

**CITY OF YORKTON**  
**REGULAR COUNCIL MEETING AGENDA**  
**Monday, October 25, 2021 - 5:00 p.m.**  
**Council Chambers, City Hall**

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PUBLIC ACKNOWLEDGEMENTS**
4. **APPROVAL OF MINUTES**
  - Regular Council Meeting Minutes – October 4, 2021
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
  - Civic Recognition Awards Committee Meeting Minutes – November 23, 2020
  - Community Development Parks and Recreation Meeting Minutes – May 19, 2021
  - Community Development Parks and Recreation Meeting Minutes – June 23, 2021
  - Planning & Infrastructure Commission Meeting Minutes – August 18, 2021
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
  - Royal Canadian Legion Branch #77 – Presentation – Veterans’ Week November 5 – 11, 2021
  - Yorkton Rotary Club – Presentation – Polio, Eradicating a Worldwide Problem
  - Yorkton Minor Football – Presentation – Need for a City-owned Football Field
  - Public Hearing - Discretionary Use Application DU04-2021 – Automotive Maintenance Use in C-1 Zone – 33 Foster Street
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
  - Planner
    - Discretionary Use Application DU04-2021 – Automotive Maintenance Use in C-1 Zone – 33 Foster Street
9. **CORRESPONDENCE**
10. **BYLAWS**
  - Director of Recreation & Community Services
    - Bylaw No. 9/2021 a Revised Bylaw for the Control and Operation of Cemeteries within the City of Yorkton
    - Bylaw No. 10/2021 a Bylaw to Amend Bylaw No. 6/2011 Establish a Recreation and Community Services Committee
11. **ADMINISTRATIVE REPORTS**
  - Taxation Clerk
    - Tax Enforcement Proceedings Six Month Notice
  - Director of Recreation & Community Services
    - Saskatchewan Lotteries Community Grant Program Policy Update
  - Director of Recreation & Community Services/Director of Engineering and Asset Management and aodbt Architecture/Allnorth Engineering
    - Deer Park Clubhouse Cost Estimate
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
  - 1 Property Item
  - 1 Other Item
14. **ADJOURNMENT**

Civic Recognition Awards Committee 2020  
Monday, November 23, 2020  
4:00 p.m. Meeting Room A – City Hall  
Minutes

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Present: Mayor Mitch Hipsley, Councillor Quinn Haider, Gerry Peppler,  
Tom Seeley, Jessica Matsalla

Regrets:

Recording: Jessica Matsalla – Director of Legislation and Procedures (City Clerk)

Meeting Called to Order: Gerry Peppler called the meeting to order at 4:00 p.m.

Approval of Minutes

R001-2020 Moved by Councillor Quinn Haider that the September 14, 2020 Civic Recognitions Awards Committee Meeting Minutes be approved as presented. Carried.

2021 Civic Recognition Awards Committee Membership Form

Gerry Peppler and Tom Seeley applied for 2021 Membership on the Civic Recognition Awards Committee.

Selection of Youth, Adult and Group Winners

The Committee selected the following award recipients:

R002-2020 Moved by Tom Seeley that Katelyn Anderson receive the Youth Award. Carried.

R003-2020 Moved by Mayor Hipsley that Jason Boyda receive the Adult Award. Carried.

R004-2020 Moved by Tom Seeley that Farming for Health receive the Group Award. Carried.

### Recognition of Winners

The Committee agreed that the awards be presented to recipients at the following Council Meetings:

January 11, 2021 – Youth Award  
February 1, 2021 – Adult Award  
February 22, 2021 – Group Award

R005-2020 Moved by Councillor Haider that the Certificate of Achievement be taken to the Banner Committee for discussion. Carried.

### Next Meeting

The next Civic Recognition Awards Committee Meeting to be held at the call of the Chair, or September, 2021.

Moved by Mayor Mitch Hipsley that the meeting be adjourned at 4:45 p.m.

Minutes approved October 4, 2021 by:

Gerry Peppler  
Gerry Peppler, Co-Chair

Tom Seeley  
Tom Seeley, Co-Chair

Cindy Gottschall  
Cindy Gottschall, Recording Secretary

Attendees	Chairperson: Delmar Zwirsky, Councillor Randy Goulden, Councillor Ken Chyz, Don Pfeifer, Tonia Vermette, Donna Brothwell, Sheena Brown, Melinda Sevilla
Absent	Isabel O'Soup
Guests	Brad Chiba, Engineering Technologists, Planning and Engineering Department; Nicole Baptist, Bylaw and Safety Supervisor, Bylaw Services Department
Staff	Darcy McLeod, Lisa Washington, Julia Schofer
Recording	Ashton Kingdon
Call to order	5:02 p.m.
Adjourn	6:19 p.m.

**Agenda topics****1. CALL TO ORDER****2. ADOPTION OF AGENDA****Motion 21-005****Brothwell**

That the agenda be adopted as presented. CARRIED.

**4. MINUTES OF PREVIOUS MEETINGS****a. Minutes of the March 17, 2021 Meeting**

Minutes from the March 17, 2021 meeting of the committee were circulated.

**Motion 21-006****Chyz**

That the minutes of the March 17, 2021 meeting of the Community Development, Parks and Recreation Committee be approved as circulated. CARRIED.

**5. BUSINESS ARISING****a. Community Safety Play Zones**

Brad Chiba, Engineering Technologist and Nicole Baptist, Bylaw & Safety Supervisor were in attendance to support Julia Schofer in her presentation of the Community Safety School & Play Zone review.

Administration was requested by Council to develop a strategy to create safe play zones around City parks, with a focus on parks with play structures, spray parks and outdoor rinks. Administration began by reviewing current City Bylaws and policies as well as obtaining similar bylaws and policies from other communities in Western Canada.

In October of 2020, Administration presented to Council an update for Community Play Safety Zone Review. Areas that would receive a review were discussed and research of what other communities in the province are implementing for their School and Park Zones was shared. The goal of the review is to establish a consistent safety standard for School and Park zones across the City and to provide children and families safe access to public play spaces. Council then directed Administration to conduct a comprehensive Community Play Zone Review, including School Zones as part of the review, to establish safe play zones around public child play zones and provide recommendations for Council's consideration.



As the review began to affect the Traffic Bylaw and define property lines of Schools, other departments such as Planning and Engineering and Bylaw Services joined to collaborate on the review.

School and Park Zones fall under the municipality's jurisdiction. This helps to understand why other communities have different School and Park Zones.

This review utilized the guidelines from Transportation Association of Canada (TAC). TAC does not set standards; it is a principle source of guidelines for planning, design, construction, management, operation, and maintenance of road, highway and urban transportation infrastructure systems and services.

Based on the guidelines from TAC, Administration used their scoring system to determine whether the area was a School Zone or Area or a Park Zone or Area. This rating system also helped defined if a speed reduction is required. Other factors the guidelines recommend for consideration is the property lines (50 meters), how far away from the street the entrance is, if there is a sidewalk, etc.

Administration met with the School Principals prior to this review asking what they would like to see for the speed zones. All of the schools had the same recommendations as Administration. This presentation and review will be brought back to the School Principal's now that it is complete. Further, Administration will bring it forward to the Yorkton Active Transportation Collaborative, Protective Services Committee, and Planning and Infrastructure Committee. CDPR Committee was the first committee to view this presentation.

Enforcement from Protective Services will be implemented on the effective date, however a public awareness campaign will provide ample notice of the date of change so drivers can be aware that changes are coming. The overall intent is not to punish drivers but to provide a safe community, especially for our youngest residents, who may not be aware of the dangers of vehicles and speed. Most areas will see a reduction in the length of speed zone, however, they will also see a reduction in speed as well. The Committee stressed in numerous discussions their preference for radar speed signs in school zones and flashing crosswalk lights at important intersections. These have proved to be very effective in existing areas, with members indicating that they notice the radar signs and it is effective for them reducing their speed.

As part of this review, Administration discussed the use of "Children at Play" signs following a request to the City to install such signs. Through research, Administration identified that "Children at Play" signs are not part of the Canadian Manual of Uniform Traffic Control Devices and are not used by many other communities across North America. Several studies in North America show that these signs do not reduce pedestrian collisions or vehicle speeds. Placing signage outside of established school, park or playground zones or areas is not recommended as it would open almost every street up to having similar signs and reduce the effectiveness of signage in the School and Park zones and areas where a significant amount of children are congregating.

The timeline for effective date is September 2022, providing Administration ample time to educate the community of the new changes coming into effect and apply for funding to assist the City with costs.

Brad Chiba and Nicole Baptist left the meeting at 6:06 p.m.

**Motion 21-007**

**Brothwell**

That the Community Development, Parks and Recreation Committee recommends that Council implement the recommendations of the Community Safety School and Play Zone Review, based on the Transportation Association of Canada guidelines, as presented by Administration.  
CARRIED.

**6. NEW BUSINESS**

**a. Department Name Change**

Darcy McLeod presented his Department Name Change report. The Department has added a number of community services to the Department over the years and the current name does not speak to what the entire department does. Although no name will ever explain perfectly the diverse work and services that this Department provides to our community, Recreation and Community Services helps encompass those services, which now include Transit and Emergency Social Services.

**Motion 21-008**

**Vermette**

That the Community Development, Parks and Recreation Committee recommends to Council to re-name the Community Development, Parks and Recreation Department to Recreation and Community Services to better reflect the breadth of work and services provided by this Department for our community. CARRIED.

**7. NEXT MEETING**

**a. Municipal Cultural Plan Input Session**

June 23<sup>rd</sup> at 5:00 p.m. via Zoom to discuss the Municipal Cultural Plan work with the consultant and provide feedback and input. This will be about 1.5 hours. Ashton will send out a link to committee members to all join virtually. Committee members will receive a draft of the State of Culture Report to review prior to the Zoom meeting which will allow for feedback to the Consultants.

**b. Regular Meeting and Policy Review**

September 15, 2021 at 5:00 p.m.

**8. ADJOURNMENT**

**Motion 21-009**

**Pfeifer**

That the Community Development, Parks and Recreation Committee Meeting be adjourned at 6:19 p.m. CARRIED.

**Delmar Zwirsky**

Chairperson, Delmar Zwirsky

**Ashton Kingdon**

Recording, Ashton Kingdon

Community Development, Parks & Recreation Committee

**MINUTES**

**JUNE 23, 2021**

**5:00 P.M.**

**ZOOM**

Attendees	Chairperson: Delmar Zwirsky, Councillor Randy Goulden, Councillor Ken Chyz, Tonia Vermette, Sheena Brown
Absent	Isabel O'Soup, Don Pfeifer, Melinda Sevilla, Donna Brothwell, Ashton Kingdon (staff)
Guests	Lenore Swystun, Samantha Mark, Thomas Andersen, Prairie Wild Consulting
Staff	Darcy McLeod, Lisa Washington, Julia Schofer
Recording	Darcy McLeod
Call to order	5:03 p.m.
Adjourn	6:11 p.m.

**Agenda topics**

**1. CALL TO ORDER**

**2. MUNICIPAL CULTURAL PLAN INPUT SESSION**

Lenore Swystun with Prairie Wild Consulting, using a Power Point presentation, informed the Committee about the process they are using for the Community Culture Plan update, plus the findings. The past year of asset-based community development research focused on assessing what we know and what we have, with respect to culture, in our community. The draft Yorkton Cultural Plan 2.0 Stage 1: State of Culture Report is a snapshot of a specific time in our community and is a critical step for Stage 2 of the planning process – Community Engagement.

**Motion 21-010**

**Vermette**

That the Community Development, Parks and Recreation Committee Receive and File the Municipal Cultural Plan DRAFT Presentation from Prairie Wild Consulting. CARRIED.

**3. ADJOURNMENT**

**Motion 21-011**

**Vermette**

That the Community Development, Parks and Recreation Committee Meeting be adjourned at 6:11 p.m. CARRIED.

**Delmar Zwirsky**

Chairperson, Delmar Zwirsky

**Darcy McLeod**

Recording, Darcy McLeod

# Planning and Infrastructure Commission

## MINUTES

AUGUST 18, 2021

7:00 A.M.

COUNCIL CHAMBERS,  
CITY HALL

Attendees	<b>Chairperson:</b> Eugene Fedorowich <b>Councillors:</b> Councillor Quinn Haider <b>Members:</b> Patricia Zaryski, , Eleanor Shumay, Glen Tymiak, , Isabel O'Soup (Via Zoom)
Staff	René Richard - Director of Engineering and Asset Management Michael Eger - Director of Planning, Building and Development
Regrets	<b>Councillors:</b> Councillor Randy Goulden <b>Members:</b> Gordon Gendur, Mike Popowich, Doug Forster <b>Staff:</b> Carleen Koroluk – Land Use Planner
Absent	<b>Councillors:</b> <b>Members:</b> <b>Staff:</b>
Recording	Shelby Miller
Call to order	7:02 a.m.

## ADOPTION OF AGENDA

Discussion	There were no additional items to add to the Agenda.
<b>Motion 13-2021</b>	<b>Zaryski</b> That the agenda be approved as presented. <b>Carried.</b>

## DECLARATION OF CONFLICT OF INTEREST

Discussion	None.
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## APPROVAL OF MINUTES

Discussion	Minutes of the May 27, 2021 Planning and Infrastructure Commission Meeting were circulated with the agenda package.
<b>Motion 14-2021</b>	<b>Shumay</b> That the Minutes of the May 27, 2021 Planning and Infrastructure Commission Meeting be approved. <b>Carried.</b>

## OLD BUSINESS

Discussion	None.
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## NEW BUSINESS

<b>1. Discretionary Use Application – DU03-2021 Expansion of Existing Auto &amp; Minor Recreation Sales &amp; Rentals Use in C-1 City Centre Commercial Zoning District – 86 Seventh Avenue South</b>	
Discussion	Eger, presents for Koroluk, a report on the business at 86 Seventh Avenue South, including a recommendation of support. No inquiries from members.
<b>Motion 15-2021</b>	<b>Haider</b> That Discretionary Use Application DU03-2021, which proposes an expansion of existing auto & minor recreation sales & rentals use in C-1 city centre commercial zoning district – 86 Seventh Avenue South, be recommended for approval to City Council. <b>Carried.</b>

## BUSINESS FROM THE FLOOR

Discussion	<ul style="list-style-type: none"><li>- Richard provides updates on construction that included York Road, #9 Highway and #10 Highway intersection beautification project, Ramada Demolition, paving pathways of Logan Green.</li><li>- Eger highlighted some positive development trends, including a summary of existing business relocating into larger, vacant properties. He also indicated that the Department is working with other, new businesses, on prospective development in the City.</li></ul>
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## NEXT MEETING

	Wednesday, September 8, 2021 at 7:00 a.m. at City Hall Council Chambers
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## ADJOURNMENT

<b>Motion 16-2021</b>	<b>None</b> That the meeting be adjourned at 7:17 a.m. <b>Carried.</b>
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## SIGNATURE OF MINUTES

<b>Chairperson</b>	<u>Eugene Fedorowich</u>
<b>Recording Secretary</b>	<u>Shelby Miller</u> Shelby Miller

From: [branch77yorkton@gmail.com](mailto:branch77yorkton@gmail.com)  
To: [Barry Whitehead](#)  
Subject: New Response Completed for Request to Appear Before Council Form  
Date: Monday, September 13, 2021 10:28:00 AM

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**CAUTION: External Email**

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Hello,

Please note the following response to Request to Appear Before Council Form has been submitted at Monday September 13th 2021 10:27 AM with reference number 2021-09-13-001.

- **First name:**  
Barry
  - **Last Name:**  
Whitehead
  - **Committee/Organization name:**  
Royal Canadian Legion Branch #77 Yorkton
  - **Address:**  
387B Parkview Rd.
  - **City:**  
Yorkton
  - **Province:**  
Saskatchewan
  - **Postal code:**  
S3N 2L4
  - **Name:**  
Barry Whitehead
  - **Title:**  
Poppy Chair
  - **Daytime phone number:**  
306-783-9789
  - **Email:**  
branch77yorkton@gmail.com
  - **Date of request:**  
9/13/2021
  - **Date of council meeting that the presenter is wishing to attend:**  
10/25/2021
  - **Topic being presented:**  
Recognition of Veterans' Week
  - **Description of request: (Clearly state what is being asked of Council. Provide detailed information about why the information is being presented and the importance to the community)**  
Royal Canadian Legion Branch #77 is requesting permission to attend and address City Council at the October 25, 2021 meeting seeking approval to recognize the week of November 5th to 11th as Veterans' Week in the City of Yorkton.
- If permission is granted to attend this meeting, Poppy Chair Barry Whitehead and members of the Branch would be honoured to attend. Comrade Whitehead will be the Legion representative tasked to make this presentation.

[This is an automated email notification -- please do not respond]

**From:** [Mayor Mitch Hipsley](#)  
**To:** [Jessica Matsalla](#)  
**Cc:** [Raelyn Knudson](#); [Cindy Gottschall](#)  
**Subject:** Rotary & Polio Presentation  
**Date:** Tuesday, October 12, 2021 9:32:58 AM  
**Attachments:** [image001.png](#)

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Good Morning Jess & all

I just got off the phone from David Rusnak/Yorkton Rotary. Please slate them in to next council meeting Oct 25 th @5:00 for a very brief presentation on polio & the role Rotary's involvement in eradicating a world problem.

I will be receiving official details shortly as to whom will be presenting

Thank You!  
-MITCH-

**Mitch B Hipsley**  
**Mayor**

City of Yorkton, 37-3 Avenue N. Yorkton, SK S3N 2W3



**Phone:** 306-786-1701

**Email:** [mayor@yorkton.ca](mailto:mayor@yorkton.ca)





Dear Mayor and City Council.

Yorkton Minor Football (YMF) feels there is an urgent need for a city run football field to help accommodate minor football in Yorkton.

Currently YMF practices on fields owned by the Good Spirit School Division (GSSD) - two practice fields at the YRHS that are not regulation size and Century Field).

There are approximately 175 participants in minor football during the season in the various ages categories; Mighty Mites, Atoms, Pee Wees, Bantams and Lady Gridders. The football season runs from early August until mid-November.

YMF also runs a spring league for youth in grades 5-8 from the end of April to the middle of June. The spring league averages around 80 athletes.

For interest purposes – Yorkton Minor Hockey Player registrations average around the 400 player mark. Yorkton United Soccer has had outdoor registrations around the 500 player mark while indoor numbers are around 400 player mark (pre-Covid). Yorkton Minor Baseball is consistently around the 200 player mark for registrations.

The current fields are not enough space to run practices for all levels of football. One of the practice fields is shared with the school soccer program. Plus, Century Field is the game field – all levels of practices are very limited to using that space as the field conditions worsen drastically the more the field is used. The overuse kills the grass in various parts of the field – mainly right at center field – and this can lead to safety concerns for the players as the grass erodes and the dirt area gets extremely hard.

Improvements and regular maintenance at Century Field have made it one of the top football facilities in the province. The construction of the Richardson Community Clubhouse and the upgrades to the grandstands have made it a top rated facility. For safety purposes, it is in the best interest of all the minor football levels to stay off of Century Field as much as possible and use it solely for game days. YMF has been helping provide maintenance to the field as well as obtaining donations of fertilizer for the main field. Volunteers and donations to YMF currently are enabling us to run power from a GSSD owned facility to our spotters' booth/concession – process is in the works this season.

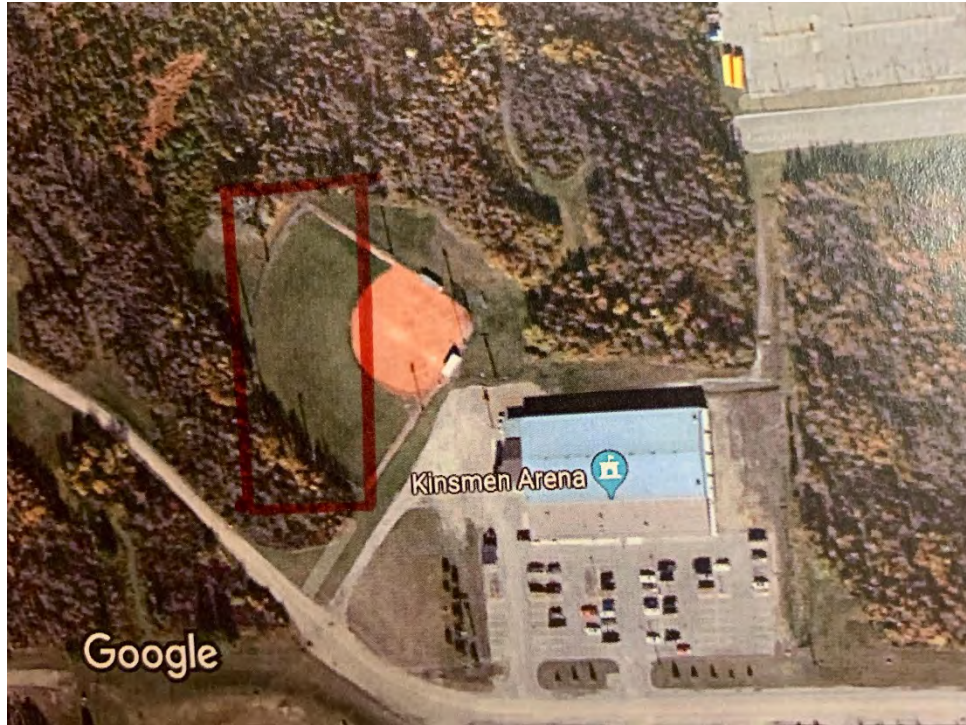
The field size needs of football (160 yards by 65 yards) and a field similar in size to Century Field would help alleviate permanent field availability for all levels of minor football and help contribute to the improved safety of all players.

Hockey athletes/players currently have access to two indoor rinks (FAA and Kinsmen Arena) and four outdoor rinks provided by the City of Yorkton. Baseball athletes/players currently have access to multiple city owned ball diamonds located at Jubilee Park, Lions Ball Park and Jaycee Beach. Soccer athletes/players have access to the flexi-hall as well as multiple city owned soccer fields which include Crossthwaite Field, Drake Field, Gladstone Avenue South Field, Heritage Heights Park and Waterloo Field. Tennis player/athletes have access to three tennis surfaces owned by the city located at the Western Development Museum, Heritage Heights and at the Knights of Columbus Park. Basketball courts are also in the City of Yorkton's future parks plans and costs for those facilities within the city's budget process.

YMF are officially requesting that the City of Yorkton provide a city owned playing surface within close proximity to Century Field, the two practice fields at the YRHS and the Richardson Community Clubhouse that would accommodate minor football.

Discussions with other communities and users of similar facilities place the cost of developing a natural grass field in the neighborhood of \$250,000. Our plan is to obtain letters of intent from YMF supporters and alumni to help with any earth moving operations to help alleviate the development costs to the city. YMF understands that once the field is completed that our organization will have to rent out this facility just like all other sports organizations within the city do.

We suggest the space that is adjacent to the Lions Ball Diamond by the Kinsmen Arena. It could be a combined space used by baseball and football. Attached is a photo of the area that we feel would be able to accommodate our needs.

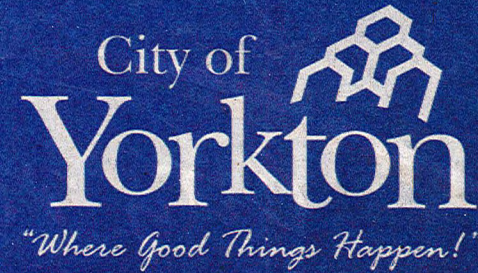


We would welcome the opportunity to come and present our request to the Mayor and City Council and answer any questions that they may have.

Regards.

Roby Sharpe  
President – Yorkton Minor Football





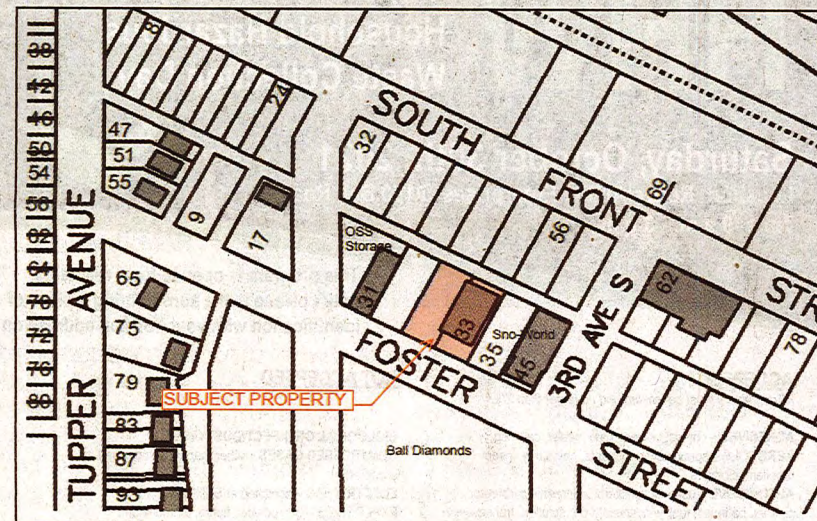
# City News

October 20, 2021 - October 26, 2021

**Next Council Meeting**  
Monday, October 25, 2021 at 5:00 p.m.

## Public Notice

**Discretionary Use Application for Automotive Maintenance Use in C-1 City Centre Commercial Zoning District - 33 Foster Street**



**Legal Description:** Lots 11 & 12, Blk/Par 2, Plan AO2901

**Civic Address:** 33 Foster Street

**Proposed Use:** Automotive Maintenance

**Details:** The applicant proposes to operate an **Automotive Maintenance** use at the proposed location in a C-1 City Centre Commercial zoning district by providing vehicle detailing services including cleaning vehicles and trailers before and after decaling with vehicle signage and wraps.

Automotive Maintenance uses within the City Centre zoning district are Discretionary Uses under Zoning Bylaw No. 14/2003 and must be publicly advertised before Council can make a decision on the application.

**Information:** You can view this notice online at [www.yorkton.ca](http://www.yorkton.ca) under the New and Notices section on the home page. Questions regarding the application may be directed to:

Carleen Koroluk, Land Use Planner  
Phone: (306) 786-1727  
Email: [ckoroluk@yorkton.ca](mailto:ckoroluk@yorkton.ca)

**Public Hearing:** City Council will hear all persons who are present and wish to speak to the application and all written submissions will be read verbatim unless the submitter is in attendance to speak on the submission, on **Monday, October 25, 2021 at 5:00 pm** in **City Hall Council Chambers, Yorkton, SK.**

If you wish to provide written comments for Council's consideration, they must be submitted by 9:00 a.m. on Thursday, October 21, 2021. Written submissions must be directed to:

Jessica Matsalla, Director of Legislation & Procedures  
In Person: 37 Third Avenue North, Yorkton, SK  
Via Mail: Box 400, Yorkton, SK S3N 2W3  
Via Email: [jmatsalla@yorkton.ca](mailto:jmatsalla@yorkton.ca)

## CIVIC RECOGNITION AWARDS

**DEADLINE FOR NOMINATIONS IS OCTOBER 31, 2021**

Winners will be endorsed at the December 2021 Council Meeting and celebrated at a Council Meeting in early 2022.

The City of Yorkton's Civic Recognition Awards annually acknowledge and reward those who reside within city limits, who have outstanding contributions to the City in various capacities. Awards will be presented to citizens to recognize the selfless support made towards the betterment of the City of Yorkton.

### CATEGORIES

#### ADULT

One citizen over the age of 18 years old

#### YOUTH

One citizen under the age of 18 years old (as of December 31, 2021)

#### GROUP

Two or more individuals belonging/involved in an organized group

### WHAT DO THE WINNERS RECEIVE?

- \$100 gift card donated by Yorkton Legacy Co-op
- The recipients name on a plaque at City Hall
- A take home plaque from the City of Yorkton

### HOW DO I NOMINATE A PERSON OR GROUP?

- Online at [www.yorkton.ca/civicawards](http://www.yorkton.ca/civicawards)
- Email us at [cityclerk@yorkton.ca](mailto:cityclerk@yorkton.ca)
- In person or by mail:  
City Hall c/o City Clerk's Office - 2nd Floor  
37 Third Avenue North, P.O. Box 400  
Yorkton, SK S3N 2W3





<b>TITLE: Discretionary Use - DU04-2021</b> <b>Automotive Maintenance in C-1 City Centre</b> <b>Commercial Zoning District – 33 Foster Street</b> <b>Council Report #2 – Public Hearing</b>	DATE OF MEETING: October 25, 2021
	REPORT DATE: October 19, 2021
<b>CLEARANCES:</b> Michael Eger - Director of Planning, Building & Development Michael Eger	<b>ATTACHMENTS:</b> 1. Council Report from Oct. 4, 2021
Written by: Carleen Koroluk - Planner Carleen Koroluk	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

### **Summary of History/Discussion:**

This report is the second report to Council in response to a Development Permit application for an Automotive Maintenance use at 33 Foster Street. The applicant proposes to supplement an existing retail promotional company to provide vehicle detailing services including cleaning vehicles and trailers before and after decaling with vehicle signage and wraps. Review and analysis of the request was presented to Council at the October 4, 2021 Council Meeting and a copy of the report is attached for reference (see Attachment 1).

### **Administrative Review:**

Automotive Maintenance use is listed as a Discretionary Use in the C-1 City Centre Commercial zoning district and, under *The Planning and Development Act, 2007*, requires Council authorization following the Discretionary Use process for Administration to issue a Development Permit (see Page 7 of 10 in Attachment 1).

### **Public Notice:**

Council authorized Administration to proceed with the Public Notice process at their October 4, 2021 meeting. As such, the proposed discretionary use was advertised and circulated in accordance with the public notification requirements of the City of Yorkton, including advertisement in the local newspaper, at City Hall and on the City website. In addition, pursuant to *The Planning and Development Act, 2007*, a direct mail-out was sent to ten (10) individuals and/or entities who own property within 75 metres (250ft) of the subject property.

As of the date of this report, no inquiries were received and individuals wishing to speak to the proposed Discretionary Use will have the opportunity to present to Council during the Public Hearing.

### **Planning & Infrastructure Commission**

The application was referred to the Planning and Infrastructure Commission at their October 13, 2021 meeting. The Commission reviewed the proposal and discussed the positive aspects of redevelopment in this area noting road maintenance and budget concerns that may arise from increased use. Subsequently the Commission carried a resolution recommending approval of the application.

