



Planning Committee Minutes

Present

Chairperson: Art Pruim

Reeve: Judy Harwood

Councillors: John Germs
John Saleski
Lyndon Haduik
David Greenwood
Bas Froese-Kooijenga
Wendy Trask

Absent: Calvin Vaandrager

Staff: Jim Charlebois, Acting CAO
Audrey Shoard, Treasury/Corporate Records Clerk
Tanya Kolbeck, Assessor
Kylie Stumborg, Senior Planner
Vicky Reaney, Senior Planner
Shayden Brandt, Planner I
Wade Gasmol, Director of Infrastructure & Public Works
Adam Toth, Senior Planner
Jessica Mitchell, Planner II

1. Call To Order

Chairperson Pruim called the meeting to order at 9:55 a.m.

2. Adopt Agenda

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

- 4. Administration advised that the delegation was withdrawn.
- 10. Ravenswood Water Supply – Councillor Saleski
- 11. Gypsum Processing – East Cory – Councillor Froese-Kooijenga
- 12. Number of acreages allowed in 80 acres – Councillor Haduik
- 13. BDR Template – Councillor Greenwood

Froese-Kooijenga: That the Planning Committee Agenda be approved as presented.
Carried Unanimously

3. Planning Carryforward Action List

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

➤ **Recommendation:**

Haduik: That the item regarding Septic Approvals be removed from the Carryforward Action List.

Carried Unanimously

➤ **Recommendation:**

Greenwood: That the Planning Carryforward Action List be received with the removal of the Septic Approvals item.

Carried Unanimously

4. **PD 23-015 – Solair Concept Plan – Application Update**

Background

Arbutus Properties made application to rezone NW 16-36-4-W3 to support the Solair Neighborhood Development in May 2023. However, Section 31.3.12 (see Appendix 1) of the P4G District Official Community Plan (P4G DOCP) outlines the requirements for the preparation of a Concept Plan to provide a framework for the subdivision and development for a portion of the District. On June 23rd, 2023, Arbutus made payment and submitted the appropriate application to amend the DOCP to append the proposed Solair Concept Plan to the DOCP. The amendment (if approved) would provide a development framework to support subsequent rezoning and subdivision application of the Solair community.

Administration agreed to accept the rezoning application proposal as a preliminary submission for the Concept Plan application, to provide direction and feedback to the applicant on additional content that may be required for a complete concept plan submission.

Project Update

Administration has completed the initial review of the Solair Concept Plan (see Appendix 2 for proposed Land Uses) and provided a list of revisions, comments, and questions back to the applicant on September 27th, 2023. The revisions consist of, but are not limited to, traffic volume confirmations, validating proposed road networks, refining water/sewer plans, and providing a detailed policy compliance section to show how the development is supported by the P4G DOCP. The applicant and Administration met on October 3rd to discuss each item, prior to undertaking the additional work required to provide a complete Concept Plan application submission.

Next Steps

Once all revisions are addressed to the satisfaction of the Administration, the DOCP amendment application will be circulated to all P4G member municipalities and applicable government agencies for formal comment as required by the P4G bylaws. P4G member municipalities will have 40 days to provide comments to Corman Park, which will then be summarized and provided to the applicant for review. Comments received may require further revisions to the Concept Plan, prior to the application being included on a District Planning Commission agenda for consideration.

➤ **Recommendation:**

Haduik: That the update on the Solair Concept Plan Application be received as information.

Carried Unanimously

5. **PD 23-011 – Corman Park Official Community Plan Bylaw No. 8/94 and Zoning Bylaw No. 9/94 – Text Amendments**

Background

As work continues on the new Official Community Plan (OCP) and Zoning Bylaw, Administration is considering options for the municipal and ministerial (Community Planning) bylaw approval processes. To achieve municipal adoption of the new OCP as soon as possible, it is being prepared and brought forward independently of the new Zoning Bylaw. Therefore, the new OCP and new Zoning Bylaw may go through separate municipal and provincial approval processes. To ensure there are no interruptions to the use or implementation of any of the current OCP policies or Zoning Bylaw regulations, a series of amendments are being proposed at this time. These amendments will ensure that if the new OCP and Zoning Bylaw do not proceed to Community Planning for ministerial approval at the same time, or if there are any unforeseen delays in the approval process, the existing policy and regulatory framework for Corman Park will not be impacted.

