

CITY OF YORKTON
REGULAR COUNCIL MEETING AGENDA
Monday, September 19, 2022 - 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 – August 29, 2022
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
 - Economic Development Committee Meeting Minutes – May 12, 2022
 - Economic Development Committee Meeting Minutes – June 9, 2022
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
9. **CORRESPONDENCE**
10. **BYLAWS**
 - Director of Planning, Building & Development
 - Bylaw No. 15/2022 – A Bylaw to Amend Business License Bylaw No. 8/2006 to include Mobile Vendor Regulations
11. **ADMINISTRATIVE REPORTS**
 - Planner
 - Discretionary Use DU04-2022 Contractor Facility at 243 Myrtle Avenue (CMI-1 Commercial – Light Industrial Transitional) [Public Notice Authorization]
 - Director of Legislation & Procedures (City Clerk)
 - Council Meeting Calendar 2023
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
 - 2 Property Items
 - Property Item A
 - Property Item B
14. **ADJOURNMENT**

Economic Development Committee

MINUTES

MAY 12, 2022

7:00 A.M.

CIVIC OPERATIONS CENTER

Attendees	Marty Sveinbjornson, Brian Hilderman, CV Sastry, Bob Knox, Memory Delorme-Antoine, Ray Sharp, Donna Brothwell, Councillor Darcy Zaharia (Via Zoom)
Invited Guests	Mayor Mitch Hipsley
Staff	David Balysky (Business Liaison), Lonnie Kaal (City Manager)
Regrets	Juanita Polegi, Don Reed, Gwen Machnee
Absent	Councillor Dustin Brears
Recording	Shelby Miller
Call to order	7:03 a.m.
Adjourn	8:21 a.m.

Agenda Topics

Adoption of Agenda

	Additions to Agenda None
Motion 12-22	Knox That the Economic Development Committee Agenda for May 12, 2022 be approved. CARRIED.

Minutes of the April 14, 2022 Meeting

Discussion	Minutes from the April 14, 2022 meeting of the Committee were circulated electronically as part of agenda package, and available in hard copy at the meeting.
Motion 13-22	Sveinbjornson That the minutes of the April 14, 2022 meeting be approved as presented. CARRIED.

Downtown Parking

Discussion	<ul style="list-style-type: none"> David presents concerns with downtown parking and provides an option to transition to angle parking as it would be the most affordable to utilize more parking stalls. David refers to angle parking maps as demonstration on how to add more parking, but it would eliminate a traffic lane putting the side streets to one-way traffic. Members discuss the benefits of downtown angle parking which include no parallel parking, no turning around on the street, additional 6 stalls per street, creates a change to downtown, and creates more opportunities for events. Members discuss the disadvantages of downtown angle parking which includes residents being very controversial, unhappy business owners of no
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	<p>parking stalls on their side of street, delivery trucks blocking off one-way traffic, staff parking on the street vs. parking lots.</p> <ul style="list-style-type: none"> • Members ask for a traffic study for backing up into the one-way lane. • David will host an open house for downtown business to provide feedback and look into alternative parking options
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YBID District Business Openings/Expansions/Renovations

Discussion	<ul style="list-style-type: none"> • Donna presents information on the yearly report that was presented to Council regarding new business openings and business renovations. • Donna confirms that YBID is seeing the Business Incentives being used and changes are happening within the business community. • Members discuss funding available and memberships available for YBID.
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Business Incentive – Funding for Interior Renovations

Discussion	<ul style="list-style-type: none"> • Donna requests for an opportunity for funding with an Interior Improvement Business Incentive Program. • Lonnie confirms the City deals with property owners and not building occupants/tenants. • Members discuss that the current Business Incentive Program benefits the property owner, the City, and downtown appeal. Funding interior improvements only benefits the tenant/property owner.
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Rural College Tech Hub – Sub-committee recommendations

Discussion	<ul style="list-style-type: none"> • David gathers recommendations for the rural college tech hub sub-committee. • Juanita provided David a list of names: <div data-bbox="553 1119 876 1373" style="background-color: black; width: 200px; height: 120px; margin: 5px 0;"></div> • Other <ul style="list-style-type: none"> ○ <div data-bbox="553 1402 971 1436" style="background-color: black; width: 250px; height: 16px;"></div> ○ <div data-bbox="553 1444 696 1476" style="background-color: black; width: 88px; height: 15px;"></div> ○ List from April 14, 2022 EDC Meeting Minutes • Committee confirms there would be two separate lists for Smart Farm and Tech Hub.
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Industry West Magazine

Discussion	<ul style="list-style-type: none"> • David presents on Juanita's behalf, the Industry West Magazine proposal. • Juanita approached five (5) businesses about sponsoring in exchange for a feature. Three businesses were not interested at this time and 2 businesses were undecided. • On Juanita's behalf, David asks the members if YBID, Chamber, City of Yorkton willing to split this cost 3 ways.
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	<ul style="list-style-type: none"> • Members discuss that social media is overruling printed media, and the investment could go towards online paid advertising, as online marketing is very cost effective. • David had discussions with City's Communication coordinator of doing paid advertising on social media to reach audiences both within and outside of the community. Lonnie does caution members to finalize targeted areas for promotions. • Donna mentions she did take this to YBID, and YBID is spending money within the business community rather than spending it to non-local printed media. • Members discuss creating/updating a video during events to promote what goes on in Yorkton. CV recommends Red Deer as example. This can promote that Yorkton is "easy access" and "affordable" • Members recommend forming a sub-committee to write about highlighting Yorkton and to share with social media. This sub-committee could consist of YBID, Chamber, Tourism, City of Yorkton, and a few other members. • David will research statistics for top forms of marketing and check with Tourism to confirm if the above-mentioned ideas have already been started.
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Business From the Floor	
Discussion	<ul style="list-style-type: none"> • Donna discusses YBID's June Days, which includes themes, activities in the park, bathrooms, and food trucks. • Members discuss detrimental business effects during these events, which includes parking.

