

Formalizing a Regional Plan Using a Community Action Plan (CAP)

Municipal Capacity Development Program

May 2010

Applying the Community Action Plan

- The CAP can be used as a setting for a Regional Plan (Official Community Plan for the district)
- The information/objectives and goals can be used to create policies for municipalities to make decisions about managing long term growth or long term stagnation with respect to infrastructure, housing, municipally delivered services and even the quality of life in the region.

CAP vs. Regional Plan

- A Regional Plan is **required** to identify policies that address:
 - sustainable current and future land use and development in the municipality;
 - current and future economic development;
 - the general provision of public works;
 - the management of lands that are subject to natural hazards including, flooding, slope and instability;
 - the management of environmentally sensitive lands;
 - source water protection; and
 - Implementation of the OCP.
- The Regional Plan must be prepared in consultation with a professional community planner as licensed under *The Community Planning Profession Act*.

Formal Arrangements

- Technical approach to a working group
- Have written consent of council and involves legal agreement
- Allows municipalities to enter into a more stable intermunicipal arrangement

Formal Planning Arrangements

- 3 forms:

- I. Basic Advisory Planning District
- II. Planning District as a Regional Service Agency
- III. District Planning Authority

I. Basic Planning District

- Consists of Municipal Councillors
- Review and advise municipal councils on planning, subdivision and development matters
- Must prepare an Official Community Plan for the district that is prepared in consultation with a professional community planner
- Examples: Saskatoon Planning District, Prince Albert District Planning Commission, WaterWolf

Saskatoon Planning District

- RM of Corman Park and City of Saskatoon
- Commission comprises of 9 representatives
- The District Planning Commission meets every month to do:
 - Development Control: review applications to rezone land, subdivide land or establish discretionary uses on land and make recommendations on these applications to the RM Council.
 - Long-range planning: review and discuss current planning issues that affect the Planning District, review the Planning District development plan and zoning bylaw and advise the RM and the City councils on any amendments.

<http://www.saskatoon.ca/DEPARTMENTS/Community%20Services/PlanningDevelopment/FutureGrowth/SaskatoonPlanningDistrict/Pages/SaskatoonPlanningDistrict.aspx>

Prince Albert District Planning Commission

- Includes the RM of Buckland, RM of Prince Albert and the City of Prince Albert.
- Formed to promote a regional approach to agriculture, commercial and residential development.
- Acts as an advisory body and provides planning expertise to the member councils.

WaterWolf

- Advisory Planning Commission
- Consists of 16 RM's and 44 local governments
- Formed to provide capacity to its members, regional cohesion, source water protection for the South Saskatchewan River basin, and to have a well thought out, sustainable future for the region.

“We are the centerpiece for regional planning services, geographic information services (GIS), website creation, hosting and management, GPS data gathering and management to improve municipal planning, and a place to grow ideas for our economic future.”

- WaterWolf Advisory Planning Commission

<http://www.waterwolf.org/>

II. Planning District- Regional Service Agency

- Members consist of Municipal Councilors
- Review and advise municipal councils on planning, subdivision and development matters. Serves as a public service agency for municipalities (building, planning, engineering, bylaw enforcement, utilities, etc.)
- Must prepare an Official Community Plan for the district that is prepared in consultation with a professional community planner
- May employ or retain services of engineering, planning, administrative, inspection or bylaw enforcement professionals
- No examples in Saskatchewan

