

CITY OF YORKTON
REGULAR COUNCIL MEETING AGENDA
Monday, December 20, 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 – December 6, 2021
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
 - Development Appeals Board Meeting Minutes of July 28, 2020
 - Environmental Committee Meeting Minutes of May 27, 2021
 - Civic Recognition Awards Committee Meeting Minutes of October 4, 2021
 - Development Appeals Board Meeting Minutes of October 28, 2021
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - Public Hearing – Sale of 120 Livingstone Avenue (Brick Mill)
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
9. **CORRESPONDENCE**
10. **BYLAWS**
 - Director of Planning, Building & Development
 - Proposed Bylaw No. 16/2021 Amend Business License Bylaw No. 8/2006 – Penalties for Non-Compliance
11. **ADMINISTRATIVE REPORTS**
 - Manager of Community, Culture & Heritage
 - Saskatchewan Population Health and Evaluation Research Unit “Indoor Public Facility Audit”
 - Director of Recreation & Community Services
 - Banner Policy Revisions
 - Truth & Reconciliation Calls to Action Framework
 - Pest Control Officer, Weed and Municipal Inspector Appointment 2022
 - Director of Legislation & Procedures (City Clerk)
 - Civic Recognition Awards - Announcement of 2021 Winners
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
 - 2 Property Items
 - Property Item A
 - Property Item B
 - 2 Other Items
 - Other Item A
 - Other Item B
14. **ADJOURNMENT**

**CITY OF YORKTON
SASKATCHEWAN**

**PUBLIC MINUTES OF THE DEVELOPMENT APPEALS BOARD
DECISION MEETING - July 28, 2020**

Minutes of the Development Appeals Board Meeting held on Thursday, July 28, 2020 in City Hall Council Chambers.

Members Present: Chairman Arliss Dellow, Richard Bolt, Dustin Brears, Jerome Niezgoda and Sheldon Stechyshyn

Others Present: Raelyn Knudson – Secretary, Jessica Matsalla – City Clerk, Michael Eger – Director of Planning and Development, Carleen Koroluk – Land Use Planner and Trent Holland – appellant (via Conference call).

Regrets: None

Absent: None

Recording: Raelyn Knudson - Secretary

CALL TO ORDER

A quorum being present, past Chairman Arliss Dellow called the meeting to order at 5:02 p.m.

AGENDA

R07-2020

Moved by Richard Bolt

That the agenda for July 28, 2020 be approved as presented.

Carried Unanimously.

MINUTES

R08-2020

Moved by Dustin Brears

That the minutes of the July 9, 2020 Development Appeals Board be approved as presented.

Carried Unanimously.

HEARINGS

A. DEVELOPMENT APPEAL NO. 3/2020

An appeal application was considered regarding the subject property 383 2nd Ave North, Lots 5,6,7 Block 11 Plan S340, requesting variance to the City of Yorkton's Zoning Bylaw No. 14/2003 to allow construction of an addition to an existing detached garage with proposed:

1. Singular Accessory Building floor area of 800 ft² is greater than the main floor area of the principal dwelling by 113 ft²;
2. Combined Accessory Building floor area of 800 ft² is greater than the main floor area of the principle dwelling by 113 ft²; and
3. The Accessory building addition proposed wall height of 15 ft is greater than the maximum allowable by 5 ft.

Trent Holland – Appellant (via Conference call) and Carleen Koroluk – Land Use Planner appeared before the Board with respect to the appeal.

IN CAMERA SESSION

R09-2020

Moved by Sheldon Stechyshyn

That this Meeting move to an In Camera Session to deliberate a decision for Appeal No. 3/2020 – 5:23 pm.

Carried Unanimously.

Chairman Dellow called a five (5) minute recess to clear Council Chambers at 5:23 p.m.

Chairman Dellow called the In-Camera session to order at 5:25 p.m.

Members Present: Chairman Dellow, Richard Bolt, Dustin Brears, Jerome Niezgoda and Sheldon Stechyshyn.

Others Present: Jessica Matsalla – City Clerk and Raelyn Knudson – Secretary.

R10-2020

Moved by Dustin Brears

That members rise and report to the regular scheduled meeting agenda – 5:30 p.m.

Carried Unanimously.

RESOLUTIONS RESULTING FROM IN CAMERA SESSION

R10-2020

Moved by Dustin Brears

That DAB Appeal Application No. 3/2020 for variance to the Zoning Bylaw No. 14/2003 regarding subject property 383 2nd Ave North, Lots 5,6,7 Block 11 Plan S340, be granted for the reasons, in the nature, and subject to the terms and conditions set forth in the Record of Decision of the Board.

Carried Unanimously.

ADJOURNMENT

R11-2020

Moved by Richard Bolt

That this Regular Meeting adjourn at 5:32 p.m.

Carried Unanimously.

Approved this 28th day of October A.D., 2021

Jerome Niezgoda

Chairman

Raelyn Knudson

Secretary

Environmental Committee

MINUTES

THURS, MAY 27,
2021

7:30 A.M.

CITY HALL, COUNCIL CHAMBERS

Members Present	Chair Shannon Erickson, Dustin Brears, Sandra Bilan, Malena Vroom, Tom Courville, Jason Signarowski, Darcy Zaharia
Absent	Matt Poier, Stefan Bymak
City Staff	Michael Buchholzer, Aron Hershmillier, Lyndon Hicks, Mayor Mitch Hipsley (ex-officio)
Presentation	
Recording	Val Fattelcher
Call to order	7:32 a.m.
Adjourn	8:55 a.m.
1. Declaration of Conflict of Interest	
Declaration	No declaration of conflict of interest was made.
2. Approval of Agenda	
Discussion	Review of agenda items for discussion. Agenda to be amended by inserting Landfill Tour under Item 10.
Motion 11-21	Sandra Bilan To amend the agenda by inserting Item 10. Landfill Tour. CARRIED
Motion 12-21	Sandra Bilan To approve the agenda as amended. CARRIED
3. Minutes of the April 1, 2021 Meeting	
Discussion	Minutes from the April 1, 2021 Meeting of the Committee were circulated.
Motion 13-21	Sandra Bilan That the minutes of April 1, 2021 be approved. CARRIED.
4. Programs	
Discussion	a. Spring Yard Waste Clean Up – May 10-15 Community cleanup program had 13 groups with approximately 230 people participating. One group from MC Knoll had 120 participants. One local couple volunteered to perform cleanup daily through the week. City Council members also participated. Thank you to all that participated, this shows there is value in the program. Public thank you announcements will be posted.

	<p>Discussion on public recognition or environmental stewardship award presented to individuals by the Environmental Committee. Nomination process could be similar to civic recognition awards.</p> <p>117 qualifying free loads to the landfill during the week. Some residents are still unclear about what items are considered acceptable for free disposal. Broken versus pruned tree branches seem to be the biggest concern. The program could be expanded to include disposal of tree branches. Evaluate program details and renaming for next year.</p>
Motion 14-21	<p>Darcy Zaharia Recommendation to review program options for Spring Yard Waste Cleanup Program next year. CARRIED.</p>
5. Electric Vehicle Charging Stations - Update	
Discussion	<p>Letters were sent to both YBID and the Chamber of Commerce, with only a response of interest received from YBID. Interest from local businesses to participate in installation of charging stations. Federal funding grant applications are due June 22nd. YBID will be discussing with their members. Aron will contact the Chamber again.</p>
6. Ministry of Environment – SK Household Packaging and Paper Review and Engagement	
Discussion	<p>Province is looking at moving towards a producer funded program. Will be initiated over the next 4-5 years. Online survey was completed on behalf of the City of Yorkton.</p>
7. FCM-GMF Funding Application – Wastewater Renewal System: Letter of Support	
Discussion	<p>Application for funding is being sent to FCM for exploring alternatives for wastewater reuse. Application will include letters of support from key partnerships including the Environmental Committee. The grant provides for \$300,000 with \$150,000 matching contribution from the city. Funding would be used towards system design for the wastewater treatment plant.</p>
Motion 15-21	<p>Malena Vroom That the committee approve the provision of a letter of support for the FCM-GMF Funding application – Wastewater Renewal System. CARRIED.</p>
8. Recyclability Enterprises Emergency Operations Plan (Pandemic)	
Discussion	<p>Recyclability Enterprises has prepared a pandemic plan in event of the need for a future shut down. Recyclability Enterprises would be shut down and not accept any products on site. Cages for drop-off of materials would also be removed. Efforts would be made to continue shipping products weekly to maintain truck delivery services from the</p>

	<p>facility. Community bins would remain in place, with OSS collection the recycling products and diverting them to their facility in Kennedy. Curbside collection may still continue depending on impact to their staff due to their participation on sort line at the facility.</p> <p>OSS has provided their commitment to assist in the residential recycling program if required. OSS has options in place for their operations to continue in pandemic related events.</p>
9. Strategic Objectives	
Discussion	<p>Update on key objectives from the strategic plan:</p> <p>Communication plan with Sask Abilities is scheduled to be completed by the end of June. Currently working on video productions with Growth Media.</p> <p>Roll out of the new city website, Recycle Coach updates, City News and social media posts have been ongoing. Public presentations may be possible once restrictions are lifted. Online survey on organics disposal completed with 280 responses. This could prompt the need for another survey once communication plan is introduced to the public. Distribution of brochure focusing on organics collection and disposal will also lead into a joint partnership with Recyclability Enterprises for a community drop-off site of organic materials.</p> <p>Work continuing on the Waste Management Bylaw with a planned update for October. Aron and Lyndon to initiate internal City Green Policy within each city department, scheduled for August.</p> <p>Strategic partnerships include the marketing plan initiated with Sask Abilities, communication with YBID/Chamber on EV stations and waste diversion continues through Green Center partnership. Future plans for residential organics collection site at Recyclability Enterprises, and discussions on establishing an HHW program for regular collection of those products.</p> <p>Program efficiencies include ongoing research and keeping our service levies consistent.</p> <p>Research includes the utilization of scale data generated at both landfill and the recycling centre. Have also engaged in communication with the Parkland College to work on east central projects relating to water/compost/solid waste and attending an upcoming meeting on gas production from sludge.</p>
10. Landfill Tour	
Discussion	<p>A site tour of the landfill will be provided for all interested committee members after the next meeting.</p>

11. Next Meeting Date

Tentative for the week of June 21st pending results of the Doodle Poll.

12. Next Meeting Agenda Items

- Results from survey
- Waste and recycling materials statistics

13. Adjournment 8:55 am

Motion 16-21

Tom Courville
That the Environmental Committee Meeting be adjourned. CARRIED.

These minutes have been approved by members of the Environmental Committee on November 23, 2021.

Sandra Bilan

Chair

Val Fatteicher

Recording Secretary

Civic Recognition Awards Committee 2021
Monday, October 4, 2021
4:00 p.m. Meeting Room A – City Hall
Minutes

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

Regrets: Councillor Chris Wyatt

Recording: Cindy Gottschall – Executive Administrative Assistant

Mayor Mitch Hipsley opened the Meeting.

Approval of Minutes

R0006-2021 Moved by Gerry Peppler that the November 23, 2020 Civic Recognitions Awards Committee Meeting Minutes be approved as presented. Carried.

Appointment of Committee Chair

It was agreed that Gerry Peppler and Tom Seeley remain as Co-chairs for the Committee.
Tom Seeley commenced as Chair.

Addition to Agenda

Tom Seeley added an item to the Agenda 7. Discussion about Certificate of Achievement

Call for Nomination Ad

R0007-2021 Moved by Mayor Mitch Hipsley that the Civic Recognition Awards Ad be published for the month of October 2021, and that the City Clerk be given authorization to extend the ad for the first two weeks in November 2021 if required.

Committee Members agreed to contact the following places, and provide CRA Poster advertising nomination period, and nomination forms:

Mayor Mitch Hipsley

City Website

City Facebook Page

Taylor Morrison, Gallagher Centre/Julia Schofer, Gloria Hayden

City Facilities

Newspaper

Sponsors (City Clerk to contact Bruce Thurston @ Legacy Coop)

Councillor Quinn Haider

School Divisions

YRHS (Rob Sharpe)

Sacred Heart (Principal)

Schools to share with Parent Advisory Committees

Gerry Peppler

Chamber Blast

Yorkton Exhibition

Tom Seeley

Service Clubs – Rotary, Lions, Kinsmen

YBID

Jessica advised that we will prepare the new ad this week outlining nomination period. We will provide the Poster ad and Nomination Papers to Committee Members to have available when they visit organizations in person. Adjustments will be made to the Group form to make completion easier.

Awards Ceremony Plan (COVID-19)

The Committee agreed that individual ceremonies be held the 1st three Meeting Dates of Council in 2022. The dates will be January 10, January 31, and February 14, 2022. Plaques will be presented, and pictures taken. No food will be served.

Budget

The Committee agreed to continue with the budget at \$190, and continue to provide framed photos. The Committee asked Jessica to reach out to Bruce at the Co-op to see if they are interested in continuing to provide gift cards for the recipients.

Decision about Certificate of Achievement

Discussion was held on recognizing committee achievements with a Certificate of Achievement. With the Fall 2021 Nomination Period opening for Civic Recognition Awards, the Committee agreed to wait to see if any committees were nominated, before recommending them for a Certificate of Achievement.

Next Meeting

The next Civic Recognition Awards Committee Meeting to be held at City Hall on December 6, 2021. Jessica advised the Committee that the package of Nominees by Category will be included in the Meeting Package ahead of this Meeting date.

Moved by Councillor Quinn Haider that the meeting be adjourned at 4:33 p.m.

Minutes approved December 6, 2021 by:

Gerry Peppler

Gerry Peppler, Co-Chair

Tom Seeley

Tom Seeley, Co-Chair

Cindy Gottschall

Cindy Gottschall, Recording Secretary

**CITY OF YORKTON
SASKATCHEWAN**

**PUBLIC MINUTES OF THE DEVELOPMENT APPEALS BOARD
DECISION MEETING - October 28, 2021**

Minutes of the Development Appeals Board Meeting held on Thursday, October 28, 2021 in City Hall Council Chambers.

Members Present: Richard Bolt, Arliss Dellow, Jerome Niezgoda, CV Sastry and Sheldon Stechyshyn

Others Present: Raelyn Knudson – Secretary, Jessica Matsalla – City Clerk, Michael Eger – Director of Planning and Development, Carleen Koroluk – Planner and Umberto Inayat - Appellant

Regrets: None

Absent: None

Recording: Raelyn Knudson - Secretary

CALL TO ORDER

A quorum being present, past Chairman Arliss Dellow called the meeting to order at 5:02 p.m.

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Arliss Dellow explained the requirements to have an annual election for Chair and Vice-Chair.

Arliss Dellow passed the Chair to Secretary Raelyn Knudson at 5:03 pm.

Secretary Knudson opened the floor for call for nominations for Chairman of the Board.

Arliss Dellow nominated Jerome Niezgoda.

Jerome allowed his name to stand.

There were no further nominations.

Secretary Knudson stated nominations for Chairman cease.

Jerome Niezgoda was announced as Chairman for 2021 by acclamation.

Secretary Knudson passed the Chair to Chairman at 5:05 pm.

Chairman Niezgoda opened the floor for call for nominations for Vice-Chairman of the Board.

Richard Bolt nominated Sheldon Stechyshyn. Sheldon allowed his name to stand.

There were no further nominations.

Chairman Niezgoda stated that nominations for Vice-Chairman cease.

Sheldon Stechyshyn was announced as Vice-Chairman of the Board for 2021 by acclamation.

AGENDA

R01-2021

Moved by Arliss Dellow

That the agenda for October 28, 2021 be approved as presented.

Carried Unanimously.

MINUTES

R02-2021

Moved by Richard Bolt

That the minutes of the July 28, 2020 Development Appeals Board be approved as presented.

Carried Unanimously.

HEARINGS

A. DEVELOPMENT APPEAL NO. 1/2021

An appeal application was considered regarding the subject property 15 McBurney Drive, Lot 34 Block 76 Plan 76Y02839, requesting variance to the City of Yorkton's Zoning Bylaw No. 14/2003 to allow construction of a fence:

1. The fence is located in the front yard as defined in the Bylaw and exceeds the maximum height by 0.8 metres (2'9"):

Proposed fence height	1.8 m 6'0"
Max. height (front yard)	<u>1.0 m 3'3"</u>
	0.8 m 2'9"

Umberto Inayat – Appellant and Carleen Koroluk – Planner, appeared before the Board with respect to the appeal.

Niall Sogbetun, Member of the Public, made a presentation objecting to the appeal.

IN CAMERA SESSION

R03-2021

Moved by CV Sastry

That this Meeting move to an In Camera Session to deliberate a decision for Appeal No. 1/2021 – 5:39 pm.

Carried Unanimously.

Chairman called a five (5) minute recess to clear Council Chambers at 5:40 p.m.

Chairman Niezgoda called the In-Camera session to order at 5:45 p.m.

Members Present: Richard Bolt, Arliss Dellow, Jerome Niezgoda, CV Sastry and Sheldon Stechyshyn.

Others Present: Jessica Matsalla – City Clerk and Raelyn Knudson – Secretary.

R04-2021

Moved by CV Sastry

That members rise and report to the regular scheduled meeting agenda – 6:02 p.m.

Carried Unanimously.

RESOLUTIONS RESULTING FROM IN CAMERA SESSION

R05-2021

Moved by Arliss Dellow

That DAB Appeal Application No. 1/2021 for variance to the Zoning Bylaw No. 14/2003 regarding subject property 15 McBurney Drive, Lot 34 Block 76 Plan 76Y02839, be denied for the reasons, in the nature, and subject to the terms and conditions set forth in the Record of Decision of the Board.

Carried Unanimously.

ADJOURNMENT

R06-2021

Moved by Sheldon Stechyshyn

That this Regular Meeting adjourn at 6:04 p.m.

Carried Unanimously.

Approved this 8th day of December A.D., 2021

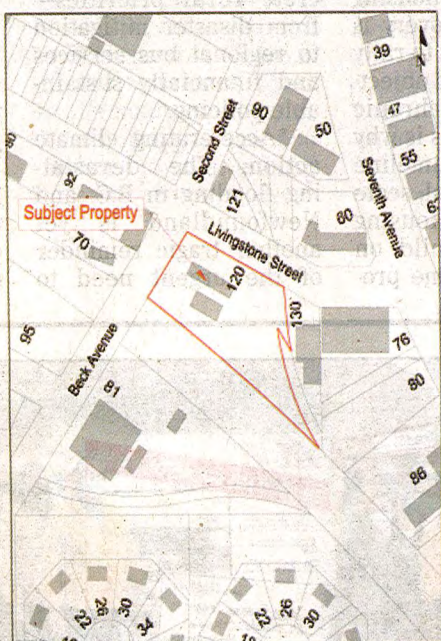
Jerome Niezgoda

Chairman

Raelyn Knudson

Secretary

PUBLIC NOTICE



Description: Brick Mill Building located on Block 13, Plan 7023 Parcel 146333279
Civic Address: 120 Livingstone Avenue, Yorkton, Saskatchewan
Proposed Use: Municipal Heritage Property

Details: The City intends to sell the Brick Mill building located at 120 Livingstone Avenue to the local non-profit incorporated Yorkton Brick Mill Heritage Society for under fair market value and without public offering. The Brick Mill is Designated Municipal Heritage Property and the intent is to continue on with preservation of the historical structure, and create a new cultural interpretive center for historians and artists for dialogue, exhibition and demonstration purposes.

In accordance with the City of Yorkton Public Notice Bylaw No 8/2003 and Public Notice Policy No. 10.410, public notice must be provided in the prescribed manner if lands are proposed to be sold below fair market value and without a public offering.

Information: This notice may be viewed online at www.yorkton.ca where a link to Public Notices can be found on the home page of this website

If you wish to provide written comments for Council's consideration, they must be submitted by 9:00 am on Thursday, December 16, 2021. Written submissions must be directed to:

Jessica Matsalla, Director of Legislation and Procedures (City Clerk)
 In Person: 37 3rd Avenue North, Yorkton SK.
 Via Mail: Box 400, Yorkton SK S3N 2W3
 Via Email: jmatsalla@yorkton.ca

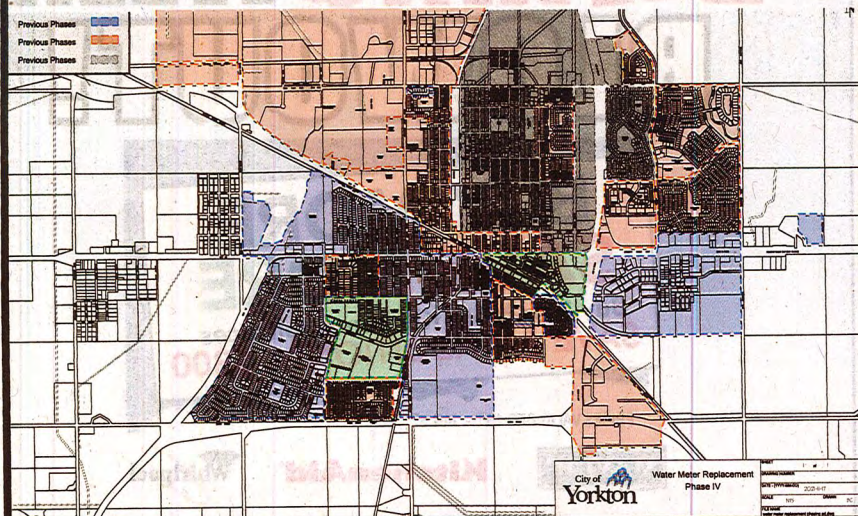
WATER METER REPLACEMENT PROGRAM



The Water Meter Replacement Program is now in the final phase, with a target end date of December 15, 2021. Residents in the remaining areas will be receiving, or have received, a letter in the mail to book their water meter replacement. These final areas of the City are highlighted green on the map on our website.

If you have not already done so, we encourage all residents, business or property owners to please book your water meter appointment as soon as possible. Morning, afternoon and evening appointments are available Monday to Friday, with morning and afternoon appointments also available on Saturdays. The installation process generally takes only 30 – 45 minutes.

For more information on how to book your appointment please visit our website at www.yorkton.ca/watermeter or simply call Neptune at 1-800-667-4387.



JOIN OUR TEAM!

Clerk/Steno
RCMP

Apply today:
www.yorkton.ca/employment



Holiday Schedule Refuse and Recycling



Residential Refuse Collection

- Friday, December 24th collection will be on Monday, December 27th
- Friday, December 31st collection will be on Monday, January 3rd
- All other garbage collection days remain the same.

Residents must have their carts out the night before their collection day as pickup times may vary.

Curbside Recycling Collection

There will be no scheduled interruptions.

Residents with an accumulation of recyclables can take their materials (please pre-sort materials by either paper, plastic or tin) to one of the four community bins:

- RecyclAbility Enterprises on Ball Road
- Parkland Mall-northwest corner of parking lot
- Gallagher Centre-east parking lot
- Prairie Harvest Church parking lot off of Melrose Avenue.

RecyclAbility Enterprises

- Open till noon (12 p.m.) on Friday, December 24, 2021
- Open till noon (12 p.m.) on Friday, December 31, 2021

Sarcan

- Open till 3 p.m. on Friday, December 24, 2021
- Closed Saturday, December 25 - Saturday, January 1, 2022. Reopening on Monday, January 3, 2022

GR Poier Green Centre

- Closed Friday, December 24 - Saturday, January 1, 2022. Reopening on Monday, January 3, 2022

City of Yorkton Sanitary Landfill

- Open till 2 p.m. on Friday, December 24, 2021
- Closed Saturday, December 25, 2021 and Monday, December 27, 2021
- Closed Saturday, January 1, 2022

City of Yorkton, Environmental Services

- Closed Friday, December 24, 2021 and Monday, December 27, 2021
- Closed Monday, January 3, 2022

For further information on refuse and recycling services, please visit our website www.yorkton.ca

Make a difference in Yorkton

Would you like to contribute to advising City Council on various matters of interest to you?

The City of Yorkton is looking for volunteers to sit on the following Council Commissions, Committees & Boards in 2022:

- Civic Recognition Awards Committee
- Development Appeals Board
- Economic Development Committee
- Environmental Committee
- Municipal Heritage Advisory Sub-Committee
- Planning & Infrastructure Commission
- Protective Services Committee
- Recreation & Community Services Committee
- Yorkton Public Library Board

Submit applications online at www.yorkton.ca/committees
 Deadline to apply is 4:00 p.m. on December 23, 2021

For more information visit www.yorkton.ca/committees or call 306-786-1717.



TITLE: Bylaw No. 16/2021 – Amend Business License Bylaw No. 8/2006 – Penalties for Non-Compliance	DATE OF MEETING: December 20, 2021
	REPORT DATE: December 16, 2021
CLEARANCES:	ATTACHMENTS: 1. Amending Bylaw No. 16/2021 2. Consolidated version of Bylaw 8/2006
Written by: Amie Berehula – Municipal Inspector Amie Berehula	
Presented by: Michael Eger – Director of Planning, Building & Development Michael Eger	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

PURPOSE/BACKGROUND

The *Business License Bylaw* licenses and regulates business activity within the City of Yorkton. Staff are struggling to gain compliance with some businesses getting licensed, which creates an uneven playing field for those businesses that are complying. It also demands significant staff time and takes away from our ability to undertake other duties. Past efforts to issue fines have been unsuccessful as our current Bylaw does not properly support penalties. As such, we would like to amend the Bylaw to include penalty fees for not obtaining a required Business License.

The Business License Bylaw is adopted under the *Cities Act*, which sets parameters around penalties and generally allows fines through voluntary payment and then through summary conviction. The proposed penalties are therefore based on these limitations, and are generally consistent with the penalties imposed in other City bylaws. Typically, a contravention would result in a fine that is double the license fee. Ongoing non-compliance would allow the City to pursue larger penalties through the Courts.

FINANCIAL IMPLICATIONS

It is anticipated that the threat of fines will slightly boost revenue from Business Licenses. Fine revenue is expected to be minimal, however, it will help offset the additional staff time spent enforcing uncooperative businesses.

COMMUNICATION PLAN/PUBLIC NOTICE

If approved by Council, a copy of the amended Bylaw will be placed on the City's website. Public notice is not required prior to giving all three readings of a Business License Bylaw, therefore, Council could pass all three readings of this Bylaw at the December 20, 2021 Council meeting.

Staff will notify businesses that they may be fined for failing to purchase a business license through email communication and in-person follow-ups.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

Business Licensing addresses the strategic objective to "target marketing" as identified in the Yorkton 2020 Strategic Plan. Once a Business License is issued, the company's name will appear under the Business Directory on City of Yorkton's website. We are also expanding on ways to use data from Business Licensing to help attract new industry to the City.

OPTIONS

1. That Bylaw No. 16/2021, a bylaw to Amend Bylaw No. 8/2006 which classifies, licenses, controls and regulates business activity within the City of Yorkton, known as the Business License Bylaw, be given all three readings with unanimous consent of Council at tonight's meeting.
2. That Bylaw No. 16/2021, a bylaw to Amend Bylaw No. 8/2006 which classifies, licenses, controls and regulates business activity within the City of Yorkton, known as the Business License Bylaw, be denied.
3. Provide alternate direction to Administration.

RECOMMENDATION

1. That Bylaw No. 16/2021, a bylaw to Amend Bylaw No. 8/2006 which classifies, licenses, controls and regulates business activity within the City of Yorkton, known as the Business License Bylaw, be introduced and given first reading this 20th day of December A.D., 2021.
2. That Bylaw No. 16/2021 be given second reading this 20th day of December A.D., 2021.
3. That with the unanimous consent of Council, Bylaw No. 16/2021, proceed to third reading this 20th day of December A.D., 2021.
4. That Bylaw No. 16/2021, a bylaw to Amend Bylaw No. 8/2006, which classifies, licenses, controls and regulates business activity within the City of Yorkton, known as the Business License Bylaw, be given third and final reading this 20th day of December A.D., 2021 and be registered in the Bylaw Register of the City of Yorkton.

City of Yorkton Saskatchewan

Bylaw No. 16/2021**A Bylaw of the City of Yorkton in the Province of Saskatchewan to Amend Business License Bylaw No. 8/2006 to Include Penalties for Non-Compliance.**

WHEREAS, pursuant to Section 8 of *The Cities Act* empowers cities to enact bylaws;

AND WHEREAS, a bylaw known as the “Business License Bylaw” that has been approved by council, requires certain amendments to be made;

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

1. That subsection 15.2 be removed and replaced with the following:

“No person shall:

- a. **Obstruct or hinder any designated officer or any other person acting under the authority of this Bylaw; or**
- b. **Fail to comply with any other provision of this Bylaw.”**

2. That subsection 15.3 be removed and replaced with the following:

“Fines for non-compliance with provisions of this bylaw shall be as detailed:

- a. **Subject to subsection (b), any person who contravenes any provision of this Bylaw is guilty of an offence punishable on summary conviction by a fine in an amount not less than double the license fee and not exceeding:**
 - i. **\$10,000 dollars in the case of an individual;**
 - ii. **\$25,000 dollars in the case of a corporation.**
- b. **Where a Business License Inspector has reason to believe that a person has contravened any provision of this Bylaw, that Inspector may issue a Notice of Violation to the person and/or Order to Comply.**
- c. **Where the offence is failure to obtain the appropriate license and pay the required license fee, the Notice of Violation shall indicate that the City will accept voluntary payment in the amount equal to double the license fee, in addition to payment of the required license fee.**
- d. **A Notice of Violation may indicate that the City will accept voluntary payment at Yorkton City Hall for the amount listed.**
- e. **Payment of a voluntary payment amount specified in a Notice of Violation does not relieve the business from purchasing a Business License annually.”**

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

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 this ____ day of _____, A.D. 2021

Mayor

City Clerk

CITY OF YORKTON
SASKATCHEWAN

BYLAW 8/2006

A BYLAW OF THE CITY OF YORKTON IN THE PROVINCE OF SASKATCHEWAN TO
CLASSIFY, LICENSE, CONTROL, AND REGULATE BUSINESS ACTIVITY WITHIN THE
CITY OF YORKTON



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CITY OF YORKTON
SASKATCHEWAN

BYLAW 8/2006

BEING A BYLAW OF THE CITY OF YORKTON IN THE PROVINCE OF
SASKATCHEWAN TO CLASSIFY, LICENSE, CONTROL AND REGULATE BUSINESS
ACTIVITY WITHIN THE CITY OF YORKTON

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CITY OF YORKTON
SASKATCHEWAN

BYLAW 8/2006

BEING A BYLAW OF THE CITY OF YORKTON IN THE PROVINCE OF
SASKATCHEWAN TO CLASSIFY, LICENSE, CONTROL AND REGULATE BUSINESS
ACTIVITY WITHIN THE CITY OF YORKTON

WHEREAS, Section 8 of *The Cities Act* empowers cities to enact bylaws;

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

1. SHORT TITLE

- 1.1. This bylaw may be cited as the “Business License Bylaw”.