### **Council's Options:**

1. That Discretionary Use application DU04-2021 which proposes an Automotive Maintenance use as defined in City of Yorkton Zoning Bylaw No 14/2003, at 33 Foster Street, legally described as Lots 11 and 12, Blk/Par 2, Plan AO2901, be approved and that the Development Officer be authorized to issue a Development Permit.
2. That Discretionary Use application DU04-2021 which proposes an Automotive Maintenance use as defined in City of Yorkton Zoning Bylaw No 14/2003, at 33 Foster Street, legally described as Lots 11 and 12, Blk/Par 2, Plan AO2901, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

### **Administration's Recommendation:**

1. That Discretionary Use application DU04-2021 which proposes an Automotive Maintenance use as defined in City of Yorkton Zoning Bylaw No 14/2003, at 33 Foster Street, legally described as Lots 11 and 12, Blk/Par 2, Plan AO2901, be approved and that the Development Officer be authorized to issue a Development Permit.

## Attachment 1 – October 4, 2021 Council Report



### REPORT TO COUNCIL

<b>TITLE: Discretionary Use - DU04-2021 Automotive Maintenance in C-1 City Centre Commercial Zoning District – 33 Foster Street Council Report #1 – Public Notice Authorization</b>	DATE OF MEETING: October 4, 2021
	REPORT DATE: September 30, 2021
<b>CLEARANCES:</b> Michael Eger - Director of Planning, Building & Development  <b>Michael Eger</b>	<b>ATTACHMENTS:</b> 1. Key Plan 2. Site Plan 3. Street Views 4. Summary of Discretionary Use Process 5. Description of Use Letter 6. Public Notice
Written by: Carleen Koroluk - Planner <b>Carleen Koroluk</b>	
Reviewed by: Jessica Matsalla - City Clerk <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager <b>Lonnie Kaal</b>	

#### **Summary of History/Discussion:**

This report is in response to a Development Permit application for an Automotive Maintenance use at 33 Foster Street (see Attachments 1, 2 & 3).

Automotive Maintenance use is listed as a Discretionary Use in the C-1 City Centre Commercial zoning district and, under *The Planning and Development Act, 2007*, requires Council authorization to proceed (see Attachment 4).

#### **Administrative Review:**

The Applicant recently purchased the property (May 2021) with intentions of using the location to supplement an existing retail promotional company to provide vehicle detailing services including cleaning vehicles and trailers before and after decaling with vehicle signage and wraps. At the time of purchase the Applicant was unaware of the Development Permit requirement and subsequently made improvements to the property including:

- cleaning weeds and overgrowth from the grounds, re-grading and placing new gravel;
- erecting a chain link fence around the property;
- new signage on the front of the building; and

## Attachment 1 Continued

- new signage on the front of the building; and
- installation of a painted storage container that matches the principal building (a permit was issued for the container)

A recent Building Permit application to install an overhead door drew attention to the change in use of the property and the Applicant was advised of the Development Permit requirement.

The Zoning Bylaw defines Automotive Maintenance as:

“A development used for the servicing and mechanical repair of automobiles, motorcycles, snowmobiles and similar vehicles or the sale, installation or servicing of related accessories and parts. This use class includes transmission shops, detail shops, muffler shops, tire shops, automotive glass shops and automotive upholstery shops. This use class does not include auto body repair and paint shop.”

The Applicant has provided a Description of Use Letter (see Attachment 5) and has clarified that the proposed use does not include servicing and mechanical repair most commonly associated with an automotive maintenance use. However, as the Zoning Bylaw does not specifically define the proposed use, the automotive maintenance use class, which includes “detail shops”, most closely resembles the proposed use.

When considering Discretionary Use applications it is prudent to ensure that the proposed use will have a minimal impact on the surrounding adjacent areas including, but not limited to:

- the anticipated levels of noise and odours created by the use;
- the anticipated increased level or types of vehicle traffic, unsafe conditions or situations for vehicles, cyclists or pedestrians;
- the use will have a minimal impact on the amenity of the surrounding zoning district and adjacent areas and that these areas will not be reasonably compromised.

As noted in the Description of Use Letter, the intent of the Applicant is to create a “bright, clean spot on an unpaved, somewhat forgotten street”. The proposed use will have very little impact on the surrounding properties and will have very light traffic and minimal parking requirements. Vehicles kept longer term will either be stored in the building, or outside in the fenced compound.

### **Conclusion:**

At this time, Administration would like to initiate the public notice process, including advertisement in the local newspaper, at City Hall and on the City website, and circulation to property owners within 75 m of the subject property. The proposed public notice is attached (see Attachment 6) for Council’s consideration.

If authorization to proceed is granted, the application will also be referred to the Planning and Infrastructure Commission for their review and comments before it is brought back to Council for its review and final decision in conjunction with the Public Hearing.



## Attachment 1 Continued

### **Council's Options:**

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU04-2021 which proposes an Automotive Maintenance use as defined in City of Yorkton Zoning Bylaw No 14/2003, at 33 Foster Street, legally described as Lots 11 and 12, Blk/Par 2, Plan AO2901, and that the application be brought back to Council for its review and decision.
2. That Public Notification for Discretionary Use application DU04-2021 which proposes an Automotive Maintenance use as defined in City of Yorkton Zoning Bylaw No 14/2003, at 33 Foster Street, legally described as Lots 11 and 12, Blk/Par 2, Plan AO2901, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

### **Administration's Recommendation:**

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU04-2021 which proposes an Automotive Maintenance use as defined in City of Yorkton Zoning Bylaw No 14/2003, at 33 Foster Street, legally described as Lots 11 and 12, Blk/Par 2, Plan AO2901, and that the application be brought back to Council for its review and decision.

Attachment 1 Continued

Attachment 1 – Key Plan



Attachment 1 Continued

Attachment 2 – Site Plan



DU04-2021 – Auto Maintenance at 33 Foster St (Public Notice Authorization) – Page 5 of 10



## Attachment 1 Continued

### Attachment 3 – Street Views



## Attachment 1 Continued

### Attachment 4 – Summary of Discretionary Use Process

#### Summary of Discretionary Use Application Process:

*The Planning and Development Act, 2007 ('The Act')* allows a zoning bylaw to contain provisions for "Permitted Uses" and "Discretionary Uses" within specified land use zones. Any use that is not listed as "Permitted" or "Discretionary" is considered prohibited. *The Act* allows "Permitted Uses" to be approved by Administration, however, "Discretionary Use" applications require the approval of a council and must follow *The Act's* prescribed process. The process includes the requirement of giving Public Notice to property owners within 75 metres (250 feet) of the subject property, as well as the provision of a Public Hearing.

Pursuant to *The Act*, a council shall exercise its discretion respecting a Discretionary Use application to:

- (a) Reject the application;
- (b) Approve the discretionary use in accordance with the provisions of the zoning bylaw;
- (c) Approve the discretionary use subject to development standards or conditions in accordance with the zoning bylaw; or
- (d) Approve the discretionary use for a limited time, if a time limit is authorized in the bylaw.

A council may approve a discretionary use if the facts presented establish that the proposed discretionary use will:

- (a) Comply with provisions of the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
- (b) Be consistent with the criteria in the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
- (c) In the opinion of the council, be compatible with development in the district in the immediate area of the proposal; and
- (d) Be consistent with provincial land use policies and statements of provincial interest.

In approving a discretionary use, a council may prescribe specific development standards or conditions with respect to that use, but only if those standards or conditions:

- (a) Are based on and are consistent with general development standards or conditions made applicable to discretionary uses by the zoning bylaw; and
- (b) Are, in the opinion of the council, necessary to secure the objectives of the zoning bylaw with respect to:
  - (i) The nature of the proposed site, including its size and shape and the proposed size, shape and arrangement of buildings;
  - (ii) The accessibility and traffic patterns for persons and vehicles, the type and volume of that traffic and the adequacy of proposed off-street parking and loading;
  - (iii) The safeguards afforded to minimize noxious or offensive emissions including noise, glare, dust and odour; or
  - (iv) Any treatment given, as determined by the council, to aspects including landscaping, screening, open spaces, parking and loading areas, lighting and signs, but not including the colour, texture or type of materials and architectural detail.

If an application for a discretionary use has been approved by a council with prescribed standards or conditions, the applicant may appeal to the Development Appeals Board, however a Discretionary Use application that is denied by a council may not be appealed.

## Attachment 1 Continued

### Attachment 5 – Description of Use Letter

31 2nd Avenue North  
Yorkton, SK S3N 1G1  
306.783.0660  
kirk@wesellattention.com

September 22, 2021

DP Application, 33 Foster Street

Zone C-1 City Center Commercial

Thirty Days Properties Ltd. Is renting this building to Source Embroidery and Screenprinting Inc. ( Kirk and Sheri Weinmaster own both companies, one real estate, one retail promotional company)

Source Embroidery will be operating part of its business in 33 Foster Street. We will be doing vehicle signage and wraps, and creating our larger signs from this building. Vehicle detailing will also be worked on here, cleaning vehicles and trailers before and after decaling. We store all of our ladders, lifts and larger equipment here. We will have very light traffic to and from the property, with minimal parking requirements. Vehicles kept longer term will either be stored in the building, or outside in the fenced compound.

We have placed a container in the rear of the building according to COY container application and code. It has been painted to match the property.

A chain link fence has been erected on the property lines around the property, with a drive in gate on the south side along the street.

An overhead door is being installed on the West wall on the building. Svienco has applied for the building permit.

There has been a shaped Source Embroidery sign attached to the front of the building.

The property has been graded with new gravel, and has been kept weed free and very clean.

There are 4 parking spots located at the front of the building, and one along the front of the fence, all within the property. This is more than adequate for what we do, which is primarily staff parking.



## Attachment 1 Continued

### Attachment 5 – Description of Use Letter - Continued

Carleen has placed us under an Automotive Maintenance category, but really this is not what we do, as I have explained.

I have been advised that the work and upgrades to the property I have already done has been done without the DP Application. Apologies, as I have never heard of such an application. Being that OSS Sanitation, the Yorkton Fire Dept. and the Recycle Program used to operate from this location, I never gave a second thought that I would not be allowed to install vehicle decaling and signage. My intent was to get the property cleaned up and open as quick as possible. You will see that the property is the "bright, clean" spot on an unpaved, somewhat forgotten street. Please fix the potholes !!!

Attached is the Site Map as requested.

Thanks for your cooperation,

Kirk Weinmaster

Source Embroidery and Screenprinting Inc.

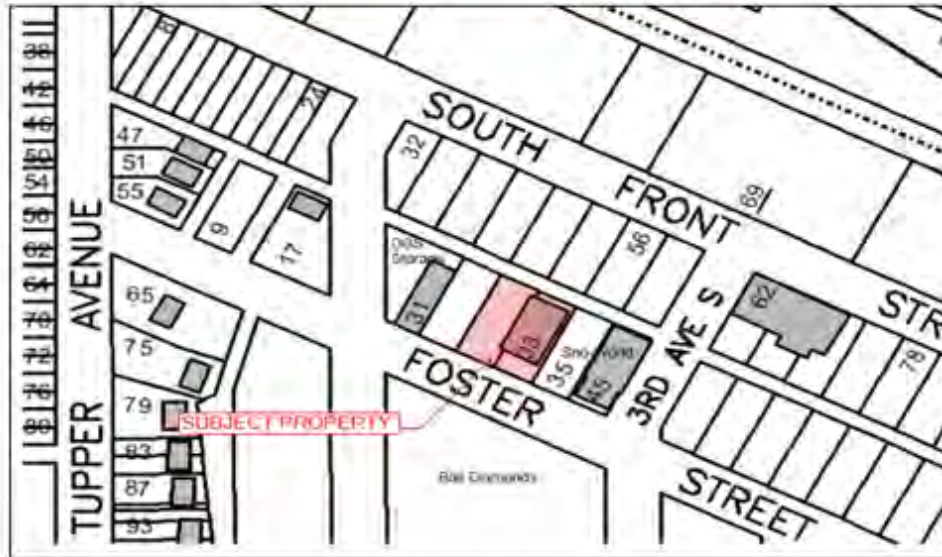
(Thirty Days Properties Ltd)

## Attachment 1 Continued

### Attachment 6 – Public Notice

#### Public Notice

**Discretionary Use Application for Automotive Maintenance Use in C-1 City Centre Commercial Zoning District – 33 Foster Street**



**Legal Description:** Lots 11 & 12, Blk/Par 2, Plan AO2901

**Civic Address:** 33 Foster Street

**Proposed User:** Automotive Maintenance

**Details:** The applicant proposes to operate an **Automotive Maintenance** use at the proposed location in a C-1 City Centre Commercial zoning district by providing vehicle detailing services including cleaning vehicles and trailers before and after decaling with vehicle signage and wraps.

Automotive Maintenance uses within the City Centre zoning district are Discretionary Uses under Zoning Bylaw No. 14/2003 and must be publicly advertised before Council can make a decision on the application.

**Information:** You can view this notice online at [www.yorkton.ca](http://www.yorkton.ca) under the New and Notices section on the home page. Questions regarding the application may be directed to:

Carleen Koroluk, Land Use Planner  
Phone: (306) 786-1727  
Email: [ckoroluk@yorkton.ca](mailto:ckoroluk@yorkton.ca)

**Public Hearing:** City Council will hear all persons who are present and wish to speak to the application and all written submissions will be read verbatim unless the submitter is in attendance to speak on the submission, on **Monday, October 25, 2021 at 5:00 pm in City Hall Council Chambers, Yorkton, SK.**

If you wish to provide written comments for Council's consideration, they must be submitted by 9:00 a.m. on Thursday, October 21, 2021. Written submissions must be directed to:

Jessica Matsalla, Director of Legislation & Procedures  
In Person: 37 Third Avenue North, Yorkton, SK  
Via Mail: Box 400, Yorkton, SK S3N 2W3  
Via Email: [jmatsalla@yorkton.ca](mailto:jmatsalla@yorkton.ca)



TITLE: <b>Bylaw No. 9/2021 Revised Cemetery Bylaw, Fees and Charges</b>	DATE OF MEETING: <b>October 25, 2021</b>
	REPORT DATE: October 19, 2021
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none"> <li>1. Draft Consolidated Cemetery Bylaw No. 9/2021</li> <li>2. 2021 Fees &amp; Charges Comparison</li> <li>3. 2022 – 2024 Proposed Fee Structure</li> <li>4. Cemetery Map</li> </ol>
Written by: Darcy McLeod – Director of Recreation & Community Services <div>Darcy McLeod</div>	
Reviewed by: Jessica Matsalla - City Clerk <div>Jessica Matsalla</div>	
Approved by: Lonnie Kaal - City Manager <div>Lonnie Kaal</div>	

## **PURPOSE**

This report is being provided to update the City of Yorkton *Cemetery Bylaw*, which provides for the control and operation of Cemeteries within the City of Yorkton. The second phase of additional plots, added as part of the 2015 Cemetery expansion, are now ready to open for sales and therefore, the regulations for control and operation of this new area must be included in the Cemetery Bylaw.

Further, a review of fees and charges was completed as part of the upcoming budget process to ensure that they were still pertinent when compared to our operating costs and comparable to other City Cemeteries. The last comprehensive fee review occurred in the fall of 2019 and a new 3-year fee structure was approved in early 2020.

## **BACKGROUND**

All Cemeteries in Saskatchewan are subject to provincial legislation through *The Cemeteries Act, 1999* and *The Cemeteries Regulations, 2001* and are required to be registered with the province. Following the expansion of the existing Cemetery, the entire Cemetery was re-registered in 2016 to include the expansion. The old portion (referred to as The Hill) of the City Cemetery has a capacity of 11,565 plots with 201 plots remaining for sale. The Cemetery was expanded in 2015/16 by providing an additional 922 plots, and is referred to as The Meadow. Although all plots are registered, not all plots were ready for sale. Phase 1 (of 4) of the expansion opened to sales in the fall of 2017 with work continuing on the other phases as resources became available. These other phases include:

Phase 2: Completing the Woodland Path, which is a cremation only area, set along a wooded path within the Cemetery. It has 93 plots with a max capacity of 186 inurnments.

Phase 3: Building a second columbarium in the designated area of The Meadow, which can accommodate approximately 72 niches with a max of 144 inurnments.

Phase 4: Providing concrete runners for the remaining plots in The Meadow, which will be completed as existing plots in The Meadow are 75% sold, or as resources become available. This would provide an additional 184 plots.

Work continued on completing the Woodland Path section and it is now ready for sales. Therefore the following additions or changes have been made to the *Cemetery Bylaw*, which require Council approval.

As a result, changes, additions and revisions were completed to:

1. Change the Department name to Recreation and Community Services throughout the document.
2. Clarify how many interments can be accommodated in the various plots available throughout the Cemetery.
3. Clarify the definitions to better explain the difference between the Perpetual Care fee and the Annual Care & Maintenance fee that are applied to each interment along with definitions related to the Woodland Path and other memorial clarifications.
4. Provide regulations specific to the Woodland Path.
5. Clarify the intent of the Redemptorist Fathers plots.
6. Provide a regulation for monument installations that are not in compliance with the Bylaw will be corrected by the City, with the costs being invoiced to the installer.
7. Provide a regulation stating that food and beverages are not permitted as part of memorials.
8. Update the various Schedules attached to the Bylaw as a result of the changes above.
9. Establish fees and charges that reflect the actual cost of providing services including continuing general care and maintenance of the entire Cemetery.

### **FINANCIAL IMPLICATIONS**

There are no financial implications to the Cemetery Bylaw changes, other than the fees and charges, as the content of the Bylaw is procedural in nature.

A review of fees and charges has been completed and compared to other Saskatchewan Municipal Cemeteries to determine where changes in the fee structure could positively impact our cost recovery. The Cemetery endeavors to operate on a cost recovery basis with the main source of revenue being through plot sales and interment services. Plot sales have slowed as multiple burials in the same plot are becoming more common. Plot prices are established using a market value comparison, where we aim to be in the mid-range of similar Saskatchewan municipal cemetery plot prices.

The review of our service fees and charges indicates that they do not reflect all the costs associated with annual general maintenance. Generally, the proposed fees and charges have been increased, however some fees have been reduced; initially to reflect the actual cost of the services being provided, then an annual care and maintenance fee was applied (described below). The reductions include some less desirable, smaller plots: as well, some fees were reduced to ensure that fees charged reflect the actual costs to provide the service. The plot price reduction would act as an incentive to ensure maximum use of the land in the Cemetery. Further, there is no direct fee to provide ongoing annual care and maintenance after the date of the interment (except the perpetual care fund which is set aside for after-capacity care and maintenance).

Plots can accommodate a different number of interments depending on the size of the plot. A traditional plot can accommodate one casket and three cremation interments. Some cremation only plots can accommodate 3 or 4 inurnments, depending on the size of the plot. One Perpetual Care fee is included with every plot purchase, where 25% of the plot sale is allocated to the Perpetual Care Fund. The Perpetual Care Fund is a reserve account that holds funds for future use that will ensure after-

capacity cemetery care and maintenance can be completed when no revenue sources are available to pay for ongoing maintenance. Further, because multiple interments are available in each plot, and it is important that each interment contributes to the Perpetual Care Fund to ensure after-capacity care and maintenance, a perpetual care fee is added to each multiple interment in each plot. This was 15% of the interment cost in 2021, however it is being recommended to increase this to 25% to ensure all interments are contributing a relative amount to the Perpetual Care Fund. This will ensure that each person interred in the Cemetery contributes to the after-capacity care and maintenance required once the Cemetery reaches capacity. Please note, that municipalities are not required to carry a Perpetual Care Fund, however the expectation is that the Cemetery recovers 100% of its operating costs, therefore this Fund is how we can ensure it will be able to do that after it reaches capacity, (when the Cemetery will have no revenue generated for its operation). The other option would be to consider the Cemetery similar to any other park space, once it reaches capacity, and include the after-capacity maintenance as part of the Parks operating budget.

The Cemetery does not have dedicated staff, however staff do attend to daily and weekly duties, outside of services, to ensure the continued care and maintenance of the Cemetery. This work does not get charged to anyone and has no revenue sources, which makes it difficult to operate at 100% cost recovery. Although people being interred in the Cemetery are contributing to the after-capacity care and maintenance of the Cemetery, including their plot; there are no fees generated to cover the annual costs of care and maintenance within the Cemetery or to individual plots. (until such time as the Cemetery has reached capacity, which is when the Perpetual Care Fund would be used for general maintenance).

To partly address the issue related to recovering costs for annual care and maintenance, the plot prices have been increased by 25%. This increase is meant to address the ongoing annual care and maintenance costs of the plot, for one interment. Since multiple interments are permitted in most plots, an increase in the annual care and maintenance fee is being proposed for every additional interment in a plot. The increase would move 15% to 25% of the additional interment service fee to address this annual care and maintenance cost. These annual care and maintenance fees would address costs that are not related to a specific interment but is required to maintain the entire Cemetery. This includes general maintenance throughout the Cemetery such as grass maintenance and general beautification, tree trimming, levelling and over-seeding plots, monument levelling, roadway snow removal, marking of flat monuments for winter (so they don't get hit when moving about the plots with equipment), garbage removal and flower or memorial clean-up.

There are other costs that impact services as well. Winter interments have significantly higher costs due to requirements for snow removal to the plot site as well as harder ground to dig which takes significantly more time. Although we have had the winter surcharge in place before, we are looking to implement it differently, and for all interments, not just traditional interments. Therefore, the basic interment fee reflects the actual cost of a warm weather service and the winter surcharge is added for any services between November 1 and April 30 to cover the snow removal and extended digging costs. Other areas where the City assumes costs is in the stat holiday services or for services that require staff to work overtime. These costs are passed on to the service and have been updated to reflect actual costs in the proposed fees and charges.

In summary, the 25% annual care and maintenance fee, which is proposed to be added on to plot sales and additional interments, is intended to offset the general care and maintenance provide in the

Cemetery, however it may not cover all other maintenance depending on the type of year the Cemetery has (sales, # of interments and weather). In this case any difference is covered by the general revenue fund or pulled from the perpetual care fund (which impacts the City's ability to provide after capacity care and maintenance).

Other sources of revenue available to cemeteries include selling of vaults (which cover caskets and prevents settling of soil and are required in our Cemetery) and monument sales. Monument sales are a specialized businesses and would require additional staff. Administration was previously denied the opportunity to provide our own vaults and funeral homes were allowed to provide vaults for services in our cemetery.

It should be noted that recently, other municipal governments are also having trouble recovering 100% of the cemetery operational costs requiring the municipality to cover the difference. Further, Administration will monitor this new fee structure to determine the impact on cost recovery. If, (when planning for future once the Cemetery reaches capacity) Council chose to treat the Cemetery as a park and include it in the parks budget, the purpose of the Perpetual Care Fund could be reviewed to either assist with operational costs or reduce the cost of services. Administration will monitor the impact of the new fees and charges on the cost recovery and provide options for the Perpetual Care Fund for Council consideration.

The proposed fees and charges are outlined in "Schedule F" of Bylaw No. 9/2021, which were developed by:

1. Comparing plot prices to other Saskatchewan municipal cemeteries.
2. Ensuring the cost of the services are reflected in the various service fees and charges.
3. Adding a 25% annual care and maintenance fee to plot sales and additional interment service fees.
4. Applying a 3% increase to each year thereafter.

Although a three-year plan is proposed, fees and charges are reviewed annually as part of the operating budget process and changes will be brought forward for Council consideration as required.

### **COMMUNICATION PLAN/PUBLIC NOTICE**

Once approved by Yorkton City Council, a copy of the amended Bylaw will be provided to the funeral services providers and it will also be placed on the City's website. There are not any provisions in *The Cemeteries Act, 1999* or the *Cemeteries Regulations, 2001* that require public notice be provided prior to giving all three readings of a Cemetery Bylaw. Therefore, Council could provide all three readings of this Bylaw at the October 25, 2021 Council meeting.

### **STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)**

Cemeteries speak symbolically about our attitudes towards the deceased and therefore attention is taken to ensure the Cemetery is as peaceful and restful as possible and respects and honors our loved ones in a dignified manner allowing for appropriate reflection of loved ones past. The City Cemetery has strong personal and emotional significance to many individuals and is as appropriate, restful and peaceful as possible.

### **OPTIONS**

1. That Bylaw No. 9/2021, a bylaw to Provide for the Control and to Regulate the Operation of Cemeteries within the City of Yorkton, known as The City of Yorkton Cemetery Bylaw, including

the fees and charges as proposed, be given all three readings with unanimous consent of Council at tonight's meeting.

- a. Further, that Administration analyze the impact the new fees and charges have on the Cemetery operating budget and bring back options on future use of the Perpetual Care Fund.
2. That Bylaw No. 9/2021, a bylaw to Provide for the Control and to Regulate the Operation of Cemeteries within the City of Yorkton, known as The City of Yorkton Cemetery Bylaw, be given all three readings with unanimous consent of Council at tonight's meeting.
  - a. Further, that the fees and charges remain at the 2021 levels and that any shortfall be considered an investment by the taxpayers.
3. Provide alternate direction to Administration.

**RECOMMENDATION**

1. **That Bylaw No. 9/2021, a bylaw to Provide for the Control and to Regulate the Operation of Cemeteries within the City of Yorkton, known as The City of Yorkton Cemetery Bylaw, be given first reading this 25<sup>th</sup> day of October A.D., 2021.**
  - a) **That Bylaw No. 9/2021 be given second reading this 25<sup>th</sup> day of October A.D. 2021.**
  - b) **That with the unanimous consent of Council, Bylaw No. 3/2021, proceed to third reading this 25<sup>th</sup> day of October A.D. 2021.**
  - c) **That Bylaw No. 9/2021, a bylaw to Provide for the Control and to Regulate the Operation of Cemeteries within the City of Yorkton, known as The City of Yorkton Cemetery Bylaw, be given third and final reading this 25<sup>th</sup> day of October A.D. 2021 and be registered in the Bylaw Register of the City of Yorkton.**
2. **That Council direct Administration to conduct an analysis of the impact that new fees and charges have on the annual operating budget and bring back options for the future use of the Perpetual Care Fund.**

City of Yorkton  
Saskatchewan

Bylaw No. 9/2021

**A Bylaw of the City of Yorkton to provide for the Control and to  
Regulate the Operation of Cemeteries within the City of Yorkton**

---

**WHEREAS**, pursuant to Part VIII, Section 54(1) of *The Cemeteries Act, 1999* an owner of a cemetery that is not a commercial cemetery may make bylaws for the operation of the cemetery;

**NOW THEREFORE**, the Council of the City of Yorkton in Council assembled hereby enacts as follows:

**Short Title**

1. This Bylaw shall be known as “The City of Yorkton Cemetery Bylaw”.

**Definitions and Interpretations**

2. In this Bylaw, unless the context otherwise requires, the expression:

**"Authorized Decision Maker"** means a person designated as an authorized decision-maker pursuant to The Funeral and Cremation Services Act and if no one can be located using reasonable efforts, or no one is willing to act or the identity of the deceased is not known, the Director may make any decision required to be made by an authorized decision-maker pursuant to this Bylaw.

**“Base”** means the lower portion of a two-piece monument set on a foundation.

**“Block”** means a number assigned to a section of the Cemetery to assist with identifying a land location within the Cemetery.

**“Caretaker”** means the person placed in charge of the day-to-day operations of the Cemetery.

**“Cemetery”** means any area set aside and/or used for the burial of human remains known as the City of Yorkton Cemetery.

**“Care and Maintenance Fee”** means the amount paid by each plot and interment to ensure that annual care and maintenance of the Cemetery is provided until such time as the Cemetery reaches capacity and when the Perpetual Care Fund will be accessed for care maintenance. This fee applies to all interments. One care and maintenance fee is included with each plot purchase.

**“Child”** means an individual ten (10) years of age or less.

**“Child Plot”** means a plot that is smaller than a standard plot that does not accommodate an adult casket interment and can only be used for the interment of human child remains

**“Columbarium”** means a structure or building in a Cemetery designated for the purpose of storing or interring cremated human remains in sealed compartments or niches.

**“Council”** means the Council of the City of Yorkton.

**“Cremation Monument”** means a memorial structure that is specially designed to hold one or more cremation urns for ashes. This structure does not require a foundation but is inset in the ground to ensure stability, with inscribed lettering or artwork as a means of commemoration and made of granite and only to be used in the Woodland Path.

**“Cremation Plot”** means a plot that is smaller than a standard plot that does not accommodate a casket interment and can only be used for the interment of cremated human remains.

**“Deferred Payment Plan”** means an option to pay for the purchase of cemetery plots/niches over a specified period of time, rather than full payment at the time of purchase. The Deferred Payment Plan is only available for pre-need purchases. Payment in full is required before any product or service can be provided to the purchaser.

**“Die”** means the upper portion of a two-piece monument and part of the monument that is placed on the base.

**“Dimensions”** shall be interpreted as follows:

- a. **“Depth”** means the dimension of the monument as measured from the front edge to the back edge, when facing the monument.
- b. **“Height”** means the dimension of the unit being measured from the bottom of the unit to the top.
- c. **“Width”** means the dimension of the unit as measured from left edge of the unit being measured to the right edge of the unit when facing the unit begin measured.

**“Director”** means the Director assigned responsibility for the City Cemetery by the City Manager and includes anyone acting as their designate in carrying out the provisions of the Bylaw.

**“Flat Marker”** means a type of monument set flush with the ground with a flat and level surface upon which an inscription may be made or a bronze plaque affixed. **However, in the Woodland Path a foundation is not required. Please refer to Schedule C, Woodland Path Monument Regulations for monument restrictions.**

**“Foundation”** means a pre-cast granite pad; a pre-cast concrete slab or a poured in place pad reinforced with steel mesh, set at a grade for the purpose of placing a monument.

**“Infant”** means an individual no more than two (2) years of age and may include inter-foetal remains.

**“Infant Plot”** means a plot that is smaller than a standard plot that does not accommodate an adult casket interment and can only be used for the interment of infant human remains



and when the outside measurements of the casket are no more than twenty-four (24) inches in length.

**“Interment”** includes:

- a. The burial of human remains or cremated human remains in a Cemetery;
- b. The inurnment of cremated human remains in a columbarium.

**“Interment Rights”** means a license granted by the City to a person to allow a interment in a designated lot or niche in accordance with this Bylaw and *The Cemeteries Act, 1999*.

**“License”** means the interment rights for a lot or niche within the Cemetery.

**“Licensee”** means a person whom a license has been issued pursuant to this Bylaw.

**“Lot”** means a number assigned to a sub-grouping of burial plots in a Block, used to describe a land location within the Cemetery.

**“Marker”** for the purpose of this bylaw, marker means the same as Monument.

**“Monument”** means a memorial structure set upon a foundation, which projects above the ground, with inscribed or attached lettering or artwork as a means of commemoration and made of granite, marble, bronze or other approved material.

**“Monument Rendering”** means a descriptive, drawing or presentation of the monument style depicting the width, depth and height of each of the foundation, base and die shown together.

