



# Annual Report - 2019

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## Planning Department

### **STAFF**

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

Vicky Reaney, MCIP, RPP – Senior Planner

Adam Toth, MCIP, RPP – Senior Planner

Tanner Tetreault, MCIP, RPP – Planner II

Cory Boudreau – Planner I

Vanessa Wellsch – Planning Technician

## Planning Staff Update

In 2019 there were two staff updates that took place. In March, Adam Toth was hired to fill a new Senior Planner position. Adam is a registered professional planner (RPP) with the Canadian Institute of Planners (CIP) and the Saskatchewan Professional Planners Institute (SPPI). In November, James McKnight resigned from the R.M. as he took a position with the University of Saskatchewan. This vacant Planner 2 position is expected to be filled in 2020 along with a 24 month term Planner 1 position in the policy section. The planning department was split into two different sections for 2020 – one for development review and one for policy in order to effectively prioritize staff resourcing.

## Development Permits

The following table indicates the number of discretionary use applications approved for each division over the past 5 years.

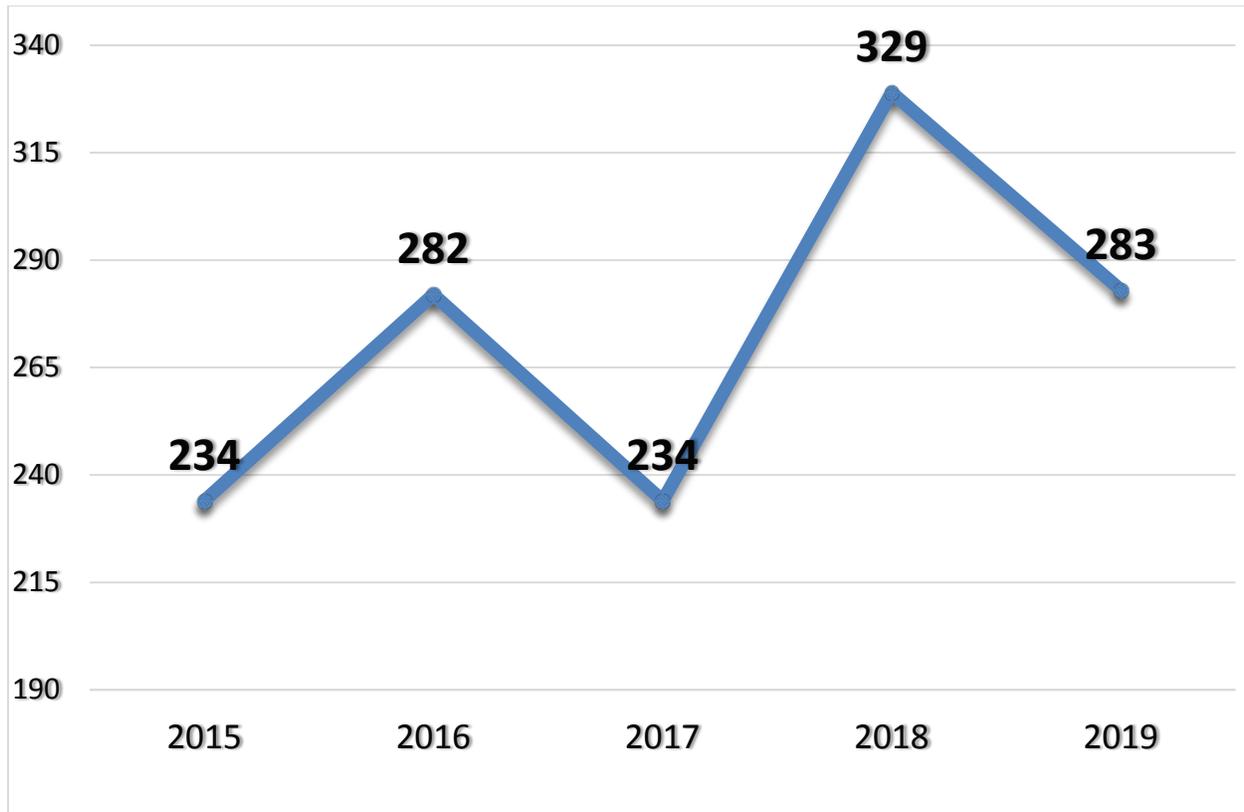
### Number of Approved Discretionary Use Development Permits: 2015 – 2019

Division	2015	2016	2017	2018	2019
1	4	6	6	8	7
2	1	5	7	4	4
3	1	4	2	1	2
4	6	4	5	1	2
5	3	6	7	2	4
6	3	10	10	11	8
7	7	7	8	7	3
8	6	3	2	6	2
<b>TOTAL</b>	<b>31</b>	<b>45</b>	<b>47</b>	<b>40</b>	<b>32</b>

The R.M. approved 32 discretionary use development permits in 2019 which is below those issued in 2018 and below the average for the past 5 years which is 39 permits. There are 22 discretionary use applications that are still in progress.

