

CITY OF YORKTON
REGULAR COUNCIL MEETING AGENDA
Monday, May 15, 2023 - 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 – April 24, 2023
 - Committee of the Whole Council Meeting Minutes – May 8, 2023
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - Presentation – Yorkton Film Festival – Update on activities and invitation for 2023 Festival
 - Presentation – The Health Foundation – Overview on Fundraising (Equipment, Education)
 - Presentation – Yorkton Terriers – Request for Cost Share for Dressing Room Upgrades
 - Yorkton Business Improvement District – Update on Operations & approval of 2023 Budget
 - Public Hearing – Disposition of City Owned Building – 93 Broadway Street West (known as Yorkton Public Library)
 - Tax Abatement Request for 153- 155 3rd Avenue N. (4 unit town home) – Andy Katzberg
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - Director of Planning, Building & Development
 - Residential Construction Incentive Policy Renewal – 2023
9. **CORRESPONDENCE**
10. **BYLAWS**
 - Director of Planning, Building & Development
 - Bylaw 8/2023 – To provide for the sale of Municipal Reserve Parcel MR-1 Plan 99Y07581 [Introduction and 1st Reading and Public Notice Authorization]
11. **ADMINISTRATIVE REPORTS**
 - Bylaw & Safety Supervisor
 - Downtown Parking Lease Program
 - Director of Planning, Building & Development
 - Zoning Bylaw Amendment Application – PIC Referral Feedback
 - Land Use Planner
 - Discretionary Use DU02-2023 – Contractor Facility at 3-111 Magrath Street (C-1 City Centre Commercial) [Public Notice Authorization]
 - Director of Legislation and Procedures (City Clerk)
 - Recommendations from the Committee of the Whole Council Meeting – May 8, 2023
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
14. **ADJOURNMENT**

From: amanda.dietz@yorkton.ca
To: [Amanda Dietz](#)
Subject: New Response Completed for Request to Appear Before Council Form
Date: Monday, May 1, 2023 3:02:55 PM

CAUTION: External Email

Hello,

Please note the following response to Request to Appear Before Council Form has been submitted at Monday May 1st 2023 2:58 PM with reference number 2023-05-01-016.

- **First name:**
Randy
- **Last Name:**
Goulden
- **Committee/Organization name:**
Yorkton Film Festival
- **Address:**
49 Smith Street East
- **City:**
Yorkton
- **Province:**
Saskatchewan
- **Postal code:**
S3N 1E4
- **Name:**
Ron Irvine
- **Title:**
CoChairperson
- **Daytime phone number:**
[REDACTED]
- **Email:**
[REDACTED]
- **Date of request:**
5/1/2023
- **Date of council meeting that the presenter is wishing to attend:**
5/15/2023
- **Topic being presented:**
Yorkton Film Festival
- **Description of request: (Clearly state what is being asked of Council. Provide detailed information about why the information is being presented and the importance to the community)**
Yorkton Film Festival, longest running in North America, since 1947, 76 years.
Update on the activities, events and invitation to attend.

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

City of Yorkton

May 15, 2023

An Overview

What are we working on

Fundraising - Two Tracks

Track One

- Equipment for the Yorkton Regional Hospital
- Education and training for Hospital Staff

Track Two

- We are working with Parkland College to assist them in delivering healthcare courses that address positions that are hard to recruit in rural Saskatchewan

Potential time lines:

- August of 2023 Parkland College starts a medical lab assistant course (MLA).
- The practicums will take place in hospitals in this region.
- We are exploring with Parkland other courses that could be offered in Fall of 2024

Equipment for the Yorkton Regional Hospital

This year we are looking at:

- An echocardiogram
- Ultrasound machine
- An Isolette
- Five pieces of equipment for the lab
 - These will have a cost of \$575, 334

In addition we fund roughly \$50,000 annually in education support for Nurses, Therapists and other staff

Generally, each year we fund equipment purchases in the facilities outside of Yorkton – this ranges from \$50,000 to \$100,000

In the last three years our Foundation has approved \$2,572,514 in funds for equipment purchases or education.

Parkland College

Medical Lab Assistant (MLA) course

Has equipment costs of \$203,000 that we have agreed to fund

Courses we are working on for 2024 and later

Potential cost of \$711,000 if everything works out

- We have signed a Memorandum of Understanding with the College to work with them on the development and implementation of courses that are ‘hard to recruit for this region’
- The Health Foundation has committed to funding the MLA course and a further \$300,000 for equipment for 2024 courses.
- We have also agreed to assist raising additional funds

The Health Foundation's Role

- Since the transition to a Single Health Authority
- Who speaks for us
 - Who makes sure we don't get forgotten
 - Increasingly this is the role of foundations and municipalities
- Making sure funds are allocated to our facilities
 - The foundations' job isn't to replace tax dollars
 - We augment what the government does
 - Who speaks to the issue of maintaining local services

The Future

Planning for a new hospital has started

- What steps can we take to ensure services can be delivered in a new facility
- How do we position ourselves to see services grow and expand
- We need to expand what we are doing to meet those challenges
- What we are able to do is solely based on financial contributions

From: amanda@yorktonhockey.ca
To: Amanda Dietz
Subject: New Response Completed for Request to Appear Before Council Form
Date: Thursday, May 4, 2023 4:22:59 PM

CAUTION: External Email

Hello,

Please note the following response to Request to Appear Before Council Form has been submitted at Thursday May 4th 2023 4:17 PM with reference number 2023-05-04-018.

- **First name:**
Jeff
- **Last Name:**
Sperling
- **Committee/Organization name:**
Yorkton Terrier Junior Hockey Booster Club Inc
- **Address:**
Box 277
- **City:**
Yorkton
- **Province:**
Saskatchewan
- **Postal code:**
S3N 2V7
- **Name:**
Corvyn Neufeld
- **Title:**
Board President
- **Daytime phone number:**
[REDACTED]
- **Email:**
[REDACTED]
- **Date of request:**
5/4/2023
- **Date of council meeting that the presenter is wishing to attend:**
5/15/2023
- **Topic being presented:**
Yorkton Terrier dressing room, coach's office and training room
- **Description of request: (Clearly state what is being asked of Council. Provide detailed information about why the information is being presented and the importance to the community)**
The Yorkton Terrier Junior Hockey Booster Club Inc is requesting the City of Yorkton provide financial assistance for improvements to the club's team dressing room, head coach's office and training room within the Gallagher Centre, in the amount of \$60,000.
The Yorkton Terrier's facilities within the Gallagher Centre are well past their intended shelf-life. Although some minor cosmetic upgrades have been done over the years, wholesale improvements are long overdue.
The facilities noted have become a liability from a recruiting perspective. Other Saskatchewan Junior Hockey League (SJHL) teams have larger, more functional and more modern facilities. The condition of our showers, washrooms and training facility have deteriorated badly and are not up to modern standards. Our equipment is old and in some cases no longer up to code. The facilities are not a source of pride for players and staff.
When the City of Yorkton did preliminary research on a new ice surface at the Gallagher Centre, our club had some hope that dressing room, office and training facilities would be renovated and that our club would finally have facilities more comparable to those available in other communities within the SJHL.
A committee has been formed to fundraise and project lead the Terrier facility improvements. The board of directors, coaching staff and alumni are fully supportive of this project.
Proposed improvements are not structural in nature. Below is a list of the improvements planned at this time:
Dressing room
 - Replace top lockers
 - Repair and paint bottom lockers and add cushioned seating
 - Paint
 - LED lighting
 - Replace showers, toilet, toilet stall, urinal, sink and vanity, towel rack, etc
 - Industrial fans
 - Sound system and TV
 - Skate Hangers and Stick Rack
 - Yorkton Terrier signageCoach's Office
 - Replace toilet and sink
 - Add doors to cabinets
 - New furniture – desk, chairs, couch, fridge and TV
 - Paint
 - LED lighting
 - Game clock
 - Yorkton Terrier signageTrainer's Room
 - Therapeutic cold tubs
 - First Aid and Medical kits
 - Trainer's table
 - Washing machines, Service existing dryers
 - Cabinetry upgrades
 - Stick rack
 - Skate sharpener with proper ventilation
 - Water softener
 - Secure storage for player's clothing and personal items
 - Paint
 - LED lighting
 - Yorkton Terrier signageAll salvaged equipment, cabinetry, furniture, etc will be auctioned off with proceeds going to this project.
The estimated budget for the planned improvements is \$120,000. Our committee has already secured approximately \$40,000 in funding with a goal to secure at least \$60,000. We are asking the City of Yorkton to fund the remaining \$60,000.
The Yorkton Terrier Hockey Club believes these changes will dramatically improve the experience for our players and staff. The end result will be facilities we can be proud of. Aggressive timelines are scheduled to ensure the upgrades are complete prior to the Yorkton Terrier main training camp at the beginning of September.

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

Amanda Dietz

From: Jessica Matsalla
Sent: Wednesday, May 10, 2023 2:34 PM
To: Amanda Dietz
Subject: Update for Terriers Request - Dressing Room Upgrades

Hi Amanda,

Please include this email with the request from the Terriers:

As per my phone call with Jeff Sperling on May 5, 2023, they wish to update their original request for monetary support from city for Terrier Dressing Room upgrades, by increasing it from \$60,000 to \$80,000, as they believe the dressing room upgrade will be \$140,000 (not \$120,000 as originally stated.)

Thank you,

Jessica Matsalla
Director of Legislation and Procedures - City Clerk
City of Yorkton, P.O. Box 400 Yorkton, SK S3N 2W3
Treaty 4 Territory and Homeland of the Métis
Ph: 306.786.1718
www.yorkton.ca



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Amanda Dietz

CAUTION: External Email

Mrs. Matsalla,

Here are some picture for the Monday night meeting.

