

Proponent Development Checklist within the Provincial Capital Commission

It is important to note that each project is unique in its entirety. The checklist provided below is to be used as a guide line for expectations when submitting a development proposal for review by the Provincial Capital Commission. The process is flexible in that it allows for additional submission of materials or discussions based on complexity throughout the review. PCC Administration will assist in identifying steps identified in the checklist below that differ for proposals that are not complex in nature and involve a less rigorous review. Alternatively, it is common practice in which additional informational gathering or correspondence will be required as part of the iterative design review process.

The following is a breakdown of the typical checklist for developments within Wascana Centre (*slight changes may exist based on complexity of development*), as outlined in the Wascana Centre Master Plan Chapter 6.0 Page 115:

Prior to any submission the following reference materials **should be reviewed**:

- Wascana Centre Master Plan 2016
- Preservation of Property Bylaw 21
- Heritage Property Bylaw 22
- Land and Development Bylaw 24
- Land Use and Development Policy
- Provincial Capital Commission Act
- Provincial Capital Commission Public Consultation Policy

Preliminary Proposal

1. Informal discussion with PCC Administration surrounding the proposal (via personal meetings, emails, and/or phone calls)
 - 1.1. When an improvement is contemplated, and before design starts, the proponent will discuss the idea of the improvement and its possible timing with PCC staff, so as to receive feedback about whether the project would be permitted, whether it might be deemed “Major” or “Standard”, the kinds of contribution it can make to the Centre, and the sort of collaborative process desired, aimed at developing a design which meets the standards of the Centre.
2. Submit completed Development Application Form to PCC Administration (located on website)
 - 2.1. Submit applicable information details, as required on the development application form
 - 2.2. Submit associated fee, as per designated improvement type
 - 2.3. Proponents may be required to submit additional information as outlined on the development application form.

3.-5. PCC Administration will provide notification of advancement to next step

Statement of Intent

6. Submit a Statement of Intent document
 - 6.1 Statement of intent and description of ownership structure,

- 6.2 Statement of alignment with the **Master Plan** and with the mandate,
- 6.3 Preferred project timetable,
- 6.4 Concept drawing of the structure and landscape plan with estimated dimensions,
- 6.5 Planned uses and estimated occupancy levels,
- 6.6 Preliminary parking plan,
- 6.7 Traffic flow estimate, and
- 6.8 Estimated environmental impact.
- 6.9 A statement that the owners are prepared to enter into an agreement with the PCC describing building use and conformity to the PCC Act and Land and Development Bylaw 24.

7.-11. Response to Architectural Advisory Committee comments on statement of intent.

12. PCC Administration will provide, in writing, notification of advancement to next step

13. PCC Administration will respond to the proponent identifying if the proposal is deemed a major or standard improvement, therefore, if a major or minor amendment to the master plan is required. If a major amendment is required public consultation will be required.

14. Prescription of Public Consultation for Major Amendments (if applicable) details available in the PCC Public Consultation Policy. Reporting back to PCC in terms of the public consultation results.

15. PCC Administration will provide, in writing, notification of advancement to next step

Conceptual Design

- 16.** Submit conceptual design proposal (major proposals require a formal discussion or collaborative design material delivery approach)
 - 16.1 Statement of intent and description of ownership structure,
 - 16.2 Statement of alignment with the **Master Plan** and with the mandate,
 - 16.3 Preferred project timetable,
 - 16.4 Photographs of the site and surroundings;
 - 16.5 Concept drawing of the structure and landscape plan with estimated dimensions,
 - 16.6 Planned uses and estimated occupancy levels,
 - 16.7 Preliminary parking plan,
 - 16.8 Traffic flow estimate, and
 - 16.9 Estimated environmental impact.
 - 16.10 A site plan showing its general context and locating it in the current master plan;
 - 16.11 Architectural plans, sections and elevations;
 - 16.12 Conceptual engineering systems;
 - 16.13 Conceptual landscape plan;
 - 16.14 Perspective sketches and/or a study model or maquette, sufficient to understand the massing and form as well as relationship to the site and surroundings; and
 - 16.15 Palette of proposed materials, colours and textures.
 - 16.16 Occupancy type and how they meet compliance.