2. BASIS FOR LICENSING

- 2.1. The basis for municipal licensing:
- a. is to ensure that every business or *person* conducting *business activity* in the *City*;
 - b. provide all necessary information and third party approvals; and
 - c. obtain all necessary information and approvals from the *City* relative to the operation of their *business activity* prior to commencement of that *activity*;
- 2.2. to ensure compliance with:
- a. zoning regulations;
 - b. building regulations; and
 - c. to facilitate planning decisions.

3. DEFINITIONS

- 3.1. Wherever the singular, plural, masculine, feminine or neuter is used throughout this Bylaw the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires the provision hereof.
- 3.2. For the purpose of this Bylaw, unless a contrary intention appears, certain terms or words shown in italicized print shall be interpreted as follows:
- a. *activity* means a business, occupation, amusement, entertainment, trade, employment, profession or calling and includes those particular businesses defined in this bylaw, whether or not for profit and however organized or formed;
 - b. *autobody repair and paint shops* means a development for the repairing and painting of automobiles;
 - c. *automotive maintenance* means 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 *autobody repair and paint shops*;
 - d. *auto wrecking / junk yards* means a development in which vehicles or materials are

stored, parted out, crushed, compacted, or where parts from vehicles or materials are resold;

- e. *bed and breakfast* means a dwelling that is the proprietor's principal place of residence and in which the proprietor supplies room and a breakfast meal for compensation to one or more *persons*, as distinct from a hotel, motel or apartment building;
- f. *boarding, lodging or rooming house* means a dwelling that is the proprietor's principal place of residence and in which the proprietor supplies either room, or room and board, for compensation and which is not open to the general public, as distinct from a hotel, motel or apartment building;
- g. *building material products* means goods designed, manufactured, harvested and generally used in the construction of buildings, whether new or used;
- h. *business* means any of the following activities, whether or not for profit and however organized or formed;
 - i a commercial, merchandizing or industrial *activity* or undertaking;
 - ii the carrying on of a profession, trade, occupation, calling or employment;
 - iii an *activity* providing goods or services;
- i. *business activity* where used in this bylaw has the same meaning as *business* or *activity* and all terms may be interchanged for one another;
- j. *business license* means permission where and when granted to conduct *business* in the City;
- k. *business license inspector* means the individual, or his designate who is employed by the City and to which this responsibility is assigned;
- l. *charity* means an organization that is:
 - i incorporated as a non profit corporation in the Province of Saskatchewan;
 - ii a registered charity authorized to issue tax receipts for donation pursuant to *The Income Tax Act*; or
 - iii an organization that can demonstrate that it is formed for social, educational, religious or philanthropic purposes from which the members do not receive any direct economic gain;
- m. *City* means the City of Yorkton;
- n. *contractor* means a *person* who contracts, sub-contracts, constructs, alters, maintains, repairs or removes buildings or structures, installs heating plants, plumbing or other fixtures painting and/or allied trades including journeyman or jobber and shall include those *businesses* or *persons* engaged, under contract, in any municipal works;
- o. *Council* means the Council of the City of Yorkton;
- p. *day care centre* means a provincially licensed establishment providing for the care, supervision, protection and or education of children, but does not include the provision of overnight supervision. Uses typically include daycare centres, day nurseries, kindergartens, nursery schools and play schools;
- q. *direct sales contractor* means a vendor who sells, offers for sale or solicits orders for:
- r. constructing, altering, renovating, maintaining, repairing, adding to or improving a building that is used or is to be used as a house by the owner, occupier or *person* in control of it; or
- s. altering, maintaining or improving real property to be used in connection with a house;
- t. *direct seller* means a person who:
 - i goes from house to house selling or offering for sale, or soliciting orders for the future delivery of, goods or services;'
 - ii by telephone offers for sale or solicits for the future delivery of goods or services;

or

- iii does both of the things mentioned in subclauses (i) and (ii)
- u. *family child care home* means the principal place of residence of a family child care provider and shall further mean a provincially licensed place where the care and supervision of not less than three and not more than twelve children (including the children of the caretaker) who do not reside on the premises, is provided for less than 24 hours per day by a *person* or *persons* other than a parent or parents of said children, for compensation;
- v. *farmers' market* means a group of *persons* operating collectively which sells products that they bake, make or grow;
- w. *fish peddler* means a *person* who markets fish by direct sale or transient trade but does not include a commercial fisherman, fish processor, or commercial aquaculturist;
- x. *group care facility* means a facility for the temporary detention or open custody of *persons* pursuant to the provisions of *The Youth Criminal Justice Act (Canada)* or *The Summary Convictions Procedures Act (Saskatchewan)* or a community training residences as defined in *The Corrections Act (Saskatchewan)*;
- y. *group care home* means the principal place of residence of a care provider, whose home is used for the temporary detention or open custody of *persons* pursuant to the provisions of *The Youth Criminal Justice Act (Canada)* or *The Summary Convictions Procedures Act (Saskatchewan)* or a community training residences as defined in *The Corrections Act (Saskatchewan)*;
- z. *hazardous substance or dangerous goods* means any product, substance or organism which, because of its quantity, concentration, or its physical, chemical or infectious characteristics, either individually or in combination with other substances is an existing or potential threat to the physical environment, to human health or to other living organisms, including;
 - i explosives
 - ii gases (either compressed, deeply refrigerated, liquefied, or dissolved under pressure);
 - iii flammable and combustible liquids;
 - iv flammable solids (including substances liable to spontaneous combustion and substances, which on contact with water, emit flammable gases);
 - v oxidizing substances and organic peroxides;
 - vi poisonous and infectious substances;
 - vii radioactive material;
 - viii corrosives; or
 - ix other miscellaneous substances of similar nature
- aa. *home based business* means any occupation, trade, profession or craft conducted for gain from a dwelling unit, which use is incidental and secondary to the residential use of the dwelling and does not change the character thereof;
- bb. *home occupation* means any occupation, trade, profession or craft conducted for gain in a dwelling unit by the resident or residents of the premises, which use is clearly incidental and secondary to the residential use of the dwelling and does not change the character thereof;
- cc. *not classified* means a *business* or *person* that is not otherwise classified, listed or defined by this bylaw;
- dd. *non-resident* means a *business* or *person* not located and operated from leased or owned property within the City;

- ee. *office of convenience* means a place in a *residential premises*, where non-retail administrative *business* affairs are conducted for a *business* which operates outside the City;
- ff. *pawn broker* means a *person* who loans money on the security of personal property pledged in his keeping;
- gg. *personal care home* means an establishment conforming to The Personal Care Home Act;
- hh. *personal service establishments* means a development used for the provision of personal services to an individual, which are related to the care and appearance of the body, or the cleaning and repair of personal effects. This use class includes barbershops, hairdressers, beauty salons, tanning salons, tailors, dressmakers, shoe repair shops, minor appliance repair shops and dry cleaning establishments and laundromats;
- ii. *person* means an individual or corporate body and includes a partnership, a group of persons acting in concert or in association unless the context explicitly or by necessary implication otherwise requires;
- jj. *provincial license* means written authorization, given by an agency or authority of the Province, to conduct *business* in the Province of Saskatchewan, in a particular field of service;
- kk. *public eating establishment* means a building, structure or enclosure or part of a building, structure or enclosure, including a mobile or portable structure, in which food or drink is:
 - i prepared or kept for the purpose of:
 - ii serving or selling it to the public for immediate consumption there or elsewhere; or
 - iii delivering it to a person who intends to serve or sell it to the public for immediate consumption; or
 - iv served or sold to the public for immediate consumption there or elsewhere;
 - v but does not include any prescribed establishment;
- ll. *resident* means a *business* or *person* located and operated from leased or owned property within the City and in the case of a *home based business* or *home occupation* is the principal residence of the owner of the *business* or *person*;
- mm. *residential care facility* means a licensed or approved care facility governed by provincial regulations that provides, in a residential setting, 24 hour care of persons in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual;
- nn. *residential care home* means a licensed or approved care home governed by provincial regulations which is the primary place of residence of the care provider, that provides, in a residential setting, 24 hour care of persons in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual;
- oo. *residential premises* means a place of residential occupancy constructed in a zone designated as residential in accordance with City zoning regulations;
- pp. *second hand dealer* means a *person* who solicits or accepts, for resale, personal property from individuals;
- qq. *third party document* means written authorization, given by an agency listed in Section 9 of this bylaw, who has special knowledge or authority in the delivery of the *business activity* for which a *business license* application is made
- rr. *trade show* means a place where the public is invited and where goods or merchandise

- are offered for sale by retail or auction on a short-term basis and may include hobby shows, home improvement shows, sportsman shows, flea market and craft shows;
- ss. *transient trader* means a person carrying on business in a city who:
 - i offers goods or merchandise for sale by retail or auction; or
 - ii solicits any person who is not a wholesaler or retail dealer for orders for the future delivery of goods or merchandise; but
 - iii does not include a person who is required to be licensed pursuant to *The Direct Sellers Act* or who is an occupant of property that is used for business purposes;
 - tt. *valid license* means a license for which payment has been made for the current calendar year;
 - uu. *Zoning Bylaw* means the City's current Zoning Bylaw as may be amended or replaced from time to time.

4. APPOINTMENT, POWERS AND DUTIES OF THE BUSINESS LICENSE INSPECTOR

- 4.1. The *business license inspector* shall receive and consider applications to operate a *business* within the City including the power to consult with, obtain information from, and verify information with other employees or agents of the City, other government, government agencies, or *person*.
- 4.2. The *business license inspector* shall consider each complete application.
- 4.3. The *business license inspector* shall grant a *business license* to an applicant if the applicant meets the requirements of this Bylaw.
- 4.4. The *business license inspector* may impose conditions on *business licenses* and has the right to refuse an application.
- 4.5. The *business license inspector* has the right to revoke or suspend a *business license* immediately if:
 - a. The information contained within an application is deemed to be false;
 - b. A *business license* fee remains outstanding as of midnight on the 31st day of March in the year in which the license is valid; or
 - c. Fines or penalty fees are not paid with thirty (30) days of the date in which the fine or penalty is levied.
- 4.6. Subject to subsection 4.5., the *business license inspector* shall refuse to re-instate a revoked or suspended *business license* if the reasons for revoking or suspending the *business license* have not been satisfied.
- 4.7. The *business license inspector* may carry out inspections of a *business* premise to ensure the operation complies with this and all applicable Bylaws

5. DISCREPANCIES

- 5.1. In the event that a discrepancy occurs between this Bylaw and any other governmental act or statute, the more restrictive regulation shall be enforced.

6. TERM AND RENEWAL

- 6.1. Every *business license* issued under the terms of the Bylaw shall terminate at midnight on the 31st day of December of the year in which said *business license* was issued unless the *business license* has been sooner cancelled or forfeited.
- 6.2. Any *business license* may be cancelled providing a written notice is provided to the *business license inspector*.
- 6.3. Renewal shall be required annually by licensed *businesses* on receipt of notice from the *City* that renewal is due.
- 6.4. *Business license* renewal shall be paid in full prior to midnight on the 31st day of March of the year in which the existing *business license* expires.
- 6.5. Failure to make payment for the renewal of a *business license* by midnight of the 31st day of March of the year in which the *business license* expires shall construe the *business license* as being cancelled.

7. TRANSFER OF BUSINESS LICENSE

- 7.1. Any subsisting *business license* issued under this Bylaw is non-transferable.
- 7.2. A *business license* issued for a *home based business* or *home occupation* shall become null and void if the said applicant relocates the *business* to a subsequent residential premise.

8. PREMISES LICENSED SEPARATELY

- 8.1. If a *business* is carried on at more than one location, a separate license is required for each location.
- 8.2. A license issued under provision of this Bylaw is only valid at the location for which it is issued.
- 8.3. Additional License Requirements
- 8.4. A *business license* will not be issued under this Bylaw to any *person* required by law to obtain a *provincial license*, until the *person* has first produced the required *provincial license* for review of the *business license inspector*.
- 8.5. Third party approval shall include but is not limited to:
 - a. City of Yorkton Fire Protective Services;
 - b. City of Yorkton Building Services;
 - c. City Detachment of the R.C.M.P.; and
 - d. Public Health for the Sunrise Region Health District.
- 8.6. Types of business requiring third party approval includes but not limited to those businesses listed in "[Schedule A](#)".

9. DISCONTINUANCE OR CHANGE

- 9.1. A *person* must notify the License Inspector:
 - a. if a *business* is discontinued; or
 - b. if any changes are made with regard to location, ownership or other nature of the

business.

10. LICENSE TO BE DISPLAYED

- 10.1. Every *business license* issued under this Bylaw shall be made out and delivered to the licensee who shall post the *business license* in a conspicuous place at the place of *business* for which the *business license* was issued.
- 10.2. Any *non-resident business license* must be available to the License Inspector at the place where works are being undertaken by the license holder.
- 10.3. *Persons* failing to post the said *business license* shall be guilty of an offence under this Bylaw.

11. LICENSE REQUIRED

- 11.1. No *person* shall carry on any *business activity* including but not limited to:

- a. Operating a bed and breakfast;
 - b. Operating a boarding, lodging or rooming house;
 - c. Acting as a direct seller or direct sales contractor;
 - d. Operating a family child care home;
 - e. Operating a day care centre;
 - f. Acting as a fish pedlar;
 - g. Operating a group care facility;
 - h. Operating a group care home;
 - i. Operating a home based business or home occupation;
 - j. Operating a nursing home or personal care home;
 - k. Operating an office of convenience;
 - l. Operating a personal care home;
 - m. Operating a public eating establishment;
 - n. Operating a personal service establishment;
 - o. Acting as a pawn broker, second hand dealer or antique dealer;
 - p. Operating a residential care facility;
 - q. Operating a residential care home;
 - r. Hosting or operating a trade show;
 - s. Acting as a transient trader;
- in the City without a valid license.

12. BUSINESS PROHIBITED BY LOCATION

- 12.1. The following activities are prohibited from operating in any residential zone of the City as established by the Zoning Bylaw:
 - a. autobody repair and paint shops;
 - b. automotive maintenance;
 - c. auto wrecking / junk yards;
 - d. farmer's market;
 - e. any business using hazardous substances or dangerous goods;
 - f. building material products; and
 - g. retail sales of products not manufactured or having value added processing attributed to the product in the residence; and
 - h. any business, which in the opinion of the business license inspector may disrupt the

neighbourhood.

12.2. No *business* or *activity* may be issued a business license for:

- a. any business not noted in the list of permitted uses attributed to that district in the *City's Zoning Bylaw*; and
- b. any business noted in the list of discretionary uses, attributed to that district in the *City's Zoning Bylaw*, for which discretionary use approval has not been granted.

13. LICENSE NOT REQUIRED

13.1. A business license is not required for

- a. any *activity* carried on by the *City* or at a location operated by an official or employee of the *City* acting on behalf of the *City* in his capacity as such official or employee.
- b. For such other activities as Council may by resolution exempt from the requirements of this bylaw.
- c. For any *activity* undertaken by a *charity*.
- d. For any *activity* exempted from municipal licensing by any statute of Canada or the Province of Saskatchewan.

13.2. A business license is not required for any *resident business* or *activity* that:

- a. does not more than \$8,500.00 in total gross sales provided a written declaration is given to the *business license inspector* and this is the proprietor's sole source of income; or
- b. does no more than \$5,000 in total gross sales provided a written declaration is given to the business license inspector.

13.3. A *business license* is not required of a farmer:

- a. selling food or food products, that, at the time of delivery, are in a frozen or perishable state grown or raised in Saskatchewan on his own farm; or
- b. selling products raised in Saskatchewan on his own farm;
provided a written declaration to this effect is given to the *business license inspector*.

14. APPLICATION

14.1. A *person* must complete and submit a *business license* application, including all requested information, to the License Inspector for approval before commencing any *business activity* in the *City*.

14.2. For fish pedlars, direct sellers and direct sales contractors:

- a. the name and home address of the applicant;
- b. driver's license with photo identification or provincial health card;
- c. copy of a valid *provincial license* authorizing them as a fish pedlar, *direct seller* or *direct sales contractor*;
- d. the type and name of the product or service being sold;
- e. company name, mailing address and contact *person*; and
- f. all other required information.

14.3. For transient traders:

- a. the name, and home address of the applicant;
- b. driver's license with photo identification or provincial health card;
- c. the type of products being sold;
- d. the location or premises where the *transient trader* is locating;
- e. permission from property owner;
- f. company name, mailing address and contact *person*; and
- g. all other required information.

14.4. For home based businesses, home occupations and all other businesses:

- a. the name, and address of the applicant;
- b. corporate and/or trading name
- c. type of business being operated from the home; and
- d. all other required information.

14.5. For tradeshow:

- a. the name, and address of the applicant;
- b. corporate and/or trading name;
- c. type, location and dates of event;
- d. supporting organization; and
- e. all other required information.

15. INSPECTION AND ENFORCEMENT

- 15.1. For purposes of ensuring compliance with the provisions of this bylaw the *business license inspector* may, after being properly identified, at any reasonable hour enter a premise and may be accompanied by any *person* having special or expert knowledge on any matter to which this bylaw relates.

Amended by
Bylaw No.
16/2021

~~15.2. Any person hindering, preventing, or refusing such free access shall be guilty of a breach of this bylaw.~~

15.2 “No person shall:

- a. Obstruct or hinder any designated officer or any other person acting under the authority of this Bylaw; or
- b. Fail to comply with any other provision of this Bylaw.”

~~15.3. Fines for non-compliance with provisions of this bylaw shall be as detailed in the City of Yorkton General Penalty and Enforcement Bylaw as may be adopted or amended from time to time.~~

15.3 Fines for non-compliance with provisions of this bylaw shall be as detailed:

- a. Subject to subsection (b), any person who contravenes any provision of this Bylaw is guilty of an offence punishable on summary conviction by a fine in an amount not less than double the license fee and not exceeding:
 - i. \$10,000 dollars in the case of an individual;
 - ii. \$25,000 dollars in the case of a corporation.
- b. Where a Business License Inspector has reason to believe that a person has

contravened any provision of this Bylaw, that Inspector may issue a Notice of Violation to the person and/or Order to Comply.

- c. Where the offence is failure to obtain the appropriate license and pay the required license fee, the Notice of Violation shall indicate that the City will accept voluntary payment in the amount equal to double the license fee, in addition to payment of the required license fee.
- d. A Notice of Violation may indicate that the City will accept voluntary payment at Yorkton City Hall for the amount listed.
- e. Payment of a voluntary payment amount specified in a Notice of Violation does not relieve the business from purchasing a Business License annually.

15.4. In a prosecution for a contravention of this Bylaw against engaging in or operating a business without a business license, proof of one transaction in the business or that the business has been advertised is sufficient to establish that a person is engaged in or operates the business.

15.5. If in the event, during the prosecution of an offence, proof of a valid and subsisting business license is required, the person charged with the offence shall bear the burden of responsibility to provide proof that he was in possession of a valid and subsisting business license at the time of the offence.

16. FEES

16.1. A business license shall not be issued nor considered valid without payment of fees as prescribed in "[Schedule B](#)".

17. CLASSIFICATION

17.1. For purposes of maintaining accurate records for use by municipal staff, business activities will be classified into one of the following groups as found in "[Schedule C](#)".

18. LIMITS ON RESIDENTIAL FACILITIES

18.1. A *boarding, lodging or rooming house* is limited to no more than four (4) tenants.

18.2. A *group care facility* is limited to no more than seven (7) residents.

18.3. A *group care home* is limited to no more than six (6) residents.

18.4. A *residential care facility* is limited to no more than five (5) residents excluding staff.

18.5. A *residential care home* is limited to no more than four (4) residents excluding staff.

19. PROVISIONS CONCERNING PAWNBROKERS

19.1. Every pawnbroker shall, before receiving a license under this bylaw, provide the *City* with, and shall during the continuance of such license keep in force, a bond in the sum of Five Thousand Dollars (\$5,000.00) issued by a company licensed or registered to do business in the Province of Saskatchewan and in a form to be approved by the *City* Solicitor

indemnifying the *City* and all other *persons* or corporations against loss owing to the default of the licensed arising out of any fraud, dishonesty, theft, misappropriation or misapplication in the conduct of his business.

- 19.2. No pawnbroker shall carry on, permit or allow to be carried on, the business of a secondhand dealer from the same premises from which the pawnbroker's business is being carried on, unless licensed as such.
- 19.3. Every pawnbroker shall keep a record book in a form and manner in which shall be permanently recorded the following information, which shall be secured and recorded at the time of each transaction:
 - a. an accurate, detailed description of each item of personal property taken as a pledge and all markings, serial numbers, make or model or other identification placed or marked on the property by the manufacturer or vendor thereof;
 - b. a statement of any description, mark or specific identification which has been made or attached to the property;
 - c. the date and time of day when the property was given to the pawnbroker as security;
 - d. the price of the pawn on the property;
 - e. the first name, surname, address and telephone number and the record of the numbers from two forms of identification that confirm the name given, one of which must confirm the name and address given from the following:
 - i Driver's License
 - ii Social Insurance Card
 - iii Health Services Card
 - iv Credit Card
 - v Treaty Card
 - vi Firearm Acquisition Certificate; or
 - vii Any other personal identification containing a photograph, address, and a signature;
 - f. the signature of the *person(s)* from whom the property was acquired; and
 - g. the inventory number of the acquisition
- 19.4. At the time a borrower deposits or delivers any personal property as security for a loan the pawnbroker or his employee shall, without requiring or accepting any fee or charge for so doing, deliver to the borrower a note, receipt, sales slip or pawn ticket containing full and detailed particulars as required in the record kept per subsection 20.3 of this bylaw.
- 19.5. The pawnbroker or any employee of the pawnbroker shall not erase, obliterate, deface or alter the record made pursuant to subsection 20.3 of this bylaw and shall not direct, allow or suffer any other *person* to erase, obliterate, deface or alter the record.
- 19.6. The record required to be kept by subsection 20.3 of this bylaw, and every item of personal property in the pawnbroker's place of business which acquired as a security for a loan shall at all times be open to inspection by a Police Officer, the *business license inspector*, or any *person* appointed by *Council* for that purpose.
- 19.7. A pawnbroker shall submit a legible copy of any new entries made in the record kept under subsection 20.3 of this bylaw, to the Yorkton Municipal R.C.M.P. Detachment on a regular basis, at the end of each working week, and shall, upon request, provide the Yorkton

Municipal R.C.M.P. Detachment and the License Inspector access to the permanent record kept under subsection 20.3 of this bylaw.

- a. A pawnbroker shall not:
 - i allow any property received as security for a loan to be redeemed or removed from his place of business before seventy-two (72) hours has elapsed from the time the property was tendered to the pawnbroker as security; or
 - ii sell any property received as security for a loan and which has not been redeemed within the time allowed to the borrower for redemption before one month has elapsed from the time when the property was furnished to the pawnbroker as an acquisition.
- 19.8. A pawnbroker or an employee thereof shall not accept property as security for a loan or advance a loan on the receipt or promise of delivery of any property from:
 - a. a *person* who is or who appears to be under the influence of alcohol or any drug;
 - b. a *person* who is under the age of 18 years, or appears to be under the age of 18 years and cannot provide proof of age;
 - c. any *person* failing to identify himself adequately as set out in subsection 20.3.e); or
 - d. a *person* who the pawnbroker or an employee thereof knows or has reasonable grounds to believe may have stolen or otherwise illegally acquired the property offered for security for a loan.
- 19.9. No pawnbroker or an employee thereof shall accept property on which the manufacturer's identification number or serial number has been removed, defaced, tampered with or in any way altered unless the prior written approval of the Chief of Police has first been obtained.
- 19.10. No personal property coming into the possession of a pawnbroker, by way of pawn shall be redeemed, exchanged, sold, altered, or removed from the licensed premises or otherwise dealt with until the expiry of seven (7) days after the delivery to the Chief of Police of the report as required by subsection 20.3.
- 19.11. It shall be the duty of every pawnbroker to report to the Police with all possible information relating thereto, any *person* offering to deliver or sell to or exchange any articles, the possession of which such *person* is unable to satisfactorily explain, or which article such licensee has any reason to believe has been stolen or illegally or fraudulently obtained.
- 19.12. No pawnbroker shall operate a pawnbroker business without first obtaining the appropriate *business license* from the *City*.

20. PROVISIONS CONCERNING SECOND HAND DEALERS & ANTIQUE DEALERS

- 20.1. *Second hand dealers* and antique dealers shall keep a registry in a form satisfactory to the *business license inspector* in which shall be permanently recorded, at the time any second hand good or antique is acquired, the following information:
- a. an accurate, detailed description of any personal property acquired, and any markings, serial numbers or other identification of the property;
 - b. the price paid for such property;
 - c. the date and time of day such property is acquired;
 - d. the inventory number of the acquisition;
 - e. the first name, surname, address and telephone number and the record of the numbers from two forms of identification that confirm the name given, one of which must confirm the name and address given from the following:
 - i Driver's License;
 - ii Social Insurance Card;
 - iii Health Services Card;
 - iv Credit Card;
 - v Treaty Card;
 - vi Firearm Acquisition Certificate; or
 - f. any other personal identification containing a photograph, address, and a signature; and
 - g. the signature of the *person(s)* from whom the property was acquired.
- 20.2. *Second hand dealers* and antique dealers shall keep all second hand goods and antiques acquired separate and apart from all other property in his place of business for a period of fifteen (15) days from the date the article is acquired and shall label each article with the date of acquisition and with the inventory number entered in the record kept under subsection 21.1 of this bylaw.
- 20.3. *Second hand dealers* and antique dealers shall submit a legible copy of any new entries made in the record kept under subsection 21.1 of this bylaw to the Yorkton Municipal R.C.M.P. Detachment on a regular basis, at the end of each working week, and shall, upon request, provide the Yorkton Municipal R.C.M.P. Detachment and the License Inspector access to the permanent record kept under subsection 21.1 of this bylaw.
- 20.4. Where any *second hand dealer*, antique dealer or employee thereof believes or has reason to believe that any property that has been obtained may have been stolen or otherwise fraudulently obtained, he shall notify the Yorkton Municipal R.C.M.P. Detachment that he has such property in his possession.
- 20.5. No *second hand dealer* or antique dealer shall, in the conduct of his business, nor any employee thereof accept property from:
- a. any *person* who is under the age of 18 years, or appears to be under the age of 18 years and cannot provide proof of age;
 - b. any *person* who fails or refuses to produce the requisite identification for the purposes

of recording the transaction in accordance with subsection 21.1.e) of this bylaw; or
c. any *person* who appears to be under the influence of any alcohol or drug.

20.6. No *second hand dealer* or antique dealer shall carry on, or permit to be carried on, the business of a pawnbroker from the same premises from which the *second hand dealer's business* is being carried on, unless licensed as such.

20.7. No *second hand dealer*, antique dealer or an employee thereof shall accept property on which the manufacturer's identification number or serial number has been removed, defaced, tampered with or in any way altered unless the prior written approval of the Chief of Police has first been obtained.

20.8. No *second hand dealer* or antique dealer shall operate a second hand or antique business without first obtaining the appropriate license from the City of Yorkton.

21. SEVERABILITY

21.1. If any section, subsection, sentence, clause, phrase or other portion of this Bylaw is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions of the Bylaw

22. REPEALING BYLAW

Bylaw No. 24/2003 being a bylaw to classify, license, control and regulate businesses within the City of Yorkton, passed on the 7th day of April, 2003, and all amendments thereto are hereby repealed.

23. EFFECTIVE DATE OF BYLAW

This bylaw shall come into force and take effect on the day of final passing thereof.

MAYOR

CITY CLERK

Introduced and read a first time this 20th day of February, A.D., 2006.

Read a second time this 20th day of February, A.D., 2006.

Read a third time and adopted this 20th day of February, A.D., 2006.

SCHEDULE A

AUTHORITY APPROVAL REQUIRED			
Business requiring third party approval prior to the issuance of a business license.			
City of Yorkton Fire Protective Services	City of Yorkton Building Services	Public Health/Sunrise Health Region	City of Yorkton Detachment of the RCMP
<i>bed and breakfast</i>	<i>autobody repair and paint shop</i>	Public Eating Establishments – Restaurants, church halls or community halls, institutional kitchens, mobile canteens, temporary food service (6 days or less a year), catering	<i>pawn brokers</i>
<i>boarding, lodging or rooming house</i>	<i>automotive maintenance</i>	Food Distribution – Grocery Stores, Convenience Stores, Food Warehouses	<i>second hand dealers</i>
<i>family child care home</i>	<i>bed and breakfast</i>	Personal Services – Tattoo parlors, hair dressers, massage therapy, esthetics (nails, waxing), electrolysis, reflexology, acupuncture, tanning. (Ear candling or selling ear candling equipment is prohibited by Health Canada)	<i>antique dealers</i>
<i>group care facility</i>	<i>boarding, lodging or rooming house</i>	Licensed Accommodations – Hotels, motels, campgrounds, bed a breakfast	
<i>group care home</i>	<i>family child care home</i>	Public Pools – whirlpools, hot tubs, water slides.	
<i>nursing home</i>	<i>group care facility</i>	Food Processors – abattoirs, meat shops, any food manufacturing (perogies, desserts) Deli, fish market or peddler	
<i>personal care home</i>	<i>group care home</i>	Bakeries	
<i>residential care facility</i>	<i>nursing home</i>	Recreation facilities – skating rinks	
<i>residential care home</i>	<i>personal care home</i>	Schools or Day cares	
	<i>residential care facility</i>	Water Processing – bottling, self fill	
	<i>residential care home</i>		

NOTE: Third party approval may be subject to inspections of the premises from which the *business* is conducted. Fees charged to *business license* applicants for third party approval are separate from business license fees in Schedule B.

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SCHEDULE B

A *Business License* shall not be issued nor considered valid without payment of fees as prescribed in the following table.

Business License Fee Schedule			
Business License Type	Application Fee¹	Business License Fee²	Pro-Rated Fee³ after September 1
<i>Resident</i>	\$50.00	\$50.00 annually	No prorated fee
<i>Non Resident</i>	\$50.00	\$200.00 annually	\$100.00
<i>Home Based Business</i>	\$50.00	\$50.00 annually	No prorated fee
<i>Home Occupation</i>	\$50.00	\$50.00 annually	No prorated fee
<i>Trade Shows</i>	Not required	\$10.00 per table/booth space for events four days or less \$20.00 per table/booth space for events five days or more	
<i>Transient Traders</i>	Not required	\$100.00 for each one week period or portion thereof.	
<i>Direct Sellers</i>	\$50.00	Business License fees per the Resident and Non-Resident types	
<i>Direct Sales Contractors</i>	\$50.00		
<i>Fish Pedlars</i>	\$50.00		

1. Applied one time only at time application is received.
2. Applied at time of application and each year during continued operation of the business.
3. Applied as the Annual Renewal fee for all applications received after September 1, in the application year only.

