

Provincial Capital Commission Land Use and Development Policy July, 2017

POLICY FRAMEWORK

Intent

Policies and procedures developed by Provincial Capital Commission (“PCC” or the “Commission”) have an organization-wide application to provide a basis for consistent and appropriate decision-making for the Commission, its staff and external proponents.

Scope

The policies and procedures approved by Provincial Capital Commission’s Board apply globally, unless otherwise indicated in *The Provincial Capital Commission Act* or its bylaws.

Purpose

All policies and procedures must adhere to *The Provincial Capital Commission Act*, be consistent with and support Provincial Capital Commission’s Vision, Mission, Mandate and Values as noted below:

- Our Vision* *To be a place of recreation and beauty for all to enjoy throughout the seasons – the pride of Saskatchewan*
- Our Mandate* *To be devoted to the development of the seat of Government, the enlargement of educational, research and development opportunities, the advancement of cultural arts, the improvement of recreational facilities and the conservation of the environment.*
- Our Mission* *To enhance Wascana Centre by creating and fostering community/corporate partnerships, promoting and facilitating opportunities, and providing stewardship of the land*
- Values* *Caring, Integrity, Teamwork, Innovation*

Land Use and Development Policy

Intent

To establish a policy and the guidelines for permitted land use and development of new buildings and structures, additions and exterior renovations to existing buildings and structures within Wascana Centre.

The application of this policy shall at all times be consistent with ***The Provincial Capital Commission Act, the bylaws and the Master Plan.***

Section 9(1) (c) of *The Provincial Capital Commission Act* gives PCC the power to coordinate and control the use and development of public land within Wascana Centre. Public land is land within Wascana Centre owned by the Commission, the Province, the City or the University of Regina. The development and use of that land must be in accordance with the Act and with the Master Plan that is created for Wascana Centre.

Scope

This applies to all proponents who wish to construct a new building or structure or who wish to undertake external alterations to existing building or structures in any way that is not minor. This also applies to any use of buildings and structures within Wascana Centre that is of a commercial nature as defined in the Wascana Centre Land Use and Development Bylaw (the “Bylaw”).

Commercial activity would include office space, food services, recreational services, etc.

Guidelines

Proposals for use of land or for development of land to which the Bylaw applies must be consistent with Provincial Capital Commission’s vision, mission and mandate and aligned with the participating parties’ visions, aims and goals. PCC’s core mandate includes:

- development of the seat of Government,
- the enlargement of educational, research and development opportunities,
- the advancement of cultural arts,
- the improvement of recreational facilities and
- the conservation of the environment.

The proposal must be reviewed by and acceptable to the landowner, such as the Province of Saskatchewan, the City of Regina, the University of Regina, and the Government of Canada.

Proposals must be consistent with the **Master Plan**, including the architectural standards and development considerations. This includes strict adherence to the height and use restrictions as prescribed in the **Master Plan**. Any proposal which requires an amendment

to the Master Plan that is not a minor amendment will require public consultation in accordance with the Act before approval could be considered.

Proposals must be aligned with the City of Regina's land use/zoning by-laws and Business Improvement District guidelines, (including downtown office space criteria).

Proposals must directly contribute to the ongoing sustainability of Wascana Centre, through the enhancement/creation of public amenities and ongoing infrastructure support.

Commercial development within Wascana Centre shall be restricted to the areas of the Centre identified by the Commission or in the **Master Plan** for such development and will not be permitted in areas where such development is not permitted.

The Commission shall approve all uses, activities, leases, occupants/tenants within the Centre, assuring adherence to the Act, Bylaws and policies.

Commercial development in the following categories (defined by the City of Regina Zoning Bylaw No. 9250) is not permitted:

- Major Arterial Commercial Zones (MAC and MAC3)
- Designated Shopping Zone (DSC)
- Downtown (D)
- Main Street Zone (MS)
- Mixed Residential Business Zone (MX)
- Highway Commercial Zone (HC)
- Local Commercial Zones (LC 1, 2 and 3)
- Neighbourhood Convenience Zone (NC)

No new building construction will be permitted within the boundaries of the habitat conservation area or within the flood plain area and must at all times adhere to the Wascana Centre Master Plan.

Signage and overall external design shall be subject to PCC's architectural and engineering standards, as determined by PCC's advisory committees.

Requirements for Developments

- A. The proposal to PCC should be made as soon as possible. It is recommended that a concept plan only (2 -3 pages) be submitted to the PCC early in the process. The landowner will be engaged in PCC discussions to identify early on whether the proposed development can be considered by PCC as compliant. The two to three-page concept plan should include:
 - Statement of intent and description of ownership structure
 - Statement of alignment with the **Master Plan** and with the mandate,
 - Preferred project timetable,

- Concept drawing of the structure and landscape plan with estimated dimensions,
- Planned uses and estimated occupancy levels,
- Preliminary parking plan,
- Traffic flow estimate, and
- Estimated environmental impact.

PCC should be involved in the key elements of the consideration of the proposed development to aid in the timeliness of consideration of such proposed development and to increase the likelihood that such plan can be successful.

Landowner approval of the concept must be granted prior to the submission of a full application and said approval must specify that final approval is subject to meeting PCC standards and the **Master Plan** criteria.

