

**THE SASKATOON NORTH PARTNERSHIP FOR GROWTH  
PLANNING DISTRICT AGREEMENT**

THIS AGREEMENT made in quintuplet this \_\_\_\_ day of \_\_\_\_\_, 2020.

BETWEEN:

**RURAL MUNICIPALITY OF CORMAN PARK NO. 344**  
(hereinafter called “Corman Park”);

**CITY OF MARTENSVILLE**  
(hereinafter called “Martensville”);

**TOWN OF OSLER**  
(hereinafter called “Osler”);

**CITY OF SASKATOON**  
(hereinafter called “Saskatoon”),

- and –

**CITY OF WARMAN**  
(hereinafter called “Warman”),

(Collectively referred to as the “Affiliated Municipalities”)

**Planning District Established**

1. The Affiliated Municipalities hereby agree to the establishment of a planning district to be known as “The Saskatoon North Partnership for Growth (P4G) Planning District” (the “P4G Planning District”).
2. The P4G Planning District shall comprise all those lands outlined and identified on the map attached to this Agreement as Schedule “A”.

**District Planning Commission**

3. (1) A District Planning Commission is hereby established and will be referred to as the “P4G District Planning Commission” (the “DPC”).

- (2) The functions of the DPC, including its mandate, policy areas and authority are set out in Schedule “B” attached to this Agreement.
- (3) The DPC will consist of thirteen members as follows:
  - (a) two members shall be appointed by each of the Councils of the Affiliated Municipalities, at least one of whom shall be an elected Council member:
    - (i) each Affiliated municipality may appoint two alternate elected Council members who may attend the DPC when the permanent Council member is unable to attend, the alternate Council member shall have the same authority as the permanent Council member;
  - (b) three members shall be appointed jointly by majority vote of the Councils of the Affiliated Municipalities, in accordance with the eligibility criteria and process set out in Schedule “C” attached to this Agreement; and
  - (c) in the event that the regulations implemented in the P4G Planning District affect land owned by a First Nation, the Affiliated Municipalities may expand the membership to include appropriate representation.
- (4) The DPC shall appoint a Chair and Vice Chair at their first meeting each year based on a majority vote of all members present.
- (5) The Affiliated Municipalities will delegate at least one municipal employee, who when possible, will be a professional community planner, and who may attend meetings of the DPC in an advisory capacity.
- (6)
  - (1) The DPC will hold meetings in Chambers at the Corman Park Office or in other suitable locations or means as required.
  - (2) Corman Park shall designate an employee as Secretary of the DPC who will be responsible for the following:
    - (a) scheduling meetings;
    - (b) preparing agendas;
    - (c) keeping minutes of meetings;
    - (d) issuing recommendations from meetings;

- (e) assisting with the preparation of the annual financial statement and budget;
  - (f) ensuring that the District Official Community Plan (the “DOCP”) and the District Zoning Bylaw remain up to date when amendments are approved; and
  - (g) other duties and business for the DPC as may arise from time to time and as approved by Corman Park.
- (7) The funds required to meet the expenses of the DPC will be paid through the contribution amounts as identified in section 7 of this Agreement.

### **Term**

4. (1) The term of office of the members of the DPC shall be as follows:
- (a) members will be appointed for three-year terms, commencing January 1 and concluding December 31;
  - (b) non-Council members can only be re-appointed a maximum of three, three-year terms;
  - (c) notwithstanding subsection (a) above, original appointments for the three jointly appointed members must be staggered as follows:
    - (i) one (1) year term;
    - (ii) two (2) year term;
    - (iii) three (3) year term;
  - (d) appointments to the DPC must be made on or before December 31 in the year prior to the expiration of the term;
  - (e) all non-Council members may reapply prior to the expiration of their term, subject to section 4(b) above, and Council approval.
- (2) All vacancies that may arise, should be filled as soon as reasonably possible after they occur and will continue for the remainder of the unexpired term at which point, the person filling the vacancy may reapply and if successful, this will be considered the start of their first term.

### **Remuneration and Expenses**

5. The Affiliated Municipalities may separately set the remuneration amount for their appointed members in accordance with their own policies; this may also apply to advisory committee members.