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SCHEDULE C

Business License Classification Codes			
Codes by Sequential Order		Codes by Alphabetical Order	
100	Financial Services	Agri-Industry	1600
200	Professional Services	Automotive	1300
300	Personal Services	Care Services	1700
400	Contracted Services	Commercial	1200
500	Seasonal Services	Contracted Services	400
600	<i>Transient Trader</i>	<i>Direct Seller</i>	2100
700	Retail Merchandising	Educational	1900
800	Wholesale	Entertainment, Sport, Leisure	1800
900	Transportation	Financial Services	100
1000	Manufacturing	Hospitality	1400
1100	Industrial	Industrial	1100
1200	Commercial	Information Technology	2300
1300	Automotive	Manufacturing	1000
1400	Hospitality	<i>Not Classified</i>	2000
1500	Utilities	Personal Services	300
1600	Agri-Industry	Professional Services	200
1700	Care Services	<i>Public Eating Establishments</i>	2200
1800	Entertainment, Sport, Leisure	Retail Merchandising	700
1900	Educational	Seasonal Services	500
2000	<i>Not Classified</i>	<i>Transient Trader</i>	600
2100	<i>Direct Seller</i>	Transportation	900
2200	<i>Public Eating Establishments</i>	Utilities	1500
2300	Information Technology	Wholesale	800

TITLE: Saskatchewan Population Health and Evaluation Research Unit “Indoor Public Facility Audit”	DATE OF MEETING: December 20, 2021
	REPORT DATE: December 16, 2021
CLEARANCES: Darcy McLeod, Director of Recreation & Community Services Darcy McLeod	ATTACHMENTS: 1. Yorkton Facility Audit 2. Yorkton Audit photos
Written by: Lisa Washington, Manager of Community - Culture & Heritage Lisa Washington	
Reviewed and Cleared by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

PURPOSE

The purpose of this report is to inform Council about a research project that the Recreation and Community Services Department has been involved with, which may receive some public attention.

BACKGROUND

In April 2020, The Recreation and Community Services department was invited to attend an information session about a new project that was launching in Yorkton - *Interventions to Enhance Social Inclusion of Older Adults with Dementia in Saskatchewan*. This project was for five years, is federally funded and focuses on improving the public’s awareness of the stigma and social isolation experienced by people with dementia and their care partners. It focuses on supporting individual, community and organizational interventions to enhance social inclusion of older adults and their care partners in small cities and rural communities. The project is conducted by the Saskatchewan Population Health and Evaluation Research Unit, a bi-university health research unit based at the Universities of Regina and Saskatchewan, and is funded by the Government of Canada New Horizons for Seniors Program.

In March 2021, our department applied for and received funding for an “Indoor Public Facility Audit”, to encourage our facilities to be more inclusive and accessible for seniors living in Yorkton, including those living with dementia. We engaged a Consultant, who had worked on a previous sub-project, to amalgamate two environment checklists - one from the Alzheimer's Society of Saskatchewan and the other from Age-Friendly Saskatchewan. She also connected with people from a previous project, two couples with lived experience with Dementia, to become our “Experts”.

The Experts and the Consultant toured and audited each of our twelve public facilities, twice, using a different entrance each time, if possible. With each audit, observations began in the parking lot, and each entrance and exit were used at least once. The team role-played attending an event or accessing services and going through all the activities that would be involved in doing so. Additionally, the couples and the consultant, all resided outside of Yorkton making their experience that much more authentic.

The final report, attached for your information, will be used as a resource to inform our operations moving forward. It has their comments, observations, completed checklists and photos for each facility plus some info on other financial resources (grants) that might assist with implementation of their recommendations.

DISCUSSION/ANALYSIS/IMPACT

The majority of recommendations are toward improvement of signage to assist people with navigating more independently and find services on their own. The most significant cost attached to recommendations is the addition of private family washrooms, as the majority of the facilities have gender-identified, accessible washrooms.

FINANCIAL IMPLICATIONS

None at this time.

COMMUNICATION PLAN/PUBLIC NOTICE

We will post information about this project on our social media platforms and ensure the website link, <https://www.ruraldementiask.ca/> for “Dementia Supports in Rural Saskatchewan”, is included.

Information on all the projects are available on this website. Also, on our project page, there is a video which was included in a recent “Rural Dementia Action Research” conference. The link for this YouTube video will be also be shared through our social media channels.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

This project meets the objectives of “seek partnerships that promote health, wellness and healthy lifestyles” and “community engagement provides opportunity for all members of the community to be involved, and supported” as outlined in the 2020 Strategic Plan goals of “promoting and building a healthy community” and “fostering a safe community that embraces cultural and social diversity by providing social, recreational and educational opportunities for all community members”, respectively.

Additionally, it aligns with the Official Community Plan, Part Four “Our Healthy Community”, Goal 4.5 “Balanced strategies for a complete, healthy and livable community, ensuring that Yorkton continues to be a great place to live”, and 4.5.1. Public Health and Safety where our community strives to offer a wide variety of community-based services that are inter-generational, accessible, prevention-oriented, supportive, coordinated, responsive to change and effective.

RECOMMENDATION

That Council receive and file this presentation and, furthermore, that organizations and businesses be encouraged to participate in the project “Interventions to Enhance Social Inclusion of Older Adults with Dementia in Saskatchewan” and learn more ways to enhance social inclusion of older adults with dementia in our community, by contacting the Saskatchewan Population Health and Evaluation Unit.

City of Yorkton

Age/Dementia Friendly Facilities Audit Report

September, 2021

Marilyn Bader, Facilitator

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Executive Summary

Many seniors are physically active their whole lives, and some become more active after retirement, due to having more time to explore recreational activities. Not all seniors lose mobility. Many people with diseases like Alzheimers go undiagnosed for years before their symptoms become evident. Yet it is common to encounter people who assume that the word “dementia” implies the person is functionally incapable of doing anything independently. This is simply not the case!

Where facilities can excel in serving their community is in anticipating the needs of those in that gray area between perfectly healthy and able and being confined to a wheelchair or being placed in long-term care. As Age-Friendly Saskatchewan states:

Age-friendliness makes your business accessible and welcoming to more than mainstream citizens. It also makes your business accessible and welcoming to persons with disabilities, people with reduced mobility, people with limited sight or hearing, young families, people from different cultures, those who speak a variety of languages, and many other members of the community. A broader customer base means greater opportunity.¹

This project assessed some City of Yorkton facilities to make recommendations to improve the physical environment aimed at becoming more age- and dementia-friendly. Guided by the previous research done by the Alzheimer’s Society of Saskatchewan (ASOS) and Age-Friendly Saskatchewan, 12 City of Yorkton venues were assessed against a checklist of physical barriers that may prevent seniors and people living with dementia from enjoying those facilities and their desired lifestyle.

While the assessment, or audit, was limited to and focused on the physical environment and making recommendations for increasing accessibility through improvements to the physical facilities, it is important to keep in mind that true inclusivity can only become a reality with trained staff and increased public awareness to reduce the stigma faced by people living with dementia.

Recommendations are enclosed for each of the 12 facilities assigned, organized according to the same categories used in the audit checklist criteria adapted from the Alzheimers Society of Saskatchewan.

- Entrances and Exits
- Surfaces (Walls and Floors)
- Bathroom Facilities
- Lighting
- Seating
- Quiet Areas and Customer Service Desks
- Signage and Navigation.

¹ Age Friendly Saskatchewan. *Creating an Age-Friendly Business in Saskatchewan*. Page 3

The majority of recommendations are toward improvement of signage to become more dementia-friendly in assisting people living with dementia to be able to navigate more independently and find services on their own. The most significant cost attached to recommendations is the addition of a private family washroom facility on the second floor of the Gallagher Centre.

Scope of the Project

The City of Yorkton has taken the lead in exploring the age/dementia-friendly changes to some of their facilities. With the overall goal of making City facilities more inclusive and accessible for seniors living in Yorkton and its surrounding communities, this report may be used to inform plans and strategies to create more inclusive public spaces.

This report includes checklists from the Alzheimer Society of Saskatchewan (ASOS), as presented in the document, *Dementia Friendly Toolkit: The Library Edition*. The toolkit includes key features that have been found to enhance the usability of physical spaces for those living with dementia. As many of these features also apply to many seniors, any features that might also impact accessibility to seniors were noted. The resource, *Creating an Age-Friendly Business in Saskatchewan*, developed by Age-Friendly Saskatchewan, provided more accessibility considerations.

The importance of the physical environment in assisting people living with dementia to be able to continue to enjoy the same activities and events that they have always enjoyed is invaluable. The following list is adapted from Alzheimer Society's *10 Warning Signs of Dementia*²:

- Memory loss which affects day-to-day function
- Difficulty performing familiar tasks
- Problems with language (spoken and written)
- Disorientation of time and place
- Impaired judgement
- Problems with abstract thinking.
- Misplacing things
- Changes in mood and behaviour
- Changes in personality
- Loss of initiative

These complex symptoms may come and go; they may present as single symptoms, or as a cluster of symptoms. (Visit the website for examples of each of these symptoms.)

People living with dementia are able and willing to continue activities for varying lengths of time after symptoms appear and/or a diagnosis is made, and often are able to maintain their lifestyle for many years. This is usually made easier with the support of a care partner, often a spouse. A very important element of a person living with dementia being able to carry on with their lifestyle is the support and acceptance of people they encounter while doing so. Referring to the above examples makes clear that each situation can be much better or much worse depending on the knowledge and understanding of facility personnel.

² Alzheimer Society of Canada. <https://alzheimer.ca/en/about-dementia/do-i-have-dementia/10-warning-signs-dementia>

Methodology

The focused outcomes of the facility audits were to

- identify any physical barriers to people living with dementia that might keep them from attending or participating in activities or events that they would have done before being diagnosed with dementia; and
- recommend changes, upgrades that would reduce or eliminate those barriers.

Observations that were made of barriers to seniors were also noted.

The audits were completed by a team of five³:

- Marilyn Bader, a Training Consultant from Buchanan, Saskatchewan;
- RG and VG, a retired couple from Kamsack, Saskatchewan; and
- PW and RW, a retired couple from Melville, Saskatchewan.

The team members were familiar with each other from a previous project sponsored by SPHERU through Parkland Valley Sport, Culture, and Recreation in 2020-21. One spouse in each of the expert couples have been diagnosed with Alzheimers, and were eager to share their insights for the project. Facility tours by each couple were guided by Marilyn, in order that each was observed twice, with the exception of the Kinsmen Area and the Tourism Yorkton/Chamber of Commerce Building, which were both toured as a group of five.

Having been provided with guiding reference materials, the team referred to the checklists in the *Library Edition* as they each toured the following City of Yorkton' facilities:

1. Flexihall – Gallagher Centre
2. Access Communications Water Park – Gallagher Centre
3. Westland Arena – Gallagher Centre
4. Yorkton Curling Rink – Gallagher Centre
5. Ravine and Youth Meeting Rooms – Gallagher Centre
6. Convention Centre Rooms – Gallagher Centre
7. Gloria Hayden Community Centre
8. Yorkton Public Library
9. Kinsmen Arena
10. Godfrey Dean Cultural Centre/Land Titles Building
11. Tourism Yorkton/Chamber of Commerce Building
12. City Hall

The 12 checklists are included in the Appendix. As much as this report attempts to include all the information gathered during the facility audits in this section of the report, there is more information in the checklists.

Each checklist had the team study features determined by ASOS to be important to those living with dementia in terms of being able to continue lifestyle activities without being faced with

³³ Initials for the expert couples are used throughout the report in order to protect their privacy.

barriers. The facility features can be summarized as falling into 6 areas of attention, with some overlap between:

With each audit, the observations began in the parking lot, and every entrance and exit were used at least once. Doing so results in the whole of the Gallagher Centre being observed, rather than just the rooms/arenas/facilities within it. With each audit, the team role-played attending an event – such as a hockey game – and going through all the activities that would be involved in doing so.

1. Entrances and Exits

ASOS recommends signing both doors, where they exist, and both sets of doors as IN and OUT on both sides. Some people living with dementia may become disoriented by the space created by multiple doors in entryways or may be confused by the flow of traffic after an event (such as the rush after a hockey game). Due to COVID-19, exactly this type of additional signage had been installed at the Gallagher Centre, which made it easy to see the benefit of doing so. Likewise, traffic flow was directed to ensure safe distancing using orange tape and arrows in tight spaces and stairways.

Some doors are very heavy to open; elderly people who may be frail in general may have difficulty entering the building, and may also add to disorientation and frustration facing people living with dementia. The automatic door options at all Gallagher Centre entryways are the best mitigation of this potential barrier. Other facilities also used automatic doors, or doors were easy to open. Some facilities had automatic door openers that have rather small activation buttons, or buttons that were placed away from the door handles: These may be overlooked by people living with dementia, who would then be left to struggle with heavy doors.

Changes in the level of the flooring coming into many buildings from outdoors – the need to step over doorjambs, or the presence of stepped entrances – may result in trips and falls by people unsteady on their feet. None of the facilities observed presented these hazards.

Entryway doors with doorknobs instead of handles have been known to be more difficult to open for some people with various frailties (arthritic hands, for example): All of the City of Yorkton facilities use handles or bars; no publicly accessible doors were observed that used round knobs.

2. Surfaces (wall and floors)

ASOS recommends against highly reflective wall surfaces as unexpected reflection can be distressing to some people living with dementia; such surfaces may also make objects difficult to recognize, and affect depth perception. Reflective floor surfaces may have the same effect, making walking difficult.

Some people living with dementia may have a different perception of colour, and some flooring colours may be perceived as a change in level. Some colours – i.e. dark blue, may appear like water. Flooring misperceptions may result in walking difficulty or tripping if the person tries to step over what is perceived to be water on the floor, or take an extra step for an unperceived

change in level, which may cause a back injury. There are several floor level changes in the Gloria Hayden Centre walking track that need to be marked with either a different colour or by adding yellow and black tape.

The experts did not find any wall or flooring surfaces to present a problem with their visual perception. Some windows - i.e. the upstairs seating area at Godfrey Dean - did have an unsettling effect on one of the experts living with dementia, as well as the top of the stairway seating area at Gloria Hayden. Not every combination of reflection and light can be anticipated, nor will everyone living with dementia experience visual distortion as a result of their condition; knowing that it may do so may assist support people and staff to better deal with situations that may arise.

3. Bathroom Facilities

Features that make public washrooms *accessible* include convenient location, wheelchair accessible stalls, family or spacious individual rooms that allow a care partner to assist. For the most part, all the facilities had satisfactory wheelchair access stalls. People walking with the aid of a cane or walker generally have space in wheelchair accessible facilities for parking their walkers; hooks or bars to hang canes would be helpful. Once dropped, a cane can be difficult to retrieve from the floor.

While there are family washroom facilities in the Gallagher Centre, they are not in convenient locations, being found only in the swimming pool area. The washrooms in City Hall and Godfrey Dean are spacious enough to allow for a care partner to accompany someone with special needs, but are not signed as such. The Kinsmen Arena public washrooms cannot be locked in order to protect the many children who use the arena, thus rendering them difficult to use privately. The facilities in the Blue Room at the Kinsmen Arena could be used as family washrooms, but the room is reserved for private functions. The washrooms in the Tourist Centre and the locker rooms at the Gloria Hayden are adequate, but are labelled Male and Female. The Library has a spacious Parenting Room with a sink and change table but no toilet.

Another area of concern for people living with dementia is the risk of accidental scalding when washing hands. ASOS recommends that hot and cold settings are clearly marked on each tap: Markings typically include the words HOT and COLD, the letters H and C, or the colours blue and red. Because some people living with dementia lose words, or see letters and colours differently as a result of their condition, the experts thought these symbols don't go far enough: Many of the City of Yorkton facility washrooms use automated taps. There are some taps that have no markings at all, some which one must bend over to see, as well as those that meet the basic labelling criteria. If the objective is truly to avoid scalding, the best tool is an automated tap.

4. Lighting

People diagnosed with dementia do not suffer vision loss as a result, but rather the dementia may affect how they perceive things visually. Efforts to ensure that unnecessary shadows and dark areas are eliminated serve to make those areas safer and more welcoming. Walking into a dark

room can be intimidating to many people, and may be more so for people living with dementia. Using light switches that are in logical places and are easy to use help to reduce any stress as a result of walking into a dark room.

Some of the waterproof switches used in the change rooms in the pool area of the Gallagher Centre may be frustrating for someone living with dementia as they are not of familiar design and take two steps to operate. Many areas in the Yorkton facilities would not require a patron to turn lights on, and many others use automatic lighting.

The team agreed that the connecting stairwell/hallway from the Godfrey Dean to the Land Titles Building is potentially treacherous: It is poorly lit; there is uneven flooring and steps, and poor signage which combine to reach this description.

5. Seating

Due to Covid-19 restrictions being in place during the expert tours, much of the seating areas one would expect to find were not in place. For example, the ample cafeteria seating area in the main entrance hall of the Gallagher Centre was not set up. Limited seating was set up at the Library. We were all easily able to see where seating would be set up during normal operation, and found no negative areas in any facility.

ASOS recommends that seating is beneficial to people living with dementia in order to have a spot where one can reorient oneself should one become disoriented. Seating ideally will not have casters, and provide arm and back rests to enhance the restfulness and/or comfort of the chair or bench. Seating was readily available in most facilities and areas within them. Most seating was readily recognizable as such and was of simple, comfortable design. We noted that the benches placed strategically in the Godfrey Dean art gallery rooms – clearly placed to maximize viewing of displayed art – were without backs or arms, and of hard wooden uncomfortable construction.

One area that was identified as a problem was the single bench provided for people entering the pool area at the Gallagher Centre. Patrons are required to remove street footwear. Most seniors prefer to sit down to remove or put on footwear, and if there were more than three or four people in the area, the single bench would be inadequate. Worse, there are no boot racks on which to place footwear once removed, creating a trip hazard with dozens of shoes scattered about the bench area. A further problem is then created when exiting the area and trying to locate one's shoes or boots. Having some shelves for footwear painted in bright colours would make the space more functional and aid seniors in relocating their belongings.

Finally, seating in arenas tends to be very difficult for fragile seniors to access. The Westland Arena is built with steep stairs with few handrails and seats that are very close to the row in front, making walking extremely difficult. There is a section at the top for wheelchair parking, which is welcomed, but again we refer to that black and white lens which neglects to include those in the gray area of needing a cane or walker to assist. In the Kinsmen Arena it would be very difficult for anyone with a walker or cane to access seating as it involves climbing over very high steps.

6. Quiet Areas and Customer Service Desks

The Guest Services desk in the Gallagher Centre is centrally located, easily accessible on the main level, and well-signed for access from the second level. While we found the desk personnel very friendly, efficient, and helpful, we wondered what might happen if the employee at the Guest Services desk has left on a washroom break or to assist another patron when a person living with dementia and their care partner needed to be admitted into the pool area to find and use the family washroom. Fear of public embarrassment may be a barrier that keeps this couple and other elderly people or those living with dementia home instead of out enjoying the hockey game.

We did not notice any facility that had a hook or bar for people to hang a cane while at a counter area. It is easy enough to prop a cane against a wall, but infirm people who require the use of a cane may lose their balance while trying to pick it up if it falls.

The Gallagher Centre did not have quiet areas set up in any of the locations toured; this may have been due to COVID-19 regulations. The main cafeteria, had it been set up, would be an ideal example of a seating area available to visitors, although it could be noisy, which many people living with dementia find distracting. There were many areas on the second floor that would be ideal for a seating area, but it was not clear if these were removed due to COVID-19 regulations.

The Library, Godfrey Dean, and Kinsmen Centre had seating areas should any patron need a few minutes to rest or re-orient. The Tourism Centre and City Hall did not, but the experts pointed out that one wouldn't expect a social gathering area in a business setting. The Tourism Centre outdoor area was very nice, with picnic tables and a pleasant setting, but of course is only usable in nice weather. Team members were confused by signage in City Hall that referred to a wheelchair refuge, which we thought might be a rest area but turned out to be a place for unused wheelchairs to park.

7. Signage and Navigation

For people living with dementia, more signage rather than less is generally found to be helpful in navigating any building. ASOS recommends signing areas leading both to and from toilets, customer service desks, seating areas, and check-out counters (such as in the Library) as most helpful to people living with dementia. The team had a big advantage in assessing the value of signage throughout all the facilities visited as all live outside Yorkton, and for many of the facilities, it was the first visit. We kept in mind that for some people living with dementia, visiting a familiar place may seem like a new place each time. Signage needs to anticipate the navigational value of signs, not just for people living with dementia but for first-time visitors.

We agreed that next to finding the actual meeting room or sports arena we were planning to attend, the next most important place to locate were the washrooms. Many seniors and care partners pay attention to washroom locations when they first enter a room for later reference. We found signage in Gallagher Centre often missing in this regard; if one didn't know where the washrooms were located, it could be difficult to figure out. In the Westland Arena and Curling

Rink there are no signs with direction to the washrooms. There is no indication that there is no washroom in either area. We never saw signs indicating there were family washrooms available anywhere in the building. There are no washrooms available in the Conference Centre rooms, nor are there any directional signs in the hallway out of any of the three rooms. There is a family-sized washroom located in the Ravine room, but it doesn't have a sign on the door, so if attending a meeting, one might not realize it was a washroom as it may be assumed it is a storage room. The Flexihall has two locker rooms with toilets in the back part of the room but no signs to that effect. The wheelchair accessible family-sized washroom near the front entrance of the Flexihall has a sign on the door that cannot be seen if the door is left open.

There are few signs for washroom facilities in the Godfrey Dean. Given that there are no washroom facilities on the upper floor, this seems like an oversight that needs to be corrected. The washrooms are located down a hallway that from the main lobby appears not to be meant for public traffic. From the large meeting room on the main floor, we were surprised that there were no directions to the washroom from within that room.

Signs for City Hall, Gloria Hayden, Kinsmen Arena, Tourism Office, and the Library washrooms are easily seen on entry.

ASOS recommends that signs are consistent throughout a facility, with simple text fonts, common colours, with first letters capitalized in each word and to avoid shadow effects, cursive writing, or any styling that detracts from the signs message. They recommend a background colour for the sign itself that contrasts with the colour of the wall or door on which it is mounted. The team found all signs to be satisfactory in this regard.

Another ASOS recommendation is that wherever logical to do so, signs include both text and symbols. As some people living with dementia lose word connections, they may instead recognize symbols for washrooms, sports areas (i.e., curling rock, hockey stick, or racket). Signs pointing to a cafeteria could include a coffee cup. Elevators could be signed with the universal symbol for elevator as well as the word.

Finally, ASOS recommends that the location of recognizable landmarks (i.e., the trophy display on the second floor of the Gallagher Center) not be relocated as a frequent visitor living with dementia may recognize and navigate using familiar items. If rotating or seasonal displays are set up in front of fixed landmarks, ensure that the landmark itself is not covered or obscured. As COVID-19 restrictions were in place during the team's tours, we were unable to assess any rotating décor, but the landmarks like the trophy display and the stairwell art were likely to be useful as navigational aids. The stairwell landings of both City Hall and the Godfrey Dean are also distinctive and centrally located.

Recommendations

Create an informational brochure describing the age and dementia-friendly features of that facility. The information can be presented as a print hand-out within each facility and posted on the City of Yorkton website for easy access. This would assist patrons to learn of the features and feel more welcome at each facility. It may also eliminate stress in locating elevators, stairways, exits, or washrooms by becoming familiar with them before arrival. Include directions to difficult-to-access areas like the Gallagher Centre's family washrooms and the spectator's gallery of the Flexihall for someone in a wheelchair.

Please refer to the checklists in the Appendix for each location for more detail for each of the 12 locations evaluated. The following recommendations are based on the same categories used to evaluate each facility for its age and dementia-friendly features.

1. Entrances and Exits

- Replace the Gallagher Centre directory at each door to better reflect the actual location of the person viewing it.
- Leave IN/OUT signs on entry doors which were placed temporarily on each door to manage traffic for personal spacing during COVID-19 regulations. These may avoid confusion for some people living with dementia.
- Increase the visibility of automatic door openers that are not directly in front of the person entering.

2. Surfaces (Walls and Floors)

- Replace mats at entryways at all facilities that have curled edges as they are trip hazards. The heavier the mat, the less likely they are to develop this hazard when cleaned. Some people with mobility challenges may shuffle their feet as they walk, but *anyone* might trip over a rug.
- Consider hanging art at Godfrey Dean in the windows on the second floor table-seating area. Having one of our experts experience discomfort and sitting at a table while looking down from the windows, prompted the suggestion that mobiles or sun catchers hanging along the glass would create a better sense of separation and of feeling safe from the height perception.

3. Bathroom Facilities

- Change the signage on bathroom doors to be gender neutral whenever possible. This allows a wife to accompany her husband into a private space to assist with personal needs, or a husband to assist his wife. Many care providers are not the same gender as those in their charge. A husband accompanying his wife into a wheelchair accessible stall in the main women's washroom would be inappropriate.

- Change to automated water faucets. Where this is not feasible, ensure that faucets have clearly visible hot/cold words or colours.
- Add a toilet to the Parent's Room in the Library and rename it a Family Washroom.
- Create family room bathroom facilities that are easy to locate. This is especially needed in the Gallagher Centre, where the only designated family rooms are in the pool area and require considerable time to access. Consider opening the bathroom in the Ravine meeting room during events for people with special needs who may be accompanied by a care partner of a different gender. Consider renovating a room on the second floor in order to create a family room. This recommendation is likely the most costly.
- Make the Blue Room at the Kinsmen Arena available to people with special needs during games. This room would provide quiet, comfortable seating and private family washroom access.

4. Lighting

- Improve the lighting in the connecting passageway between the Godfrey Dean and Land Titles buildings.
- Change the water resistant light switches in the pool area to automated lights. Consider replacing more manual switches to automated lighting in the future.

5. Seating

- Add parking areas for walking assists such as canes, crutches, and walkers. Many mobility issues are resolved through the use of these aids without having to use a wheelchair, but if there is no space provided, particularly for walkers, some seniors may avoid attending events in order to avoid stigma or 'being a bother'.
- Add back rests and/or arm rests to the benches in the Godfrey Dean art gallery. There is also a bench near the elevator to which both could be added.
- Add comfortable seating in out of the way spots throughout facilities. Creating a pleasant, private seating area with comfortable, simple, attractive surroundings may be a comfort to someone in need of a short rest, or a few minutes to reorient themselves.
- Improve the seating by the entry to the pool where patrons are expected to remove street footwear. Provide boot racks to minimize the trip hazard created by discarded boots and shoes and make retrieval easier.
- Continue using the chairs with baskets in the Gallagher Centre pool area for personal belongings after COVID-19 regulations have been removed. We recommended using

different-coloured chairs rather than the current multiple same-coloured chairs as the distinctive colour may be easier to find on exiting the pool.

6. Quiet Areas and Customer Service Desks

- Add hooks or bars for patrons to hang walking assists such as canes. This is recommended for each customer service desk or counter in any facility.

7. Signage and Navigation

- Name and sign each entrance. For example, the Gallagher Centre's East Entrance is referred to on the directories but is not actually signed at the exit, nor in the parking lot. It may seem logical that the door on the east side of the building is the east entrance, but many people do not "do" directions.
- Correct the Directories at the Gallagher Centre entryways which have the wrong orientation for the location being viewed.
- Add symbols to text only signs, and text to symbol-only signs. Ensure each sign communicates what is actually in the room, i.e., the locker rooms at the Gloria Hayden Centre do not communicate that there are washroom facilities within.
- Ensure all signage is clear: Do not refer the "Office" in one sign or map, when the sign above the counter reads "Administration".
- Add more signs:
 - Visible above the book shelves in the Library, use signage to direct patrons to the magazine area, children's area, etc.
 - Add posters in large areas (like the Westland Arena and the main floor meeting room in the Godfrey Dean) with bathroom locations marked and/or post building directories within each venue. Arrows to follow are still needed.
 - Washroom location should be indicated within each meeting room or sport venue, with signs including arrows in each hallway or around each turn until the bathroom is reached.
 - Where bathroom doors may be propped open, add signs to the wall beside the door so the sign is visible.
 - Place projecting wall signs for each room in the hallway leading to the pool change rooms in the Gallagher Centre. Ensure they are big enough to be read from the shoe removal bench.
 - Add text and arrow signs to indicate the direction to the pool from each change room. Consider using colour coding to help people living with dementia find their way back to the change rooms from the pool. From certain points in the large pool area, it is not possible to see where the change room entrance is located.
 - Sign the elevator on the Gallagher Centre second floor.

- Provide directions (map) in the main foyer of the Gloria Hayden Centre to access the elevator.