Next Meeting	Thursday, June 9, 2022 at 7:00 a.m. at Civic Operations Centre.
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Adjournment	
Motion 14-22	Mayor Mitch Hipsley That the Economic Development Committee Meeting be adjourned at 8:21 a.m. CARRIED.

CV Sastry
CHAIRPERSON
CV Sastry

Shelby Miller
RECORDING SECRETARY
Shelby Miller

Economic Development Committee

MINUTES

JUNE 9, 2022

7:00 A.M.

CIVIC OPERATIONS CENTER

Attendees	Marty Sveinbjornson, Brian Hilderman, Bob Knox, Memory Delorme-Antoine, Ray Sharp, Donna Brothwell, Juanita Polegi, Councillor Dustin Brears, Councillor Darcy Zaharia (Via Zoom)
Invited Guests	Mayor Mitch Hipsley, Chris Guerette (Via Zoom)
Staff	David Balysky (Business Liaison), Lonnie Kaal (City Manager)
Regrets	Don Reed, CV Sastry
Absent	
Recording	Kateryna Gnatiuk, Shelby Miller
Call to order	7:03 a.m.
Adjourn	8:40 a.m.

Agenda Topics

Adoption of Agenda

	Additions to Agenda <ul style="list-style-type: none">Local Publications – David Balysky
Motion 15-22	Sveinbjornson That the Economic Development Committee Agenda for June 9, 2022, as amended, be approved. CARRIED.

Minutes of the May 12, 2022 Meeting

Discussion	Minutes from the May 12, 2022 meeting of the Committee were circulated electronically as part of agenda package, and available in hard copy at the meeting.
Motion 16-22	Mayor Hipsley That the minutes of the May 12, 2022 meeting be approved as presented. CARRIED.

Saskatchewan Realtor's Association – Chris Guerette

Discussion	<ul style="list-style-type: none">Chris presented the partnership overview of the Saskatchewan's Current Housing Continuum.The partnership consists of 5 groups that include Habitat for Humanity Saskatchewan, Saskatchewan Landlord Association, Regina & Region Home Builder's Association. Saskatoon & Region Home Builder's Association, and Saskatchewan Realtors Association.Group decided to publish the first research paper – current housing continuum report identifies the gap of low inventory vs. balanced market.Emergency shelter, short-term supportive housing, long-term supportive housing, subsidized rental housing, rental housing, and ownership housing is where the pieces of the gap fall.The focus is on an 8 year future housing gap as the communication strategy
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	<ul style="list-style-type: none"> Chris presented that housing demand surged during the pandemic, the high demand for housing was illustrated when the numbers of buyers outpaced sellers, the lack of available homes for sale has become the market's main issue, and the number of new listings for single-family homes has remained stagnant since 2013. Public can find the presentation on the homepage at Sra.ca. Chris mentioned that the report does not include potential solutions but that a second report identifying possible solutions will be released later this year. City of Yorkton Councillors received a certificate of recognition from Saskatchewan Realtor Association for promoting housing within the community, which is a small step to success. Members discussed more on demographic data being broken down on local bases.
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Business Marketing – David Balysky

Discussion	<ul style="list-style-type: none"> David presents business marketing videos from municipalities, such as City of Red Deer, City of Brampton, and City of Yorkton. David will look at marketing the City of Yorkton commercial on the city website, implement into short YouTube ads, and other platforms. Members discussed the commercial shows little to no cultural/diversity and no downtown advertisement. However, there was no response from applicants to be in the commercial from different cultures. Members approved David's City of Yorkton hand-out brochure. However, accentuate the first sentence into "the 3rd largest trading area". Members discussed featuring CN/CP map showing everything intersecting and promoting Yellowhead Highway running through Yorkton. David's intent of this brochure is to be provided at conferences, city website, local restaurants, hotels, Yorkton Tourism package. Mayor Mitch stated the handout should be printed on Cardstock to represent quality Members discussed making two marketing brochures to showcase the Business aspects of Yorkton and the community edition. Members discussed featuring the brochure as a YouTube ad and on the city website.
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City Facility Charges – Ray Sharp

Discussion	<ul style="list-style-type: none"> Ray presented city facility charges for curling club. Lonnie states this would be a contract negotiation for City Council rather than City Administration/EDC Committee. The curling club, it is unique because the food and beverage is being charged out 17% gross income.
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Downtown Outdoor Market Update

Discussion	<ul style="list-style-type: none"> David discussed the meeting held with the Downtown Outdoor Market Committee on May 25th. This committee included Cam Mehling, Dave Nussbaumer, Tonya Vermette, Jane Labash, Nicole Campbell, Glen Tymiak, Donna Brothwell, Scott Sharp, and Julia Schofer
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	<ul style="list-style-type: none"> • Members agreed to David/Donna's suggestion to grow the market into music, beer & wine tasting, BBQ, and activities to make it an end of summer one-time event. • This outdoor market could provide children's entertainment to attract parents, grandparents, and family out. • Members discussed vendors entering free of charge, however, an active City of Yorkton Business Licence would still be required for local and non-resident vendors. • This event is intended to be a stand-alone YBID event, downtown, mid-late August. • David will start organizing information together for this outdoor market. • Donna will present the event to the YBID Board. • David asks if any EDC members are interested in joining the board for the Outdoor Market – Ray Sharp to consult only.
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Business From the Floor

Discussion	<ul style="list-style-type: none"> • Refined Magazine approached David to promote the City of Yorkton on the cover page & 4-page spread for \$4000. • David provided the idea of City of Yorkton doing a smaller spread (ex. Merry Christmas) • Deadline for Fall issue is July 30th, however, the next EDC meeting is September 2022. • Members voted a majority yes and Brian voted no that we pass on the Christmas issue and instead put something together for the Spring 2023 issue. • EDC will be consulted for content for the magazine
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Next Meeting	Thursday, September 8, 2022 at 7:00 a.m. at Civic Operations Centre.
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Adjournment	
Motion 17-22	Councillor Brears That the Economic Development Committee Meeting be adjourned at 8:40 a.m. CARRIED.

