



# Annual Report - 2018

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## Planning Department

### **STAFF**

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

Vicky Reaney, MCIP, RPP – Senior Planner

James McKnight, MCIP, RPP – Planner II

Tanner Tetreault, MCIP, RPP – Planner II

Cory Boudreau – Planner I

Vanessa Wellsch – 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 2018 there were two staff updates that took place. In April, Tanner Tetreault was hired as the new Planner II as a replacement for Kelby Unseth who had moved to Ontario. Tanner is a registered professional planner (RPP) with the Canadian Institute of Planners (CIP) and the Saskatchewan Professional Planners Institute (SPPI). In May, Vanessa Wellsch was hired as a temporary Planning Technician for Michelle Reiter while she is on maternity leave.

In September, James McKnight, a Planner II, received his RPP designation with CIP and SPPI after completing his log book and exam requirements. 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 four full professional planners and two planners who are in the process of completing their candidate membership. A new Senior Planner is expected to be hired in early 2019 which would bring the number of full professional planners to five.

## Development Permits

The following table indicates the number of discretionary use applications approved for each division over the past 7 years. The 7 year average is 32 permits:

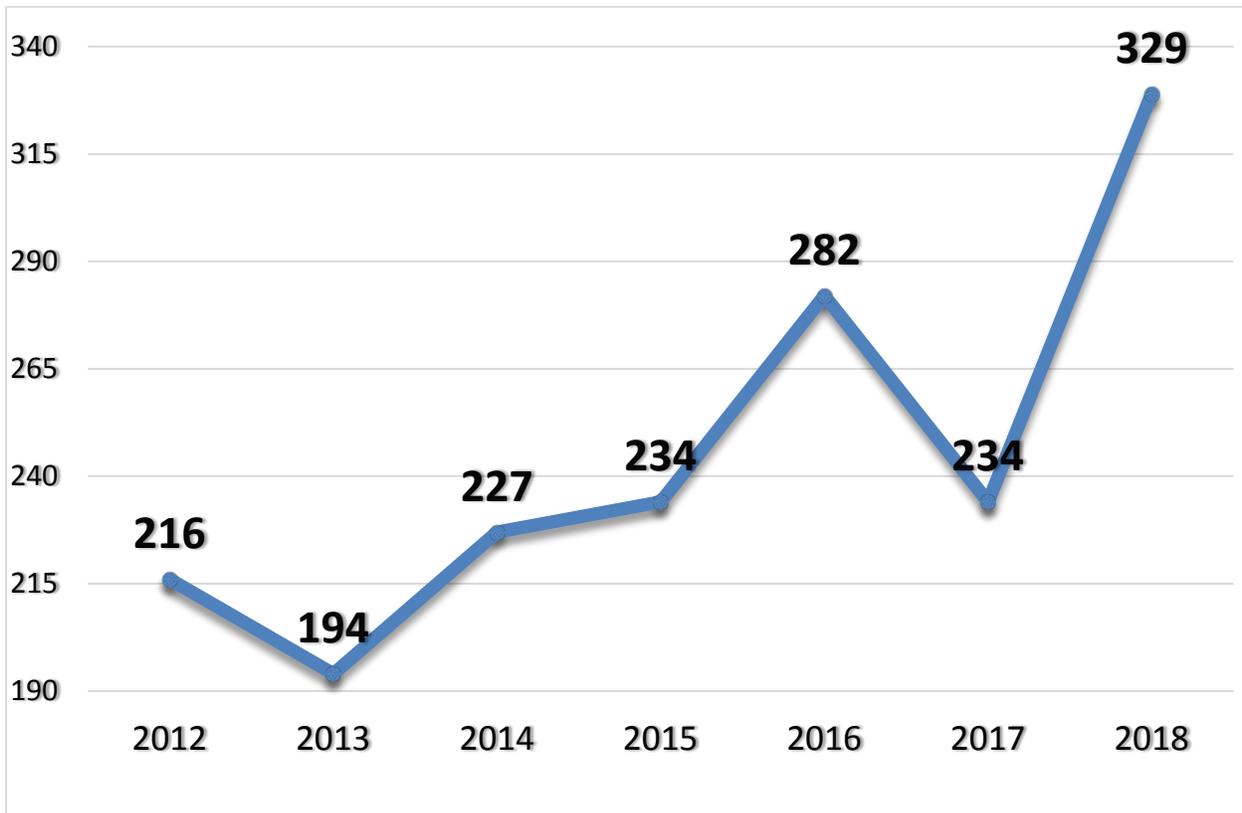
### Number of Approved Discretionary Use Development Permits: 2012 – 2018