**“Niche”** means each individual compartment in a columbarium to be used for the interment of cremated human remains.

**“Regular Working Hours”** means weekdays, 9:00 a.m. to 12:00 noon; 1:00 p.m. to 4:00 p.m. excluding statutory holidays.

**“Normal Cemetery Visiting Hours”** means open daily, from dawn to dusk.

**“Parks Manager”** means the person placed in charge of day-to-day administration of the City Cemetery.

**“Perpetual Care”** means the amount paid by each plot provided to ensure that annual care and maintenance of the Cemetery is provided after the Cemetery reaches capacity. This fee applies to all plot sales.

**“Plot”** means a specific piece of property within a Lot, identified with a letter, within the Cemetery, that is purchased for a burial or burials.

**“Post”** is an upright monument for cremation interments permitted only in the Woodland Path. This structure does not require a foundation or a base but is inset in the ground to ensure stability, with inscribed lettering or artwork as a means of commemoration and made of granite.



**“Redemptorist Father”** are the Most Holy Redeemer, is a religious congregation of Catholic Priests and Brothers.

**“Standard Plot”** means a plot designed to accommodate casket interment and:

- a. In the Hill, either a plot measuring three (3) feet by ten (10) feet or four (4) feet by ten (10) feet, and;
- b. In the Meadow, a plot measuring four (4) feet by eight (8) feet.

**“The Hill”** means the section in the Cemetery defined as block one (1) through to block twenty-seven (27).

**“The Meadow”** means the Cemetery expansion in 2016 defined as block twenty-seven (27) A through to block thirty-eight (38).

**“Woodland Path”** means the naturalized cremation area within the wooded areas of The Meadow and defined as block thirty-six (36) and thirty-eight (38).

**“Veteran”** means a person entitled to interment in the Field of Honour and who is a past or present member of the Canadian Armed Forces, para-military forces (R.C.M.P.), Allied Forces or other like group as determined at the discretion of the Director.

### **General Supervision**

3. Subject to the other provisions of this Bylaw and to *The Cemeteries Act, 1999* and the regulations thereto, where a person makes an application in the form provided by the Director and pays the requisite fees, the Director shall issue to the person a license for the exclusive use of a lot or a niche. (**Schedule “D”**)
  - a. The holder of the License acquires no property rights in the Cemetery or any niche within a columbarium.
4. All funerals in the Cemetery shall comply with the provisions of *The Public Health Act, The Vital Statistics Act, The Funeral Service & Cremation Act* and *The Cemeteries Act, 1999* of the Province of Saskatchewan and with any regulations issued thereunder and as amended from time to time.
5. The Director shall furnish Council with a written report at the end of each year, of all interments, disinterments and removals for the year, and shall keep and maintain a complete set of records of all transactions in connection with the operation of the Cemetery.
6. In the event of a discrepancy between the License and the administrative records, the latter shall take preference.
7. Notice given to any person pursuant to this Bylaw shall be deemed sufficient if in writing and mailed to the last known address of such person as entered into the Cemetery records.
8. The Director may close the cemetery from time to time as deemed necessary and appropriate by the Director.

## **General Regulations**

9. During a burial service, all work in the immediate vicinity of the City Cemetery shall be discontinued.
10. The City of Yorkton reserves the right to limit the number of services in any given morning or afternoon, so that the number of interments does not impact the City's commitment to fulfill the obligations of any interment.
11. In the event of the consecration of the said Cemetery or any part thereof, such act of consecration shall not be held to invest that religious body with any exclusive rights and powers or jurisdiction either spiritual or temporal.
12. Funeral Directors shall have all Licenses for interments in the Cemetery approved by the authorized decision-maker of the plot in which such interment is to be made.
13. No person shall enter upon any portion of the Cemetery, which is set apart for storage facilities without first having obtained the consent of the Director.
14. Vehicles must stay on roadways and shall not travel in the Cemetery at a speed greater than ten (10) kilometres per hour, provided however, the Director may in their discretion, prohibit vehicular traffic where the condition of the roads and/or the weather conditions so warrant.
  - a. Recreation vehicles and snowmobiles are not permitted.
15. No animals shall be allowed in the Cemetery.
16. The Director shall have power to remove from the grounds any person disturbing the quiet or good order of the Cemetery by noisy or improper conduct or language, or any person violating any of the provisions of this Bylaw.

## **Cemetery Plots**

17. A plan of the Cemetery showing all plot locations thereon shall be open for inspection, during normal cemetery business hours, at the office of the Cemetery Caretaker or the **Recreation and Community Services** ~~Community Development, Parks and Recreation~~ Department office.
18. All arrangements for sale of lots and/or services in the Cemetery requesting assistance from the Cemetery Caretaker will require an appointment prior to viewing. Arrangements shall be made through the City of Yorkton, **Recreation and Community Services** ~~Community Development, Parks and Recreation~~ Department office.
  - a. Sales of plots in the Meadow will be sold in sections. When a section has sold seventy-five percent (75%) of the plots, another section will be open for sales.
19. Any person(s) who purchases cemetery plots utilizing **Schedule "T"** Cemetery Deferred Payment Plan shall also pay the Non-Refundable Deposit prescribed therein.
20. **All plot sales will include the Perpetual Care at the percentage specified in Schedule G.**
  - a. **Any additional interments within a plot will be required to pay the Perpetual Care percentage as specified in Schedule G.**

21. It shall be the responsibility of the Licensee to maintain a current address for service in the office of the Director. Direction to that effect shall be so noted on the License.
22. Each standard plot will accommodate a maximum of one (1) casket interment and three (3) cremation interments. The casket interment must take place first or a cremation disinterment fee will be implemented at the time of the casket interment.
23. Each standard plot has established buffer zones to allow multiple interments and related memorials.
  - a. A two (2) foot buffer, within the plot, has been designated at the head of the plot to establish the primary monument.
  - b. The head cremation interment is to be located three (3) feet from the monument buffer zone.
  - c. Another cremation may be accommodated two (2) from the head cremation interment.
24. Three cremation interments are permitted in any standard casket plot and shall be located at either the head, middle or foot of a plot, with the following exceptions:
  - a. In a four (4) foot by five (5) foot plot, a maximum of four (4) cremation interments located at the head - left, head – right, foot- left and foot – right, and
  - b. In the Woodland Path, two (2) cremation interments, located left and right.
25. Notwithstanding section 22, 23 and 24 above, the Director may in their sole discretion, on written request, increase the number of interments permitted in a plot or niche, having regard to such considerations as the circumstances surrounding the death, the relationship with the deceased, continuity of monuments and landscaping, and any other relevant factor under the circumstances.

#### **Field of Honour**

26. The City shall set aside and maintain an area within the Cemetery as a Field of Honour for the interment of veterans.
27. Pre-need purchases of lots shall be permitted for veterans provided that a location shall not be assigned until the time of need or in accordance with section 27 below.
28. The surviving spouse of a veteran may purchase a burial lot adjacent to that of his or her deceased spouse at the time of the deceased spouse's interment, provided that the surviving spouse:
  - a. Is also a veteran;
  - b. Purchases and installs a standard veteran's memorial on the unused lot at the time a memorial is installed on the lot of the deceased spouse; and
  - c. Ensures that the memorial referred to in subsection 27(b) bears the name of the surviving spouse and that memorialization is complete in every detail possible.
29. A Licensee who has purchased a lot pursuant to section 26 or 27 may transfer the lot back to the City in accordance with sections 112 through 116. The Licensee may not transfer the lot to any other person.
30. When the human remains or cremated human remains of a veteran have been interred in a Field of Honour, the human remains or cremated human remains of the veteran's spouse may be interred in that veteran's lot, subject to the following:

- a. The interments may be comprised of the cremated human remains of both the veteran and the spouse or the human remains of either the veteran or spouse together with the cremated human remains of either the veteran or the spouse, but in any case, shall not be comprised of the non-cremated human remains of both spouses;
  - b. Payment of the opening and closing fees as set out in **Schedule "G"** is made.
31. Notwithstanding any other provision of this Bylaw:
- a. A memorial in memory of the veteran's spouse and in accordance with the specifications set out in Schedule "A" may be placed on the lot or on the base of the veteran's monument; and
  - b. The spouse of a veteran may be memorialized on the headstone of the veteran provided the spouse is also a veteran.

### **Columbarium**

32. A single niche is ten (10) inches on the vertical by ten (10) inches on the horizontal and fourteen (14) inches deep from front to back.
33. Niche plaques are twelve (12) inches square.
34. The capacity of each niche shall not be defined so long as they do not exceed the dimensions of the niche.
35. Each urn must contain markers identifying the deceased.
36. Temporary urns and/or containers are permitted, however the City shall not be responsible for any damage incurred to the temporary urn. Approved fees and charges will be applied to each niche opening/closing.

### **Woodland Path**

37. **In an effort to maintain the natural esthetic and the natural environment of the Woodland Path, minimal grounds maintenance will be provided, and the following restrictions apply to the Woodland Path:**
- a. **Fence, railing, bedding plants, potted plants and materials intended for growth are not permitted.**
  - b. **Border, fences, railings, trellises, coping, hedges, concrete or stone comers or iron posts are not permitted.**
  - c. **Ornaments and/or decorations including but not limited to flower holders or vases, crosses and statues, flowers, mementos, ceramics, statues, windmills, balloons, glass, baskets, solar lights and lanterns are not permitted.**
  - d. **Removal and/or planting of any plant species will not be permitted.**
  - e. **Grass and weed maintenance will be completed only to ensure visibility of the face of the Memorial.**
  - f. **Food and/or beverages used for memorialization are not permitted.**
38. **A cremation plot may accommodate a maximum of 2 cremation interments.**
39. **Only flat, Cremation and Post monuments will be permitted. No other monuments, benches or other memorialization will be allowed in the Woodland Path.**
- a. **Each plot shall be allowed a maximum of one (1) Monument.**

- b. Refer to the Woodland Path Monument regulations as set out in Schedule C of this Bylaw.
- 40. No memorial shall be installed of a height extending more than thirty-six (36) inches above the surface of the ground at the point of installation.
- 41. The monument shall be constructed of granite.
  - a. Other materials requested are subject to prior approval by the Director.

### **Interments**

- 42. The Licensee or the Authorized Decision Maker for a plot and/or niche shall, prior to any interment or disinterment:
  - a. Provide to the Director a properly authorized burial permit or cremation certificate.
  - b. Provide interment requests which include the name of the deceased, location of the plot, date and time of the interment, type of interment and the arrangers contact info prior to the notice period beginning.
  - c. Provide written notice to the Director at their office that an interment is to take place.
  - d. During the period from May 1 to October 31, notice must be provided by 11:00 a.m. two (2) days prior to the interment date. (example: interment on the 20<sup>th</sup>, notice must be provided by 11:00 a.m. on the 18<sup>th</sup>)
    - i. The intent of the notice is to provide at least twelve (12) regular working hours, for the purpose of opening and preparing the plot.
  - e. During the period from November 1 to April 30, notice must be provided by 11:00 a.m. three (3) days prior to the date of the interment. (example: interment on the 20<sup>th</sup>, notice must be provided by 11:00 a.m. on the 17<sup>th</sup>)
    - i. The intent of the notice is to provide at least sixteen (16) regular working hours for the purpose of opening and preparing the plot prior to the interment date.
  - f. The notice period shall not begin until all the required information has been received by **Recreation and Community Services** ~~Community Development, Parks and Recreation~~ office.
  - g. Notice is exclusive of Saturdays, Sundays and Statutory holidays.
  - h. Pay all required fees in full in accordance with **Schedule "G"** Fees and Charges.
  - i. Ensure that any casket interment or casket disinterment is completed under the supervision of a licensed funeral director.
- 43. All funeral processions shall depart the Cemetery no later than 4:00 p.m.
- 44. No application or notice shall be received on Saturday, Sunday or on an observed Holiday, except on production of a medical certificate that an early interment is desirable.
- 45. For all casket interments, the use of vaults, with a base, shall be mandatory. Vaults are to be delivered to the Cemetery one (1) business day prior to the time set for the interment. Vault Construction materials shall be restricted to fiberglass.
- 46. Every License issued in respect to any plot in the Cemetery shall be subject to the conditions that the authorized decision maker shall not use the plot or plots for any purpose other than burial ground for human remains.

47. Child plots are only available in The Hill section and their use shall be determined on the basis of the child being ten (10) year of age or younger and the outside measurements of the casket being no more than forty-eight (48) inches in length.
48. Infants plots are only available in The Hill section and their use shall be determined on the basis of the child being two (2) years of age or younger and the outside measurements of the casket being no more than twenty-four (24) inches in length.
49. No plot for the burial of an adult shall be less than six feet in depth from the surface of the ground surrounding the plot.

### **Interment of Indigent Persons**

50. The Director shall provide interment rights free of charge for an unclaimed body or for a deceased indigent person where the City is instructed to provide interments rights free of charge pursuant to the provisions of *The Cemeteries Act, 1999* and any regulations thereto addressing the interment of indigent persons.
51. The interment of indigent persons shall occur in single plots, the location of which shall be at the sole discretion of the Director.
52. No one may install a memorial on a plot utilized for the interment of an indigent person until the plot Care and Maintenance fee has been paid in full as set out in **Schedule "G" Fees and Charges**.
53. No other interments will be permitted in a plot provided pursuant to this section until the full purchase price of the plot has been paid in full as set out in Schedule "F" Fees and Charges.
  - a. Only family members, who are also considered an indigent person, may be interred into an occupied plot provided free of charge by the City of Yorkton.
  - b. If a person wishes to inter a non-indigent family member in an occupied indigent plot, the full purchase price of the plot must be paid in full at the approved rate as per **Schedule "G" Fees and Charges**.

### **Monuments**

54. **The following regulations do not pertain to the Woodland Path Cremation Monument. (Please refer to Schedule C, Monument Regulations for The Woodland Path)**
55. No memorial shall be installed of a height extending more than thirty-six (36) inches above the surface of the ground at the point of installation.
  - a. **Within the Redemptorist Father plots, a traditional cross monument may be placed. The accepted cross dimensions are maximum of thirty-two (32) inches high with a base of ten (10) inches high.**
56. The die of a monument shall be constructed of granite, marble and/or bronze.
  - a. Other materials requested are subject to prior approval by the Director.
57. The finish on any side of the granite base (excluding the top and bottom) of the monument must have a rock-pitch finish.
58. The purpose of a rock-pitch finish is to act as a maintenance buffer and is subject to wear and tear.

59. Foundations:
- a. must be a minimum of four (4) inches thick;
  - b. where a concrete runner is not provided, foundations must be installed flush with the surrounding soil surface, centered at the head end of the plot(s) it is serving;
  - c. must protrude a minimum of four (4) inches from all sides of the base;
  - d. monuments set on a continuous runner/foundation must have a minimum of two (2) inch of buffer space extending at the front and back of the monument.
60. Each plot shall be allowed a maximum of one (1) monument. Where more than one interment occurs in a plot, additional memorialization is permitted through the use of bronze plaques mounted to the base of a primary monument; or the use of **one (1)** flat markers, except in The Meadow section where it is only permitted through the use of bronze plaques mounted to the base of a primary monument.
61. Bronze flat markers must be installed on a granite or concrete foundation.
- a. The foundation must have a two (2) inch border exposed on all sides and must be installed flush with the surrounding soil surface.
62. Granite flat markers in The Hill do not require a foundation, but must be a minimum of three (3) inches thick and shall be installed flush with the surrounding soil surface.
- a. The Meadow section only permits granite flat markers on the concrete runner provided by the Cemetery.
63. A flat marker, in memory of the veteran's spouse; and in accordance with this Bylaw, may be placed on the plot centered at the head of the veteran plot.
64. The spouse of a veteran may be memorialized on the monument of the veteran provided the spouse was also a veteran.
65. Infant or child plots shall only be permitted to use flat markers unless the head of the plot is aligned with monuments on either side of the plot.

#### **Monument Installation and Maintenance**

66. Any person or company installing monuments or completing monument maintenance in the City Cemetery must provide the City with the following documentation:
- a. A valid City of Yorkton Business License;
  - b. ~~A letter of good standing from the Workers Compensation Board;~~
  - c. A minimum of \$2 million liability insurance.
67. Monuments or markers, for the purpose of designating plots, shall not be installed until an application for a Monument Permit has been submitted by a monument company as defined in section 65 above, and the Monument Permit issued by the City. (**Schedule "E"**)
68. The Monument Permit application shall include the:
- a. Date of the Monument Application.
  - b. Contact information of the Monument Company proceeding with the installation.
  - c. Plot location for the monument.
  - d. Confirmation of the plot width.
  - e. Name of the deceased.



- f. Monument type (upright, flat, pillow) including measurements for the foundation, base and die as detailed in the Monument Regulations.
  - g. Type of materials used for the foundation, the base and the die.
  - h. Detailed rendering of the monument.
  - i. Confirmation of installation appointment provided by the Parks Division.
69. A review of the Monument Permit application will occur and approval will be provided once the following has been completed:
- a. Confirmation by City administration that all requirements listed in section 66 above have been met.
  - b. All related fees as per **Schedule “G”** Fees and Charges have been paid in full by the applicant.
70. No monument shall be installed in the City Cemetery until an installation appointment has been confirmed with the Parks Division by the applicant.
- a. Once the appointment has been confirmed, Parks staff will mark the centre of each plot location where a marker is to be installed.
71. No one may install a monument or a flat marker on a plot utilized for the interment of an indigent person until the Care and Maintenance Fee as set out in **Schedule “G”** Fees and Charges has been paid.
72. All maintenance and installation of monuments and flat markers in the Cemetery shall take place during normal business hours as defined in this Bylaw.
73. Monument foundation installations must be flush with the surrounding ground.
74. All persons employed in the installation of monuments or in doing any other work on a plot or plots in the Cemetery, shall be subject to all conditions stated:
- a. The City of Yorkton Cemetery Bylaw, and
  - b. The City’s Health & Safety Program for Contractor Policy No. CITY-1.1.
  - c. Any such persons refusing to abide by the regulations shall be removed from the Cemetery.
75. Any monument company, its employees, contracted employees thereof and/or authorized individuals carrying out any monument work on existing cemetery monuments (i.e. inscriptions, vase installations) are required to obtain approval from the Parks Manager, or their designate, prior to conducting any work. Further, they shall be responsible for the restoration or repair of any damages to the Cemetery grounds or fixtures resulting from their actions.
- a. The City of Yorkton is not responsible for any monument damages or repairs required due to improper installation.
76. Each plot shall be allowed a maximum of one monument as follows:
- a. In The Hill, the monument shall be centered at the head end of the plot.
  - b. In The Meadow, centered on the concrete runner of the designated plot(s).
  - c. **In The Woodland Path, centered on the plot, not nearer than six (6) inches from path.**
77. Where more than one interment occurs in a plot, additional memorialization is permitted as follows:



- a. In The Hill; only through the use of flat markers.
  - b. In The Meadow; only through the use of bronze plaques mounted to the base of a primary monument situated on the concrete runner.
78. Any monument company making application for a monument permit shall be responsible to ensure the dimensions of the monument do not exceed the maximum allowable dimensions as per Schedule “A” and Schedule “B” of this bylaw.
79. Any monument or flat marker that varies in dimensions listed in Schedule “A” and Schedule “B” of this Bylaw will be removed from the City Cemetery upon written notice of contravention.
80. Anyone wishing to place a monument or flat marker of dimensions other than those stipulated in Schedule “A” and Schedule “B” on a plot in the City of Yorkton Cemetery, may apply to the Director in writing for approval.
- a. The application must contain plans showing the exact dimensions and design of the proposed monument.
81. Monument permit applications that exceed the Monument Regulations as set out in Schedules “A”, “B” and “C”, shall not be approved.
- a. Any monument that is deemed by the Director to impede or restrict the operation and maintenance of the Cemetery, shall be assessed a repositioning surcharge equivalent to the costs of repositioning.
82. Installations are subject to pre and post inspections and any work completed by a contractor or a third party that is not in compliance with this Bylaw will be corrected by the City at the cost to the third party.

#### **Columbarium Niche Cover Plates**

83. To maintain columbarium in a uniform manner, the City of Yorkton shall arrange for the engraving of the niche plaque.
- a. The Niche Plate Engraving Application (Schedule “J”) must be completed and submitted to the office of the Director before engraving can be ordered.
84. The maximum engraving area is eleven (11) inches wide by ten (10) inches of height (i.e. half (½) inch border on bottom and sides and one and a half (1½) inches from top edge of door).
85. Under no circumstances will any portion of a “~~date of death~~ ~~of date~~” be pre-engraved.
86. All lettering shall be standard Times New Roman style – plain finish.
87. The “Family” name will be engraved in the maximum type-size of one and a quarter (1¼) inches and will be located on one single line of the engraving area.
88. In the case of hyphenated Family names that are longer than twelve (12) letters, the second part shall fall to the second line in place of the optional upper epitaph lines.
89. In cases whereby two (2) cremated human remains each having a different last name (i.e. common law) the optional upper epitaph lines will be omitted to accommodate two (2)

lines of one and a quarter (1¼) inch letters. Given names and dates shall be engraved in a type size smaller than that of the family name.

90. First names and initials will be engraved in three quarter (¾) inch type.
91. Dates of birth, death and optional epitaphs will be engraved in half (½) inch letters.
92. The engraving fee is included in the total cost of a columbarium niche.
93. Engraving of the niche plaque is allowed before inurnment of the human cremated remains. A temporary replacement cover will be installed by the City of Yorkton until the engraved cover is returned.

### **Memorialization**

94. **Memorialization regulations for the Woodland Path shall be found in Sections 37 through 41 and/or Schedule “C”)**
95. In order to maintain the safety of all visitors, employees and equipment, as well as the appearance of the Cemetery, Cemetery staff may remove any memorial or memorialization when it is considered necessary for the efficient operation of the Cemetery.
96. Flowers and/or memorial items are permitted at the interment site following the service, for approximately ten (10) days, including at the base of the columbarium, and then it will be removed by Cemetery staff.
97. Those persons wishing to commemorate a significant day or holiday by placing flowers or personal items should contact the Cemetery Administration prior to placing.
  - a. Items may be placed for approximately ten (10) days and then will be removed by Cemetery staff.
98. Ornaments including flower holders or vases, crosses and statues are not permitted on flat markers, unless the flat marker is in-line with the row of monuments; but are permitted to be attached to the base of monuments if they:
  - a. Are unbreakable;
  - b. Are permanently secured to the base of the monument;
  - c. Do not exceed thirty-six (36) centimeters (fourteen (14) inches) in height; and
  - d. Do not project beyond the outside edge of the monument base.
99. Items placed in permanent flower holders or vases will be removed if they have deteriorated or present an obstacle or hazard to the operation of the Cemetery.
100. Decorations, including but not limited to flowers, mementos, ceramics, statues, windmills, balloons, glass, baskets, solar lights and lanterns may be left only on a monument (not a flat marker) and are subject to removal and disposal without notice.
101. Any memorial or memorialization which has been removed by Cemetery staff that is considered to be valuable will be tagged for identification and stored for thirty (30) days, then disposed of if unclaimed.

102. The City is not responsible for loss or removal of any decoration and is not required to retain any decoration left in the Cemetery.
103. **Food and/or beverages are not permitted as part of any memorialization.**
104. Fence, railing, bedding plants, potted plants and materials intended for growth are not permitted.
105. Maintenance of plantings is restricted exclusively to the City.
106. Any person who damages or defaces plots, monuments, fencing, buildings, plantings or any other structure shall be liable to the City of Yorkton for damages in addition to the penalties listed in this Bylaw.
107. Border, fences, railings, trellises, coping, hedges, concrete or stone comers or iron posts are not permitted.
  - a. Any border, fence, railing, coping, hedge or any other bounding or enclosing material installed before the passing of this Bylaw may be removed by the City, or by reason of neglect or age it becomes in a state of disrepair.

#### **Disinterments**

108. The disinterment of human remains, except for that of cremated human remains, shall be permitted only by order of the Chief Coroner or upon issuance of a disinterment permit from the Minister of Health or their designate issued pursuant to an application under *The Public Health Act, 1994* and payment of the required fees as set out in **Schedule “G” Fees and Charges**.
109. A person making an application for a disinterment pursuant to **107. above** shall ensure that a licensed funeral director is present during the disinterment for the handling and transportation of the human remains, except for that of cremated human remains. City staff will only expose to the liner, or casket to a maximum depth of six (6) feet. All handling of liners, casket or remains are the responsibility of a licensed funeral director.
110. The disinterment of cremated human remains shall be permitted only by approval of the Director upon receipt of a written request and payment of the requisite fees as set out in **Schedule “G” Fees and Charges**.
111. Any requests for disinterment from a columbarium must be made in writing to the City of Yorkton by an authorized decision-maker.

#### **License Transfers and Buy Backs**

112. Any request for transfer of ownership of a pre-arranged plot or columbarium niche must be made in writing through the **Recreation and Community Services** ~~Community Development, Parks and Recreation~~ office, and must be accompanied by the original License before such request is accepted. All correspondence must include the complete name, address and telephone number of both the seller and the purchaser, and be signed by both parties.
113. All transfers of ownership shall be subject to an administration fee as outlined in **Schedule “G” Fees and Charges**.

114. All requests for buy back must be submitted to the **Recreation and Community Services** ~~Community Development, Parks and Recreation~~ office using **Schedule "F"** Buy Back Request Form. Requests that are made by someone other than the original purchaser must be accompanied by a **Schedule "H"** Declaration of Kinship affirmed by a Commissioner for Oaths or Notary Public.
115. Requests for plot/niche buy backs shall not be approved until an inspection is completed by the Parks Manager, or their designate, and it is determined appropriate for buy back.
- When the City is requested to buy back a plot which has an existing monument, removal costs for the monument shall be the sole responsibility of the registered plot original buyer or original buyer's representative.
  - If a niche's plaque has already been engraved, the cost of replacement cover shall be the responsibility of the applicant. Replacement plaques must be obtained from the City of Yorkton.
  - If a plot is determined not appropriate for transfer or re-sale, the City will enter into a buy back agreement with the authorized decision-maker.
116. The City of Yorkton will buy back a plot/niche on the basis of 90% (ninety percent) of the original fees paid for the plot and perpetual care OR 30% (thirty percent) of the current combined plot and perpetual care fees; whichever is greater.

### **Fees and Charges**

117. The license fees and all charges for work done or services rendered at a Cemetery shall be in accordance with the fees and charges as set out in **Schedule "G"**.
118. The fees and charges set out in **Schedule "G"** come into effect on the date specified in **Schedule "G"** or, where no date is specified in **Schedule "G"**, on the first date of the month following the passage of the Fee Schedule by City Council.
119. Interments outside normal Cemetery business hours shall be permitted only as authorized by the Director and on payment of the appropriate surcharge set out in **Schedule "G"** Fees and Charges.
120. In the case of service departures after 4:00 p.m., the Licensee and/or Funeral Home that made the arrangements shall pay the applicable Surcharge as set out in **Schedule "G"**. If a Funeral Home did not make the arrangements then the Licensee, or if the Licensee is deceased, the authorized decision-maker shall pay the applicable Surcharge as set out in **Schedule "G"** Fees and Charges.
121. The Director may make available a Deferred Payment Plan for a pre-need product or service on any terms deemed reasonable by the Director provided that payment in full is required before any product or service can be provided to the purchaser.
122. A person who purchases a license or cemetery goods and services under the Deferred Payment Plan shall also pay the appropriate Administrative Fee set out in **Schedule "G"**

### **Offences and Penalties**

123. No person shall injure any shrub or tree or pick or destroy any flower, wild or cultivated, growing in the Cemetery.

124. No person shall write upon, mark, scratch or deface any monument, structure or fence in or around the Cemetery.
125. Any person who damages any plot, marker, monument, fence, building or other structure in the Cemetery shall be liable to the City for such damages, besides being guilty of a breach of this Bylaw.
126. No person shall remove or destroy or attempt to remove or destroy any remains put in any plot.
127. No person shall dig or open any plot or cause any plots to be dug or opened in any place within the City other than that now used and/or hereinafter appropriated for the purpose of a cemetery; nor shall any person inter or deposit or cause to be interred or deposited any human remains in any plot within the City other than as prescribed in this bylaw.
128. Any person guilty of an infraction of the Bylaw or any part thereof shall be liable on summary conviction to the penalties prescribed in section 131 below.
129. No person shall disturb the quiet or good order of a Cemetery by noise or other improper conduct.
130. It is an offense to operate any recreational vehicles within the Cemetery.
131. Any person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction:
  - a. In the case of an individual, to a fine not exceeding \$2,000, or in default of payment, to imprisonment for a term not exceeding ninety (90) days;
  - b. In the case of a corporation, to a fine not exceeding \$5,000.