The R.M. issued a total of 283 development permits in 2019 which includes permitted and discretionary use development permits. This is above the 5 year average which is 271 permits as shown below:

**Total R.M. Approved Development Permits: 2015 – 2019**



**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 5 years.

**Number of Approved Building Permits: 2015 – 2019**

Division	2015	2016	2017	2018	2019
1	33	47	61	69	43
2	30	20	35	32	33
3	16	20	20	35	24
4	20	18	21	21	18
5	11	27	11	18	42
6	27	28	32	23	23
7	24	27	20	23	18
8	31	24	20	23	12
<b>TOTAL</b>	<b>192</b>	<b>211</b>	<b>220</b>	<b>244</b>	<b>213</b>

The R.M. experienced a slight decline in building permits in 2019 compared to 2017 and 2018 but was on par with the 5 year average of 216 permits. The 2019 value of construction for permits totaled \$83,553,388 which generated permit fees of \$320,217; which resulted in a 26% decrease in construction value and 37% decrease in permit fees compared to 2018. However construction

activity continues to be robust with the last 3 years being the strongest years in recent history, and the 2019 value of construction exceeding the 5 year average of \$82 million.

A number of major projects were undertaken in 2019 with 15 projects exceeding \$1 million in construction value, compared to 19 projects in 2018. The largest project in terms of construction value in 2019 was \$7.3 million; with the top project from each development category shown in the table below:

Type	Estimated Value of Construction	Details of Construction
Residential	\$1,750,000	Division 1: Single Unit Residence with attached Garage, Finished Basement and Rear Elevated Deck – Greenbryre Estates
Agricultural	\$4,978,350	Division 5: Intensive Livestock Operation - Barn
Regional Waste Management Facility	\$4,905,000	Division 6: Regional Waste Management Facility - Organic Resource Facility
Industrial/Commercial	\$7,337,500	Division 4: Warehousing – Distribution and Delivery Facility (FedEx)
Public Utility	\$20,000	Division 3: Waste Water treatment Facility – Village of Crossmount

Residential dwellings accounted for approximately 25% of the building permits issued in 2019 with 53 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 \$27,767,158 which accounted for approximately a third 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 346 building permits closed in 2019, some of which date back to 2000, compared to the 134 closed in 2018. This was a major focus for the Planning Department and Bylaw Enforcement Officer over the year.

