



# Annual Report - 2017

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## Planning Department

### **STAFF**

Rebecca Row, MCIP, RPP – Director of Planning & Development

Vicky Reaney, MCIP, RPP – Senior Planner

Kelby Unseth, MCIP, RPP – Planner II

James McKnight – Planner II

Cory Boudreau – Planner I

Michelle Reiter – Planning Technician

## Planning Applications

All of Corman Park's various planning, permitting, rezoning and subdivision processes are managed by the R.M. Planning Department. The planners also provide guidance on land use, development regulations and zoning information to R.M. Council, staff, ratepayers, developers, stakeholders and the public. Many of these inquiries result in subdivision, rezoning or permit applications that are considered in this report while others result in important land transactions.

The Planning Department also acts as a liaison between various groups and is an active participant at public meetings involving the Municipality and residents of Corman Park.

## Planning Staff Update

In 2017 there were two staff updates that took place. In September, Vicky Reaney was hired as the new Senior Planner. Her previous experience included work at the City of Saskatoon and the Province of Manitoba. Vicky is a registered professional planner (RPP) with the Canadian Institute of Planners (CIP) and the Saskatchewan Professional Planners Institute (SPPI).

In September, Kelby Unseth a Planner II with the R.M., received his RPP designation with CIP and SPPI after completing his log book and oral exam. A RPP is a planner who has met all the membership requirements for education and responsible professional planning experience.

These staffing updates provide the R.M. with three full professional planners and two planners who are in the process of completing their candidate membership. The Planning Technician is also undergoing planning and land use classes to supplement her current on the job training.

## Development Permits

The following table indicates the number of discretionary use applications approved for each division over the past six years. The six year average is 30 permits:

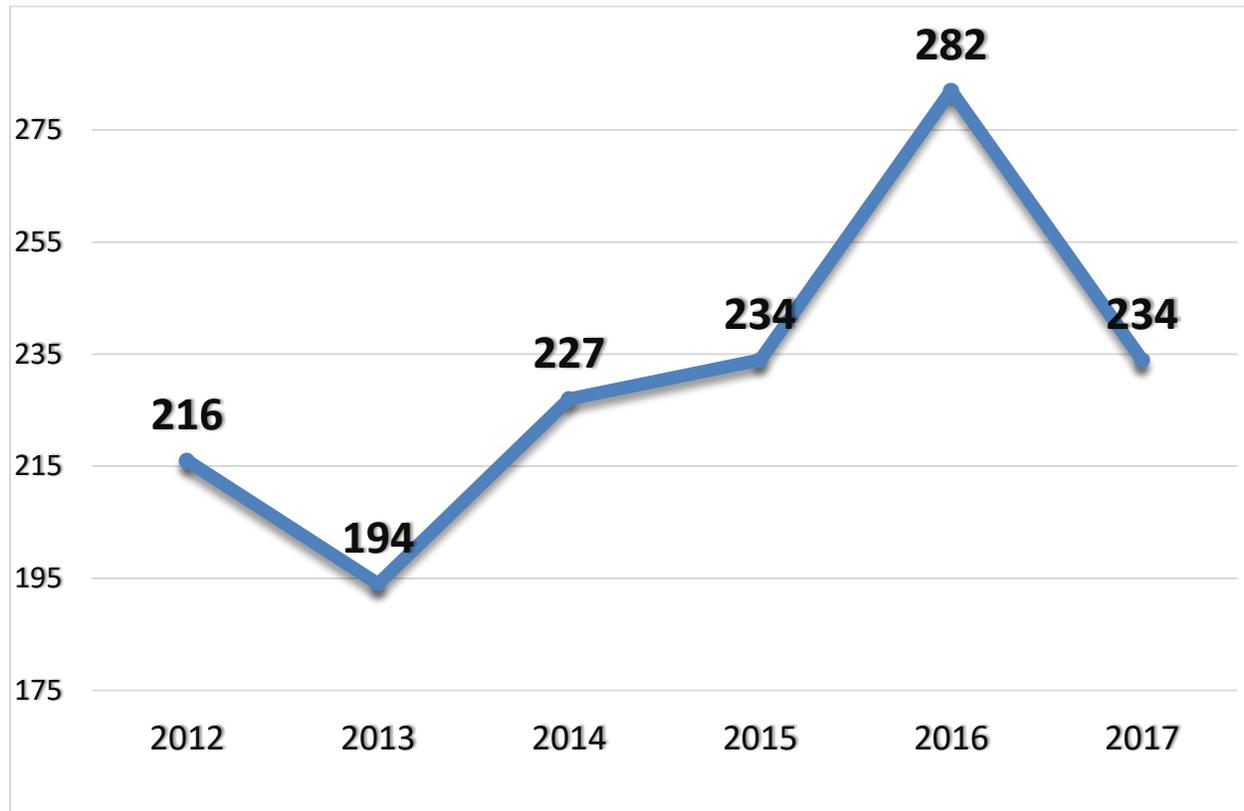
**Number of Approved Discretionary Use Development Permits: 2012 – 2017**