Bob Knox

ACTING CHAIRPERSON
Bob Knox

Kateryna Gnatiuk/Shelby Miller

RECORDING SECRETARY
Kateryna Gnatiuk/Shelby Miller

TITLE: Bylaw No. 15/2022 – Amend Business License Bylaw No. 8/2006 – Mobile Vendor Regulations	DATE OF MEETING: September 19, 2022
	REPORT DATE: September 14, 2022
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none"> 1. Proposed Bylaw No. 15/2022 to Amend Bylaw No. 8/2006 2. Consolidated version of Bylaw No. 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

Business License Bylaw No. 8/2006 licenses and regulates business activity within the City of Yorkton. The current Bylaw does not account for Mobile Vendors (food or otherwise), which is a rapidly growing industry and a source of concern for traditional brick and mortar businesses. As such, we propose to amend the Bylaw to include Mobile Vendor Regulations. This will help enhance the overall image, economic vitality and diversity of the City's business sector while ensuring public welfare, nuisance prevention and fair competition. It is important from the perspective of the City to support both the Mobile Vendor industry and the brick and mortar industry by enforcing equitable rules and regulations.

The Business License Bylaw is adopted under *The Cities Act*, which empowers cities to enact bylaws in relation to businesses, business activities and persons engaged in business. The proposed regulations are therefore based on these limitations, and are generally consistent with other City bylaws.

Section 18 "Limits on Residential Facilities" of the Business License Bylaw will be removed as Section 2.2 of the Zoning Bylaw No.14/2003 covers this category in further detail, thus creating space for Mobile Vendor Regulations.

FINANCIAL IMPLICATIONS

Fees were compared for several other cities in the prairies. The proposed fees are on the lower end of those comparable cities but would be sufficient to cover the additional staff time spent on a more detailed licensing process, and further to help offset the forgoing of property taxes. Any directly

related commercial business that already holds a resident Business License would be eligible for a reduced fee (from \$250 to \$50).

COMMUNICATION PLAN/PUBLIC NOTICE

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 September 19, 2022 Council meeting.

If approved by Council, a copy of the amended Bylaw and an updated Mobile Vendor Brochure will be placed on the City's website, with enforcement to begin on January 1, 2023. The updates will also be posted on the City's Facebook account.

Staff will email the new regulations to existing Mobile Vendor businesses.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

The proposed changes are consistent with our Official Community Plan, specifically Section 4.4.1(1), which states that we will "continue to update and streamline business policy and regulatory processes that improve customer services and maintain comparable taxes and fees with other regional jurisdictions" and Section 4.4.1(3) which states that we will "continue to be responsive to emerging "new economy" business sectors". A hopeful outcome is that Mobile Vendors, once successful enough, are able to invest in a permanent location, potentially choosing Yorkton as their destination.

OPTIONS

1. That Bylaw No. 15/2022, 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. 15/2022, 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. 15/2022, 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 19th day of September A.D., 2022.
2. That Bylaw No. 15/2022 be given second reading this 19th day of September A.D., 2022.
3. That with the unanimous consent of Council, Bylaw No. 15/2022, proceed to third reading this 19th day of September A.D., 2022.
4. That Bylaw No. 15/2022, 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 19th day of September A.D., 2022 and be registered in the Bylaw Register of the City of Yorkton.

City of Yorkton Saskatchewan

Bylaw No. 15/2022

**A Bylaw of the City of Yorkton in the Province of Saskatchewan to Amend
Business License Bylaw No. 8/2006 to include Mobile Vendor Regulations.**

WHEREAS, Section 8(1)(h) of *The Cities Act* empowers cities to enact bylaws in relation to businesses, business activities and persons engaged in business;

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 3.2 add the following definitions:

***bb.1 Mobile Vendor* means a business or person that provides goods and/or services from a vehicle or trailer that is not permanently affixed to the site of sale and can be readily transported to and from that site.**

***tt.1 Vendor Unit* means the vehicle or trailer from which goods and/or services are provided. The Vendor Unit is considered a commercial vehicle.**

2. That section 18 be removed and replaced with:

“18. PROVISIONS CONCERNING MOBILE VENDORS

18.1 Licensing Requirements

- a. Every Mobile Vendor shall, before receiving a license under this bylaw, provide the City with:
 - i. Public Health Approval
 - ii. Gas/Electrical Approval
 - iii. Fire Inspection Approval from the Fire Chief
 - iv. A current photo of the Vendor Unit in its entirety
 - v. A current photo of the valid license plate affixed to the Vendor Unit
 - vi. Proof of Automobile Liability
 1. Where a Mobile Vendor operates in or on City property, the City of Yorkton must be named as an additional insured entity as per Agreements and Contracts Policy No. 20.160
 - vii. Proof of Commercial General Liability
 1. Where a Mobile Vendor operates in or on City property, the City of Yorkton must be named as an additional insured entity as per Agreements and Contracts Policy No. 20.160
- b. A Business License must be obtained for each Vendor Unit operating.
- c. No Mobile Vendor shall operate a Vendor Unit without first obtaining the appropriate license from the City.
- d. Periodic inspections may be conducted to ensure compliance.

