



Annual Report - 2020

Planning Department

STAFF

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

Adam Toth, MCIP, RPP – Senior Planner

Vicky Reaney, MCIP, RPP – Senior Planner (currently on maternity leave)

Kylie McLean, MCIP, RPP – Senior Planner

Cory Boudreau, MCIP, RPP – Planner II

Jeremy Dela Cruz – Planner II

Brittney Beckie – Planner II

Vanessa Wellsch – Planner I

Kristie Muzyka – Planner I

Michelle Reiter – Development Officer

Planning Staff Update

The R.M. planning department was split into two sections in 2020, one for development review and one for policy with junior to senior planning roles in each section. Five staff are included in development review and three in policy, with all staff focused on what is important to that role with priority items for each section. The development review section is split a little further with three staff focusing on subdivision, development permits and rezonings with two staff in building permits.

In 2020 there were a number staff updates that took place. In February, Jeremy Dela Cruz was hired to fill a vacant Planner 2 position, Kristie Muzyka was hired to fill a vacant temporary Planner 1 position, Michelle Reiter returned from maternity leave to begin a new position as Development Officer and Vanessa Wellsch transitioned from Planning Technician to Planner 1. In March 2020, Brittney Beckie was hired to fill the vacant Planner 2 position left by Tanner Tetreault. In September, Kylie McLean was hired as a temporary Senior Planner for Vicky Reaney while she is on maternity leave.

In April, Cory Boudreau, Planner 2, 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. Corman Park has four CIP planners on staff and a number of candidate members.

The departmental split and transition of new staff was successfully implemented with the achievements of the department highlighted throughout this annual report.

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: 2016 – 2020

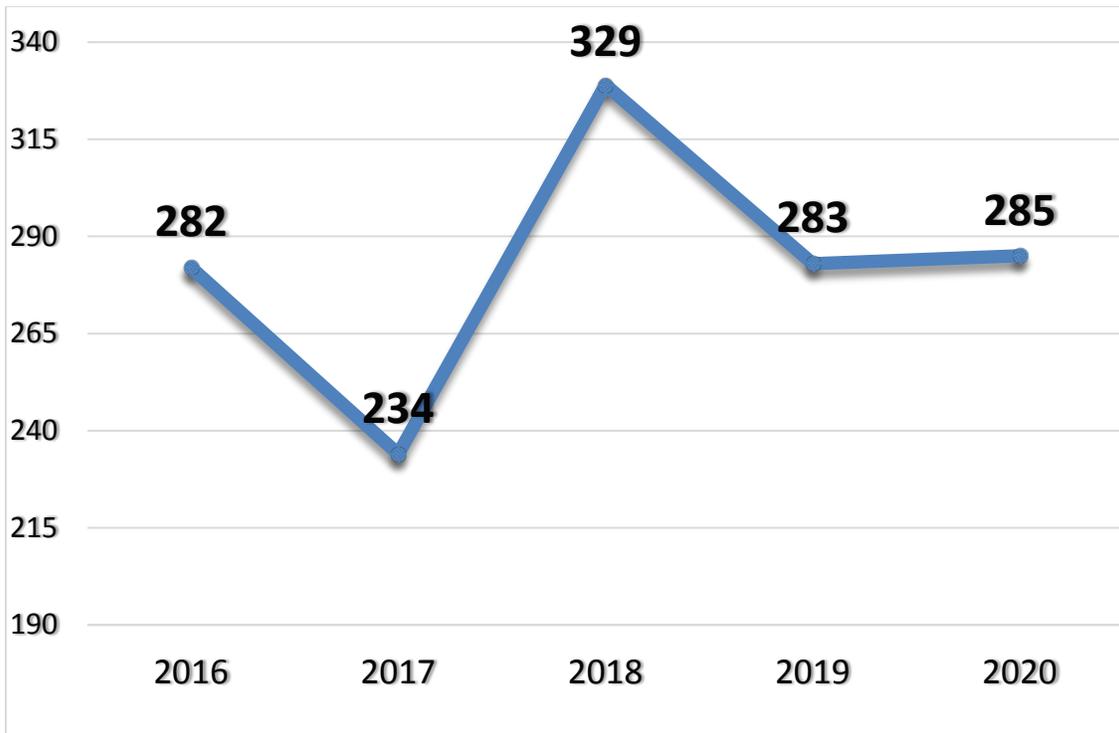
Division	2016	2017	2018	2019	2020
1	6	6	8	7	8
2	5	7	4	4	4
3	4	2	1	2	1
4	4	5	1	2	3
5	6	7	2	4	2
6	10	10	11	8	5
7	7	8	7	3	4
8	3	2	6	2	1
TOTAL	45	47	40	32	28

The R.M. approved 28 discretionary use development permits in 2020 which is lower than those issued in 2019 and below the average for the past 5 years which is 38 permits. This is likely due to the COVID-19 pandemic as many businesses reconsidered their development plans in light of

the global uncertainty, however there are 12 discretionary use applications that are still in progress.