| <b>Division</b> | <b>2012</b> | <b>2013</b> | <b>2014</b> | <b>2015</b> | <b>2016</b> | <b>2017</b> |
|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 1               | 2           | 1           | 2           | 4           | 6           | 6           |
| 2               | 4           | -           | 4           | 1           | 5           | 7           |
| 3               | -           | 2           | -           | 1           | 4           | 2           |
| 4               | 1           | 1           | 6           | 6           | 4           | 5           |
| 5               | 2           | 2           | 9           | 3           | 6           | 7           |
| 6               | 2           | 1           | 7           | 3           | 10          | 10          |
| 7               | 3           | 3           | 4           | 7           | 7           | 8           |
| 8               | -           | 2           | -           | 6           | 3           | 2           |
| <b>TOTAL</b>    | <b>14</b>   | <b>12</b>   | <b>32</b>   | <b>31</b>   | <b>45</b>   | <b>47</b>   |

The R.M. approved 47 discretionary use development permits in 2017 which is slightly above those issued in 2016. There are 24 discretionary use applications that are still in progress.

The R.M. issued a total of 234 development permits in 2017 which includes permitted and discretionary use development permits. This is on pace with the last six years as the average approved over that timeframe is 230 permits; the six year comparison is shown below:

### Total R.M. Approved Development Permits: 2012 – 2017



### Building Permits

The following tables and information indicate the type, number, construction value and permit fees received for the building permits that were issued in the past five years.

#### Number of Approved Building Permits: 2012 – 2017

| Division     | 2012       | 2013       | 2014       | 2015       | 2016       | 2017       |
|--------------|------------|------------|------------|------------|------------|------------|
| 1            | 38         | 41         | 46         | 33         | 47         | 61         |
| 2            | 20         | 15         | 23         | 30         | 20         | 35         |
| 3            | 13         | 12         | 21         | 16         | 20         | 20         |
| 4            | 30         | 24         | 17         | 20         | 18         | 21         |
| 5            | 18         | 20         | 20         | 11         | 27         | 11         |
| 6            | 31         | 23         | 21         | 27         | 28         | 32         |
| 7            | 20         | 20         | 20         | 24         | 27         | 20         |
| 8            | 32         | 27         | 27         | 31         | 24         | 20         |
| <b>TOTAL</b> | <b>202</b> | <b>182</b> | <b>195</b> | <b>192</b> | <b>211</b> | <b>220</b> |

The R.M. experienced another strong year of construction activity in 2017 as 220 building permits were issued, which is the highest number in the past six years. The value of construction for these permits totaled \$87,018,773 which generated permit fees of \$431,124. An approximate 37% increase in construction value and permit fees was seen in 2017 from 2016. In 2017 the value of construction and permit fees were the 2<sup>nd</sup> highest in the past six years with the exception of 2013 which saw values only 3% higher than the past year.

A number of major projects were undertaken in 2017 with 18 projects exceeding \$1 million in construction value; in comparison there were 12 projects in 2016 and 11 in 2015. The largest projects in terms of construction value in 2017 were both \$7 million; with the top project from each development category shown in the table below:

| Type         | Estimated Value of Construction | Details of Construction   |
|--------------|---------------------------------|---|
| Residential  | \$7,000,000                     | Division 1: Residential Addition and Re-evaluation – Greenbryre Estates |
| Agricultural | \$3,660,000                     | Division 6: Richardson International Limited Grain Bin Expansion        |
| Commercial   | N/A                             | N/A   |
| Industrial   | \$7,000,000                     | Division 4: Warehouse Addition – Biz Hub                                |

Residential dwellings accounted for approximately 33% of the building permits issued in 2017 with 73 permits for dwelling units which include new residences, RTM's, moved residences, garden suites and mobile homes. The value of construction for this segment was \$41,250,023 which accounts for just over 47% of the total value of construction in Corman Park.