### **Repealing Bylaw**

132. Bylaw No. 03/2017 and Bylaw 01/2020 are hereby repealed.

### **Effective Date of Bylaw**

133. This Bylaw shall come into force and take effect on the day of final passing hereof.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

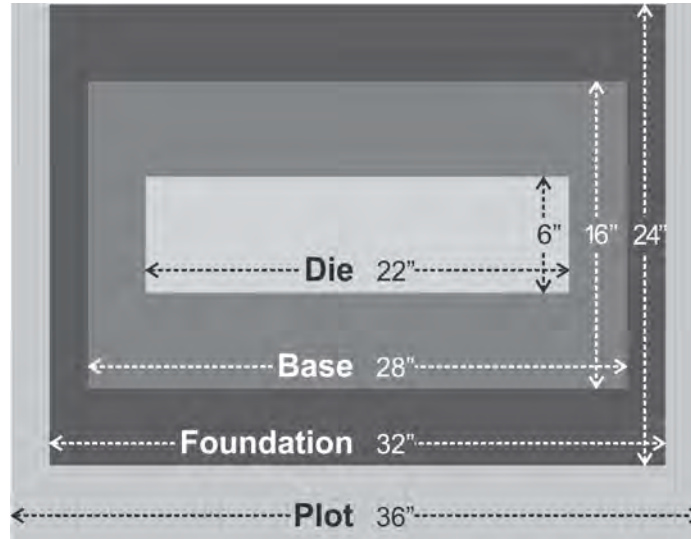
Introduced and read a first time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

Read a third time and adopted this \_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

**Schedule "A"**  
**City of Yorkton**

**Monument Regulations "The Hill"**  
**Single 36" (3') Plot Dimensions**



Foundation

Maximum Foundation Measurement  
Width 32" x Depth 24" x Height 6"

Upright Monument

Maximum Base Measurement  
Width 28" x Depth 16" x Height 6"

Maximum Die Measurement  
Width 22" x Depth 6" x Height 28"

Flat Marker

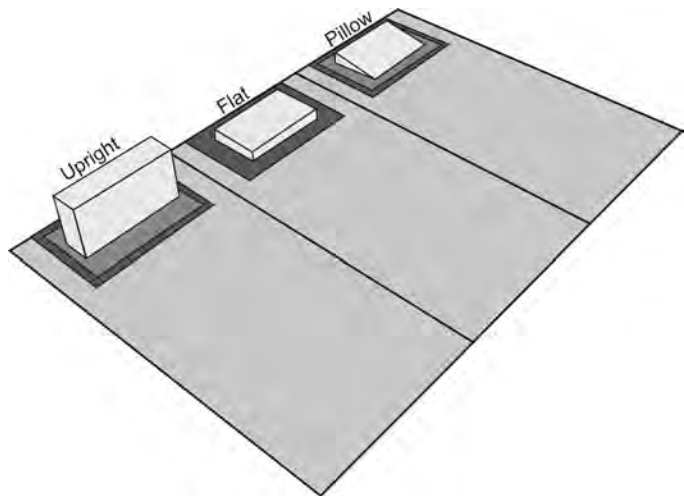
Maximum Die Measurement  
Width 28" x Depth 16" x Height 6"

Pillow Monument

Maximum Foundation Measurement  
Width 32" x Depth 25" x Height 6"

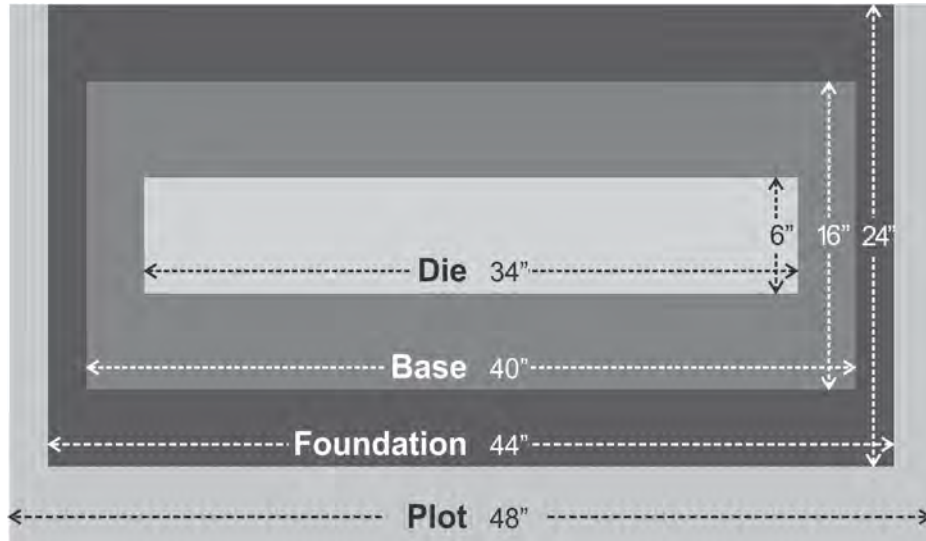
Maximum Base Measurement  
Width 28" x Depth 17" x Height 6"

Maximum Die Measurement  
Width 22" x Depth 12" x Height 8"



**Schedule "A"**  
**City of Yorkton**

**Monument Regulations "The Hill"**  
**Single 48" (4') Plot Dimensions**



**Foundation**

Maximum Foundation Measurement  
Width 44" x Depth 24" x Height 6"

**Upright Monument**

Maximum Base Measurement  
Width 40" x Depth 16" x Height 6"

Maximum Die Measurement  
Width 34" x Depth 6" x Height 30"

**Flat Monument**

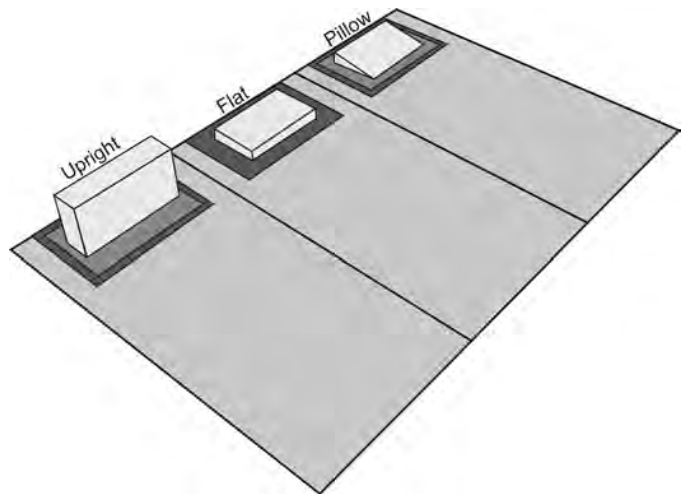
Maximum Die Measurement  
Width 40" x Depth 16" x Height 6"

**Pillow Monument**

Maximum Foundation Measurement  
Width 44" x Depth 25" x Height 6"

Maximum Base Measurement  
Width 40" x Depth 17" x Height 6"

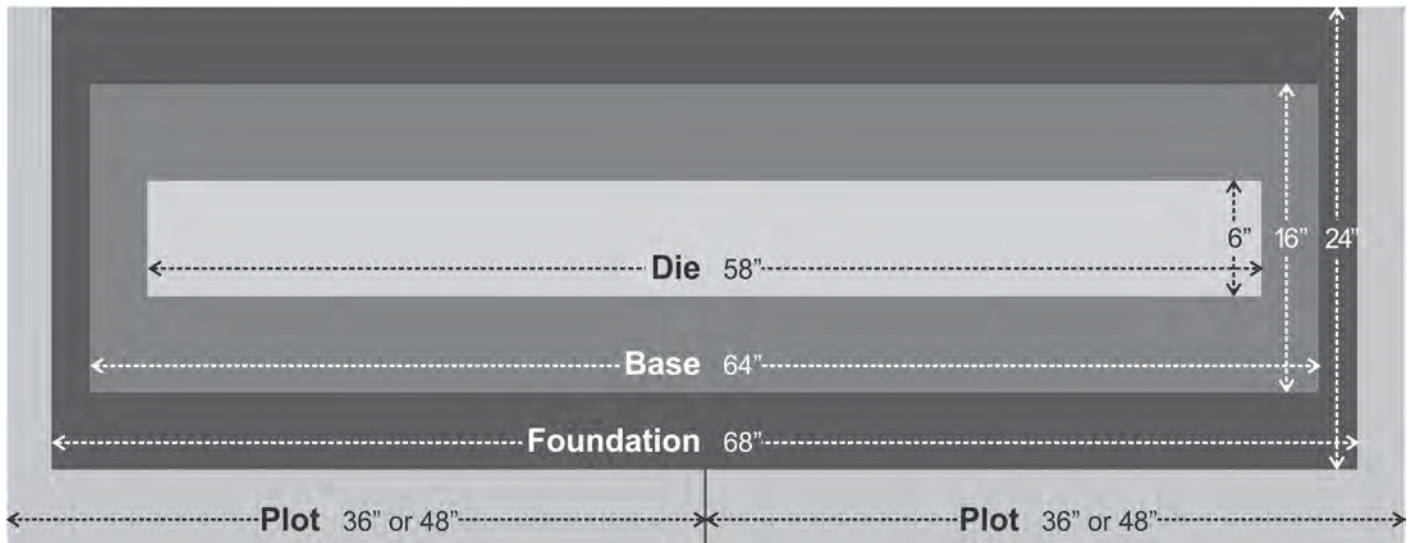
Maximum Die Measurement  
Width 34" x Depth 12" x Height 8"





**Schedule "A"**  
**City of Yorkton**

**Monument Regulations "The Hill"**  
**Double 36" (3') or 48" (4') Plot Dimensions**



**Foundation**

Maximum Foundation Measurement  
Width 68" x Depth 24" x Height 6"

**Upright Monument**

Maximum Base Measurement  
Width 64" x Depth 16" x Height 6"

Maximum Die Measurement  
Width 58" x Depth 6" x Height 30"

**Flat Monument**

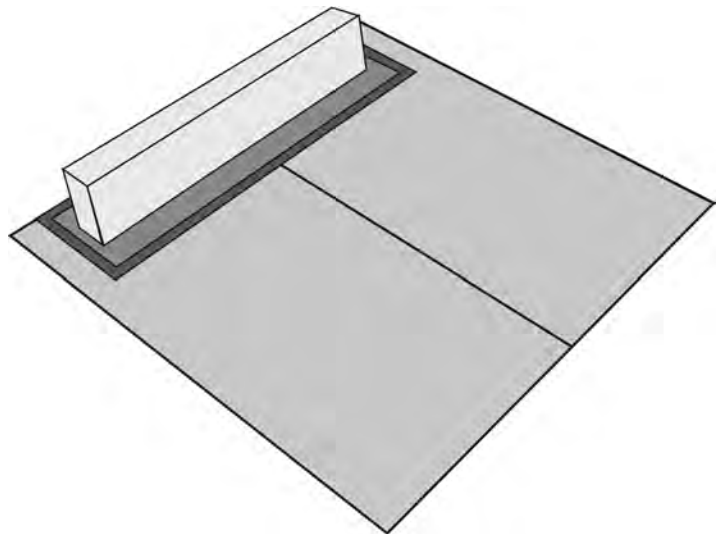
Maximum Die Measurement  
Width 64" x Depth 16" x Height 6"

**Pillow Monument**

Maximum Foundation Measurement  
Width 68" x Depth 25" x Height 6"

Maximum Base Measurement  
Width 64" x Depth 17" x Height 6"

Maximum Die Measurement  
Width 58" x Depth 12" x Height 8"



**Schedule "A"**  
**City of Yorkton**

**Monument Regulations "The Hill"**  
**Triple 36" (3') or 48" (4') Plot Dimensions**



Foundation

Maximum Foundation Measurement  
Width 68" x Depth 24" x Height 6"

Upright Monument

Maximum Base Measurement  
Width 64" x Depth 16" x Height 6"

Maximum Die Measurement  
Width 58" x Depth 6" x Height 30"

Flat Monument

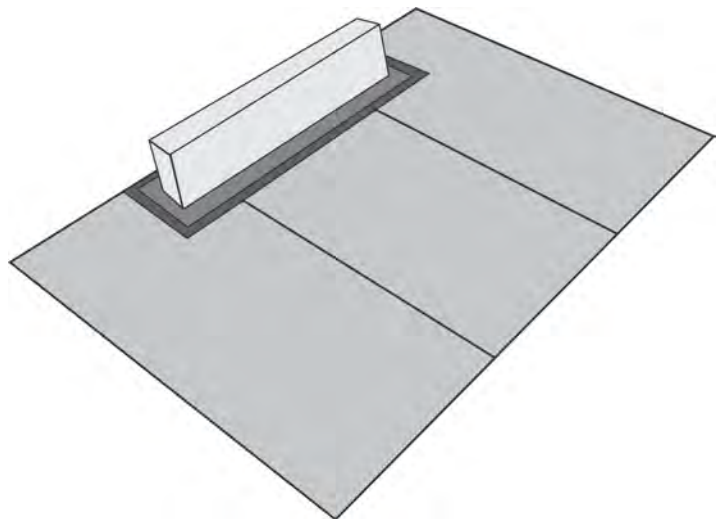
Maximum Die Measurement  
Width 64" x Depth 16" x Height 6"

Pillow Monument

Maximum Foundation Measurement  
Width 68" x Depth 25" x Height 6"

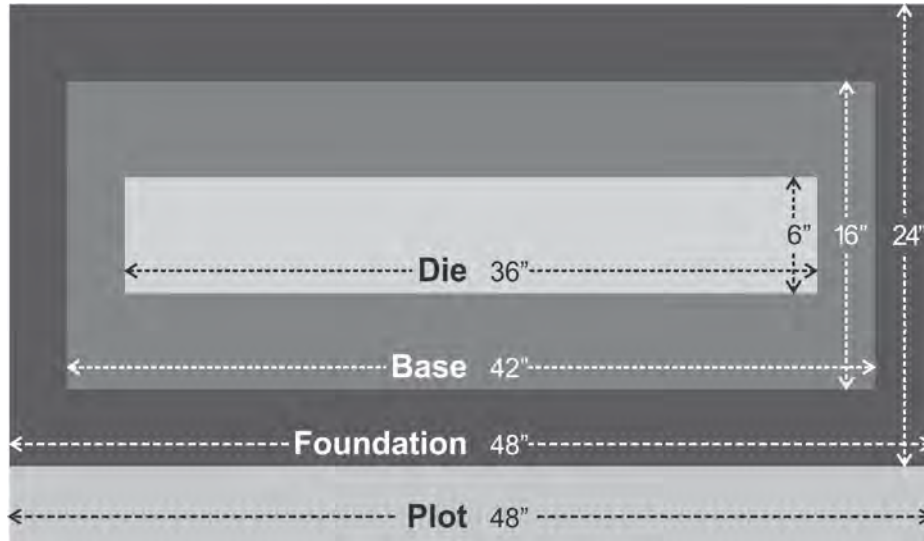
Maximum Base Measurement  
Width 64" x Depth 17" x Height 6"

Maximum Die Measurement  
Width 58" x Depth 12" x Height 8"



**Schedule "B"**  
**City of Yorkton**

**Monument Regulations "The Meadow"**  
**Single 48" (4') Plot Dimensions**



**\*Monument must be installed on the provided concrete slab.**

Foundation

Continuous concrete slab provided with plot(s)  
Width 48" x Depth 24" x Height 6"

Upright Monument

Maximum Base Measurement  
Width 42" x Depth 16" x Height 6"

Maximum Die Measurement  
Width 36" x Depth 6" x Height 30"

Flat Monument

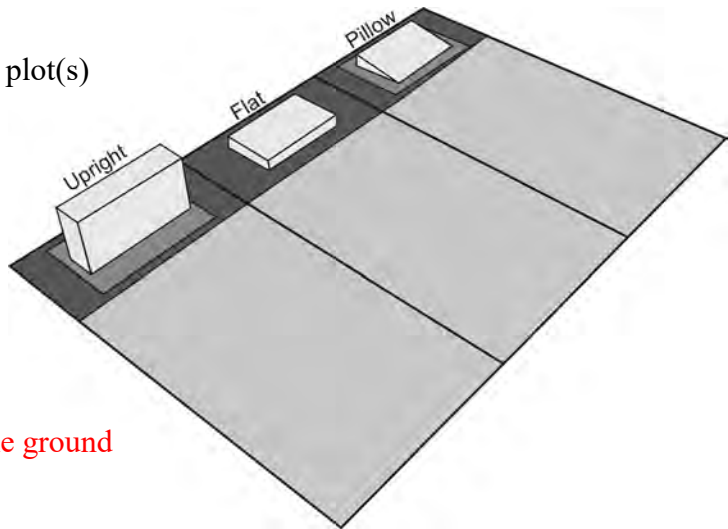
**\*not permitted to be installed flush in the ground**

Maximum Die Measurement  
Width 42" x Depth 16" x Height 6"

Pillow Monument

Maximum Base Measurement  
Width 42" x Depth 17" x Height 6"

Maximum Die Measurement  
Width 36" x Depth 12" x Height 8"



**Schedule "B"**  
**City of Yorkton**

**Monument Regulations "The Meadow"**  
**Double 48" (4') Plot Dimensions**



**\*Monument must be installed on the provided concrete slab.**

Foundation

Continuous concrete slab provided with plot(s)  
Width 48" x Depth 24" x Height 6"

Upright Monument

Maximum Base Measurement  
Width 64" x Depth 16" x Height 6"

Maximum Die Measurement  
Width 58" x Depth 6" x Height 30"

Flat Monument

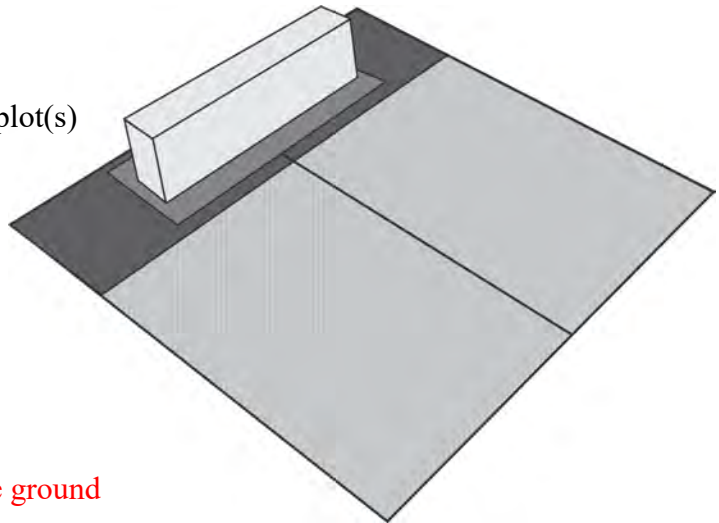
**\*not permitted to be installed flush in the ground**

Maximum Die Measurement  
Width 64" x Depth 16" x Height 6"

Pillow Monument

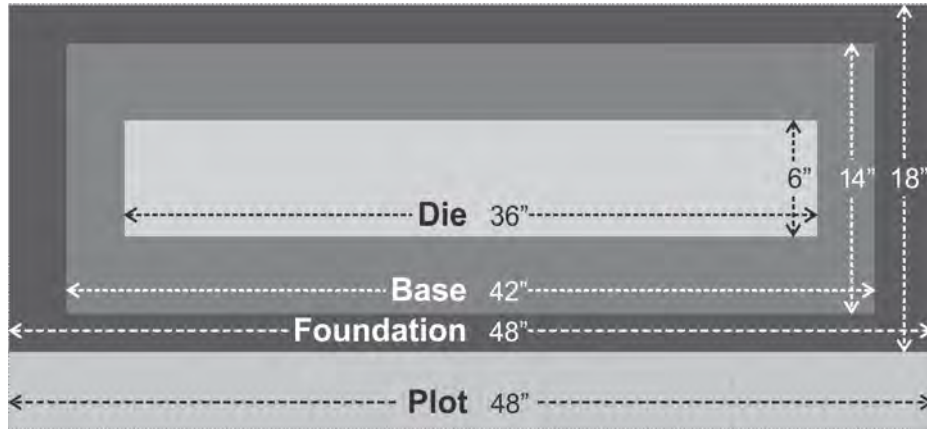
Maximum Base Measurement  
Width 64" x Depth 17" x Height 6"

Maximum Die Measurement  
Width 58" x Depth 12" x Height 8"



**Schedule "B"**  
**City of Yorkton**

**Monument Regulations "The Meadow"**  
**Cremation 48" (4') Plot Dimensions**



**\*Monument must be installed on the provided concrete slab.**

Foundation

Continuous concrete slab provided with plot(s)  
Width 48" x Depth 18" x Height 6"

Upright Monument

Maximum Base Measurement  
Width 42" x Depth 14" x Height 6"

Maximum Die Measurement  
Width 36" x Depth 6" x Height 30"

Flat Monument

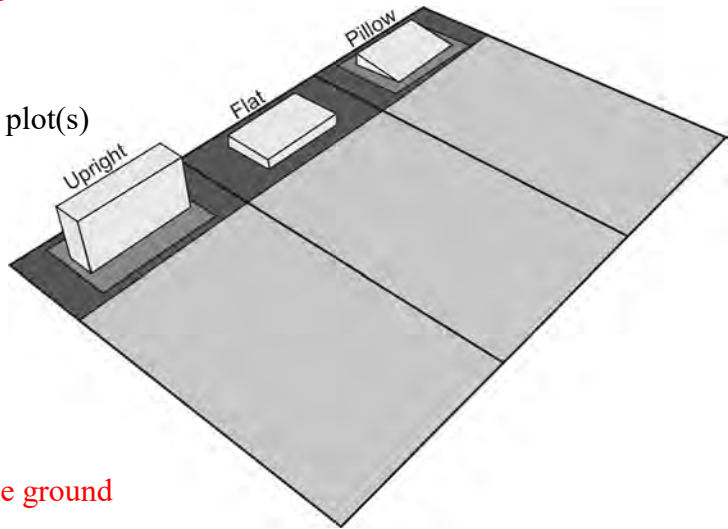
**\*not permitted to be installed flush in the ground**

Maximum Die Measurement  
Width 42" x Depth 14" x Height 6"

Pillow Monument

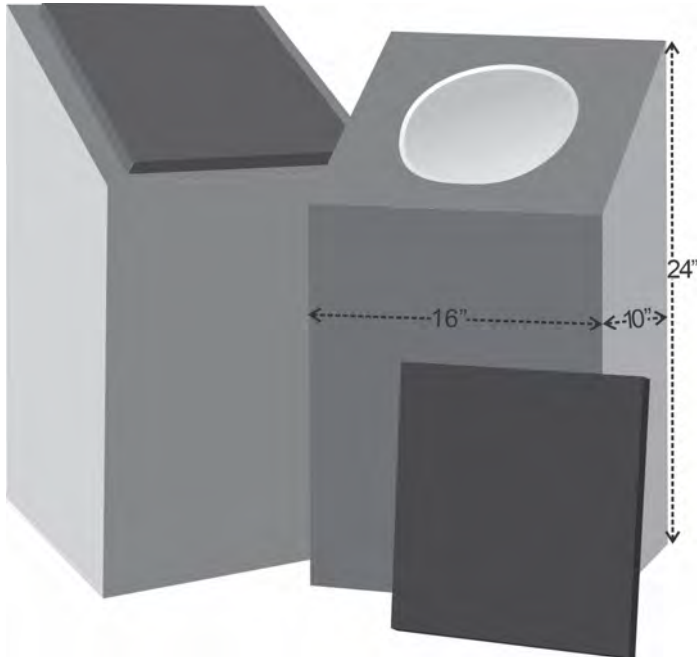
Maximum Base Measurement  
Width 42" x Depth 14" x Height 6"

Maximum Die Measurement  
Width 36" x Depth 10" x Height 8"



**Schedule "C"**  
**City of Yorkton**

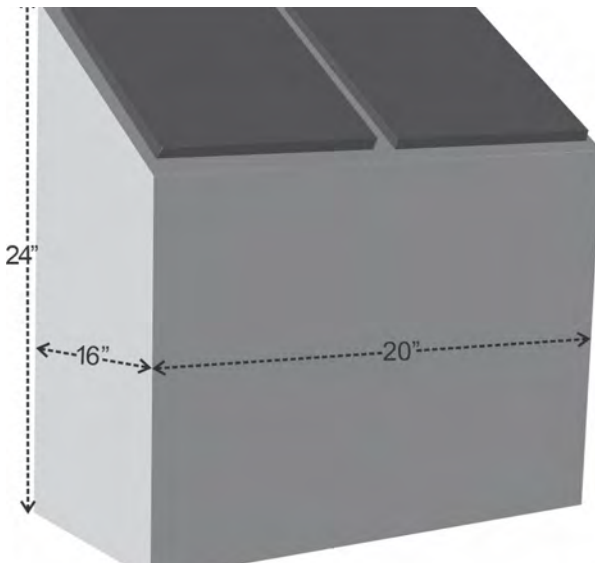
**Monument Regulations "The Woodland Path"**  
**Cremation Post Monuments**



Single Post Monument  
Maximum Measurement  
Width 16" x depth 10" x Height 24"

Foundation is not required.

Urn capacity is dependent on the size purchased from the monument company. It is the responsibility of the rights holder to ensure the urn will fit the space purchased through the monument company.



Double Post Monument  
Maximum Measurement  
Width 20" x depth 16" x Height 24"

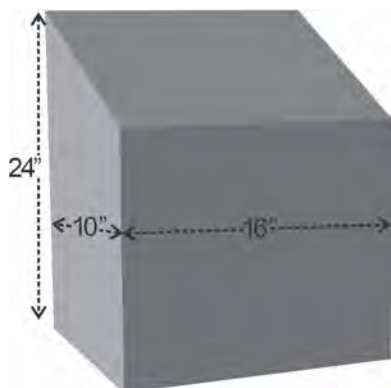
Foundation is not required

Urn capacity is dependent on the size purchased from the monument company. It is the responsibility of the rights holder to ensure the urn will fit the space purchased through the monument company.

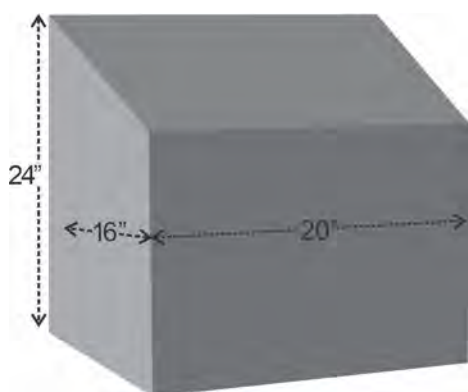


**Schedule "C"**  
**City of Yorkton**

**Monument Regulations "The Woodland Path"**  
**Post Monuments**



Single Post Monument  
Maximum Measurement  
Width 16" x depth 10" x Height 24"



Double Post Monument  
Maximum Measurement  
Width 20" x depth 16" x Height 24"

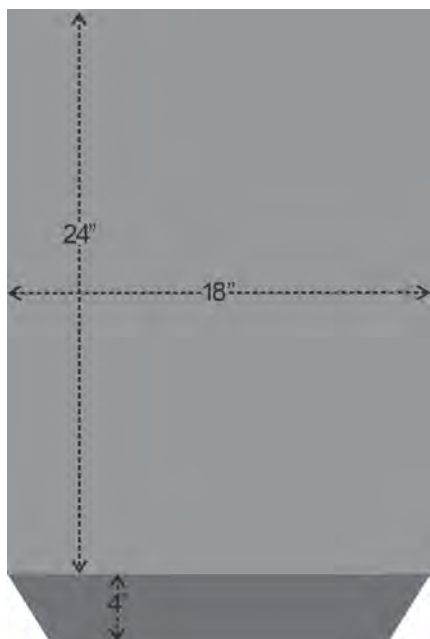
Foundation is not required





**Schedule "C"**  
**City of Yorkton**

**Monument Regulations "The Woodland Path"**  
**Flat Markers**



Flat Marker

Maximum Measurement

Width 18" x Depth 24" x Height 4"

Foundation is not required.

Installation is above ground.





## Schedule "D"

# Yorkton City Cemetery Plot Interment Application

cemeteryadmin@yorkton.ca

306-786-1750

### DECEASED

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Gender: ☐ Male ☐ Female Age: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_

### NEXT OF KIN / EXECUTOR

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship to Deceased: \_\_\_\_\_

### INTERMENT DETAILS

Cremation: ☐ Casket: ☐ Columbarium: ☐

Cemetery Site: Hill: ☐ Meadow: ☐ Woodland Path: ☐

Block \_\_\_\_\_ Lot \_\_\_\_\_ Plot \_\_\_\_\_ Columbarium Niche: \_\_\_\_\_

Cremation Interment: Location: ☐ Head ☐ Middle ☐ Foot ☐ Woodland Path

Placement: ☐ Left ☐ Right ☐ Middle

Cremation Interment Size: ☐ Standard 12 x 12 ☐ Larger (please indicate size): \_\_\_\_\_

Fiberglass Liner Required from City of Yorkton: ☐ Yes ☐ No

Interment Date: \_\_\_\_\_ Interment Time: \_\_\_\_\_

Winter Surcharge: ☐ Saturday Surcharge: ☐ Stat Holiday Surcharge: ☐ Social Services: ☐ Late Arrival: ☐

Interment Notes: \_\_\_\_\_

### CREMATORIUM

Crematorium: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### FUNERAL HOME

Funeral Home: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_



Schedule "D"

**Yorkton City Cemetery Plot Purchase Application**

cemeteryadmin@yorkton.ca

306-786-1750

---

**PURCHASER**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

---

**RIGHTS HOLDER (if different than Purchaser)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

---

**LOCATION DETAILS**

Cemetery Site: Hill: ☐ Meadow: ☐ Woodland Path: ☐ Columbarium: ☐

Block \_\_\_\_\_ Lot \_\_\_\_\_ Plot \_\_\_\_\_ Columbarium Niche: \_\_\_\_\_

- Plot Type:
- |                          |                                  |                          |                  |
|--------------------------|----------------------------------|--------------------------|------------------|
| <input type="checkbox"/> | Traditional 4' (48") Plot - Hill | <input type="checkbox"/> | Niche Middle     |
| <input type="checkbox"/> | Traditional 3' (36") Plot - Hill | <input type="checkbox"/> | Niche Bottom/Top |
| <input type="checkbox"/> | Traditional Plot - Meadow        |                          |                  |
| <input type="checkbox"/> | Cremation Plot - Hill            |                          |                  |
| <input type="checkbox"/> | Cremation Plot - Meadow          |                          |                  |
| <input type="checkbox"/> | Cremation Plot - Woodland Path   |                          |                  |

Notes: \_\_\_\_\_

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**Schedule "D"**



**Rights Transfer**

**Date Effective:** \_\_\_\_\_

**Sale**

**Sale:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Price:** \_\_\_\_\_

**Site**

**Site (s) Location:** \_\_\_\_\_

**Site Type:** \_\_\_\_\_

**Site Width:** \_\_\_\_\_

**New Rights Holder**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Previous Owner**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Memo:** \_\_\_\_\_

Schedule "D"



Interment License

**Deceased**

**Name:** \_\_\_\_\_

**Gender:** \_\_\_\_\_

**Age:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Date of Death:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Next of Kin**

**Name:** \_\_\_\_\_

**Relationship to Deceased:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Interment**

**Date of Interment:** \_\_\_\_\_ **Time of Interment:** \_\_\_\_\_

**Interment Site:** \_\_\_\_\_ **Site Width:** \_\_\_\_\_

**In Site At:** \_\_\_\_\_ **Container:** \_\_\_\_\_

**Funeral Home:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Crematorium:** \_\_\_\_\_

**Memo:** \_\_\_\_\_

**Schedule "E"**  
**City of Yorkton**  
**Cemetery Monument Permit**

Date of Application: \_\_\_\_\_

Name of Monument Company: \_\_\_\_\_

\*The Applicant certifies that he or she is the current owner/licensee of the burial plot, or is the authorized decision-maker as per *The Funeral and Cremation Services Act*.