Regards,
Jeff Sperling











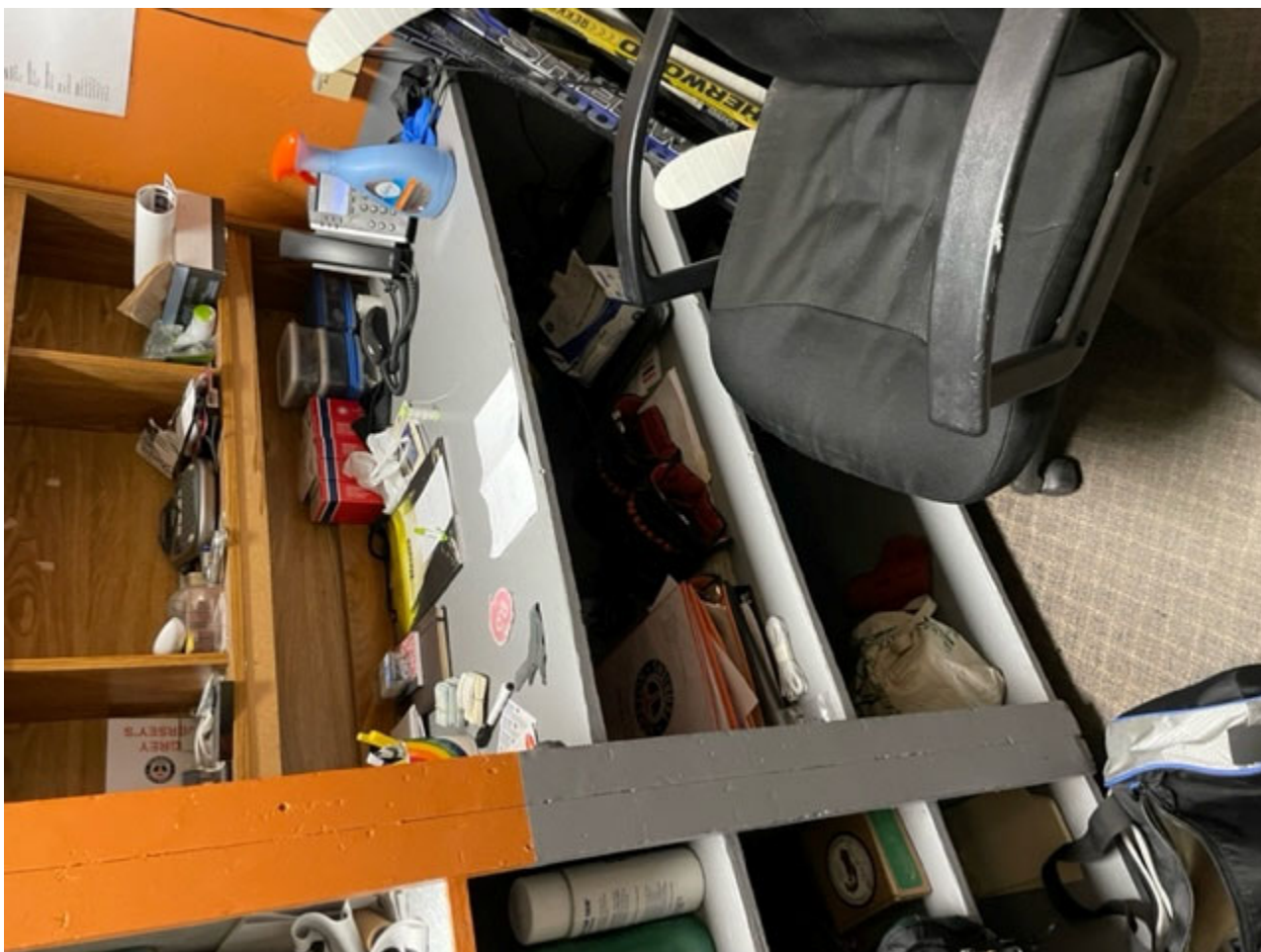






CAUTION: External Email

More pictures,

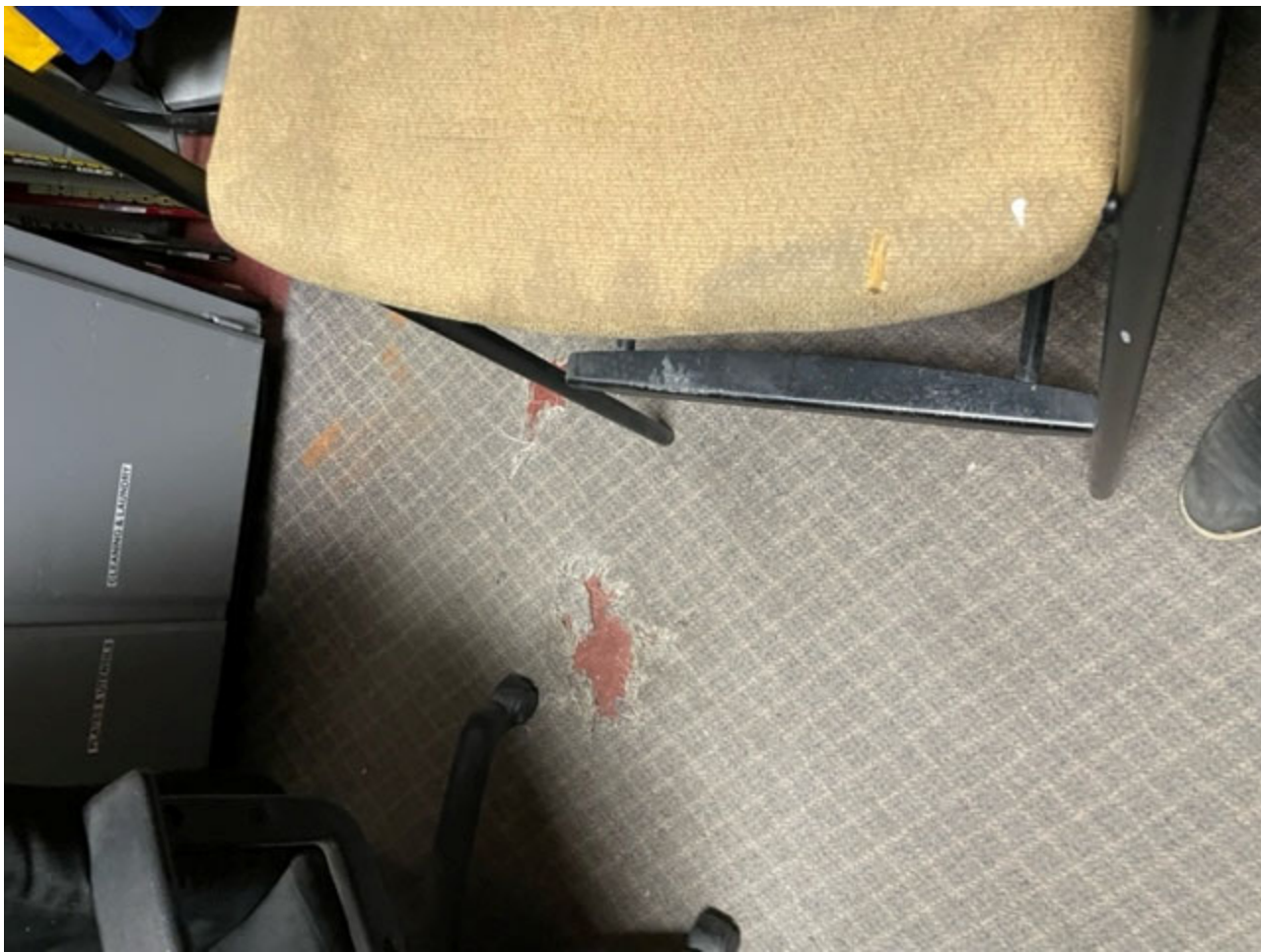














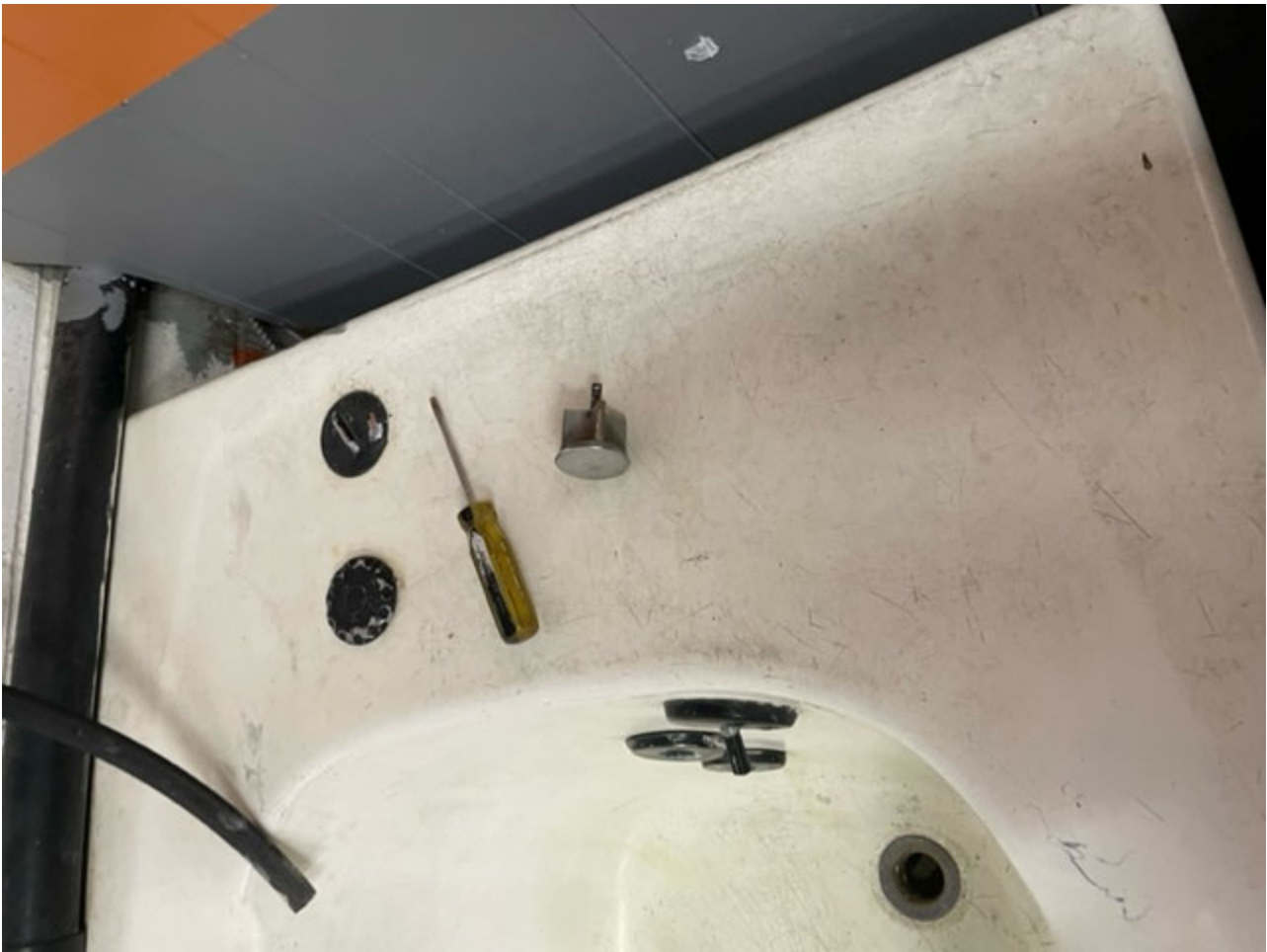


CAUTION: External Email

More pictures













Amanda Dietz

CAUTION: External Email

Mrs.Matsalla,

Here are some more pictures of the training room









Amanda Dietz

CAUTION: External Email

Mrs.Matsalla,

Here are some pictures what we did last year to the room and a mock up of what it'll look like next year.







Introduction:

A Presentation from
YBID by
Executive Director
Donna Brothwell



2023 Budget	Annual
Revenue	
EMPLOYEE COSTS	TOTAL
Business Levy	\$ 112,000.00
Grant - City of Yorkotn	\$ 100,000.00
Interest	\$ 500.00
Santa Claus Parade*	\$ 21,000.00
Other/Grants/ Funding*	\$ 38,000.00
Total Revenue	\$ 271,500.00
Administration Costs	
OFFICE COSTS	TOTAL
Bank Charges	\$ 1,000.00
Board Expenses	\$ 1,000.00
Convention and Travel	\$ 4,000.00
Salary and Benefits	\$ 40,000.00
Meetings and Promotion	\$ 4,500.00
Memberships and Subscriptions	\$ 1,000.00
Office Expenses	\$ 1,500.00
Professional Fees	\$ 1,800.00
Promotions and Advertising	\$ 13,000.00
Rent	\$ 4,000.00
Telephone	\$ 1,400.00
Total Administration Costs	\$ 73,200.00
Programs and Projects	
Clean Sweep	\$ 17,000.00
Flowers and Pots	\$ 47,000.00
June Days	\$ 18,000.00
Santa Claus Parade/Fest	\$ 9,000.00
OtherSponsorshiips/Memberships*	\$ 7,300.00
Dracup Reserve/Highway #9/Broadway*	\$ 50,000.00
BIIP program	\$ 50,000.00
Total Programs and Projects	\$ 198,300.00
Excess of Revenue Over Expenses	\$ -

Long Term Commitments		
Dracup Project 2017	\$ 50,000.00	PD Nov. 21st 2018
Dracup Project 2018	\$ 50,000.00	2017 and 2018 paid Nov. 21st 2018
Dracup Project 2019	\$ 50,000.00	Paid Aug. 30th 2019
Dracup Project 2020	\$ 50,000.00	Pd July 2020
Dracup Project 2021	\$ 50,000.00	Pd Aug 2021
Dracup Project 2022	\$ 50,000.00	Pd May 2022
Dracup Project 2023	\$ 50,000.00	
Total	\$ 350,000.00	
Highway #9/Broadway 2024	\$ 50,000.00	
Highway #9/Broadway 2025	\$ 50,000.00	
Highway #9/Broadway 2026	\$ 50,000.00	
Total	\$ 150,000.00	

Santa Claus Parade		
Revenue - Sponsorships/ gra	\$ 21,000.00	
Expense	\$ 14,000.00	
Surplus	\$ 7,000.00	For other/ Santa fest or June Days.

Other Grants and Funding		
SaskLotteries	\$ 5,000.00	
PHDC	\$ 5,000.00	
CIF	\$ 18,000.00	
From Reserves or other	\$ 10,000.00	
Total Other Grants and Fun	\$ 38,000.00	

Sponsorships/Memeberships		
Tourism	\$ 250.00	
Yorkton Film Festival	\$ 1,000.00	
Sign Mobility	\$ 1,000.00	
Chamber of Commerce	\$ 2,500.00	
SEDA	\$ 520.00	
Health Foundataion (R&R)	\$ 1,000.00	

Other	\$ 1,030.00	
Total Sponsorships	\$ 7,300.00	

Budget Projects

Clean Sweep: This project continued for 2022 with a new partnership with Sask Abilities. Our local workers will once again be out on the sidewalks keeping our District clean. With our new carts made for the summer program in 2020 Sask Abilities has taken over care and keep of them as well as the administration including the job creation. The Project hits the sidewalks for beginning of June to end of Sept. weather permitting. Also for the winter program of removal of the snow on our down town sidewalks Sask Abilities also took on this and once again in the winter of 2022/23 we saw the workers out cleaning the walks to ensure great access to our district. PHCDC was a funding source for this project in 2022.

Flower and pots: This project which will continues with two partners. Youngs Plant World and Prairie Harvest Employment Centre. The pots are started early in the year and are placed in several locations in the District and cared for by our Partners during the year. In the early spring of 2022 we received a Grant from PHCDC to continue the care and delivery of the program. This funding also helped to replace the devastation of 30 of the pots when our hail storm hit them hard. Replanting had to take place for some of the pots but many came back and we thank the community for its support, understanding and overwhelming patience.

Dracup Reserve: The walking bridge along the Dracup area in our District is on-going and a part of our budget does include payment for this in partnership with the City of Yorkton. We have a couple more payments for this project as this is a 5 year commitment of \$50,000/year.

Old Mill: 2022 marked the final payment of a 25,000 dollar donation to our Old Mill. We also dedicated two YBID benches to the project for 2021 and helped locate garbage cans for the area.

Budget Projects

Santa Claus Parade: Taken on in 2016 YBID is proud to be the organizers of this wonderful project.

We raise money for this to host movies and support other projects related to the event. For 2022 YBID decided to continue With the reverse parade format to accommodate lack of volunteers and continue with safety issues surrounding the pandemic. Most of the Floats or 70 Percent wish to go back to the rolling format so that is under consideration as volunteers are still an issue. Our volunteer form is up on our website and we are looking for help with walkers and security. SaskLotteries once again was a Funding source for this project for 2022.

Highway #9 and Broadway: This project broke ground in 2021 and is a great partnership with the City of Yorkton to beautify our District and a chance for YBID to put some money in that end of the District for a beautiful welcome to Yorkton. This is a commitment of \$150,000 with the City paid out \$50,000/year over three years. If you have not seen the gateway corner especially at night you will not be disappointed and it will be worth your time.

June Days: Wow! Is what we can say about June Days for this community. Born from an idea brought to the Board early Feb. Of 2022 this project came to fruition for all 5 Thursdays in June. We hosted Canadian days, Philippines, Ukraine, and South Asian cultures in the City Centre Park. Food, songs, games, language, national anthems, flags and entertainment from Each culture was hosted with a representative and communities all coming out to share, learn and participate. Kids activities Such as face painting with the flags, temporary tattoos like henna and jeweled attired stick ons were popular. Volunteers came Help with the kids games and blow up activities. Bringing out 1200 persons in all and much activity to the down town area. This project continues for 2023 and planning is well underway. We will host six ethnic groups including, Philippines, Ukraine, South Asian, and add Jamaican, Nigerian and Vietnamese.

Budget Projects

Murals: As asked by Council, it was confirmed that the YBID has assumed all fiduciary and maintenance responsibilities for the mural since the Renaissance Group dissolved a few years ago. With the Mural restored in 2021 by the original artists plus two local artists Tammy Vermette and Angelina Cardinal it continues to be a beautiful addition to the City. We are waiting to engage with the new owners as to the future of the mural with the building on sale.

City Clock: In 2022 the Clock was moved to the Old Mill location in which YBID is grateful for the placement. With Commitment from the City to help move and restore it to working it makes a beautiful addition to this historic site. The Tipi now stands in the Park representing our indigenous community and a huge step towards reconciliation. The Tipi will be used During June Multicultural Days in 2023.

BIIP: This project got started in Jan. 2021 with applications coming in and has been a huge success. Our City and District saw several businesses renovating their facades for the 2022 construction season. YBID Chair, ad ED went out with our City Liaison and Mayor to present cheques to 5 businesses. MODA, Functional Rehab, Sage Pharmacy, Yorkton Hearing and Home Town Source for Sports all were approved for the BIIP Grant. The application process is online at the City website and a link on the YBID site as well.

YBID Chats: Our Zoom interview series is now an Access show! Access has produced the show on Access Now which airs Mon, Wed, and Fri each week at 1:30 pm. This is all in the effort to #shopyorkton and bring to light the businesses we have in our District and Community that are available.

Marketing: We allocate \$12000 to marketing our District and our message is simple and clear,..... SHOP YORKTON! This message is on our billboards, in our papers, TV, Radio and social media!

Sponsors and Programs

Film Festival: YBID has donated \$1000 to the Film Festival for the Film Festival and do so each year as budget allows. This historic and world class event takes place yearly and we are proud to support.

SIGN Mobility Car: In partnership with SIGN the Mobility Car continues, and we are proud to sponsor this much needed service. Our Logo is on the car which is out and about in the community helping persons to and from locations. YBID donates \$1000 each year to this service.

Chamber of Commerce: Not just a member the YBID supports the Chamber in their events such as Celebrate Success and the Business Dinner.

Yorkton Arts Council: In 2022 the YBID found sponsor money to support the Arts Council in their great efforts to bring our community entertainment in the Arts.

Communications

Membership list: The membership list has been a forever changing list so ongoing is the word. Our members include all businesses in the District. The Membership is visited once a year with our walks in the district. We drop off information, touch base with The members and see what is happening with them. Each year we now create a list of new businesses in the district and that is with Help of the City and our Business Liasson who now keep track of that.

Press releases: YBID has committed to letting our members know what we are up to. Press releases for 2022 include the New Board Members, SaskAblilites Clean Sweep summer and Winter projects, the Brick Mill presentation, June Days, Santa Claus Parade, Flower Pots, and more.

News articles: We have a spot in the Yorkton This Week that we regularly use for information on programs and Information needed to support local. #shopyorkton is our support cry that we constantly publicize and use as ways to let our Community know to ... Shop Yorkton, shop local and Yorkton BID.

Social Media: Full social media support for our Members in 2022 continues with online presence and sharing any relevant posts. On our website has not only information on us but a separate spot for Government information available to help our Members. We share what we can find to make it easier for our Members to find and understand what is out there for help.

Partners: We partner with many organizations and groups. Our Executive Director sar on the Community Parks and Recreation committee of the City, the Local Immigration Project or LIP, as well as the Reconciliation Yorkton Group; which is moving forward gradually as we can putting into place several actions that encourage and support reconciliation in our Community. Also our ED was asked to join the Economic Development Committee of the City as a non-voting member but a good voice for the Membership of the YBID.

New projects or other programs

Strategic Planning: The last Strategic Planning session was in 2017 which developed a plan for 2018 – 2020.

As it is time for a new Strategic Plan we are looking into funding for this. We had applied in 2022 and were unsuccessful so we will again try new sources.

Veterans Banner Program: The Banners went up on our light fixtures in the District and had huge response for 2021 and even more in 2022. This amazing project Lead by the Legion is attended each year and we encourage new applications and support. We attend the ceremony each year in the park and the light posts donated by the YBID are used to hang the banners.

District Lights: Early in the YBID development the street lights you see today down Broadway and Smith St. are funded by the YBID. City does work to ensure they Are in good condition each and every day.