Funding Resources

The following list includes some possible funding opportunities that appear to cover the types of renovations recommended in the report:

1. Community Initiative Fund (up to \$25,000). Information available at <http://www.cifsask.org/grants>
2. Federation of Canadian Municipalities (FCM) Community Building Retrofit Initiative. (Varying funds) Information available at <https://fcm.ca/en/programs/green-municipal-fund/community-buildings-retrofit-initiative>
3. New Horizons for Seniors Program (Up to \$25,000) Information available at <https://www.canada.ca/en/employment-social-development/programs/new-horizons-seniors.html>
4. Senior Well-Being Grant (up to \$10,000) sponsored by HelpAge Canada. Information available at <https://helpagecanada.ca/seniors-can/>

Appendix

Flexihall/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
Entrances and Exits				
All entrances and exits are clearly marked	<p>Balcony is very well marked.</p> <p>Add chairs all around the track in case someone needs to sit and can't make it all the way to the area with chairs.</p> <p>n/a for the Flexihall but a building directory is located inside entrances.</p>	X		
Signs are placed directly on the door and indicate pathways both into, and out of, the building.		X		
Entrances/Exits are well-lit and welcoming		X		
Glass doors have easily recognizable handles and a distinguishable frame to indicate the borders.				X
There are no unavoidable level changes in the floor.		X		
Steps and other level changes have visible edges marked with distinctive tape.		X		
Seating areas are available near entrances and exits.		X		
Seating locations provide clear sightlines to parking lots, pickup zones, or public transportation access areas.				X
A building directory is located within each elevator and/or stairwell.				X
Stairwells include signage at each entrance and exit door to clearly identify levels.				X
Doors are easy to open (not heavy).		X		
Doorknobs are not used in preference to levers or handles.		X		
Surfaces (Floors, Walls)				
Highly reflective surfaces are used minimally.		X		

Flexihall/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
Mats and rugs are used minimally and do not pose a “trip hazard”.	The floors are very shiny, but not likely to create a disorienting effect.		X	
Flooring is plain and non-reflective.		X		
Flooring has no changes in level; if there is a change in level, it is clearly marked.		X		
Washroom Facilities				
Accessible washroom stalls are available.*	Add signage to indicate that existing washrooms are “Family-Friendly”.	X		
Provision is made for a care partner to provide personal and private assistance.	Please keep the additional IN/OUT signage post-Covid.	X		
Where double doors exist, both sides of each door are identified as entrance/exit as well as push/pull.		X		
Taps indicate hot and cold handles.		X		
Toilet seats and hand rails are of contrasting colours.	There are set-temperature taps.	X		
The balcony is a great resource for spectators to enjoy watching others activities: Spectators in wheelchairs have no designated area, although space exists, and no easy access to washroom facilities or signage to assist with getting there.				
Lighting				
Lighting is adequate to reduce dark shadows and improve visibility.		X		
Natural lighting from windows avoids bright glare and shadows.				X
Light switches can be located and operated OR automated switches are in use.				X

Flexihall/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
Seating				
Plenty of seating is available, particularly in waiting areas or within sightlines of the parking lot.		X		
Seating is easily identifiable and of simple, recognizable design.		X		
Quiet Areas and/or Customer Service Desks				
Quiet areas or designated spaces are provided for private conversation in a comfortable, less distracting atmosphere.	Fans are very loud; there may be no alternative.	X		
If there is background music, it is not too loud so as to be distracting.			X	
Signage and Navigation				
All key navigational decision-making areas are adequately marked with obvious cues positioned where sightlines end.	If the Wheelchair Accessible washroom door is closed, it is very difficult to know it's there: add a sign to the WALL beside the door.		X	
Signage is placed at eye-level.		X		
Signage incorporates consistent colour coding which serves to create a navigational path.		X		
Signage includes a combination of text and unambiguous images.			X	
Signage uses a simple font for text and symbols that is bold and large enough to be clearly visible.		X		
Signage is designed with a matte surface with contrast between background and font.		X		
Landmarks or recognizable features are permanent and provide navigational aids which help preserve a familiar routine.		X		

Flexihall/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
<p>Washroom locations need to be better signed; Right inside the entrance would be an ideal place to have a <=Washroom sign.</p> <p>The signage indicating the Flexihall entrance is inconsistent with the rest of the building signs.</p> <p>Bleacher area should be made more accessible for spectators in wheelchairs: the website could warn patrons that wheelchairs must enter from the 2nd floor via the elevator. Another option would be to prepare an “Accessibility Brochure” for people to pick up at Guest Services or other distribution resource to make people aware of the dementia-friendly and general disability-friendly resources available at this wonderful facility, but also to warn of the few areas for which access is more challenging and may need some assistance.</p> <p>The bleacher area has no signage to indicate where washrooms, concessions, or Guest Services are located; this should be posted.</p>				

Access Communications Water Park/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
Entrances and Exits				
All entrances and exits are clearly marked	General observations: there could be signs within and at the end of each change room to indicate the direction to the pool. Colour-coded walls might be considered in the future – colour is used beautifully for esthetic purposes; it could be used to aid navigation.		X	
Signs are placed directly on the door and indicate pathways both into, and out of, the building.		X		
Entrances/Exits are well-lit and welcoming		X		
Glass doors have easily recognizable handles and a distinguishable frame to indicate the borders.		X		
There are no unavoidable level changes in the floor.		X		
Steps and other level changes have visible edges marked with distinctive tape.		X		
Seating areas are available near entrances and exits.		X		
Seating locations provide clear sightlines to parking lots, pickup zones, or public transportation access areas.		X		
A building directory is located within each elevator and/or stairwell.				X
Stairwells include signage at each entrance and exit door to clearly identify levels.		X		
Doors are easy to open (not heavy).		X		
Doorknobs are not used in preference to levers or handles.		X		
Surfaces (Floors, Walls)				
Highly reflective surfaces are used minimally.		X		

Access Communications Water Park/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
Mats and rugs are used minimally and do not pose a “trip hazard”.		X		
Flooring is plain and non-reflective.		X		
Flooring has no changes in level; if there is a change in level, it is clearly marked.		X		
Washroom Facilities				
Accessible washroom stalls are available.	The large washrooms should be more clearly indicated as family accessible – text and symbols. Wheelchair accessibility is excellent.	X		
Provision is made for a care partner to provide personal and private assistance.		X		
Where double doors exist, both sides of each door are identified as entrance/exit as well as push/pull.	IN/OUT is marked on exterior doors; text only; no symbols are present. Marked hot/cold but one must bend over to see them; auto taps would be better.	X		
Taps indicate hot and cold handles.		X		
Toilet seats and hand rails are of contrasting colours.		X		
Lighting				
Lighting is adequate to reduce dark shadows and improve visibility.	Motion lights are nice; the change rooms have water-resistant light switches that are complicated to turn on. Motion-activated lighting would be better.	X		
Natural lighting from windows avoids bright glare and shadows.		X		
Light switches can be located and operated OR automated switches are in use.		X		
Seating				
Plenty of seating is available, particularly in waiting areas or within sightlines of the parking lot.				X
Seating is easily identifiable and of simple, recognizable design.		X		

Access Communications Water Park/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
<i>Quiet Areas and/or Customer Service Desks</i>				
Quiet areas or designated spaces are provided for private conversation in a comfortable, less distracting atmosphere.	No hanger for canes is provided.	X		
If there is background music, it is not too loud so as to be distracting.		X		
<i>Signage and Navigation</i>				
All key navigational decision-making areas are adequately marked with obvious cues positioned where sightlines end.	Down the entry hallway, there are NO navigational aids. The use of projecting wall signs for at least each change/washroom area would greatly benefit this situation.		X	
Signage is placed at eye-level.		X		
Signage incorporates consistent colour coding which serves to create a navigational path.		X		
Signage includes a combination of text and unambiguous images.			X	
Signage uses a simple font for text and symbols that is bold and large enough to be clearly visible.		X		
Signage is designed with a matte surface with contrast between background and font.		X		
Landmarks or recognizable features are permanent and provide navigational aids which help preserve a familiar routine.		X		

Westland Arena/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
Entrances and Exits				
All entrances and exits are clearly marked.*	Yes, but most of the directories have a different orientation than the person who is viewing it; for example, the directory at the East Entrance is a mirror image of the real person’s experience. Very confusing as a directional aid.	X		
Signs are placed directly on the door and indicate pathways both into, and out of, the building.		X		
Entrances/Exits are well-lit and welcoming		X		
Glass doors have easily recognizable handles and a distinguishable frame to indicate the borders.				X
There are no unavoidable level changes in the floor.		X		
Steps and other level changes have visible edges marked with distinctive tape.**		X		
Seating areas are available near entrances and exits.				X
Seating locations provide clear sightlines to parking lots, pickup zones, or public transportation access areas.				X
A building directory is located within each elevator and/or stairwell.			X	
Stairwells include signage at each entrance and exit door to clearly identify levels.			X	
Doors are easy to open (not heavy).		X		
Doorknobs are not used in preference to levers or handles.		X		
*Many doors have IN/OUT signage to keep people from running into each other. These are a great idea!				
**Most of the stairs in the seating area do not have the edges marked. Each change in floor level, and each step, should be clearly marked. The black and yellow tape used elsewhere is very effective and would serve inexpensively and well.				

Westland Arena/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
The gutter behind the glass around the ice is very narrow, with unmarked steps in several places. Suggest the entire floor of the gutter should be painted in orange. The space at the top of the steps needs an accessible sign for occasional seating.				
Surfaces (Floors, Walls)				
Highly reflective surfaces are used minimally.	There are several changes in floor level, as noted elsewhere. All changes in floor levels and stair edges should be marked.	X		
Mats and rugs are used minimally and do not pose a “trip hazard”.		X		
Flooring is plain and non-reflective.		X		
Flooring has no changes in level; if there is a change in level, it is clearly marked.			X	
Washroom Facilities				
Accessible washroom stalls are available.*			X	
Provision is made for a care partner to provide personal and private assistance.			X	
Where double doors exist, both sides of each door are identified as entrance/exit as well as push/pull.		X		
Taps indicate hot and cold handles.		X		
Toilet seats and hand rails are of contrasting colours.		X		
If someone were in need of a family washroom while at a hockey game, the person and their care partner would have to climb the stairs from their seats to leave the arena, get to the main level, find the Guest Services desk (which is hopefully manned) to be buzzed into the pool area, locate the correct change room area with the family washrooms, and hope there had been enough time. This is a real barrier to people living not just with dementia, but a variety of disabilities, and may be keeping many people from enjoying their favourite sports.				

Westland Arena/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
Lighting				
Lighting is adequate to reduce dark shadows and improve visibility.		X		
Natural lighting from windows avoids bright glare and shadows.		X		
Light switches can be located and operated OR automated switches are in use.		X		
Seating				
Plenty of seating is available, particularly in waiting areas or within sightlines of the parking lot.	Front row seating is really treacherous for someone with depth-perception challenges, or who is a bit unsteady on their feet. Marking the gutter along the plexiglass might help by making walkers more alert. A Handrail might be installed for added support – it’s really too narrow for someone with a cane to manoeuvre.	X		
Seating is easily identifiable and of simple, recognizable design.		X		
Quiet Areas and/or Customer Service Desks				
Quiet areas or designated spaces are provided for private conversation in a comfortable, less distracting atmosphere.	Not really able to assess seating outside the arena and other venues dues to COVID rules being in place.	X		
If there is background music, it is not too loud so as to be distracting.		X		
Signage and Navigation				
All key navigational decision-making areas are adequately marked with obvious cues positioned where sightlines end.	There is a general lack of signage to indicate the direction in which to find washrooms. There should be a sign placed so that when leaving any venue, one can turn in the right direction to find the nearest washroom.	X		
Signage is placed at eye-level.		X		
Signage incorporates consistent colour coding which serves to create a navigational path.	The map was helpful, despite being backward. Some of the signage	X		

Westland Arena/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
Signage includes a combination of text and unambiguous images.	was unhelpful or absent: for example, we were looking for the hockey arena and the directory and signs indicate it is just inside the entrance. In reality, the map and signs point to the players' entrance (dressing room) so for first time visitors, it is somewhat confusing and unwelcoming.	X		
Signage uses a simple font for text and symbols that is bold and large enough to be clearly visible.		X		
Signage is designed with a matte surface with contrast between background and font.		X		
Landmarks or recognizable features are permanent and provide navigational aids which help preserve a familiar routine.		X		
	The whole facility has many excellent and beautiful landmarks, such as the trophy display, or the artwork.			

Curling Rink/Gallagher Centre	Notes Note that the Curling Rink facilities were not set up for use while being observed (over the summer) and the tables and chairs were piled up either for cleaning or to accommodate summer programs.	Satisfactory	Needs Improvement	N/A
Entrances and Exits				
All entrances and exits are clearly marked	As first time visitors entering from the East Entrance, we weren’t sure which door to use to get to the curling viewing area, nor if we should go to the upstairs or downstairs room.		X	
Signs are placed directly on the door and indicate pathways both into, and out of, the building.		X		
Entrances/Exits are well-lit and welcoming		X		
Glass doors have easily recognizable handles and a distinguishable frame to indicate the borders.		X		
There are no unavoidable level changes in the floor.		X		
Steps and other level changes have visible edges marked with distinctive tape.		X		
Seating areas are available near entrances and exits.				X
Seating locations provide clear sightlines to parking lots, pickup zones, or public transportation access areas.		X		
A building directory is located within each elevator and/or stairwell.			X	
Stairwells include signage at each entrance and exit door to clearly identify levels.		X		
Doors are easy to open (not heavy).		X		
Doorknobs are not used in preference to levers or handles.		X		
Surfaces (Floors, Walls)				
Highly reflective surfaces are used minimally.		X		

Curling Rink/Gallagher Centre	Notes Note that the Curling Rink facilities were not set up for use while being observed (over the summer) and the tables and chairs were piled up either for cleaning or to accommodate summer programs.	Satisfactory	Needs Improvement	N/A
Mats and rugs are used minimally and do not pose a “trip hazard”.	Two of the three mats at the East Entrance were trip hazards.		X	
Flooring is plain and non-reflective.		X		
Flooring has no changes in level; if there is a change in level, it is clearly marked.		X		
Washroom Facilities				
Accessible washroom stalls are available.	As previously noted, the only family washrooms are located in the pool area, so while they are accessible, it is not an easy access.		X	
Provision is made for a care partner to provide personal and private assistance.			X	
Where double doors exist, both sides of each door are identified as entrance/exit as well as push/pull.		X		
Taps indicate hot and cold handles.	Temperature regulated taps are in use.	X		
Toilet seats and hand rails are of contrasting colours.		X		
Lighting				
Lighting is adequate to reduce dark shadows and improve visibility.		X		
Natural lighting from windows avoids bright glare and shadows.		X		
Light switches can be located and operated OR automated switches are in use.		X		
Seating				
Plenty of seating is available, particularly in waiting areas or within sightlines of the parking lot.		X		
Seating is easily identifiable and of simple, recognizable design.		X		

Curling Rink/Gallagher Centre	Notes Note that the Curling Rink facilities were not set up for use while being observed (over the summer) and the tables and chairs were piled up either for cleaning or to accommodate summer programs.	Satisfactory	Needs Improvement	N/A
Quiet Areas and/or Customer Service Desks				
Quiet areas or designated spaces are provided for private conversation in a comfortable, less distracting atmosphere.				X
If there is background music, it is not too loud so as to be distracting.				X
Signage and Navigation				
All key navigational decision-making areas are adequately marked with obvious cues positioned where sightlines end.	There were no signs indicating where to find the washrooms.	X		
Signage is placed at eye-level.		X		
Signage incorporates consistent colour coding which serves to create a navigational path.		X		
Signage includes a combination of text and unambiguous images.		X		
Signage uses a simple font for text and symbols that is bold and large enough to be clearly visible.		X		
Signage is designed with a matte surface with contrast between background and font.		X		
Landmarks or recognizable features are permanent and provide navigational aids which help preserve a familiar routine.		X		

Ravine and Youth Meeting Rooms/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
Entrances and Exits				
All entrances and exits are clearly marked		X		
Signs are placed directly on the door and indicate pathways both into, and out of, the building.		X		
Entrances/Exits are well-lit and welcoming		X		
Glass doors have easily recognizable handles and a distinguishable frame to indicate the borders.		X		
There are no unavoidable level changes in the floor.		X		
Steps and other level changes have visible edges marked with distinctive tape.		X		
Seating areas are available near entrances and exits.		X		
Seating locations provide clear sightlines to parking lots, pickup zones, or public transportation access areas.		X		
A building directory is located within each elevator and/or stairwell.		X		
Stairwells include signage at each entrance and exit door to clearly identify levels.		X		
Doors are easy to open (not heavy).		X		
Doorknobs are not used in preference to levers or handles.		X		
Surfaces (Floors, Walls)				
Highly reflective surfaces are used minimally.		X		

Ravine and Youth Meeting Rooms/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
Mats and rugs are used minimally and do not pose a “trip hazard”.		X		
Flooring is plain and non-reflective.		X		
Flooring has no changes in level; if there is a change in level, it is clearly marked.		X		
Washroom Facilities				
Accessible washroom stalls are available.	The private washroom in the Ravine was spacious enough to be used as a family washroom. It lacked bars so not fully accessible. There is no sign on the door to indicate it is a washroom.	X		
Provision is made for a care partner to provide personal and private assistance.		X		
Where double doors exist, both sides of each door are identified as entrance/exit as well as push/pull.		X		
Taps indicate hot and cold handles.		X		
Toilet seats and hand rails are of contrasting colours.		X		
Lighting				
Lighting is adequate to reduce dark shadows and improve visibility.		X		
Natural lighting from windows avoids bright glare and shadows.				X
Light switches can be located and operated OR automated switches are in use.		X		
Seating				
Plenty of seating is available, particularly in waiting areas or within sightlines of the parking lot.		S		
Seating is easily identifiable and of simple, recognizable design.		S		

Ravine and Youth Meeting Rooms/Gallagher Centre	Notes	Satisfactory	Needs Improvement	N/A
Quiet Areas and/or Customer Service Desks				
Quiet areas or designated spaces are provided for private conversation in a comfortable, less distracting atmosphere.		S		
If there is background music, it is not too loud so as to be distracting.		S		
Signage and Navigation				
All key navigational decision-making areas are adequately marked with obvious cues positioned where sightlines end.	There is no internal navigational signage; for example, if someone were at a convention and needed to go to the Ravine for a breakout session, conference organizers would have to post signs or people would have to go to an entrance to view the directory.	X		
Signage is placed at eye-level.		X		
Signage incorporates consistent colour coding which serves to create a navigational path.		X		
Signage includes a combination of text and unambiguous images.		X		
Signage uses a simple font for text and symbols that is bold and large enough to be clearly visible.		X		
Signage is designed with a matte surface with contrast between background and font.		X		
Landmarks or recognizable features are permanent and provide navigational aids which help preserve a familiar routine.		X		

Convention Centre Rooms/Gallagher	Notes	Satisfactory	Needs Improvement	N/A
Entrances and Exits				
All entrances and exits are clearly marked	See comments elsewhere regarding the directories.	X		
Signs are placed directly on the door and indicate pathways both into, and out of, the building.		X		
Entrances/Exits are well-lit and welcoming		X		
Glass doors have easily recognizable handles and a distinguishable frame to indicate the borders.		X		
There are no unavoidable level changes in the floor.		X		
Steps and other level changes have visible edges marked with distinctive tape.		X		
Seating areas are available near entrances and exits.		X		
Seating locations provide clear sightlines to parking lots, pickup zones, or public transportation access areas.		X		
A building directory is located within each elevator and/or stairwell.		X		
Stairwells include signage at each entrance and exit door to clearly identify levels.		X		
Doors are easy to open (not heavy).		X		
Doorknobs are not used in preference to levers or handles.		X		
Surfaces (Floors, Walls)				
Highly reflective surfaces are used minimally.		X		

Convention Centre Rooms/Gallagher	Notes	Satisfactory	Needs Improvement	N/A
Mats and rugs are used minimally and do not pose a “trip hazard”.	Many building entryways have mats that pose a trip hazard.		X	
Flooring is plain and non-reflective.		X		
Flooring has no changes in level; if there is a change in level, it is clearly marked.		X		
Washroom Facilities				
Accessible washroom stalls are available.	The lack of a family washroom on the second floor poses a true barrier for many people living with a disability; for a person living with dementia, the extra time it would take for him/her and the care partner to get to the family washroom in the pool area is significant.	X		
Provision is made for a care partner to provide personal and private assistance.		X		
Where double doors exist, both sides of each door are identified as entrance/exit as well as push/pull.		X		
Taps indicate hot and cold handles.		X		
Toilet seats and hand rails are of contrasting colours.		X		
Lighting				
Lighting is adequate to reduce dark shadows and improve visibility.		X		
Natural lighting from windows avoids bright glare and shadows.		X		
Light switches can be located and operated OR automated switches are in use.		X		
Seating				
Plenty of seating is available, particularly in waiting areas or within sightlines of the parking lot.		X		
Seating is easily identifiable and of simple, recognizable design.		X		

Convention Centre Rooms/Gallagher	Notes	Satisfactory	Needs Improvement	N/A
<i>Quiet Areas and/or Customer Service Desks</i>				
Quiet areas or designated spaces are provided for private conversation in a comfortable, less distracting atmosphere.		X		
If there is background music, it is not too loud so as to be distracting.		X		
<i>Signage and Navigation</i>				
All key navigational decision-making areas are adequately marked with obvious cues positioned where sightlines end.	As stated elsewhere, there is an absence of signs pointing the way to washrooms. This seems very obvious in the convention centre, as it was clear there were no washrooms within the room(s), but when using any of the exit doors, it was expected to see a sign pointing to the washroom location. One has to go the full length of the hallway and cross the foyer in order to see the washroom sign. This seems to be an oversight.		X	
Signage is placed at eye-level.				X
Signage incorporates consistent colour coding which serves to create a navigational path.		X		
Signage includes a combination of text and unambiguous images.			X	
Signage uses a simple font for text and symbols that is bold and large enough to be clearly visible.		X		
Signage is designed with a matte surface with contrast between background and font.		X		
Landmarks or recognizable features are permanent and provide navigational aids which help preserve a familiar routine.		X		

Gloria Hayden Community Centre	Notes	Satisfactory	Needs Improvement	N/A
Entrances and Exits				
All entrances and exits are clearly marked	The front doors are confusing to exit – one should be marked EXIT.		x	
Signs are placed directly on the door and indicate pathways both into, and out of, the building.		x		
Entrances/Exits are well-lit and welcoming		x		
Glass doors have easily recognizable handles and a distinguishable frame to indicate the borders.		x		
There are no unavoidable level changes in the floor.		x		
Steps and other level changes have visible edges marked with distinctive tape.		x		
Seating areas are available near entrances and exits.		x		
Seating locations provide clear sightlines to parking lots, pickup zones, or public transportation access areas.	It is a fairly small foyer with most doors signed. We were confused as the sign over the ADMINISTRATION door was referred to on the floor easel by a different name (OFFICE).	x		
A building directory is located within each elevator and/or stairwell.			x	
Stairwells include signage at each entrance and exit door to clearly identify levels.		x		
Doors are easy to open (not heavy).		x		
Doorknobs are not used in preference to levers or handles.		x		
While not on our checklist, we all thought it was worth mentioning that roadside directional signs are too small and poorly placed. (We all missed the entrance road.)We agreed that Gloria Hayden is not a facility designed for seniors, as the stairs may be too much for older people. Also, the elevator				

Gloria Hayden Community Centre		Notes	Satisfactory	Needs Improvement	N/A
to the walking track is so inconveniently placed that it would not make sense for a lot of seniors to come to this walking track.					
Surfaces (Floors, Walls)					
Highly reflective surfaces are used minimally.	The corners of the walking track has some level changes significant enough to trip someone, yet are not marked. The different level could be painted a brighter colour or even just marked with tape to make it more apparent. Likewise, the landing on the stairs should be marked: someone with a cognitive impairment, or even trifocals could miss their step as the colours blend too well. Black and yellow tape would fix this.	X			
Mats and rugs are used minimally and do not pose a “trip hazard”.		X			
Flooring is plain and non-reflective.		X			
Flooring has no changes in level; if there is a change in level, it is clearly marked.			X		
Washroom Facilities					
Accessible washroom stalls are available.	The signs on the washroom doors are not clear. They are labelled as change rooms, with no indication that they are also washrooms. Taps were not labelled.	X			
Provision is made for a care partner to provide personal and private assistance.			X		
Where double doors exist, both sides of each door are identified as entrance/exit as well as push/pull.				X	
Taps indicate hot and cold handles.			X		
Toilet seats and hand rails are of contrasting colours.		X			
Lighting					
Lighting is adequate to reduce dark shadows and improve visibility.		X			
Natural lighting from windows avoids bright glare and shadows.		X			
Light switches can be located and operated OR automated switches are in use.		X			

Gloria Hayden Community Centre	Notes	Satisfactory	Needs Improvement	N/A
<i>Seating</i>				
Plenty of seating is available, particularly in waiting areas or within sightlines of the parking lot.	Some seating is available; it was not really expected in a building clearly meant for sports, not visiting.	X		
Seating is easily identifiable and of simple, recognizable design.		X		
<i>Quiet Areas and/or Customer Service Desks</i>				
Quiet areas or designated spaces are provided for private conversation in a comfortable, less distracting atmosphere.	The seating area at the top of the stairs was a nice place where one could sit. One of our experts living with dementia found the combination of the height and the windows distressing.	X		
If there is background music, it is not too loud so as to be distracting.				X
<i>Signage and Navigation</i>				
All key navigational decision-making areas are adequately marked with obvious cues positioned where sightlines end.	We found no signs directing us to the elevator.	X		
Signage is placed at eye-level.		X		
Signage incorporates consistent colour coding which serves to create a navigational path.		X		
Signage includes a combination of text and unambiguous images.			X	
Signage uses a simple font for text and symbols that is bold and large enough to be clearly visible.		X		
Signage is designed with a matte surface with contrast between background and font.		X		
Landmarks or recognizable features are permanent and provide navigational aids which help preserve a familiar routine.		X		

Yorkton Public Library	Notes Please note that all tours of the library took place during COVID restrictions so no seating was set out. Other furniture arrangements may have been in use that were not typical.	Satisfactory	Needs Improvement	N/A
Entrances and Exits				
All entrances and exits are clearly marked	No directory was apparent.	X		
Signs are placed directly on the door and indicate pathways both into, and out of, the building.		X		
Entrances/Exits are well-lit and welcoming		X		
Glass doors have easily recognizable handles and a distinguishable frame to indicate the borders.		X		
There are no unavoidable level changes in the floor.		X		
Steps and other level changes have visible edges marked with distinctive tape.		X		
Seating areas are available near entrances and exits.		X		
Seating locations provide clear sightlines to parking lots, pickup zones, or public transportation access areas.		X		
A building directory is located within each elevator and/or stairwell.			X	
Stairwells include signage at each entrance and exit door to clearly identify levels.				X
Doors are easy to open (not heavy).		X		
Doorknobs are not used in preference to levers or handles.		X		
Surfaces (Floors, Walls)				
Highly reflective surfaces are used minimally.				

Yorkton Public Library	Notes Please note that all tours of the library took place during COVID restrictions so no seating was set out. Other furniture arrangements may have been in use that were not typical.	Satisfactory	Needs Improvement	N/A
Mats and rugs are used minimally and do not pose a “trip hazard”.	(mostly carpeted)	X		
Flooring is plain and non-reflective.		X		
Flooring has no changes in level; if there is a change in level, it is clearly marked.		X		
Washroom Facilities				
Accessible washroom stalls are available.	There is a FAMILY ROOM but it does not have a toilet. If a toilet were installed it would be perfect for a care partner to assist.	X		
Provision is made for a care partner to provide personal and private assistance.		X		
Where double doors exist, both sides of each door are identified as entrance/exit as well as push/pull.		X		
Taps indicate hot and cold handles.		X		
Toilet seats and hand rails are of contrasting colours.		X		
Lighting				
Lighting is adequate to reduce dark shadows and improve visibility.		X		
Natural lighting from windows avoids bright glare and shadows.		X		
Light switches can be located and operated OR automated switches are in use.		X		
Seating				
Plenty of seating is available, particularly in waiting areas or within sightlines of the parking lot.				X
Seating is easily identifiable and of simple, recognizable design.		X		

Yorkton Public Library	Notes Please note that all tours of the library took place during COVID restrictions so no seating was set out. Other furniture arrangements may have been in use that were not typical.	Satisfactory	Needs Improvement	N/A
Quiet Areas and/or Customer Service Desks				
Quiet areas or designated spaces are provided for private conversation in a comfortable, less distracting atmosphere.	No hanger for canes is provided.			X
If there is background music, it is not too loud so as to be distracting.				X
Signage and Navigation				
All key navigational decision-making areas are adequately marked with obvious cues positioned where sightlines end.	There were a few navigational signs on the wall above the bookshelves. We missed aids to sections, for example, a sign that identified the MAGAZINE section. The washroom signs were not visible as they were mounted on the doors and the doors were propped open. Suggest mounting signs on the wall beside the doors. We looked up a few books to see if the navigational signs were helpful and all of us quickly and easily found both fiction and non-fiction books using the signs at the end of each row.	X		
Signage is placed at eye-level.		X		
Signage incorporates consistent colour coding which serves to create a navigational path.		X		
Signage includes a combination of text and unambiguous images.		X		
Signage uses a simple font for text and symbols that is bold and large enough to be clearly visible.		X		
Signage is designed with a matte surface with contrast between background and font.		X		
Landmarks or recognizable features are permanent and provide navigational aids which help preserve a familiar routine.		X		

Kinsmen Arena	Notes	Satisfactory	Needs Improvement	N/A
Entrances and Exits				
All entrances and exits are clearly marked	Signs were easy to find and follow.	X		
Signs are placed directly on the door and indicate pathways both into, and out of, the building.		X		
Entrances/Exits are well-lit and welcoming		X		
Glass doors have easily recognizable handles and a distinguishable frame to indicate the borders.				X
There are no unavoidable level changes in the floor.		X		
Steps and other level changes have visible edges marked with distinctive tape.			X	
Seating areas are available near entrances and exits.		X		
Seating locations provide clear sightlines to parking lots, pickup zones, or public transportation access areas.		X		
A building directory is located within each elevator and/or stairwell.		X		
Stairwells include signage at each entrance and exit door to clearly identify levels.				X
Doors are easy to open (not heavy).		X		
Doorknobs are not used in preference to levers or handles.		X		
Surfaces (Floors, Walls)				
Highly reflective surfaces are used minimally.		X		

Kinsmen Arena	Notes	Satisfactory	Needs Improvement	N/A
Mats and rugs are used minimally and do not pose a “trip hazard”.	Great flooring! Non-slip and non-reflective; easy to walk on. In the rink seating area, there were some level changes that could be marked with black and yellow tape. The black edge currently used may be a depth-perception problem for some people living with dementia.	X		
Flooring is plain and non-reflective.		X		
Flooring has no changes in level; if there is a change in level, it is clearly marked.			X	
Washroom Facilities				
Accessible washroom stalls are available.	The washrooms in the rink area are not private as the main door cannot be closed in a facility with lots of children. However, the BLUE ROOM is an ideal dementia-friendly and age-friendly area, with private washrooms, and seating away from the noise of the game. A problem may be when this room is not open for spectators; if this room could be open while each game is on, this would be a dementia-friendly facility. If not open, there are several barriers. It was nice to see baby-changing tables in both washrooms.	X		
Provision is made for a care partner to provide personal and private assistance.		X		
Where double doors exist, both sides of each door are identified as entrance/exit as well as push/pull.		X		
Taps indicate hot and cold handles.			X	
Toilet seats and hand rails are of contrasting colours.		X		
Lighting				
Lighting is adequate to reduce dark shadows and improve visibility.		X		
Natural lighting from windows avoids bright glare and shadows.				X
Light switches can be located and operated OR automated switches are in use.				X
Seating				
Plenty of seating is available, particularly in waiting areas or within sightlines of the parking lot.		X		

Kinsmen Arena	Notes	Satisfactory	Needs Improvement	N/A
Seating is easily identifiable and of simple, recognizable design.	The bench seating in the arena is difficult for seniors to climb; adding extra steps and some railing would go a long way to improving this until an upgrade might take place. There is no designated wheelchair viewing area.		X	
<i>Quiet Areas and/or Customer Service Desks</i>				
Quiet areas or designated spaces are provided for private conversation in a comfortable, less distracting atmosphere.	See note above re: BLUE ROOM	X		
If there is background music, it is not too loud so as to be distracting.	Suggest a sign indicating volume if seated too near the speakers.	X		
<i>Signage and Navigation</i>				
All key navigational decision-making areas are adequately marked with obvious cues positioned where sightlines end.	This is an older building of older design so most people attending a child's or grandchild's game would not expect much different than what is here.	X		
Signage is placed at eye-level.			X	
Signage incorporates consistent colour coding which serves to create a navigational path.			X	
Signage includes a combination of text and unambiguous images.			X	
Signage uses a simple font for text and symbols that is bold and large enough to be clearly visible.		X		
Signage is designed with a matte surface with contrast between background and font.		X		
Landmarks or recognizable features are permanent and provide navigational aids which help preserve a familiar routine.				X