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

To install a monument in Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Plot: \_\_\_\_\_

Located within section: ☐ Hill ☐ Meadow ☐ Woodland Path

Plot Width: ☐ 36" (3') ☐ 48" (4')

Inscribed Name (s): \_\_\_\_\_

Monument Permit Fee \$ \_\_\_\_\_

Care & Maintenance Fee \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**Monument Type:**

- ☐ Double Plot Upright Monument
- ☐ Single 48" (4') Plot Upright Monument
- ☐ Single 36" (3') Plot Upright Monument
- ☐ Double Plot Pillow Monument
- ☐ Single 48" (4') Plot Pillow Monument
- ☐ Single 36" (3') Plot Pillow Monument
- ☐ Double Plot Flat Marker
- ☐ Single 48" (4') Plot Flat Marker
- ☐ Single 36" (3') Plot Flat Marker
- ☐ Single Woodland Path Post (no foundation)
- ☐ Double Woodland Path Post (no foundation)

**Monument/Plaque Dimensions:**

**Die Measurement**

\_\_\_\_\_ deep x \_\_\_\_\_ wide x \_\_\_\_\_ high

**Base Measurement**

\_\_\_\_\_ deep x \_\_\_\_\_ wide x \_\_\_\_\_ high

**Foundation**

\_\_\_\_\_ deep x \_\_\_\_\_ wide x \_\_\_\_\_ high

**Woodland Post**

\_\_\_\_\_ deep x \_\_\_\_\_ wide x \_\_\_\_\_ high

Monument Material for Die: \_\_\_\_\_ for Base: \_\_\_\_\_ for Foundation: \_\_\_\_\_

Is a rendering of the monument attached? ☐ Yes ☐ No

Does your monument/plaque meet the Monument Regulations? ☐ Yes ☐ No

**No monument or markers for the purpose of designating plots shall be installed in the Cemetery unless such monuments or markers have first been submitted to and approved by the Director and a permit issued for the installation of same.**

**As per the City of Yorkton Cemetery Bylaw, any monument company, its employees, contracted employees thereof and/or authorized individuals carrying out any monument work in the City Cemetery must present a copy of this permit to the caretaker upon arrival at the Cemetery and shall be responsible for the restoration and repair of any damages to the Cemetery grounds or fixtures resulting from their actions.**

**The City of Yorkton will not be held responsible for any monument damages or repairs required due to improper installation of the above noted monument.**

**Schedule "F"**  
**City of Yorkton**

**Buy Back Request Form**

Date of Request: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Site Information:**

☐ Hill      ☐ Meadow      ☐ Woodland Path

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Plot (s): \_\_\_\_\_

Original Fees Paid: \_\_\_\_\_ x 90% = \_\_\_\_\_

Current Fee of Plot: \_\_\_\_\_ x 30% = \_\_\_\_\_

*The City of Yorkton Cemetery will purchase the plot at the greater fee.*

Site Inspection comments/diagram:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Monument on site:    ☐ Yes    ☐ No

Monument relocation required:    ☐ Yes    ☐ No

If yes, monument relocation fee of \$100.00 will be implemented.

Buy Back Price: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_



**Schedule “G”  
City of Yorkton  
2022– 2021 Cemetery Proposed Fees and Charges**

Fee Type	2022 Proposed Rates	2023 Proposed Rates	2024 Proposed Rates
<b>Plots</b>			
<b>The Hill</b>			
Traditional - Hill 3'	\$ 1,375	\$ 1,420	\$ 1,465
Traditional - Hill 4'	\$ 2,380	\$ 2,450	\$ 2,525
Cremation - Hill	\$ 1,190	\$ 1,225	\$ 1,260
Child - Hill (Only in Hill)	\$ 900	\$ 930	\$ 960
<b>The Meadow</b>			
Traditional - Meadow 4' (incl. concrete runner)	\$ 2,565	\$ 2,640	\$ 2,720
Cremation - Meadow (incl. concrete runner)	\$ 1,650	\$ 1,700	\$ 1,750
Cremation - Woodland Path	\$ 1,875	\$ 1,930	\$ 1,990
<b>Columbarium</b>			
Niche	\$ 3,000	\$ 3,100	\$ 3,200
<b>Opening/Closing</b>			
Adult Traditional	\$ 1,600	\$ 1,650	\$ 1,700
Child Traditional	\$ 570	\$ 590	\$ 610
Cremation	\$ 570	\$ 590	\$ 610
Columbarium Open/Close	\$ 215	\$ 220	\$ 225
<b>Surcharges (in addition to Opening &amp; Closing Fees &amp; will be based on actual hourly rates)</b>			
Winter Open/Close Surcharge - Traditional <i>Effective November 1st to April 30th</i>	\$ 985	\$ 1,015	\$ 1,045
Winter Open/Close Surcharge - Cremation <i>Effective November 1st to April 30th</i>	\$ 410	\$ 425	\$ 440
Saturday Service - Casket	\$ 600	\$ 620	\$ 640
Saturday Service - Cremation	\$ 300	\$ 310	\$ 320
STAT Holiday	\$ 900	\$ 930	\$ 960
Multiple Service Fee	\$ 310	\$ 320	\$ 330
After 4pm Surcharge (per 1/2 Hr)	\$ 100	\$ 105	\$ 110
Admin Fee	\$ 105	\$ 110	\$ 115
<b>Disinterments</b>			
Regular	\$ 1,600	\$ 1,650	\$ 1,700
Cremation	\$ 570	\$ 590	\$ 610
<b>Permits</b>			
Monument Permits	\$ 210	\$ 215	\$ 220
<b>Perpetual Care included in each plot sale</b>			
Per Plot (Included in fee)	25%	25%	25%
<b>Annual Care &amp; Maintenance Charged to multiple interments in one plot</b>			
Annual Care & Maintenance Fee (additional fee to open & close)	25%	25%	25%

**Schedule "H"**  
**City of Yorkton**

**Declaration of Kinship**

In accordance with Section 52 of *The Cemeteries Act, 1999*.

I hereby certify that I am the \_\_\_\_\_ of \_\_\_\_\_  
(Relation) Plot Original Buyer/Buyer's Representative

\_\_\_\_\_ **I wish to retain the burial lots known as**

Block \_\_\_\_\_ Lot \_\_\_\_\_ Plot \_\_\_\_\_ in the City of Yorkton Cemetery

Block \_\_\_\_\_ Lot \_\_\_\_\_ Plot \_\_\_\_\_ in the City of Yorkton Cemetery

Block \_\_\_\_\_ Lot \_\_\_\_\_ Plot \_\_\_\_\_ in the City of Yorkton Cemetery

Block \_\_\_\_\_ Lot \_\_\_\_\_ Plot \_\_\_\_\_ in the City of Yorkton Cemetery

\_\_\_\_\_ **I wish to have the City of Yorkton buy back the burial lots known as**

Block \_\_\_\_\_ Lot \_\_\_\_\_ Plot \_\_\_\_\_ in the City of Yorkton Cemetery

Block \_\_\_\_\_ Lot \_\_\_\_\_ Plot \_\_\_\_\_ in the City of Yorkton Cemetery

Block \_\_\_\_\_ Lot \_\_\_\_\_ Plot \_\_\_\_\_ in the City of Yorkton Cemetery

Block \_\_\_\_\_ Lot \_\_\_\_\_ Plot \_\_\_\_\_ in the City of Yorkton Cemetery

I hereby certify that the above information is true and correct.

\_\_\_\_\_  
Print Name Signature

\_\_\_\_\_  
Address City, Province

\_\_\_\_\_  
Postal Code Phone Number

Declared before me at the City/Town of \_\_\_\_\_ in the province of \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commissioner for Oaths/Notary Public

For the Province of \_\_\_\_\_

My commission/appointment expires on \_\_\_\_\_

**Schedule "I"**  
**City of Yorkton**  
**Deferred Payment Plan Agreement**

**Customer Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Cemetery License # \_\_\_\_\_ Amount \$ \_\_\_\_\_

*A down payment is required when the payment plan is established as follows:*

- a. Standard Cemetery Plot—25% of the total plot purchase price plus a \$50.00 non-refundable deposit per license.*
- b. Columbarium Niche—10% of the total plot purchase price plus a \$50.00 non-refundable deposit per license.*

Down payment \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Payment date \_\_\_\_\_ Monthly Payment Amount \$ \_\_\_\_\_

*The maximum length for the payment plan will be two years from the date of the down payment.*

**Conditions of Agreement**

I hereby authorize the City of Yorkton to take automatic payments from my credit card as indicated above

Credit Card Type	Credit Card Number	Expiry Date

for the cemetery License listed above. Payment for the first month is required at the time of the purchase, after which automatic payments will be processed on the last day of the month.

It is acknowledged that any request to withdraw from the signed License will be processed in accordance with the City of Yorkton Cemetery Bylaw. Any approved refunds will be equal to the total amount paid to date, less the non-refundable Administration Fee.

Payment rejected by the Credit Card Company due to expired card or exceeding credit card limits may result in termination of the agreement. All outstanding payments become due and payable immediately and subject to penalties.

In the event of a change in my credit card information, I/we will notify Community Development, Parks and Recreation at (306) 786-1750 at least 15 days prior to the next due date, for cancellation and to complete a new agreement form, providing the new credit card information.

The customer acknowledges the conditions of this agreement through receipt of a signed copy of this authorization.

Signature of Cardholder \_\_\_\_\_ Date: \_\_\_\_\_

*This personal information contained on this form will be used only for the purpose of registering, maintaining payment records, facilitation recreation programs and providing information on future recreation programs. If you have any questions about this collection, please contact Community Development, Parks and Recreation, City of Yorkton, Box 400, Yorkton Saskatchewan, S3N 2W3 or telephone (306) 786-1750.*

**Schedule "J"**  
**City of Yorkton**

**Columbarium Niche Engraving Form**

Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Engraving:**

Family Name: \_\_\_\_\_

Family Name Placement: ☐ Top ☐ Middle ☐ Bottom

Given Name (s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Epitaph: \_\_\_\_\_

Approval for engraving is hereby given this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,  
for Columbarium Niche \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
City of Yorkton Representative

## City of Yorkton 2021 Cemetery Fees & Charges Comparison

[illegible]

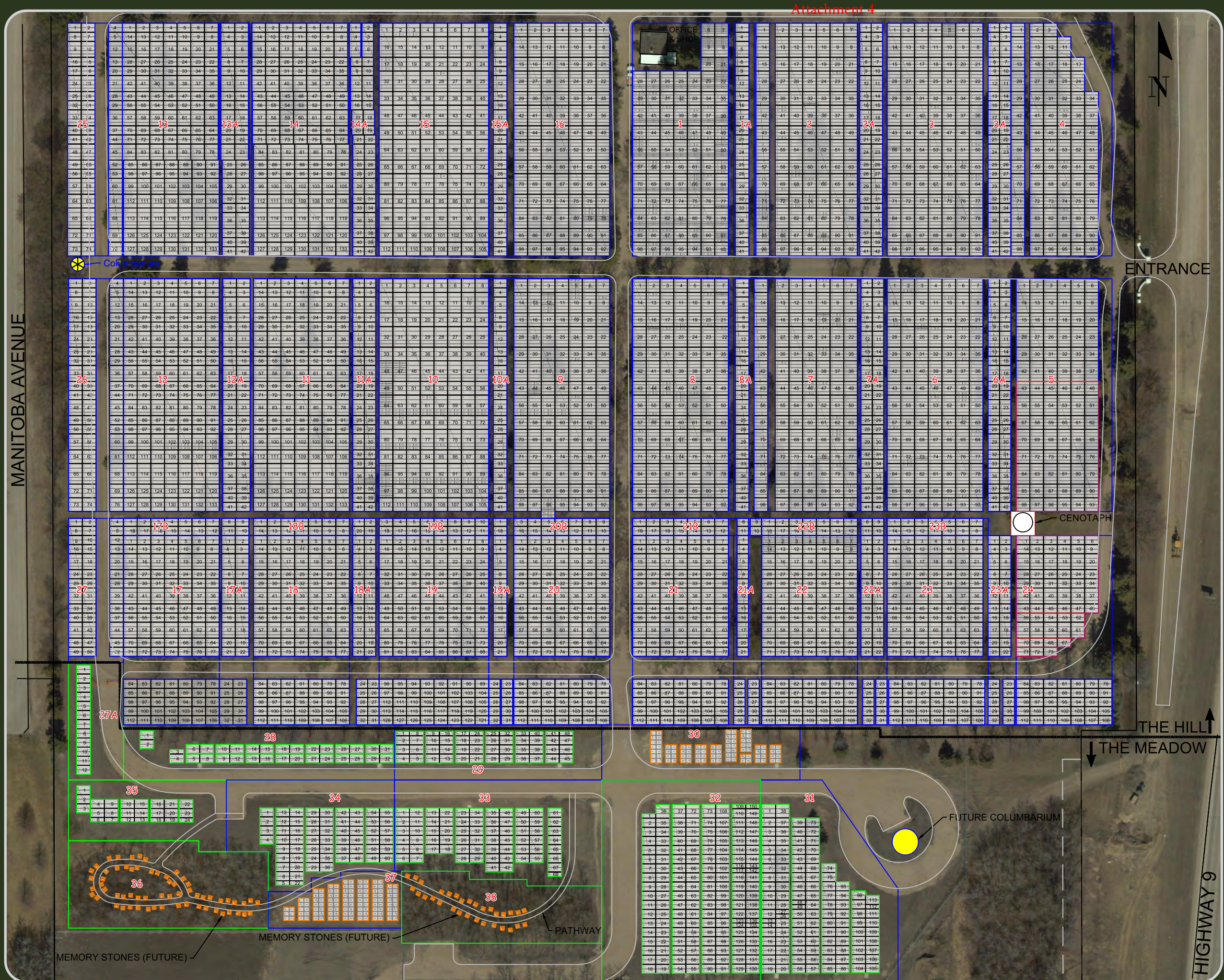


**City of Yorkton**  
**2022-2024 Cemetery Proposed Fees & Charges**

Fee Type	2022 Proposed Rates	2023 Proposed Rates	2024 Proposed Rates
<b>Plots</b>			
<b>The Hill</b>			
Traditional - Hill 3'	\$ 1,375	\$ 1,420	\$ 1,465
Traditional - Hill 4'	\$ 2,380	\$ 2,450	\$ 2,525
Cremation - Hill	\$ 1,190	\$ 1,225	\$ 1,260
Child - Hill (Only in Hill)	\$ 900	\$ 930	\$ 960
<b>The Meadow</b>			
Traditional - Meadow 4' (incl. concrete runner)	\$ 2,565	\$ 2,640	\$ 2,720
Cremation - Meadow (incl. concrete runner)	\$ 1,650	\$ 1,700	\$ 1,750
Cremation - Woodland Path	\$ 1,875	\$ 1,930	\$ 1,990
<b>Columbarium</b>			
Niche	\$ 3,000	\$ 3,100	\$ 3,200
<b>Opening/Closing</b>			
Adult Traditional	\$ 1,600	\$ 1,650	\$ 1,700
Child Traditional	\$ 570	\$ 590	\$ 610
Cremation	\$ 570	\$ 590	\$ 610
Columbarium Open/Close	\$ 215	\$ 220	\$ 225
<b>Surcharges (in addition to Opening &amp; Closing Fees &amp; will be based on actual hourly rates)</b>			
Winter Open/Close Surcharge - Traditional <i>Effective November 1st to April 30th</i>	\$ 985	\$ 1,015	\$ 1,045
Winter Open/Close Surcharge - Cremation <i>Effective November 1st to April 30th</i>	\$ 410	\$ 425	\$ 440
Saturday Service - Casket	\$ 600	\$ 620	\$ 640
Saturday Service - Cremation	\$ 300	\$ 310	\$ 320
STAT Holiday	\$ 900	\$ 930	\$ 960
Multiple Service Fee	\$ 310	\$ 320	\$ 330
After 4pm Surcharge (per 1/2 Hr)	\$ 100	\$ 105	\$ 110
Admin Fee	\$ 105	\$ 110	\$ 115
<b>Disinterments</b>			
Regular	\$ 1,600	\$ 1,650	\$ 1,700
Cremation	\$ 570	\$ 590	\$ 610
<b>Permits</b>			
Monument Permits	\$ 210	\$ 215	\$ 220
<b>Perpetual Care included in each plot sale</b>			
Per Plot (Included in fee)	25%	25%	25%
<b>Annual Care &amp; Maintenance Charged to multiple interments in one plot</b>			
Annual Care & Maintenance Fee (additional fee to open & close)	25%	25%	25%

\* Please note, fees based on hourly rates, will be adjusted accordingly.







TITLE: <b>Recreation and Community Services Committee Amending Bylaw No. 10/2021</b>	DATE OF MEETING: <b>October 25, 2021</b>
	REPORT DATE: October 19, 2021
CLEARANCES:	ATTACHMENTS: 1. Amending Bylaw 10/2021 2. Consolidated version of Bylaw 6/2011
Written by: Darcy McLeod – Director of Recreation & Community Services <b>Darcy McLeod</b>	
Reviewed by: Jessica Matsalla - City Clerk <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager <b>Lonnie Kaal</b>	

## **PURPOSE**

This report is being provided to update the City of Yorkton *Bylaw No. 6-2011 known as the Community Development, Parks and Recreation Committee Bylaw*, which provides for the appointment of Community Development, Parks and Recreation Committee.

## **BACKGROUND**

*The Community Development, Parks and Recreation Committee Bylaw* was established to provide guidance to Administration and Council on matters related to improving parks and recreation opportunities and services within the City of Yorkton.

The Bylaw needs to be updated to reflect the recent Department name change to Recreation and Community Services from Community Development, Parks and Recreation. We have also taken the opportunity to update other parts of the Bylaw to clarify the following:

1. Update the wording throughout the document to reflect the recent Department name change.
2. Clarify that one of the roles of the Committee is to allocate the funds from Saskatchewan Lotteries Community Grant Program using the Council approved Saskatchewan Lotteries Community Grant Program Policy. The Committee has always completed the adjudication process and the results forwarded to Council through their minutes.
3. Clarify that the Committee can establish Sub-Committees, but not specify any specific ones as they change over time, which would require Bylaw changes each time. The exception is the Municipal Advisory Sub-Committee, which is established through a legislated requirement.
4. To clarify the process for electing a Chairperson.
5. To clarify the process to establish Committee meeting dates, and times.

## **FINANCIAL IMPLICATIONS**

There are no financial implications to the Committee Bylaw changes as they are procedural in nature.

### **COMMUNICATION PLAN/PUBLIC NOTICE**

Once approved by Yorkton City Council, a copy of the amended Bylaw will be provided to the members of the Recreation and Community Services Committee as well as be placed on the City's website. Public notice is not required prior to giving all three readings of a Council Committee Bylaw, therefore, Council could provide all three readings of this Bylaw at the October 25, 2021 Council meeting.

### **STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)**

Council Committees address the strategic objective to "Provide meaningful opportunities for citizens to volunteer in our community that provide:opportunities for input and feedback, to gain work and life experience, as well as for Commission, Committee recruitment & retention and to promote social responsibility." as identified in the Yorkton 2020 Strategic Plan.

### **OPTIONS**

1. That Bylaw No. 10/2021, a bylaw to Amend Bylaw No. 6/2011 which establishes a Community Services Committee for the City of Yorkton, known as The City of Yorkton Recreation and Community Services Bylaw, be given all three readings with unanimous consent of Council at tonight's meeting.
2. Provide alternate direction to Administration.

### **RECOMMENDATION**

1. **That Bylaw No. 10/2021, a bylaw to Amend Bylaw No. 6/2011 which establishes a Recreation and Community Services Committee for the City of Yorkton, known as The City of Yorkton Recreation and Community Services Bylaw, be introduced and given first reading this 25<sup>th</sup> day of October A.D., 2021.**
2. **That Bylaw No. 10/2021 be given second reading this 25<sup>th</sup> day of October A.D., 2021.**
3. **That with the unanimous consent of Council, Bylaw No. 10/2021, proceed to third reading this 25<sup>th</sup> day of October A.D., 2021.**
4. **That Bylaw No. 10/2021, a bylaw to Amend Bylaw No. 6/2011, which establishes a Community Services Committee for the City of Yorkton, known as The City of Yorkton Recreation and Community Services Bylaw, be given third and final reading this 25<sup>th</sup> day of October A.D., 2021 and be registered in the Bylaw Register of the City of Yorkton.**

**City of Yorkton Saskatchewan**

**Bylaw No. 10/2021**

**A Bylaw of the City of Yorkton in the Province of Saskatchewan Amend Bylaw No. 6/2011  
Providing for the Appointment of a Recreation & Community Services Committee**

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WHEREAS, the name of the Community Development, Parks and Recreation Department underwent a name change, effective September 1, 2021;

AND WHEREAS, the Bylaw No. 6/2011 which established the Council Advisory Committee responsible for supporting community services including culture, recreation, and parks, was reviewed and requires updates;

Therefore, Yorkton City Council assembled enacts as follows:

1. That the title of Bylaw No. 6/2011 be amended to reflect the Department name change as follows:  
**“A Bylaw of the City of Yorkton in the Province of Saskatchewan Amend Bylaw No. 6/2011 Providing for the appointment of a Recreation and Community Services Committee.”**
2. That the words “Community Development, Parks &” be struck from paragraph 1.1 and the words “and Community Services” be added after the word “Recreation”.
3. That a subsection be added as follows:  
**“1.2.5 Adjudicate the applications to the Saskatchewan Lotteries Community Grant Program as per the Council Policy No. 10.320 Saskatchewan Lotteries Community Grant Program.”**
4. That all subsequent section and subsection numbering change to reflect additions or deletions of content as described in this amending bylaw.
5. That subsections 1.3.1, 1.3.2 and 1.3.3 be struck in their entirety.
6. That the words “Community Development, Parks &” be struck from paragraph 1.4 and the words “and Community Services” be added after the word “Recreation”.
7. That the words “Community Development, Parks &” be struck from paragraph 3.0 and the words “and Community Services” be added after the word “Recreation”.
8. That the words “Community Development, Parks &” be struck from paragraph 3.1 and the words “and Community Services” be added after the word “Recreation”.
9. That the words “who is elected by the Committee members at their first meeting of the year, using the approved nomination and voting procedure.” be added to paragraph 3.8 after the words “more than three years,”.
10. That the words “and the meeting dates, time and location will be established at the first meeting of the Committee and shall be posted on the public notice section of the City’s website.” be added to paragraph 3.14 after the words “open to the public,”.
11. That subsection 3.15 be struck in entirety.
12. That the word “his” be struck from (new) paragraph 3.20 and the word “their” be added after the word “Manager,”.
13. That the words “Community Development, Parks &” be struck from (new) paragraph 3.20.1 and the words “and Community Services” be added after the word “Recreation”.
14. This Bylaw shall come into force and take effect on the day of final passing hereof.



Introduced and read a first time this 25<sup>th</sup> day of October, A.D., 2021

Read a second time this 25<sup>th</sup> day of October, A.D., 2021

Read a third time this 25<sup>th</sup> day of October, A.D., 2021

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Mayor

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City Clerk

## City of Yorkton Saskatchewan

### **Bylaw No. 6/2011**

#### **A Bylaw of the City of Yorkton in the Province of Saskatchewan Providing for the Appointment of a ~~Community Development, Parks & Recreation~~ & Community Services Committee**

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Section 55 of The Cities Act allows City Council to appoint Committees that it considers desirable for managing, operating or advising any activity within the Urban Municipality for the extension and improvement of its service;

Yorkton City Council desires to develop and improve community, parks and recreation services to increase the well-being of the community;

Therefore Yorkton City Council assembled enacts as follows:

#### **1.0 Purpose of the Committee**

- 1.1 The ~~Community Development, Parks & Recreation Committee's~~ Recreation and Community Services Committee's purpose is to guide administration and recommend to City Council ways to improve community, parks and recreation services in the City of Yorkton.
  - 1.1.1 The objective is to focus on volunteerism, youth engagement, leadership development and building a sense of community by supporting volunteer capacity; leadership development of youth; building partnerships between organizations; and information sharing.
  - 1.1.2 The Committee will discuss outcomes that result in a physically and socially healthy community that educates, and communicates with the community through a transparent governance process.
  - 1.1.3 This Committee is not responsible for the Gallagher Centre.
- 1.2 Without limiting the generality of the foregoing, the Committee will:
  - 1.2.1 Recommend new policies or amendments to existing policies for approval;
  - 1.2.2 Recommend new measures required to improve community, parks and recreation service in the City;
  - 1.2.3 Promote equal access to community, parks and recreation services;
  - 1.2.4 Encourage resident involvement in the community;
  - 1.2.5 **Adjudicate the applications to the Saskatchewan Lotteries Community Grant Program as per the Council Policy No. 10.320 Saskatchewan Lotteries Community Grant Program.**
  - 1.2.6 Hold public meetings and present public information to engage the community in determining solutions to matters affecting community, parks and recreation service delivery;
  - 1.2.7 Investigate community needs and recommend the implementation and development of new programs, facilities and services that would enhance the quality of life for the community and submit reports and recommendations to Council;
  - 1.2.8 Identify the social and economic implications of its recommendations;
  - 1.2.9 Work co-operatively with other Committees of Council, associations and organizations that have an interest in the delivery of community, parks and recreation services.
- 1.3 The Committee may establish and appoint qualified members to Advisory Sub- Committees to assist the Committee, including but not limited to:
  - ~~1.3.1 Deer Park Advisory Sub-Committee; and~~

- ~~1.3.2 a Saskatchewan Lotteries Community Grant Program Review Committee; and~~
- ~~1.3.3 an Urban Aboriginal Community Grant Program Review Committee;~~
- 1.3.1 A Municipal Heritage Advisory Sub-Committee.
- 1.4 All Sub-Committees established by this Committee follow the procedures as established herein and report all proceedings and recommendations to the ~~Community Development, Parks & Recreation~~ and **Community Services** Committee for their review and recommendation to City Council.

## **2.0 Committee Member Eligibility**

- 2.1 Individuals must qualify as electors to be appointed to a Committee. Electors are defined as:
  - 2.1.1 A Canadian citizen;
  - 2.1.2 Minimum 18 years old;
  - 2.1.3 Reside in the municipality for at least three months; or
  - 2.1.4 Own assessable land situation in the municipality, for at least three months; and
  - 2.1.5 Reside in Saskatchewan for at least six months.
- 2.2 Council may exempt an individual from the eligibility requirements by Council resolution.

## **3.0 ~~Community Development, Parks & Recreation~~ & **Community Services** Committee**

- 3.1 The City of Yorkton ~~Community Development, Parks & Recreation~~ & **Community Services** Committee consists of a maximum of 10 and a minimum of 7 members appointed from time to time by Council resolution as specified herein in their sole discretion.
- 3.2 The Committee members are appointed by Council as follows:
  - 3.2.1 Two members from City Council;
  - 3.2.2 Maximum of eight community members;
  - 3.2.3 City Council may appoint a municipal employee to this Committee provided that:
    - 3.2.3.1 The employee has relevant expertise to contribute;
    - 3.2.3.2 The appointment is necessary by virtue of the employee's office; and
    - 3.2.3.3 The appointment does not negatively affect the employee's work responsibilities.
- 3.3 Committee members are appointed at a regular City Council meeting and according to the City of Yorkton Procedure Bylaw.
- 3.4 Committee members need to abide by the mandate, objectives and terms of reference for the Committee.
- 3.5 Committee members not able to attend a meeting must give advance notice to the Committee's Recording Secretary.
- 3.6 Committee members are responsible for following the City's Code of Ethics Policy and will sign the acknowledgement form annually.
- 3.7 Committee members hold office for one calendar year unless City Council reappoints them or their successors are appointed:
  - 3.7.1 Prior to December 1, each member advises their intention for reappointment to the Chairperson;
  - 3.7.2 Prior to December 15, the Chairperson notifies the Mayor of the Committee member's intention;
  - 3.7.3 Members cannot serve on this committee for longer than six consecutive years unless authorized by Council resolution.
- 3.8 Members will not serve as Chairperson for more than three years, **who is elected by the Committee members at their first meeting of the year, using the approved nomination and voting procedure.**
- 3.9 Any Committee member may resign by sending written notice to the Chairperson, who advises the Mayor.
- 3.10 A Committee member ceases to be a Committee member if he or she no longer meets the

- eligibility requirements for the Committee. A Council member ceases to be a Committee member if he or she is no longer a Council member.
- 3.11 Committee members absent from three consecutive, regularly scheduled meetings, without Committee authorization by resolution forfeit his or her Committee membership. The vacancy is advised to the Mayor by the Committee Chairperson. Council may revoke the membership of any individual appointed to this Committee, at their discretion and by resolution.
  - 3.12 Any Committee member vacancies that occur will be filled by Council resolution.
  - 3.13 Committee members elect a Chairperson and Vice-Chairperson as soon as possible after the Committee is appointed.
  - 3.14 Committee meetings are open to the public, **and the meeting dates, time and location will be established at the first meeting of the Committee and shall be posted on the public notice section of the City's website.**
  - 3.15 ~~Committee Meetings are open to the public and held at the call of the Chair at 7:00 a.m. in the Gallagher Centre Administration Board Room.~~
  - 3.16 The Chairperson is responsible to summon a special Committee meeting whenever requested to do so in writing by a majority of the Committee members.
    - 3.16.1 Members will receive 24 hours written notice of a special meeting.
    - 3.16.2 Twenty-four hour public notice will be posted at City Hall and on the City's web site
  - 3.17 Quorum for meetings is a majority of Committee Members.
  - 3.18 Meetings are adjourned when the quorum is lost. Once adjourned the meeting can continue for discussion purposes only and meeting notes are recorded.
  - 3.19 The Committee adheres to the general rules of procedure as established by Yorkton City Council.
  - 3.20 The Committee records its discussions and decisions in writing and submits all minutes to Council, to be received and filed.
  - 3.21 The City Manager, ~~his~~ **their** designate, and or the Council Member appointed to the Committee provide background information on issues requested by Council.
    - 3.21.1 The Director of ~~Community Development, Parks & Recreation~~ **& Community Services** shall be the City of Yorkton's Administrative representative to the Committee. The Director assists and gives direction on all matters relating to the Committee's mandate and is responsible for implementing policy and direction approved by Council.
  - 3.22 Where a Committee member has an interest in the matter before the Committee, whether directly or indirectly, he or she declares his or her interest, removes themselves from the meeting, excludes themselves from discussions and is not entitled to vote thereon.
  - 3.23 The City Clerk's Office is responsible for meeting minutes and designates a Recording Secretary. The Recording Secretary and Chairperson presiding at the meeting sign the minutes of each meeting and forwards them to the City Clerk's Office following approval of the Committee

#### **4.0 Role of Administration**

- 4.1 Administration reports to and takes their direction from Council.
- 4.2 The Committee provides their recommendations on items according to the Purpose of the Committee.
- 4.3 The Committee's administrative representative will present Committee recommendations to Council. The report clearly states the Committee's intent for their recommendation, but Administration presents their recommendation to Council as well
- 4.4 Council makes the final decision to accept or reject a recommendation.

#### **5.0 Repealing Bylaws**

Bylaw No. 42/2008 providing for the Appointment of a Leisure Services Commission passed on the 12<sup>th</sup> day of January A.D., 2009 and all amendments thereto are hereby repealed.

**6.0 Effective Date**

This Bylaw shall come into force and take effect on the date of final passing thereof.

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MAYOR

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CITY CLERK

Introduced and read a first time this 25<sup>th</sup> day of October, A.D., 2021.