GET in the LOOP: With Get In The Loop we are excited to see how this will help our members and community. Shop Yorkton once again is the goal whether it be online or in the bricks and mortar shops. You will see on our website the businesses we linked in by the GITL app and have used 15 spots for a free trial for our membership. These spots will also rotate once the free trial is up for that business.

Summary

Other ongoing programs that continue are things like the benches and garbage cans recycling and rest spots, signs and numbers on the doors. You see the lights down Broadway and Smith St. every time you travel those streets and they are continually commented on even today. Our City Park is a must mention with the Mural and the Tipi, just the area to sit and relax or come to an event.

We hope to attend countless business openings and events, and is a great way to show our support for local Businesses and our Community.

So in summary we know that the YBID projects and sponsorships are a crucial part of beautifying our District so we have a great and prosperous district. We partner with our City with the funds that are collected by the levy as well as the matching Grant of up to 100,000 each year which has not been increase since inception in 2004. We now search for Grants to help with the ever increasing costs and to be able to bring new projects such as June Days to fruition. The YBID is a making of our Partners and wish to thank all of them as we move into 2023 and forward. Just step outside your door and you see us everywhere.

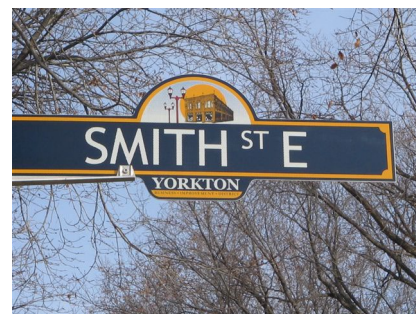
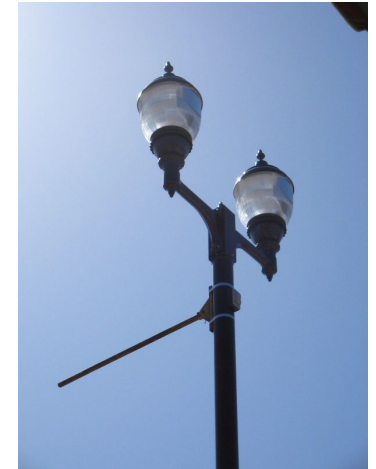
Remember to #ShopYorkton as it is our great Businesses that allows us to have the Community we do and truly a place where “Good Things Happen”!

Thank you on behalf of the Board of Directors,

Donna Brothwell
Executive Director
Yorkton Business Improvement District.



Pictures!



Phone: 306-786-1727
Email: planningservices@yorkton.ca

2

BUILDING PERMIT APPLICATION

MAY BE REQUIRED depending on the scope of construction/renovations. Please contact Building Services.
Phone: 306-786-1710
Email: buildingservices@yorkton.ca

3

BUSINESS LICENCE APPLICATION

ALWAYS REQUIRED for business activity in the city. Please contact Business Licensing
Phone: 306-786-1785
Email: buildingservices@yorkton.ca

Visit our website for more information

Yorkton

PUBLIC NOTICE

DISPOSITION OF CITY-OWNED BUILDING

The Council of the City of Yorkton hereby gives notice of its intention to authorize an Option to Purchase a city-owned building for \$1,500,000. The property is civically described as 93 Broadway Street West, (known as the Yorkton Public Library) and legally described as:

- Blk/Par B-Plan 35951 Ext 0

Questions regarding the sale can be directed to:

Lonnie Kaal, City Manager
Telephone: 306-786-1703
Email: citymanager@yorkton.ca

Public Hearing:

Pursuant to Section 34.1 of *The Procedures Bylaw No. 1/2016*, Council has deemed it appropriate to proceed with holding a Public Hearing on the matter described above on **Monday, May 15, 2023 in City Hall Council Chambers, located at 37 Third Avenue North, Yorkton, Saskatchewan at 5:00 p.m.**

City Council will hear all persons who are present and wish to speak to the proposed sale. A person may provide a submission in writing regarding the matter and all written submissions will be read verbatim aloud unless the submitter is in attendance to speak on the submission.

Any written submissions will be included in the public Council package and circulated to City Council. Written submissions must be received by 9:00 a.m. on Wednesday, May 10, 2023 and must be directed to:

Jessica Matsalla, City Clerk
Box 400, 37 Third Avenue North
Yorkton, SK S3N 2W3
Email: jmatsalla@yorkton.ca

Dated at the City of Yorkton, in the Province of Saskatchewan, April 27, 2023.

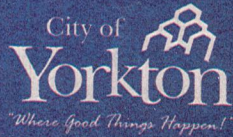
Jessica Matsalla
City Clerk

(ANAVETS) units based in Saskatchewan.

"Our government wants to thank our veterans' service clubs for

or the extension of the Veterans Service Club Support Program in Saskatchewan," Royal Canadian Legion

Saskatchewan for their commitment to the veterans of Saskatchewan," ANAVETS Saskatchewan Provincial Command



City News

May 10, 2023 - May 16, 2023

Next Council Meeting

Monday, May 15, 2023 at 5:00 p.m.

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Questions regarding the sale can be directed to:

Lonnie Kaal, City Manager

Telephone: 306-786-1703

Email: citymanager@yorkton.ca

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Jessica Matsalla, City Clerk

Box 400, 37 Third Avenue North

Yorkton, SK S3N 2W3

Email: jmatsalla@yorkton.ca

Dated at the City of Yorkton, in the Province of Saskatchewan, April 27, 2023.

Jessica Matsalla
City Clerk



CUPE LPNs are skilled and caring professionals who provide hands-on nursing care to families across the province.

CUPE has long been an advocate for ensuring all LPNs are able to work to full scope, and are a respected part of the nursing team.

CONTINUING CARE ASSISTANTS: CARING AND COMMITTED

Continuing Care Assistants are an important part of the health care team, delivering hands-on personal care every single day.



CUPE HEALTH CARE
WORKERS
LOCAL 5430

Amanda Dietz

May 9, 2023

Dear Yorkton City Council,

I am writing today to express my concern about the upcoming, unnecessary move of the Yorkton Public Library to a new location far from the centre of Yorkton.

Little information about the scope and timelines associated with the project have been provided. I urge you to undertake a more transparent public consultation on the future of the Yorkton Public Library. Library patrons and the citizens of Yorkton deserve a say in all decisions about library funding and service delivery.

If you have nothing to hide, why has there been no involvement or information provided to the public?

Moving the library from a central location perpetuates inequality. With limited public transport options available within the city, families who are racialized and impoverished are the most affected. Public libraries help reduce barriers to access. Families with fewer resources rely on these community hubs. Libraries build citizens.

Numerous studies show the positive impact libraries can have on struggling downtowns. They attract large numbers of people of diverse backgrounds which create economic opportunities for businesses and organizations in the surrounding area.

Books and library spaces are a source of reassurance and comfort and contribute to a community's overall mental health and engagement. The Yorkton Public Library offers more than the expansive collections of books and resources the community depends upon. They also provide free services to our most vulnerable neighbors, daytime programming for young families, after-school enrichment for children, and a social lifeline for seniors. Not only offering literacy classes for immigrants and refugees, they also help jobseekers and small business owners. Additional services offered are film screenings with public discussions, a gallery that shows local artists, speakers on a wide variety of topics, tech classes and much more.

Libraries remain one of the few places in the city where everyone is welcome to learn and grow together regardless of their socio-economic background. They are the heart of our community. Please leave ours in the heart of Yorkton where it can be accessed by all, not just the privileged.

Sincerely,

Samantha Taylor

RECEIVED

MAY 09 2023

Jessica Matsalla
City Clerk

CITY CLERK'S OFFICE
CITY OF YORKTON

I want to give my thoughts about the sale of the Library building and moving of library facilities to the Gallagher Centre.

When I first heard about this plan all I could say, after thinking through what I heard was WHAT???????. I couldn't believe what I was hearing. The idea to move the library from a central location to the far west of town makes no sense in so many ways. The library as it is now is a large, calm, safe gathering place used by many members of the community.

The space at the Gallagher Centre is far too small. It is 6000sq. ft. compared to the 16000 sq. ft. at the ~~proposed new site~~ ^{current}.

All the programs and there are lots will have to be cut. And what about the Gallery? An important space for local artists.

What about parking? When big events are on there will be a major trek to get to the building. When the Fair is on, will you close down the library or charge admission to get through the gates or close down the library for 3 or 4 days?

I could go on and on. I don't think you have thought this through. Plus, it is wrong on so many levels to move the Library out there.

 Lois Achtymichuk

Lois Achtymichuk


Yorkton

Amanda Dietz

CAUTION: External Email

Hi Jessica,

I am very disappointed to learn that the city is contemplating the closure and sale of the current Yorkton public Library. I in particular would like to know the reasons for this.

In addition I think that moving the library into a second floor room of the Gallagher Center is a huge mistake and for me, and many other aging people, would basically mean that the library becomes less accessible.

I find the current library to be warm, welcoming and helpful. It's a wonderful resource!

The current location is convenient. It is centrally located, has parking available, and has easy access with no stairs. There isn't a long walk into the building from the parking lot, to the library itself. Think of the more difficult entry to the library if the library is moved to the 2nd floor of the Gallagher Center, be it with small children or for our aging older adults. The Gallagher Center is a very busy place and often a parking space would only be available at the Far East end of the lot. Having to take small children for story time or for seniors wanting to access the 2nd floor library would be cumbersome. First the long walk into the building, navigating through the activity within the Gallagher Center Getting upstairs And finally into the proposed new library location That's way too arduous for many.

When the Gallagher Center hosts events, the 2nd floor location would become even more inaccessible. Is this the direction the city is advocating for?

If the current building is no longer viable then I suggest that an alternate, stand alone building be found or constructed..... a building with convenient and easy access for quick library stops as well as longer library stops to access library programs.

I thought I'd contact you to express my interest to keep the current library building or at the very least a centralized stand alone library.

Please respond to this email to let me know it has been received and to tell me the reasons that the city wants to close the current building, sell it and put the new library in a hidden, more inaccessible location such as the 2nd floor of the Gallagher Center.

I look forward to receiving a response.

Sincerely,
Bernice Berscheid

Sent from my iPhone

Amanda Dietz

Do not move the library - its current location is vital to Yorkton's downtown core and it provides easy access for ALL segments of the community. It is within walking distance for many patrons, and parking is convenient. And above all, the current library space allows for an area where patrons have space to move around and take advantage of all the services currently provided. And there is adequate space for desperately needed reading materials and computers - not everyone has home access to these necessary items.

Amanda Dietz

CAUTION: External Email

I am very concerned about the proposals for the Yorkton Public Library. To downsize from 16000 sq.ft. to 6000 sq.ft. is unacceptable. This means the facility would be approximately one third the size. We stand to lose tooooooooooo much available material and programs. The move to a much smaller facility is only a step backwards.

A Concerned Patron
Patricia Hansen

Sent from my iPad

Amanda Dietz

CAUTION: External Email

This is a letter of protest regarding the city's plans to sell the library building and move the library to the second floor of the Gallagher Centre.

First is the plan to cut library space and as a result cut library services. Every city (including Yorkton) needs a proper library with books of every genre, newspapers, computers and DVDs and qualified personnel to serve the public. Just which services are you going to recommend the library cut, if you limit its size to six thousand square feet? Many disadvantaged people depend on the library's computers services and where will they go for help?

Secondly, there is the parking situation. There is adequate parking of close proximity to the present library location. You can not say the same for parking at the Gallagher Centre especially when an event is happening there.

Thirdly, there is the question of location. The present location of the library is in the centre of the city. Moving the library to the west end will be far less convenient for most residents of the city and hence less use of the library.

Yours truly,
LuAnne Malinowski, a library patron

Sent from my iPad

Amanda Dietz

CAUTION: External Email

I am very much in disagreement with your decision to relocate the library to the Gallagher Centre. The library is an important part of our community and the access of getting to it easily would be greatly compromised. Parking will become a huge problem as well as seniors and families with small children will find it hard to walk their easily especially in winter. Evening guest speakers would conflict with a hockey game or other sporting event. The library location now is perfect and the downsizing of it is not an option since it is used by so many. Please reconsider the implications of this move and not stick the library in an inconvenient place so the citizens of Yorkton and area won't be able to access it as before. Thank you.

Origin: <https://www.yorkton.ca/Modules/contact/search.aspx?s=t7kneHNa1K2qvEFsmyjRGgeQuAleQuAl>

This email was sent to you by Lorna Exner [REDACTED] through <https://www.yorkton.ca>.



Request to Appear Before Council Form

Required fields are marked with asterisks (*)

First name: *

Andrew

Last Name: *

Katzberg

Committee/Organization name:

Address: *

[Redacted]

City: *

Yorkton

Province: *

Saskatchewan

Postal code: *

[Redacted]

Presenter's information

Name: *

Andrew Kufberg

Title: *

Mr.

Daytime phone number: *

[REDACTED]

Email: *

[REDACTED]

Date of request: *

~~#~~ April 20/2023



Date of council meeting that the presenter is wishing to attend: *

May 15/2023



Topic being presented: *

Tax Abatement on new Construction 4 Plex

Description of request: (Clearly state what is being asked of Council. Provide detailed information about why the information is being presented and the importance to the community) *

Tax Abatement on 153-155 3rd Ave. N Construction of a new 4 unit townhome

- there is incentives for 1 & 2 unit dwellings as well as 5+ dwellings but none for 4 unit
- importance to the community: Add Workforce Rental Housing to Short Supply

☒ I'm not a robot



The City of Yorkton is committed to protecting your privacy. Personal information collected on this form is in accordance with The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) and will only be used for the purpose for which it was collected. Personal information will not be shared or used for any other purpose without your express consent pursuant to LAFOIP and the City of Yorkton's policies. If you have any questions about the collection, use or disclosure of your personal information in this process, please contact the City Clerk for the City of Yorkton at 306-786-1717.

Submit

Save

City Hall

37 Third Avenue North

P.O. Box 400

Yorkton SK S3N 2W3

Phone: 306-786-1700

Fax: 306-786-6880

After-Hours Emergencies

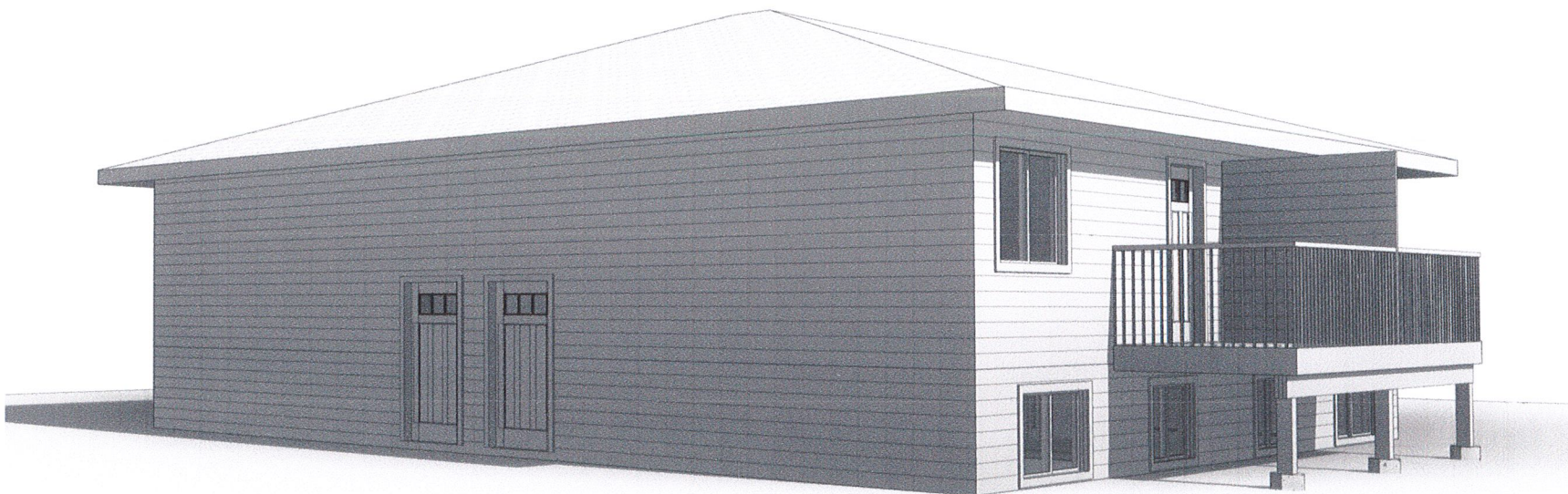
Call 306-786-1760

Hours of Operation

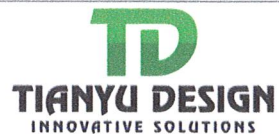
8:00 a.m. to 4:00 p.m. CST, Monday to Friday

[Contact Us](#)

Designed by [eSolutionsGroup](#)



1 Perspective



Tianyu Design
Innovative Solutions
Lloydminster, Saskatchewan
Phone: (306) 802-1101
www.tianyu-design.com

Andy Katzberg

Address: 153-155 3rd Ave. N.