The R.M. issued a total of 285 development permits in 2020 which includes permitted and discretionary use development permits. This is slightly above the 5 year average which is 283 permits as shown below:

Total R.M. Approved Development Permits: 2016 – 2020



Building Permits

The following table and information indicates the type, number, construction value and permit fees received for building permits that were issued in the past 5 years.

Number of Approved Building Permits: 2016 – 2020

Division	2016	2017	2018	2019	2020
1	47	61	69	43	49
2	20	35	32	33	45
3	20	20	35	24	22
4	18	21	21	18	22
5	27	11	18	42	31
6	28	32	23	23	15
7	27	20	23	18	17
8	24	20	23	12	25
TOTAL	211	220	244	213	226

Due to the COVID-19 pandemic the R.M. experienced a delayed construction season with the most applications received in August, July and October whereas the busy season is typically seen in the spring. Given this, R.M. Administration was unsure of how busy 2020 would be for building permits however construction activity continued to be robust with this year being the second busiest year on record in the past 5 years. The R.M. experienced a slight increase in building permits in 2020 compared to 2019 and is on par with the 5 year average of 223 permits.

While the number of permits issued remained high, the 2020 value of construction decreased. Many smaller residential projects were witnessed in 2020 as a result of possible work from home/stay at home situations which resulted in high numbers of permits but low values. The total value of construction totaled \$55,094,258 which generated permit fees of \$270,532.81; which resulted in a 36% decrease in construction value and 15.5% decrease in permit fees compared to 2019. Values of construction are expected to increase in 2021 with increased commercial and industrial development.

The effect of the COVID-19 pandemic can be seen in the drop of the number of major projects exceeding \$1 million in construction value from 15 in 2019, to 9 projects in 2020. The largest project in terms of construction value in 2020 was \$1.52 million compared to the top project from 2019 at \$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	\$1,518,785	Division 1: Single Unit Residence
Agricultural	Two at \$1,000,000	Division 5: Intensive Livestock Operation Division 6: Farm Use Accessory Building
Industrial/Commercial	\$1,500,000	Division 1: Change of Use – Cannabis Facility
Institutional	\$20,000	Division 3: Community Facility Alterations

Residential dwellings accounted for approximately 35% of the building permits issued in 2020 with 78 permits for dwelling units which include new residences, RTM's, moved residences, garden suites and mobile homes. This number is up from 53 in 2019. The value of construction for this segment was \$40,261,760 which accounted for approximately 73% of the total value of construction in Corman Park compared to approx. 1/3 in 2019 and 2018.

MuniCode Services Ltd. and the Planning Department work closely together to address open building permits; there were 139 building permits closed in 2020, some of which date back to 2002, compared to the 346 closed in 2019. Due to COVID-19 restrictions access to occupied structures was difficult at times. MuniCode accommodated the restrictions by setting inspection dates and times, limiting occupancy and incorporating electronic inspections for simpler projects to ensure compliance. A common response received from applicants upon inspections and follow-ups regarding open permits was that due to financial uncertainties and COVID-19, many projects were put on hold and were unable to be completed in 2020. Outstanding open building permits will continue to be a focus for the Planning Department and Bylaw Enforcement Officer over the upcoming year with COVID-19 restrictions expecting to decrease.