Read a second time this 25<sup>th</sup> day of October, A.D., 2021.

Read a third time and adopted this 25<sup>th</sup> day of October, A.D., 2021.



TITLE: <b>Tax Enforcement Proceedings – Six Month Notice</b>	DATE OF MEETING: <b>October 25, 2021</b>
	REPORT DATE: October 19, 2021
CLEARANCES: Kim Durdin – Assessment & Taxation Manager <b>Kim Durdin</b>	ATTACHMENTS:
Written by: Jessica Hudy – Taxation Clerk <b>Jessica Hudy</b>	
Reviewed by: Jessica Matsalla - City Clerk <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager <b>Lonnie Kaal</b>	

## **BACKGROUND**

Phase 2 of the Tax Enforcement process (following the registration of the tax lien) is acquiring a resolution of council authorizing Administration to proceed to acquire title. This step ultimately enables the City to take title to lands that remain in arrears. In the end, this phase results in the City requesting consent for title from the Provincial Mediation Board.

Prior to requesting consent from the Board, the City is required to give the taxpayers a further six months to clear up the arrears. Per *The Tax Enforcement Act*, a six months' notice must be served to all properties with a registered tax lien by the City over six months ago. The notice informs all parties with a registered interest in the property the City of Yorkton will proceed to the final stage of tax enforcement if the arrears are not paid in full within the six-month timeframe. To move forward with issuing the notice, Administration does require a resolution of Council providing authorization to proceed with requesting consent from the Board.

If the property remains in arrears following the expiration of the six-month period, Administration will then forward the file to the Board to request consent to make final application for title. At this stage in tax enforcement, the Board is to provide the taxpayer with one last opportunity to pay the taxes. They will withhold consent as long as the taxpayer makes satisfactory arrangements for payment of taxes within a reasonable time, and honors that arrangement.

The Board will consent to the City taking title if the taxpayer fails to respond to letters or any other communications. When an agreement for payment has been arranged, the Board will issue consent to the City only if the taxpayer fails to comply with the arrangement without providing a satisfactory explanation for the failure to comply.

## **DISCUSSION/ANALYSIS/IMPACT**

In 2020, there were 35 properties with the six-month notice served by register mail. Of those, 7 were sent to the Board by the City to request consent to make final application for title, 5 have active payment plans.

The City of Yorkton registered a tax lien on the 20 properties detailed below in January of 2021. As the properties below remain in an arrears situation, administration now requires Council's authorization to move forward with proceeding forward under Section 22 (1) of *The Tax Enforcement Act*. Administration does monitor payments up to the final date of making application, and will remove any property paid in full as of that date.

### **LIST OF PROPERTIES: SIX-MONTH NOTICE PER TAX ENFORCEMENT ACT**

<b>Roll No.</b>	<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Ext</b>	<b>Arrears</b>	<b>Current</b>	<b>Assessment</b>
494908750	22	2A	74Y06165		2,331.13	2,262.79	150,900
494930850	82	7	00Y00270		2,468.27	1,674.76	82,800
495012600	67	10	00Y00270		4,191.40	2,955.45	134,600
495210600	7A	2	102163766		4,070.60	1,993.38	56,800
495210650	7B	2	102163766		4,070.60	1,993.38	56,800
495210950	10B	2	102163766		4,070.60	1,993.38	56,800
495211000	11A	2	102163766		4,070.60	1,993.38	56,800
495211050	11B	2	102163766		4,070.60	1,993.38	56,800
495211100	12A	2	102163766		4,070.60	1,993.38	56,800
495211150	12B	2	102163766		4,070.60	1,993.38	56,800
495211200	13A	2	102163766		4,070.60	1,993.38	56,800
495211250	13B	2	102163766		4,070.60	1,993.38	56,800
504803150	105	9	99Y00657		4,691.67	3,816.74	122,500
504813400	7	12	59Y05945		185.70	2,437.22	171,100
504913250	12	5	35951		1,743.82	765.95	21,000
514814400	23	4	99Y00657		2,854.52	2,251.57	149,600
514902700	22	2	101779173		4,994.67	2,432.74	128,100
514905050	13	6	36064		1,775.58	2,086.64	130,500
514921600	9	1	W1940		1,945.51	1,933.81	112,800
524704150	90	46	68Y02394		5,719.17	2,784.35	211,300

## **OPTIONS**

1. Authorization be granted under Section 22 of *The Tax Enforcement Act* to proceed with an application for “Six Month Notice” for title to the properties listed below, but that Administration be authorized not to commence proceedings on any properties where a reasonable effort is being made to pay arrears of taxes. The property roll numbers are:

494908750	494930850	495012600	495210600
495210650	495210950	495211000	495211050
495211100	495211150	495211200	495211250
504803150	504813400	504913250	514814400
514902700	514905050	514921600	524704150

2. Stay tax enforcement proceedings until a future date.

## **RECOMMENDATION**

1. That Council grant authorization under Section 22 of *The Tax Enforcement Act* to proceed with an application of “Six Month Notice” for title to the properties listed above, but that Administration be authorized not to commence proceedings on any properties where a reasonable effort is being made to pay the tax arrears.

TITLE: Saskatchewan Lotteries Community Grant Program Policy Update	DATE OF MEETING: <b>October 25, 2021</b>
	REPORT DATE: October 19, 2021
CLEARANCES:	ATTACHMENTS: 1. Revised Policy No 10.320 Saskatchewan Lotteries Community Grant Program
Written by: Darcy McLeod – Director of Recreation & Community Services <b>Darcy McLeod</b>	
Reviewed by: Jessica Matsalla - City Clerk <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager <b>Lonnie Kaal</b>	

## **PURPOSE**

This report is being provided to update the City of Yorkton *Policy No 10.320 Saskatchewan Lotteries Community Grant Program*, which is a policy that guides the adjudication process that the Recreation and Community Services Department and Committee members use in their adjudication of this grant program.

## **BACKGROUND**

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc., Sask Culture Inc., and the Saskatchewan Parks and Recreation Association Inc. through the Saskatchewan Lotteries Trust Fund. These three organizations direct lottery proceeds to their membership and also to municipalities through the Saskatchewan Lottery Community Grant Program (SLCGP). The grant program assists in the development of community sport, culture and recreation programs by providing funds to non-profit community organizations operated by volunteers. Municipalities are required to follow the guidelines of the Program as established by the Recreation Section of the Lottery Trust, however the municipality has some input into the process used for adjudication.

The proposed revisions include:

1. Housekeeping changes due to the recent name change of Recreation and Community Services from Community Development, Parks and Recreation.
2. Clarifying a time when applications are to be submitted by on the deadline date.
3. Revise the online process from completing a fillable PDF document, which isn't compatible for everyone, to a web-based process compatible with the City's website and available to everyone with a computer or smartphone.

## **FINANCIAL IMPLICATIONS**

There are no financial implications to these changes as they are procedural in nature.

### **COMMUNICATION PLAN/PUBLIC NOTICE**

Once approved by City Council, the public guideline document will be updated and replaced on the City's website. Further, all prospective grant applicants will be directed to these guidelines when considering an application. Recreation and Community Services Committee members will receive the document.

### **STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)**


This is an administrative process that supports community recreation organizations in providing residents with opportunities to choose positive, healthy lifestyle choices

### **OPTIONS**

1. That Council approve the revisions to *Policy No. 10.320 Saskatchewan Lotteries Community Grant Program*.
2. Provide alternate direction to Administration.

### **RECOMMENDATION**

**That Council approve the revisions to *Policy No. 10.320 Saskatchewan Lotteries Community Grant Program*.**

 <h1 style="text-align: center;">City of Yorkton</h1>			
<b>POLICY TITLE</b>  <b>Saskatchewan Lotteries Community Grant Program</b>		<b>ADOPTED BY</b>  City Council	<b>POLICY NO.</b>  10.320
<b>ORIGIN/AUTHORITY</b>  <del>Community Development, Parks &amp; Recreation and Community Services</del> Department	<b>JURISDICTION</b>  Non-Profit Community Organizations	<b>EFFECTIVE DATE</b> March 9, 1998 Amended March 7, 2016 Amended January 30, 2017 Amended October 25, 2021	<b>PAGE #</b>  1 of 7

## 1. Purpose

This program is funded through the proceeds from the sales of Saskatchewan Lotteries products including LOTTO 649, LOTTO MAX, EXTRA, Western 6/49, Sport Select, and Scratch 'N Win. The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc., Sask Culture Inc., and the Saskatchewan Parks and Recreation Association Inc. through the Saskatchewan Lotteries Trust Fund. These three organizations direct lottery proceeds to their membership and municipalities through the Saskatchewan Lottery Community Grant Program (SLCGP). The grant program assists in the development of community sport, culture and recreation programs by providing funds to non-profit community organizations operated by volunteers.

The purpose of the Saskatchewan Lotteries Community Grant Program is as follows:

- a. It provides access to sport, culture, and recreation for all Saskatchewan people regardless of age, sex, ethnicity, economic status, physical or mental ability;
- b. It provides funds to community non-profit volunteer organizations in support of sport, culture, and recreation programs;
- c. It allows communities to establish local priorities; and
- d. It stipulates that all participating groups, from administration to beneficiary, are responsible for ensuring complete and accurate accounting.

The goal of this program is to get people involved in sport, culture and recreation activities by enabling communities to address the needs of local residents. The City of Yorkton ~~Community Development, Parks & Recreation and Community Services~~ Department is responsible for the administration of the grant and the final follow-up report for funds directed to the community of Yorkton. For the purpose of this policy, the ~~Community Development Manager of Community, Culture and Heritage~~ will be the Grant Administrator.

## 2. Eligibility

The City of Yorkton ~~Community Development, Parks & Recreation and Community Services~~ Department distributes funds to local non-profit volunteer community groups that provide sport, culture and recreation programs in the city. All of the following eligibility requirements must be met:

- a. The applicant must be a non-profit community organization recognized by the City of Yorkton ~~Community Development, Parks & Recreation and Community Services~~ Department.
- b. Individuals are not eligible for assistance.
- c. Expenditures must be directly related to the delivery of a sport, culture, or recreation project within the City of Yorkton. The majority of the participants benefiting from the project must reside in the city.
- d. The organization must have objectives relating to sport, culture and recreation.
- e. Operation costs of facilities that are directly related to the program are eligible for 25% of the total grant for each program to a maximum of \$500.00 per program (including cleaning staff).
- f. Projects are to be operated on a non-profit basis.
- g. Groups receiving grants must publicly acknowledge Sask Lotteries within their activities.



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- h. Expenditures must occur within the grant period of April 1 to March 31.
- i. Minimum grant amount - \$250.00. Maximum grant amount is \$5,000.00.
- j. Projects should not duplicate existing services.
- k. Organizations are responsible to ensure appropriate liability and participant's insurance are in place for events sponsored/funded by the Saskatchewan Lotteries Community Grant Program.
- l. Organizations submitting an application are only eligible for portions of their project that are not funded from other Saskatchewan Lotteries Trust Funded or City of Yorkton sources.
- m. Religious organizations may be eligible, providing there is a clear distinction between the religious/educational component of the program and recreation program.

### 3. **How Grants Can Be Used**

The goal of the program is to get people involved in sport, culture, and recreation activities by enabling the community to address the needs of local residents.

The Grant Program is divided into two sections:

- a. Target Programs - At minimum, as per SLCGP guidelines, 30% of the total grant must be used for programs aimed at increasing participation in any inactive or traditionally under-represented population within the community. Examples include: indigenous people, seniors, women, economically disadvantaged, persons with a disability and single parent families.
  - i. Target populations can be included in regular programs, or special programs may be created to meet their needs.
  - ii. Evidence of the direct involvement of target populations in the planning, operating and evaluating of activities to be supported by the grant must be included in the follow-up report.
- b. Base Level Programs - Funding is available for projects which promote or provide sport, culture or recreation opportunities for residents of Yorkton.

### 4. **Ineligible Projects and Expenses**

The program is designed to provide funding for sport, culture and recreation programs. Therefore, the following expenditures are ineligible for grants:

- a. Construction, renovation, retrofits and repairs to buildings/facilities. (This includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt, etc.)
- b. Property taxes or insurance.
- c. Per diems / day money
- d. Donations
- e. Alcoholic beverages.
- f. Food or food related costs. (This includes catering supplies, coffee pots, coffee, stoves, BBQs, etc.)
- g. Membership fees in other lottery funded organizations.
- h. Prizes, cash, gifts, awards, honorariums, trophies, plaques and badges.
- i. Out of province activities and travel.
- j. Subsidization of wages for full time employees. Note: Eligible employment expenditures must be no more than 35 hours per week and no more than 90 days (or 455 hours) in a grant period.
- k. Uniforms or personal items such as sweatbands and hats.
- l. Retroactive funding will not be permitted. All projects must be approved in advance by the City of Yorkton ~~Community Development, Parks & Recreation and Community Services~~ Committee. Projects must take place during the fiscal year for which the grant program is in effect (April 1<sup>st</sup> of any given year to March 31<sup>st</sup> of the following year).

### 5. **Application Procedure**

- a. Application deadlines are ~~at the close of the business day on 4:30 PM on March 1 and October 1; and if the deadline date falls on a weekend or statutory holiday, applications may be submitted to the SecurTek Information Kiosk at the Gallagher Centre.~~

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- b. All applications are received online through the application form ~~should be typed to ensure clarity of the application and include all the information requested on the application form.~~
- c. ~~Incomplete~~/Late applications may not be considered ~~and may be returned to the organization to be completed properly.~~
- d. Applications ~~forms~~ are available ~~from the Community Development, Parks & Recreation Department or~~ are online at [www.yorkton.ca](http://www.yorkton.ca) ~~and, once completed, are to be submitted in person or by mail to:~~  
SLCGP Grant Administrator  
City of Yorkton Community Development, Parks & Recreation Department  
P.O. Box 400  
Yorkton, SK S3N 2W3  
Office Location: Gallagher Centre, 455 Broadway Street East
- e. ~~If sent by email to: , it is the responsibility of the sender to ensure receipt by the Grant Administrator.~~

#### 6. Application Preferences

- a. Preference will be given to organizations who have not received funding through the program before.
- b. The review committee may not approve funding to organizations which practice deficit budgeting.
- c. Priority may be given to organizations which do not have an appreciable surplus of funds.
- d. Favorable consideration is given to organizations which include a financial contribution towards the project from their own operating budget.
- e. Favorable consideration is given to requests for new or innovative programs which do not duplicate existing services. Programs that develop, expand and improve opportunities in recreation, culture and sport will be given favorable consideration as well.
- f. Favorable consideration is given to projects which are grass roots, community programs. Elite, all star, or competitive programs are given a lower priority.
- g. An organization may be limited to only one grant during each fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup> of the following year) pending available funding.
- h. If the request does not receive funding in this grant process, a new application may be submitted at a future grant application deadline.

#### 7. Adjudication Process and Payments

Applications submitted ~~to the Community Development, Parks & Recreation Department~~ will be reviewed on a regular basis. This review process is as follows:

- a. The ~~Community Development, Parks & Recreation and Community Services~~ Committee reviews the applications on a semi-annual basis.
- b. The ~~Community Development, Parks & Recreation and Community Services~~ Committee retains the right to interview applicants to better assess the merits of the application.
- c. Once the ~~Community Development, Parks & Recreation and Community Services~~ Committee discusses and approves the applications, organizations will be notified ~~in writing~~ of the status of their application for funding.
- d. If an organization ceases to exist, any equipment purchased by that group with Saskatchewan Lotteries Community Grant Program funding shall become the property of the ~~Community Development, Parks & Recreation and Community Services~~ Department.
- e. The ~~Community Development, Parks & Recreation and Community Services~~ Department will issue payment of approved funds to the organizations as follows:
  - i) 75% of the organization's grant will be released upon approval for funding by the ~~Community Development, Parks & Recreation and Community Services~~ Committee.
  - ii) The remaining 25% will be released upon approval of the organization's follow-up report.
  - iii) If the total grant amount is less than \$1,000, the Grant Administrator may release 100% of the funds pending the applicant's granting history.

#### 8. Changes to Spending Plan

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- a. A written request for a change in the spending plan must be made to the City of Yorkton ~~Community Development, Parks & Recreation and Community Services~~ Department within the grant period.
- b. The change in spending plan must provide a detailed explanation of any new project and must be approved before you proceed.
- c. If an applicant spends Saskatchewan Lotteries Community Grant Program funding without prior written approval from ~~Community Development, Parks & Recreation and Community Services~~, follow-up funding will be forfeited by the applicant and the organization deemed ineligible for future application processes.
- d. A request for a change in spending plan may be considered under the following circumstances:
  - i) If a certain project is not going to take place. Example: The local dance club wanted to put on a clinic. Unfortunately, the clinic was cancelled because there was not enough interest. In the clinic's place, the club would like to purchase equipment for the upcoming season.
  - ii) If the actual expenditure is less than the estimate. Example: The pottery clinic did not cost as much as originally anticipated. The applicant has left over money they may wish to spend on clay for the club.

#### 9. **Follow-up Process**

- a. If the organization's project is approved for funding, a Community Grant Project Report Form **is required to be completed. The Community Grant Project Report Form is online at [www.yorkton.ca](http://www.yorkton.ca)** ~~will be sent out with the City's letter of approval.~~ Please be sure to include all of the information requested on the follow-up report.
- b. All Project Report Forms must be submitted **within 30 days of the project completion date.** If the deadline is not met, funding will be denied for the current project and may be denied for future projects.
- c. A list of actual expenditures for the project along with copies of original receipts and/or cancelled cheques must accompany all follow up reports. All receipts must be dated within the appropriate grant year (April 1 – March 31).
- d. The Grant Administrator may require an audited financial statement prepared by a registered Certified Management Accountant/Certified Accountant/Certified General Accountant is required (As per SLCGP Guidelines).
- e. Cheque Request Forms and General Ledger Print Outs are not eligible for verification of expenses unless supported by actual receipts.
- f. Please include a description of how Saskatchewan Lotteries was publicly acknowledged as the source of funds for the program (samples may be requested).
- g. The City of Yorkton must submit a complete report to Sask Trust which includes follow-up information from all of the organizations funded during the year by the Saskatchewan Lotteries Community Grant Program. It is important for us to have accurate follow-up information from all the organizations receiving funding from this grant program.

#### 10. **Unresolved Grants**

Unresolved files result in administrative costs to the City as well as create the possibility of the Saskatchewan Lotteries Trust Fund initiating a funding review of the community's program if the community follow-up is delayed. Therefore, organizations with outstanding final reports for SLCGP grants are not eligible for funding until the outstanding report is resolved.

- a. A grant is deemed outstanding when the required follow-up report and supporting documentation is not submitted within the 30 day follow-up period.
- b. The second installment of the grant amount will not be released until all requirements of the follow-up report are met.
- c. An organization who has an outstanding grant need only to do one of the following to be eligible for future SLCGP grants:
  - i. The grant funding has been returned, or;
  - ii. The appropriate supporting documentation has been provided to the SLCGP Grant Administrator.

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- d. Organizations whose grants remain unresolved beyond the City's deadline to submit the community's Saskatchewan Lotteries Trust Fund follow-up will forfeit their second payment and be moved to an Unresolved Files List.
- e. The organizations shall remain on the Unresolved Files List until the grant follow-up has been resolved as indicated above.
- f. If an organization has been on the Unresolved Files List for two consecutive grant years, the organization may apply to be removed from the Unresolved Files List and re-instated as eligible for funding by completing the SLCGP Reinstitution Form (Appendix A) signed by the organization's Chairperson or President and in the presence of a Commissioner of Oaths. The following information is required on the Reinstitution Form.
  - i. Section 1: Project Description  
Include a description of the event or project that was originally applied for (i.e. when it happened, where it happened, how many people attended, successes, outcomes)
  - ii. Section 2: Verification of Expenses  
Explain in detail what efforts have been made to attempt to retrieve the proper verification of expenses and attach any information that relates to these projects. Such information could include receipts or other financial verification, pictures of equipment if equipment was purchased, newspaper clippings, etc.
  - iii. Section 3: Declaration  
The signature of the organization Board Chairperson or President must be witnessed by a Commissioner of Oaths or a Notary Public before a re-instatement will be considered.
- g. A written decision will be communicated back to the organization.

The Unresolved Files List will be reported to the ~~Community Development, Parks & Recreation and Community Services~~ Committee at each adjudication meeting.

#### 11. **Responsibility**

The Director of ~~Community Development, Parks & Recreation and Community Services~~ is responsible for the review and update of this policy.



# APPENDIX I



## Saskatchewan Lotteries Community Grant Program Reinstitution Form

Applicant Organization:	
Contact Person at Time of Application:	Phone Number:
Email:	
New Contact Person (if applicable):	Phone Number:
Email:	
Amount Approved:	Original Grant Period & Year:

*Please attach additional information if more space is required*

### **Section 1: Project Description**

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### **Section 2: Verification of Expenses**

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### **Section 3: Declaration**

I, \_\_\_\_\_, of \_\_\_\_\_, a non-profit community  
 Name Organization  
 organization, whose primary services are provided in Yorkton, Saskatchewan; have ensured that every effort has  
 been made to find the required follow-up documentation and do hereby verify that funds for the above mentioned  
 grant were expended in the manner approved through the City of Yorkton, Saskatchewan Lotteries Community  
 Grant Program Policy.

Further, I understand the \_\_\_\_\_, a non-profit community organization will be placed under review and any further deviations from the City of Yorkton's, Saskatchewan Lotteries Community Grant Program Policy will jeopardize future funding. If in any case, an unresolved follow-up shall occur for a second time, this organization will be placed under review for a three year period and must supply receipts prior to receiving their next grant allocation for three consecutive granting years.

SWORN before me at the City of Yorkton, in )  
the Province of Saskatchewan, this \_\_\_\_ day )  
of \_\_\_\_\_, 20\_\_\_\_. )

### Signing Authority

A COMMISSION FOR OATHS for the  
Province of Saskatchewan.

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Printed Name

My Commission expires \_\_\_\_\_)

Title



<b>TITLE:</b> Deer Park Clubhouse Cost Estimate	<b>DATE OF MEETING: October 25, 2021</b> <b>REPORT DATE: October 19, 2021</b>
<b>CLEARANCES:</b>	<b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>1. Website Virtual Open House Presentation</li> <li>2. Virtual Open House Feedback and responses.</li> <li>3. Water and Sewer Servicing - Options 1 &amp; 2</li> <li>4. Lift Station Examples</li> <li>5. Asphalt Plans</li> </ol>
Written by: Darcy McLeod – Director of Community Development, Parks & Recreation <div style="text-align: center;"><b>Darcy McLeod</b></div> Rene Richard – Director of Engineering and Asset Management <div style="text-align: center;"><b>Rene Richard</b></div>	
Reviewed by: Jessica Matsalla - City Clerk <div style="text-align: right;"><b>Jessica Matsalla</b></div>	
Approved by: Lonnie Kaal - City Manager <div style="text-align: right;"><b>Lonnie Kaal</b></div>	

## **PURPOSE**

The Deer Park Clubhouse Steering Committee and aodbt Architecture and Interior Design have completed the 100% design process for a proposed new Clubhouse. Therefore, the purpose of this report is to provide Council with the feedback from the Virtual Open House hosted on the City's website, as well as to inform Council on the estimated construction costs for a new clubhouse, as per the building design completed by aodbt Architecture and Interior Design; with water, sewer and site work design completed by Allnorth Engineering.

Attached to this report is the building presentation that has been on the City's website along with the feedback received to date, including our team's responses. Also attached are the two options for Council consideration to provide water and sewer services. These options were presented at the September 20, 2021 Regular Council meeting to provide an update, and since then the cost estimates for both options have been refined. In both options, the alignment would be the same. For Option 1, the sanitary sewer would parallel the water service. In option 2, the sewer main would follow a different path and would go north under Highway 52 and discharge into the existing sanitary owned and operated by YPUB.

The preliminary cost estimate for Option 1 is approximately \$680,000 for construction only (not including, taxes, engineering and contingency). The preliminary cost estimate for Option 2 is approximately \$670,000 for construction only (not including, taxes, engineering and contingency). Even though Option 2 is estimated to be less expensive, Option 1 is recommended for a few reasons. Firstly, Option 2 relies on the ability to utilize a portion of the YPUB sanitary system. At this time there is no agreement with YPUB and it is unknown what the financial terms of any agreement would be, or if negotiation would delay the project. Also, the condition of the YPUB system is unknown at this time. Secondly, for Option 2, if an obstruction were encountered during drilling operations, there is a risk that the golf course (fairways and

greens) north of the clubhouse could be affected and need to be restored. This could be costly and negatively affect the operation of the golf course.

Also mentioned at the September 20, 2021 meeting, due to the presence of poor soil conditions and presence of large rocks, the option of gravity sewer is not possible, and both options 1 and 2 include the use a lift station pump. The location of the lift station would be the same for both options away from the clubhouse and is shown on both site plans (Attachment 3). Examples of what the lift station would look like are included in Attachment 4.

Mitch Strocen from aodbt Architecture and Interior Design as well as John Nagyl from Allnorth Engineering will be in attendance at the October 25<sup>th</sup> Council meeting to address any questions Council may have.

## **BACKGROUND**

To guide the work of aodbt Architecture and Interior Design, a Steering Committee made up of the following people have been involved with this project:

1. Ken Chyz, City Council rep
2. Lonnie Kaal, City Manager
3. Darcy McLeod, Director of CDPR
4. Jeff Fawcett, Manager of Capital Projects
5. Allan Sauser, Director of Golf.

The Steering Committee, along with aodbt has continued to engage the users of the clubhouse throughout the design process to obtain feedback on the various design options. Using a combination of in-person and virtual input sessions, presentations were made to, and feedback provided from, members of the following:

- a. Deer Park Men's Club
- b. Deer Park Ladies Club
- c. Deer Park Senior Men's Club
- d. Deer Park Senior Ladies Club
- e. Deer Park Junior golf parents
- f. Cross Country Ski Club
- g. Deer Park Staff and Operating contractors

Council's direction for this project was provided at their April 19, 2021 Committee of the Whole meeting. Council discussed the scope of a proposed new clubhouse including the servicing requirements for water and sewer with the following direction provided to Administration, and further adopted at the April 26, 2021 Council meeting.

**“That the Committee of the Whole Council recommend to Council to proceed with detailed design on Concept Plan Number 2 – ‘Reduced Food Services’ for the scope of the new Deer Park Clubhouse and location No. 1 as indicated in the October 26, 2020 City of Yorkton Council presentation prepared by aodbt Architecture and Interior Design (with no underground cart parking); and**

**That the Committee of the Whole Council recommend to Council to direct Administration to proceed with detailed design of installation of water and sewer services to the Deer Park Golf Course, as presented in Option 2, as contained in the Committee of the Whole Meeting Package of April 19, 2021, with the condition that both lines be directionally bored, and a gravity-fed sewer option be installed.”**

More specific direction was given to Administration on June 24<sup>th</sup>, 2021 that indicated **“That Council confirm the scope of the concept design as presented and ask aodbt Architecture and Design to bring back pricing for the underdeck storage option as well pricing for the option of no underdeck storage.”** The under deck storage design option was provided to Council at their September 20<sup>th</sup>, 2021

Council meeting where Council directed Administration to continue with the scope of design without the underdeck storage option. Direction was given to not include cart storage in the project, however it was noted that this may be needed in the future.

### **FINANCIAL IMPLICATIONS**

As part of the original conceptual planning process, a high level estimate range of between 4 and 7 million dollars was provided to Council during the Feasibility Study Council presentation on October 26, 2020. There are a few considerations that have impacted these numbers in the last year. The first one was the increase in lumber prices over the last year. The second is the significant geo-technical challenge of the soils that were presented previously to Council. More recently is the increase in oil/fuel prices that will impact any project.

Below is a table with the anticipated construction costs. The building cost estimates were informed by a third party, local construction company with the site work/asphalt/landscaping and temporary servicing cost estimates developed using recent projects in the area. It should be noted that these are cost estimates to help establish a budget for the project. The real costs would be established through the public tendering process, however these are our best estimates based on real, local contractors and projects. Typically, when Council approves the capital budget, projects are approved with an established budget. If the project cost comes in at or under budget, the project would proceed. If the tender comes back over the established budget, the project is returned to Council for further deliberation on whether to proceed or not. Further, any tender over \$350,000 must be approved by Council. Therefore, regardless of the project cost, once tendered this project would come back to Council for approval to award to the project.

Description	Estimated Cost	PST	Project Management	Contingency	Total Estimated Cost
<b>Section 1: Main Building</b>					
Main Building (includes foundation, structural, exterior, interior, mechanical, electrical, equipment, etc.)	\$4,600,000	\$276,000	\$90,000	\$460,000	\$5,426,000
<b>Section 1 Subtotal</b>					<b>\$5,426,000</b>
<b>Section 2: Site Works</b>					
Demolition	\$164,000	\$9,840	\$32,800	\$16,400	\$223,040
Landscaping	\$150,000	\$9,000	\$30,000	\$15,000	\$204,000
Asphalt Around Clubhouse (Attachment 5)	\$119,000	\$7,140	\$23,800	\$11,900	\$161,840
Asphalt Road (Attachment 5)	\$147,000	\$8,820	\$29,400	\$14,700	\$199,920
Asphalt Parking Lot (Attachment 5)	\$316,000	\$18,960	\$63,200	\$31,600	\$429,760
<b>Section 2 Subtotal</b>					<b>\$1,218,560</b>
<b>Section 3: Servicing</b>					
Water & Sewer (Option 1)	\$680,000	\$40,800	\$136,000	\$68,000	\$924,800
<b>Section 3 Subtotal</b>					<b>\$924,800</b>
<b>Section 4: Temporary Accommodations</b>					
Temporary Clubhouse Trailer - 8 months (includes clubhouse trailer, lavatory trailer, utilities, etc.)	\$61,000	\$3,660	\$0	\$6,100	\$70,760
<b>Section 4 Subtotal</b>					<b>\$70,760</b>
<b>GRAND TOTAL</b>					<b>\$7,640,120</b>

### Funding Summary:

Proposed Budget for Deer Park Clubhouse, Utilities and Site Improvements	\$7,700,000
Funded partially by using costs savings on City Operations Centre Project	<u>(\$2,200,000)</u>
Borrow with payments in 2022/2023/2024/2025/2026 (5 years)	\$5,500,000

Payments to come from Previous Gallagher Centre Debt Payments \$1,100,000 for 5 years = \$5,500,000

Note: actual amount of debt payments were \$1,151,254 and the small difference could go towards interest and/or be left in reserves for a future project in the event the debt can be financed internally with no interest.