18.2 Conditions of Operation

- a. Every Mobile Vendor shall comply with all provisions of the City’s current Traffic

Bylaw Parking Regulations.

b. Time Constraints

- i. The Vendor Unit shall be removed from its location of operation between 2:00am - 8:30am on any day, unless part of an event.
- ii. Weekly permits may be purchased if the Mobile Vendor chooses to remain overnight.
- c. Vendor Units shall be stored at an approved location when not in operation, in compliance with the City's current Property Standards Bylaw and current Zoning Bylaw.
- d. At the discretion of the Business License Inspector, the Vendor Unit must be clean, well lit, aesthetically pleasing in appearance and generally well-maintained.
- e. The area surrounding the Vendor Unit must be clean and free from litter and debris.
- f. Wastewater must be disposed of at approved locations.
- g. Placement of any furniture (i.e. tables, chairs, benches, etc.) associated with the Vendor Unit operations is not permitted.
- h. The Vendor Unit shall supply its own power and water source. Generators are permitted provided they do not cause a disturbance.
- i. Overhead canopies or doors shall not obstruct or hinder pedestrian traffic.
- j. Vendor Units shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste.
- k. Mobile Vendors shall attend the Vendor Unit at all times while operating.
- l. The City reserves the right to demand the removal, or relocation of any Vendor Unit where it is found that the location in any way impedes pedestrian or vehicular traffic or their safety, causes disruption to any nearby business establishment, or is otherwise in contravention of this bylaw."

3. That Schedule B add the following fee:

Business License Type	Application Fee ¹	Business License Fee ²	Pro-Rated Fee ³ after September 1
<i>Mobile Vendor</i> ⁴	\$50.00	\$250.00 annually	\$150.00

- ⁴ **Mobile Vendors with a licensed commercial property in Yorkton that is directly related to the Vendor Unit, will be eligible for a reduced fee equivalent to that of a Resident License.**

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

Mayor

City Clerk

Introduced and read a first time this ____ day of _____, A.D. 2022

Read a second time this ____ day of _____, A.D. 2022

Read a third time this ____ day of _____, A.D. 2022

CONSOLIDATED COPY

which includes

Bylaw No. 16/2021, and
Bylaw No. 15/2022

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;
- bb.1 *mobile vendor* means a *business or person* that provides goods and/or services from a vehicle or trailer that is not permanently affixed to the site of sale and can be readily transported to and from that site;
- cc. *not classified* means a *business or person* that is not otherwise classified, listed or

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- 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;

tt.1 *vendor unit* means the vehicle or trailer from which goods and/or services are provided. The Vendor Unit is considered a commercial vehicle;

uu. *Zoning Bylaw* means the City's current Zoning Bylaw as may be amended or replaced from time to time.

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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:
- if a *business* is discontinued; or
 - 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:
- Operating a bed and breakfast;
 - Operating a boarding, lodging or rooming house;
 - Acting as a direct seller or direct sales contractor;
 - Operating a family child care home;
 - Operating a day care centre;
 - Acting as a fish pedlar;
 - Operating a group care facility;
 - Operating a group care home;
 - Operating a home based business or home occupation;
 - Operating a nursing home or personal care home;
 - Operating an office of convenience;
 - Operating a personal care home;
 - Operating a public eating establishment;
 - Operating a personal service establishment;
 - Acting as a pawn broker, second hand dealer or antique dealer;
 - Operating a residential care facility;
 - Operating a residential care home;
 - Hosting or operating a trade show;
 - 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.

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~~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.~~

18. PROVISIONS CONCERNING MOBILE VENDORS

18.1. Licensing Requirements

- a. Every Mobile Vendor shall, before receiving a license under this bylaw, provide the City with:
 - i. Public Health Approval
 - ii. Gas/Electrical Approval
 - iii. Fire Inspection Approval from the Fire Chief
 - iv. A current photo of the Vendor Unit in its entirety
 - v. A current photo of the valid license plate affixed to the Vendor Unit
 - vi. Proof of Automobile Liability
 1. Where a Mobile Vendor operates in or on City property, the City of Yorkton must be named as an additional insured entity as per Agreements and Contracts Policy No.20.160
 - vii. Proof of Commercial General Liability
 1. Where a Mobile Vendor operates in or on City property, the City of Yorkton must be named as an additional insured entity as per Agreements and Contracts Policy No.20.160
- b. A Business License must be obtained for each Vendor Unit operating.
- c. No Mobile Vendor shall operate a Vendor Unit without first obtaining the appropriate license from the City.
- d. Periodic inspections may be conducted to ensure compliance.

18.2 Conditions of Operation

- a. Every Mobile Vendor shall comply with all provisions of the City's current Traffic Bylaw Parking Regulations.
- b. Time Constraints
 - i. The Vendor Unit shall be removed from its location of operation between 2:00am - 8:30am on any day, unless part of an event.
 - ii. Weekly permits may be purchased if the Mobile Vendor chooses to remain overnight.
- c. Vendor Units shall be stored at an approved location when not in operation, in compliance with the City's current Property Standards Bylaw and current Zoning Bylaw.
- d. At the discretion of the Business Licence Inspector, the Vendor Unit must be clean, well lit, aesthetically pleasing in appearance and generally well-maintained.
- e. The area surrounding the Vendor Unit must be clean and free from litter and debris.
- f. Wastewater must be disposed of at approved locations.
- g. Placement of any furniture (i.e. tables, chairs, benches, etc.) associated with the Vendor Unit operations is not permitted.
- h. The Vendor Unit shall supply its own power and water source. Generators are permitted provided they do not cause a disturbance.
- i. Overhead canopies or doors shall not obstruct or hinder pedestrian traffic.

- j. Vendor Units shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste.
- k. Mobile Vendors shall attend the Vendor Unit at all times while operating.
- l. The City reserves the right to demand the removal, or relocation of any Vendor Unit where it is found that the location in any way impedes pedestrian or vehicular traffic or their safety, causes disruption to any nearby business establishment, or is otherwise in contravention of this bylaw.