For example, the Direct Control District policies regulating permitted uses and maximum densities in Crossmount are currently located in the OCP, but these policies should be contained in the Zoning Bylaw. When the current OCP is repealed and replaced with the new OCP, the Crossmount regulations in the current OCP will not

“have a home” unless they are relocated to the Zoning Bylaw in advance of the new OCP coming into effect.

The proposed text amendments are not proposing new content or any other material changes to the existing policies. They are simply being moved from one bylaw to another.

Summary of Proposed Amendments

The following policy sections are proposed as part of this amendment package:

1. Section 14 Crossmount Direct Control District including:
 - Definitions
 - Development Guidelines
 - Provision of Services
 - Development Areas
 - Permitted Uses and Density of Development
 - Design and Development
 - Plan Review and Approval Process
 - Phase 2 Development

2. Section 4 Intensive Livestock Operation (ILO) policies including:
 - Minimum separation distances from dwellings, urban municipalities, and other uses
 - Related separation distance interpretation clauses, including clarification on how to measure separation distances
 - Criteria used to evaluate applications proposing reduced separation distances
 - Provisions for registering interests on title for development approved within the minimum separation distances
 - Exemptions for existing homes from meeting minimum separation distances
 - ILO application evaluation criteria

3. Section 5.2.4 Re-subdivision of multi-parcel country residential parcels including:
 - Criteria for identifying existing multi-parcel country residential parcels that are eligible for re-subdivision
 - Application requirements for re-subdivision proposals
 - Conditions that need to be met to support re-subdivision
 - Process for re-subdividing lots in organized hamlets

4. Section 15.4.4 and 15.4.5 Hazardous use separation distances including:
 - Minimum separation distances between Construction and Demolition Materials and Land Farms and residential development

5. Section 6.7.5 Aggregate resource minimum separation distances including:
 - Minimum separation distances between aggregate resource extraction industries and residential development

6. Section 13.5 Animal unit interpretation provisions including:
 - Definition of animal unit
 - Animal unit conversion chart

➤ **Recommendation:**

Greenwood: That Administration be directed to prepare the necessary bylaw amendments to the Official Community Plan Bylaw 8/94 and Zoning Bylaw 9/94 as outlined in the report.

Carried Unanimously

6. **PD 23-012 – Corman Park Zoning Bylaw No. 9/94 – Housekeeping Text Amendments**

Background

As work continues on the new Corman Park Official Community Plan and Zoning Bylaw, Administration has identified several provisions in the current Zoning Bylaw that are impacting its effective implementation, resulting from inconsistencies between the Corman Park Zoning Bylaw and the P4G District Zoning Bylaw, inconsistencies within the Zoning Bylaw itself, and typographical errors.

Since the adoption of the new Zoning Bylaw is not anticipated to occur until mid-2024, Administration recommends adopting these 'housekeeping' amendments in advance of the new Zoning Bylaw to alleviate current implementation issues in the short term.

The amendments being proposed do not create any significant changes in policy direction and are consistent with the Corman Park Official Community Plan.

Discussion

A summary of the proposed text amendments is as follows:

1. Sections 2.3.3 and 2.3.8: Clarify that buildings smaller than 10 m² (107.64 ft²) are exempt from requiring development and building permits. This is consistent with the National Building Code and with the P4G District Zoning Bylaw.
2. Section 4.23: Clarify interpretation of the number of shipping containers allowed on a site by correcting a minor typographical error in the site size categories.
3. Section 4.29: Correct a minor typographical error where "farmhand dwelling" was written instead of "temporary construction dwelling" in Section 4 – Standards of Development.
4. Schedule A: Add "single detached dwelling" as a permitted principal use in the AG – Agricultural District to align the permitted uses with the intent of the zoning district.
5. Schedules A and B: Remove obsolete regulations related to home based businesses that do not align with the new home based business development standards adopted in January 2022.
6. Schedules E & G: No longer count 576 ft² of attached garage square footage towards the total allowable accessory space on a site, thereby increasing the total detached accessory space permitted.

➤ **Recommendation**

Greenwood: That Administration be directed to prepare the necessary bylaw to adopt the changes to Corman Park Zoning Bylaw 9/94 outlined in the report.