Project 329

No.	Description	Date

Perspective

Drawing number DW329
Date 2023-04-07
Drawn by Author
Checked by Checker

A100

Scale

Roof Peak
20' - 0 7/16"

Roof
12' - 8"

Privacy Screen

Main Floor
4' - 8"

Floor Joist
4' - 0"

Grade
0' - 0"

Basement
-4' - 0"

① Front Elevation
1/4" = 1'-0"

BASEMENT: 420 SQ. FT. (PER UNIT)
MAIN FLOOR: 420 SQ. FT. (PER UNIT)



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Innovative Solutions
Lloydminster, Saskatchewan
Phone: (306) 802-1101
www.tianyu-design.com

Andy Katzberg

Address:

Project 329

No.	Description	Date

Front Elevation

Drawing number DW329
Date 2023-04-07
Drawn by Author
Checked by Checker

A101

Scale 1/4" = 1'-0"

Roof Peak
20' - 0 7/16"

Roof
12' - 8"

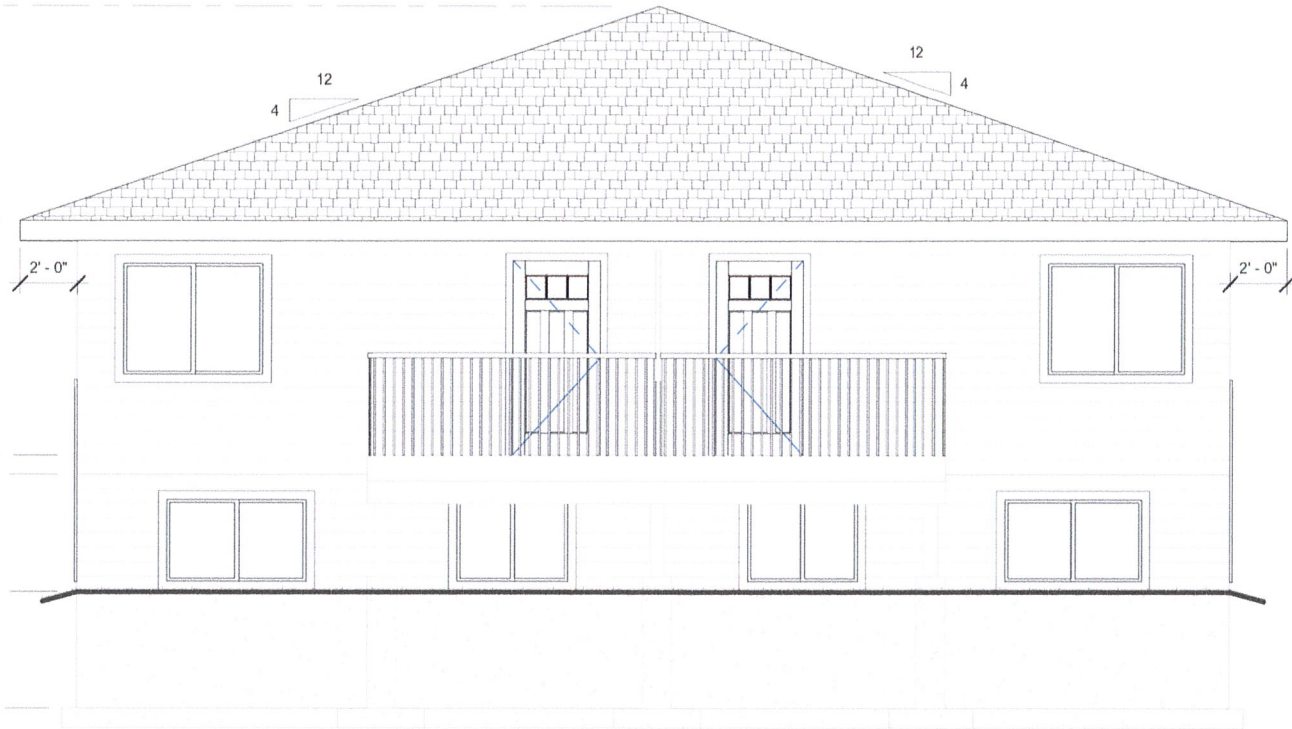
Main Floor
4' - 8"

Floor Joist
4' - 0"

Grade
0' - 0"

Basement
-4' - 0"

① Left Elevation
1/4" = 1'-0"



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Lloydminster, Saskatchewan
Phone: (306) 802-1101
www.tianyu-design.com

Andy Katzberg

Address:

Project 329

No.	Description	Date

Left Elevation

Drawing number DW329
Date 2023-04-07
Drawn by Author
Checked by Checker

A102

Scale 1/4" = 1'-0"

Roof Peak
20' - 0 7/16"

Roof
12' - 8"

Privacy Screen

Main Floor
4' - 8"

Floor Joist
4' - 0"

Grade
0' - 0"

Basement
-4' - 0"

① Rear Elevation
1/4" = 1'-0"



Tianyu Design
Innovative Solutions
Lloydminster, Saskatchewan
Phone: (306) 802-1101
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Andy Katzberg

Address:

Project 329

No.	Description	Date

Rear Elevation

Drawing number DW329
Date 2023-04-07
Drawn by Author
Checked by Checker

A103

Scale 1/4" = 1'-0"



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Innovative Solutions
Lloydminster, Saskatchewan
Phone: (306) 802-1101
www.tianyu-design.com

Andy Katzberg

Address:

Project 329

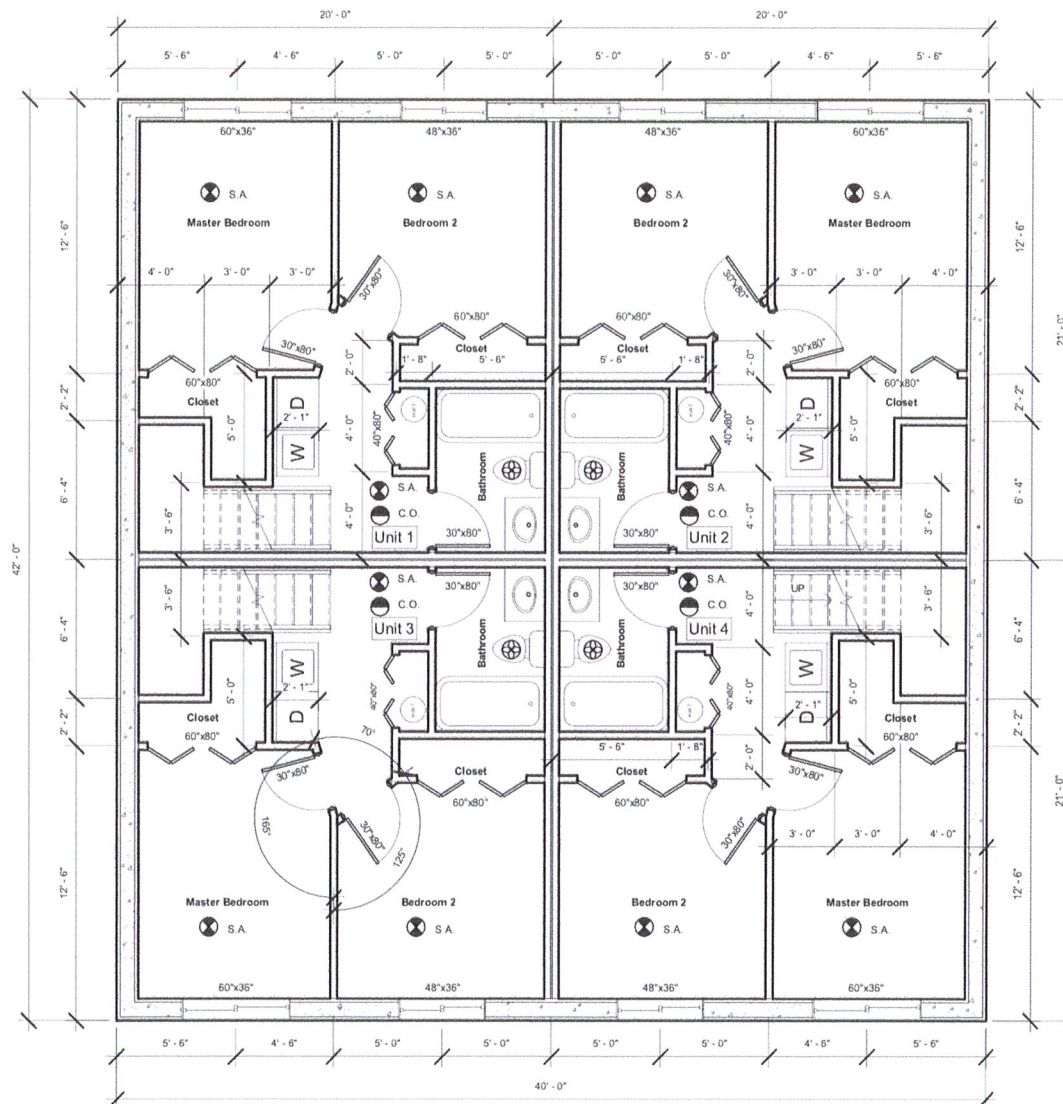
No.	Description	Date

Right Elevation

Drawing number DW329
Date 2023-04-07
Drawn by Author
Checked by Checker

A104

Scale 1/4" = 1'-0"



1 Basement
3/16" = 1'-0"



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Andy Katzberg

Address:

Project 329

A105

Basement

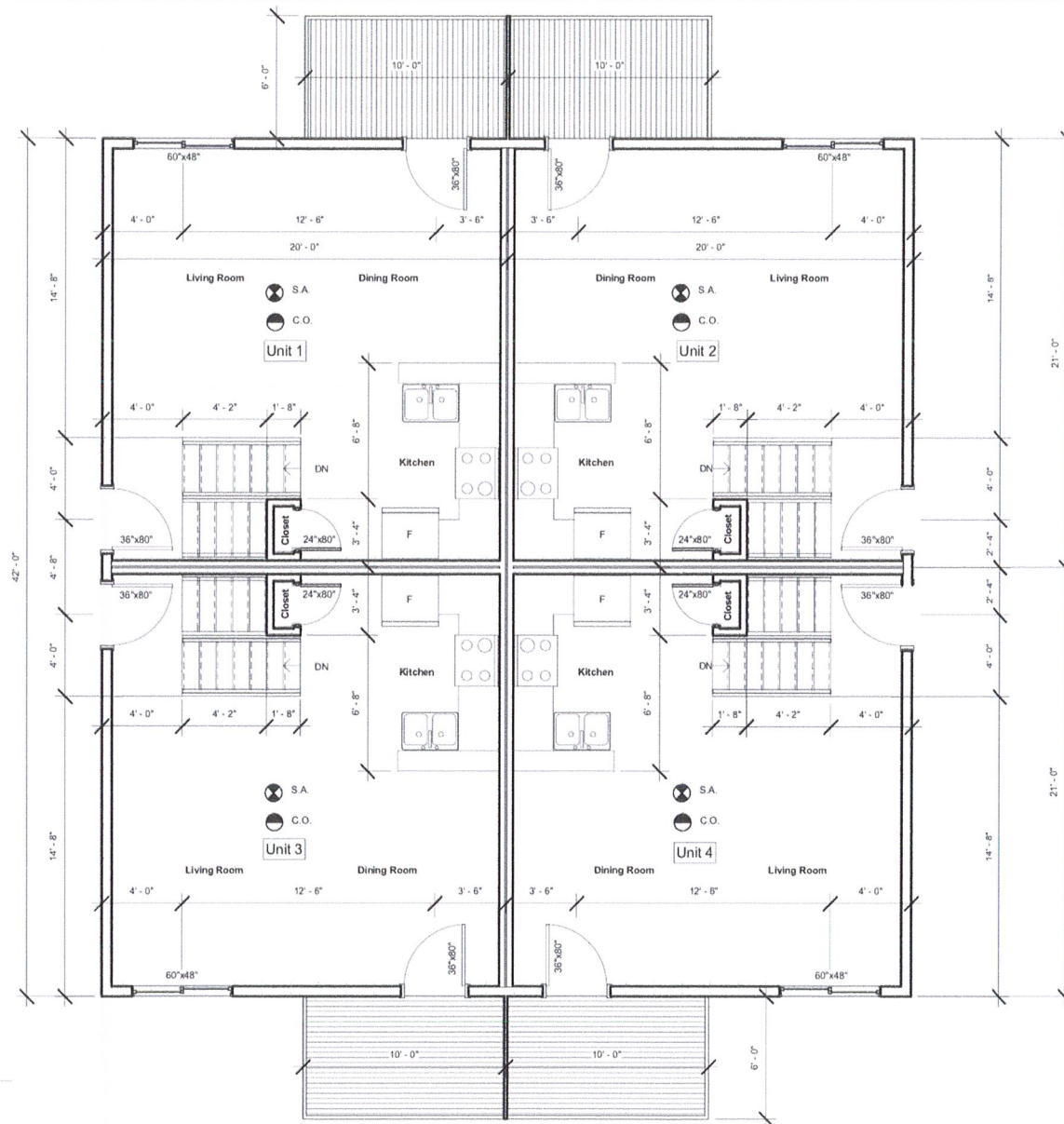
Drawing number DW329

Date 2023-04-07

Drawn by Author

Checked by Checker

Scale 3/16" = 1'-0"



① Main Floor
3/16" = 1'-0"



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Innovative Solutions
Lloydminster, Saskatchewan

Phone: (306) 802-1101
www.tianyu-design.com

Andy Katzberg

Address:

Project 329

A106

Main Floor

Drawing number DW329

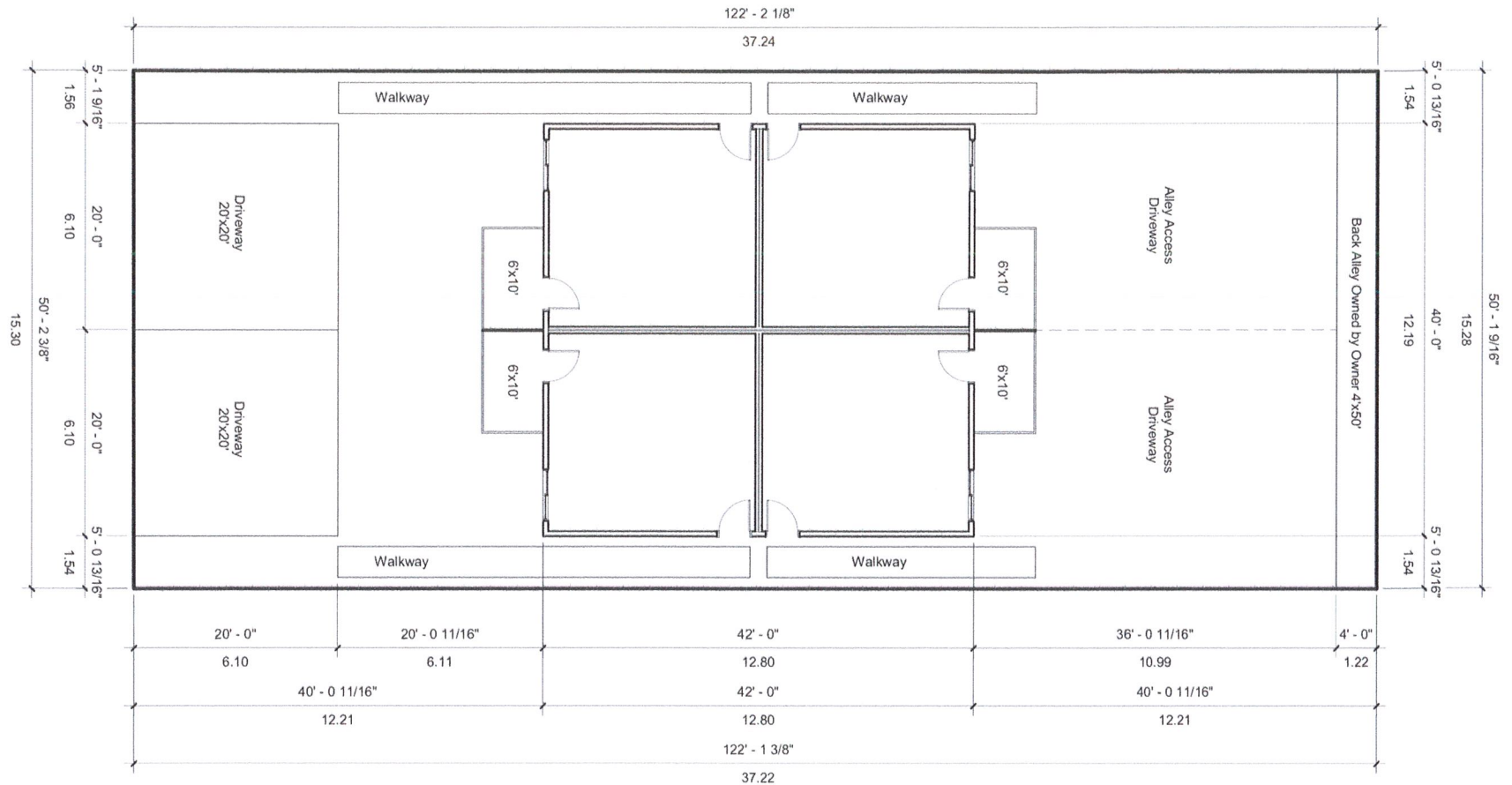
Date 2023-04-07

Drawn by Author

Checked by Checker

Scale 3/16" = 1'-0"

1
1" = 10'-0"
Site Plan



Tianyu Design
Innovative Solutions
Lloydminster, Saskatchewan
Phone: (306) 802-1101
www.tianyu-design.com

Andy Katzberg

Address:

Project 329

No.	Description	Date

Site Plan

Drawing number DW329
Date 2023-04-07
Drawn by Author
Checked by Checker

A107

Scale 1" = 10'-0"

TITLE: Residential Construction Incentive Policy Renewal - 2023	DATE OF MEETING: May 15, 2023
	REPORT DATE: May 10, 2023
CLEARANCES: Ashley Stradeski - Director of Finance Ashley Stradeski	ATTACHMENTS: 1. Residential Construction Incentive Policy 10.10
Written 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	

Background:

The Residential Construction Incentive policy (RCI) was adopted by Council in 2022, providing a 5-year, 100% tax refund for constructing a new one or two unit dwelling. The Policy was put into effect only for one year in order to limit tax losses in the event of a large uptake.

However, building material prices remained volatile and rapidly rising inflation triggered reciprocal borrowing rate increases, limiting new housing starts. Only one, two-unit dwelling was constructed and qualified under the RCI.

Economic Development Committee:

The Economic Development Committee reviewed the policy and supports its renewal. The Committee also recommends looking at further lot discounts or alternative forms of rebate, such as an up-front, lump sum payment of the total tax abatement.

It is noted that Council has previously contemplated additional lot discounts but elected to stay with a tax abatement. This route was chosen for two main reasons:

1. Lots are sold on a cost recovery basis and their development is self-sustained by the City's land development fund. Lot discounts would create losses in the land fund, and those losses would have to be subsidized by the general revenue fund, which is primarily funded by property taxes.
2. Discounts to City-owned lots would create inequities with the private market, whereby the City would effectively be undercutting private lot owners who also have to pay vacant land taxes to carry their inventory.

Additional Considerations:

The City has received a request from a private lot owner to expand the program to include three and four unit dwellings. The rationale to providing tax abatement for these dwellings is similar to the rationale for abating one and two unit builds, and Administration can include them in the renewed policy, if Council so chooses.

Financial Implications:

The cost of the incentive will be difficult to forecast – it will depend on whether the property is City or privately-owned, the assessed value of the property, and whether development would have occurred without subsidy within the 5-year incentive time frame. City-owned lots are not taxable, while the municipal taxes on privately-owned vacant lots range from around \$1,100 to \$4,700.

With the majority of vacant lots being City-owned and recent trends of both stagnated lot sales and new residential builds, it is not expected that the City will be foregoing significant tax revenues. Tax incentives are a less-costly alternative to lot price discounts and lump sum refunds, while at the same time offering an equitable benefit that can be applied to both public and private land holdings.

Communication/Marketing Plan:

Full details of the RCI are currently available on our website, as are updated listings of all of the City's available properties. The updated RCI would be pushed through our social media channels and the Mayor's weekly radio spot.

Options:

1. That Residential Construction Incentive Policy 10.10 be renewed for 2023, with three and four unit dwellings included for abatement.
2. Alternative direction from Council.

Recommendation:

1. That Council renews Residential Construction Incentive Policy 10.10 to be effective in 2023 and further, that the policy be expanded/amended to provide abatement for three and four unit dwellings.

POLICY TITLE Residential Construction Incentive Policy		ADOPTED BY City Council	POLICY NO. 10.10
ORIGIN/AUTHORITY City Council	JURISDICTION City of Yorkton	EFFECTIVE DATE January 31, 2022 May 15, 2023	PAGE # 1 of 2

PURPOSE:

To encourage development on vacant residential lots, to encourage the sale of stagnant, City-owned residential lot inventory, and to stimulate local construction activity by abating property taxes for newly-constructed one, ~~and~~ two, **three and four** unit dwellings.

POLICY:

1. City Council has adopted the **Residential Construction Incentive Policy (RCI)**, as outlined.
 - 1.1 The RCI is made available to all property owners in the City of Yorkton who either:
 - 1.1.1 Construct a one, ~~or two~~, **three or four** unit dwelling on a vacant property (including a property made vacant by demolition of an existing dwelling); or
 - 1.1.2 Acquire a property that has been previously approved under the Policy.
 - 1.2 To be eligible:
 - 1.2.1 With the exception of ready-to-move and/or modular dwellings which are constructed within the City or the adjacent Rural Municipalities, new dwellings are required to be site-built; and
 - 1.2.2 Construction must begin in 2022.
 - 1.3 Incentives will be provided as 100% annual abatement of property taxes, including both the municipal and education portion, for a period of five years.
 - 1.4 To assist those home buyers who require mortgager-paid property taxes, eligible applicants can choose to either:
 - 1.4.1 Pay the current year's taxes and receive a 100% refund in the form of cheque payment from the City; or
 - 1.4.2 Have the City waive requirement for payment of taxes for the year.
 - 1.5 The abatement period will begin upon substantial construction completion (90 days after City approval of the vapour barrier installation).
 - 1.6 Tax abatements will only be issued to the titled owner.
 - 1.7 Approval under this program will be property-specific, meaning that tax abatement will be automatically transferred to any future owner for the duration of the refund period.

POLICY TITLE	POLICY NO.	PAGE #
Residential Construction Incentive Policy	10.10	2 of 2

- 1.8 An individual is eligible to receive the RCI for multiple properties, provided they meet the requirements of this Policy.
- 1.9 No abatement of outstanding taxes will be negotiated.
- 1.10 Property owners automatically become entered into the RCI upon issuance of a Building Permit for ~~either a one or two unit dwelling~~ **eligible structures**.
- 1.11 All construction must comply with Federal and Provincial statutes, and Municipal Bylaws, including, but not limited to, the *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act*, and the City of Yorkton Zoning Bylaw 14/2003.
- 1.12 The City reserves the right to repeal approval under the RCI if:
 - 1.12.1 Construction of the new dwelling unit is discontinued;
 - 1.12.2 Building/site deficiencies are not corrected; or
 - 1.12.3 The property is in contravention of any City bylaw.
- 1.13 This Policy will close to new applicants at the end of ~~2022~~**2023**, and only those applicants approved under the Policy will be eligible to receive tax abatements as outlined.

RESPONSIBILITY:

City Council, under the advisement of the Director of Planning, Building & Development, is responsible for the ongoing review and updating of this policy.

TITLE: Bylaw No. 8/2023 – Sale of Municipal Reserve Parcel MR-1 99Y07581 (Next to 141 Palliser Way)	DATE OF MEETING: May 15, 2023 REPORT DATE: May 10, 2023, 2:33:35 PM
CLEARANCES: Darcy McLeod, Director of Recreation & Community Services Darcy McLeod Aron Hershmiller, Assistant Director of Environmental Services Aron Hershmiller	ATTACHMENTS: <ol style="list-style-type: none"> 1. Aerial Photo Showing Affected Lands 2. Public Notice 3. Bylaw No. 8/2023
Written by: Michael Eger, Director of Planning, Building & Development Michael Eger	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

PURPOSE/BACKGROUND

The owner in expectancy of 141 Palliser Way has offered to purchase a 0.22 acre portion of the adjacent City-owned Municipal Reserve parcel. The acquisition of City lands will help the purchaser attain required parking area for the redevelopment of 141 Palliser Way. The *Planning & Development Act, 2007* requires that the City adopt a Bylaw prior to sale of a Municipal Reserve parcel and the purchase offer is conditional to, amongst other items, Council passing said bylaw.

DISCUSSION/ANALYSIS/IMPACT

Municipal Reserve is dedication of lands or money-in-lieu that is required by Provincial Legislation at time of subdivision. Non-residential subdivisions must dedicate 5% of total land area or a monetary equivalent.

The nature and origins of this Municipal Reserve are unknown – contemporary land development practices would see Municipal Reserve lands dedicated only for parks and recreation use, and typically only within residential developments. Commercial developments would warrant payment-in-lieu, with funding set aside for future parks and recreation projects throughout the City.

A new property boundary is proposed to properly subdivide out the City sidewalk on Hamilton Road, and to create a setback from an existing water main (as shown on attachment 1). The portion of land to be sold is not required for recreational or other civic purposes, nor is it large enough to be developed on its own. Its sale will, however, facilitate redevelopment of the property at 141 Palliser Way.

A large water trunk main is planned for future installation along Highway 9, but has not yet been designed, nor have timelines been established for the work. It is noted that the undeveloped right-of-way between the highway and the Municipal Reserve is congested with City and crown utilities, and while the sale of these lands could affect water trunk design and installation, it would not prevent it from being installed. Until we ultimately carry out design and tender, it is not possible to quantify what costs we might incur as a result of the sale. There is also past precedent for selling public right-of-way in this vicinity, at which time Council believed the opportunity outweighed the risk.

The sales price is based on the rate of comparable sales within the area, and is deemed to be market value. The details of market value sales are not required to be publicly disclosed, and out of respect to the purchaser, are not explicitly detailed in this report.

FINANCIAL IMPLICATIONS

A portion of the sales revenue will be used to fund water line locates, surveying and title transfer. Remaining funds will be placed in a parks reserve, as is required by the *Planning & Development Act*.

As mentioned, it is not yet possible to know what costs, if any, the sale will cause for future water trunk installation.

COMMUNICATION PLAN/PUBLIC NOTICE

The *Planning & Development Act* requires public notice in order to adopt the bylaw. As such, notice will be provided in the local newspaper and on the City website.

OFFICIAL COMMUNITY PLAN & STRATEGIC PRIORITIES

The lands are designated for commercial use in our Official Community Plan and their sale would not run counter to any of the Plan's goals or objectives. The property is correspondingly zoned C-3 Highway Commercial, meaning that policy changes would not be required prior to allowing development on the site.

The sale is also consistent with recent Council decisions to close and sell portions of nearby highway right-of-way, which generally supports strategic priorities relating to economic development.

COMMITTEE RECOMMENDATION(S)

The proposed Bylaw will be presented to the Planning & Infrastructure for their review and recommendation, prior to returning to Council for consideration of 2nd and 3rd Readings.

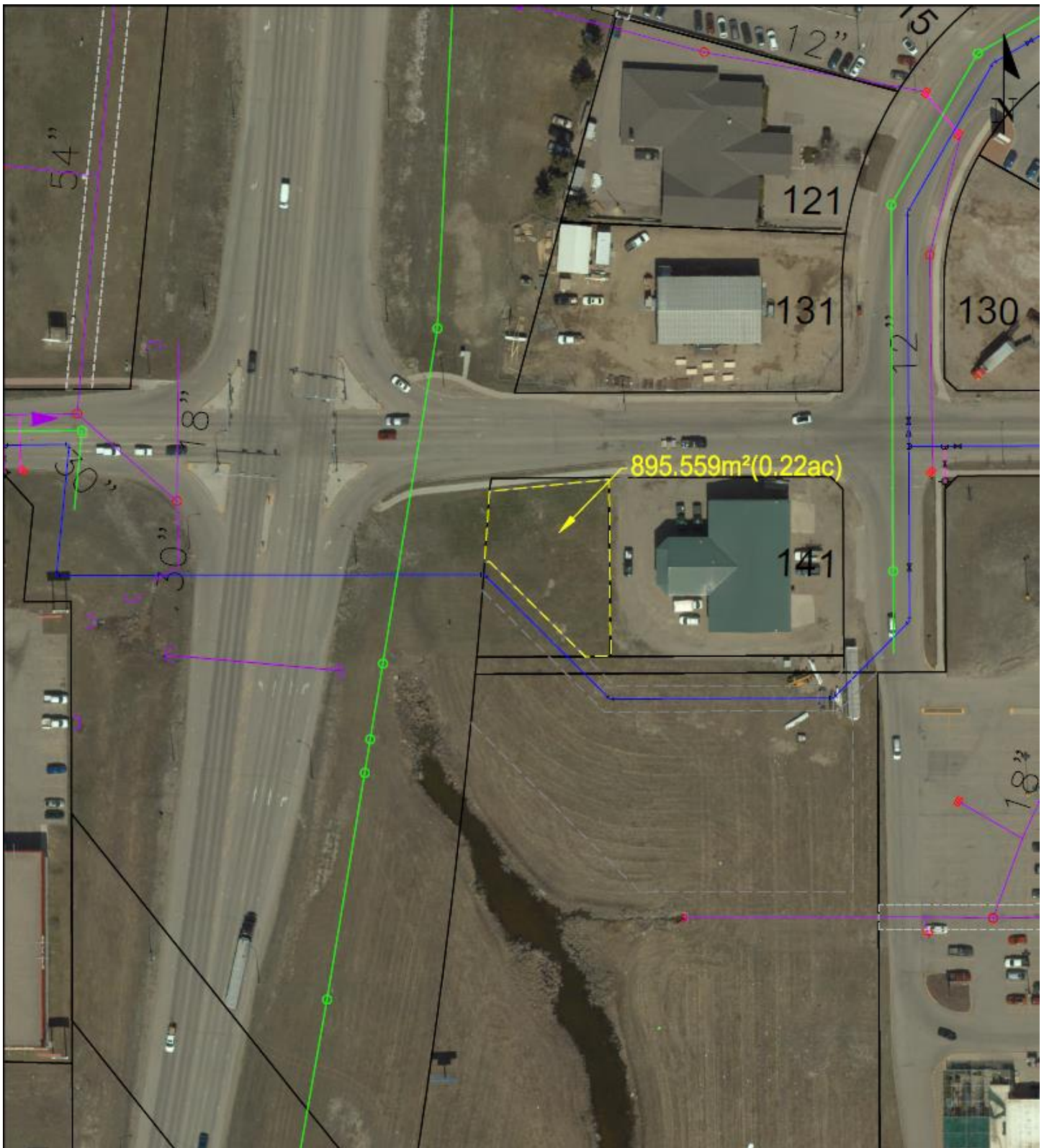
OPTIONS

1. That Bylaw No. 8/2023 be introduced and given 1st Reading, and that Administration be authorized to proceed with the Public Notice process.
2. That Bylaw No. 8/2023 be denied for reasons as listed by Council; or
3. That Administration be provided with alternative direction.