Godfrey Dean Cultural Centre/Land Titles Building	Notes	Satisfactory	Needs Improvement	N/A
Entrances and Exits				
All entrances and exits are clearly marked	Someone with depth perception problems might bump into the upstairs gallery windows – suggest using the space to hang art such as mobiles or sun catchers to create a more defined boundary.	X		
Signs are placed directly on the door and indicate pathways both into, and out of, the building.		X		
Entrances/Exits are well-lit and welcoming		X		
Glass doors have easily recognizable handles and a distinguishable frame to indicate the borders.		X		
There are no unavoidable level changes in the floor.		X		
Steps and other level changes have visible edges marked with distinctive tape.	There is a building directory in the main entrance. Also, there was an easel used to direct people to a specific current function. More signage would have been appreciated, especially to the washroom and elevator locations, both of which were down a hallway and around a corner.		X	
Seating areas are available near entrances and exits.			X	
Seating locations provide clear sightlines to parking lots, pickup zones, or public transportation access areas.				X
A building directory is located within each elevator and/or stairwell.			X	
Stairwells include signage at each entrance and exit door to clearly identify levels.		X		
Doors are easy to open (not heavy).	The main entry door was automated, but the push-button was not in an obvious location; it could be bigger to assist.	X		
Doorknobs are not used in preference to levers or handles.			X	
Surfaces (Floors, Walls)				
Highly reflective surfaces are used minimally.		X		

Godfrey Dean Cultural Centre/Land Titles Building	Notes	Satisfactory	Needs Improvement	N/A
Mats and rugs are used minimally and do not pose a “trip hazard”.	Some mat edges were lifting; some mats were on top of other carpeting; both could be trip hazards.		X	
Flooring is plain and non-reflective.		X		
Flooring has no changes in level; if there is a change in level, it is clearly marked.		X		
While there were coat racks, there were no boot racks.				
Washroom Facilities				
Accessible washroom stalls are available.	No Push/Pull signage. Automatic temperature control.	X		
Provision is made for a care partner to provide personal and private assistance.*			X	
Where double doors exist, both sides of each door are identified as entrance/exit as well as push/pull.				X
Taps indicate hot and cold handles.		X		
Toilet seats and hand rails are of contrasting colours.		X		
*The men’s washroom on the main floor could easily be designated a family washroom just by naming it “Washroom” without a gender designation. A locking door would facilitate the required privacy.				
Lighting				
Lighting is adequate to reduce dark shadows and improve visibility.	Regarding the passageway from the Godfrey Dean Centre – the lighting was inadequate, especially as a well-lit path was necessary to navigate the several floor level changes and changes to stair height.		X	
Natural lighting from windows avoids bright glare and shadows.			X	
Light switches can be located and operated OR automated switches are in use.			X	

Godfrey Dean Cultural Centre/Land Titles Building	Notes	Satisfactory	Needs Improvement	N/A
Seating				
Plenty of seating is available, particularly in waiting areas or within sightlines of the parking lot.	In the upper art gallery, the benches provided for viewing the art are well-placed, but need back rests and/or arms for those who need the seating for a rest. Seating elsewhere was satisfactory, although the bench provided near the elevator was also without arms.			X
Seating is easily identifiable and of simple, recognizable design.			X	
Quiet Areas and/or Customer Service Desks				
Quiet areas or designated spaces are provided for private conversation in a comfortable, less distracting atmosphere.	Regarding the Godfrey Dean rooms, the building is very nice for sitting, visiting and discussing the art. Regarding the Land Titles Building, the acoustics are very bad for visiting, and may well be distracting for someone living with dementia or a hearing impairment.	X		
If there is background music, it is not too loud so as to be distracting.			X	
Signage and Navigation				
All key navigational decision-making areas are adequately marked with obvious cues positioned where sightlines end. *	Washroom signs on the doors are not visible when the door is propped open. Consider placing an additional sign on the wall beside or above the door when there is no wall space available.		X	
Signage is placed at eye-level.		X		
Signage incorporates consistent colour coding which serves to create a navigational path.		X		
Signage includes a combination of text and unambiguous images.			X	
Signage uses a simple font for text and symbols that is bold and large enough to be clearly visible.		X		
Signage is designed with a matte surface with contrast between background and font.		X		
Landmarks or recognizable features are permanent and provide navigational aids which help preserve a familiar		X		

Godfrey Dean Cultural Centre/Land Titles Building	<i>Notes</i>	Satisfactory	Needs Improvement	N/A
routine.				
<p>A sign in the main lobby indicating that the art gallery is upstairs might spare someone from wandering around to see if there were art displays in one of the meeting or office rooms downstairs.</p> <p>The lobby should include a sign pointing the patron to the washrooms and elevator.</p>				

Tourism Yorkton/Chamber of Commerce Building	Notes	Satisfactory	Needs Improvement	N/A
Entrances and Exits				
All entrances and exits are clearly marked	Outdoor seating is very nice. 			

Tourism Yorkton/Chamber of Commerce Building	Notes	Satisfactory	Needs Improvement	N/A
Mats and rugs are used minimally and do not pose a “trip hazard”.	Without mats, the floor might be slippery when wet.	X		
Flooring is plain and non-reflective.	Floor was very shiny; this might be distracting to some people.		X	
Flooring has no changes in level; if there is a change in level, it is clearly marked.		X		
Washroom Facilities				
Accessible washroom stalls are available.	While there is no designated family room, the washroom was accessible to wheelchairs.	X		
Provision is made for a care partner to provide personal and private assistance.		X		
Where double doors exist, both sides of each door are identified as entrance/exit as well as push/pull.		X		
Taps indicate hot and cold handles.		X		
Toilet seats and hand rails are of contrasting colours.		X		
Lighting				
Lighting is adequate to reduce dark shadows and improve visibility.		X		
Natural lighting from windows avoids bright glare and shadows.		X		
Light switches can be located and operated OR automated switches are in use.		X		
Seating				
Plenty of seating is available, particularly in waiting areas or within sightlines of the parking lot.	While no seating was available outside the board room, the exterior seating was very nice. Picnic tables set up in a shady area – a great idea which is likely well-used.			X
Seating is easily identifiable and of simple, recognizable design.		X		

Tourism Yorkton/Chamber of Commerce Building	Notes	Satisfactory	Needs Improvement	N/A
<i>Quiet Areas and/or Customer Service Desks</i>				
Quiet areas or designated spaces are provided for private conversation in a comfortable, less distracting atmosphere.	Very business-like atmosphere. No hanger for canes is provided.	X		
If there is background music, it is not too loud so as to be distracting.		X		
<i>Signage and Navigation</i>				
All key navigational decision-making areas are adequately marked with obvious cues positioned where sightlines end.		X		
Signage is placed at eye-level.		X		
Signage incorporates consistent colour coding which serves to create a navigational path.		X		
Signage includes a combination of text and unambiguous images.		X		
Signage uses a simple font for text and symbols that is bold and large enough to be clearly visible.		X		
Signage is designed with a matte surface with contrast between background and font.		X		
Landmarks or recognizable features are permanent and provide navigational aids which help preserve a familiar routine.		X		

City Hall	Notes	Satisfactory	Needs Improvement	N/A
Entrances and Exits				
All entrances and exits are clearly marked.*	Granite steps have no edge marking or treads; edges blend in some natural light. No seating area (except for Council Meetings) but this is expected in an all-business facility.* The elevator is not signed. The 2 nd level is well-marked.	X		
Signs are placed directly on the door and indicate pathways both into, and out of, the building.		X		
Entrances/Exits are well-lit and welcoming		X		
Glass doors have easily recognizable handles and a distinguishable frame to indicate the borders.		X		
There are no unavoidable level changes in the floor.		X		
Steps and other level changes have visible edges marked with distinctive tape.			X	
Seating areas are available near entrances and exits.				X
Seating locations provide clear sightlines to parking lots, pickup zones, or public transportation access areas.				X
A building directory is located within each elevator and/or stairwell.		X		
Stairwells include signage at each entrance and exit door to clearly identify levels.			X	
Doors are easy to open (not heavy) OR automated doors were in use.		X		
Doorknobs are not used in preference to levers or handles.**		X		
*The elevator is not signed. ** Due to COVID rules, many double doors have signage indicating IN and OUT sides. We found this extra signage helpful, and hope that it will be left up post-pandemic.				

City Hall	Notes	Satisfactory	Needs Improvement	N/A
***The button to open the automated doors was very small; could be bigger.				
Surfaces (Floors, Walls)				
Highly reflective surfaces are used minimally.	Some of the natural light has an effect of blurring edges of stairs; add reflective tape. The rugs in front of customer service area had curled edges.	x		
Mats and rugs are used minimally and do not pose a “trip hazard”.			x	
Flooring is plain and non-reflective.		x		
Flooring has no changes in level; if there is a change in level, it is clearly marked.		x		
Washroom Facilities				
Accessible washroom stalls are available.	There WERE accessible washrooms but there were no signs to indicate that.*		x	
Provision is made for a care partner to provide personal and private assistance.		x		
Where double doors exist, both sides of each door are identified as entrance/exit as well as push/pull.	There were markings but they were too low to see.	x		
Taps indicate hot and cold handles.**			x	
Toilet seats and hand rails are of contrasting colours.		x		
*There is no washroom designated as “Family Room” but the spacious current rooms could easily become more inclusive by simply changing signs to read simply, “Washroom”. **As noted elsewhere, we question the usefulness of labelling taps HOT and COLD or RED and BLUE. Many are not easy to see, and the words may not have meaning to someone with dementia. If the intent is to avoid someone being burned, we suggest that temperature-controlled taps be installed.				
Lighting				
Lighting is adequate to reduce dark shadows and improve visibility.		x		

City Hall	Notes	Satisfactory	Needs Improvement	N/A
Natural lighting from windows avoids bright glare and shadows.	The switches in the public washrooms are counter-intuitive. Using and automated light would be preferable.	X		
Light switches can be located and operated OR automated switches are in use.		X		
Seating				
Plenty of seating is available, particularly in waiting areas or within sightlines of the parking lot.	There seems to be no reason for public seating in a business environment but elderly or disabled people may need to sit for a few minutes after getting inside from street parking so a chair near the entrance would be nice.	X		
Seating is easily identifiable and of simple, recognizable design.			X	
Quiet Areas and/or Customer Service Desks				
Quiet areas or designated spaces are provided for private conversation in a comfortable, less distracting atmosphere.	None were provided but none were expected in a business facility; it would be nice to see a chair or two just in case someone needs to sit for a few minutes.* No hanger for canes is provided.	X		
If there is background music, it is not too loud so as to be distracting.		X		
*We followed the signs on the 2 nd floor to the “Wheelchair Refuge” and were disappointed to find a parking space for unoccupied wheelchairs rather than a quiet space for those in wheelchairs.				
Signage and Navigation				
All key navigational decision-making areas are adequately marked with obvious cues positioned where sightlines end.	Some signs were above eye-level but were very visible and logically located.	X		
Signage is placed at eye-level.		X		
Signage incorporates consistent colour coding which serves to create a navigational path.		X		
Signage includes a combination of text and unambiguous images.	Good signage for the washrooms (text/symbols) but not in other	X		

City Hall	<i>Notes</i>	Satisfactory	Needs Improvement	N/A
Signage uses a simple font for text and symbols that is bold and large enough to be clearly visible.	locations.	X		
Signage is designed with a matte surface with contrast between background and font.		X		
Landmarks or recognizable features are permanent and provide navigational aids which help preserve a familiar routine.		X		

References

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Alzheimer Society of Saskatchewan. Dementia Friendly Toolkit, the Library Edition: Building a Dementia Friendly Saskatchewan One Community at a Time. Regina: n.d.

Yorkton Facility Dementia- and Age-Friendly Audit Photos

Gallagher Centre – East Entrance

A photograph of the exterior of the Gallagher Centre, specifically the East Entrance. The building features a light blue upper section with three small, square windows and a tan lower section with a set of double doors. The doors have several signs on them, including a red 'No Entry' sign and a green 'Exit' sign. A concrete walkway leads to the entrance, and a yellow wall is visible on the right side of the frame. A red trash can is on the left. The scene is brightly lit, suggesting daytime.

No signage to indicate the name

Gallagher Centre - Exit

Add signs to indicate the destination of each exit.



Gallagher Centre – West Entrance



Not clear what the blue paint indicates

Gallagher Centre

A photograph of a glass entrance door at the Gallagher Centre. The door is divided into two main sections. The left section has a green circular sign with the word 'IN' in white, and a white rectangular sign with a blue border that says 'MASKS REQUIRED' with a blue face icon. The right section has a red circular sign with the word 'OUT' in white. A person in a striped shirt and blue pants is standing in the doorway, facing away from the camera. A metal handrail runs across the bottom of the door frame. The background shows a bright outdoor area with greenery.


Entranceways IN/OUT signage is helpful for people living with dementia.

Gallagher Centre – Westland Arena Entrance

This door is marked as an entrance but it is ONLY an entrance for players. It should state “Player’s Entrance”.




Gallagher Centre – East Entrance

- 
- National Bank Convention Centre
 - Room A
 - Room B
 - Room C
 - ReMax Sports Lounge
 - SecurTek Guest Services
 - Functional Rehabilitation
 - Administration Offices
 - Gallagher Centre
 - Community Development, Parks & Recreation
 - Yorkton Exhibition
 - Flexihall
 - Access Communications
 - Co-operative Water Park
 - Westland Arena

Small directional arrows direct viewers into the inaccessible player's entrance.



Gallagher Centre – Entrance mats

A photograph showing two large, dark grey entrance mats laid out on a light green floor. The mats are positioned side-by-side, with a narrow gap between them. The mat on the left is slightly curled up at the top edge, revealing a lighter material underneath. The background shows a doorway with wooden trim.

Lighter material mats curl up after cleaning which creates a trip hazard.

Gallagher Centre – Entrance mats

Heavier mats lay flat – no trip hazard



Gallagher Centre



Some COVID-related signage would continue to be helpful to some people with mobility issues post-pandemic.

Gallagher Centre – East Entrance



This is a good sign to assist locating the convention centre.



Gallagher Centre - Flexihall



Wheelchair accessible family-sized washroom
very poorly signed.

Gallagher Centre

The image shows an indoor sports hall. In the foreground, there is a concrete floor with a red metal railing running diagonally across it. To the left of the railing is a basketball court with a green and blue floor. In the background, there are several doors and a large mural on the wall. The text "Gallagher Centre" is overlaid in the upper center, and "UNMARKED wheelchair/mobility aid parking" is overlaid in the lower left.

UNMARKED wheelchair/mobility aid parking

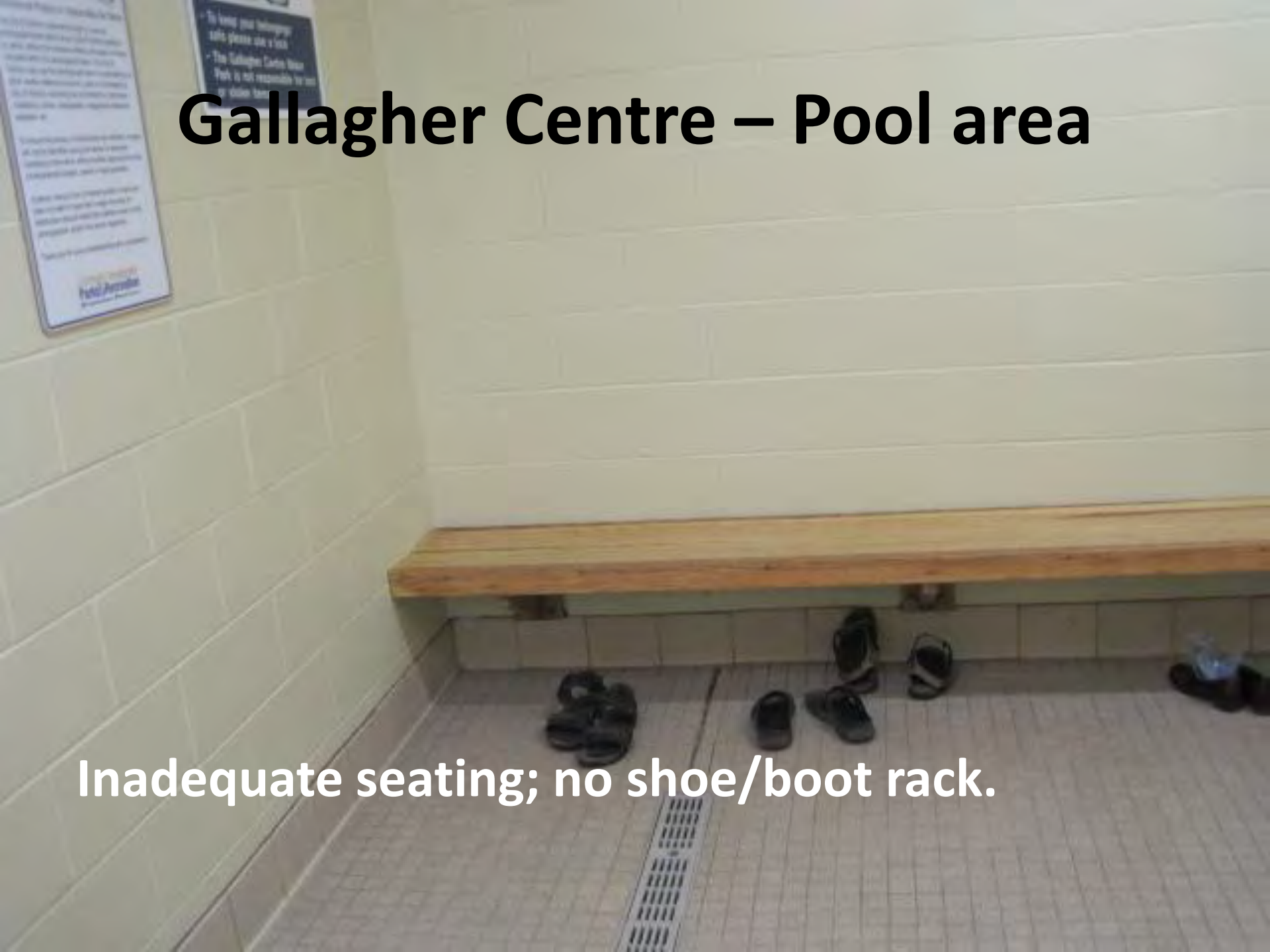
Gallagher Centre – Convention Centre



This is the only sign indicating that this is the convention centre meeting room/event venue. Suggest more meaningful names.

Gallagher Centre – Pool area

Inadequate seating; no shoe/boot rack.



Gallagher Centre – Pool area

The blue wall as one exits the change room...
Suggest a sign indicating the way to the pool.



Gallagher Centre – Pool area



This is the only sign on the washroom door in the pool area. Could be labeled “Family Change Room/Washroom Facility” with family symbols.

Gallagher Centre – Pool area

View from the shoe removal bench: Absence of signage for change rooms. Suggest large projecting wall signs.

Gallagher Centre - Stairs

Edge tape improves non-slip surface as well as marking the edge of each step.

Gallagher Centre – Pool area

Great resources for wheelchair-accessible shower facility. No signage anywhere to indicate it exists until the room is entered.



Gallagher Centre – Second floor

L BANK
AL
NAGEMENT

CONVENTION
PLACE



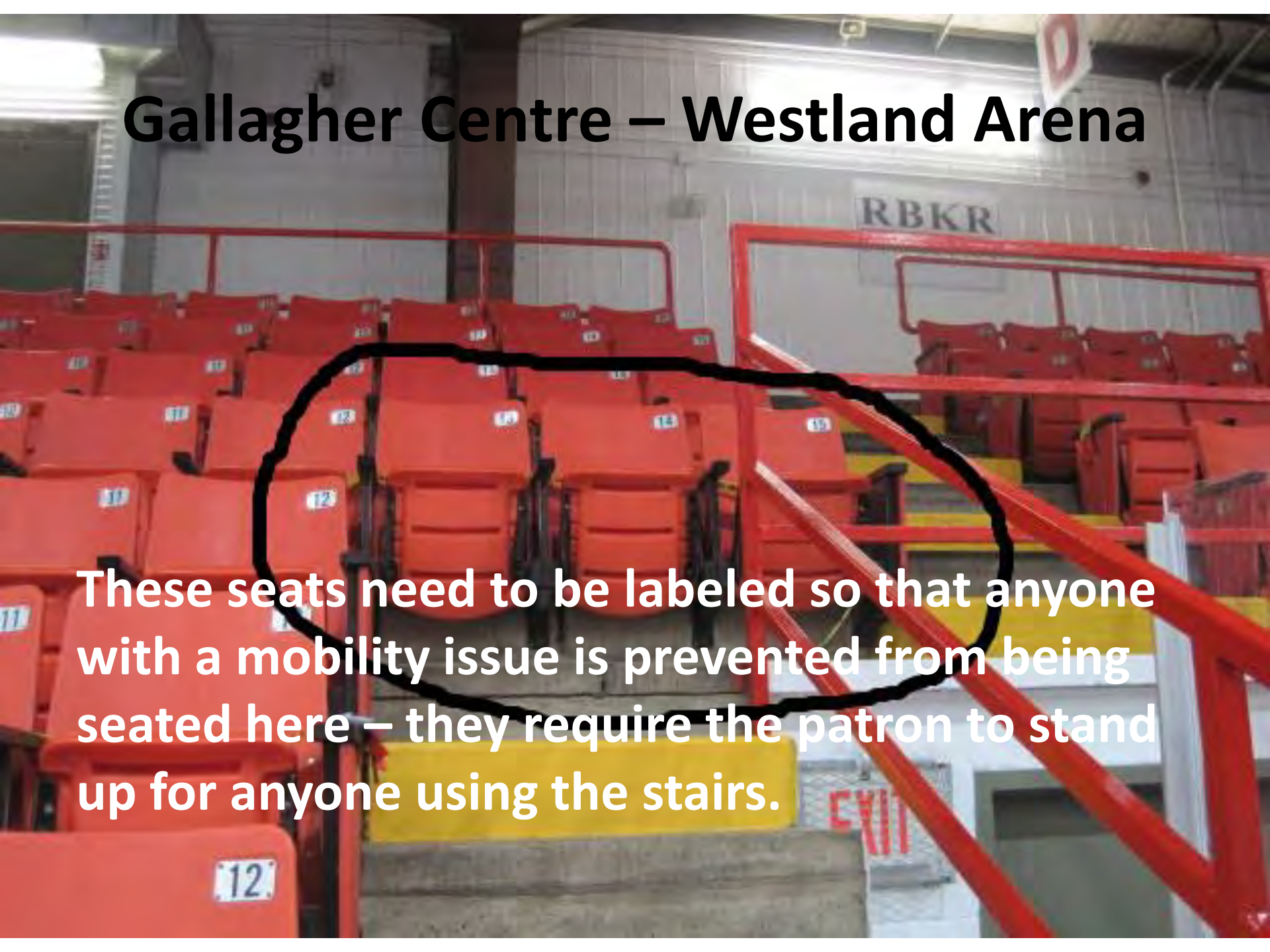
Good sign – large, visible text with a directional arrow.

Gallagher Centre – Westland Arena

**Only every second step is marked.
No handrails are available.**




Gallagher Centre – Westland Arena




These seats need to be labeled so that anyone with a mobility issue is prevented from being seated here – they require the patron to stand up for anyone using the stairs.

Gallagher Centre – Westland Arena

A photograph showing a concrete walkway with yellow-painted curb edges. To the right is a red metal gutter. In the background, a red trash bin with the number '2' is visible. The text 'Gallagher Centre – Westland Arena' is overlaid at the top.

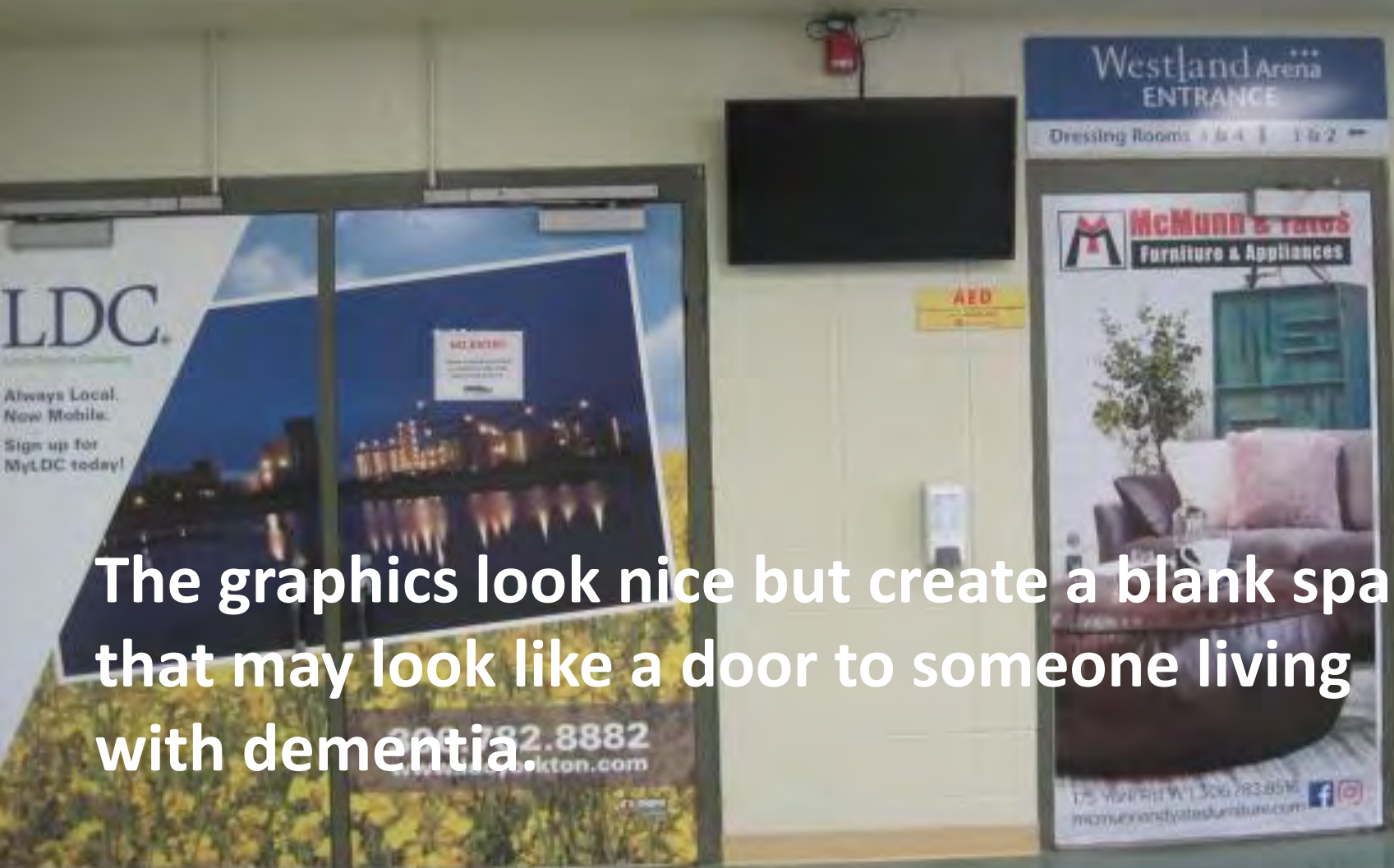
Paint each step edge and entire gutter

Gallagher Centre – Westland Arena

A photograph showing a person's legs and feet as they walk on a concrete ramp. The person is wearing dark trousers and dark shoes with white laces. To the left of the person is a bright red, angled metal structure, likely a gutter or part of a ramp. The ground is a light-colored concrete surface. In the foreground, there are red plastic barriers and a yellow caution tape with the word 'CAUTION' repeated in black letters. The background is a bright, overexposed area, possibly a sky or a large window.

The gutter along the rink edge is a trip hazard that should at least be painted a bright colour.

Gallagher Centre – Westland Arena



The graphics look nice but create a blank space that may look like a door to someone living with dementia.

Gallagher Centre

NATIONAL BANK CONVENTION PLACE

◀ NATIONAL BANK A

◀ NATIONAL BANK B

◀ NATIONAL BANK C

Good directional signage. Suggest more contrasting colours would be better, as would bigger arrows (on A,B,C)

Fuller & Co.
Rehabilitation



Gallagher Centre - Ravine

A photograph of a public washroom facility. The room has yellow walls and a green tiled floor. On the left, there is a white sink with a chrome faucet, a white paper towel dispenser mounted on the wall, and a mirror. A black trash can is on the floor next to the sink. In the center, there is a white toilet. On the right wall, there is a black paper towel dispenser. The floor is covered in green square tiles, and a drain is visible in the foreground.

Great family-size washroom facility. No sign on the door; no indicators outside the ravine room. This might be open to patrons at other events rather than having to go all the way to the pool area.

Gallagher Centre - Flexihall

Great facility for a family washroom . . . just needs better, more visible signage. When the door is open, the sign is not visible.



Gallagher Centre - Flexihall

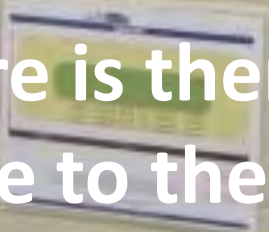


Washrooms could be “Family Rooms” with one sign change.

Gallagher Centre – Flexihall

PLEASE REMOVE
OUTDOOR
FOOTWEAR

NO SPIKED
OR CLEATED
FOOTWEAR
ALLOWED



Nowhere is there a sign that this is the entrance to the Flexihall.



Gallagher Centre - Flexihall

No seating is available should someone tire while walking and need a brief rest.

Gallagher Centre - Flexihall

LADIES LOCKER ROOM

MAX CAPACITY

4

No sign indicating that there are toilets in the locker room.