### **COMMUNICATION PLAN/PUBLIC NOTICE**

The Steering Committee worked with Mitch Strocen from aodbt who provided various schematic design sessions via Zoom (May 4 & 20; June 10 & 24) and met with the user groups again on June 28<sup>th</sup> and September 21<sup>st</sup>, 2021 to obtain feedback and input. The feedback from these sessions has been an important part of the process as a number of thoughts were incorporated into the overall design. A Virtual Public Open House has been provided on the City's website since October 1<sup>st</sup> with feedback received, until the submission deadline of this report, including responses, provided to Council. The public will continue to be engaged through online social media platforms and in-person as required.

### **STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)**

This is a direct result of Council's priority related to improved recreation facilities, and more specifically is one of Council's 2021 priorities.

### **OPTIONS**

1. That Council approve a budget of \$7,700,000 for the Deer Park Clubhouse project which includes water and sewer as noted in option 1, and further direct administration to go to tender and bring bids back to a future Council meeting. The intention is to fund this project from \$2.2 million placed in reserves from the City Operations Centre project, and to borrow \$5.5 million with annual payments of some \$1.1 million being made from the Recreational Levy (previously called the Gallagher Centre Levy).
2. That Council decline to proceed with the Deer Park Clubhouse project at this time.
3. Other direction at the discretion of Council.





***NEW DEER PARK CLUBHOUSE***  
DESIGN UPDATE

SEPTEMBER 29, 2021





# NEW DEER PARK CLUBHOUSE

## FLOOR PLAN

### Department Legend

- Circulation + Services
- Deck
- Hall + Food Services
- Pro Shop
- Washrooms



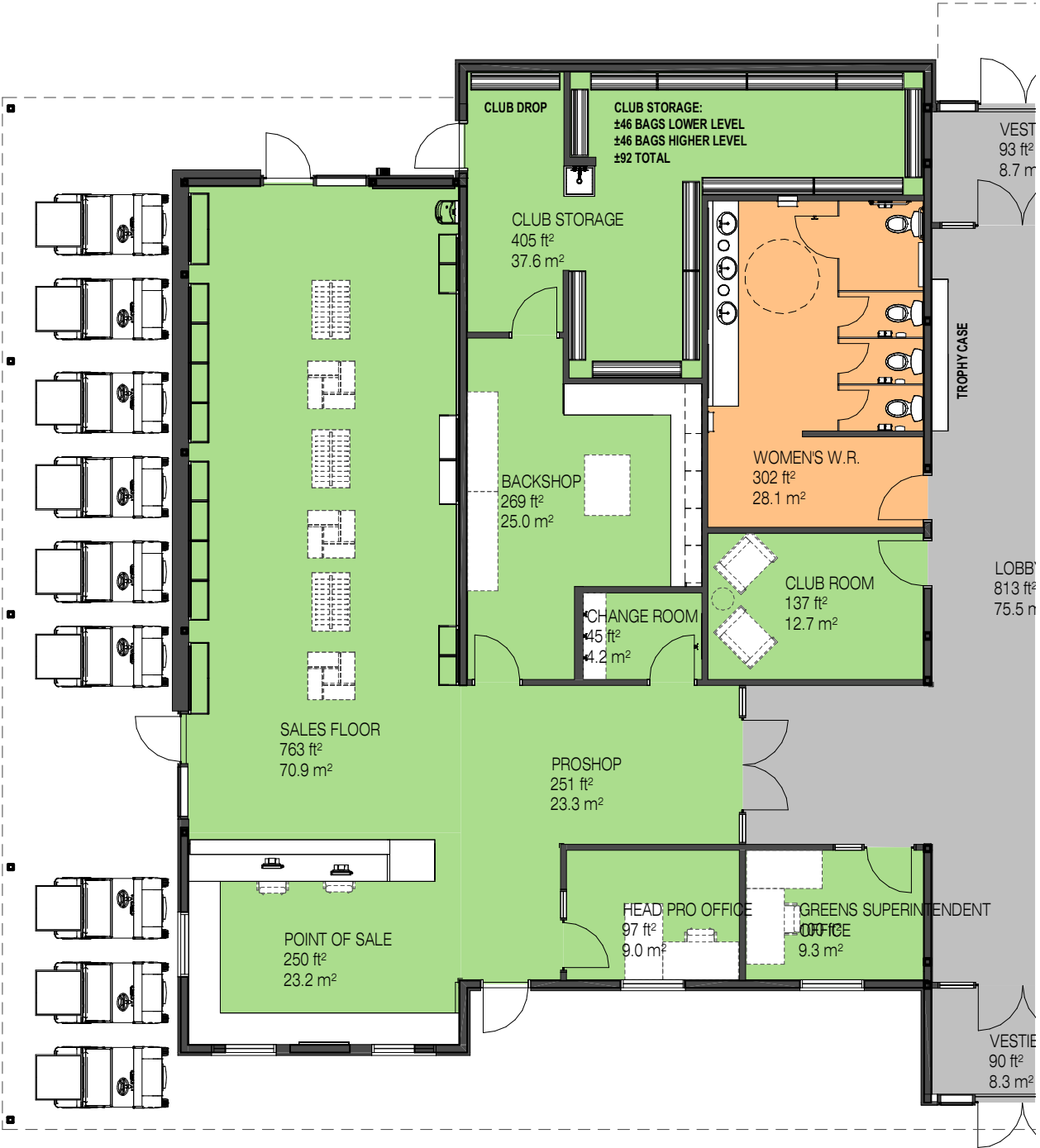


# NEW DEER PARK CLUBHOUSE

## PROSHOP



- CLUB STORAGE FOR UP TO 92 BAGS
- CLUB DROP AND MOP SINK PROVIDED FOR CLUB WASHING
- IMPROVED SITE LINES AND SALES FLOOR





# NEW DEER PARK CLUBHOUSE

## DINING EXPERIENCE

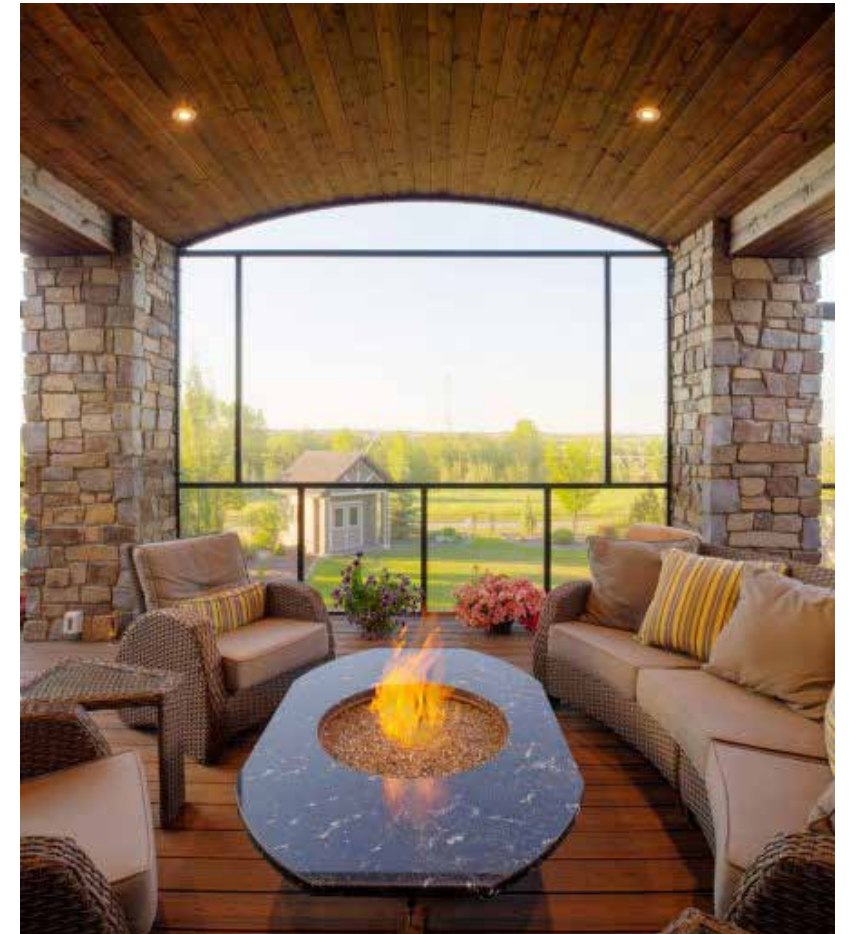


### - FOCUS ON FLEXIBLE SPACES WITH 3 DISTINCT AREAS:

- 1) INTERIOR DINING AREA
- 2) COVERED DECK
- 3) UNCOVERED DECK

- CONNECTION TO THE  
OUTDOORS A PRIORITY

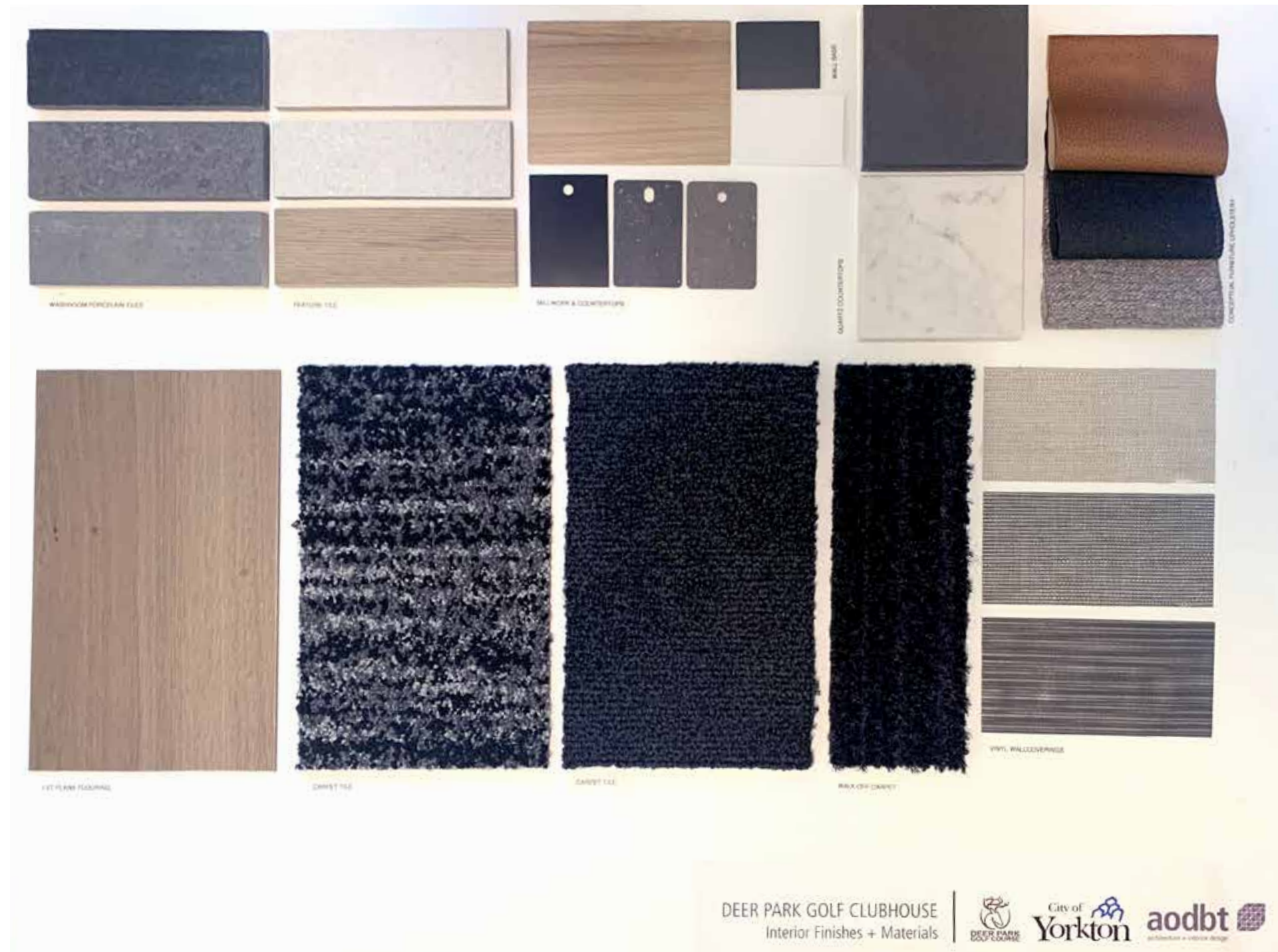
- SIZED TO ACCOMMODATE  
UP TO 200 PEOPLE W/ INDOOR  
COMBINED WITH COVERED  
DECK





# NEW DEER PARK CLUBHOUSE

## INTERIOR FINISHES



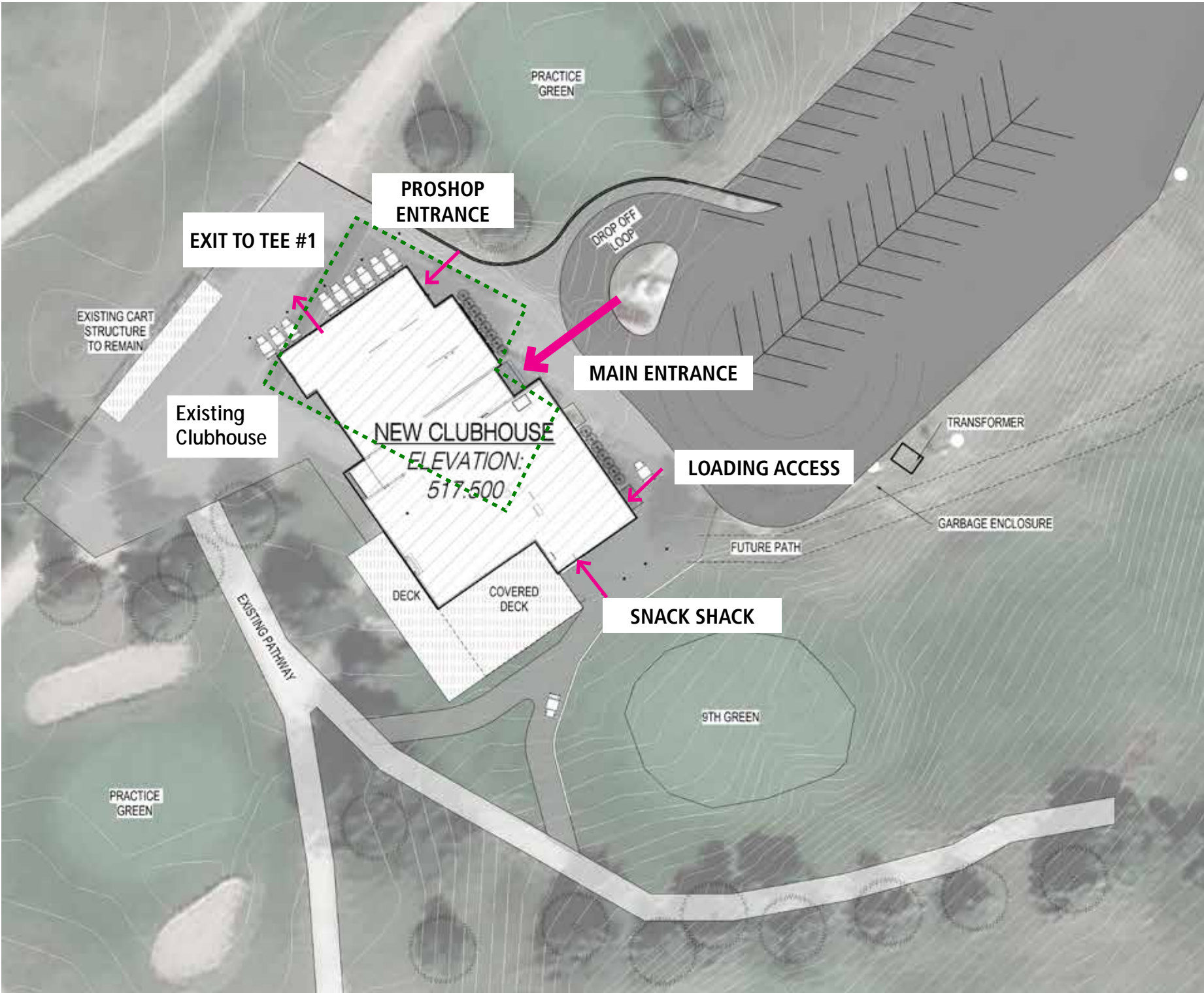
**NEW DEER PARK CLUBHOUSE**  
SITE PLAN





# NEW DEER PARK CLUBHOUSE

## SITE PLAN







METAL ROOF



WOOD-LOOK  
METAL SIDING

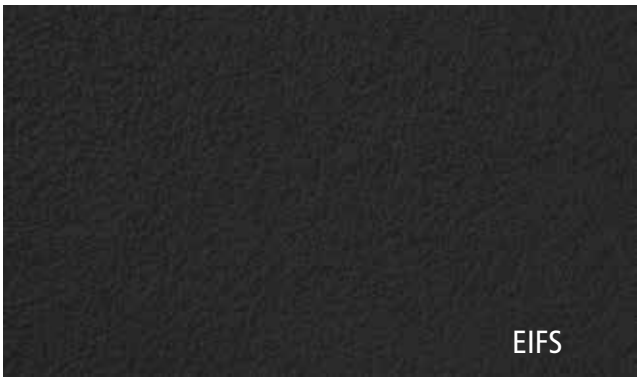
**NEW DEER PARK CLUBHOUSE**  
EXTERIOR DESIGN + FORM



CONCRETE BLOCK



EIFS



EIFS





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# ***NEW DEER PARK CLUBHOUSE***

## EXTERIOR DESIGN + FORM



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# ***NEW DEER PARK CLUBHOUSE***

## EXTERIOR DESIGN + FORM



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***PLEASE SEND ANY QUESTIONS OR  
FEEDBACK TO:***

FEEDBACK@YORKTON.CA

## Proposed Deer Park Clubhouse Project

### Virtual Open House Q & A

The following responses are provided from questions or concerns submitted through the [feedback@yorkton.ca](mailto:feedback@yorkton.ca) email address. This email address will be open for feedback to help inform the Project Steering Committee's final report to Council as well as to inform Council's decision to proceed or not. We thank everyone that submitted their comments. All comments will be shared with Council.

- Q. Will the large trees that are now behind the 9<sup>th</sup> green alongside the walking path/deck need to be removed to make room for the new clubhouse? If so, can they be moved elsewhere?
- A. The project team has made all efforts to maintain trees by siting the new clubhouse on the location of the existing. Unfortunately, the trees referenced will be lost. They are too mature to be relocated.
- Q. Do the plans and the budget include paving of the roadway into the course and the parking area?
- A. Pending budget, there are plans to pave the roadway and parking after construction is completed.
- Q. Does the budget include all required furnishings for the dining room and decks? All kitchen equipment?
- A. Total project budget presented will include these items.
- Q. Is there an aerial view of the location of the new clubhouse superimposed over the existing clubhouse and surrounding area to more accurately show the location in relation to the existing building, practice areas and trees?
- A. A new plan has been uploaded to show the footprint of the current clubhouse.
- Q. Why was the under deck cart storage not being considered as part of this project?
- A. The decision to not do cart storage under the deck was indeed a difficult one. Unfortunately the elevation change to have more of a "walk-out" basement could not be realized unless the clubhouse was constructed closer to or on the 9th green. Without the benefit of grade, this basement storage had to be dug out and significant ramps were required to get carts in and out. It was one of the many technical challenges of this solution that ultimately drove up the cost.
- Q. Since cart storage will be dealt with at a future date, why wouldn't you put the Superintendent of the course in the new facility for cart storage when you build it rather than putting a nice new office in the new clubhouse?
- A. It is not unreasonable to provide an office for the golf course superintendent along with a place for staff to come in to the clubhouse during break, as this is one of the multitude of functions envisioned for the meeting room. There is a lack of space existing in the maintenance area currently for such functions.



Q. I'm very pleased that at last the City of Yorkton is looking at a clubhouse that will do justice to and enhance the wonderful golf course we have here in Yorkton. The design of the new clubhouse looks very functional and is certainly a huge improvement over what is currently there. The fireplace is a very nice touch but if cost is a factor than it makes you wonder why the money is being spent to put in a fireplace for a facility that is mainly used in the summer.

A. In our cold climate even a mid-summer evening can cool off, and the fireplace is designed to allow indoor as well as outdoor usage.

Q. I'm wondering about the need for a meeting room. I understand that it is intended to be used as a tournament room. We certainly don't need another general meeting room in Yorkton there are more than enough already. Could this area be better utilized as part of the dining area or at the very least give it a foldable wall so that the space can be multi-purpose. Rather than a tournament room the biggest concern when hosting a tournament at Deer Park is seating for the banquet and prize presentations.

A. The meeting room has been envisioned to provide the following services

- A tournament room, especially for more competitive tournaments where scorecards can be collected and officials can gather. Tournaments currently utilize the sunroom to manage their tournaments and store/distribute prizes, which conflicts with the need to serve meals and impacts the facility capacity.
- For events this can be used as a break-out room.
- Maintenance staff will be provided this room for use as there are no other staff facilities on the site.
- The most important use is for the Ski Club in winter. The Ski Club rents cross country skis and requested a room that they could keep their equipment locked. Having this room will give them a prominent, safe, and secure place to set up during the winter months.

Q. What plans does the city have for the cart storage during the winter? Right now they are being stored on the Golf Pro's family property. He will not always be there and then what happens to them? A Quonset will have to be built and that cost will be 10 times more than putting underground storage in right now.

A. The decision to not do cart storage under the deck was indeed a difficult one. Unfortunately the elevation change to have more of a "walk-out" basement could not be realized unless the clubhouse was constructed closer to or on the 9th green. Without the benefit of grade, this basement storage had to be dug out and significant ramps were required to get carts in and out. It was one of the many technical challenges of this solution that ultimately drove up the cost. As such, a decision on cart storage will be deferred and any future facility will be free-standing.

Q. No locker rooms? Shower facilities and lockers should be part of any new clubhouse.

A. Please see response below.

Q. There doesn't seem to be a layout on any kind of locker room. I am not sure showers etc. are needed but a place for lockers should be included in a new build. Has this been considered?

A. Even prior to the COVID pandemic it was determined by facility users that a locker room is not well utilized. It was decided to use this space for other clubhouse features. More specifically, club storage was noted as a priority by members over lockers. If, however, there is a rejuvenated interest in lockers in the new facility, a number of lockers could be added into the washrooms. There is a room allocated that can be used for golfers to change from work clothes into golf attire. This room is located just off the pro-shop and can also be used to try on merchandise.

Q. I believe the new clubhouse will be a great addition to Yorkton's recreational facilities. The upgrades will provide a much more pleasant experience. Proper kitchen and ample seating options will see large

groups utilize this facility. New washrooms will be a huge improvement. I also believe that building a multi-use facility (golf/curling/skiing/tobogganing) with a large private room, would have been a great option as well. It could be utilized year round. I understand that there is not an unlimited pot of money and I applaud and support city administration and council on their decision to look at various options and allow for public input.

- A. Thank you for the positive feedback. Of the activities you noted, 3 of the 4 will be accommodated within the new clubhouse, including a significant upgrade for the Cross Country Ski club with easily accessible washrooms and a dedicated space in the winter months (noted as the meeting room on the plans) to rent equipment from.

The 4th, Curling, was discussed early in the design process. While many other communities combine golf and curling, the curling rink in Yorkton shares an ice plant with the skating rink at the Gallagher Center. Moving the curling rink out of a well-functioning space to Deer Park, with the space and ice plant requirements, would have been very cost prohibitive. And the resulting space left at the Gallagher Center would not be able to accommodate the other recreation needs of the City.

- Q. According to the 2019-2020 audit, this golf course lost \$347,081 in 2019 and lost \$223,267 in 2020...Would this project help cover that gap?

- A. Redeveloping the golf course clubhouse would replace the City's oldest recreation infrastructure which has a myriad of challenges. Golf course revenue, however, is largely driven by the course itself and green fees. As such, a new building is unlikely to cover any yearly shortfall.

Redeveloping the golf course clubhouse would replace the City's oldest recreation infrastructure which has a myriad of challenges. Golf course revenue, however, is largely driven by the course itself and green fees. As such, a new building is unlikely to cover any yearly shortfall.

- Q. Will the restaurant be utilized for all 4 seasons. Be a waste of dollars to have only 3 seasons

- A. The restaurant will be designed to be utilized in four seasons and could host events during the off season. Operationally it may not make financial sense to have the restaurant open at all times during the winter, but this could be examined upon building opening.

- Q. What will the total estimated completed total cost be? Building plus water and sewer, earthworks, paving, landscaping, etc.?

- A. This will only be finalized through tendered numbers. Pre-tender estimates are being finalized. During the feasibility study presented to Council in October of 2020 the project budget range was between 4 and 7 million.

- Q. In 2009 a study requested by the city had indicated that the Kinsmen was 10 years from "end of life" What is being done to address this immediately?

- A. The Gallagher Centre Renewal project was put on hold while further investigation into the future viability of the Kinsmen Arena, to continue operating as an ice arena, was further investigated. A summary of those findings will be presented to Council later this fall to inform their decision for either replacing the Kinsmen Arena or investing resources for improving it.

- Q. In the 2019 Indoor Recreation and Facility Feasibility study, what ranked higher, the Kinsmen or the clubhouse? And if the Kinsmen ranked higher, why was it bypassed for the clubhouse?

- A. Both the Kinsmen and the Clubhouse were identified as requiring attention. Each had separate challenges that made it hard to prioritize one over the other.



Based on the findings of the Recreation Feasibility Study, in 2019 Council approved looking at the detailed design for the replacement of the Kinsmen Arena. After the design process and community consultation, it was decided to take a pause on this project. Soon after the Kinsmen Arena replacement/Gallagher Center Renewal project concluded, Council gave direction to explore the feasibility of replacing the Deer Park Clubhouse. This project has now proceeded through the design process to pre-tender and community consultation.

Based on the above, no project was given priority over the other and the Kinsmen is actually being examined in more detail first, not bypassed.

- Q. As both the Kinsmen and the golf course are seasonal. What are the user numbers for each facility broken down to monthly, weekly, daily? What facility gets more use?
- A. Although usage/participant numbers are an important factor when replacing community infrastructure, the Kinsmen Arena and Deer Park Clubhouse are both older assets that have reached the end of their useful life, as determined by various 3rd party studies. Therefore, both facilities are in need of significant upgrade or replacement in order for all members of the community to be able to continue to benefit from their use.

- Q. What is the annual operating cost of each facility broken down to be able to compare the two? Maybe by user? or by day?
- A. Although operating costs are important factors in the operation of any public facility, both the Kinsmen Arena and the Deer Park Golf Course require significant investment by taxpayers to ensure both facilities can continue to provide a benefit to all community members.

It should be noted that the clubhouse at Deer Park is used by the Cross Country ski club in the winter months, and the new Clubhouse design will greatly enhance the winter usage experience. This includes school groups having a place to congregate before and after a skiing trip in the dining area. Tobogganing may also benefit from accessible washrooms while the facility is open during the winter.

- Q. Will the new clubhouse take away revenue from the Gallagher Centre? Is the Gallagher Centre and it's meeting rooms booked to capacity year round? Does the city require another rental venue?
- A. While Deer Park may be used for facility rentals as users desire a more intimate gathering space, its design has been focused on supporting golf in the summer and cross country skiing in the winter.
- Q. The Kinsmen provides a location for Tim Bits hockey (free), public skating (free), what does a new Deer Park clubhouse provide for low cost or free recreation to the residents?
- A. As noted above, beyond golf the Cross Country ski club and tobogganers will benefit from enhanced spaces for these recreational pastimes.
- Q. I have heard comments from some on council that the new clubhouse will create economic spin offs for businesses within the city. Is there a way to quantify this? Does a few golf tournaments bring in more money than multiple hockey tournaments with 8-12 teams?
- A. Every activity or event that takes place in the community has an economic spin off. It is difficult to quantify, without completing an economic impact assessment of every event or tournament etc. to determine which one is more valuable to the community. In order to maintain the economic impact of both facilities, significant investment is required to ensure that both facilities can continue to provide economic value to the community.

- Q. Less sales floor area and larger club storage (look to the future).
- A. Early in the process it was identified that the Deer Park Pro Shop is the only golf shop remaining in the City. As such, it was desirable that the pro shop sales area be maintained. That said, the size of sales floor is undersized to reflect the modern golfer's desire for club fitting carts and the Pro's desire to carry less inventory.

The club is currently down to ~70 bags stored. As such, allowing for 92 provides room for some growth.

- Q. Fireplace isn't necessary - deck heating can come from propane type heaters or natural gas type.
- A. It is agreed that a fireplace is not required. It is, however, a desirable feature that people do enjoy as part of a gathering space.
- Q. Put sliding doors or a folding wall on the meeting room so it can be used for larger gatherings and would allow for more indoor seating.
- A. The flexibility in seating is derived from the large covered patio and the doors that can be opened from the dining room to this space. This design inspiration came from user feedback seen at many other clubs and allows for a number of seating opportunities, both inside, and in conditioned and non-conditioned spaces outside.
- Q. No showers?? Again look to the future.
- A. In discussion with the users the consensus is that golfers are moving away from showering at the Clubhouse. This same consensus formed regarding locker rooms in general.
- Q. Leaving out the basement storage will likely come back to haunt you but I'll be dead so I'm not going to worry about that now
- A. The soil conditions on the site resulted in a full crawlspace under the building. This space cannot be utilized for storage based on the building code, and there was no desire to fund additional excavation to a full basement.
- Q. Interior finishes are quite boring - just my opinion as I like color.
- A. The palette selected is purposely quite natural. Color can be difficult to select as it results in facilities that look modern at opening, then ultimately can be dated as the facility ages.
- Q. Appears to have a lack of wall space for pictures and trophy area and also a serious lack of storage space for tables and chairs etc - PA system - dishes in kitchen area - dry good storage in kitchen area - more to come?
- A. A display area and trophy case has been positioned in the main corridor just off the front entry.

A generously sized room has been provided for tables, linens, and beverage storage adjacent to the point-of-sale. This would not include kitchen storage (dry goods, plates, etc) which are accommodated in the kitchen itself.

The team understands that in any project there can never be enough storage. The amount provided must be balanced against available building area and funding.

- Q. I see there are accessible stalls in the gender-identified washrooms. For this building, seeing as how there is the possibility of hosting events, please include a family-friendly (gender neutral) accessible washroom, with diaper changing facilities.
- A. Thank you for your feedback. This is an important accommodation and we will work to incorporate it within the plan.