Municode Services Ltd. and the Planning Department have worked closely together since 2015 to address open building permits and outstanding deficiencies. There were 118 building permits closed in 2017, and over 380 closed during the past three years.

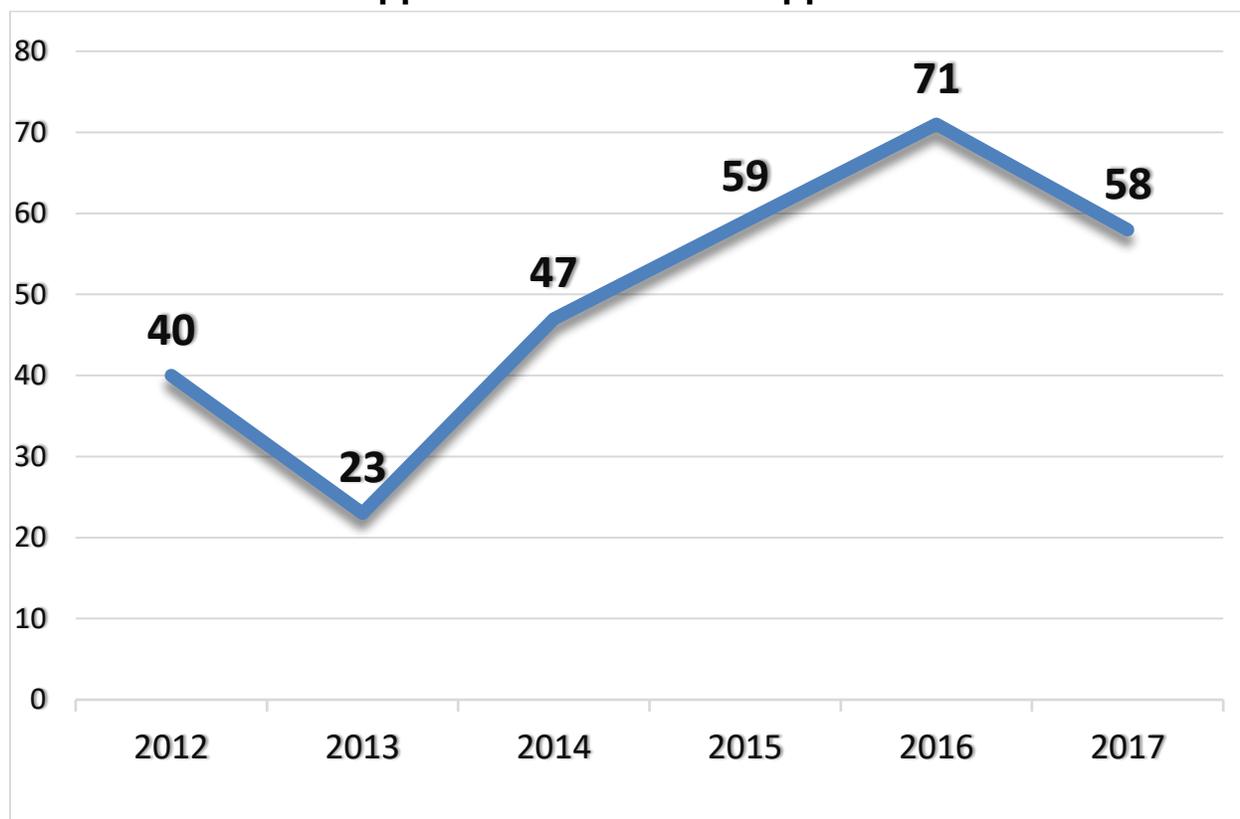
## Subdivisions

Subdivision applications are referred by the Community Planning branch of the Ministry of Government Relations to the R.M. for comments regarding compliance with the Official Community Plans and Zoning Bylaws and other planning policies. This table summarizes the type and number of subdivision applications approved in 2017:

| Type                         | Division and Number of Subdivision Applications |          |          |          |          |          |          |           |           |
|------------------------------|---|----------|----------|----------|----------|----------|----------|-----------|-----------|
|                              | 1   | 2        | 3        | 4        | 5        | 6        | 7        | 8         | R.M.      |
| Single Severance Residential | 4   | 2        | 3        | 6        | 3        | 3        | 6        | 7         | 34        |
| Multi-Parcel Residential     | 1   | -        | -        | -        | -        | -        | -        | -         | 1         |
| Commercial/Industrial        | 5   | 1        | -        | 1        | -        | -        | 1        | -         | 8         |
| Agricultural                 | -   | 1-       | 1        | 1        | 1        | 1        | -        | 4         | 9         |
| Public Utility               | 3   | -        | -        | 1        | 1        |          | -        | -         | 5         |
| <b>TOTAL</b>                 | <b>14</b>                                       | <b>4</b> | <b>4</b> | <b>9</b> | <b>5</b> | <b>4</b> | <b>7</b> | <b>11</b> | <b>58</b> |

In reviewing the past six years, 2017 was slightly above average for R.M. approved subdivisions but down 20% when compared to 2016. 2016 was almost double the average and this past year saw things return to more normal values. Another 23 applications are still under review with additional applications expected to be referred to Corman Park in 2018.

### Number of R.M. Approved Subdivision Applications 2012 – 2017



### Subdivision Servicing Fees

The *Planning and Development Act, 2007 (the Act)* makes provision for Council to charge subdivision servicing fees to recover the Municipality's cost of providing upgrading public improvements that directly or indirectly serve a proposed subdivision. In 2017, a total of \$514,501 in subdivision servicing fees was paid to the Municipality.

### Municipal Reserve

*The Act* requires that when land is subdivided for non-agricultural purposes, a portion must be dedicated for public use municipal reserve lands or cash-in-lieu of municipal reserve dedication must be provided. The Planning Department works with Council to makes recommendations on land dedication.

In 2017, the Municipality received \$655,996 as cash-in-lieu of dedication of land. The monies in the account must be used to purchase land to be dedicated for public use or to develop and maintain existing dedicated lands. During 2017, the R.M. approved the use of over \$258,500 of these funds for the following:

- Merrill/Moon Lake Fire Volunteer Fire Department (\$1,618.84)
- Town of Asquith Rink & Sports Ground (\$6,000)
- Town of Langham Curling Rink (\$62,000)
- Bergheim Co-operative Recreation (\$2,000)
- City of Martensville – Lake Vista & Holy Mary Centre Schools (\$25,000)
- Town of Langham Skate Park (\$12,500)
- Floral Community Centre (\$5,593.38)
- Town of Dalmeny Rink (\$15,000)
- City of Warman – Traditions Elementary & Holy Trinity Schools (\$25,000)
- South Corman Park Community Association (\$26,593.40)
- Langham & District Centennial Arena (\$50,000)
- City of Martensville Skate Park (\$20,000)
- Saskatchewan Railroad Historical Association (\$4,000)
- Merrill School (\$3,198.57)

The remaining balance in the municipal reserve account is \$1,516,125.

## Rezoning

The following table indicates the number of rezoning applications that were approved in the past six years by division and totalled in the R.M. This number will not match subdivision approvals as a rezoning is not needed in each case:

**Number of Approved Rezoning**

| Division     | 2012      | 2013      | 2014      | 2015      | 2016      | 2017      |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1            | 2         | 3         | 5         | 5         | 2         | 6         |
| 2            | 1         | -         | -         | 2         | 2         | 1         |
| 3            | 1         | -         | -         | 1         | -         | 1         |
| 4            | 3         | 3         | 2         | 2         | 11        | 6         |
| 5            | 4         | 2         | -         | 3         | 5         | 3         |
| 6            | 4         | 2         | 1         | 5         | 3         | 4         |
| 7            | 1         | 6         | 5         | 4         | 2         | 3         |
| 8            | 2         | 1         | 5         | 7         | 10        | 8         |
| <b>TOTAL</b> | <b>18</b> | <b>17</b> | <b>18</b> | <b>29</b> | <b>35</b> | <b>32</b> |

## Textual Amendments

Planning staff have spent considerable time updating planning policies in both the R.M. and Corman Park-Saskatoon Planning District. In the past six years 57 textual amendments have been made to R.M. and/or Planning District bylaws; of those over 25% were completed in 2017.