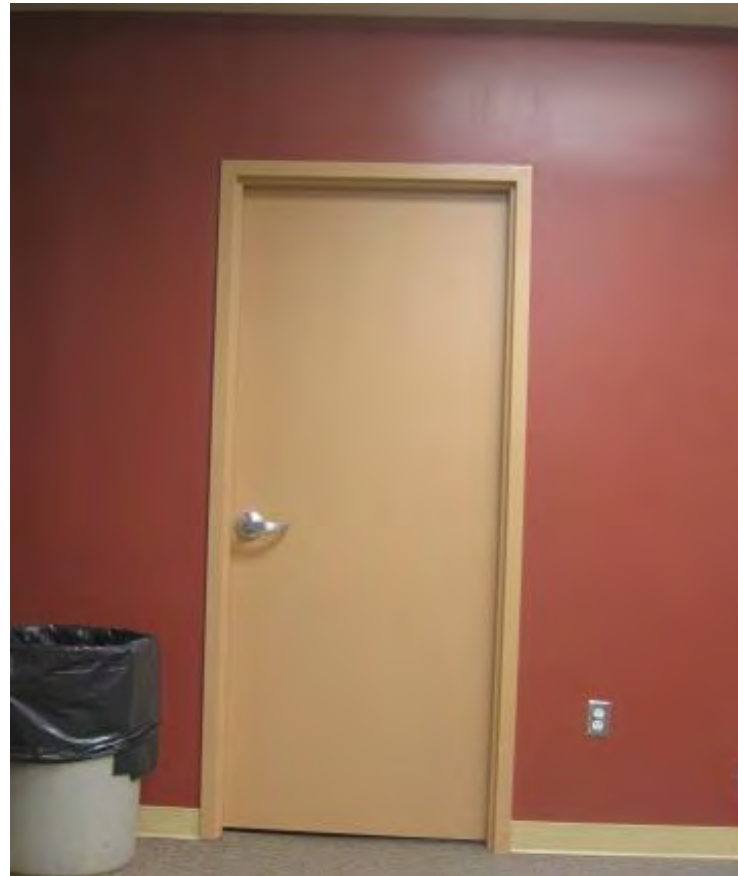
Gallagher Centre - Flexihall

No HOT/COLD indicator.



Gallagher Centre - Ravine

No sign on the washroom door.
This is a washroom that would
be perfect as a private Family
Washroom.



City Hall



This appears to be a place for people in wheelchairs to sit and relax.

City Hall



A very helpful navigational sign



City Hall

- ◀ BUILDING SERVICES
- ◀ PLANNING & ENGINEERING
- ◀ HERITAGE RESEARCHER
- ◀ ECONOMIC DEVELOPMENT

MAYOR
CITY MANAGER
CITY CLERK
HUMAN RESOURCES

Very helpful, clear signage.

City Hall

SECOND FLOOR

MAYOR
CITY MANAGER
CITY CLERK
HUMAN RESOURCES
PLANNING & ENGINEERING
BUILDING SERVICES
HERITAGE RESEARCHER
COMMUNICATIONS
ECONOMIC DEVELOPMENT
MEETING ROOMS

 NO SMOKING

Good directory near elevator.



City Hall




In certain natural lighting, the floor edges are not as clear. Suggest a more distinct edge marking.

City Hall

Great to see an automated door; the sign is very small.

Gallagher Centre – Westland Arena

A photograph of a concrete staircase with yellow-painted metal nosing. A red metal railing with glass panels is on the right. A red trash bin with the number '2' is in the background.

Mark EVERY step.

Gallagher Centre – Westland Arena

There are no signs indicating there is a concession within the arena.



Gallagher Centre



✓ Best landmark ever! ✓

Gallagher Centre - Entrances



We are actually standing at the black X, not where the Red X on the map indicates.

The directories at each door are confusing in that they are oriented differently to where the viewer stands.

Gallagher Centre – Convention Centre

On exiting either of the Convention Centre doors, one should see a sign indicating where the washrooms are located.

Gallagher Centre – Pool area

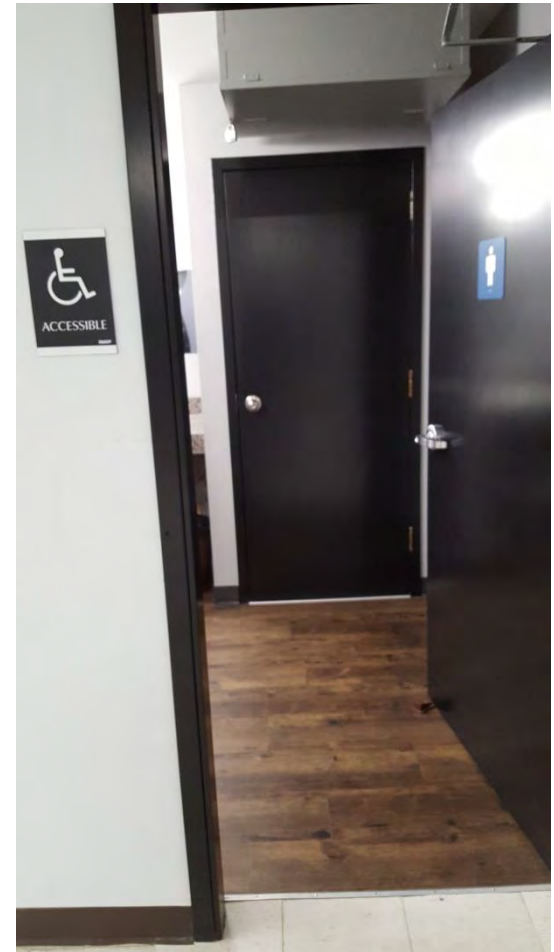
OUT

IN/OUT signs are good. Bigger would be better.

Godfrey Dean Art Gallery

The Men's Washroom.

This could serve the dual purpose of being a private Family Washroom space with the addition of a lock and signage to that effect.



Library

From the entrance, there is no signage indicating this lovely magazine area exists.

Library

Lots of space for signage.



Library



Mats on top of carpet create trip hazards.

Library – Washroom

Washroom signs are not visible when the door is propped open, which is normally done.



Library



We found this signage for the gallery confusing – odd fonts; arrow too far from the text.

It was good to see the Public Washroom signs, although the print was difficult to read from the entrance doors, and even from fairly close.

TITLE: Banner Policy Revisions	DATE OF MEETING: December 20, 2021
	REPORT DATE: December 7, 2021
<p>CLEARANCES:</p> <p>Trent Mandzuk, Director of Public Works</p> <p>Trent Mandzuk</p> <p>Michael Eger, Director of Planning, Building & Development</p> <p>Michael Eger</p> <p>Jessica Matsalla, Director of Legislation and Procedures</p> <p>Jessica Matsalla</p>	<p>ATTACHMENTS:</p> <p>1. Revised Policy No 60.10 Banner Policy</p>
<p>Written by: Darcy McLeod – Director of Recreation & Community Services</p> <p>Darcy McLeod</p>	
<p>Reviewed by: Jessica Matsalla - City Clerk</p> <p>Jessica Matsalla</p>	
<p>Approved by: Lonnie Kaal - City Manager</p> <p>Lonnie Kaal</p>	

PURPOSE

This report is being provided to update the City of Yorkton *Policy No 60.10 Banner Policy*, which is a policy that provides a framework which allows banner programs to proceed in a coordinated, safe and aesthetically acceptable manner.

BACKGROUND

The Banner Policy has most recently been used to guide the installation of the Legion's Honouring Our Veterans Banner Project. As a result of working with the Legion, a number of changes were made to the Banner Policy in order to allow them to proceed efficiently and effectively and therefore these changes need to be reflected in the Banner Policy. Further, The Legion also purchased additional banner hanging hardware that will remain on the City's street light poles and are available to other groups that might hang banners. The policy will need to be updated to reflect the number of poles available for banner Policy as well as define their locations to inform future requests.

The proposed revisions include:

1. Housekeeping changes due to the recent position and title changes in the City.
2. Clarifying the number and locations of the banner brackets.
3. Clarify the installation and removal process, which removes the Public Works Department from the expectation complete this work due to the negative impact on their operations, and allows a third party to provide the hanging and installation under specific conditions.

4. As the Legion's Honouring our Veterans Banner Project receives funding from City Council, the option for Council to support non-profit groups with a grant in lieu of Public Works being able to complete these requests, has been provided to ensure continuity with past practice. This does not mean that Council needs to provide a grant, only that they may consider it.

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 Policy will be updated and replaced in the City's policy manual. 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 the development of a community vibe/spirit and involvement, which is one of Council's identified 2021 priorities.

OPTIONS

1. That Council approve the revisions to *Policy No. 60.10 Banner Policy*.
2. Provide alternate direction to Administration.

RECOMMENDATION

That Council approve the revisions to *Policy No. 60.10 Banner Policy*.

 <h1 style="text-align: center;">City of Yorkton</h1>			
POLICY TITLE		ADOPTED BY	POLICY NO.
BANNER POLICY		City Council	60.10
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE	PAGE #
Director of Recreation & Community Services	City of Yorkton	February 14, 2012 Amended March 9, 2020	1 of 5

1. PURPOSE

The installation of banners creates a welcoming atmosphere and provides a sense of community to tourists and motorists. Banners also enhance the pedestrian environment when installed along retail corridors such as Broadway Street and between Broadway and Smith Street by providing a festive atmosphere and decorating the street with colour. In addition to initiating its own banner program, the City may receive requests from outside agencies to install banners along city streets.

This policy provides a framework which allows banner programs to proceed in a coordinated, safe and aesthetically acceptable manner. It will set criteria for the installation of street light banners in public right-of-ways.

2. DEFINITIONS

2.1 Banners - a light-weight fabric display sign within the public right-of-way which is used for decorative purposes or to advertise a public event.

The banners have a loop at the top and bottom that slips over sidearms which are attached to the utility pole. Christmas decorations are not subject to the provisions of this Policy.

2.2 Public Right-of-way - a legally registered street or lane. It includes the public sidewalk.

2.3 Public Event - events open to the general public, which have International, National, Provincial or Civic significance in accordance with the Banner Installation Guidelines.

2.4 Non-Profit Organization - a legal entity as defined by *The Non-Profit Corporation Act*.

2.6 Banner Review Committee – Shall consist of the Director of Planning, Building & Development; Director of Public Works; Director of Recreation & Community Services; the Director of Legislation & Procedures (City Clerk); and the Marketing Co-ordinator.

3. POLICY

Banners shall not be installed on road structures such as overpasses and bridges within the City of Yorkton but they may be installed on City of Yorkton Light poles within the public right-of-way subject to the approval of the Banner Review Committee in conformance with the criteria set forth in this policy.

3.1 Sponsorship - Installation of banners may be sponsored by the City of Yorkton, the Yorkton Business Improvement District, The Yorkton Chamber of Commerce, a Registered Charity and/or a Non-Profit Corporation which sponsors an international, national, provincial, or city-wide sporting, cultural and/or community-based public event. A for-profit sponsor of a public event may also sponsor a banner installation program.

3.2 Banner Messaging Content - Banner message content must be compatible with, complementary to, and reflect the City's values and mandate. Banner requests that promote political affiliation or advocating a political issue will not be permitted.

POLICY TITLE	POLICY NO.	PAGE #
BANNER POLICY	60.10	2 of 5

3.3 Installation, Maintenance and Removal - The sponsoring organization shall be responsible for all costs associated with the installation, maintenance and removal of banners. Where banner mounting hardware has not previously been installed, the sponsoring organization shall pay the costs of installing the hardware and such hardware shall become the property of the City.

3.4 Banner Installation Guidelines - The Banner Review Committee shall establish and maintain the banner installation criteria including, but not limited to, the location, banner specifications, mounting hardware specifications, duration, etc. of banner installations.

4. BANNER INSTALLATION CRITERIA

Banner installation shall only be allowed under the following conditions:

4.1 Public Events - The installation of banners shall be limited to the advertising of international, national, provincial or citywide sporting, cultural and/or community based public events, including fund raising drives, or to provide aesthetic improvement to a street.

4.2 Location - The following streets are approved for banner programs:

Streets approved for banner	Number of poles	Pole with Banner Brackets	Number of Bracket per Pole	Possible Banners
Hwy 10 SW – South of Broadway	15	0	0	0
Broadway St - Hwy 10 West to Hwy 9	158	89	1 bracket on 88 poles and 2 brackets on 1 pole	90
Smith St - Maple Ave to Hwy 9	48	0	0	0
1st Ave - Broadway St to Smith St	4	0	0	0
2nd Ave - Broadway St to Smith St	4	0	0	0
3rd Ave - Livingstone St to Smith St	8	3	1	30
4th Ave - Broadway Ave to Smith St	4	0	0	0
5th Ave - Broadway St to Smith St	4	0	0	0
6th Ave - Broadway St to Smith St	4	0	0	0
Darlington St - Myrtle Ave to 4th Ave	12	9	2	18
	<u>258</u>	<u>101</u>		<u>138</u>

***Refer to map for specific poles**

Any ~~The banners identifying the Western Financial Group City Centre park~~ spaces are not subject to the provisions of this policy. ~~There are currently 101 light standards with the required mounting hardware to support the installation of banners. Schedule ‘A’ shows the light standards as well as which standards have banner hanging hardware.~~

4.3 Material – Materials, with air relief holes preferred, should be selected for durability and dimensional stability. Polyester or cotton-polyester canvas is preferred. Other cloth fabrics must be approved. Due to seasonal difficulties, vinyl, plastic, or equivalent fabrics will only be installed in the period from May to October. A material sample shall be provided to the Banner Review Committee upon request.

POLICY TITLE	POLICY NO.	PAGE #
BANNER POLICY	60.10	3 of 5

4.4 Colours - Vivid and contrasting colours are preferred with enough value (light and dark) separation to provide reasonable legibility under low lighting conditions. Colour pigments or dyes should be selected for exterior applications and be resistant to fading or colour bleeding.

4.5 Graphics - Graphic symbols are preferable to text and should be event oriented (eg. an instrument to represent a musical event). Any text shown must be of legible size as seen by passing motorists (ie. not less than 4 inches in height for lower case letters, although 6 inches is preferred). Where a banner identifies a for-profit corporate sponsor of a public event, the graphic or text identifying the sponsor shall not occupy more than 1/3 of the area of each face of the banner. The design must include a label on the two seam edges that identifies the banner owner and an identifying name for the banner.

4.6 Size - The size of the banners shall be 27.5 inches wide by 60 inches in height.

4.7 Mounting Hardware - Banners and the supporting brackets shall be mounted to City owned light poles and conform to the standard hardware selected by the Public Works Department. **There are currently 101 light standards with the required mounting hardware to support the installation of banners.**

4.8 Duration - Banners promoting public events shall be installed for a minimum period of one month and a maximum period of 4 months. City of Yorkton banners shall be exempted from this requirement. Other exceptions may be granted by the Banner Review Committee to facilitate scheduling.

4.9 Maintenance - The mounting hardware shall be maintained in good repair by the Public Works Department. The sponsoring organization shall be responsible for the maintenance of the banners and keep them in good physical condition and visual appearance. ~~However, all removal and reinstallation is to be done by the City.~~

The City reserves the right to remove, without notice, any banners which are in a poor or unacceptable visual or physical condition or create a hazard for the traveling motorist or pedestrian.

4.10 Installation and Removal

- ~~a. The installation and removal of the mounting hardware shall be done by the Public Works Department unless otherwise approved by the Director of Public Works.~~
- ~~b. where multiple banner designs are to be installed, banners must be sorted prior to delivery.~~

A third party is permitted to install banners on City light standards as long as they:

- a. Are experienced and/or qualified in high level work and have the appropriate experience and expertise to hang/remove banners safely, as determined by the Manager of Public Works.**
- b. Are certified in an acceptable safety program, as determined by the City of Yorkton Health & Safety Program for Contractors Policy No 1.1, which may be amended from time to time.**
- c. Provide proof of current coverage to the City, either by way of a separate policy, or by endorsement to their existing policy, Commercial General Liability insurance acceptable to the City and subject to limits of not less than Two Million Dollars (\$2,000,000) inclusive per occurrence for bodily injury, death and/or damage to property including loss or use thereof.**
- d. Ensure that their insurance coverage holds the City free and harmless from any liability claim.**
- e. File proof of insurance described in this section, with the City prior to installation each year.**
- f. Any Contractor who qualifies for Workers' Compensation Board coverage shall provide, to the City, a letter of good standing from the Worker's Compensation Board with this executed contract.**
- g. Any contractor who does not qualify shall provide a letter of explanation as to why they do not.**

4.11 Costs - The costs of supplying the banners shall be borne by the sponsoring organization in whose ownership and care the banners shall remain. If an organization requests the installation of banners in approved right-of ways that do not already have mounting hardware installed, that organization shall pay the costs of the mounting hardware and its installation. The mounting hardware shall then become

POLICY TITLE	POLICY NO.	PAGE #
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the property of the City. The cost of installing and removal of banners shall be borne by the sponsoring organization. If an organization requests the installation of banners in an area that already contains seasonal decorative banners, that organization shall pay the costs of their removal and reinstallation. Costs for removal, if required by the requesting party, shall be paid in advance at the rate of \$75150/banner plus GST. ~~This includes the hanging and subsequent removal of the banner.~~

4.12 City Grant - Council may provide a grant to non-profit organizations to help offset the cost of banner installation. The cost to install a banner has been calculated based on the average cost to hang and remove winter decorations on the light standards, which is \$150/light standard.

4.13 Loss, Theft or Damaged - The City of Yorkton will not be responsible for lost, stolen or damaged side-mounted banners.

5. BANNER REQUIREMENTS

Mounting height, banner sizes and methods of attaching the banner to the mounting hardware shall conform to the following standards:

5.1 Banner Mounting Height

- When projecting over the street, the minimum height above the street as measured from the top of the curb must be 15 feet.
- When projecting over the sidewalk, the minimum height above the sidewalk must be 12 feet.
- When located on a centre median, the minimum height above the street as measured from the top of the adjacent curb must be 15 feet.

5.2 Banner Size and Mounting Requirements

- Vertical dimension: 60 inches end to end when laid flat
- Horizontal dimension: 27.5 inches wide
- Top rod loop: 2.0 inches when laid flat, fabric should be doubled.
- Bottom rod loop: 2.0 inches when laid flat, fabric should be doubled.
- Rod loop closure: It is recommended that the outside ends of the banner loops be closed to prevent the banner from creeping to the centre of the pole.
- Seam stitch length 1/8 inch minimum
- Grommets (2) 3/8 inch (inside diameter) metal grommets shall be provided at the top and bottom of the banner on the pole side. The grommet should be attached at the loops.

These requirements will be reviewed and adjusted as necessary by the Banner Review Committee.

6. APPROVAL PROCESS

Applications for the installation of banners shall be made in writing to the Director of Recreation and Community Services at least 2 months before the date of installation. The application shall include a scaled coloured drawing of the proposed banner(s) and sufficient technical specifications to permit the Banner Review Committee to carry out an informed assessment of the proposal related to the mounting requirements. The applicant may be requested to provide a sample of the banners. The City will then forward the request to the Yorkton Business Improvement District for review and comments back to the Banner Review Committee. The approval and subsequent installation schedule, and duration shall be at the discretion of the Banner Review Committee. However the installation of Christmas decorations by the Public Works Department shall take scheduling priority. Applicants shall be notified in writing within one week of the Banner Review Committee's decision.

7. RESPONSIBILITIES

7.1 The Banner Review Committee - The Banner Review Committee shall be responsible for the administration of the Banner Policy. It shall be responsible for processing applications, for initiating City sponsored banner programs, and shall report as necessary to the Management Committee. It shall also be responsible for coordinating the installation of banners and mounting hardware with the Public Works

POLICY TITLE	POLICY NO.	PAGE #
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Department. The Banner Installation Guidelines shall be reviewed periodically by the Banner Review Committee and amended as considered necessary to affect the Banner Policy.

7.2 The Public Works Department - The Public Works Department shall be responsible for the **process of** installation, removal and maintenance of banner mounting hardware or make the necessary arrangements **with the third party**. The Department shall also be responsible for the installation and removal of all banners at the request of the Banner Review Committee. With the consent of the Director of Public Works, specific arrangements can be made with another Civic Department or Division for the installation and removal of street light banners, particularly in the event of scheduling difficulties. The Public Works Department shall approve the locations identified in 4.2 and any future amendments to the locations.

7.3 The Yorkton Business Improvement District - The Yorkton Business Improvement District will be consulted on each new banner program installation request within their jurisdiction.

7.4 The Management Committee - The Management Committee of the City of Yorkton shall review reports to City Council on recommendations for changes to the Banner Policy.

7.5 City Council - City Council approves the Banner Policy and any amendments to the Policy.

TITLE: Truth & Reconciliation Calls to Action Framework	DATE OF MEETING: December 20, 2021 REPORT DATE: December 16, 2021
CLEARANCES: Darcy McLeod - Director of Recreation & Community Services Darcy McLeod	ATTACHMENTS: 1. TRC 94 Calls to Action 2. Office of the Treaty Commissioner – Truth and Reconciliation Through Treaty Implementation (TRTI) Framework a. Enlarged Growth Model 3. City of Yorkton Environmental Scan
Written by: Lisa Washington - Manager of Community, Culture & Heritage Lisa Washington	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

PURPOSE

On August 30, 2021, Andrew Sedley, SIGN Executive Director, presented to City Council. He talked about his organization's path towards addressing the Truth and Reconciliation Commission's 94 Calls to Action (*Attachment 1*) and further requested that our elected officials, as representatives of our citizens, review what is currently being done at the municipal government level toward reconciliation and develop a framework to move forward.

Council passed a resolution to “receive and file the letter and presentation from SIGN regarding Truth and Reconciliation and further, direct to Administration to provide a report detailing a framework of recommendations related to the 9 Municipal Calls to Action for Truth and Reconciliation, and further, to investigate the process for designation of the City of Yorkton as a ‘City of Reconciliation’ for Council consideration at a future meeting of Council”. The following report summarizes the City of Yorkton's activities with respect to the TRC Calls to Action, with recommendations to move forward.

BACKGROUND

The Truth and Reconciliation Commission (TRC) provided those people directly, or indirectly affected by the legacy of the Indian Residential Schools system, with an opportunity to share their stories and experiences. On June 2, 2015, the TRC released a report with 94 Calls to Action for reconciliation for governments and other stakeholders. The TRC Final Report, Volume 6, on pages 15-17, included specific Principles of Reconciliation, which the Truth and Reconciliation Commission of Canada believes Indigenous and non-Indigenous Canadians must follow for Canada to flourish in the 21st Century.

“The first principle of reconciliation confirms that the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), is the framework for reconciliation for all sectors of Canadian society. The other 9 principles serve as guides to assist in repairing the damaged relationship between indigenous and non-indigenous people in Canada.” **The National Centre for Truth and Reconciliation**

“The Truth and Reconciliation Commission of Canada believes that for Canada to flourish in the 21st Century, reconciliation between indigenous and non-indigenous Canada follows these principles” **The Truth and Reconciliation Commission of Canada**

1. The United Nations Declaration on the Rights of Indigenous Peoples is the framework for reconciliation at all levels and across all sectors of Canadian society.
2. First Nations, Inuit, and Métis peoples, as the original peoples of this country and as self-determining peoples, have Treaty, constitutional, and human rights that must be recognized and respected.
3. Reconciliation is a process of healing of relationships that requires public truth sharing, apology, and commemoration that acknowledge and redress past harms.
4. Reconciliation requires constructive action on addressing the ongoing legacies of colonialism that have had destructive impacts on Aboriginal peoples’ education, cultures and languages, health, child welfare, the administration of justice, and economic opportunities and prosperity.
5. Reconciliation must create a more equitable and inclusive society by closing the gaps in social, health, and economic outcomes that exist between Aboriginal and non-Aboriginal Canadians.
6. All Canadians, as Treaty peoples, share responsibility for establishing and maintaining mutually respectful relationships.
7. The perspectives and understandings of Aboriginal Elders and Traditional Knowledge Keepers of the ethics, concepts, and practices of reconciliation are vital to long-term reconciliation.
8. Supporting Aboriginal peoples’ cultural revitalization and integrating Indigenous knowledge systems, oral histories, laws, protocols, and connections to the land into the reconciliation process are essential.
9. Reconciliation requires political will, joint leadership, trust building, accountability, and transparency, as well as a substantial investment of resources.
10. Reconciliation requires sustained public education and dialogue, including youth engagement, about the history and legacy of residential schools, Treaties, and Aboriginal rights, as well as the historical and contemporary contributions of Aboriginal peoples to Canadian society.

DISCUSSION/ANALYSIS/IMPACT

Reconciliation is a process that does not happen in isolation or in a vacuum. It is a relational process where the parties learn to trust each other, gain a better understanding of each other and craft a path forward, together. It needs to be based on understanding, which comes from hearing the truth about our country’s history. It is grounded in education about the nation-to-nation relationship between Indigenous and non-Indigenous peoples in Canada and our community.

Administration has focused on what the City of Yorkton could do to move Truth and Reconciliation forward in our organization and community. The Manager of Community, Culture and Heritage participated in various training opportunities and community events to better understand Truth and Reconciliation and possibilities to move our organization forward. This included:

- Participating in the online “Wicahitowin Indigenous Engagement Conference 2021” in early October.

- The continuation of “Indigenous Canada”, a class from the Faculty of Native Studies in the University of Alberta online
- Learning about the “National Day for Truth and Reconciliation with Chief Cadmus Delorme” in a virtual event hosted by Cumberland College and promoted by Parkland College
- Walking and learning with others to Celebrate Resilience at local September 30th events honouring and acknowledging Residential School Survivors. The Mayor, and several Councillors were also walking and learning that day
- Participating in **Orange Shirt Day** “Every Child Matters” Virtual Honouring by the Diversity and Inclusion Network
- Participating in “Getting Real about Reconciliation: A Virtual Symposium” hosted by Heritage Saskatchewan
- Participating in Reconciliation Yorkton meetings, along with Mayor Hipsley

The majority of these educational opportunities were at no-cost or a very nominal fee, except the time to be involved and learn. There are many groups hosting learning opportunities in an effort to have community conversations about Truth and Reconciliation. If people want to learn, there are many resources available, and it can be overwhelming to choose where to focus, and choose the next steps.

Regardless, next steps need to happen so that the City of Yorkton, as an order of government, can move forward with the Calls to Action. Fortunately, the Office of the Treaty Commissioner (OTC) is available to provide assistance as they are supporting a provincial movement for Truth and Reconciliation in the Treaty Territory of Saskatchewan. They are involved in community initiatives, organizational development and supporting municipalities towards building a strong relationship between First Nations and non-First Nations people. Currently, the OTC is assisting the cities of Saskatoon and Humboldt and they are also working with SaskCulture and the Law Society of Saskatchewan. Administration has reached out to the OTC, who is amenable to discussing how to support a mid-sized municipality as well. There is more information about their process in the *Truth and Reconciliation through Treaty Implementation (TRTI) Framework (Attachment 3)*. The OTC has expressed interest in collaborating with City Council to create an action plan for Truth, Reconciliation and Treaty Implementation for the City of Yorkton. Their steps include, at the very least:

- Mapping out our current place in our journey towards reconciliation
- Identify concrete next steps
- Develop strategies to measure impact and progress

This process would initially start out with something very simple, a discussion between Council members, Senior Administration and the Office of the Treaty Commissioner. Council and Senior Administration would learn about Treaty History, the importance of building a strong relationship between First Nations and non-First Nations people in our community, and additional information about their TRTI Framework. This learning would establish a strong foundation for any framework or plan moving forward. Since educating ourselves is needed in order to establish a strong foundation on which to move forward, other education opportunities could be offered to all City of Yorkton employees, some at little or no cost, and some are offered in our community. These include a Kairos Blanket Exercise and *4 Seasons of Reconciliation Training*, as referenced in Mr. Sedley’s presentation to Council.

With respect to the Mr. Sedley’s request asking what the City of Yorkton is doing to address the 94 Calls to Action, Administration has conducted an environmental scan (*Attachment 4*) of actions currently taken, or opportunities available. Although Administration has prepared this information, an assessment by an external source may yield different results.

Further, with respect to investigation of the process for designation of the City of Yorkton as a “City of Reconciliation”, there are no guidelines as to what a “City of Reconciliation” actually looks like. It is self-designated. Some examples of self-declared City’s of Reconciliation include:

1. The City of Vancouver who was self-designated a City of Reconciliation when the framework was adopted by Council on July 8, 2014. The designation and commitment followed the Year of Reconciliation in Vancouver from June 2013 to June 2014.
2. On April 19, 2021, in Mission, B.C., Council adopted the 9 Principles of Reconciliation (these were drafted in consultation with local experts and groups), as Mission moves forward to becoming a City of Reconciliation.

The above two self-designations were done after an extensive engagement process and creating environments to foster relationships and creating spaces to learn, explore, heal, and communicate with Indigenous communities. This designation may be something to aspire to, however more work and time is needed in order to consider Yorkton to be a City of Reconciliation, which may take several years.

FINANCIAL IMPLICATIONS

The Office of Treaty Commissioner may need travel costs covered which would be a cost to the City. Depending on the chosen path, additional costs may be required for subject matter experts, elder acknowledgements and tobacco. Education could have costs that may be absorbed by realigning professional development and staff training budgets within departments. Other municipalities have explored hiring an intern through the Johnson-Shoyama School of Public Policy, which would have a significant cost to conduct a policy review and develop recommendations, which would also be an option at a later date if Council so chose. These are some examples, however exact costs would depend on the path Council chooses to take to develop the City of Yorkton’s Framework for Truth and Reconciliation.

COMMUNICATION PLAN/PUBLIC NOTICE

A communication plan would be developed following the learning process and as a Framework begins to develop.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

Reconciliation within the City of Yorkton is about establishing and maintaining a mutually respectful relationship between Indigenous and non-Indigenous elected officials, employees, and residents. It is an important aspect of the city’s core values in building a welcoming and inclusive community for everyone. Working towards fulfilling the Truth and Reconciliation Calls to Action aligns with Part 4 of the City’s Official Community Plan, “Our Healthy Community”. It speaks to our social well-being, a well-designed city, a vibrant city centre, an expandable economy, and balanced strategies for a complete, healthy and livable community, and celebrations of history, culture and diversity.

Further, and as Council is aware, Administration is working on updating the Municipal Cultural Plan (MCP), and development of next steps towards a Framework for Truth and Reconciliation would blend well with the work being done on the MCP. Both have the potential to find opportunities for learning, faith, recreation, creativity and artistic expression, community identity, citizen engagement, and cooperation. Our ongoing development of the Community Cultural Plan would be positively influenced by starting the process toward fulfilling the Truth and Reconciliation Calls to Action; as both are about inclusive community engagement, relationship building and decision-making that helps

local government, businesses, organizations and stakeholders, and community members achieve common goals.

OPTIONS

1. That, in order to establish a strong foundation for the City of Yorkton Truth and Reconciliation Framework, Council authorize the Mayor to connect with the Office of the Treaty Commissioner to:
 - a. Ensure that Council and Senior Administration learn about Treaty History, the importance of building a strong relationship between First Nations and non-First Nations people in our community, and additional information about their *Truth and Reconciliation through Treaty Implementation (TRTI) Framework*.
 - b. Collaborate with the City to help create an action plan for Truth Reconciliation and Treaty Implementation for our organization.

Further, that Administration move forward with establishing a Truth and Reconciliation education program for Council members, Council Committee members and all City staff.