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:
- 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;
 - 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
 - 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>Mobile Vendor⁴</i>	\$50.00	\$250.00 annually	\$150.00
<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.
4. **Mobile Vendors with a licensed commercial property in Yorkton that is directly related to the Vendor Unit, will be eligible for a reduced fee equivalent to that of a Resident License.**

Amended by
Bylaw No.
15/2022

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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: Discretionary Use DU04-2022 – Contractor Facility at 243 Myrtle Avenue (CMI-1 Commercial – Light Industrial Transitional) Public Notice Authorization	DATE OF MEETING: September 19, 2022
	REPORT DATE: September 14, 2022
	ATTACHMENTS: <ol style="list-style-type: none"> 1. Key Plan 2. Zoning District 3. Summary of Discretionary Use Process 4. Description of Use Letter 5. Site Plan 6. Public Notice
CLEARANCES: Michael Eger Michael Eger – Director of Planning, Building & Development	
Written by: Carleen Koroluk Carleen Koroluk	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

Summary of History/Discussion:

This report is in response to a Development Permit application for a Contractor Facility use at 243 Myrtle Avenue (see Attachment 1).

The subject property is zoned CMI-1 Commercial – Light Industrial Transitional (see Attachment 2) and Contractor Facilities are listed as a Discretionary Use in this zone. Under *The Planning and Development Act, 2007*, discretionary use applications require Council authorization to proceed (see Attachment 3).

Administrative Review:

The applicant, Immortal Concrete Ltd, is an existing business who has recently relocated to the subject property from a previous leased location in the Light Industrial zoning district. The Applicant was unaware of the Development Permit requirement before entering into a lease and relocating to the subject property. Submission of a Business Licence application drew attention to the relocation and the Applicant was advised of the Discretionary Use Development Permit requirement.

The Zoning Bylaw defines Contractor Facilities as:

“A development used for the provision of building construction, landscaping, concrete, electrical, excavation, drilling, heating, plumbing, paving, road construction, sewer or similar services of a construction nature which require on-site storage space for materials construction equipment or

vehicles normally associated with the contractor service. Any sales area shall be accessory to the principal general contractor service use only. This use class does not include professional, financial and office support services.”

While the Zoning Bylaw does not contain specific Discretionary Use requirements for Contractor Facilities, applications are typically more favourably considered where it can be demonstrated that their location is appropriate to the site and that it will have a minimal impact on the surrounding adjacent areas, including, but not limited to:

- the anticipated levels of noise and odours created by the use;
- the anticipated increased level or types of vehicle traffic, unsafe conditions or situations for vehicles, cyclists or pedestrians;
- the use will have a minimal impact on the amenity of the surrounding zoning district and adjacent areas and that these areas will not be reasonably compromised;
- the character of adjacent residential uses, if applicable, shall be protected and maintained through the provision of buffer areas, separation distances and screening.

The Applicant has provided a Description of Use Letter (see Attachment 4) explaining that the business predominantly provides concrete installation services at specific job sites and that concrete is supplied by other manufacturers. They do not manufacture or produce concrete.

Business carried out at this location primarily consists of storage space for products and equipment with minimal counter top coatings performed indoors. The rear of the site is partially fenced and provides adequate room for trailer storage and off street parking (see Attachment 5).

The applicant has advised that epoxy products used on site do not emit odors, are non toxic and are compliant with Canadian VOC (Volatile Organic Compound) codes. Countertop construction produces minimal noise while utilizing skill saws and drills.

Currently, the business employs two full time employees and one part-time employee.

As reported to Council on previous occasions, Myrtle Avenue is a mixed-use area and the long term objective would be to transition the street to Commercial uses. However, the proposed light industrial use will have a low impact and will generate very little noise, traffic movements or heavy traffic.

Conclusion:

At this time, Administration has no objections to the Discretionary Use and would like to initiate the public notice process including advertisement in the local newspaper, at City Hall and on the City website, as well as circulation to property owners within 75 metres of the subject property (see Attachment 6).

If authorization for Public Notice is granted, the application will also be referred to the Planning and Infrastructure Commission for their input. The Commission’s recommendations will be brought back to Council, for their review and decision, in conjunction with the Public Hearing.

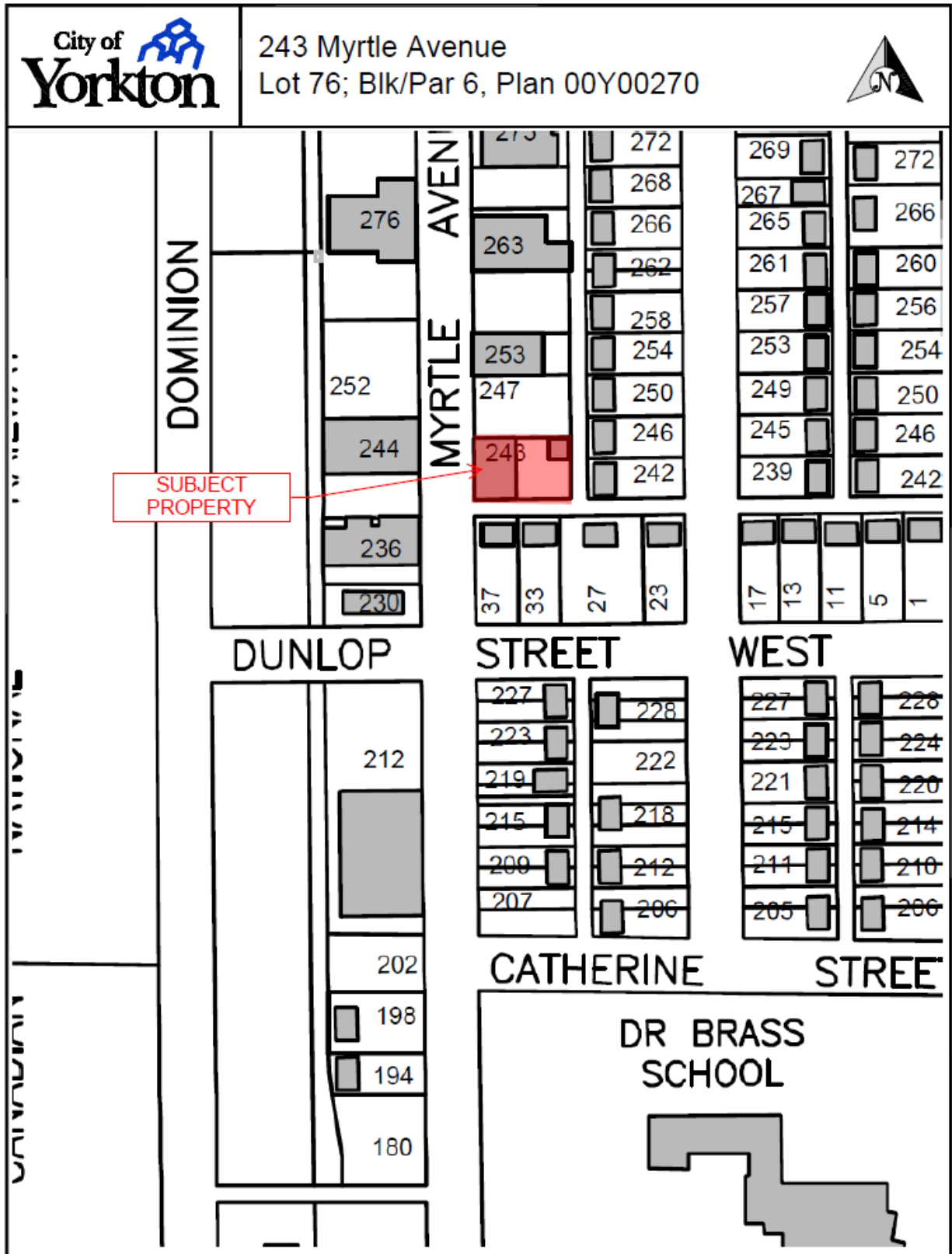
Council Options:

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU04-2022 which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003, at 243 Myrtle Avenue, and that the application be brought back to Council for its review and decision;
2. That Public Notification for Discretionary Use application DU04-2022, which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003 at 243 Myrtle Avenue, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

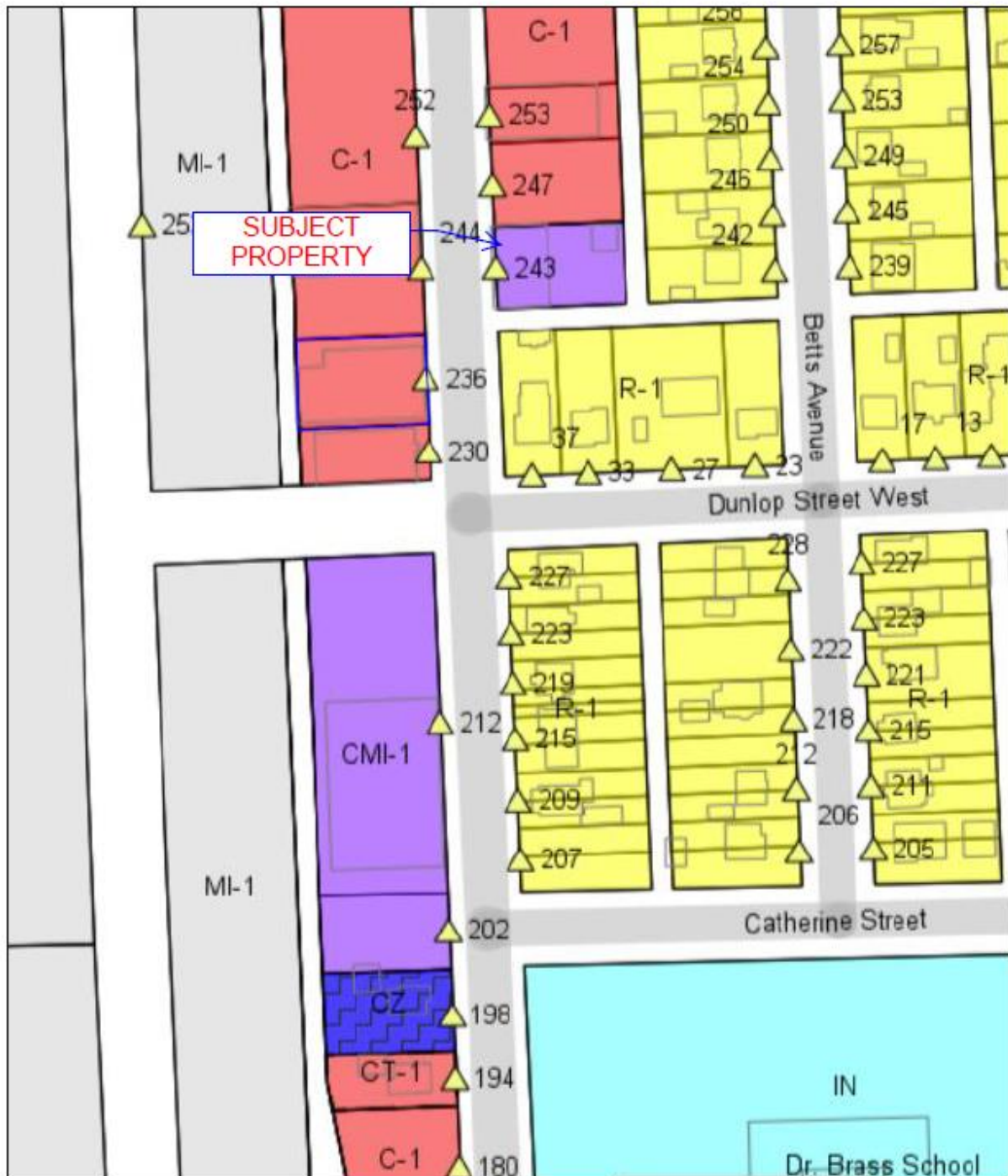
Administrative Recommendation:

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU04-2022 which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003 at 243 Myrtle Avenue, legally described as Lot 76; Block 6; Plan 00Y00270, and that the application be brought back to Council for its review and decision.