6. The Affiliated Municipalities shall collectively determine, by majority vote, the amount and manner in which jointly appointed members may be paid.

### **Contribution Amounts**

7. The funds required to meet the expenses of the P4G Planning District will be as approved by the Councils of the Affiliated Municipalities in shares to be decided annually.
8. The contribution amounts owing from each Affiliated Municipality will be submitted to Corman Park, within 30 days' upon receipt of invoice, to be held in trust for the P4G Planning District upon determination of such amounts.
9. The funds required to meet the expenses of the DPC will be covered through the funds from the Affiliated Municipalities subject to the approval of the Councils for each Affiliated Municipality.
10. The DPC may only operate within their approved budget and shall not incur any expenses unless first approved by the Councils of the Affiliated Municipalities.
11. Any decision with respect to additional funding for operations, projects or expenses are subject to the approval of the Councils for each Affiliated Municipality.
12. On or before April 1 of each year, the DPC shall prepare and submit a financial statement and proposed budget to the Affiliated Municipalities for consideration to meet the expenses of the District Planning Commission for the following year.

### **Dispute Resolution**

13. In the event that a dispute may arise between any of the Affiliated Municipalities, the dispute resolution process shall consist of the following:
  - (a) Notice of the dispute shall be provided to the Secretary of the DPC to add the matter to the agenda for the next regularly scheduled meeting of the DPC.
  - (b) Prior to the DPC meeting identified above, the staff of the disputing Affiliated Municipalities shall meet to clarify the issues in dispute and to discuss some potential solutions. Based on this meeting, the Administrations of the disputing Affiliated Municipalities shall prepare a report to the DPC.
  - (c) At the DPC meeting, the DPC will hear representations from the disputing Affiliated Municipalities and attempt to resolve the matter by consensus.

- (d) If consensus is not reached, Council members from each of the disputing Affiliated Municipalities will meet to discuss the issue and attempt to resolve the matter.
- (e) Once all options have been explored and resolution has still not been reached, the disputing parties may initiate a request for mediation or binding arbitration by the Saskatchewan Municipal Board in accordance with section 233 of *The Planning and Development Act, 2007*. Any costs associated with dispute resolution process will be shared by the disputing Affiliated Municipalities.

### **Amending Agreement**

- 14. If an amendment to this Agreement is proposed by an Affiliated Municipality, the proposed amendment may be referred to the DPC who may then make a recommendation to the Councils of the Affiliated Municipalities.
- 15. If unanimous consent is not reached by the Councils of the Affiliated Municipalities, the dispute resolution process may be initiated.

### **Application Fees and Process**

- 16. All fees associated with relevant applications shall be paid in accordance with Corman Park's Planning Fee Bylaw and others costs that may be incurred by the Affiliated Municipalities.
- 17. Corman Park will be responsible for collecting all such costs from the applicant and remitting appropriate amounts to the Affiliated Municipalities.

### **Corman Park DOCP Amendments**

- 18. (1) Where land forming part of the P4G Planning District has been designated as agriculture, as defined in the DOCP, Corman Park may request an amendment the DOCP to designate the land from agriculture to country residential or rural commercial/industrial, as defined in the DOCP, when the following conditions have been met:
  - (a) the proposed development is not within a quarter section that is adjacent to an urban municipality or a future urban growth area, unless the adjacent municipality consents to the development on the basis that the location and timing of the development is compatible with the urban development;
  - (b) the proposed use can be supported by available infrastructure and services, and does not require that an urban municipality extends

infrastructure or services to support the development unless the urban municipality consents to such expansion;

- (c) the proposed use otherwise complies with the principles, strategic direction and policies of the DOCP and any other detailed planning applicable to the area; and
  - (d) the Affiliated Municipalities do not express any objections during the referral process on the proposed amendment.
- (2) In addition to the conditions above, where the land is being designated from agriculture to rural commercial/industrial, as defined in the DOCP, the following conditions must also be met:
- (a) the proposed amendment is for an area of one quarter section (32.8 hectares or 160 acres) or less; and
  - (b) the proposed use considers the regional impacts to the market.
19. (1) In the circumstances identified in section 18, and in accordance with sections 102(16) to (19) of *The Planning and Development Act, 2007*, Corman Park may make such request to the DPC who will then make a recommendation to the Corman Park Council for consideration.
- (2) Corman Park will be responsible for keeping the Affiliated Municipalities apprised of the outcome of the proposed amendment and provide the Affiliated Municipalities a copy of the approval of the Minister of Government Relations.