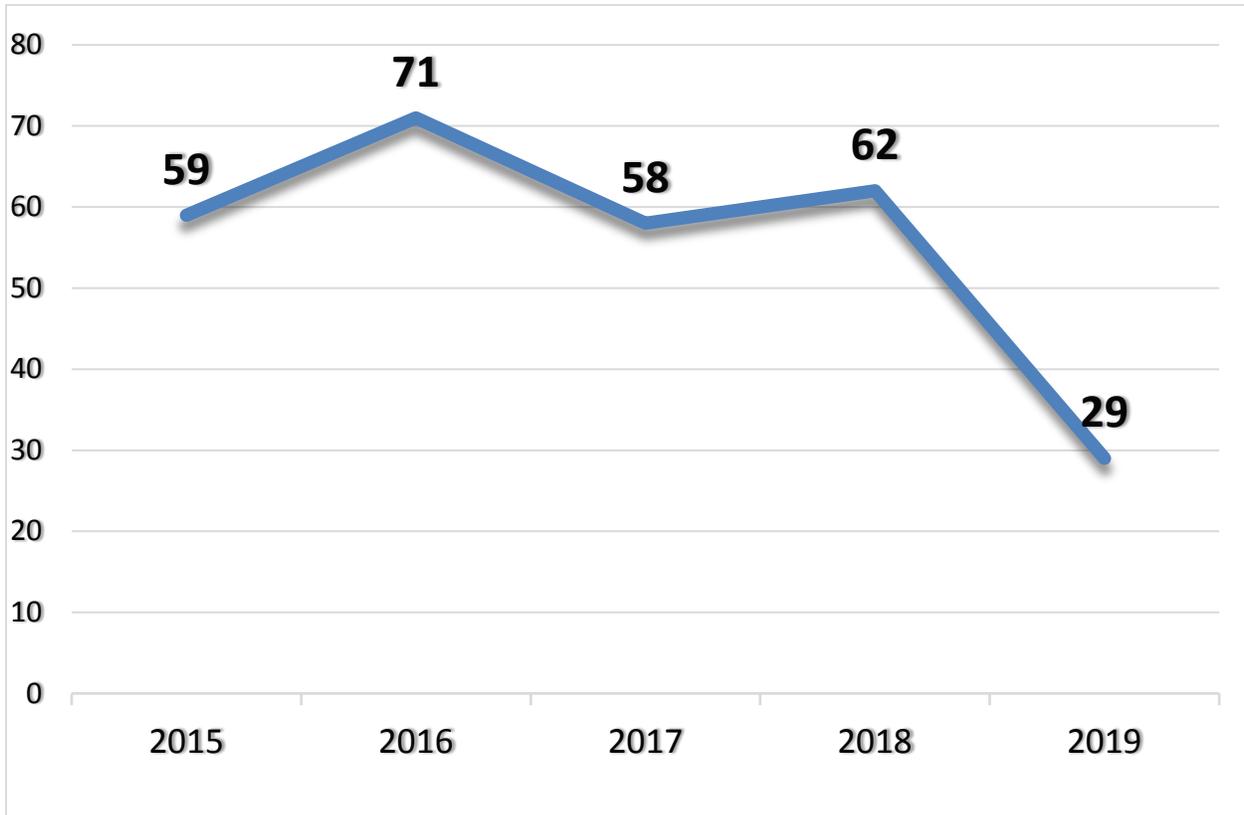
## Subdivisions

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 2019:

Type	Division and Number of Subdivision Applications								
	1	2	3	4	5	6	7	8	R.M.
Single Severance Residential	3	-	-	3	-	3	4	5	18
Multi-Parcel Residential	-	-	-	-	-	-	-	-	-
Commercial/Industrial	1	-	1	-	-	1	-	2	5
Agricultural	2	2	-	-	-	-	-	1	5
Public Utility	1	-	-	-	-	-	-	-	1
<b>TOTAL</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>-</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>29</b>

2019 was well below average for R.M. approved subdivisions; however another 19 applications are still under review which is more than double that were in process at this time last year. Subdivision activity began increasing dramatically after the '5 per ¼' residential densities were introduced and the slower pace of activity is likely the market correcting itself from an increase related to the policy changes. Additional applications are expected to be referred to Corman Park in 2020 and it is expected that subdivision applications will increase after the new P4G bylaws are in place.

**Number of R.M. Approved Subdivision Applications: 2015 – 2019**



### **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 2019, a total of \$658,251 was paid to the municipality in subdivision servicing fees.

### **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 2019, the Municipal Reserve revenues as cash-in-lieu for dedication of land were \$303,950 with \$219,617 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 2019, the R.M. approved funds for the following major projects:

- Asquith Rink Upgrade – \$4,617
- Cathedral Bluffs Community Association Phase 2 Recreation Area – \$200,000
- Town of Dalmeny Spray Park – \$15,000

The remaining balance in the municipal reserve account is \$2,442,672.

## Rezoning

The following table indicates the number of rezoning applications that were approved in the past 5 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 however given that the number of subdivisions was down in 2019, the number of rezonings did decline as well as oftentimes rezonings are tied to subdivision applications:

**Number of Approved Rezoning 2015 – 2019**

Division	2015	2016	2017	2018	2019
1	5	2	6	6	2
2	2	2	1	3	-
3	1	-	1	-	-
4	2	11	6	1	1
5	3	5	3	1	-
6	5	3	4	5	2
7	4	2	3	1	4
8	7	10	8	3	3
<b>TOTAL</b>	<b>29</b>	<b>35</b>	<b>32</b>	<b>20</b>	<b>12</b>

## Textual Amendments

Planning staff have spent considerable time updating planning policies in both the R.M. and Corman Park-Saskatoon Planning District bylaws to provide updated use classifications or development standards. Some of the major policy amendments in the past year included:

- Creating policies within the Planning District bylaws for future land use map changes and consideration of development prior to the P4G Planning District being in place. This was a large policy shift that took considerable negotiation between the parties but has resulted in multi-parcel commercial/industrial subdivisions to move forward for approvals.
- A new DCR6 zoning district was created within the Planning District bylaws to allow for 1/3 acre lot sizes and townhouse development in conjunction with an integrated residential

and recreational development. This policy update provided for a third phase of a multi-parcel residential community with additional types of residential options.