Carried Unanimously

7. **PD 23-013 – South R.M. Area Development Plan – Project Update**

Background

Stantec Consulting Ltd. (Stantec) has been retained to undertake the South R.M. Area Development Plan (SRM ADP). The study will be completed in two phases. The first phase will include taking inventory of the existing infrastructure and to complete an infrastructure analysis. Phase two includes creating a future growth strategy encompassing a sector level land use map, servicing strategy and planning policy framework. The two-phase study kicked off March 30, 2023, and is expected to be completed by June 2024. The Study Area was included as Attachment 1.

Project Update

Engagement:

The first round of engagement occurred in June and July and included two open houses and 12 one-on-one meetings with impacted parties. Impacted parties included rights-holders, developers, Hamlet chairs, and organizations.

The open houses, held at the South Corman Park School on Tuesday, June 12 and Wednesday, June 13 were well attended with 158 attendees total over the two days. Attendees were informed about the project goal, which aims to provide a comprehensive plan for the study area, that is predictable, orderly, and efficient.

Display boards were used during the open houses, and a PowerPoint presentation was used to guide discussions with impacted and interested parties. Various methods were used to gather feedback from the community, and all feedback received was reviewed by the project team and categorized based on its content. Overall, the comments were positive with residents noting they were supportive of a comprehensive, coordinated plan in the South Corman Park area.

Guiding topics provided to the participants included questions such as:

- Where would you like to see new Country Residential development located?
- Where would you like to see new Commercial development located?
- Where would you like to see new Industrial development located?

Themes expressed during the engagement included:

- The desire to maintain and highlight this area's rural character and the residential lifestyle it affords residents.
- New developments seen by some attendees as a risk to desired country residential lifestyle.
- Discussions surrounding residential density and lot sizes were divergent as some people did not want any more residences at all while others were very open to more residences so long as they wouldn't negatively impact existing areas.
- The value of agriculture as an economic and lifestyle pursuit in this area was highlighted. Agricultural-based businesses exist within the area, and many felt that agriculture and agricultural-based businesses should be acknowledged as an economic generator within the region.
- Residents expressed concerns regarding the ability to provide on-site sanitary servicing adequately and reliably in the short and long-term without failures or groundwater contamination.
- When discussing scenarios wherein lots were fully serviced by a municipal or other authority, there was *less* concern about new residential development.
- Having the R.M. advocate or act on behalf of ratepayers to regulate and/or provide potable water, sanitary servicing, maintain roadways, and collect garbage (more reliable service than multiple providers).
- Accommodating traffic safety while also accommodating cyclists and pedestrians.

A "What We Heard" summary of the first round of engagement was included as Attachment 2.

Relationship with the R.M. Official Community Plan Update:

In the absence of a land use plan in the current Corman Park Official Community Plan (OCP), Stantec's original scope of work included creating three land use options for the study area. At a Special Planning Committee meeting on July 26, 2023, a preliminary land use plan map was created through discussion with the members of Council. As a result, Stantec's scope of work has been amended to include one land use option which refines the preliminary land use map, based on analysis of existing conditions, servicing constraints and development opportunities.

This preliminary map has also been shared with ratepayers and other stakeholders in Corman Park through six engagement events held through August and September. The SRM ADP and OCP update are taking place in tandem. At two of the six engagement events, held September 20 and 21, 2023 in south Corman Park, a display board was created to present how the OCP and SRM ADP are being conducted simultaneously and the relationship between the two projects, see Attachment 3. The SRM ADP will enhance the OCP's vision and create a future growth strategy specific to the study area.

Next Steps

A draft Background Report has been submitted by Stantec which provides a general inventory and assessment of existing conditions with respect to groundwater, potable water, wastewater, drainage, transportation, shallow utilities, and natural environment. The information from the report will facilitate informed decision-making on future development and development regulations. Once a final Background Report has been received and reviewed by Administration, it will be included on a future Planning Committee agenda for information.

Stantec is continuing to work on developing the land uses and accompanying policies to submit to Administration before the end of the year.

➤ **Recommendation**

Haduik: That the update on the South R.M. Area Development Plan be received as information.

Carried Unanimously

8. **PD 23-014 – Corman Park Official Community Plan Update – Engagement Update**

Background

Planning and Development is undertaking a comprehensive review and update of the R.M. of Corman Park Official Community Plan (OCP). The purpose of this report is to outline the information gathered from the community open houses on the OCP in August and September.

Project Update

Engagement for the project has been ongoing since 2021, including two online surveys open to all Corman Park landowners and stakeholder meetings with various government ministries, interest groups and neighbouring municipalities. This summer, a series of public open houses were held during August and September which aimed to:

- Further notify residents of the updates to policies that are being considered;
- Ensure that the goals and policies of the OCP reflect community concerns and desires for Corman Park; and
- To collect feedback on the Preliminary Land Use Map.