### **Alignment Statements**

20. The Affiliated Municipalities shall prepare annual statements to demonstrate that their Official Community Plans and related bylaws, policies and procedures align with the provisions of the DOCP, and submit such statements to the DPC for consideration.

### **Additions to the Planning District**

21. If a municipality or First Nation wishes to be added to the P4G Planning District, the request must be made to an Affiliated Municipality with a proposal identifying the reasons for the request and the land proposed to be added.
22. Upon receipt of such request, the proposal will be forwarded to the Administrations of the other Affiliated Municipalities, who will then meet to consider the request and make a recommendation to the Councils of the Affiliated Municipalities.

23. If approved by each of the Councils of the Affiliated Municipalities, this will serve as direction for the DPC to prepare an application in accordance with *The Planning and Development Act, 2007*.

### **Termination and Dissolution**

24. If the Council of an Affiliated Municipality wishes to terminate the municipality's affiliation with the P4G Planning District, 90 days' notice must be provided to the Secretary of the DPC. Such notification must be accompanied by full payment of any outstanding financial contributions owing.
25. Following receipt of notification, the matter should be referred to mediation in an effort to resolve the issues between the Affiliated Municipalities prior to a request being made to the Minister in accordance with section 106 of *The Planning and Development Act, 2007*.
26. If an Affiliated Municipality has terminated its affiliation with the P4G Planning District, assets and liabilities shall be distributed in proportion with the cost-sharing formula then in effect at the time of termination. Any financial contributions made for the current fiscal year shall remain with the P4G Planning District and will not be returned to the withdrawing municipality.
27. Subject to any mediation or Saskatchewan Municipal Board decision, costs incurred by the DPC and/or Affiliated Municipality as a direct result of the withdrawal of an Affiliated Municipality shall be reimbursed to the DPC by the municipality wishing to withdraw.
28. Should an Affiliated Municipality successfully terminate their affiliation with the P4G Planning District, the remaining Affiliated Municipalities shall prepare bylaws for their respective Councils to appropriately amend this Agreement.
29. If the Affiliated Municipalities wish to dissolve the P4G Planning District, all assets and liabilities shall be distributed in proportion with the cost-sharing formula then in effect at the time of dissolution.

### **Boundary Alteration**

30. Where land located within the P4G Planning District is subject of an alteration of the boundaries in accordance with applicable legislation, an appropriate adjustment shall be made to Schedule "A" following the conclusion of the boundary alteration.

### **Governing Law**

31. This Agreement shall be governed and interpreted in accordance with the laws of the Province of Saskatchewan.

**RURAL MUNICIPALITY OF  
CORMAN PARK NO. 344**

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Reeve

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Administrator

**CITY OF MARTENSVILLE**

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Mayor

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City Clerk



**TOWN OF OSLER**

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Mayor

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Chief Administrative Officer