Some of the major policy amendments in the past year included:

- changing the time limit on Mineral Resource Extraction Industries from 2 to 4 years;

- allowing a Work Camp to be located temporarily in the R.M. and provide for other types of temporary uses to be established;
- reviewing our Industrial District regulations to create new business, light and heavy industrial Zoning Districts; provide for new allowable uses and reduce the minimum industrial lot size to 2 acres;
- allowing for a co-existence agreement to be executed to allow for setback reductions between a Liquid Waste Disposal Facility and other uses; and
- beginning the review of Intensive Livestock Operations related to setbacks and co-existence agreements.

## **Zoning Compliance Certificates**

The Planning Department provides Zoning Compliance Certificates as a service to ratepayers or potential purchasers of a property during real estate transactions; they are often requested by buyers/sellers, realtors, lawyers or banks. For a fee on a request basis, a historical review of R.M. files is conducted to outline the zoning, building information and history of the property.

In 2017, we issued 34 Zoning Compliance Certificates which is approximately half of the 62 issued in 2016 but on pace with the 38 issued in 2015 and 40 issued in 2014.

## **Bylaw Enforcement**

In 2016, R.M. Council provided support to enforce bylaw infractions our Official Community Plans, Zoning Bylaws, Nuisance Abatement Bylaws and other R.M. bylaws. To assist in these efforts, the R.M. contracted the Commissionaires to provide bylaw enforcement services; Dave Prout, our Bylaw Enforcement Officer, started in November 2016.

Given this has been the first year that a Bylaw Enforcement Officer was designated to assist planning staff with files, the primary focus was on sites that were conducting discretionary uses or businesses without a permit, assistance with verifying building construction/removal as well as assisting the Tax Assessor to identify commercial operations. 187 different sites were inspected in 2017 with 49 letters being issued requesting compliance. This process has resulted in 22 development permit application files being initiated. In two of the situations an Order of Compliance was issued.

Over the course of the year the Bylaw Enforcement Officer submitted five articles for publication in the Clark's Crossing Gazette to pass information to the public on focus areas for compliance as well as provide the public with information that this new position exists at Corman Park and contact information for investigations. Continued use of the R.M. website and quarterly newsletters for "Did You Know" series of reminders on permits and planning requirements was also done.

## **Corman Park – Saskatoon Planning District**

The R.M. and the City of Saskatoon have established a Planning District and have a District Planning Commission (DPC) which reviews and provides recommendations to the R.M. and City of Saskatoon Councils on land use planning and related matters in the Planning District.

The DPC comprises nine voting representatives with four appointed by the R.M., four appointed by the City and one joint representative. The R.M. and joint representatives in 2017 were:

- Reeve Judy Harwood – R.M. Rep
- Councillor John Germs – R.M. Rep
- Charlene Dalen-Brown – R.M. Rep
- Maggie Robertson – R.M. Rep
- John Waddington – Joint Rep

The R.M. Planning Department is responsible for administering planning applications in the Planning District, as well as department members serving as secretary to the DPC. In 2017 the DPC held in person meetings in March, April, June, July, September and December, with email meetings occurring in May and August. In total the District Planning Commission considered nine subdivisions, two subdivision/rezoning applications, four discretionary uses and four textual amendments in 2017.

Councillor Randy Rooke was nominated as an R.M. representative on the DPC in 2018 as Ms. Robertson gave notice of her resignation in December 2017.

## **North Corman District Development Appeals Board**

Since Corman Park has an approved Zoning Bylaw in place, the *Act* requires that a Development Appeals Board be established. The R.M. is been a member of the North Corman District Development Appeals Board (NCDDAB) along with Warman, Martensville, Dalmeny, Osler and Langham.

Councillor Randy Rooke was the R.M. representative on the NCDDAB in 2017.

There were no appeals held by the NCDDAB regarding Corman Park in 2017. However there was an appeal heard by the Saskatchewan Municipal Board (SMB) on April 20, 2017, subsequent to the NCDDAB decision in 2016 to uphold the approval of the discretionary use application of Jonathon and Teddi Dear for an Agricultural Support Service (seed cleaning plant) on E ½ SE 17-39-5-W3. The decision from the SMB, dated June 9, 2017, was to rescind Council approval of the discretionary use due to inadequate notice. The R.M. amended their discretionary use comment form and process as a result of the SMB decision. A new discretionary use application for the Dear's is being processed by R.M. Administration for consideration by R.M. Council in 2018.