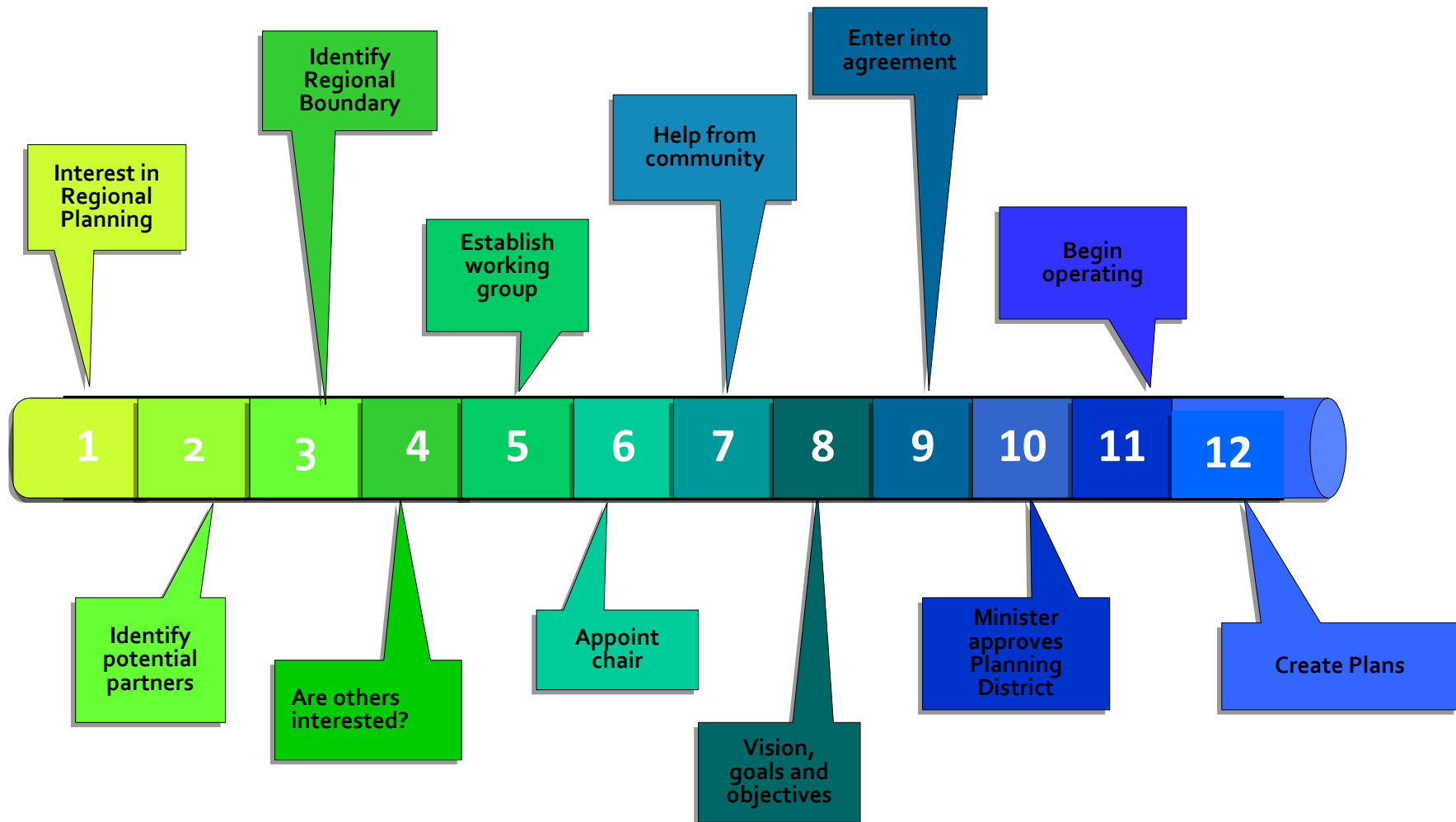
III. District Planning Authority

- Consists of Municipal Councilors (majority of seats), appointments by Minister's order and appointments by the Municipalities
- Council may delegate any authority under The Planning and Development Act, 2007, to the District. Planning Authority (i.e. may become the local development authority for a planning district if granted by the municipalities). May become approving authorities. May serve as a public service agency for municipalities (building, planning, engineering, bylaw enforcement, utilities, etc.)
- Must prepare an Official Community Plan for the district that is prepared in consultation with a professional community planner
- Must employ or retain staff such as engineering, planning, administrative, etc.
- No examples in Saskatchewan

Why formalize your planning arrangement?

- Creating an established relationship
- Effective and efficient decision making
- Funding opportunities
- Legislation
- You're half way there!

What stage are you at?



Forming a Planning District or Authority

- Municipalities prepare an agreement forming the planning district

(See Municipal Affairs website for a template: <http://www.municipal.gov.sk.ca/Programs-Services/Community-Planning/District-Intermunicipal-Planning>)

- Adopt the agreement by bylaw – requires Minister's approval
- Retain the services of a professional community planner to prepare a district official community plan, and individual municipal zoning bylaws

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