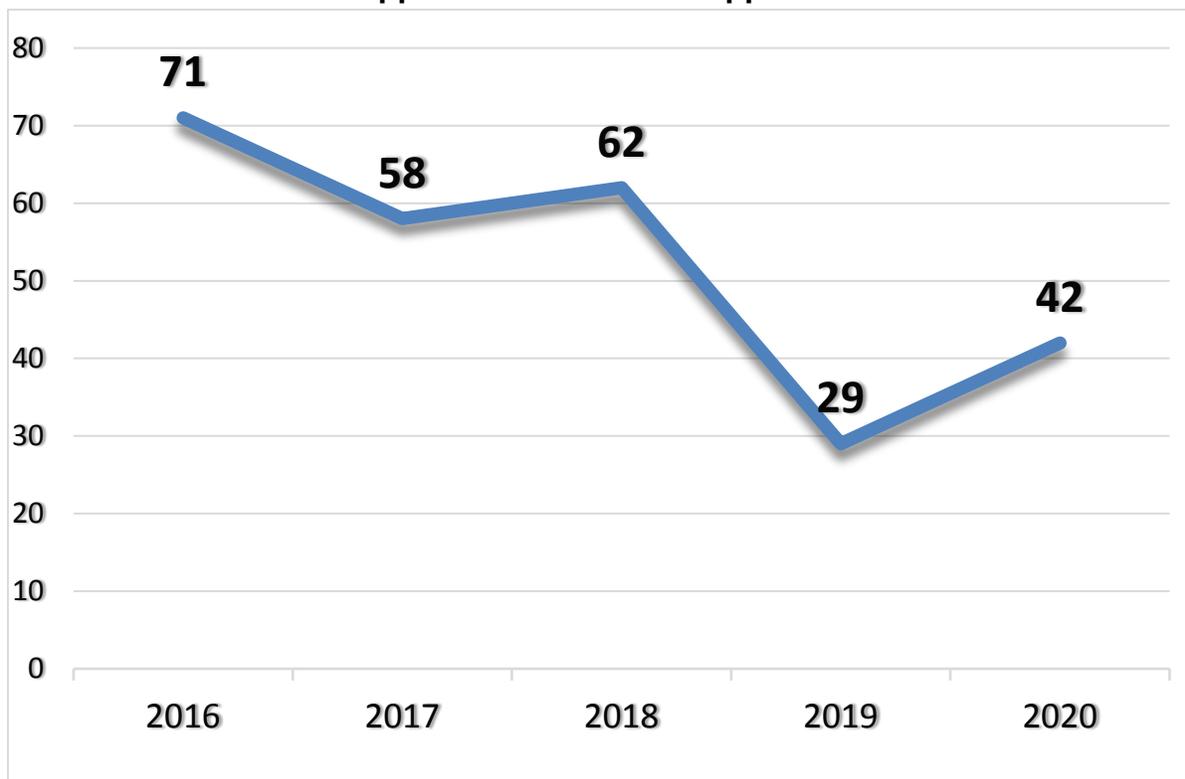
Subdivisions

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 2020:

Type	Division and Number of Subdivision Applications								
	1	2	3	4	5	6	7	8	R.M.
Single Severance Residential	6	3	1	4	3	2	1	3	23
Multi-Parcel Residential	2	1	-	-	-	-	-	-	3
Commercial/Industrial	-	1	-	-	-	1	-	1	3
Agricultural	2	-	-	3	2	1	1	-	9
Public Utility	-	1	-	1	-	-	-	-	2
Other (Conservation/Re-subdivision)	-	1	-	1	-	-	-	-	2
TOTAL	10	7	1	9	5	4	2	4	42

The number of R.M. approved subdivisions was 42 in 2020, which is up 45% over 2019 but below the 5 year average of 53. Limited subdivision applications were seen in the early part of the year, however picked up towards the end as there are 19 applications still under review. Additional subdivision applications are expected to be referred to Corman Park in 2021 after the new P4G bylaws are in place.

Number of R.M. Approved Subdivision Applications: 2016 – 2020



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 2020, a total of \$382,376 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 2020, the Municipal Reserve revenues as cash-in-lieu for dedication of land were \$251,863.07 with \$665,343.87 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 2020, the R.M. approved funds for the following major projects:

- Floral Community Centre Association, asphalt shingle roof – \$6,132.75
- City of Martensville, recreation area – \$250,000
- Cathedral Bluffs Community Association, recreation area - \$188,677.95
- Hamlet of Neuhorst, playground equipment - \$82,695
- Edgemont Estates, playground equipment - \$137,838.17

The remaining balance in the municipal reserve account is \$2,029,192.

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 up in 2020, the number of rezoning applications increased as well, as oftentimes rezonings are tied to subdivision applications:

Number of Approved Rezoning 2016 – 2020

Division	2016	2017	2018	2019	2020
1	2	6	6	2	6
2	2	1	3	-	6
3	-	1	-	-	1
4	11	6	1	1	4
5	5	3	1	-	2
6	3	4	5	2	4
7	2	3	1	4	2
8	10	8	3	3	5
TOTAL	35	32	20	12	30