2. That Council provide other direction to administration.

RECOMMENDATION

That, in order to establish a strong foundation for the City of Yorkton Truth and Reconciliation Framework, Council authorize the Mayor to connect with the Office of the Treaty Commissioner to:

- a. **Ensure that Council and Senior Administration learn about Treaty History, the importance of building a strong relationship between First Nations and non-First Nations people in our community, and additional information about their *Truth and Reconciliation through Treaty Implementation (TRTI) Framework*.**
- b. **Request a collaboration with the Office of the Treaty Commissioner to help the City create an action plan for Truth Reconciliation and Treaty Implementation for our organization.**

Further, that Administration move forward with establishing a Truth and Reconciliation education program for Council members, Council Committee members and all City staff.



Truth and
Reconciliation
Commission of Canada

Truth and Reconciliation Commission of Canada: Calls to Action





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2015

Truth and Reconciliation Commission of Canada, 2012

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Calls to Action

In order to redress the legacy of residential schools and advance the process of Canadian reconciliation, the Truth and Reconciliation Commission makes the following calls to action.

Legacy

CHILD WELFARE

1. We call upon the federal, provincial, territorial, and Aboriginal governments to commit to reducing the number of Aboriginal children in care by:
 - i. Monitoring and assessing neglect investigations.
 - ii. Providing adequate resources to enable Aboriginal communities and child-welfare organizations to keep Aboriginal families together where it is safe to do so, and to keep children in culturally appropriate environments, regardless of where they reside.
 - iii. Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the history and impacts of residential schools.
 - iv. Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the potential for Aboriginal communities and families to provide more appropriate solutions to family healing.
 - v. Requiring that all child-welfare decision makers consider the impact of the residential school experience on children and their caregivers.
2. We call upon the federal government, in collaboration with the provinces and territories, to prepare and

publish annual reports on the number of Aboriginal children (First Nations, Inuit, and Métis) who are in care, compared with non-Aboriginal children, as well as the reasons for apprehension, the total spending on preventive and care services by child-welfare agencies, and the effectiveness of various interventions.

3. We call upon all levels of government to fully implement Jordan's Principle.
4. We call upon the federal government to enact Aboriginal child-welfare legislation that establishes national standards for Aboriginal child apprehension and custody cases and includes principles that:
 - i. Affirm the right of Aboriginal governments to establish and maintain their own child-welfare agencies.
 - ii. Require all child-welfare agencies and courts to take the residential school legacy into account in their decision making.
 - iii. Establish, as an important priority, a requirement that placements of Aboriginal children into temporary and permanent care be culturally appropriate.
5. We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate parenting programs for Aboriginal families.

EDUCATION

6. We call upon the Government of Canada to repeal Section 43 of the *Criminal Code of Canada*.
7. We call upon the federal government to develop with Aboriginal groups a joint strategy to eliminate

educational and employment gaps between Aboriginal and non-Aboriginal Canadians.

8. We call upon the federal government to eliminate the discrepancy in federal education funding for First Nations children being educated on reserves and those First Nations children being educated off reserves.
9. We call upon the federal government to prepare and publish annual reports comparing funding for the education of First Nations children on and off reserves, as well as educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.
10. We call on the federal government to draft new Aboriginal education legislation with the full participation and informed consent of Aboriginal peoples. The new legislation would include a commitment to sufficient funding and would incorporate the following principles:
 - i. Providing sufficient funding to close identified educational achievement gaps within one generation.
 - ii. Improving education attainment levels and success rates.
 - iii. Developing culturally appropriate curricula.
 - iv. Protecting the right to Aboriginal languages, including the teaching of Aboriginal languages as credit courses.
 - v. Enabling parental and community responsibility, control, and accountability, similar to what parents enjoy in public school systems.
 - vi. Enabling parents to fully participate in the education of their children.
 - vii. Respecting and honouring Treaty relationships.
11. We call upon the federal government to provide adequate funding to end the backlog of First Nations students seeking a post-secondary education.
12. We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate early childhood education programs for Aboriginal families.

LANGUAGE AND CULTURE

13. We call upon the federal government to acknowledge that Aboriginal rights include Aboriginal language rights.

14. We call upon the federal government to enact an Aboriginal Languages Act that incorporates the following principles:
 - i. Aboriginal languages are a fundamental and valued element of Canadian culture and society, and there is an urgency to preserve them.
 - ii. Aboriginal language rights are reinforced by the Treaties.
 - iii. The federal government has a responsibility to provide sufficient funds for Aboriginal-language revitalization and preservation.
 - iv. The preservation, revitalization, and strengthening of Aboriginal languages and cultures are best managed by Aboriginal people and communities.
 - v. Funding for Aboriginal language initiatives must reflect the diversity of Aboriginal languages.
15. We call upon the federal government to appoint, in consultation with Aboriginal groups, an Aboriginal Languages Commissioner. The commissioner should help promote Aboriginal languages and report on the adequacy of federal funding of Aboriginal-languages initiatives.
16. We call upon post-secondary institutions to create university and college degree and diploma programs in Aboriginal languages.
17. We call upon all levels of government to enable residential school Survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licenses, health cards, status cards, and social insurance numbers.

HEALTH

18. We call upon the federal, provincial, territorial, and Aboriginal governments to acknowledge that the current state of Aboriginal health in Canada is a direct result of previous Canadian government policies, including residential schools, and to recognize and implement the health-care rights of Aboriginal people as identified in international law, constitutional law, and under the Treaties.
19. We call upon the federal government, in consultation with Aboriginal peoples, to establish measurable goals to identify and close the gaps in health outcomes

between Aboriginal and non-Aboriginal communities, and to publish annual progress reports and assess long-term trends. Such efforts would focus on indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.

20. In order to address the jurisdictional disputes concerning Aboriginal people who do not reside on reserves, we call upon the federal government to recognize, respect, and address the distinct health needs of the Métis, Inuit, and off-reserve Aboriginal peoples.
21. We call upon the federal government to provide sustainable funding for existing and new Aboriginal healing centres to address the physical, mental, emotional, and spiritual harms caused by residential schools, and to ensure that the funding of healing centres in Nunavut and the Northwest Territories is a priority.
22. We call upon those who can effect change within the Canadian health-care system to recognize the value of Aboriginal healing practices and use them in the treatment of Aboriginal patients in collaboration with Aboriginal healers and Elders where requested by Aboriginal patients.
23. We call upon all levels of government to:
 - i. Increase the number of Aboriginal professionals working in the health-care field.
 - ii. Ensure the retention of Aboriginal health-care providers in Aboriginal communities.
 - iii. Provide cultural competency training for all health-care professionals.
24. We call upon medical and nursing schools in Canada to require all students to take a course dealing with Aboriginal health issues, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, and Indigenous teachings and practices. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

JUSTICE

25. We call upon the federal government to establish a written policy that reaffirms the independence of the

Royal Canadian Mounted Police to investigate crimes in which the government has its own interest as a potential or real party in civil litigation.

26. We call upon the federal, provincial, and territorial governments to review and amend their respective statutes of limitations to ensure that they conform to the principle that governments and other entities cannot rely on limitation defences to defend legal actions of historical abuse brought by Aboriginal people.
27. We call upon the Federation of Law Societies of Canada to ensure that lawyers receive appropriate cultural competency training, which includes the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.
28. We call upon law schools in Canada to require all law students to take a course in Aboriginal people and the law, which includes the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.
29. We call upon the parties and, in particular, the federal government, to work collaboratively with plaintiffs not included in the Indian Residential Schools Settlement Agreement to have disputed legal issues determined expeditiously on an agreed set of facts.
30. We call upon federal, provincial, and territorial governments to commit to eliminating the overrepresentation of Aboriginal people in custody over the next decade, and to issue detailed annual reports that monitor and evaluate progress in doing so.
31. We call upon the federal, provincial, and territorial governments to provide sufficient and stable funding to implement and evaluate community sanctions that will provide realistic alternatives to imprisonment for Aboriginal offenders and respond to the underlying causes of offending.
32. We call upon the federal government to amend the Criminal Code to allow trial judges, upon giving reasons, to depart from mandatory minimum sentences and restrictions on the use of conditional sentences.

33. We call upon the federal, provincial, and territorial governments to recognize as a high priority the need to address and prevent Fetal Alcohol Spectrum Disorder (FASD), and to develop, in collaboration with Aboriginal people, FASD preventive programs that can be delivered in a culturally appropriate manner.
34. We call upon the governments of Canada, the provinces, and territories to undertake reforms to the criminal justice system to better address the needs of offenders with Fetal Alcohol Spectrum Disorder (FASD), including:
 - i. Providing increased community resources and powers for courts to ensure that FASD is properly diagnosed, and that appropriate community supports are in place for those with FASD.
 - ii. Enacting statutory exemptions from mandatory minimum sentences of imprisonment for offenders affected by FASD.
 - iii. Providing community, correctional, and parole resources to maximize the ability of people with FASD to live in the community.
 - iv. Adopting appropriate evaluation mechanisms to measure the effectiveness of such programs and ensure community safety.
35. We call upon the federal government to eliminate barriers to the creation of additional Aboriginal healing lodges within the federal correctional system.
36. We call upon the federal, provincial, and territorial governments to work with Aboriginal communities to provide culturally relevant services to inmates on issues such as substance abuse, family and domestic violence, and overcoming the experience of having been sexually abused.
37. We call upon the federal government to provide more supports for Aboriginal programming in halfway houses and parole services.
38. We call upon the federal, provincial, territorial, and Aboriginal governments to commit to eliminating the overrepresentation of Aboriginal youth in custody over the next decade.
39. We call upon the federal government to develop a national plan to collect and publish data on the criminal victimization of Aboriginal people, including data related to homicide and family violence victimization.
40. We call on all levels of government, in collaboration with Aboriginal people, to create adequately funded and accessible Aboriginal-specific victim programs and services with appropriate evaluation mechanisms.
41. We call upon the federal government, in consultation with Aboriginal organizations, to appoint a public inquiry into the causes of, and remedies for, the disproportionate victimization of Aboriginal women and girls. The inquiry's mandate would include:
 - i. Investigation into missing and murdered Aboriginal women and girls.
 - ii. Links to the intergenerational legacy of residential schools.
42. We call upon the federal, provincial, and territorial governments to commit to the recognition and implementation of Aboriginal justice systems in a manner consistent with the Treaty and Aboriginal rights of Aboriginal peoples, the *Constitution Act, 1982*, and the *United Nations Declaration on the Rights of Indigenous Peoples*, endorsed by Canada in November 2012.

Reconciliation

CANADIAN GOVERNMENTS AND THE UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLE

43. We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.
44. We call upon the Government of Canada to develop a national action plan, strategies, and other concrete measures to achieve the goals of the *United Nations Declaration on the Rights of Indigenous Peoples*.

ROYAL PROCLAMATION AND COVENANT OF RECONCILIATION

45. We call upon the Government of Canada, on behalf of all Canadians, to jointly develop with Aboriginal peoples a Royal Proclamation of Reconciliation to be issued by the Crown. The proclamation would build on the Royal Proclamation of 1763 and the Treaty of Niagara of 1764, and reaffirm the nation-to-nation relationship between Aboriginal peoples and the Crown. The proclamation would include, but not be limited to, the following commitments:

- i. Repudiate concepts used to justify European sovereignty over Indigenous lands and peoples such as the Doctrine of Discovery and *terra nullius*.
 - ii. Adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.
 - iii. Renew or establish Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future.
 - iv. Reconcile Aboriginal and Crown constitutional and legal orders to ensure that Aboriginal peoples are full partners in Confederation, including the recognition and integration of Indigenous laws and legal traditions in negotiation and implementation processes involving Treaties, land claims, and other constructive agreements.
46. We call upon the parties to the Indian Residential Schools Settlement Agreement to develop and sign a Covenant of Reconciliation that would identify principles for working collaboratively to advance reconciliation in Canadian society, and that would include, but not be limited to:
- i. Reaffirmation of the parties' commitment to reconciliation.
 - ii. Repudiation of concepts used to justify European sovereignty over Indigenous lands and peoples, such as the Doctrine of Discovery and *terra nullius*, and the reformation of laws, governance structures, and policies within their respective institutions that continue to rely on such concepts.
 - iii. Full adoption and implementation of the *United Nations Declaration on the Rights of Indigenous Peoples* as the framework for reconciliation.
 - iv. Support for the renewal or establishment of Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future.
 - v. Enabling those excluded from the Settlement Agreement to sign onto the Covenant of Reconciliation.
 - vi. Enabling additional parties to sign onto the Covenant of Reconciliation.

47. We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and *terra nullius*, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.

SETTLEMENT AGREEMENT PARTIES AND THE UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES

48. We call upon the church parties to the Settlement Agreement, and all other faith groups and interfaith social justice groups in Canada who have not already done so, to formally adopt and comply with the principles, norms, and standards of the *United Nations Declaration on the Rights of Indigenous Peoples* as a framework for reconciliation. This would include, but not be limited to, the following commitments:
- i. Ensuring that their institutions, policies, programs, and practices comply with the *United Nations Declaration on the Rights of Indigenous Peoples*.
 - ii. Respecting Indigenous peoples' right to self-determination in spiritual matters, including the right to practise, develop, and teach their own spiritual and religious traditions, customs, and ceremonies, consistent with Article 12:1 of the *United Nations Declaration on the Rights of Indigenous Peoples*.
 - iii. Engaging in ongoing public dialogue and actions to support the *United Nations Declaration on the Rights of Indigenous Peoples*.
 - iv. Issuing a statement no later than March 31, 2016, from all religious denominations and faith groups, as to how they will implement the *United Nations Declaration on the Rights of Indigenous Peoples*.
49. We call upon all religious denominations and faith groups who have not already done so to repudiate concepts used to justify European sovereignty over Indigenous lands and peoples, such as the Doctrine of Discovery and *terra nullius*.

EQUITY FOR ABORIGINAL PEOPLE IN THE LEGAL SYSTEM

50. In keeping with the *United Nations Declaration on the Rights of Indigenous Peoples*, we call upon the federal government, in collaboration with Aboriginal organizations, to fund the establishment of Indigenous law institutes for the development, use, and

understanding of Indigenous laws and access to justice in accordance with the unique cultures of Aboriginal peoples in Canada.

51. We call upon the Government of Canada, as an obligation of its fiduciary responsibility, to develop a policy of transparency by publishing legal opinions it develops and upon which it acts or intends to act, in regard to the scope and extent of Aboriginal and Treaty rights.
52. We call upon the Government of Canada, provincial and territorial governments, and the courts to adopt the following legal principles:
 - i. Aboriginal title claims are accepted once the Aboriginal claimant has established occupation over a particular territory at a particular point in time.
 - ii. Once Aboriginal title has been established, the burden of proving any limitation on any rights arising from the existence of that title shifts to the party asserting such a limitation.

NATIONAL COUNCIL FOR RECONCILIATION

53. We call upon the Parliament of Canada, in consultation and collaboration with Aboriginal peoples, to enact legislation to establish a National Council for Reconciliation. The legislation would establish the council as an independent, national, oversight body with membership jointly appointed by the Government of Canada and national Aboriginal organizations, and consisting of Aboriginal and non-Aboriginal members. Its mandate would include, but not be limited to, the following:
 - i. Monitor, evaluate, and report annually to Parliament and the people of Canada on the Government of Canada's post-apology progress on reconciliation to ensure that government accountability for reconciling the relationship between Aboriginal peoples and the Crown is maintained in the coming years.
 - ii. Monitor, evaluate, and report to Parliament and the people of Canada on reconciliation progress across all levels and sectors of Canadian society, including the implementation of the Truth and Reconciliation Commission of Canada's Calls to Action.
 - iii. Develop and implement a multi-year National Action Plan for Reconciliation, which includes research and policy development, public education programs, and resources.

- iv. Promote public dialogue, public/private partnerships, and public initiatives for reconciliation.

54. We call upon the Government of Canada to provide multi-year funding for the National Council for Reconciliation to ensure that it has the financial, human, and technical resources required to conduct its work, including the endowment of a National Reconciliation Trust to advance the cause of reconciliation.
55. We call upon all levels of government to provide annual reports or any current data requested by the National Council for Reconciliation so that it can report on the progress towards reconciliation. The reports or data would include, but not be limited to:
 - i. The number of Aboriginal children—including Métis and Inuit children—in care, compared with non-Aboriginal children, the reasons for apprehension, and the total spending on preventive and care services by child-welfare agencies.
 - ii. Comparative funding for the education of First Nations children on and off reserves.
 - iii. The educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.
 - iv. Progress on closing the gaps between Aboriginal and non-Aboriginal communities in a number of health indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.
 - v. Progress on eliminating the overrepresentation of Aboriginal children in youth custody over the next decade.
 - vi. Progress on reducing the rate of criminal victimization of Aboriginal people, including data related to homicide and family violence victimization and other crimes.
 - vii. Progress on reducing the overrepresentation of Aboriginal people in the justice and correctional systems.
56. We call upon the prime minister of Canada to formally respond to the report of the National Council for Reconciliation by issuing an annual "State of Aboriginal Peoples" report, which would outline the government's plans for advancing the cause of reconciliation.

PROFESSIONAL DEVELOPMENT AND TRAINING FOR PUBLIC SERVANTS

57. We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

CHURCH APOLOGIES AND RECONCILIATION

58. We call upon the Pope to issue an apology to Survivors, their families, and communities for the Roman Catholic Church's role in the spiritual, cultural, emotional, physical, and sexual abuse of First Nations, Inuit, and Métis children in Catholic-run residential schools. We call for that apology to be similar to the 2010 apology issued to Irish victims of abuse and to occur within one year of the issuing of this Report and to be delivered by the Pope in Canada.
59. We call upon church parties to the Settlement Agreement to develop ongoing education strategies to ensure that their respective congregations learn about their church's role in colonization, the history and legacy of residential schools, and why apologies to former residential school students, their families, and communities were necessary.
60. We call upon leaders of the church parties to the Settlement Agreement and all other faiths, in collaboration with Indigenous spiritual leaders, Survivors, schools of theology, seminaries, and other religious training centres, to develop and teach curriculum for all student clergy, and all clergy and staff who work in Aboriginal communities, on the need to respect Indigenous spirituality in its own right, the history and legacy of residential schools and the roles of the church parties in that system, the history and legacy of religious conflict in Aboriginal families and communities, and the responsibility that churches have to mitigate such conflicts and prevent spiritual violence.
61. We call upon church parties to the Settlement Agreement, in collaboration with Survivors and representatives of Aboriginal organizations, to establish permanent funding to Aboriginal people for:
- i. Community-controlled healing and reconciliation projects.

- ii. Community-controlled culture- and language-revitalization projects.
- iii. Community-controlled education and relationship-building projects.
- iv. Regional dialogues for Indigenous spiritual leaders and youth to discuss Indigenous spirituality, self-determination, and reconciliation.

EDUCATION FOR RECONCILIATION

62. We call upon the federal, provincial, and territorial governments, in consultation and collaboration with Survivors, Aboriginal peoples, and educators, to:
- i. Make age-appropriate curriculum on residential schools, Treaties, and Aboriginal peoples' historical and contemporary contributions to Canada a mandatory education requirement for Kindergarten to Grade Twelve students.
 - ii. Provide the necessary funding to post-secondary institutions to educate teachers on how to integrate Indigenous knowledge and teaching methods into classrooms.
 - iii. Provide the necessary funding to Aboriginal schools to utilize Indigenous knowledge and teaching methods in classrooms.
 - iv. Establish senior-level positions in government at the assistant deputy minister level or higher dedicated to Aboriginal content in education.
63. We call upon the Council of Ministers of Education, Canada to maintain an annual commitment to Aboriginal education issues, including:
- i. Developing and implementing Kindergarten to Grade Twelve curriculum and learning resources on Aboriginal peoples in Canadian history, and the history and legacy of residential schools.
 - ii. Sharing information and best practices on teaching curriculum related to residential schools and Aboriginal history.
 - iii. Building student capacity for intercultural understanding, empathy, and mutual respect.
 - iv. Identifying teacher-training needs relating to the above.
64. We call upon all levels of government that provide public funds to denominational schools to require such schools to provide an education on comparative religious studies, which must include a segment on

Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.

65. We call upon the federal government, through the Social Sciences and Humanities Research Council, and in collaboration with Aboriginal peoples, post-secondary institutions and educators, and the National Centre for Truth and Reconciliation and its partner institutions, to establish a national research program with multi-year funding to advance understanding of reconciliation.

YOUTH PROGRAMS

66. We call upon the federal government to establish multi-year funding for community-based youth organizations to deliver programs on reconciliation, and establish a national network to share information and best practices.

MUSEUMS AND ARCHIVES

67. We call upon the federal government to provide funding to the Canadian Museums Association to undertake, in collaboration with Aboriginal peoples, a national review of museum policies and best practices to determine the level of compliance with the *United Nations Declaration on the Rights of Indigenous Peoples* and to make recommendations.
68. We call upon the federal government, in collaboration with Aboriginal peoples, and the Canadian Museums Association to mark the 150th anniversary of Canadian Confederation in 2017 by establishing a dedicated national funding program for commemoration projects on the theme of reconciliation.
69. We call upon Library and Archives Canada to:
 - i. Fully adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples* and the *United Nations Joint-Orontlicher Principles*, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools.
 - ii. Ensure that its record holdings related to residential schools are accessible to the public.
 - iii. Commit more resources to its public education materials and programming on residential schools.
70. We call upon the federal government to provide funding to the Canadian Association of Archivists to undertake, in collaboration with Aboriginal peoples, a national review of archival policies and best practices to:

- i. Determine the level of compliance with the *United Nations Declaration on the Rights of Indigenous Peoples* and the *United Nations Joint-Orontlicher Principles*, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools.
- ii. Produce a report with recommendations for full implementation of these international mechanisms as a reconciliation framework for Canadian archives.

MISSING CHILDREN AND BURIAL INFORMATION

71. We call upon all chief coroners and provincial vital statistics agencies that have not provided to the Truth and Reconciliation Commission of Canada their records on the deaths of Aboriginal children in the care of residential school authorities to make these documents available to the National Centre for Truth and Reconciliation.
72. We call upon the federal government to allocate sufficient resources to the National Centre for Truth and Reconciliation to allow it to develop and maintain the National Residential School Student Death Register established by the Truth and Reconciliation Commission of Canada.
73. We call upon the federal government to work with churches, Aboriginal communities, and former residential school students to establish and maintain an online registry of residential school cemeteries, including, where possible, plot maps showing the location of deceased residential school children.
74. We call upon the federal government to work with the churches and Aboriginal community leaders to inform the families of children who died at residential schools of the child's burial location, and to respond to families' wishes for appropriate commemoration ceremonies and markers, and reburial in home communities where requested.
75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of

appropriate memorial ceremonies and commemorative markers to honour the deceased children.

76. We call upon the parties engaged in the work of documenting, maintaining, commemorating, and protecting residential school cemeteries to adopt strategies in accordance with the following principles:
- i. The Aboriginal community most affected shall lead the development of such strategies.
 - ii. Information shall be sought from residential school Survivors and other Knowledge Keepers in the development of such strategies.
 - iii. Aboriginal protocols shall be respected before any potentially invasive technical inspection and investigation of a cemetery site.

NATIONAL CENTRE FOR TRUTH AND RECONCILIATION

77. We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation.
78. We call upon the Government of Canada to commit to making a funding contribution of \$10 million over seven years to the National Centre for Truth and Reconciliation, plus an additional amount to assist communities to research and produce histories of their own residential school experience and their involvement in truth, healing, and reconciliation.

COMMEMORATION

79. We call upon the federal government, in collaboration with Survivors, Aboriginal organizations, and the arts community, to develop a reconciliation framework for Canadian heritage and commemoration. This would include, but not be limited to:
- i. Amending the Historic Sites and Monuments Act to include First Nations, Inuit, and Métis representation on the Historic Sites and Monuments Board of Canada and its Secretariat.
 - ii. Revising the policies, criteria, and practices of the National Program of Historical Commemoration to integrate Indigenous history, heritage values, and memory practices into Canada's national heritage and history.

- iii. Developing and implementing a national heritage plan and strategy for commemorating residential school sites, the history and legacy of residential schools, and the contributions of Aboriginal peoples to Canada's history.

80. We call upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.
81. We call upon the federal government, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools National Monument in the city of Ottawa to honour Survivors and all the children who were lost to their families and communities.
82. We call upon provincial and territorial governments, in collaboration with Survivors and their organizations, and other parties to the Settlement Agreement, to commission and install a publicly accessible, highly visible, Residential Schools Monument in each capital city to honour Survivors and all the children who were lost to their families and communities.
83. We call upon the Canada Council for the Arts to establish, as a funding priority, a strategy for Indigenous and non-Indigenous artists to undertake collaborative projects and produce works that contribute to the reconciliation process.

MEDIA AND RECONCILIATION

84. We call upon the federal government to restore and increase funding to the CBC/Radio-Canada, to enable Canada's national public broadcaster to support reconciliation, and be properly reflective of the diverse cultures, languages, and perspectives of Aboriginal peoples, including, but not limited to:
- i. Increasing Aboriginal programming, including Aboriginal-language speakers.
 - ii. Increasing equitable access for Aboriginal peoples to jobs, leadership positions, and professional development opportunities within the organization.
 - iii. Continuing to provide dedicated news coverage and online public information resources on issues of concern to Aboriginal peoples and all Canadians,

including the history and legacy of residential schools and the reconciliation process.

85. We call upon the Aboriginal Peoples Television Network, as an independent non-profit broadcaster with programming by, for, and about Aboriginal peoples, to support reconciliation, including but not limited to:
 - i. Continuing to provide leadership in programming and organizational culture that reflects the diverse cultures, languages, and perspectives of Aboriginal peoples.
 - ii. Continuing to develop media initiatives that inform and educate the Canadian public, and connect Aboriginal and non-Aboriginal Canadians.
86. We call upon Canadian journalism programs and media schools to require education for all students on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations.

SPORTS AND RECONCILIATION

87. We call upon all levels of government, in collaboration with Aboriginal peoples, sports halls of fame, and other relevant organizations, to provide public education that tells the national story of Aboriginal athletes in history.
88. We call upon all levels of government to take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel.
89. We call upon the federal government to amend the Physical Activity and Sport Act to support reconciliation by ensuring that policies to promote physical activity as a fundamental element of health and well-being, reduce barriers to sports participation, increase the pursuit of excellence in sport, and build capacity in the Canadian sport system, are inclusive of Aboriginal peoples.
90. We call upon the federal government to ensure that national sports policies, programs, and initiatives are inclusive of Aboriginal peoples, including, but not limited to, establishing:
 - i. In collaboration with provincial and territorial governments, stable funding for, and access to, community sports programs that reflect the diverse

cultures and traditional sporting activities of Aboriginal peoples.

- ii. An elite athlete development program for Aboriginal athletes.
 - iii. Programs for coaches, trainers, and sports officials that are culturally relevant for Aboriginal peoples.
 - iv. Anti-racism awareness and training programs.
91. We call upon the officials and host countries of international sporting events such as the Olympics, Pan Am, and Commonwealth games to ensure that Indigenous peoples' territorial protocols are respected, and local Indigenous communities are engaged in all aspects of planning and participating in such events.

BUSINESS AND RECONCILIATION

92. We call upon the corporate sector in Canada to adopt the *United Nations Declaration on the Rights of Indigenous Peoples* as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following:
 - i. Commit to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects.
 - ii. Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.
 - iii. Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism.

NEWCOMERS TO CANADA

93. We call upon the federal government, in collaboration with the national Aboriginal organizations, to revise the information kit for newcomers to Canada and its citizenship test to reflect a more inclusive history of the diverse Aboriginal peoples of Canada, including

information about the Treaties and the history of residential schools.

94. We call upon the Government of Canada to replace the Oath of Citizenship with the following:

I swear (or affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth II, Queen of Canada, Her Heirs and Successors, and that I will faithfully observe the laws of Canada including Treaties with Indigenous Peoples, and fulfill my duties as a Canadian citizen.

Truth and Reconciliation Commission of Canada

1500-360 Main Street

Winnipeg, Manitoba

R3C 3Z3

Telephone: (204) 984-5885

Toll Free: 1-888-872-5554 (1-888-TRC-5554)

Fax: (204) 984-5915

E-mail: info@trc.ca

Website: www.trc.ca



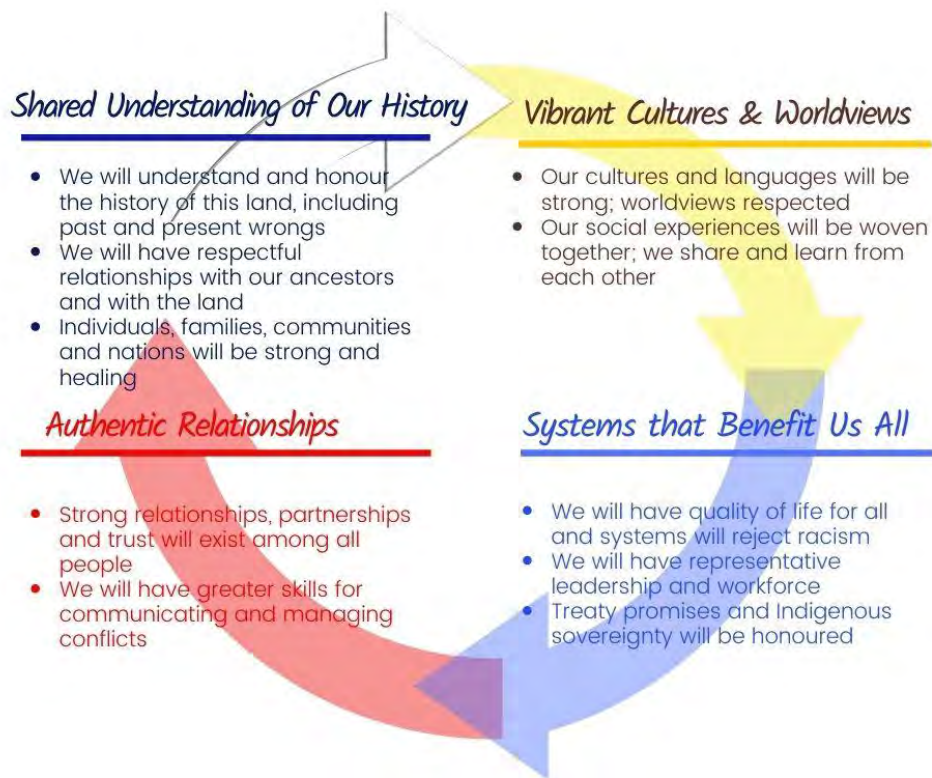
Truth and Reconciliation through Treaty Implementation (TRTI) Framework

Who we are:

The Office of the Treaty Commissioner (OTC) is a **Federal Commission** mandated by the **Federation of Sovereign Indigenous Nations (FSIN)** and the **Government of Canada** with a two-fold mission: to support Treaty Table discussions on the implementation of Treaties 4,5,6,8, and 10 (100% of Saskatchewan's territory), and to advocate for strong Treaty relationship between Indigenous & non-Indigenous citizens. The OTC works closely on the TRTI framework with numerous partners, including **Aboriginal Friendship Centres of Saskatchewan (AFCS)**, which works to promote and advocate on behalf of urban Indigenous people in Saskatchewan.