## **Boundary Alteration Proposals**

In 2017, Council considered boundary alteration requests from the Town of Dalmeny and the City of Martensville.

Dalmeny submitted a request to annex approx. 90.3 ha (223.05 acres) of land into the east side of the Town for proposed stormwater management facilities and future residential growth areas. R.M. Council provided a complementary resolution for the boundary alteration on October 16, 2017 however the annexation not currently in effect.

Martensville submitted a request to annex approx. 781 ha (1930 acres) of land primarily on the north, east and west sides of the City, including lands across Highway No. 12. R.M. Council provided a complementary resolution for the boundary alteration on December 4, 2017 however the annexation is not currently in effect.

## **Planning Department Policy Initiatives**

2017 continued to be a busy year for the Planning Department with a number of outstanding and new policy initiatives; it is expected that this trend will continue in 2018 as some of the projects are ongoing.

## **Multi-Parcel Country Residential Call for Proposals**

In 2013 the R.M. released a Call for Proposals for multi-parcel country residential development. This year Council requested an update from those applicants involved in the Call for Proposals process. Three applications were removed from the list and a number of others are to be re-evaluated in the future. Many applicants are in the process of completing their CDR however market conditions do not warrant proceeding at this time on the project.

In 2017 Meadow Ridges Estates, located in the SE 14-36-4-W3, was brought forward and approved by Council at the September 25, 2017 meeting. The proposed subdivision and rezoning was for 26 new residential lots. Another application, for Vista Ridge Estates in Division 1, was submitted for consideration in 2017 which will be brought forward for Council's consideration in 2018.

## **Saskatoon North Partnership for Growth (P4G) Regional Plan**

Corman Park is a member of the Saskatoon North Partnership for Growth (P4G), which also includes representation from Saskatoon, Warman, Martensville, and Osler and advisory services from the Saskatoon Regional Economic Development Authority. The P4G membership is comprised of a political Regional Oversight Committee (ROC) and a Planning & Administration Committee (PAC).

In May 2017, the ROC endorsed the draft P4G Regional Plan for public and municipal review. A final public presentation from the consultants, O2 Planning + Design, was made on June 27, 2017.

As part of the proposed P4G Regional Plan a new Planning District is envisioned to be created, including membership from the R.M., Saskatoon, Warman, Martensville and Osler. This will

include expanded Planning District boundaries as well as an expanded 13 voting member District Planning Commission.

In order to create the new P4G Planning District, a new P4G Official Community Plan (OCP), P4G Planning Agreement and P4G Zoning Bylaw must be drafted and given Ministerial approval by the Ministry of Government Relations (Community Planning). The current P4G Regional Plan will act as the new OCP and underwent municipal and legal review in fall 2017. Initial stages of drafting of the P4G District Planning Agreement and P4G Zoning Bylaw also began in 2017.

Since this official approval of the new P4G District will continue into late 2018, recommendations were presented to all five municipal Councils to “endorse in principle” the draft P4G Regional Plan, Servicing Strategy and Governance & Implementation Strategy in August/September 2017. The documents were then filed with Community Planning so development proposals in the region can begin to be evaluated on the draft policies, prior to the new P4G Planning District being officially created. This “endorsement in principle” also allowed the R.M. to proceed with bylaw amendments near the end of 2017 so that current policy aligns with the proposed P4G Regional Plan.

Once legal review and drafting of the other required documents is complete, the new P4G Planning District can be considered by all municipal Council’s for official approval by Bylaw; this is expected to take place in late 2018. Additional public hearings, including the consideration for a joint public hearing between the five municipal Councils, will take place at that time.

## **Hydraulic Modelling Study**

During the “5 per Quarter or 3 per 80 acre” bylaw amendment process in 2014, the Water Security Agency (WSA) recommended undertaking hydraulic modeling to allow for additional development in the flood plain, with the other option being for the R.M. to disallow density increases in the flood plain. The two options were presented to Council and it was determined that the modeling would not be undertaken at the time and that the floodplain areas would be added to the exclusion map.