Textual Amendments

Over the years, 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 R.M. Zoning Bylaw for highway sign corridors. Text amendments to the R.M. Zoning Bylaw introduced development standards for billboards adjacent to provincial highways and R.M. roadways.
- Creating policies for bare land condominiums within the R.M. Zoning Bylaw and P4G Zoning Bylaw. Prior to this amendment, R.M. bylaws contained limited policies regarding condominium development. The amendments were brought forward in order to enable different forms of ownership for developments which are becoming more popular as they allow developers flexibility in financing, building form and phasing of approval timelines.
- Revising the existing commercial and industrial complex definitions in the R.M. Zoning Bylaw to clarify the intent of commercial and industrial complex as being a single building consisting of multiple uses or multiple principal buildings on one site.
- Text amendments to the existing cannabis regulations including creation of a definition for Cannabis Micro Production Facility, permitting Cannabis Micro Production Facility in zoning districts where Cannabis Production Facility is allowed, clarifying that outdoor storage is permissible subject to federal regulations and clarifying which types of uses in the Agricultural, Agricultural Residential 1 and Agricultural Residential 2 Zoning Districts are permitted to have a residential dwelling as an accessory use.

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 2020, we issued 65 Zoning Compliance Certificates, which is one more than the 64 issued in 2019, above the 5 year average of 61.

Bylaw Enforcement

The R.M. has contracted the Commissionaires to provide bylaw enforcement services since November 2016; Dave Prout is our Bylaw Enforcement Officer.

In 2020, the Bylaw Enforcement Officer continued to assist planning staff to assist in having building permits issued more quickly and to follow up on problems that existed. In total, 88 site reviews were conducted where a building permit application was submitted to the RM.

In order to speed the enforcement process and gain compliance, a Bylaw Violation Notice form was developed over the past year. This is issued to the owner and/or occupant either on site or via mail for a site that is found to be in violation of a bylaw. If the compliance is not completed by the required date, an Order of Compliance is issued and charges under the appropriate bylaw

may be laid. This procedure mirrors the process for the Nuisance Abatement Bylaw that was developed by the Corman Park Police Service.

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 Building	23
Improper Use of Building	17
Building Demolition	10
Building Permit Site Review	88
Industrial Site Usage	7
Garden Suite	2
Home Based Business	12
Clean Fill Site	10
Aggregate Extraction Site	12
Nuisance Abatement	25
Staff Assistance	21
Taxation Notices Served	3
Other	23

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 2020 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 2020 the DPC held one email meeting in January and an in person meeting in February. Due to COVID-19, virtual platforms were used to host both in-person and virtual attendance for DPC meetings in May and July through October. During the other months no meetings were held. In total, the DPC considered 6 subdivisions, 5 subdivision/rezoning applications, 7 discretionary uses and 1 textual amendment in 2020.

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 2020 prior to her retirement when she was replaced by Councillor Vaandrager.

In 2020 there were 4 appeals held by the NCDDAB; 3 of which were regarding denied development permits in Corman Park. The first was related to an agricultural structure proposed within the front yard setback required by the Agricultural Zoning District. The NCDDAB approved the appeal to relax the setback requirement. The second appeal was for a residential detached garage proposed within the side yard setback required by the Country Residential 4 Zoning District. The NCDDAB approved the appeal to relax the setback requirement. The R.M. had no concerns with either decision and no further appeals were made after the decisions.

The last appeal was regarding an industrial structure proposed within the front and rear yard setback requirements of the Light Industrial 1 Zoning District. The appeal was heard by the NCDDAB on December 17, 2020; no decision has yet been received on the date of this report.

Boundary Alteration Proposals

There was one boundary alteration request in 2020 from the Town of Langham. Two properties were affected; one to be annexed from the R.M. into the town boundaries, and the other to be annexed from the town into the R.M. Essentially the boundary alteration was viewed as a 'land swap' to support a proposed sign corridor adjacent to the town limits where the properties were parcel tied across Highway 16 and located in both jurisdictions. The annexation order was made effective December 9, 2020.

Saskatoon North Partnership for Growth (P4G)

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 2020 were:

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

As part of P4G, a new Planning District is envisioned to be created, including membership from the P4G municipalities. This will include new 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.

The joint public hearing for the P4G OCP was held on September 24, 2020. Chief Delorme from the Cowessess First Nation spoke and four written submissions were received as part of the public hearing. All five P4G Councils unanimously approved the bylaws for the planning district agreement and OCP during the respective Council meetings after the public hearing.

In person engagement on the P4G Zoning Bylaw was held on September 9, 2020 with online engagement based at www.partnershipforgrowth.ca held until September 23, 2020. A draft P4G Zoning Bylaw was provided to the R.M. for review at the start of 2021. Additional engagement may occur prior to finalization of the P4G Zoning Bylaw however no decision has been made at this time.