Division	2012	2013	2014	2015	2016	2017	2018
1	2	1	2	4	6	6	8
2	4	-	4	1	5	7	4
3	-	2	-	1	4	2	1
4	1	1	6	6	4	5	1
5	2	2	9	3	6	7	2
6	2	1	7	3	10	10	11
7	3	3	4	7	7	8	7
8	-	2	-	6	3	2	6
<b>TOTAL</b>	<b>14</b>	<b>12</b>	<b>32</b>	<b>31</b>	<b>45</b>	<b>47</b>	<b>40</b>

The R.M. approved 40 discretionary use development permits in 2018 which is slightly below those issued in 2017 but on average for the past 3 years. There are 14 discretionary use applications that are still in progress.

The R.M. issued a total of 329 development permits in 2018 which includes permitted and discretionary use development permits. This is the highest number of any year and well above the 7 year average which is 245 permits as shown below:

**Total R.M. Approved Development Permits: 2012 – 2018**



## Building Permits

The following table and information indicate the type, number, construction value and permit fees received for the building permits that were issued in the past 7 years.

**Number of Approved Building Permits: 2012 – 2018**

Division	2012	2013	2014	2015	2016	2017	2018
1	38	41	46	33	47	61	69
2	20	15	23	30	20	35	32
3	13	12	21	16	20	20	35
4	30	24	17	20	18	21	21
5	18	20	20	11	27	11	18
6	31	23	21	27	28	32	23

7	20	20	20	24	27	20	23
8	32	27	27	31	24	20	23
<b>TOTAL</b>	<b>202</b>	<b>182</b>	<b>195</b>	<b>192</b>	<b>211</b>	<b>220</b>	<b>244</b>

The R.M. experienced another strong year of construction activity in 2018 as 244 building permits were issued, which is the highest number in the past 7 years and an 11% increase over 2017. The value of construction for these permits totaled \$112,928,553.53 which generated permit fees of \$508,055.56. A 30% increase in construction value and 18% in permit fees was seen in 2018 from 2017.

A number of major projects were undertaken in 2018 with 19 projects exceeding \$1 million in construction value; comparable to 2017. The largest project in terms of construction value in 2018 was \$14.3 million; with the top project from each development category shown in the table below:

Type	Estimated Value of Construction	Details of Construction
Residential	\$1,700,000	Division 1: Single Unit Residence with Attached Garage and Indoor Pool – Greenbryre Estates
Agricultural	\$4,500,000	Division 5: Intensive Livestock Operation – Barn
Commercial	\$14,300,000	Division 1: Intensive Horticulture – Process Facility
Industrial	\$3,300,000	Division 6: Equipment Sales and Rentals – East Cory Light Industrial Park
Community Facility	\$11,000,000	Division 5: Addition and Renovation – Wanuskewin Heritage Centre

Residential dwellings accounted for approximately 30% of the building permits issued in 2018 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 \$39,237,496 which accounts for 38% 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 134 building permits closed in 2018.