## Ashton Kingdon

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**From:** <xxxxxxxx> Saturday, October 02,  
**Sent:** 2021 10:27 AM Feedback  
**To:** New Deer Park Clubhouse  
**Subject:**

**CAUTION: External Email**

Sent from my Galaxy

I like the concept. The club house has been operating and maintained by responding to damages and repairs as long as I can remember. The water/sewage system has caused many unpleasant circumstances in odour, flooding etc and a proper system will be a great benefit to the atmosphere and accessibility to facilities. Deer Park is renowned as a fabulous course and it's about time to make the club house more welcoming and healthy. Thank you for considering my feedback and support of this concept presented.

## Ashton Kingdon

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**From:** Dick DeRyk <xxxxxxxxxxxxxxxx>  
**Sent:** Monday, October 04, 2021 12:24 PM  
**To:** Feedback  
**Cc:** Councillor Ken Chyz-ext; Councillor Randy Goulden-ext; Chris Wyatt; mitch@<xxxxxxx>  
**Subject:** New Deer Park Clubhouse

### CAUTION: External Email

Questions:

- Will the large trees that are now behind the 9<sup>th</sup> green alongside the walking path/deck need to be removed to make room for the new clubhouse? If so, can they be moved elsewhere? It would be a shame to lose them.
- Do the plans and the budget include paving of the roadway into the course and the parking area?
- Does the budget include all required furnishings for the dining room and decks? All kitchen equipment?
- I would like to see an aerial view of the location of the new clubhouse superimposed over the existing clubhouse and surrounding area to more accurately show the location in relation to the existing building, practice areas and trees.

Dick

Dick DeRyk



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Yorkton SK Canada

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## Ashton Kingdon

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**From:** Cliff Trombley <xxxxxxxxxx>  
**Sent:** Monday, October 04, 2021 12:43 PM  
**To:** Feedback  
**Subject:** Deer Park Clubhouse Design

### **CAUTION: External Email**

It is unfortunate that Council is so short-sighted that they are going to end up costing the taxpayers more money by setting up another structure to deal with cart storage in less than five years. Two years ago, you were discussing terminating the existing contract with ABS Golf Management so you could re-tender the contract. Now some of those same councillors don't seem to even recall the discussion. My point in the matter is that certain councillors have been after trying to obtain ownership of the carts for years now and there is absolutely no foresight in how you plan to deal with this issue once you have obtained ownership and it is almost a certainty that you will obtain ownership within the next contract.

So if you are going to deal with that issue when it is time, why wouldn't you put the Superintendent of the course in the new facility for Cart storage when you build it rather than putting a nice new office in the new clubhouse. In the interim, you could construct a temporary office in the Maintenance shed for the Superintendent rather than take up space in the new clubhouse. This may seem like you a putting the cart before the horse, but by the time the clubhouse is completed, you will be dealing with Cart storage within less than two years.

In some ways, it probably make more sense to have a separate facility for cart storage. So if you are going to put up a second facility, do it right and not off the cuff, when you will be forced to deal with it.

If this was your money, wouldn't you look beyond two years unless money is no object.

Don't get me wrong, I know that you have tremendous pressure to deal with other projects in the very near future. But being short-sighted is not the solution.

Cliff Trombley



## Ashton Kingdon

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**From:** Juanita <xxxxxxxx>  
**Sent:** Monday, October 04, 2021 8:40 PM  
**To:** Feedback  
**Subject:** New Deer Park Clubhouse

CAUTION: External Email

Good Evening

I am so pleased that at last the city of Yorkton is looking at a clubhouse that will do justice to and enhance the wonderful golf course we have here in Yorkton. The design of the new clubhouse looks very functional and is certainly a huge improvement over what is currently there. I love the fireplace but if cost is a factor than I would wonder why the money is being spent to put in a fireplace for a facility that is mainly used in the summer. I also wonder about the need for a meeting room. I understand that it is intended to be used as a tournament room. I was a member of the Richie Hall Golf Tournament committee for 10 years. This tournament had the maximum number of golfers almost every year. We never had a tournament room and never needed one. We certainly don't need another general meeting room in Yorkton there are more than enough already. I would wonder if this area could not be better utilized as part of the dining area or at the very least give it a foldable wall so that the space can be multi purpose. Rather than a tournament room the biggest concern when hosting a tournament at Deer Park is seating for the banquet and prize presentations.

Thank you for this opportunity to view the plans.

Juanita Brown

## Ashton Kingdon

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**From:** noreply@yorkton.ca  
**Sent:** Monday, October 04, 2021 8:24 PM  
**To:** ParksandRec  
**Subject:** Cart storage

CAUTION: External Email

What plans does the city have for the cart storage during the winter? Right now they are being stored on Al's family property. He will not always be there and then what happens to them? A quanset will have to be built and that cost will be 10 times more than putting underground storage in right now.

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Origin: <https://www.yorkton.ca/en/news/deer-park-golf-course-clubhouse-conceptual-planning.aspx>  
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This email was sent to you by Bernadette Hagon<xxxxxxxxxx> through <https://www.yorkton.ca>.

## Ashton Kingdon

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**From:** Gsheasby <xxxxxxxxxx>  
**Sent:** Tuesday, October 05, 2021 10:42 AM  
**To:** Feedback  
**Subject:** Deer park clubhouse

CAUTION: External Email

No locker rooms? I have Been a “member” since the late Seventies and have rented a locker for decades. Shower facilities and lockers should be part of any new clubhouse! Gerry Sheasby

Sent from my iPad

## Ashton Kingdon

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**From:** Rob Auckland <xxxxxxxxxxx>  
**Sent:** Tuesday, October 05, 2021 8:50 AM  
**To:** Feedback  
**Subject:** Clubhouse Project

### CAUTION: External Email

Hello

Very impressed with the look and design. I don't seem to see on the layout any kind of locker room.

I am not sure showers etc. are needed but a place for lockers should be included in a new build. Has this been considered?

*Rob Auckland  
Operations Manager*

*Sask Energy  
Yorkton Office  
40 Palliser Way  
Yorkton, Sask S3N 4C5*

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## Ashton Kingdon

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**From:** Bruce Thurston <xxxxxxxxx>  
**Sent:** Wednesday, October 06, 2021 7:29 PM  
**To:** Feedback  
**Subject:** New Deer Park Clubhouse

CAUTION: External Email

I am a golfer, so this may be considered a biased opinion. I believe the new clubhouse will be a great addition to Yorkton's recreational facilities. The upgrades will provide a much more pleasant experience. Proper kitchen and ample seating options will see large groups utilize this facility. New washrooms will be a huge improvement. I also believe that building a multi-use facility (golf/curling/skiing/tobogganing) with a large private room, would have been a great option as well. It could be utilized year round. I understand that there is not an unlimited pot of money and I applaud and support city administration and council on their decision to look at various options and allow for public input.

Bruce Thurston

Sent from my iPhone



## Ashton Kingdon

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**From:** noreply@yorkton.ca  
**Sent:** Wednesday, October 13, 2021 6:36 PM  
**To:** Feedback  
**Subject:** Deer Park Clubhouse

CAUTION: External Email

According to the 2019-2020 audit,  
This golf course lost \$347,081 in 2019 and lost \$223,267 in 2020...  
Would this project help cover that gap?

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Origin: <https://www.yorkton.ca/en/news/deer-park-golf-course-clubhouse-conceptual-planning.aspx>  
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This email was sent to you by David Alcorn<xxxxxxxxx> through <https://www.yorkton.ca>.

## Ashton Kingdon

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**From:** noreply@yorkton.ca  
**Sent:** Thursday, October 14, 2021 7:19 AM  
**To:** Feedback

CAUTION: External Email

Will the restaurant be utilized for all 4 seasons. Be a waste of dollars to have only 3 seasons

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Origin: <https://www.yorkton.ca/en/news/deer-park-golf-course-clubhouse-conceptual-planning.aspx?fbclid=IwAR39K4-kimzh1E7yJ8oLFFYAiqth9XqxDzvdY2DzYkl7epU4QtNaF7Wrkos>  
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This email was sent to you by Richard Winters<xxxxxxxxxx> through <https://www.yorkton.ca>.

## Ashton Kingdon

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**From:** brennan <xxxxxxxxxxx>  
**Sent:** Thursday, October 14, 2021 9:24 AM  
**To:** Feedback  
**Subject:** Deer Park Virtual Clubhouse Feedback - Questions

### **CAUTION: External Email**

Good Day,

Please see my below questions:

- What will the total estimated completed total cost be? Building plus water and sewer, earthworks, paving, landscaping, etc.?

-In 2009 a study requested by the city had indicated that the Kinsmen was 10 years from "end of life" What is being done to address this immediately?

-In the 2019 Indoor Recreation and Facility Feasibility study, what ranked higher, the Kinsmen or the clubhouse? And if the Kinsmen ranked higher, why was it bypassed for the clubhouse?

-As both the Kinsmen and the golf course are seasonal. What are the user numbers for each facility broken down to monthly, weekly, daily? What facility gets more use?

-What is the annual operating cost of each facility broken down to be able to compare the two? Maybe by user? or by day?

-Will the new clubhouse take away revenue from the Gallagher Centre? Is the Gallagher Centre and it's meeting rooms booked to capacity year round? Does the city require another rental venue?

-The Kinsmen provides a location for Tim Bits hockey (free), public skating (free), what does a new Deer Park clubhouse provide for low cost or free recreation to the residents?

-I have heard comments from some on council that the new clubhouse will create economic spin offs for businesses within the city. Is there a way to quantify this? Does a few golf tournaments bring in more money than multiple hockey tournaments with 8-12 teams?

Thanks,

Brennan Wiens

## Ashton Kingdon

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**From:** <xxxxxxxx>  
**Sent:** Friday, October 15, 2021 10:03 AM  
**To:** Feedback  
**Subject:** Deer Park Clubhouse

### **CAUTION: External Email**

Observations from a very experienced and well travelled golfer

Less sales floor area and larger club storage (look to the future)

Fireplace isn't necessary - deck heating can come from propane type heaters or natural gas type

Put sliding doors or a folding wall on the meeting room so it can be used for larger gatherings and would allow for more indoor seating

No showers?? Again look to the future

Leaving out the basement storage will likely come back to haunt you but I'll be dead so I'm not going to worry about that now

Interior finishes are quite boring - just my opinion as I like color

Let's get er done!!!

## Ashton Kingdon

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**From:** <XXXXXXXXX>  
**Sent:** Friday, October 15, 2021 3:28 PM  
**To:** Feedback  
**Subject:** Clubhouse

### **CAUTION: External Email**

Two other things I noticed - appears to have a lack of wall space for pictures and trophy area and also a serious lack of storage space for tables and chairs etc - PA system - dishes in kitchen area - dry good storage in kitchen area - more to come? D.



## Ashton Kingdon

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**From:** Lisa <xxxxxxxxxx>  
**Sent:** Monday, October 18, 2021 11:32 AM  
**To:** Feedback  
**Subject:** New Deer Park Clubhouse

CAUTION: External Email

I see there are accessible stalls in the gender-identities washrooms. For this building, seeing as how there is the possibility of hosting events, please include a family-friendly (gender neutral) accessible washroom, with diaper changing facilities. This would allow parents to help their children without hassle plus seniors/others who may need assistance are allowed more dignity. Thank you

Lisa



Date: 2021/10/07 10:29 AM | User: Jordan Hovdebo | File: P:\S\2021\10\10202 CoV-Eng-Deer Park Clubhouse\1000-Dwgs\1011-Civil\01-Production\211006\_2101202-1100-001-Site Plans | Layout: 1-1100-001 | Paper Size: 558.8mm x 431.8mm



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A	21/10/07	REVISED ALIGNMENT OPTION 1	JH	JMN	JMN
REV	YY/MM/DD	DESCRIPTION	DRWN	CHKD	APVD

CLIENT:

City of Yorkton

Allnorth

TITLE: <b>PRELIMINARY WATER AND SEWER SITE PLAN OPTION 1</b>			
CLIENT NO:	-	DRWN:	JH
PROJECT NO:	2101202	DSGN:	JMN
DRAWING SIZE:	ANSI "B"	CHKD:	JMN
SCALE:	AS NOTED	APVD:	JMN
DATE:	21/10/07	DATE:	21/10/07

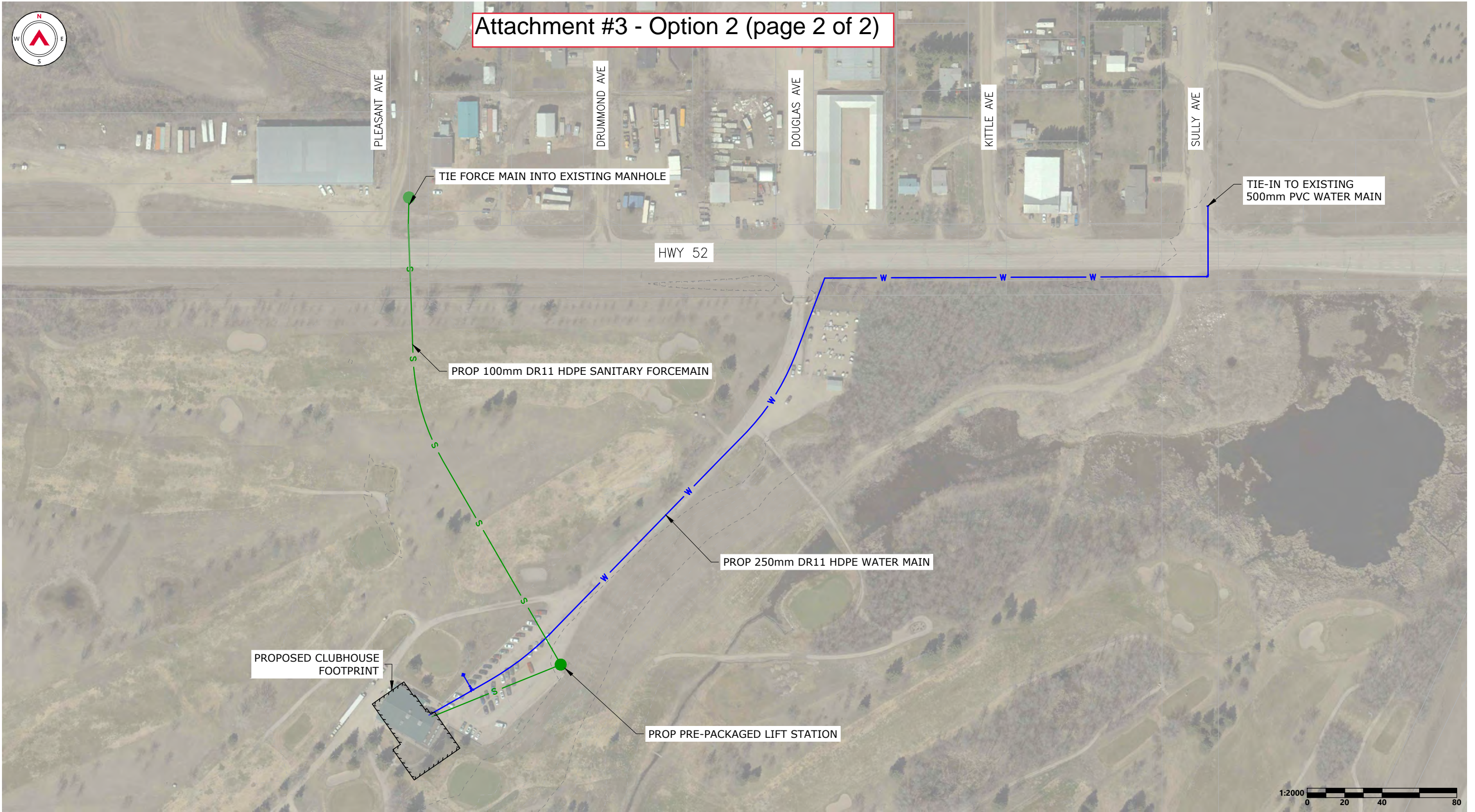
PROJECT: <b>DEER PARK GOLF COURSE WATER AND SEWER SERVICING TO CLUBHOUSE</b>	
DWG NO:	2101202-1100-001
REV:	A



Date: 2021/10/07 10:29 AM | User: Jordan Hovdebo | File: P:\S&K\2021\2101202 CoV-Eng-Deer Park Clubhouse\1000-Dwgs\1011-Civil\01-Production\211006\_2101202-1100-001-Site Plans | Layout: 2-1100-001 | Paper Size: 558.8mm x 431.8mm





# Attachment #3 - Option 2 (page 2 of 2)



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A	21/10/07	REVISED ALIGNMENT OPTION 2	JH	JMN	JMN
REV	YY/MM/DD	DESCRIPTION	DRWN	CHKD	APVD

CLIENT:



TITLE: <b>PRELIMINARY WATER AND SEWER SITE PLAN OPTION 2</b>			
CLIENT NO:	-	DRWN:	JH
PROJECT NO:	2101202	DSGN:	JMN
DRAWING SIZE:	ANSI "B"	CHKD:	JMN
SCALE:	AS NOTED	APVD:	JMN

PROJECT: <b>DEER PARK GOLF COURSE WATER AND SEWER SERVICING TO CLUBHOUSE</b>	
DWG NO:	2101202-1100-001
REV:	A



Attachment #4  
(page 1 of 2)





## Flygt TOP pre-engineered pump station

Grip-eye lifting device

Safe-Hatch access cover

Flygt N-Pump

Flygt Mix-flush valve

4" station vent pipe

Stainless steel guide bars

Heavy-wall construction

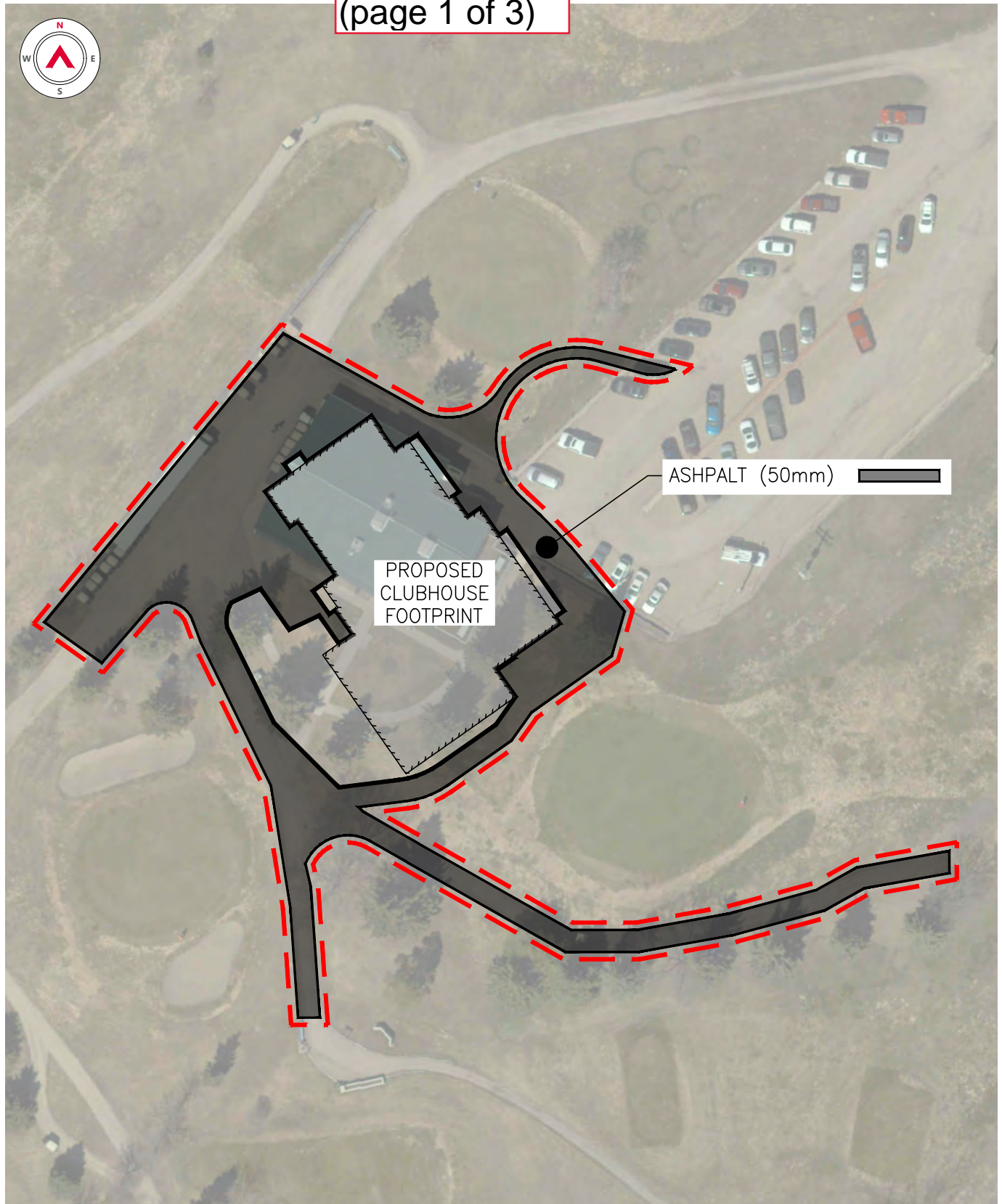
Level control system

TOP self-cleaning basin





# Attachment #5 (page 1 of 3)



ASHPALT (50mm)

PROPOSED CLUBHOUSE  
FOOTPRINT

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0	21/10/08	ISSUED FOR INFORMATION	JH	JMN	JMN
REV	YY/MM/DD	DESCRIPTION	DRWN	CHKD	APVD

CLIENT:

City of  
Yorkton



TITLE:

QUANTITIES  
CLUBHOUSE

CLIENT NO:	-	DRWN:	JH	DATE:	21/10/08
PROJECT NO:	2101202	DSGN:	-	DATE:	-
DRAWING SIZE:	ANSI "A"	CHKD:	-	DATE:	-
SCALE:	AS NOTED	APVD:	JMN	DATE:	21/10/08

PROJECT:

DEER PARK GOLF COURSE

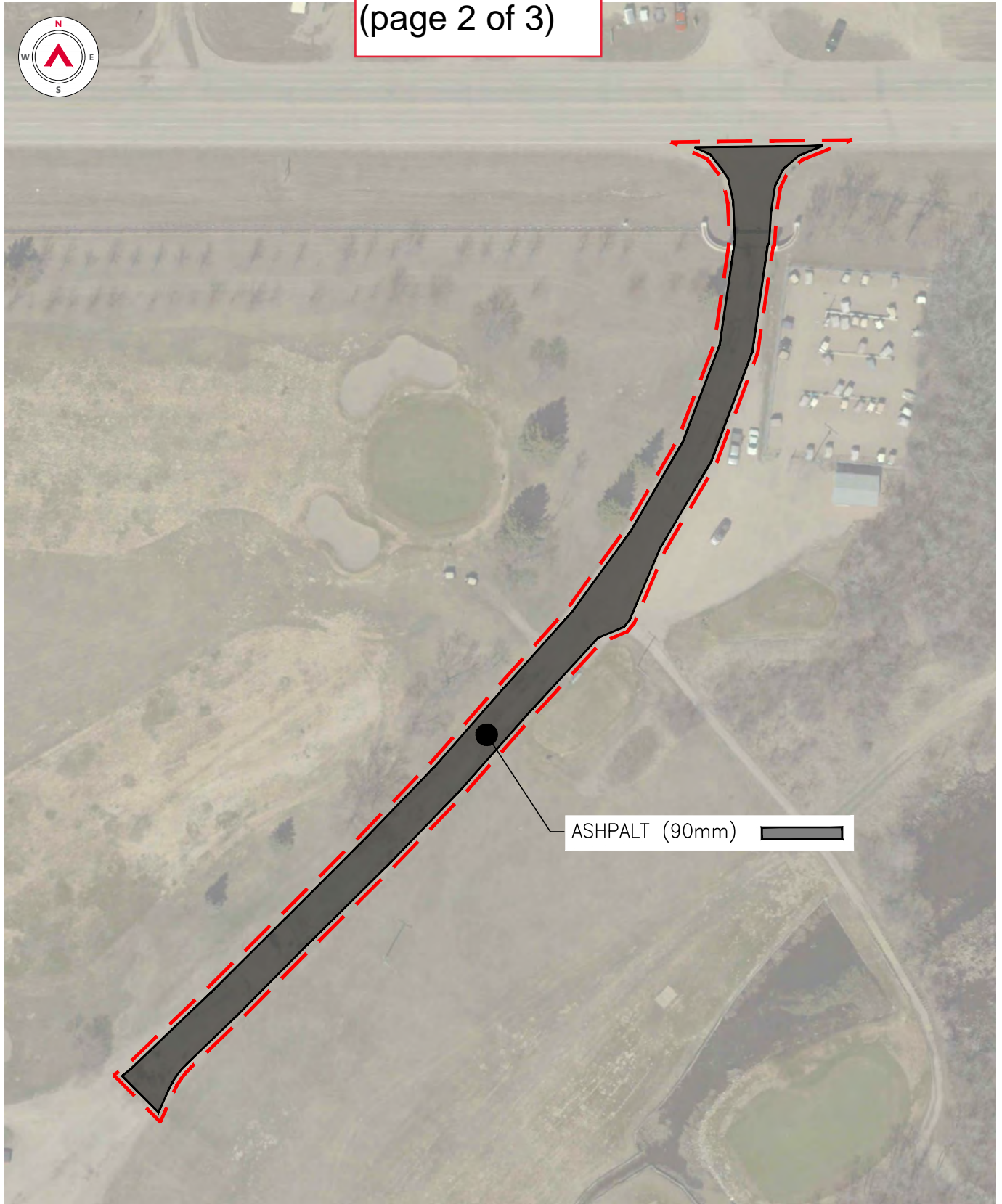
DWG NO:

003

REV:

0

# Attachment #5 (page 2 of 3)



ASHPALT (90mm)



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REV	YY/MM/DD	DESCRIPTION	DRWN	CHKD	APVD
0	21/10/08	ISSUED FOR INFORMATION	JH	JMN	JMN

CLIENT:



TITLE:

## QUANTITIES HWY #52 ACCESS

CLIENT NO:	-	DRWN:	JH	DATE:	21/10/08
PROJECT NO:	2101202	DSGN:	-	DATE:	-
DRAWING SIZE:	ANSI "A"	CHKD:	-	DATE:	-
SCALE:	AS NOTED	APVD:	JMN	DATE:	21/10/08

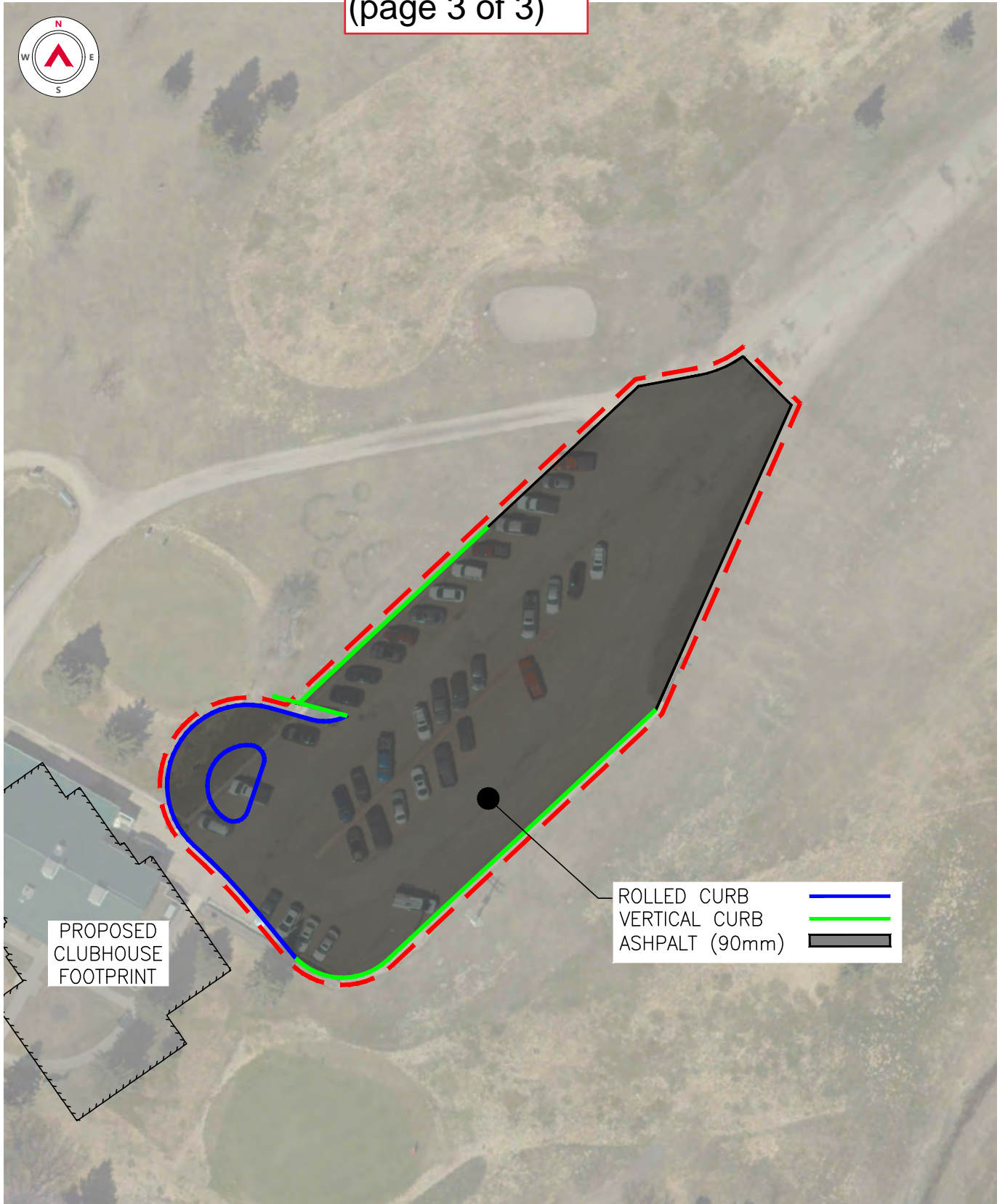
PROJECT:

## DEER PARK GOLF COURSE

DWG NO:	001	REV:	0
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# Attachment #5 (page 3 of 3)



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REV	YY/MM/DD	DESCRIPTION	DRWN	CHKD	APVD
0	21/10/08	ISSUED FOR INFORMATION	JH	JMN	JMN

CLIENT:

City of  
Yorkton



TITLE:

**QUANTITIES  
PARKING LOT**

CLIENT NO:	-	DRWN:	JH	DATE:	21/10/08
PROJECT NO:	2101202	DSGN:	-	DATE:	-
DRAWING SIZE:	ANSI "A"	CHKD:	-	DATE:	-
SCALE:	AS NOTED	APVD:	JMN	DATE:	21/10/08

PROJECT:

**DEER PARK GOLF COURSE**

DWG NO:

**002**

REV:

**0**