**CITY OF SASKATOON**

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Mayor

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City Clerk

**CITY OF WARMAN**

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Mayor

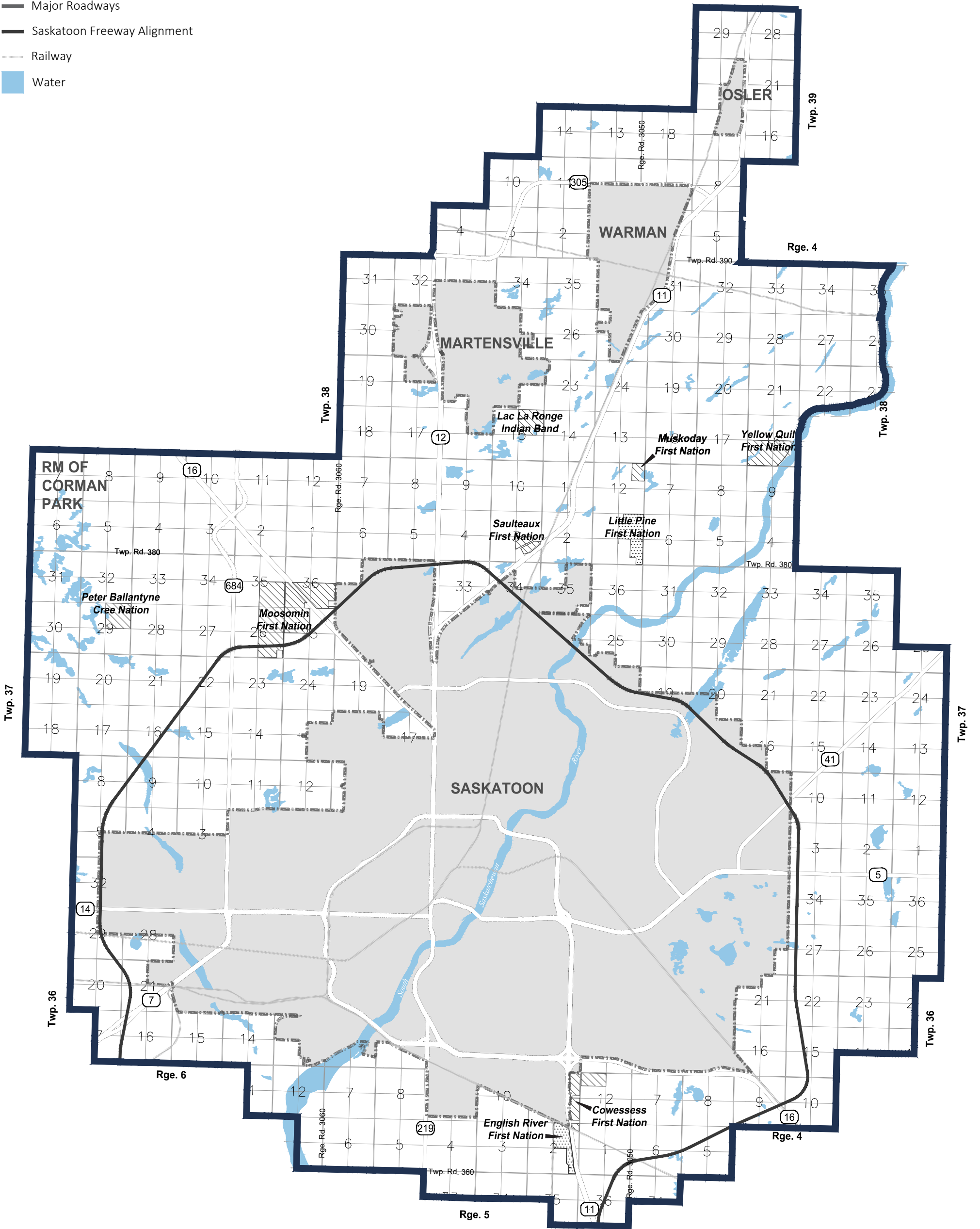
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City Clerk

# SASKATOON NORTH PARTNERSHIP FOR GROWTH

# SCHEDULE A: DISTRICT PLAN AREA

-  P4G District Boundary
-  Existing Urban Municipality
-  First Nations Land Holdings
-  First Nations Reserves
-  Major Roadways
-  Saskatoon Freeway Alignment
-  Railway
-  Water



NOTE: The information contained on this map is for reference only and should not be used for legal purposes. All proposed line work is subject to change. This map may not be reproduced without the expressed written consent of the Saskatoon North Partnership for Growth.  
 DRAWING NOT TO BE SCALED  
 June 10, 2020

## **Schedule “B”**

### **Terms of Reference P4G District Planning Commission**

#### **AUTHORITY**

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Order Establishing Saskatoon Partnership for Growth Planning District, Agreement to establish the P4G Planning District, *The Planning and Development Act, 2007*.

#### **PURPOSE**

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The function of the P4G District Planning Commission shall be to review and provide recommendations to the Affiliated Municipal Councils on the relevant applications presented to the Committee.

#### **COMPOSITION**

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Total Membership – 13 (may be expanded in appropriate circumstances as identified in the District Planning Agreement):

- two members appointed by each of the Councils of the Affiliated Municipalities, at least one of whom shall be an elected Council member;
- three members appointed jointly by the Councils of the Affiliated Municipalities.