Six open house events were held on the following dates:

- Wednesday, August 9th at the Langham Community Center (4 attendees);
- Thursday August 10th at the Osler Community Hall (2 attendees);
- Two sessions in Council Chambers on Tuesday August 22nd and Wednesday August 23rd (11 attendees total);
- Tuesday September 19th at South Corman Park School (56 attendees); and
- Wednesday September 20th at Floral Community Center (28 attendees).

In total, there were over 100 attendees.

Display boards were used to guide discussion and provided the opportunity for residents to view proposed policy changes, along with the Preliminary Land Use Map, see Attachment 1, that reflected Council's feedback received at the July 26, 2023, Special Planning Committee meeting in Osler. Attendees were asked to leave comments and ask questions on the relevant policies and framework presented and were also encouraged to complete feedback forms in person or virtually for further discussion. All feedback received was reviewed by the project team and categorized based on its content.

The display boards and digital feedback form were made available on the project website for those who couldn't attend an open house in person. A QR code was also included on many of the display boards so that participants could access the project webpage for additional information. The presentation boards have been included as Attachment 2.

Guiding topics provided to the participants included questions such as:

- Are there any key directions in the OCP that you strongly agree or disagree with?
- Do you have any comments about the proposed Land Use Designations?
- Do you have any comments about the proposed Land Use Map presented?

What we heard from residents during the engagement included:

- Support for protecting the highest capability agricultural lands for continued cultivation;
- Support for farmers and local food processors to work towards potential local food initiatives within Corman Park;
- Support for policies that accommodate additional development on marginal lands;
- Concern about compatibility between proposed employment lands and existing residential development;

- Significant environmental areas and habitats should be protected;
- There should be potential for further re-subdivision in existing multi-parcel developments;
- There should be more flexibility in options for secondary dwelling units on one parcel, especially options that support multi-generational living arrangements;
- Concern over increasing density, smaller lot sizes and maintaining a “rural lifestyle” in the South R.M.;
- Servicing constraints (water, sewer, roads) throughout the R.M. (especially in the South R.M.);
- There needs to be more options for pedestrian connectivity (bike/walking paths) and public space development; and
- Interest in upcoming stages of Land Use Map refinement.

Most comments were in support of Corman Park performing a review of the OCP with residents acknowledging the last complete update occurred in 1994.

Next Steps

The South R.M. Area Development Plan (SRM ADP), undertaken by Stantec Consulting Ltd, is being completed in tandem with the OCP update. The Preliminary Land Use Map has been provided to Stantec. Having conducted further analysis in south Corman Park, Stantec will further refine the land uses from the Preliminary Land Use Map and will guide policies specific to the study area within the context of the OCP update. Administration will continue to refine the Land Use Map and draft OCP policies based on the feedback received at the open houses and from Stantec.

➤ Recommendation

Trask: That the update on the R.M. of Corman Park Official Community Plan Update be received as information.

Carried Unanimously

9. Ravenswood

Councillor Saleski brought forward a question regarding the water supply for the proposed Ravenswood subdivision. Administration advised that Ravenswood will be supplied by the existing Casa Rio water line.

➤ Recommendation

Saleski: That Administration prepare and bring back a report regarding the capacity of the Casa Rio water line and the potential to provide water to an extra 100 homes on full build out of Ravenswood, including current water rates.

Carried Unanimously

10. Gypsum Processing – East Cory Industrial Park

Councillor Froese-Kooijenga brought forward concerns about the amount of dust blowing off-site from the gypsum processing plant located in East Cory Industrial Park.

Administration to investigate and follow up regarding permit conditions and complaints.

11. Number of Acreages Allowed on 80 Acres

Councillor Haduik brought forward a question from a ratepayer regarding the number of acreages allowed to be subdivided from an 80 acre property and if that number could be increased.

Administration will review this request as part of the Official Community Plan update.

12. **BDR Template**

Councillor Greenwood brought forward a question regarding the adoption of a BDR Template for use by developers. Administration advised that there is a guideline on the R.M. website.

13. **Adjourn Meeting**

Germs: That the Planning Committee meeting be adjourned at 11:49 a.m.

Carried Unanimously



Acting Chief Administrative Officer

