offers 1 final inspection for any small projects, such as small detached garages, decks, or sheds. Large detached structures require 2 inspections, which include a framing and a final inspection. MuniCode offers this reduction in inspections as to reduce the overall cost to the applicant. Currently, all additional inspections are provided at no cost to the applicant and R.M.

For residential accessory structures in Saskatoon, each individual permit is evaluated to determine how many corresponding inspections are required. New garages, accessory buildings, carports, and additions to accessory structures require 3 mandatory inspections; footing, framing, and final. Decks require 2 mandatory inspections; framing and final, while very minor alterations (non-structural) require 1 mandatory final inspection. Each permit also allows for up to 3 follow-up inspections free of charge, additional follow-up inspections will incur further cost.

Commercial/Industrial Buildings

MuniCode conducts periodic inspections once every 4-6 weeks or when requested. It is possible to reduce the schedule, however, progress is generally not sufficient enough to warrant a site review. The building official will determine how many inspections will be required upon receipt of the application, however, there is no

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maximum number; inspections are conducted until the project is completed. There are currently no additional fees for the addition of inspections.

Saskatoon conducts site visits once every 3-4 weeks or when requested. Saskatoon will adjust their cyclical timeframe to be shorter when construction is moving quickly. There is no limit to the number of visits which can occur for a commercial/industrial building until the expiry date of the permit.

➤ **Recommendation:**

Haduik: That the building permit inspection process overview report be received as information.

Carried Unanimously

9. CDR's

Councillor Froese-Kooijenga brought forward a question regarding reference to one mile radius mailouts in CDR's.

Discussion ensued and Administration advised that one mile radius mailouts are not required to be included in CDR's.

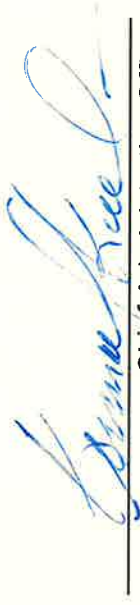
10. Saskatoon Freeway

Councillor Germs advised that Division 1 had received an email from the Ministry of Highways that the preferred route for phase 2 of the Saskatoon Freeway has been determined and that Division 1 ratepayers are questioning what role the R.M. plays and what happens now.

11. Adjourn Meeting

Trask: That the Planning Committee meeting be adjourned at 11:59 a.m.

Carried Unanimously



Chief Administrative Officer