17.-20. Response to Architectural Advisory Committee comments on conceptual design
(this is an iterative process)

21.-22. PCC Administration will provide, in writing, notification of advancement to next step

Detailed Design

23. Detailed Design Submission (Full Submission) provided by the proponent to the PCC Administration

- 23.1 Written approval of the development proposal from the landowner,
- 23.2 Written confirmation of the development proposal from the City of Regina,
- 23.3 Design drawings and specifications,
- 23.4 Landscape design, including the identification of the impact on green space,
- 23.5 Proposed sustainability measures that demonstrate and deliver high quality buildings in natural settings that minimize the impact on the environment in keeping with the Wascana Centre Master Plan's conservation mandate,
- 23.6 Detailed occupancy plan including numbers and uses,
- 23.7 Traffic impact analysis,
- 23.8 Park infrastructure impact analysis,
- 23.9 Environmental impact analysis,
- 23.10 Geotechnical analysis,
- 23.11 Communication Plan, and
- 23.12 The following items should be addressed in the full design submission:
 - 23.12.1 Urban Design Expectations
 - 23.12.1.1 Response to Context
 - 23.12.1.2 Responsive to a specific Sense of Place – the site, Wascana Centre, the City, the prairie region.
 - 23.12.1.3 Reflects the type of landscape and pattern of buildings of its specific location in Wascana Centre.
 - 23.12.1.4 Respects the legacies of previous generations of designers.
 - 23.12.1.5 Recognizes and re-interprets traditional prairie typologies, forms and materials.
 - 23.12.1.6 Contributes to, repairs and enhances existing qualities.
 - 23.12.1.7 Contributes to a broader composition of buildings and landscapes.
 - 23.12.2 Site Utilization and Organization
 - 23.12.2.1 Uses the site efficiently, recognizing that land has value and is a finite resource.
 - 23.12.2.2 Acknowledges the probability of future expansion and growth
 - 23.12.2.3 Optimizes functional relationships with adjacent buildings, outdoor spaces, circulation routes and infrastructure.
 - 23.12.2.4 Exploits the potential for synergies and shared use of existing facilities and infrastructure.
 - 23.12.3 Landscape Design
 - 23.12.3.1 Demonstrates the qualitative values associated with the Centre's stewardship of the land.
 - 23.12.3.2 Contributes to overall visual cohesion of Wascana Centre.
 - 23.12.3.3 Supports the naturalization and maintenance principles of the specific areas of the Centre.

- 23.12.3.4 Employs native or adapted plant material.
- 23.12.3.5 Deploys the traditional practices for micro-climate moderation, snow catching and water conservation.
- 23.12.3.6 Acknowledges the spatial requirements of snow clearing equipment.
- 23.12.3.7 Optimizes irrigation in relation to defined irrigation zones.
- 23.12.3.8 Minimizes heat island effect of paved areas and roofs.
- 23.12.3.9 Minimizes light pollution in the design of outdoor lighting.
- 23.12.4 Building and Landscape Integration
 - 23.12.4.1 Buildings and groups of buildings are generally sub-ordinate to the overall landscape setting and buildings are no higher than the mature tree canopy.
 - 23.12.4.2 Singular landmark buildings are exceptions and are prominent in the landscape.
 - 23.12.4.3 A mutually supportive relationship of buildings and associated open spaces.
 - 23.12.4.4 Defined outdoor spatial volumes are framed by buildings and plantings.
 - 23.12.4.5 The legibility and safety of outdoor pedestrian, cyclist and vehicular circulation routes are articulated by the buildings and plantings.
 - 23.12.4.6 Circulation routes have clear sense of spatial order and hierarchy in support of way-finding.
 - 23.12.4.7 Vehicular access to service and storage areas is discretely consolidated.
 - 23.12.4.8 Outdoor and indoor circulation systems are integrated and universally accessible.
 - 23.12.4.9 Building faces adjacent to public open spaces and thoroughfares are treated as “fronts” that are visually and physically accessible.
- 23.12.5 Response to Climate
 - 23.12.5.1 Moderation of local micro-climates through site planning, building profiles and orientation, land form and vegetation.
 - 23.12.5.2 Incorporates traditional prairie landscape practices for wind shelter, snow capture and water conservation.
 - 23.12.5.3 Incorporates over-head shelter from rain and snow in high-traffic pedestrian areas.
 - 23.12.5.4 Encourages a wide range of seasonal use.
- 23.12.6 Architectural Design Expectations
 - 23.12.6.1 Response to Context
 - 23.12.6.1.1 A building’s role as a singular “pavilion” in the landscape OR as a contributor to a cohesive grouping of buildings, is clearly articulated.
 - 23.12.6.1.2 Local urban settlement and rural traditions of the prairies are respected.
 - 23.12.6.1.3 Loss or disturbance of existing site features and resources is minimized.
 - 23.12.6.1.4 Legacies of earlier architects, designers and builders are respected.