## Subdivisions

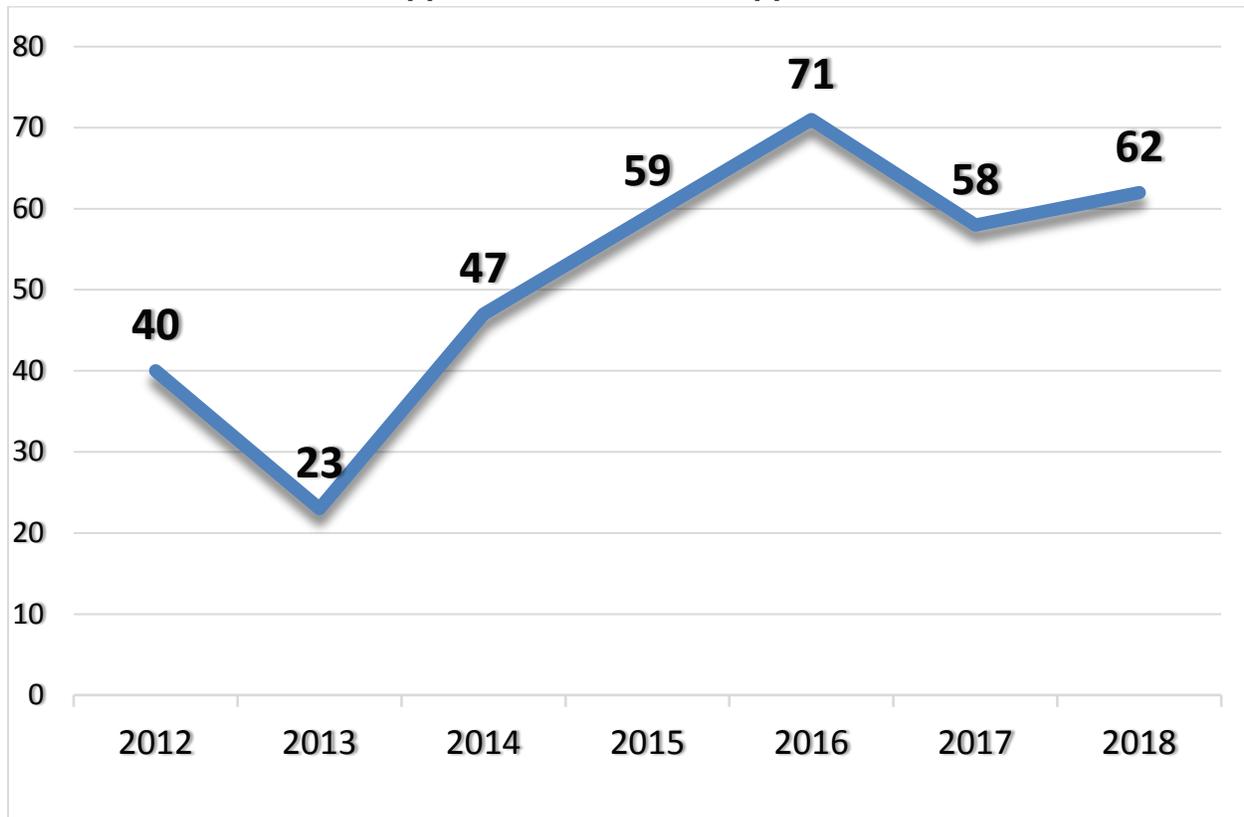
Subdivision applications are referred by the Community Planning branch of the Ministry of Government Relations to the R.M. for comments regarding compliance with the Official Community Plans and Zoning Bylaws and other planning policies. This table summarizes the type and number of subdivision applications approved in 2018:

Type	Division and Number of Subdivision Applications								
	1	2	3	4	5	6	7	8	R.M.
Single Severance Residential	8	5	3	8	2	4	3	5	37
Multi-Parcel Residential	-	1	-	-	-	-	-	-	1
Commercial/Industrial	2	-	-	1	-	6	-	2	11

Agricultural	3	1	-	-	-	1	2	1	8
Public Utility	2	-	-	1	-	1	-	-	4
<b>TOTAL</b>	<b>15</b>	<b>7</b>	<b>3</b>	<b>10</b>	<b>2</b>	<b>12</b>	<b>5</b>	<b>8</b>	<b>62</b>

In reviewing the past 7 years, 2018 was above average for R.M. approved subdivisions and exceeds 2017. Another 9 applications are still under review with additional applications expected to be referred to Corman Park in 2019.

**Number of R.M. Approved Subdivision Applications: 2012 – 2018**



### 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 2018, a total of \$939,554 was paid to the Municipality in Subdivision Servicing fees which is up from \$514,501 in 2017.

### Municipal Reserve

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

In 2018, the Municipal Reserve revenues as cash-in-lieu for dedication of land were \$1,626,405 with \$355,732 used as disbursements through projects in the Municipality. 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 2018, the R.M. approved funds for the following major projects:

- Corman Park Horse Rider’s Association for the development of the Grasswood Horse Park – \$102,000
- Cathedral Bluffs Community Association for the development of a Recreation Area – \$200,000
- Langham Curling Club for Repair & Replacement of Artificial Ice Plant in the Langham Curling Rink – \$40,000

The remaining balance in the municipal reserve account is \$2,786,798.

## 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 Rezonings**

Division	2012	2013	2014	2015	2016	2017	2018
1	2	3	5	5	2	6	6
2	1	-	-	2	2	1	3
3	1	-	-	1	-	1	-
4	3	3	2	2	11	6	1
5	4	2	-	3	5	3	1
6	4	2	1	5	3	4	5
7	1	6	5	4	2	3	1
8	2	1	5	7	10	8	3
<b>TOTAL</b>	<b>18</b>	<b>17</b>	<b>18</b>	<b>29</b>	<b>35</b>	<b>32</b>	<b>20</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 7 years, 70 textual amendments have been made to R.M. and/or Planning District bylaws; of those over 13 were completed in 2018.