Our journey towards reconciliation and Treaty implementation

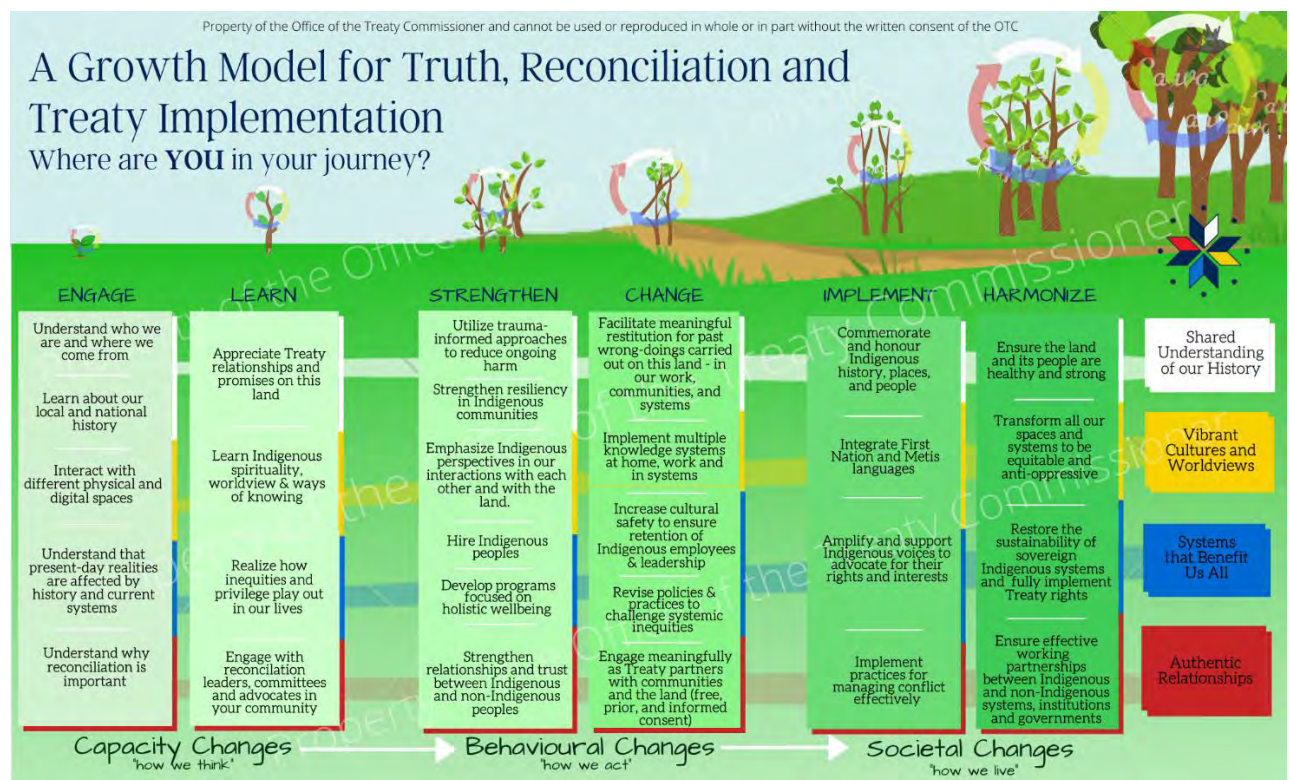
We have been working with hundreds of partner organizations and listening to thousands of residents in Saskatchewan to build a common vision of successful Treaty implementation since 2014. This vision has four overlapping areas of work: **Shared Understanding of our History**, **Vibrant Cultures and Worldviews**, **Systems that Benefit us All**, and **Authentic Relationships**.





The Truth and Reconciliation through Treaty Implementation (TRTI) framework is part of our effort to encourage organizations to pursue this common vision for success, and to measure progress in the same way. The TRTI framework aims to *inspire action, inform learning, and increase our collective impact*.

The four vision areas are measured through specific indicators, based on both international and national documents like the Truth and Reconciliation Commission (TRC) Calls to Action, the National Inquiry into Murdered and Missing Indigenous Women and Girls (MMIWG) Calls to Justice, the United Nations Sustainable Development Goals (UNSDGs), the UN Declaration on the Rights of Indigenous Peoples (UNDRIP), and on conversations with residents across Saskatchewan. These indicators have been organized in a **growth model**, which outlines a pathway for individuals, organizations, communities, and nations to walk in their pursuit of truth, reconciliation, and Treaty implementation in Saskatchewan.





What will we do?

The measurement framework we have developed aims to: 1) measure collective impact towards truth and reconciliation in Saskatchewan; 2) to inspire action within Saskatchewan's peoples, organizations, and system sectors; and 3) to inform reconciliation learning across the province

Working with us means collaborating to create an action plan for Truth, Reconciliation and Treaty Implementation for your organization or community. We will work together to **map out your organization or community's current place in its journey towards reconciliation** and Treaty implementation; **identify concrete next steps**; and develop strategies to measure impact and progress.

Our methodology:

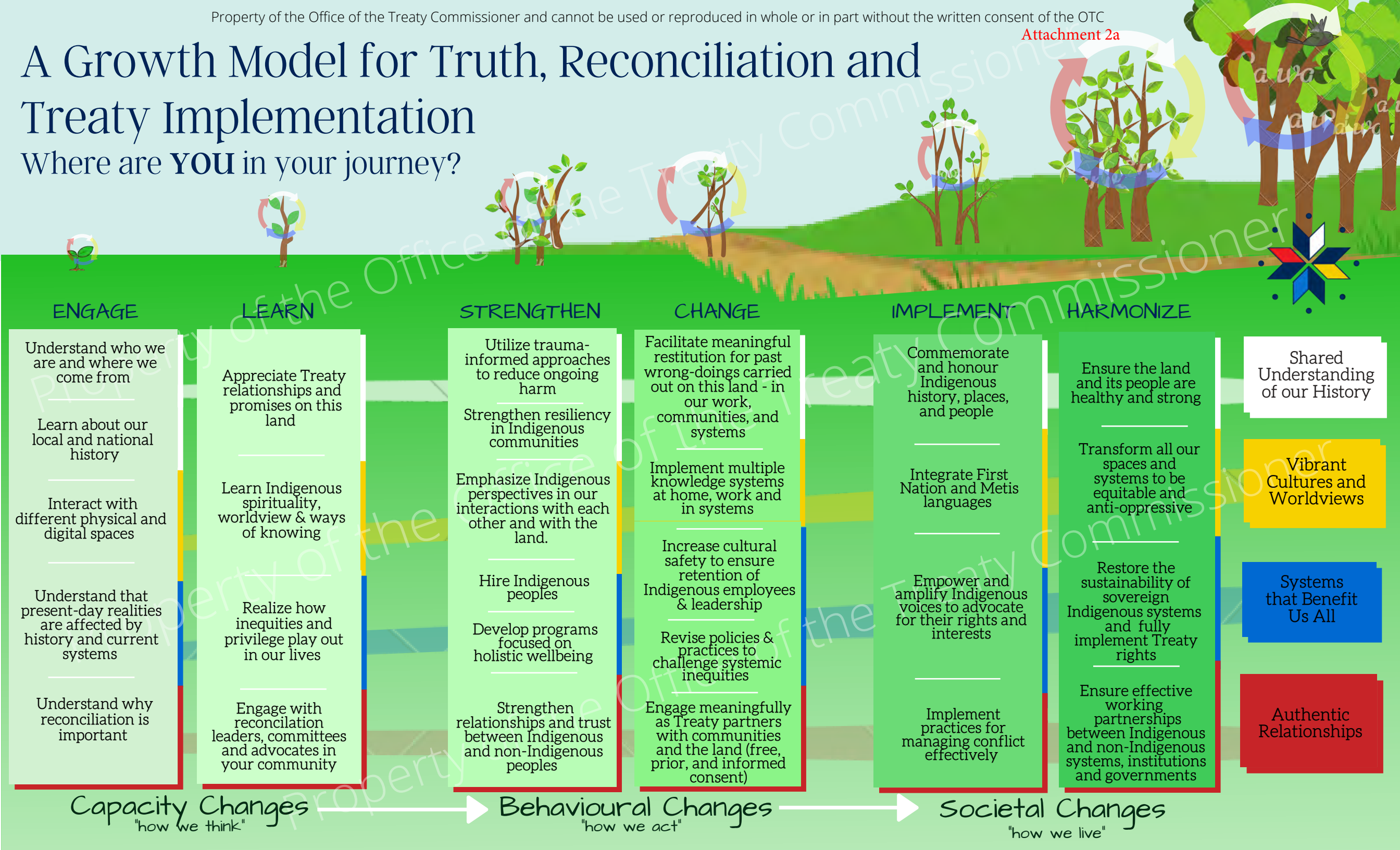
Our work on reconciliation is cemented in five methodological approaches: **collective impact**, which suggests that transforming complex issues requires diverse coalitions; **anti-racism theory**, as a core component of reconciliation; **gender-based analysis (GBA+)**, which provides a rigorous method for assessing systemic inequities; the **medicine wheel**, which provides an Indigenous holistic approach to wellbeing; and **program evaluation & measurement**.

How long does it take?

The process is divided into five meeting of three hours which take place over 3-5 months. In these meetings we will work with an internal *Community of Practice* to learn about the TRTI, map the organization's previous efforts towards Reconciliation and Treaty Implementation, provide input in the design of strategies and concrete actions moving forward, and provide feedback on the final report.

A Growth Model for Truth, Reconciliation and Treaty Implementation

Where are **YOU** in your journey?



Environmental Scan

Summary of Applicable Calls to Action for Municipal Government or All Levels of Government		
Action # 3. To fully implement Jordan's Principle.		
Related City Initiative	Options for Future Initiatives	Estimated Cost
Jordan's Principle is a child-first principle to ensure First Nations children get the services they need when they need them. It is a principle to resolve jurisdictional disputes between governments, mainly federal and provincial, regarding payment for government services provided to First Nations children. The City does not consider First Nation status as a factor in providing services to its residents. Some recreational programs are developed for all youth.	The City will continue to implement a "child first" principle in providing City programs and services, without consideration of First Nation status.	Within existing budget.
Action # 17. To enable residential school Survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licenses, health cards, status cards, and social insurance numbers.		
Related City Initiative	Options for Future Initiatives	Estimated Cost
The City does not issue official identity documents, such as those listed. If a resident would like to change the legal name on a tax notice, this would be done through ISC (Information Services Corporation) at no cost.	No changes	None
23. To increase the number and retention of Aboriginal professionals working in the health-care field and provide cultural competency training for all health-care professionals.		
Related City Initiative	Options for Future Initiatives	Estimated Cost

The City does not have direct responsibility for any health-care providers. That is the responsibility of the Provincial Government through the Saskatchewan Health Authority.	No changes	None
40. To create adequately funded and accessible Aboriginal-specific victim programs and services, in collaboration with Aboriginal people, with appropriate evaluation mechanisms.		
Related City Initiative	Options for Future Initiatives	Estimated Cost
The City does not have direct responsibility for Parkland Victim Services.	No changes	None
43. We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation.		
Related City Initiative	Options for Future Initiatives	Estimated Cost
In our committee ads this year we have included this line: "We value diversity and encourage applications from members of Indigenous peoples, visible minorities, women and people of all abilities."	Actively seek Indigenous representation on Municipal Committees	Within existing budget.
47. We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and terra nullius, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.		
Related City Initiative	Options for Future Initiatives	Estimated Cost
There is nothing the City has done in this regard.	Review policies, programs and services with an Aboriginal diversity and inclusion lens to identify any area of systemic or institutional discrimination	Hire a Johnson Shoyama Public Policy intern to conduct the review. At least \$25,000
55. We call upon all levels of government to provide annual reports or any current data requested by the National Council for Reconciliation so that it can report on the progress towards reconciliation. The reports or data would include, but not be limited to:		

- i. The number of Aboriginal children — including Métis and Inuit children — in care, compared with non-Aboriginal children, the reasons for apprehension, and the total spending on preventive and care services by child-welfare agencies.**
- ii. Comparative funding for the education of First Nations children on and off reserves.**
- iii. The educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.**
- iv. Progress on closing the gaps between Aboriginal and non-Aboriginal communities in a number of health indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.**
- v. Progress on eliminating the overrepresentation of Aboriginal children in youth custody over the next decade.**
- vi. Progress on reducing the rate of criminal victimization of Aboriginal people, including data related to homicide and family violence victimization and other crimes.**
- vii. Progress on reducing the overrepresentation of Aboriginal people in the justice and correctional systems.**

Related City Initiative	Options for Future Initiatives	Estimated Cost
There is nothing the City has done in this regard.	In collaboration with the Office of the Treaty Commissioner and community partners within Yorkton	

57. We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations.

This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

Related City Initiative	Options for Future Initiatives	Estimated Cost
There is nothing the City has done in this regard. The RCS department continues to promote educational opportunities offered by partner organizations.	<p>The OTC has a Speakers Bureau and provide resources for Treaty education.</p> <p>City Administration promote existing education and awareness opportunities offered free-of-cost from community organizations.</p> <p>Explore options with “Fours Seasons of Reconciliation” self-guided learning</p>	Each department is responsible for managing their training costs within the existing budget. However, consideration for additional funding from the Human Resources budget may help ensure that all municipal employees have access to this training.

	<p>opportunity brought forward by SIGN.</p> <p>Explore option of offering the KAIROS Blanket Exercise to municipal staff, elected officials and volunteer committee members.</p>	
75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.		
Related City Initiative	Options for Future Initiatives	Estimated Cost
Although the City of Yorkton does not have any residential schools, we do have residential school survivors, and the Mayor and related staff participate in the Yorkton Reconciliation Committee.	No changes.	None
77. We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation. Commemoration		
Related City Initiative	Options for Future Initiatives	Estimated Cost
There is nothing the City has done in this regard.	There may be some donated archival items that could be relevant which need to be identified.	None – realign some staff time for this project.
87. We call upon all levels of government, in collaboration with Aboriginal peoples, sports halls of fame, and other relevant organizations, to provide public education that tells the national story of Aboriginal athletes in history.		
Related City Initiative	Options for Future Initiatives	Estimated Cost
There is nothing the City has done in this regard.	The Yorkton Sports Hall of Fame is digitizing their	None

	collection. Once it becomes readily accessible over social media, the CoY can cross-promote over their social media channels.	
88. We call upon all levels of government to take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel.		
Related City Initiative	Options for Future Initiatives	Estimated Cost
In 2014, NAIG was held in Regina. The District DreamBroker attended as mission staff to support athletes from this area.	If the opportunity to support local athletes and teams arise in the future, due consideration will be given	None at this time.

TITLE: Pest Control Officer, Weed and Municipal Inspector Appointment 2022	DATE OF MEETING: December 20, 2021 REPORT DATE: December 16, 2021
CLEARANCES:	ATTACHMENTS:
Written by: Darcy McLeod – Director of Recreation & Community Services <div style="text-align: right;">Darcy McLeod</div>	
Reviewed by: Jessica Matsalla - City Clerk <div style="text-align: right;">Jessica Matsalla</div>	
Approved by: Lonnie Kaal - City Manager <div style="text-align: right;">Lonnie Kaal</div>	

BACKGROUND

Each year Council is required to appoint a Pest Control Officer under *The Pest Control Act*, Weed Inspector under *The Weed Control Act* and a Municipal Inspector under *The Forest Resources Management Act*.

Pest Control Officer

In Accordance with Section 13(1) of *The Pest Control Act*, a provision is included for the annual appointment of a Pest Control Officer to control pests, as designated in *The Pests Declarations Regulations*, within the boundaries of the municipality. Designated pests include the Richardson ground squirrel, grasshoppers, the warble fly and the brown rat.

Weed Inspector

In Accordance with Section 6(2) of *The Weed Control Act*, a provision is included for the annual appointment of a Weed Inspector as the municipality is responsible for responding to weed control issues as outlined in *The Weed Control Act* and *The Weed Control Regulations*. Examples of designated weeds include but are not limited to, scentless chamomile, quack grass and various thistles.

Municipal Inspector

Each year the City of Yorkton appoints a Municipal Inspector under section 8.2 of *The Forest Resources Management Act*. This appointment is necessary to ensure that the Municipality has someone able to exercise the applicable clauses in the *Act*, and *The Dutch Elm Disease Regulations, 2005*. The intent is to limit the spread, and reduce the impact, of Dutch Elm Disease (DED) within our municipality and to further preserve the American Elm population for as long as possible.

In the past, Council has appointed the Parks Manager as Pest Control Officer, Weed Inspector and Municipal Inspector for the City of Yorkton.

Recommendation

That Council appoint Matt Charney, Parks Manager as the Municipal Inspector under *The Forest Resources Management Act*, Weed Inspector under *The Weed Control Act* and the Pest Control officer under *The Pest Control Act*, for 2022.

TITLE: Civic Recognition Awards – Announcement of 2021 Winners	DATE OF MEETING: December 20, 2021
	REPORT DATE: December 15, 2021
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none"> 1. Adult Recipient – David Blommaert 2. Group Recipient 1 – Yorkton Legion – Honour Our Veterans Banner Committee 3. Group Recipient 2 – Yorkton Brick Mill Heritage Society Committee
Written & Presented by: Jessica Matsalla - City Clerk <div style="text-align: right;">Jessica Matsalla</div>	
Approved by: Lonnie Kaal - City Manager <div style="text-align: right;">Lonnie Kaal</div>	

PURPOSE/BACKGROUND

2021 marks the fourth annual Civic Recognition Awards. The awards recognize recipients in three categories, ('Adult,' 'Youth' and 'Group'), who have given selfless support, and made contributions for the betterment of the City of Yorkton. The Civic Recognition Awards Committee adjudicated submissions for the 2021 on December 6, and have made recommendations for Council on award recipients.

This year, there were unfortunately no Youth Category submissions. Therefore the Committee opted to select an additional recipient from the "Group" Category. Attachments with the full details on the recommended recipients' nominations are attached, and recommendations for recipients of the awards from the Committee are as follows:

- Adult Category: Dave Blommaert
- Youth Category: *No Recipients for 2021*
- Group Category Recipient 1 : Yorkton Legion – Honouring Our Veterans Banner Project Committee
- Group Category Recipient 2 : Yorkton Brick Mill Heritage Society Committee

FINANCIAL IMPLICATIONS

A small amount is budgeted each year for advertising and purchase of awards and plaques. The majority of the budget is spent on advertising. The expense of running the awards is approximately \$2,500 (man hours included).

COMMUNICATION PLAN/PUBLIC NOTICE

Winners will be announced through the City's social media accounts, and web News page, as well as in the local newspaper.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

The Civic Recognition Committee met on October 4, and December 6, to plan for the 2021 nomination period, and subsequently adjudicate submissions. The Committee was pleased to review

multiple submissions for the Adult and Group categories, and would like to thank all who submitted. All submissions presented good candidates, which made the decisions challenging. The Committee's recommendations are included in the Options below for Council's approval.

SPECIAL RECOGNITION

The Yorkton Legacy Co-op has again agreed to sponsor these awards, and has graciously donated three, \$100 gift cards that are given to each recipient at the time of the award. We would like to thank the Yorkton Legacy Co-op for their ongoing support, and helping us to reward those citizens giving back to our community.

We would like to thank the members of the Committee that were involved in the planning, promotion and adjudication process. The volunteer members of the CRA Committee, themselves are real-life examples of how to contribute to the betterment of and investment in their community. As a whole, our Committee volunteers (city-wide) enhance our ability as elected officials, and administration to engage with the community in many ways; a key component in our decision making processes.

The Award Recipients for 2021, will be formally celebrated and given their awards (one per meeting) at a ceremony prior to the first three Council meetings in 2022.

OPTIONS:

1. That Council approve the Civic Recognition Awards Committee's selection of the 2021 Civic Recognition Award Winners as follows:

Adult Category:	Dave Blommaert
Group Category (2 recipients):	1) Yorkton Legion, Honouring Our Veterans Banner Project Committee
	2) Yorkton Brick Mill Heritage Society Committee

And furthermore, recognize the efforts of all those who invest their time, skills, and effort into making the City of Yorkton a better community.

2. That Council provide other direction.

COMMITTEE RECOMMENDATION:

1. That Council approve the Civic Recognition Awards Committee's selection of the 2021 Civic Recognition Award Winners as follows:

Adult Category:	Dave Blommaert
Group Category (2 recipients):	1) Yorkton Legion, Honouring Our Veterans Banner Project Committees
	2) Yorkton Brick Mill Heritage Society Committee

And furthermore, recognize the efforts of all those who invest their time, skills, and effort into making the City of Yorkton a better community.

From: noreply@esolutionsgroup.ca
To: [Raelyn Knudson](#)
Subject: New Response Completed for Adult and Youth Civic Recognition Award Nomination
Date: Monday, October 25, 2021 12:32:02 PM

CAUTION: External Email

Hello,

Please note the following response to Adult and Youth Civic Recognition Award Nomination has been submitted at Monday October 25th 2021 12:31 PM with reference number 2021-10-25-003.

***Redacted pursuant to LAFOIPP Sec. 23(1)(e)**

- **Date:**
10/25/2021
- **First name:**
Yorkton Lions Club
- **Last Name:**
Don Reed (President)
- **Address:**
[REDACTED] *
- **City:**
Yorkton
- **Province:**
Saskatchewan
- **Postal code:**
S3N 2W8
- **Contact phone number:**
[REDACTED] *
- **Email:**
[REDACTED] *
- **Award category**
Adult Civic Recognition
- **First name:**

Dave

- **Last Name:**
Blommaert
- **Address:** _____ *
- **City:**
Yorkton
- **Province:**
Saskatchewan
- **Postal code:**
S3N 3B8
- **Contact phone number:** _____ *
- **Email:** _____ *
- **Nominee has been contacted and willing to let their name stand:**
Yes
- **Please describe the nominee as outlined above (in 1000 words or less).**

Dave in his work, hobbies, personal life and Yorkton Lions has always been a "go to" person. He has worked tirelessly for the Yorkton Community and is a true ambassador for Yorkton.

In addition to being a Lion for over 30 years Dave has been involved with Yorkton Minor Hockey, a director of Yorkton Minor Baseball and could often be helping out with coaching, organizing tournaments, bottle drives, hot dog sales, selling tickets or just offering help wherever needed. Dave has canvassed for the Heart & Stroke Association, the Cancer Society and the United Way. He helps out with distributing Daffodils for Cancer Society annually. In addition Dave volunteers with The Health Foundation at their fundraising events and even dedicates his time to cutting grass at a rural cemetery.

The Lions have recognized Dave's leadership and have awarded him a Melvin Jones Fellowship and a Garnet Davis Fellowship. As an active Lion, Dave enjoys giving back to his Yorkton community.

Dave enjoys watching sport and is an avid Rider fan. He enjoys gardening, yardwork and camping. Dave helps out on the family farm

and cares for his elderly mother who resides in Yorkton. Dave is born and raised in Yorkton, married to Debbie. He has two sons and a grandson.

Dave is also known by many as DAVE from Canadian Tire. Always assisting many customers in his 35 years of employment of there. Dave is a true ambassador for the community of Yorkton.

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

From: noreply@esolutionsgroup.ca
To: [Raelyn Knudson](#)
Subject: New Response Completed for Group Civic Recognition Award Nomination Form
Date: Thursday, October 21, 2021 8:24:56 AM

CAUTION: External Email

Hello,

Please note the following response to Group Civic Recognition Award Nomination Form has been submitted at Thursday October 21st 2021 8:24 AM with reference number 2021-10-21-001.

- **Date:** 10/21/2021 *Redacted pursuant to LAFOIPP Sec. 23(1)(e)
- **First name:** Cathay
- **Last Name:** Wagantall
- **Address:** [REDACTED] *
- **City:** Esterhazy
- **Province:** Saskatchewan
- **Postal code:** S0A0X0
- **Contact phone number:** [REDACTED] *
- **Email:** [REDACTED] *
- **Group name:** Yorkton Legion "Honour Our Veterans" Banner Committee
- **Address:**

[REDACTED]

*

- **City:**

Yorkton

- **Province:**

Saskatchewan

- **Postal code:**

S3N 2L4

- **Contact name**

Ken Gordon, President

- **Contact phone number:**

[REDACTED]

*

- **Email:**

[REDACTED]

*

- **Nominee has been contacted and willing to let their name stand:**

Yes

- **Please describe the nominee as outlined above (in 1000 words or less).**

The Legion Banner Committee members include Tamara Hall, Shawn Hall, Brittany Johnson, Ken Gordon, Perry Ostapowich, Geoffrey Rushowick, David Balysky, Chad McDowell, Peter Wyatt, and Karen Parker.

I'm so pleased to nominate this team that enabled the banner program that "Honours Our Veterans" to come alive.

How wonderful that the breadth of this program's criteria is so inclusive! Recognition includes veterans who have a connection to the city of Yorkton and Treaty 4 area; embracing those who lived and worked here, whether they have served as Canadian military, medics, firefighters or RCMP. It also includes service-people from elsewhere who have area friends and family wishing to honor and remember them.

This team of visionaries deserves celebrating. Their commitment to see the banner program as a legacy project that will continue to evolve and grow over time speaks to younger generations of the importance of always remembering.

"Lest We Forget" to honour those who served and those who have fallen in that service to our nation and our communities, and "Lest We Forget" to convey appreciation to those who are currently serving on the front lines on our behalf, this group's efforts declare to all who pass by and under our banners that, "WE WILL REMEMBER THEM."

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



2021 Civic Recognition Awards

Group Nomination Form

*Redacted pursuant to LAFOIPP Sec. 23(1)(e)

Date: October 29, 2021

Nominator's Information

Full Name: Jean Harris

Address: [REDACTED] *

Contact Phone Number: [REDACTED] *

Email Address: [REDACTED] *

Nominee's Information

Group Name: YORKTON BRICK MUSE

Address: [REDACTED] *

Contact Name: HARRY PEAREW

Contact Phone Number: [REDACTED] *

Email Address: [REDACTED] *

Nominee has been contacted and willing to let their name stand:

☒ Yes☐ No (Please contact the nominee to ensure they are willing to let their name stand, prior to form submission)

Please use the next page to describe, in 1000 words or less, why you have nominated this group for a Civic Recognition Award.

Yorkton Brick Flour Mill

It gives me great pleasure to nominate the Yorkton Brick Flour Mill Heritage Society for a City of Yorkton Civic Recognition Award.

This group was formed in 2011 to save the Yorkton Brick Flour Mill which is the only brick mill left in Saskatchewan as the remaining mills are wooden. This building is Yorkton's oldest industrial building and it comes with working machinery still intact. The building is owned by the City of Yorkton and it is noteworthy that a group of volunteers are working to save it and preserve part of the history of Yorkton.

The nominees are, or have been involved with many clubs, associations or volunteer organizations in the City of Yorkton. This past year they hosted a Road Rally which involved thirteen different organizations, some of which included, the Yorkton Fire Fighters, The Kinsmen Club, The Lions Club, Yorkton Tribal Council, The Show and Shine Car Club, Parkland Search and Rescue, Habitat for Humanity and the St. John's Ambulance Association.

The Mill Committee has recently become a member of the Museums Association of Saskatchewan and participated in an Annual Meeting. Utilizing break out groups, they shared their success over the past few years.

Work is ongoing and in this past year the first floor and basement of the Brick Mill have been cleaned and painted, wooden window frames (cost shared with Sask Heritage Foundation) have been installed, with the remaining frames being ordered, and a concrete pad was poured to hold a table shaped like a millstone, and benches that were provided by the Rotary club to commemorate their 100th year. The group have added to the story board historical signs. The next phase of the signs are planned to include a map of Yorkton identifying schools, agricultural manufacturing, grain storage and elevators, the Yorkton Airport where WW11 pilots were trained, The Yorkton Sports Hall of Fame, and the Yorkton Exhibition. Initial meetings to plan for an onsite building (modelled in the form of an iconic railway station roof design) are progressing and to that end the City of Yorkton has committed some matching dollars.

The committee has welcomed and embraced the participation of the Yorkton Tribal Council with the planting of grass on site as well as the planting of the wheat crop display plots where more than twelve YTC Members participated. In October Indigenous Teachings were held on site at the Yorkton Mill every Tuesday and featured Indigenous dancing, drumming, bannock and Treaty four Bingo made possible through the Yorkton Tribal Council.

In September 2021 the group planned and organized an event for Culture days at the site of the mill. Four hands-on agricultural displays were set up and included wheat straw weaving, grain identification, historical signs tours, and bread making in a bag. All of these events ensure that

the community at large is aware of the ongoing work on the mill building, making the Mill a destination site to visit.

Fundraising has been ongoing since inception. This year an online auction provided interaction with the community as people bid on unique experiences such as combine rides, airplane rides, and a vintage fire truck ride. The “Rally Round the Mill” Road Rally held in August had two major sponsors: Key Auto Group and the Yorkton Tribal Council. In the past, Heritage dinners were initiated and it is the committee’s hope that this can continue in December this year. A capital campaign was organized to help fundraising for the new interpretive center with members of the community participating.

The group intentionally markets itself. The website “yorktonflourmill.ca” has been updated, social media is ongoing with Facebook and Instagram, Refined Magazine sponsored a two page story, CBC did a ten minute interview about the mill restoration, Yorkton this Week has carried numerous stories with photos, CTV carried an award winning story, and the Parkland Valley Sports, Culture and Recreation Authority featured an article to appear in November as well as newsletters are sent out monthly to supporters. Several members have participated in radio interviews with GX, the Fox FM and the Rock FM on a regular basis.

The nominees are good ambassadors for the community of Yorkton. I have stopped to see the story boards from time to time and rarely am I alone. There will be visitors there reading the signs. Recently the committee learned that they were to be presented with three awards. Heritage Saskatchewan selected them for the Yorkton Historic Flour Mill Outreach Award as well as the Yorkton Historic Flour Mill – Building Conservation Award. These awards will be presented at Government House by the Honorable Russell Mirasty, Lt Governor of Saskatchewan on November 2, 2021. The third award is from The Sask Heritage Foundation (Funding Agency) who in honor of their thirtieth anniversary created a special award , of which the Yorkton Brick Mill Heritage Society shall be the recipient.

Through individual members, activities, interaction with clubs and associations, the media, work parties, sign boards, fund raising and the physical stabilization of the building, Yorkton and district have become aware of the mill and the dominant part it played in our agricultural community. The Yorkton Brick Flour Mill Heritage Society are to be commended in its efforts to preserve this part of the history of the city of Yorkton.