Attachment 1 – Key Plan



Attachment 2 – Zoning District



C-1 City Centre Commercial

CMI-1 Commercial-Industrial Transitional

CZ Contract Zone – R-5 Mixed Use Residential

CT-1 City Centre Commercial Transitional

R-1 General Residential

IN Institutional

Attachment 3 – Summary of Discretionary Use Process

Summary of Discretionary Use Application Process:

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

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

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

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

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

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

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

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

Attachment 4 – Description of Use Letter

Here at Immortal Concrete Ltd we specialize in the installation of residential and commercial flat work and epoxy coatings. We do preparations to the job sites, followed by the placement of the concrete supplied by a localized concrete manufacturing plant and the concrete is later finished. We offer different finishes that require different machines and tools. Including hand float, broom finish, stamp patterns, and power trowel. Aside from the concrete services we offer we also offer epoxy coatings to counter tops, and commercial and residential floorings. Some of the counter top coatings are done in an area located in the shop, as the process to do these can become quite messy. Aside from the area in the shop that is designated to creating the epoxy countertops, there is also ample storage space for multiple trailers, hand tools, an industrial wood planer, power trowels, tampers, floor grinding machines and heavy-duty vacuums (used for epoxy coatings), epoxy product, epoxy color pods, epoxy supplies, PH balanced cleaning agents, 99% isopropanol, concrete sealers, concrete powdered color, release agents and powdered anti-slip grip agents. Secondary to the shop area itself are two office spaced areas. One is used as an office space for secretarial work and the other that is used as a display room for countertop and flooring samples as well as small epoxy handmade hobby items.

East of the building there is smaller garage/shed. This is used for the storage of concrete screed boards, concrete forms and lumber to create forms. To the west of the shed there is a designated area for staff parking along the north side of the existing fence. The existing fence runs along the north and east sides of the property.

At this time there are no additional plans to make any proposed site improvements.

Attachment 5 – Site Plan



Attachment 6 – Public Notice

Public Notice

**Discretionary Use Application for Contractor Facility
in CMI-1 Commercial – Industrial Transitional Zoning District
243 Myrtle Avenue**



Legal Description: Lot 76, Blk/Par 6, Plan 00Y00270

Civic Address: 243 Myrtle Avenue

Proposed Use: Contractor Facility

Details: The applicant proposes to utilize the building to store equipment and products related to the installation of residential and commercial concrete and epoxy coatings, install epoxy coatings on countertops and display countertop and flooring samples and handmade epoxy items.

Public Hearing: City Council will hear all persons who are present and wish to speak to the application and all written submissions will be read verbatim unless the submitter is in attendance to speak on the submission, on **Monday, October 3, 2022 at 5:00 pm in City Hall Council Chambers, Yorkton, SK.**

If you wish to provide written comments for Council's consideration, **they must be submitted by 9:00 a.m. on Wednesday, September 28, 2022.** Written submissions must be directed to:

Jessica Matsalla, Director of Legislation & Procedures

In Person: 37 Third Avenue North, Yorkton, SK

Via Mail: Box 400, Yorkton, SK S3N 2W3

Via Email: jmatsalla@yorkton.ca

Information: Questions regarding the application may be directed to:

Carleen Koroluk, Land Use Planner

Phone: (306) 786-1727

Email: ckoroluk@yorkton.ca

TITLE: Council Meeting Calendar 2023	DATE OF MEETING: September 19, 2022
	REPORT DATE: September 14, 2022
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none"> 1. Draft Council Calendar 2023 – Option 1 2. Draft Council Calendar 2023 – Option 2 3. Draft Council Calendar 2023 – Option 3 4. Draft Council Calendar 2023 – Option 4
Written by: Jessica Matsalla - City Clerk Jessica Matsalla	
Reviewed by: Amanda Dietz - Assistant City Clerk Amanda Dietz	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

BACKGROUND

Council is mandated by the Procedures Bylaw No. 1/2016 to approve the upcoming year's Council Meeting calendar by the end of September, annually. Meetings on the schedule include Regular Council Meetings, Committee of the Whole Council Meetings and Strategic Planning Meetings of Council.

Committee of the Whole Council Meetings and Strategic Planning Meetings, if not otherwise scheduled can be added at the call of the Mayor and City Manager, respectively. Special Meetings are at the call of the Mayor or a majority of Council Members.

DISCUSSION/ANALYSIS/IMPACT

I am proposing the first meeting of the year to happen on the second Monday of the year, as we wind down from the holiday season and begin planning for Committee Meetings after appointment of new members. This also leaves the normal three (3) week separation between the December 2022 meeting and the first meeting of 2023.

The *Procedures Bylaw No. 1/2016* provides for meetings that fall on statutory holidays to be held the Tuesday following the Stat Holiday, the Monday prior or the Monday after, to avoid the conflict. The options presented tonight did not consider moving the meetings to the Tuesday after a statutory holiday, as in the past few years, Council has opted to move to different Mondays alternatively.

Four calendars have been prepared as options for Council's consideration.

Monday Options

Option 1 includes adjustments to avoid statutory holidays and the implications of those adjustments are as follows:

- a) Between January and February, there are two weeks between meetings due to the school break.
- b) Between March and April there are four weeks between meetings due to the SUMA convention and Easter school break.
- c) Between July and August, there are four weeks between Regular Council Meetings due to the August long weekend (there is a Committee of the Whole scheduled for July 31, and Council could opt to substitute that with a Regular meeting, which presents minor differences in dates as outlined in Option 3).*
- d) Between the August and September meetings there are four weeks between Regular Meetings due to the Labour Day Long weekend.
- e) Between October and November, there are two weeks between Regular Meetings due to when Remembrance Day is observed.