#### **MANDATE**

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The mandate of the P4G District Planning Commission is to:

- (a) investigate and study land use, population, transportation, utilities, services, finances and any other matter or thing that impacts the P4G Planning District related to the physical, social or economic circumstances of the P4G Planning District and affects or may affect the development of the P4G Planning District;
- (b) prepare maps, drawings, texts, statistical information and any other material necessary for the study, explanation and solution of matters affecting development in the P4G Planning District;

- (c) hold public meetings and publish information for the purpose of obtaining input from the residents of the P4G Planning District and any adjacent area in determining the solution of matters affecting development in the P4G Planning District;
- (d) make a recommendation to the Affiliated Municipal Councils on the implementation or amendment of any regulations or policies in the District Official Community Plan, the District Zoning Bylaw or on any matter that impacts the P4G Planning District;
- (e) consider options and recommend to the Affiliated Municipal Councils ways and means of financing works to be carried out by public authorities over a specific period of time;
- (f) make a recommendation to the Affiliated Municipal Councils on proposed subdivision, rezoning and other related development in the P4G Planning District;
- (g) review the annual alignment statements from the Affiliated Municipalities and make recommendations, if necessary;
- (h) identify the social and economic implications of the P4G District Planning Commission's recommendations; and
- (i) perform any other such duties of a planning nature as may be referred to it by the Councils of the Affiliated Municipalities and do such other things as it considers necessary in connection with the planning and orderly development of the P4G Planning District.

Quorum is the majority of the members.

Members are appointed by the municipalities they represent while joint member applications are reviewed by a Membership Committee of the Affiliated Municipalities and approved by majority vote of the Councils of the Affiliated Municipalities.

It is expected that meetings will be attended by P4G District Planning Meeting members to allow for efficiency and effective administration of all applications.

Meetings scheduled as follows:

Monthly unless not required or determined otherwise  
Day ..... First Wednesday of the month  
Time ..... 11:45 am – Regular meeting  
1:00 pm – IN CAMERA meeting, if needed

## **Schedule “C”**

### **Application Process for Jointly Appointed Members P4G District Planning Commission**

The P4G District Planning Commission will consist of 13 members comprised of two representatives from each municipality, at least one of whom must be an elected Council member, and three jointly appointed members. Municipal Councils are responsible for appointing their municipal representatives. The Affiliated Municipalities must decide by majority vote on the jointly appointed members. The process for appointment of joint members to the P4G District Planning Commission will consist of the following:

#### **APPLICATION PROCESS**

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Individuals are required to complete an application form that includes the following information:

- (a) name, address and contact information;
- (b) reasons for seeking a position on the P4G District Planning Commission;
- (c) description of relevant skills, experience and other qualifications that would be beneficial to the P4G District Planning Commission;
- (d) current and previous membership on other boards, commissions, special interest groups or organizations;
- (e) identification of any other obligations that might conflict or interfere with a position on the P4G District Planning Commission; and
- (f) two letters of reference.

#### **EVALUATION PROCESS**

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A Membership Committee consisting of one elected Council member and one administrative member from each Affiliated Municipality will evaluate joint member applications and make recommendations to their Affiliated Municipal Councils, with the final determination being made based on majority vote of the Affiliated Municipal Councils.

The following will be considered by the Membership Committee when reviewing the applications:

- (a) residence of the applicant – must reside in or own land within the boundaries of one of the five Affiliated Municipalities;
- (b) expressed interest and demonstrated understanding of the subject matter;
- (c) current and past involvement on boards, commissions, special interest groups or organizations consisting of similar or related subject matter;
- (d) ability to commit time to prepare for and attend meetings;
- (e) preference will be given to applicants who do not currently represent a special interest group; and
- (f) applicants must not be practising realtors or land developers, or actively engage in a related profession (eg. planning consultant, civil engineering consultant, land surveyor).

#### **CONFIDENTIALITY**

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Appointees will be required to sign a confidentiality agreement to ensure that members maintain the confidentiality of information received by them in their capacity as members of the P4G District Planning Commission.