- Reviewed ILO setback distances, the use of co-existence agreements and Council's decision-making approach for ILO's. The new process removes the requirement to sign a 'co-existence' agreement and replaces it with factors for Council to consider when siting an ILO. Information will be required by the applicant to provide a rationale and supporting material for consideration when siting an ILO in proximity to certain uses, or when those uses are within proximity to an ILO. Council will make a decision if a use is or isn't appropriate to locate within the recommended separation distances. This policy framework was driven by industry pressures coupled with a desire to allow for more residential development in the R.M.

## 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 2019, we issued 64 Zoning Compliance Certificates which is below the 77 issued in 2018 however is overall above average.

## Bylaw Enforcement

For the 2019 year, a focus for the Bylaw Enforcement Officer was assisting planning staff with process related enforcement issues to increase efficiencies. This included working closely with staff to assist in review of existing development related to building permit applications and to follow up on problems that existed. In total, 84 initial site reviews were conducted where a building permit application was submitted. Also notices for 206 long time outstanding building permits were issued with 183 either hand delivered or left on the door of the site. As a result 70 files were closed before the end of 2019. 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.

All previously approved aggregate resource extraction and clean fill sites over the past 10 years were inspected to ensure the sites in use had valid permits and if the site was no longer in operation that it had been returned to an acceptable state. A number of follow up letters were sent to landowners to remind them of upcoming expirations or the need for renewed permits to continue operation.

The enforcement of bylaws remained a priority in 2019 as a total of 161 new sites were inspected with 28 letters issued requesting compliance, including infractions under the Zoning Bylaws and the Nuisance Abatement Bylaw. One order was issued for use of site for unpermitted business and two nuisance abatement notices were issued.

As a result of continuous enforcement procedures 5 long term files are now fully compliant with all R.M. bylaws.

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	28
Improper Use of Building	11
Building Demolition	11
Industrial Site Usage	4
Garden Suite	3
Home Based Business	14
Clean Fill Site	18
Mineral Extraction Site	23
Nuisance Abatement	9
Planning Assistance	19
Taxation Notices Served	6
Other	15

### 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 2019 were:

- Reeve Judy Harwood – R.M. Rep
- Councillor Bas Froese-Kooijenga – R.M. Rep

- Councillor Wendy Trask – R.M. Rep
- 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 2019 the DPC held in person meetings in January, April, May, June, October and November, with an email meeting in July. In total the DPC considered 1 rezoning, 3 subdivisions, 1 subdivision/rezoning applications, 7 discretionary uses and 2 textual amendments in 2019.

### **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 Joanne Janzen was the R.M. representative on the NCDDAB in 2019.

In 2019 there were two appeals held by the NCDDAB regarding denied development permits in Corman Park. The first was related to an existing residential structure located in Casa Rio which was constructed without permits and exceeded the allowable accessory space requirements within the Country Residential 1 Zoning District. The NCDDAB upheld the denial and the landowner is required to have the structure conform to the Zoning Bylaw. The second appeal was for the relaxation of a flanking yard setback for a proposed dwelling within the Greenbryre Estates subdivision. The NCDDAB upheld the denial and the landowner needed to make a new application that conformed to the District Zoning Bylaw. The R.M. had no concerns with either decision and no further appeals were made after the decisions.

### **Boundary Alteration Proposals**

There were no boundary alteration requests made in 2019.

### **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. The P4G membership is comprised of a political Regional Oversight Committee (ROC) and a Planning & Administration Committee (PAC). The ROC representatives in 2019 were:

- Reeve Judy Harwood
- Councillor Art Pruum
- Councillor Bas Froese-Kooijenga

Earlier this year, the ROC indicated they would like to hire a P4G Director to provide senior leadership and project management; Neal Sarnecki was hired starting April 29, 2019.

Mr. Sarnecki has 25 years of senior leadership experience and comes from a planning background, most recently with the Edmonton Metropolitan Region Board.

As part of P4G, 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 new P4G Planning District is expected to take place in late 2020.