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

- Changing policies relating to septic monitoring requirements within multi-parcel developments.
- Changing policies related to Intensive Livestock Operations including adding additional animal types, outlining that an application is not required for a change in species, defining setbacks from the “Active Area” and not from the property boundaries, and outlining changes for developments not requiring co-existence agreements.
- Creating policies within the District bylaws for future land use map changes.

- Incorporating cannabis related uses and regulations into the bylaws due to federal legalization.
- Adding Commercial Composting Operations as a use within Regional Waste Management Districts.
- Added development standards for Mineral Resource Extraction Industries and allowed for them as a permitted use in agricultural areas.

## 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 2018, we issued 77 Zoning Compliance Certificates which is more than double the 34 issued in 2017 and is the largest quantity the R.M. has completed in any year.

## 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.

For the 2018 year, a focus for the Bylaw Enforcement Officer was assisting the Planning staff with process related enforcement issues and files to increase efficiencies. This included working closely with the staff to assist in having building permits issued more quickly and to follow up on problems that existed. In total, 116 initial site reviews were conducted where a building permit application was submitted. An additional 16 site inspections were conducted on old building relocation files that remained open due to lack of responses by the owners. When a demolition permit was completed, the Bylaw Enforcement Officer would attend to the site ensuring that the removal was completed and the site was put back in the proper safe condition.

The enforcement of bylaws remained a priority in 2018 as a total of 149 new sites were inspected with 39 letters issued requesting compliance. This resulted in 18 development permit application files being initiated and 2 orders of compliance issued. With the help and assistance of the Corman Park Police, nuisance abatement enforcement were also conducted; 2 notices were issued with 8 sites inspected.

The Clarks Crossing Gazette continues to support the Bylaw Enforcement by publishing information articles regarding the bylaws and the enforcement process. Three articles were published regarding year end statistics, RV storage and Home Based Business.

The number and type of site visits performed this year by the Bylaw Enforcement Officer are included below:

### Enforcement Site Visits

Site Visit Type	Number of Visits
Unauthorized buildings	38
Building Demolition	8
Building Relocation	16
Garden Suite	5
Home Based Business	23
Clean Fill Site	8
RV Storage	6
Nuisance Abatement	8
Planning Assistance	14
Taxation Notices Served	11
Other	12

### **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 2018 were:

- Reeve Judy Harwood – R.M. Rep
- Councillor Randy Rooke – R.M. Rep (until October 2018)
- Councillor Bas Froese-Kooijenga – R.M. Rep (from October 2018)
- Councillor John Germs – R.M. Rep (until December 2018)
- Councillor Wendy Trask – R.M. Rep (from December 2018)
- Charlene Dalen-Brown – 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 2018 the

DPC held in person meetings in February, May, August, October and November, with email meetings occurring in July, September and December. In total the DPC considered 5 subdivisions, 1 subdivision/rezoning applications, 6 discretionary uses and 1 textual amendment in 2018.

## **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 2018 before being replaced by Councillor Joanne Janzen in October 2018.

There were 2 appeals held by the NCDDAB regarding Corman Park in 2018. The first was related to a number of existing agricultural buildings on a site that had been placed without permits too close to the property line. The NCDDAB overturned the denial and approved the location; the R.M. had no concerns with the decision. The second was for the second 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 NCDDAB upheld Council's decision however a further appeal was heard by the Saskatchewan Municipal Board (SMB) in November 2018. The decision from the SMB was to uphold the approval of the discretionary use.

## **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. The Minister's Order approving the annexation was granted on March 1, 2018.

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. The Minister's Order approving the annexation was granted on April 3, 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). The ROC representatives in 2018 were:

- Reeve Judy Harwood – R.M. Rep
- Councillor Art Pruim
- Councillor Randy Rooke – R.M. Rep (until October 2018)
- Councillor Bas Froese-Kooijenga – R.M. Rep (from October 2018)

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 is undergoing legal review. Drafting of the P4G Zoning Bylaw is being done by the new P4G Project Manager, Gord Shaw, who was hired in June 2018.

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 2019.