B. If the concept proposal is consistent with the **Master Plan** and acceptable to the landowner, a full application for development approval, with the prescribed fee must be completed, requiring the following information:

- Written approval of the development proposal from the landowner,
 - Written confirmation of the development proposal from the City of Regina,
 - Preliminary design drawings and specifications,
 - Preliminary landscape design, including the identification of the impact on green space,
 - Proposed sustainability measures that demonstrate and deliver high quality buildings in natural settings that minimize the impact on the environment in keeping with the PCC's conservation mandate.
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- Detailed occupancy plan including numbers and uses,
 - Traffic impact analysis,
 - Park infrastructure impact analysis,
 - Environmental impact analysis,
 - Geotechnical analysis,
 - A non-refundable application fee, and
 - Other information as may be deemed necessary to fully assess the proposal.

Provincial Capital Commission's Architectural Advisory Committee completes a review of the proposal in collaboration with the proponent, PCC staff and the landowner depending on the project. It is an iterative review process that upon completion the Committee makes recommendations to PCC's Board. The PCC Board makes the final decision on each application.

When the recommendations involve a major amendment to the Master Plan, then public consultation is required prior to PCC's Board approving the amendment and proposal. The proponent is responsible for the costs of the public consultation. A major amendment can be defined in the Wascana Centre Master Plan on page 116.

- C. Once approved the proponent must sign an Agreement with PCC that outlines the requirements, operations and communication protocols all parties abide by, throughout the detailed design and construction phases of the project.
- D. Upon completion of the project and prior to occupancy the appropriate leases and Agreement detailing operating procedures, ongoing fees, operational and maintenance requirements, payment schedules, tenant approvals, levels of service contracts etc. must be signed off with PCC.

Land Use

PCC controls and regulates the use of public land within PCC. Where a development proposal is made, the proponent shall also include the proposed use to be made of the development. Any change of use proposed for existing buildings or structures which involve the change to or introduction of commercial activities within the Centre requires the approval of PCC. The procedures referred to above shall generally apply to an application for such a change of use for or within existing buildings or structures. The fees applicable to such application shall be payable.

Fees

A Development/Amendment Application Review Fee is payable upon submission of a full development or change of use application.

The proponent of an approved development or change of use is required to pay PCC a One-time Development Fee as prescribed in the fee schedule.

The proponent is required to pay PCC an Annual Usage Licensing Fee as prescribed in the fee schedule. This fee would be payable as required in the Agreement.

The proponent is required to pay PCC for any landscape maintenance services required in the immediate area surrounding the development. These can include turf maintenance, pest control services, snow removal services and forestry and horticultural services. The fees will be negotiated annually under a fee for service contract and will be determined based on the service levels and services provided by PCC.

The proponent is required to pay all costs associated with a public consultation process, when such a process is required.

The fee levels are reviewed on an annual basis and set by PCC. The fee schedule will be published as part of the application process. Projects are locked in for three years at the application date fee levels.

Related Documents

The Provincial Capital Commission Act

Wascana Centre Master Plan

Provincial Capital Commission Bylaws (specifically Bylaw 24)

Wascana Centre Application (see attached)

Wascana Centre Fee Schedule (see attached)

Responsibility for Administration of the Policy

The Executive Director will be responsible for administration of the policy.

Original: February 2015
Revised: September 2015
Revised: July 2017

**Provincial Capital Commission – Wascana Centre
Land Use and Development Fee Schedule
May, 2016**

Development/Amendment Application Review Fees:

<u>Application Type</u>	<u>Fee</u>
Major (new buildings, significant changes)	\$5,500
Standard (new structure, landscapes, changes)	\$3,500
Public art/commemorations	\$1,500
Public infrastructure upgrades	\$1,000
Minor renovations	\$500

One-time Development Fee:

- \$2.00 per square foot of above ground useable space.
- For the creation or upgrade of public amenities,
- Applicable to all proponents, including non-core uses if a Participating Party

Annual Licensing Fee Schedule:

- \$.60 per square foot of useable space for the first 100,000 square feet
- \$.30 per square foot of useable space greater than 100,000 square feet
- Applicable to all commercial and quasi commercial developments within Wascana Centre boundaries. Does not apply to space occupied by Participating Parties.

Notes:

Not applicable to existing structures.

Fees will be reviewed and updated every three years.

Other Costs:

All proponents are required to cover the actual costs of a public consultation process if one is required related to the proposed development.

Fee for service maintenance contracts are negotiated individually, based on the services requested and the level of service required. PCC has the first right of refusal to provide for a fee, services such as turf maintenance, landscape construction, snow removal, forestry and horticulture services.

Land Use and Development Fee Definitions:

Participating Parties – as defined in *The Provincial Capital Commission Act*, are the Province of Saskatchewan, the City of Regina and the University of Regina.

Proponent – a person who puts forward a proposition or proposal for development or use of public land within Wascana Centre.

Core Use – refers to a use that is central to the mandate of a Participating Party of PCC.

Public amenity/infrastructure – a structure, landscape, or service that is accessible and can be used or enjoyed by the patrons of the centre. This includes, but is not limited to, roads, walks, trails, turf, gardens, forests, washrooms, lighting, art pieces, commemorations, public parking, picnic sites, benches, etc.

Major Developments – new structures, major renovations or repurposing. I.E. new buildings, major landscape changes, new use of existing building.

Standard Developments – new, renovated, or relocated park features or amenities. I.E. small structures, small landscape changes, walking bridges, washrooms.

Public Art/Commemorations – new structures that are public art pieces and/or commemorations, such as, but not limited to, statues, plaques, flags, benches.

Infrastructure – roads, trails, catch basins, curbs, lighting, signage, etc.

Minor Renovations – small scale renovations or additions to existing structures. Replacing like with like, i.e. new windows, roofs, stairs, railings, etc. are exempt – PCC must approve the design.

Fee Exemptions – allowances, reductions, or exceptions that may be granted from time to time and will be assessed on a case by case basis.