## Hydraulic Modelling Study

The modelling the province previously used to determine floodway and flood fringe areas for the South Saskatchewan River was out of date and labeled the floodplain south of Saskatoon entirely as floodway, where no development could occur. To help determine the flood fringe areas, where development can occur, subject to site build up or other floodproofing, the R.M. decided to undertake a two-dimensional hydraulic modelling and mapping study to update provincial data. We were successful in being awarded federal and provincial government funding to pay for 100% of the project. On April 16, 2018 Barr Engineering was selected by R.M. Council as the consultant for the study and they made a presentation on the final study at the February 25, 2019 council meeting.

The results of the study indicate that fast flows are generally confined to the main river channel during flood events however, approximately 75% of the flood plain has flood depths that meet or exceed 1 metre. Therefore, despite the limited extents of higher velocity flood waters much of our flood plain remains defined as a floodway by provincial standards due to the flood depths.

The planning department work plan in 2020 includes phase 2 of the project which will create development standards and zoning regulations to allow for development in the identified flood fringe areas. During this study phase the R.M. will host stakeholder and public consultation to update residents on the study results as well as the newly drafted development standards.

The R.M. is also continuing discussions with the Ministry of Government Relations, Water Security Agency and other provincial agencies regarding the provincial flood regulations and enhanced emergency management in the flood plain.

The flood study report is available on our website at <http://rmcormanpark.ca/288/Flood-Plain-Study>.

## P4G Green Network Study Area – Drainage Pilot Project

Focused on the northern part of the R.M., Corman Park worked with our P4G partners to develop a drainage map to identify the 1:100 storm water areas including the important swales, catchment areas and corridors that move water throughout the region. As a result of the analysis, development will be directed away from areas that would be flooded during a major storm, and

areas that require further infrastructure work have been identified. The focus of the study was those areas within the Green Network Study Area (GNSA) identified on the P4G land use map within the pilot project study area.

The study conclusions were:

- Areas within the GNSA should not be developed without improvements to the drainage and consideration for existing flood depths, flow rates and existing flow paths;
- Outside of the GNSA bounds, flow areas and flow pathing between them should not be obstructed by development;
- Low lying areas and connecting flow paths should be considered for storm water retention and conveyance;
- Development should not increase the flow into the GNSA in order to maintain the predicted flood boundaries and levels; and
- The GNSA system should be considered when upgrading infrastructure as culvert capacity and location may affect the upstream and downstream flood bounds.

This pilot project provided an opportunity to produce the first layer of much needed drainage analysis that could be used as a template for further GNSA analysis going forward. Refinement of the remainder of the GNSA within P4G, including ecologically sensitive areas and the viewshed of the Wanuskewin Heritage Park, is being completed under an ongoing Natural Areas Screening project. The results of the GNSA Pilot Project will be combined with that work to recommend areas of potential refinement to the GNSA. This may confirm or recommend modifications to the boundary; the results of that are expected in 2020.

The drainage study report is available on our website at <http://www.rmccormanpark.ca/291/P4G-Drainage-Pilot-Project>.

## **P4G North Concept Plan**

Due to the development pressures in the northern part of the P4G area, it was determined that a Concept Plan should be developed to help guide land use decisions. Concept Plans provide a framework for future subdivision and development of an area by describing the proposed land uses, density of development, servicing plans and phasing. This plan is more detailed than the high level P4G regional plan and land use map.

The study area for this concept plan encompasses both rural and urban growth areas. The work, including project management, is being done in house by the City of Saskatoon planning and engineering staff with oversight and direction provided by P4G. The project began in June 2019 and is anticipated to take one year to complete. Ratepayer and stakeholder engagement will take place during development of the Concept Plan in early 2020.

Information on the North Concept Plan can be found at <http://rmccormanpark.ca/294/P4G-North-Concept-Plan>.

## Saskatoon Freeway – Functional Planning Study

The general location study and new Saskatoon Freeway route was finalized in March 2018. The Ministry of Highways & Infrastructure (MHI) has now begun the detailed design stage called functional planning. Functional planning study will determine how the Saskatoon Freeway will look and operate in the future including where the centre line of the road will be and the type of interchanges, service roads and accesses on and off the freeway. Functional planning will take up to 3 years to complete, broken down into phases starting in the north, followed by the east/south and then the west segments. Corman Park has been identified as a key stakeholder in the functional planning study and regularly attends project meetings. The project website is [www.saskatoonfreeway.org](http://www.saskatoonfreeway.org).

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.