### **Grasswood Mixed Use Node Market Impact Study**

The proposed Grasswood Mixed Use Node was intended to provide for a diverse mix of land uses including residential, institutional and commercial development where appropriate, including development intended to service a regional market. To better inform how this area might be developed the R.M. and City of Saskatoon, through the Planning District, engaged a consultant, Cushing Terrell Architecture Inc. along with their sub-consultant Preferred Choice Development Strategists, to complete a Mixed Use Node Market Impact Study (the study) to provide an impartial fact-based market assessment to help guide land use, phasing, and other policy decisions.

The study objectives were to:

- identify the amount and type of development (commercial, residential, institutional) needed to meet projected growth while ensuring the viability of the region's existing markets in the R.M. and City are not compromised;
- identify a maximum square footage for commercial development in the Grasswood Mixed Use Node;
- identify a phasing strategy for development in the Grasswood Mixed-Use Node; and,
- identify requirements for future Market Impact Assessments for proposed new development in the Grasswood Mixed Use Node.

The study initially took place from April 2015 – September 2015. During this time the consultants met with a variety of stakeholders, rights-holders and the public to gain perspectives and consider the future land use demands of the area. In addition, the consultants reviewed Census Metropolitan Area (CMA) statistical data and municipal policy documents and other

reports/studies that provided context to future growth aspirations of each jurisdiction and to provide background information.

Initially the study was to be completed and delivered to the DPC by the end of 2015, however the route alignment for the Saskatoon Freeway, which was being conducted by the Saskatchewan Ministry of Highways and Infrastructure (MHI), was still underway. The study timeline was adjusted pending confirmation of the Saskatoon Freeway alignment, as the alignment had a direct impact on the recommendations for the study. In March 2018, MHI established the alignment for the Saskatoon Freeway which allowed the R.M. and City Administrations to finalize the study.

The Study includes location and population statistics and an overview of the feasible market-based demand for future retail, office, hotel, industrial, institutional, and residential uses and the allocation of such demand over the next 35 years up to the year 2050.

The DPC and both municipal Councils received the study as information in late 2018. Implementation of the study recommendations is expected to be incorporated into an updated South East Concept Plan, which the municipalities are anticipating to begin in early 2019.

## 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.

On January 16, 2018 a Request for Proposals (RFP) was tendered with a closing date of February 12, 2018; 13 proposals were received. On April 16, 2018, Barr Engineering was selected as the consultant by R.M. Council and the project began. Since that time a survey of the river has been completed, the computer model was calibrated to historic flood events and production of flow depth and velocity mapping for flood events took place. The project is on schedule to be completed in early 2019 including a presentation to Council.

In September 2018, the WSA contacted R.M. Administration about recently announced provincial funding programs as officials were aware of the R.M.’s flood study. In December 2018, the

provincial Flood Damage Reduction Program (FDRP) and R.M. signed a funding agreement to have the FDRP pay for 50% of the project costs. The other 50% is being paid for by the federal government.

## **P4G Green Network – Pilot Project**

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 was 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.

In late 2017, R.M. Council requested that P4G be approached to cost share on the drainage studies. The P4G ROC recommended the completion of the P4G Green Network Pilot Project at its June 20, 2018 meeting. The intent of the project was to complete drainage analysis within areas of the Green Network Study Area (GNSA) in the northern part of P4G. The analysis would define what parts of the GNSA are needed for drainage, conveyance and storage.

The City of Saskatoon's Utilities & Environment engineering team was contracted to complete the work on behalf of P4G as there were cost savings in having the work done internally with access to in-house expertise and assessment tools, versus hiring an external consultant.

The engineers completed the hydrologic and two-dimensional hydraulic modeling to develop 1:100 year flood mapping and to assess the general conditions of the major flow pathways and associated hydraulic structures, such as culverts. Existing LIDAR data was cross referenced with a survey of 398 culverts and other data to create catchment areas. The model was calibrated to historical studies of the watershed areas, before it was ran to map drainage paths and evaluate the extents of the flooded areas within the GNSA. A drainage map has been prepared for the study area and a final report is expected in early 2019.

Additional refinement of the GNSA for ecologically sensitive areas and the viewshed of the Wanuskewin Heritage Park, which could also affect where development is located and how it is designed, is proposed to undertaken in 2019 by P4G pending municipal budget approvals.

## **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.

The general location study and new route was finalized in March 2018. Planning for the future Saskatoon Freeway will take many more years as part of the MHI long-range planning process. MHI has now begun the detailed design stage called functional planning, which is expected to start in early 2019 and be a 3 year project. 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 construction at this time.