ADMINISTRATIVE RECOMMENDATION(S)

1. That Bylaw No. 8/2023, a Bylaw of the City of Yorkton in the Province of Saskatchewan to provide for the sale of Municipal Reserve Parcel MR-1, Plan 99Y07581 be introduced and given 1st Reading, and that Administration be authorized to proceed with the Public Notice process.

Attachment 1 - Aerial Photo Showing Affected Lands



Attachment 2 – Public Notice

Public Notice

Bylaw No. 8/2023

Proposed Sale of Municipal Reserve Parcel Abutting 141 Palliser Way



Civic Address: Abutting 141 Palliser Way

Legal Description: MR-1, Plan 99Y07581

Details: The City of Yorkton has received a market value purchase offer for the Municipal Reserve parcel. The parcel is no longer required for civic purposes, and would be sold to help facilitate future development at 141 Palliser Way.

Under *The Planning & Development Act, 2007*, the sale of a Municipal Reserve parcel requires City Council to provide public notice before passing a bylaw for the same.

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, June 5, 2023 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, May 31, 2023.** 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: To see the full report on this application, please visit www.Yorkton.ca. Click/tap on the "Council Meetings" link and select the "Agenda and Information Package" for the May 15, 2023 Regular Council Meeting. The full report is included in the Information Package.

Questions regarding the application may be directed to:

Michael Eger, Director of Planning, Building & Development
Phone: (306) 786-1758
Email: megeer@yorkton.ca

Attachment 3 – Bylaw No. 8/2023

City of Yorkton
Saskatchewan

Bylaw No. 8/2023

**A Bylaw of the City of Yorkton in the Province of Saskatchewan to
provide for the sale of Municipal Reserve Parcel MR-1, Plan 99Y07581**

WHEREAS, pursuant to Section 199 of *The Planning and Development Act, 2007*, the Council of the City of Yorkton in the Province of Saskatchewan in Council assembled hereby enacts that the following Municipal Reserve parcel be sold/transferred for private use:

1. As shown on Schedule 'A' attached hereto, all that portion of Municipal Reserve parcel MR-1, Plan 99Y07581.

Pursuant to Section 200 (4) of *The Planning and Development Act, 2007*, this bylaw shall come into force and take effect on the date of final passing thereof.

MAYOR

CITY CLERK

Introduced and read a first time this _____ day of _____, A.D., 2023.

Read a second time this _____ day of _____, A.D., 2023.

Read a third time and adopted this _____ day of _____, A.D., 2023.

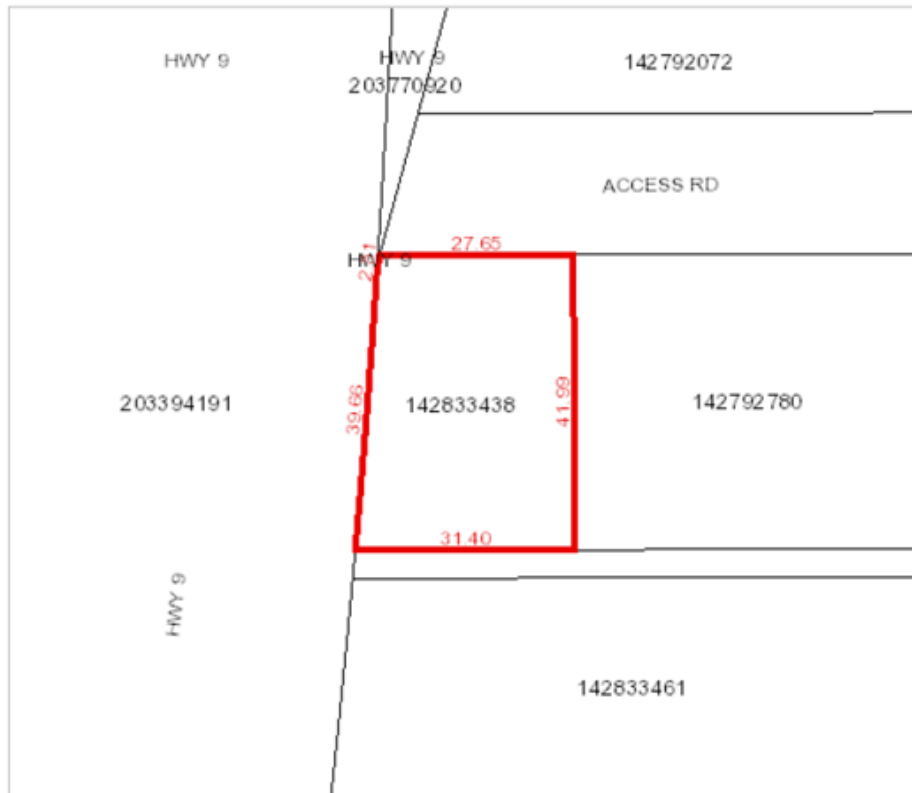
Attachment 3, continued

Schedule 'A'



Surface Parcel Number: 142833438

REQUEST DATE: Thu Jan 19 11:39:10 GMT-06:00 2023



Owner Name(s) : City of Yorkton

Municipality : CITY OF YORKTON

Title Number(s) : 124042856

Parcel Class : Municipal Reserve

Land Description : Blk/Par MR1-Plan 99Y07581 Ext 0

Source Quarter Section : NW-36-25-04-2

Commodity/Unit : Not Applicable

Area : 0.124 hectares (0.31 acres)

Converted Title Number : 99Y07581

Ownership Share : 1:1

DISCLAIMER: THIS IS NOT A PLAN OF SURVEY. It is a consolidation of plans to assist in identifying the location, size and shape of a parcel in relation to other parcels. Parcel boundaries and area may have been adjusted to fit with adjacent parcels. To determine actual boundaries, dimensions or area of any parcel, refer to the plan, or consult a surveyor.

TITLE: Downtown Lease Parking Space Program	DATE OF MEETING: May 15, 2023
	REPORT DATE: April 14, 2023
CLEARANCES: Michael Eger Michael Eger – Director of Planning, Building & Development	ATTACHMENTS: 1. Draft Downtown Lease Parking Space Program Policy 2. Draft Lease Agreement for Parking Spaces
Written by: Nicole Baptist – Bylaw & Safety Supervisor Nicole Baptist	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

PURPOSE/BACKGROUND

The Downtown Parking Review completed in 2021 included an option of expanding and creating a Downtown Lease Parking Space Program where downtown business owners or downtown residents can lease specific parking spaces in the downtown parking lots. Following the Downtown Parking Review, it was determined that Administration would continue with status quo on the leased parking space program until we had more interest.

As of the date of this report, the City has entered into three agreements for leased parking spaces:

- 5 spaces in the Betts Ave. parking lot
- 4 spaces in the Myrtle Ave. parking lot
- 2 spaces in the Myrtle Ave. parking lot

Over the past year, interest in the downtown lease parking space program has increased and Administration would like to implement a policy to help guide us through the process in the most efficient way.

DISCUSSION/ANALYSIS/IMPACT

(Presentation/Attachments)

Administration has drafted a Downtown Lease Parking Space Program Policy (Attachment 1). Contained in the policy are the locations of available parking lots, lease rates, requirements of the City and the lease holder, and also assigns authority to the City Clerk to enter into Downtown Leased Parking Space Agreements.

Should other lots become available in the future, Administration would update the Policy to reflect that as well. With the current level of use in the parking lots (last reviewed through the

Downtown Parking Review), Administration is proposing to only lease spaces in the Myrtle Avenue, Betts Avenue and First Avenue (East side) parking lots. Further, given the busyness of these lots, Administration is confident that we can lease 50% of the available spaces in those lots without disrupting parking permit holders.

FINANCIAL IMPLICATIONS

The draft Downtown Lease Parking Space Program policy also contains the annual fee per space, which is set at \$200. In comparison, an annual parking permit for one of the lots is \$100. When parking permit rates under the Traffic Bylaw are reviewed, the leased space fees should be reviewed also. The [Downtown Parking Review](#) included comparisons with other communities and at the time the review was completed, Yorkton was among the lowest for downtown leased space costs.

COMMUNICATION PLAN/PUBLIC NOTICE

At this time, Administration does not believe that wide spread communication is required to promote the leased parking space program as it only affects a small portion of the community. However, Administration will provide direct communication to Yorkton Business Improvement District that they can pass along to their members.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

Section 4.2.1 - point 7, in the OCP talks about maximizing parking areas and encourages joint-use parking arrangements, which aligns well with our goals of increasing the use of our downtown parking lots through the lease program.

Although the Downtown & West Broadway Corridor Redevelopment Plan was not officially adopted by the City, Section 3.6.2 in the document touches on parking being an issue or hurdle for residential living in the downtown area. The Downtown Leased Parking Space program provides additional options for residents looking to live downtown.

REQUEST FOR APPROVAL

Administration has received a request to lease three spaces in the Betts Ave. lot that does not fall within the current parameters of the program. As such, we are bringing this request forward to Council for review and approval before Administration proceeds. The request for the three spaces is to provide trailer parking for a business located on Myrtle Ave. There are a couple important things to note about this request:

1. Based on the typical dimensions of parking stalls in lots, the trailers would fit in a stall, so no additional stalls would be required.
2. Typically, unattached trailers are not permitted in public parking lots (per Section 55 of the Traffic Bylaw), however, in the case of leased spaces, if Council desires, this could be permitted through the lease. (We interpret this as not forming part of the parking lot at the point it is leased.)
3. The Betts Ave. lot is the only City owned parking lot that would be able to facilitate trailer parking, due to its wide open space.
4. As the trailers are wrapped with the business signage/logos, we have consulted with the Planning Department to verify if parking the trailers in the lot is a concern from the

perspective of the Zoning Bylaw or Sign Bylaw. It was relayed on to us that as long as the trailers are licenced, it would not contravene either of those Bylaws.

Administration acknowledges that this is not a typical request and we do not anticipate this would be a common request. Administration would recommend that leased parking spaces only be available to downtown businesses or residents that live in the downtown, as opposed to someone just looking for a space to park extra vehicles. It's understood that parking in the downtown is limited and typically an impediment and if there's something that can be done to remove some of those barriers, that's seen as a positive and will hopefully continue to help revive the downtown community. Administration has drafted a lease for these spaces (Attachment 2).

OPTIONS


1. That Council approve the Leased Parking Space Program Policy as presented and direct Administration to use the policy going forward.
2. That Council deny the Leased Parking Space Program Policy as presented and direct Administration to continue bringing lease requests before Council for review and approval.
3. That Council provide other direction to Administration.

And

1. That Council approve the request noted by Administration to lease three parking spaces in the Betts Ave. parking lot and permit unattached trailers to park in those spaces. And further, direct Administration to enter into an agreement with the business.
2. That Council deny the request noted by Administration to lease three parking spaces in the Betts Ave. parking lot for parking unattached trailers for reasons provided by Council.
3. That Council provide other direction to Administration.

ADMINISTRATIVE RECOMMENDATION(S)

1. That Council approve the Leased Parking Space Program Policy as presented and direct Administration to use the policy going forward.
2. That Council approve the request noted by Administration to lease three parking spaces in the Betts Ave. parking lot and permit unattached trailers to park in those spaces. And further, direct Administration to enter into an agreement with the business.

 City of Yorkton			
POLICY TITLE		ADOPTED BY	POLICY NO.
Downtown Leased Parking Spaces			
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE	PAGE #
City Clerk's Office	Downtown Parking Lots		1 of 9

1. **PURPOSE:**

1.1 Provide parameters and roles for administering the downtown leased parking space program. Further to ensure that regular review of the rates and fees are completed. And further to encourage the use of the downtown parking lots.

2. **POLICY:**

2.1 Definitions:

"Multi-space pay station parking lots" shall refer to the lots that are deemed and defined under the current *Traffic Bylaw* as such.

"Available spaces" shall refer to the spaces in the parking lots that are not currently leased. When not leased, the available spaces are used for public pay parking and parking permits per the current *Traffic Bylaw*.

"Private downtown residents" shall mean individuals who are living in the downtown area.

Available Lots

2.2 Leased parking spaces will only be available in the Myrtle Ave., Betts Ave. and First Ave. multi-space pay station parking lots. (See Appendix A for available parking lots) A maximum of 50% of the available spaces in the parking lots may be leased to businesses or private downtown residents. Final discretion of the number of spaces permitted to be leased in each lot will be given to the Bylaw & Safety Supervisor with consideration for the busyness of each lot. Leased parking spaces are intended to be used for parking vehicles. Leased parking spaces are only available to downtown businesses or residents who reside in the downtown.

Lease Rates and Collection of Payments

2.3 Lease rates are \$200 per space, per year. The lease rates were established to be double the cost of an annual parking permit. Lease rates should be reviewed when parking permit rates (within the Traffic Bylaw) are reviewed as well. Leases will be renewed and charged annually in January. Renewal and collection of funds is handled by the Assistant City Clerk, under the City Clerk's Office. Collected funds will be allocated to the parking lot revenue.

Required Signage

2.4 Lease holders are responsible for the cost of signage design and manufacturing for the spaces. Lease holders must have the sign designs approved by the City Clerk's Office prior to manufacturing. The sign design will form part of the agreement as well. An example of acceptable signage is provided in Appendix D. Where the lease holder does not have a building available adjacent to the parking lot to attach the signs to, the lease holder will provide the City with drawings of how they intend to install signage in the parking lot. The signage installation method will need to be approved by the Roadways Manager or their designate prior to installation. If the City installs the signs on behalf of the Lease Holder, the Lease Holder will be responsible for the cost of the City installing the signs. Consideration should be given to ensuring the signs may be safely installed with durability in mind, as well as ensuring the signs will not obstruct snow clearing.

POLICY TITLE	POLICY NO.	PAGE # 2 of 9
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Snow Clearing and Other Lot Maintenance

2.5 Snow clearing will be provided by the City of Yorkton and will be done in accordance with the City's Ice and Snow Removal Policies. Further, any additional lot maintenance will be done in conjunction with other parking lot maintenance. The City will notify lease holders if vehicles will need to be removed to facilitate regular maintenance.

Parking Space Enforcement

2.6 The City of Yorkton does not provide enforcement for the leased parking spaces. Any enforcement required would be treated the same as any private parking lot and it would be the responsibility of the lease holder to tow any unauthorized vehicles that are parked in their leased spaces. Any subsequent cost of towing would be for the lease holder to assume as well.