Option 2 includes adjustments to avoid statutory holidays and the implications of those adjustments are as follows:

- a) Between January and February, there are two weeks between meetings due to the school break.
- b) Between March and April there are four weeks between meetings due to the SUMA convention and Easter school break.
- c) In July, there are two weeks between meetings due to the August long weekend.*
- d) Between October and November, there are two weeks between Regular Meetings due to when Remembrance Day is observed.

Wednesday Options

This presents a new concept for Council to consider, the option to have meetings on Wednesdays. Mid-week meetings cause less interference with statutory holidays, and it is more conducive to a consistent three-week interval between meetings (with the exception of conflicts in April). If Council approves this option, it would be included in an upcoming Procedures Bylaw revision.

Option 3 offers a calendar with exactly 3 weeks apart in all Regular Council Meetings, however one of these meetings does interfere with the February school break.

Option 4 is another option for the Wednesday meetings. It intentionally shortens time between meetings in February and March, so as to avoid both the February and April school breaks. Aside from those anomalies, it lines up in April for the rest of the year. You will see 3 meetings in a row, with 2 weeks apart.

The proposed schedules have 17-18 Regular Council Meetings, and six (6) to seven (7) Committee of the Whole Council Meetings.

FINANCIAL IMPLICATIONS

None.

COMMUNICATION PLAN/PUBLIC NOTICE

The Council meeting calendar, once approved is entered on the City's website where access to the agendas, packages and videos is available. Our local media is provided the schedule, and notices of meetings are posted at City Hall, and on our Facebook page. We also broadcast live on Access cable, as well as stream the meetings live on the City's website.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

Under the Governance and Communication goal of the Strategic Plan 2020, publication of the meetings supports the objective to "Provide priority information to residents and others in a variety of means to inform, engage and encourage residents to participate in good governance, policy development and to adopt actions that support sustainable community lifestyle choices."

OPTIONS:

1. To approve the Council Calendar 2023 - Option 1 as attached.
2. To approve the Council Calendar 2023 – Option 2 as attached
3. To approve the Council Calendar 2023 – Option 3 as attached.
4. To approve the Council Calendar 2023 – Option 4 as attached.
5. Other direction of Council.

RECOMMENDATIONS:

No recommendations.

2023 Council Meeting Calendar

January '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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29	30	31				

February '23						
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March '23						
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April '23						
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May '23						
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June '23						
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July '23						
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August '23						
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September '23						
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October '23						
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November '23						
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December '23						
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31						

Notes

<http://www.vertex42.com/calendars/>

Council Meetings
SUMA Convention
Statutory Holidays (Or Observed)
School Breaks (weeks)
CoW - Council Priorities Quarterly Update - Open
CoW - Other
Strategic Planning Meetings

CoW Dates & Potential Topics

Feb, 27 - Tentative Tax Policy
Feb. 27 - Q4 2022 Update
May 8 - Q1 2023 Update
Jul. 31 - Q2 2023 Update
Oct. 30 - Q3 2023 Update
Nov. 20 & Dec. 4 Budget

17 Council Meetings

Deputy Mayor

Nov. 2020-February 2021 Councillor Goulden
March-June 2021 Councillor Dustin Brears
July-October 2021 Councillor Quinn Haider
Nov. 2021-February 2022 Councillor Ken Chyz
March-June 2022 Councillor Chris Wyatt
July-October 2022 Councillor Darcy Zaharia
Nov. 2022-February 2023 Councillor Randy Goulden
March-June 2023 - Councillor Dustin Brears
July-October 2023 - Quinn Haider
Nov. 2023-February 2024 Councillor Ken Chyz
March-June 2024 - Councillor Chris Wyatt
July-October 2024 - Councillor Darcy Zaharia

2023 Council Meeting Calendar

January '23						
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February '23						
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March '23						
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April '23						
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May '23						
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June '23						
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July '23						
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August '23						
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September '23						
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October '23						
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November '23						
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December '23						
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Deputy Mayor

Nov. 2020-February 2021 Councillor Goulden
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 Nov. 2023-February 2024 Councillor Ken Chyz
 March-June 2024 - Councillor Chris Wyatt
 July-October 2024 - Councillor Darcy Zaharia

2023 Council Meeting Calendar

January '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Notes

<http://www.vertex42.com/calendars/>

Council Meetings

SUMA Convention

Statutory Holidays (Or Observed)

School Breaks (weeks)

CoW - Council Priorities Quarterly Update - Open

CoW - Other

Strategic Planning Meetings

CoW Dates & Potential Topics

Jan. 25 - Q4 2022 Update

May 3 - Q1 2023 Update

Jul. 26 - Q2 2023 Update

Oct 25 - Q3 2023 Update

Budget Nov. 29 & Dec. 6

TBD - Tax Policy

17 Council Meetings all 3 weeks apart

Deputy Mayor

Nov. 2020-February 2021 Councillor Goulden

March-June 2021 Councillor Dustin Brears

July-October 2021 Councillor Quinn Haider

Nov. 2021-February 2022 Councillor Ken Chyz

March-June 2022 Councillor Chris Wyatt

July-October 2022 Councillor Darcy Zaharia

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22	23	24	25	26	27	28
29	30	31				

February '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

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Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
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13	14	15	16	17	18	19
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May 3 - Q1 2023 Update

Jul. 26 - Q2 2023 Update

Oct. 25 - Q3 2023 Update

Nov. 29 & Dec. 6 - Budget

TBD - Tax Policy

18 Council Meetings (3 within 2 weeks apart)

Deputy Mayor

Nov. 2020-February 2021 Councillor Goulden

March-June 2021 Councillor Dustin Brears

July-October 2021 Councillor Quinn Haider

Nov. 2021-February 2022 Councillor Ken Chyz

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