During discussions on the bylaws, WSA indicated that the two parties should work together to explore any federal or provincial flood mitigation program funding that might emerge. In June 2016, the WSA contacted the R.M. to submit an application under the National Disaster Assistance Program which is administered by Public Safety Canada. The study was to produce flood hazard mapping and an updated hydraulic model for the South Saskatchewan River in Corman Park.

While the initial funding request was successful, there were delays with WSA confirming their involvement in the project. In October 2017, the R.M. began the process to enter into agreements with the Ministry of Government Relations to secure the federal funding with Public Safety Canada. This in turn removed WSA from funding 50% of the project and replaced Corman Park as the applicant with the federal government funding the other 50% of the study. The Ministry of Government Relations is acting as a conduit for the funding.

A Request for Proposals is expected to be released in January 2018 by Corman Park.

## **R.M. Drainage Study**

R.M. Council provided direction in February 2017 that three areas, consisting of the North Corman/Highway No. 11 & 12 corridor; BizHub/Yellowhead and East Floral industrial areas be prioritized for completion of a master drainage study.

The intent of the drainage study is to identify existing drainage issues and catchment areas, assess the impact of future development on existing water bodies, recommend drainage upgrades and provide policies for future development. The study will be used to inform future studies or drainage works by the R.M. or private developers. Another outcome of the study would be to identify appropriate development regulations or considerations for drainage such as the appropriate storm event to use in site design.

R.M. Administration worked with the Water Security Agency (WSA), City of Saskatoon and P4G representatives on the terms of reference for study to ensure it will be beneficial for the R.M. and our stakeholders in the future.

Funding with the Federation of Canadian Municipalities (FCM) through the “Climate Change Plans & Studies Grants” program has also been explored; FCM has confirmed that the project may be eligible to receive funding for up to 80% of costs through the feasibility study tract.

A request was also made to approach the cities of Martensville, Warman, and Saskatoon for potential cost sharing. The P4G municipalities are discussing funding and appropriate studies in the region so resources are not being duplicated; the project is expected to begin in 2018.

## **Transportation Projects**

Corman Park planners are involved with a number of provincial transportation projects.

### **Interchanges/Overpasses at Highway No. 11 & No. 12**

In 2014 the Ministry of Highways & Infrastructure (MHI) determined a need for interchanges/overpasses at Warman/Highway No. 11 and Martensville/Highway No. 12. In September 2015 MHI released a Request for Qualifications to begin the process to select a firm to construct the overpasses; Peter Kiewit Infrastructure Co. was retained by MHI.

Corman Park approved the subdivisions required for both interchanges in 2016. Construction began in 2017 and is expected to continue until 2019. For more information on the project and for updates please visit <http://www.wminterchanges.ca/>.

### **Saskatoon Freeway South East General Location Study**

In 2013 the Ministry of Highways & Infrastructure (MHI) began a Validation Study for the current location of the Saskatoon Freeway (formerly Perimeter Highway) with the purpose being to assess conditions that may have changed since the current alignment route was approved. In 2014 the study concluded and it determined that the majority of the route was valid however there was a large segment in the southeast quadrant that was not valid and additional studies were needed.

A new general location study was initiated in 2015 to determine a new route from Highway No. 11 eastbound to north of 8<sup>th</sup> Street East and a new route from Highway No. 7 to Highway No. 14 in the west. Part of this study was also to determine the need for a southwest connection between Highway No. 11 westbound across the South Saskatchewan River to Highway No. 7; this section of the study was removed due to low demands.

This project was not completed by MHI in 2016 due to changes within provincial government.

In May 2017 updated information on the preferred alignments was shared on the MHI website <http://www.saskatchewan.ca/government/public-consultations/saskatoon-freeway-consultation>.

Landowners and other stakeholders who are impacted were contacted directly by MHI.

In late 2017, MHI and the R.M. worked together to update the “5 per Quarter Constraints Area Map” within the R.M. OCP to allow for more properties to be eligible for subdivision and/or development.

The general location study and new route is set to be finalized in early 2018. Planning for the future Saskatoon Freeway will take many more years as part of the MHI long-range planning process. Following the general location study, the detailed design stage must commence. Once this planning is complete, additional time is required to determine a construction strategy, phasing, costs and timeline. Construction will take place as traffic volumes and development warrant; no timeline or project cost has been established by MHI for additional planning work or construction at this time.