- 23.12.6.1.5 The built form and the palette of materials respond to the immediate surroundings and the local prairie context.
- 23.12.6.1.6 Building massing and articulation in proportion with the surroundings.
- 23.12.6.1.7 Individual buildings designed as members of a community of buildings.
- 23.12.6.2 Long Life / Loose Fit
 - 23.12.6.2.1 Adaptable to new uses or modes of operation, as needs and priorities change, while designed to last.
- 23.12.6.3 Environmental Quality
 - 23.12.6.3.1 Energy use and performance is optimized.
 - 23.12.6.3.2 Deploys renewable energy sources.
 - 23.12.6.3.3 Incorporates reduced water use and waste-water output technologies.
 - 23.12.6.3.4 Building interiors employ a construction quality assurance plan, use low emitting materials, monitor carbon monoxide, provide thermal comfort and optimize daylight penetration.
 - 23.12.6.3.5 Slowed storm water run-off rates and improved storm water quality.
 - 23.12.6.3.6 Reduced construction waste and use of re-cycled and renewable materials.
 - 23.12.6.3.7 Use of locally sourced and natural materials.
- 23.12.6.4 Technical Performance
 - 23.12.6.4.1 An optimal balance of capital and operating costs is demonstrated through life cycle analyses.
 - 23.12.6.4.2 Maintenance costs are optimized.
 - 23.12.6.4.3 The National Energy Code of Canada for Buildings is exceeded by at least 25%.

23.13 Tenancy type and how they meet compliance.

23.14 Other information as may be deemed necessary to fully assess the proposal.

24.-26. Response to Architectural Advisory Committee comments on detailed design (this is an iterative process)

27.-28. PCC Administration will provide, in writing, notification of advancement to next step

Engineering Advisory Committee Review

29. Detailed Design Drawing Submission to the Engineering Advisory Committee

29.1 Detailed design drawings are required to be stamped by an Engineer Registered to Practice in the Province of Saskatchewan.

30.-31. Response to Engineering Advisory Committee comments on detailed design (if required)

32. PCC Administration will provide, in writing, notification of advancement to next step

City of Regina Building Permits

33. City of Regina Building Permit Process (City of Regina) submitted by the Proponent

33.1 The City of Regina provides all permits on behalf of the Provincial Capital Commission and has a separate review process for building design and compliance with building codes. PCC does not action any component of the Building Permit Process.

34. City of Regina will provide notification of approved Building Permits

Construction

35. After satisfying steps 1 through 34, upon the PCC Administration and BOD, as well as once all permits are in place, the construction is approved to proceed. Numerous reviews and approvals may follow after the initiation of construction-based on any design changes or project changes throughout the duration of the work. The AAC is involved throughout the entirety of the project on an as-needed basis.

35.1 If it is determined by PCC Administration, the AAC, and BOD, that proponents are not meeting standards, all work will stop until these are satisfied.

36. The proponent will be required to consistently check in with PCC in regard to the progress of the project, communication and any design changes. Design changes that are significant in nature will require further review and approvals.

Project /Closeout

37. Upon completion of the project and prior to occupancy the appropriate leases and agreements detailing operating procedures, ongoing fees, operational and maintenance requirements, payment schedules, tenant approvals, tenancy agreements, levels of service contracts etc. must be signed off with PCC.

38. PCC Administration will provide notification of completion of development process.