The intent is to proceed with the approval process in the first quarter of 2021, with the P4G Planning District expected to be in place mid-2021.

South Saskatchewan River Flood Plain Feasibility Study

In summer 2020, Barr Engineering was retained to complete a feasibility study began for flood mitigation options for the South Saskatchewan River flood plain, as a means to reduce the floodway. The focus was on three different options for dyke/levees, including Valley Road.

The work included evaluating the dyke concepts, creating concept level drawings to illustrate them and undertaking hydraulic modeling and analysis to simulate the scenario and compare it to existing conditions to assess potential impacts on the flood profile and velocities in the area. The development of high level cost estimates for the three alternatives was also provided.

The project website is <http://rmcormanpark.ca/303/Flood-Plain-Mitigation---Feasibility-Stu> and is expected to include the final report in early 2021. Given the impacts to the flood plain and associated costs it is not expected that a strategy will be considered for implementation at this time.

Blumenheim Policy Updates

Part of the 2020 planning department work plan included a policy review of the subdivision and development standards of the community of Blumenheim. R.M. Administration began this policy work in April 2020 and the work is nearing its final stages.

R.M. Administration first consulted landowners in Blumenheim in May 2020 in the form of a questionnaire. The purpose of the questionnaire was to determine if the current bylaws are still consistent with the community vision, subdivision/development desires, servicing constraints and municipal land use planning principles. As a result of the initial questionnaire, R.M. Administration created subdivision and land use options that could allow for further development or keep the status quo based on current bylaw provisions. On October 7, 2020, R.M. Administration gave a presentation to Blumenheim landowners at a community meeting to share these options with Blumenheim landowners and get feedback. Due to COVID-19, landowners also had the opportunity to view the presentation and fill out a questionnaire online instead of attending the community meeting. A total of five people attended the event and five responses to the questionnaire were received. Feedback from the event and questionnaire suggested that residents want to retain the agricultural residential character of the community but allow for further subdivision and development.

R.M. Administration is currently preparing a bylaw for first reading for amendments to the bylaw framework for Blumenheim; it is anticipated that this bylaw will be brought forward to Council in the near future.

Concept Plans

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. These plans are more detailed than the high level land use maps included in an OCP.

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. The study area for this concept plan encompasses both rural and urban growth areas, between Highway 16 W and Highway 11 N.

The North Concept Plan 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 be complete in early 2021.

Ratepayer and stakeholder engagement took place initially on February 13, 2020 to introduce the project followed by online engagement August 3-21, 2020 during development of the draft plan. Information on the North Concept Plan can be found at <http://rmcormanpark.ca/294/P4G-North-Concept-Plan>.

South East Concept Plan

The South East Concept Plan (SECP) will identify land uses, servicing, financing and phasing strategies to enable development in a key area of the current Corman Park-Saskatoon Planning District and the future P4G Planning District. Continued pressure for additional rural development in future urban growth areas poses challenges and needs to be managed therefore an interim strategy is required to address rural development proposals until the lands transition to urban development.

The study area includes future rural and urban growth areas. Existing rural commercial, institutional and recreational developments are located in the future urban growth areas, primarily along Highway 11 and around the intersection of Grasswood Road, and along Glazier Road near the interchange of Highway 16 and Boychuk Drive. The Greenbryre Estates golf course community is also located in the study area.

A consultant is in the process of being retained for the SECP. Communication and engagement with landowners, rights holders and stakeholders such as the Cowessess First Nation and English River First Nation, rail companies, service providers, local developers and R.M. ratepayers will be a key component. Due to COVID-19, the engagement plan will be flexible and able to respond to dynamic and changing conditions.

In 2012, an initial South East Concept Plan was completed by MMM Consulting Group for the current Corman Park-Saskatoon Planning District. Another study the municipalities partnered in that is relevant to the area was completed in 2016 by Cushing Terrell Architecture Inc., called the Grasswood Mixed Use Node Market Impact Study. One of the major considerations of the market impact study identified was that servicing challenges would need to be addressed in order to facilitate development. The information from these studies will be reviewed and incorporated into the updated SECP where appropriate.

The SECP project website is <http://rmcormanpark.ca/306/South-East-Concept-Plan>.

Saskatoon Freeway – Functional Planning Study

In 2019, the Ministry of Highways & Infrastructure (MHI) began the detailed design stage called functional planning for the Saskatoon Freeway. Functional planning will help determine how the 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. The functional planning project was 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.

In 2020, the northern phase of the freeway project drew to a close and work started on the east/south portion. Due to COVID-19 much of the engagement going forward for the project is expected to be virtually based.

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.