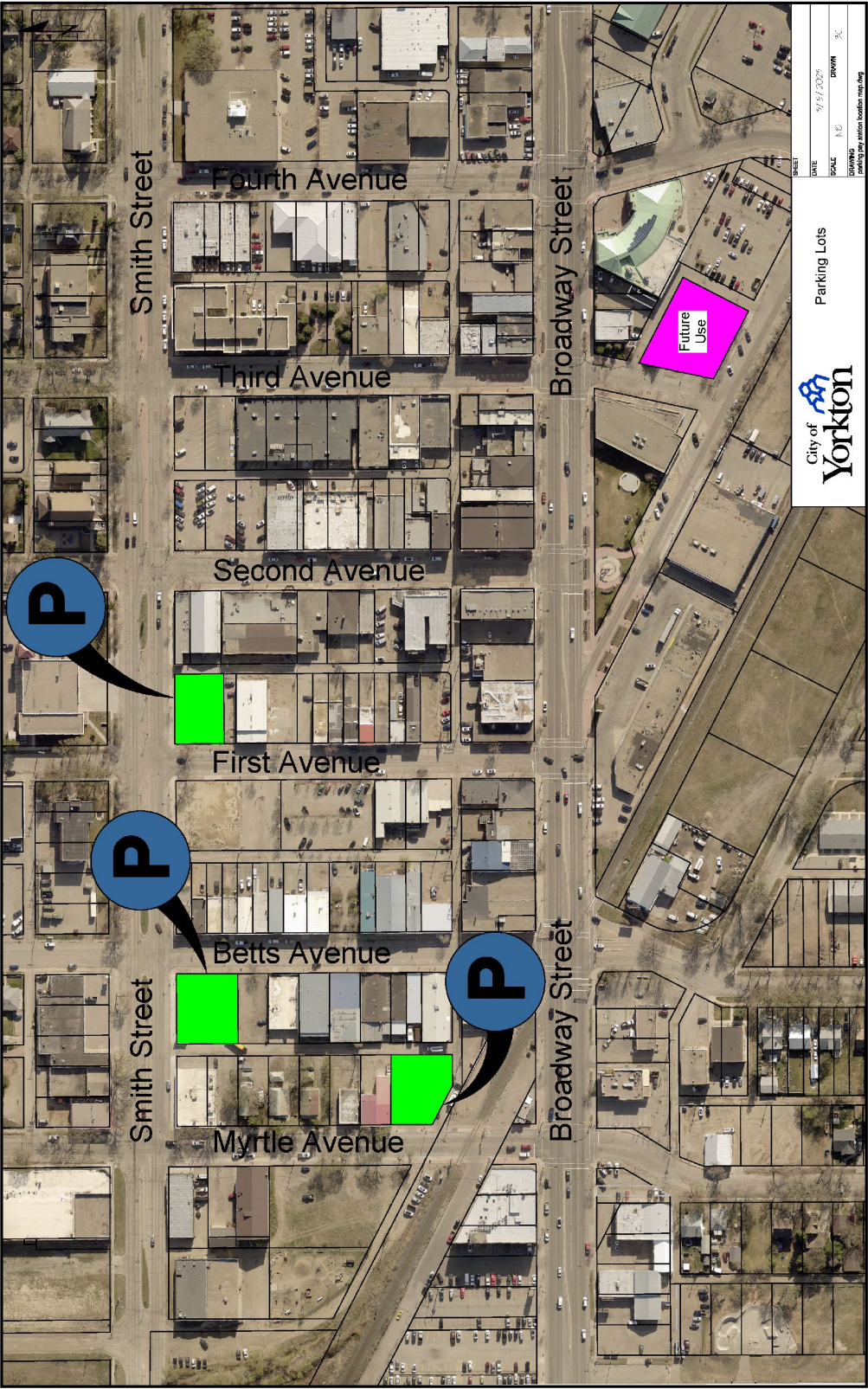
3. RESPONSIBILITY:

3.1 City Clerk's Office is responsible for this Policy. The Assistant City Clerk is responsible for creating and executing the leased parking spaces, in consultation with the Bylaw & Safety Supervisor and the Roadways Manager.

3.2 To expedite the process, when leased parking space inquiries arise, sample questions to ask the interested lease holder are provided in Appendix B. The answers will assist in creating the leased parking space agreement. The leased parking space agreement template is also included in Appendix C.

3.2 The City Clerk has the authority to enter into Downtown Leased Parking Space Agreements that fall within the guidelines of this Policy. In cases that do not fall within the policy parameters, the requests will be brought to Council for their review and approval prior to Administration entering into the Agreements.

APPENDIX A



POLICY TITLE	POLICY NO.	PAGE # 4 of 9
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APPENDIX B

Questions for Lessees Regarding Leasing Parking Spaces in City Lots

- How many spaces are you wanting/looking to lease?
- Are the spaces going to be used for staff and/or customers?
- If the spaces are for staff, would purchasing annual permits instead be an option?
- If approved, how will signage be posted? What's your plan? (Local printing places are able to produce weather proof signs) Is a building available to attach the signs to, or will you be needing bases/posts installed?
- If the lessee will require bases, posts, etc. installed by the City, talk to the Roadways Manager and get a rough estimate of what the cost will be, and relay this to the lessee before entering into an agreement
- Also check with the Roadways Manager regarding snow removal and if the signage/spots will cause any issues with clearing (if not attaching to a building)

POLICY TITLE	POLICY NO.	PAGE # 5 of 9
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APPENDIX C



This Agreement for a Lease of City of Yorkton parking stalls made in duplicate this ____ day of _____, 20__.

BETWEEN:

The CITY OF YORKTON, a municipal corporation in the Province of Saskatchewan, hereinafter referred to as the "Lessor";

And

_____, owner/occupant of the property located at _____, Yorkton, Saskatchewan, hereinafter referred to as "Lessee".

WHEREAS, the Lessor owns land at _____ currently used as a parking lot; and

WHEREAS, the Lessee owns and operates a business located at _____ which is _____ of the parking lot as indicated on Schedule 1 attached hereto and forming part of this agreement; and

WHEREAS, the Lessee wishes to rent space at the Lessor's parking lot to provide parking spaces close to their business for use by customers; and

WHEREAS, the Lessor has agreed to provide rental parking space to the Lessee subject to terms and conditions.

THEREFORE, the Lessor and Lessee mutually agree as follows:

1. That _____ (#) parking stalls located in the city-owned parking lot at _____, as indicated in red on Schedule 1 to this agreement, that abut the business location at _____, will be provided as the Lessee's customer parking stalls.
2. That the Lessee will pay the Lessor a fee of Two Hundred Dollars (\$200.00) plus GST, per parking stall, which equals _____ plus GST per year, as rent for use of the parking spaces which will be made available to the Lessee's customers, hereinafter referred to as the parking area. A pro-rated 20__ rent payment, based on the month the agreement is in effect in 20__ is due upon the date of execution of this agreement. Full annual rent payment is due on January 1, 202_ and on this anniversary date annually thereafter.

POLICY TITLE	POLICY NO.	PAGE # 6 of 9
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3. That the agreement be continuous unless terminated by either party as set out in Sections 9 and 10.
4. That the Lessee agrees that the parking area will be used exclusively for customer parking and for no other purpose.
5. That the Lessor will maintain the Lessee's parking area in accordance with Public Works' maintenance program and the Lessee will accommodate such service.
6. That the Lessee, at their sole cost, shall post ____ (#) of "____ (business name) Customer Parking" signs, one (1) per stall that shall be affixed to the building owned by the Lessee, or in a location otherwise approved by the lessor, to identify the parking stalls identified on Schedule 1. The parking signs shall:
 - a. Be weather-resistant metal or plastic signs;
 - b. Have 11" wide x 17" tall dimensions; and
 - c. Be professionally designed whereby design proofs are to be approved by the Lessor prior to being produced. A copy of the proof is attached as Schedule 2.
7. That the Lessee will be solely responsible for monitoring the use of the leased parking area and that the Lessor shall not enforce matters related to use of the parking area by owners of vehicles who are not customers/patrons of the Lessee. The facilitating parking lot is available for any vehicles which clearly display a City of Yorkton parking permit for the current year.
8. That the Lessee agrees to indemnify the Lessor from any and all liabilities, damages, cost, claims, suits or actions arising out of the customer's use of the parking area.
9. That should the Lessor sell the land at _____, this agreement will be terminated by the Lessor and the agreement will become null and void upon the Lessor providing the Lessee with thirty (30) days written notice that the land has been sold.
10. That this agreement may further be terminated, by either party, for any other reason other than the sale of the land described in Section 9, by providing ninety (90) days' notice of such termination to the other party. Notice to be given hereunder shall be in writing and delivered personally or sent by prepaid first class mail to the parties at the following addresses:

POLICY TITLE	POLICY NO.	PAGE # 7 of 9
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To the Lessor: City of Yorkton
PO Box 400
Yorkton, Saskatchewan S3N 2W3
Attention: City Clerk

To the Lessee: Address line 1
Address line 2
Yorkton, Saskatchewan S3N XXX
Attention:

11. That the personally delivered notice shall be deemed to have been served on the actual day of delivery. If the notice is served by mail, it shall be deemed to have been served on the expiration of twenty-four (24) hours after it is posted.

12. That in the event the agreement is terminated, rent paid by the Lessee will be reimbursed by the Lessor on a pro rate basis based on the number of days per year that the agreement was no longer in effect.

IN WITNESS WHEREOF the City of Yorkton has hereunto affixed its Corporate Seal attested by the proper signing officer(s) on its behalf this ___ day of _____ A.D., 2020.

CITY OF YORKTON

[INSERT NAME]
Director of Legislation & Procedures
(City Clerk)

I, _____, [INSERT JOB TITLE OF PERSON SIGNING FOR THE COMPANY/INDIVIDUAL], am the person authorized to sign for [INSERT COMPANY NAME].

Sworn before me at the City of Yorkton,)
In the Province of Saskatchewan, this)
___ day of _____, 20___.) _____
)
)
)

Commissioner of Oaths in and for
The Province of Saskatchewan.
My Commission expires: _____.

POLICY TITLE	POLICY NO.	PAGE # 8 of 9
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Schedule 4

'Insert aerial photo or map of lands'

POLICY TITLE	POLICY NO.	PAGE # 9 of 9
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APPENDIX D

**BUSINESS NAME
or LOGO**

**PARKING
ONLY**

**UNAUTHORIZED
VEHICLES WILL BE
TOWED AWAY AT
OWNER'S EXPENSE**



This Agreement for a Lease of City of Yorkton parking stalls made this ____ day of _____, 20__.

BETWEEN:

The CITY OF YORKTON, a municipal corporation in the Province of Saskatchewan, hereinafter referred to as the “Lessor”;

And

ROB KOZAK C/O REMAX-YORKTON, owner/occupant of the property located at 32 Smith Street West, Yorkton, Saskatchewan, hereinafter referred to as “Lessee”.

WHEREAS, the Lessor owns land at 42 Betts Avenue currently used as a parking lot; and

WHEREAS, the Lessee owns and operates a business located at 32 Smith Street West which is West of the parking lot as indicated on Schedule 1 attached hereto and forming part of this agreement; and

WHEREAS, the Lessee wishes to rent space at the Lessor’s parking lot to provide parking spaces adjacent to their business for use by their licensed trailers; and

WHEREAS, the Lessor has agreed to provide rental parking space to the Lessee subject to terms and conditions.

THEREFORE, the Lessor and Lessee mutually agree as follows:

1. That three (3) parking stalls located in the city-owned parking lot at 42 Betts Avenue, as indicated and highlighted on Schedule 1 to this agreement, that are adjacent to the business location at 32 Smith Street West, will be provided as the Lessee’s licensed trailer parking stalls.
2. That the Lessee will pay the Lessor a fee of Two Hundred Dollars (\$200.00) plus GST, per parking stall, which equals \$600.00 plus GST per year, as rent for use of the parking spaces which will be made available to the Lessee’s licensed trailers, hereinafter referred to as the parking area. A pro-rated rent payment, based on the month the agreement is in effect in 2023 is due upon the date of execution of this agreement. Full annual rent payment is due on January 1, 2024 and on this anniversary date annually thereafter.
3. That the Lessee agrees to have and maintain valid and current registration on their parked trailers in the city-owned parking lot at all times, which may be verified from time to time by the Lessor. Should the registration become or be

found to be invalid for any reason, the agreement will become null and void.

4. That the agreement be continuous unless terminated by either party as set out in Sections 10 and 11.
5. That the Lessee agrees that the parking area will be used exclusively for the Lessee's licensed trailers, and for no other purpose.
6. That the Lessor will maintain the Lessee's parking area in accordance with Public Works' maintenance program and the Lessee will accommodate such service.
7. That the Lessee, at their sole cost, shall post four (4) of "Remax-Yorkton Parking" signs, one (1) per stall that shall be affixed to the building owned by the Lessee, or in a location otherwise approved by the lessor, to identify the parking stalls identified on Schedule 1. The parking signs shall:
 - a. Be weather-resistant metal or plastic signs;
 - b. Have 11" wide x 17" tall dimensions; and
 - c. Be professionally designed whereby design proofs are to be approved by the Lessor prior to being produced. A copy of the proof is attached as Schedule 2.
8. That the Lessee will be solely responsible for monitoring the use of the leased parking area and that the Lessor shall not enforce matters related to use of the parking area by owners of vehicles who are not customers/patrons of the Lessee. The facilitating parking lot is available for any vehicles which clearly display a City of Yorkton parking permit for the current year.
9. That the Lessee agrees to indemnify the Lessor from any and all liabilities, damages, cost, claims, suits or actions arising out of the customer's use of the parking area.
10. That should the Lessor sell the land at 42 Betts Avenue, this agreement will be terminated by the Lessor and the agreement will become null and void upon the Lessor providing the Lessee with thirty (30) days written notice that the land has been sold.
11. That this agreement may further be terminated, by either party, for any other reason other than the sale of the land described in Section 9, by providing ninety (90) days' notice of such termination to the other party. Notice to be given hereunder shall be in writing and delivered personally or sent by prepaid first class mail to the parties at the following addresses:



To the Lessor: City of Yorkton
PO Box 400
Yorkton, Saskatchewan S3N 2W3
Attention: City Clerk

To the Lessee: Remax-Yorkton
32 Smith Street West
Yorkton, Saskatchewan S3N 3X5
Attention: Rob Kozak

12. That the personally delivered notice shall be deemed to have been served on the actual day of delivery. If the notice is served by mail, it shall be deemed to have been served on the expiration of twenty-four (24) hours after it is posted.

13. That in the event the agreement is terminated, rent paid by the Lessee will be reimbursed by the Lessor on a pro rated basis based on the number of days per year that the agreement was no longer in effect.

IN WITNESS WHEREOF the City of Yorkton has hereunto affixed its Corporate Seal attested by the proper signing officer(s) on its behalf this ____day of _____A.D., 2023.

CITY OF YORKTON

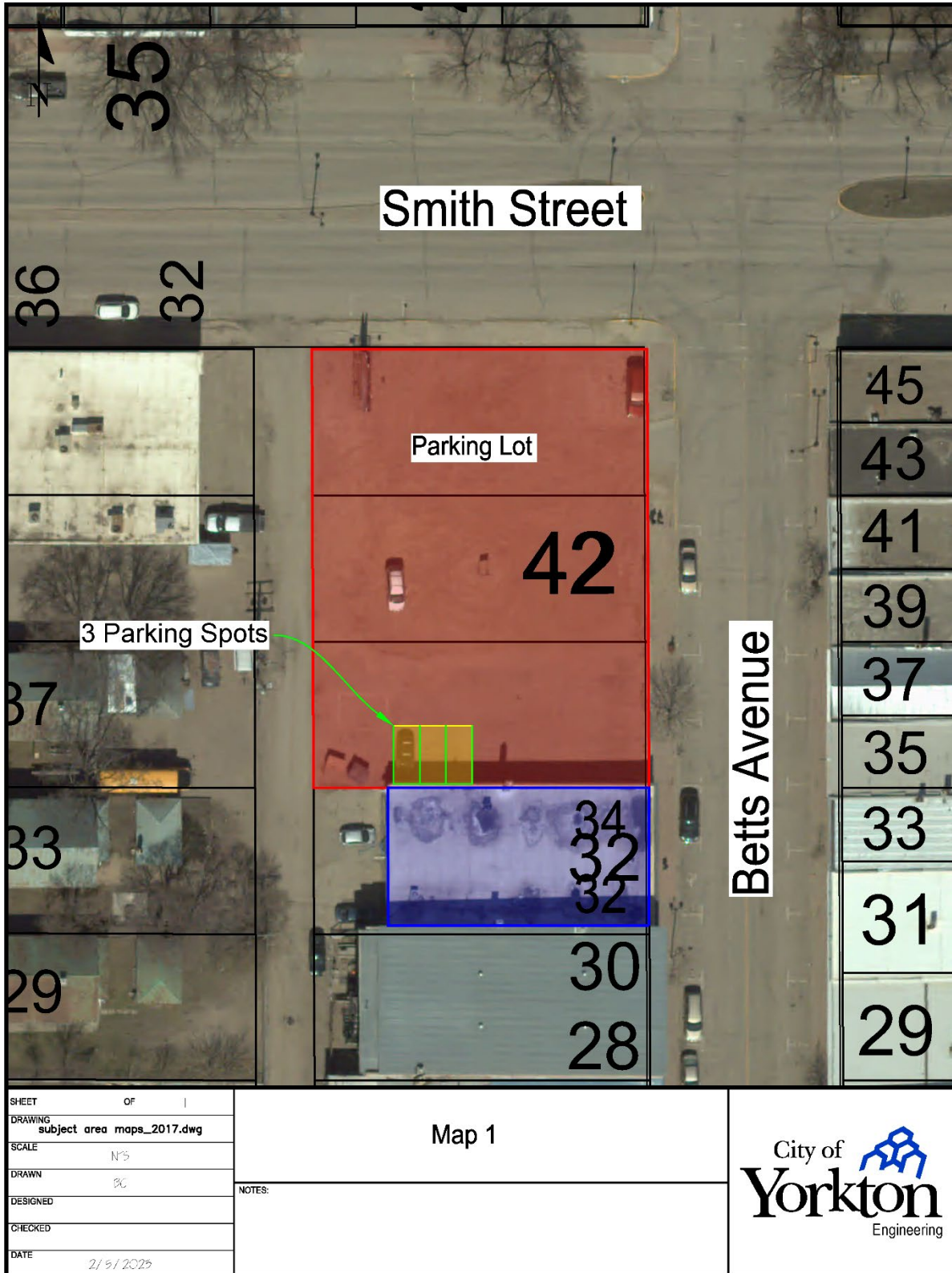
Jessica Matsalla
Director of Legislation & Procedures
(City Clerk)

I, Rob Kozak, *TITLE* for Remax-Yorkton, am the person authorized to sign for Remax-Yorkton.

Sworn before me at the City of Yorkton,
In the Province of Saskatchewan, this
____day of _____, 20____.

)
)
)
)
)
)

Commissioner of Oaths in and for
The Province of Saskatchewan.
My Commission expires: _____.





TITLE: Zoning Bylaw Amendment Application to Allow Public Education Services Use – 464 Broadway Street East - Update	DATE OF MEETING: May 15, 2023
	REPORT DATE: May 10, 2023, 2:55 PM
CLEARANCES:	ATTACHMENTS: 1. April 24, 2023 Report to Council
Written 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	

Summary of History/Discussion:

At their April 24, 2023 meeting, Council considered an Administrative report (Attachment 1) in response to a Zoning Bylaw amendment application to allow for a Public Education Services use at 464 Broadway Street. Council initially put forward the following motion:

That Council deny the Zoning Bylaw Amendment Application required to allow for a Public Education Services use within Condo Plan 102164655, civically known as 464 Broadway Street East.

After more discussion, the motion was ultimately tabled to a future Council meeting so that the application could be referred to the Planning & Infrastructure Commission for their input and review.

The application was then brought forward by Administration to the Planning & Infrastructure Commission at their May 3, 2023 meeting. Committee members expressed support for the Dreambuilders program but were in unanimous agreement that the proposed location was not suitable. As such, the Commission resolved:

That the Planning and Infrastructure Commission recommend that Council deny the Zoning Bylaw Amendment Application required to allow for a Public Education Services use within Condo Plan 102164655, civically known as 464 Broadway Street East.

After being advised of the Commission's recommendation, the School Division formally withdrew their application on May 5, 2023.

Administrative Review:

The City was previously unaware of the School Division's aspirations to find another location for the Dreambuilders program. Having gained a better understanding of what they are looking for, Administration will be on the lookout for more suitable properties as they become available and will work with the Division to help realize their plans.

Options:

1. That this report be received and filed; and
2. That the motion which was referred to the PIC, be withdrawn.

Recommendation:

1. That Council receive and file the Administrative Report titled "Zoning Bylaw Amendment Application to Allow Public Education Services Use – 464 Broadway Street East – Update" as presented on May 15, 2023; and
2. That Council withdraw motion number R00124-2023 as contained in the Regular Council meeting minutes of Monday, April 24, 2023:

Wyatt/Chyz

That Council deny the Zoning Bylaw Amendment Application required to allow for a Public Education Services use within Condo Plan 102164655, civically known as 464 Broadway Street East.***

as Christ the Teacher Catholic School Division has submitted a notice to withdraw their application, received on May 5, 2023.

Attachment 1 – April 24, 2023 Report to Council



REPORT TO COUNCIL

TITLE: Zoning Bylaw Amendment Application to Allow Public Education Services Use – 464 Broadway Street East	DATE OF MEETING: April 24, 2023
	REPORT DATE: April 19, 2023, 11:40 AM
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none">1. Zoning Map2. Aerial View3. Applicant Request for Rezoning
Written 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	

Summary of History/Discussion:

Planning Services has received an application to amend the Zoning Bylaw to allow for Dream Builders High School as a Public Education Services use within Unit 2 – 464 Broadway Street East (see Attachment 1). The current zoning is C-3 Highway Commercial and the proposed use is prohibited in the C-3 zoning district.

The property is established as a Condominium Plan with one building consisting of two separately owned units (Unit 1 and Unit 2), as well as the common property (land surrounding the building). A condominium property consists of multiple ownership interests over a portion of land ("common area"), together with separately owned interests in building spaces called "units". All condominium developments are governed by *The Condominium Property Act, 1993*. The condominium property, the buildings and common land areas are collectively owned by the group of condominium unit holders, which, in turn, is managed by a condominium corporation.

In addition to the condominium status of the land, this is a very unique situation, in that there are no existing zoning districts which allow for both Public Education Services use (proposed in Unit 2), and the current Retail Sales use (operating in Unit 1). Because we have never encountered a rezoning application affecting a building condominium, Planning Services sought guidance from the Ministry of Government Relations, Community Planning Branch. Through many discussions with the Ministry, we have been advised that zoning is specific to a parcel or site and cannot be varied between condominium units. As such, rezoning would be applicable to the entire site and have impacts on all units.

Attachment 1, continued

Administrative Review:

In order to evaluate the merits of potential rezoning applications, Planning Services considers each application under eight criteria. This application was evaluated as follows:

1. Is the proposed use compatible with neighboring uses?

The purpose of the C-3 Highway Commercial district is to provide for commercial development in areas along major access routes at entry points to the City. Permitted uses include, but are not limited to, autobody repair and paint shops, crematoriums, entertainment/drinking establishments, funeral services, hotels and motels, manufactured home sales facilities, contractor facilities and retail stores including liquor and cannabis retailers.

Existing business in the immediate area include Value Tire, Fedorowich Construction, Affordable Mattress, Farm Credit Canada and Secon Constructors Inc. (see Attachment 2). These uses vary considerably, but include a mix of quasi-industrial and more typical commercial uses. Mixing Public Education Services and bringing high school-aged youth to this area is therefore not compatible with the neighbouring uses.

2. Are the building and property suitable to the proposed use?

The applicant has indicated that the building is suitable for their needs in size and layout, however, Administration notes that significant upgrades, including water capacity modelling to ensure capacity for the addition of a sprinkler system, service connection upgrades and additional washrooms will likely be required.

To accommodate the educational services use, the site will require additional parking and loading spaces. While there is adequate area to accommodate this, hard surfacing (paving), including on-site storm water management, will also be required. In addition, the site lacks developed outdoor amenity space for students while on breaks which, while not required, would be strongly recommended.

Access to the site is gained via a service road, which is also utilized by the neighbouring properties, some of which involve heavy truck and equipment traffic. This neighbourhood was originally subdivided and developed in a rural context, and there are no sidewalks or pedestrian linkages to more established commercial or residential areas. If the City were to allow for a school use on this site, it should likely consider pedestrian infrastructure improvements such as a multi-use pathway or sidewalks, and an improved crossing at Lawrence Ave and Broadway St. Problematically, there is insufficient street right-of-way to allow for these improvements, and additional alterations or land acquisitions would be required.

Further, the City may be forced to entertain speed limit reductions, as the location of this site and current lack of pedestrian infrastructure could lead to safety concerns for students and educators.

Attachment 1, continued

While the applicant believes the building is suitable for the proposed use, Administration is not satisfied that the property is suitable for the educational services use.

3. Is there a need in the community for the proposed use?

The School Division currently operates the school and there is apparent need in the community for this type of educational programming.

4. Is there a need for additional properties within the zoning sector?

The applicant has been searching for potential properties to address both the current and future needs of the students and staff, however, the availability of suitable properties has been limited.

While there may be limited buildings that suit the school's needs, there are vacant properties in or near residential neighbourhoods that would be more conducive to rezoning to allow for the intended use.

5. Would the rezoning transplant an existing business in such a way that it will create a vacancy elsewhere in the City?

Currently, the school leases space within the SIGN building on West Broadway, however, public education services are not a permitted use in the C-2 Arterial Commercial zoning district and permits have not been issued. As such, the use has been operating in contravention to the Zoning Bylaw.

Because the Public Education Services use is currently in operation, rezoning to allow for its relocation will create a vacancy in a portion of the existing location.

6. Will the proposed use enhance or revitalize the property and building(s)?

Under the Zoning Bylaw, a change in use may trigger a number of conditions including on-site storm water management, site improvements and landscaping, which will ultimately enhance the property. Exterior building upgrades are not expected.

7. Has the applicant demonstrated their understanding of the potential financial constraints and opportunities that warrants consideration of a rezoning?

The applicant has indicated that they are aware of potential financial implications of required updates, however, it is unsure as to how this may impact the owner of Unit 1.

Planning Services has received from the realtor, a copy of a document signed by the owner of Unit 1 by DocuSign, indicating that they are in agreement to the proposed educational services use and rezoning if required. However, to date, no discussions between the city and the owner of Unit 1 have occurred. Therefore, it is not known if the owner has been made aware of the total potential implications of rezoning, which could limit future use of their commercial unit.

Attachment 1, continued

8. Would the rezoning be perceived as a precedent for which other owners of similarly-zoned properties would expect similar treatment?

A zoning amendment to accommodate a specific educational services use which runs contrary to the vision of the Official Community Plan and Zoning Bylaw, could be perceived as a precedent in which other non-compatible uses would expect similar treatment.

Official Community Plan:

The Official Community Plan (OCP) prescribes goals for commercial development along highway corridors, specifically stating:

(Section 3.1.8) "Highway Commercial areas are most often reserved for large format development and "big-box" retail centres. In addition, these developments include hotels, restaurants, commercial rental units and commercial business complexes or any business that typically benefits from access and visibility from major roads.

The subject lands are designated for Commercial use and changes to allow for a Public Education Service would likely necessitate changes to the wording in the OCP. Such changes should typically not be undertaken without community wide consultation and should not be considered for one-off situations.

Financial Implications:

Public schools are exempt from municipal taxation. If the use is ultimately allowed by the City, the unit would no longer be paying taxes, which were nearly \$30,000 in 2022. Additionally, Administration is leery that ongoing operation of the school will one day necessitate municipal pedestrian infrastructure upgrades and safety improvements, of which will come at significant cost.

Conclusion:

The proposed amendment would result in:

1. the creation of incompatible land uses within the area;
2. the loss of primary highway commercial property for its intended use;
3. potential limitations on use of the neighbouring condo unit;
4. the loss of commercial taxation revenue, as public education services are exempt from taxation;
5. potential for costly infrastructure;
6. potential for a school zone to reduce speed limits along the service road.

Based on these reasons and on sound land use planning practices, Administration is not supportive of the proposed amendments and recommends that Council refuse the application. Administration can then work with the applicant to help find more appropriate sites to relocate the school.

Attachment 1, continued

Options:

1. That Council deny the Zoning Bylaw Amendment Application required to allow for Public Education Services use within Condo Plan 102164655, civically known as 464 Broadway Street East; or
2. That Administration be provided with alternative direction.

Recommendation:

1. That Council deny the Zoning Bylaw Amendment Application required to allow for a Public Education Services use within Condo Plan 102164655, civically known as 464 Broadway Street East.

Attachment 1, continued

Attachment 1 – Zoning Map



Attachment 1, continued

Attachment 2 – Aerial View



Request for Public Education Services Use – 464 Broadway St E
Page 7 of 13

Attachment 1, continued

Attachment 3 – Applicant Request for Rezoning

Request for Contract Zone Rezoning for
Property located at #2-464 Broadway Street East
Yorkton, SK



Christ the Teacher

ROMAN CATHOLIC SEPARATE SCHOOL DIVISION #212

45A Palliser Way, Yorkton, Saskatchewan, S3N 4C5 Telephone: (306)783-8787 Fax: (306)783-4992

Believe... Belong... Become

Submitted to: Carleen Koroluk, Land Use Planner – City of Yorkton
Michael Eger, Director of Planning, Building & Development – City of Yorkton
Submission Date: March 2, 2023

Prepared by: Delmar Zwirsky, CFO
[REDACTED]

Attachment 1, continued

Attachment 3 Continued – Applicant Request for Rezoning

Contents

1.0	BACKGROUND SCHOOL DIVISION OPERATIONS – YORKTON	3
2.0	FACILITY HISTORY AND CURRENT STATE	3
3.0	PROPERTY DETAILS	4
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6.0	REQUEST FOR APPROVAL	5
7.0	KEY POINTS/CLARIFICATION	5

APPENDIX A – Property Survey

Attachment 1, continued

Attachment 3 Continued – Applicant Request for Rezoning

1.0 BACKGROUND – SCHOOL DIVISION OPERATIONS - YORKTON

Christ the Teacher RCSSD No. 212 currently operates six (6) schools within the City of Yorkton as follows:

- St. Alphonsus School (Prekindergarten to Grade 8)
- St. Mary's School (Prekindergarten to Grade 8)
- St. Michael's School (Kindergarten to Grade 8 – Dual Track English/French Immersion)
- St. Paul's School (Kindergarten to Grade 8)
- Sacred Heart High School (Grade 9-12 – Dual Track English/French Immersion)
- Dreambuilders High School (Grade 9-12)

The school division currently leases space for the operations of Dreambuilders High School and owns the other 5 schools.

Christ the Teacher RCSSD No. 212 has been searching for potential properties within the City of Yorkton to address both the current and future needs of the students and staff at Dreambuilders High School. The availability of suitable properties has been limited.

Recently, a property that would significantly enhance the learning opportunities has been listed and Christ the Teacher RCSSD No. 212 is requesting contract zone rezoning of the property from C-3 (Highway Commercial) to IN (Institutional). The property would provide a valuable asset for the division.

2.0 SCHOOL HISTORY AND CURRENT STATE

Dreambuilders High School was recognized as a funded high school by the Saskatchewan Ministry of Education on June 29, 2015. Dreambuilders High School provides education for students from Grades 9-12 and follows provincial curricula offering secondary credits in three categories (required courses of study, specified areas of study, and electives) similar to other high schools in the province. The school operates from the end of August to end of June each year, consistent with all schools within the division.

School Enrolment

Annual enrollment has ranged from 65 to 74 students since being recognized as a high school in 2015.

Staffing

Dreambuilders High School currently has 3.5 Full-time Equivalent (FTE) Instructional Staff which includes a principal and 2.5 Full-time Equivalent (FTE) Teachers as well as 2.5 Full-time Equivalent (FTE) support staff.

Student Transportation

Student transportation is provided via 15-passenger vans with certified staff drivers. No students are transported to school via buses.

Attachment 1, continued

Attachment 3 Continued – Applicant Request for Rezoning

3.0 PROPERTY DETAILS

Details of the specifications of the property that Christ the Teacher RCCSD No. 212 is planning to purchase are as follows:

Address #2 464 Broadway Street East – Yorkton, SK

Building Details

Main Area	5,035	square feet
Office (Mezzanine) Area	1,188	square feet
Warehouse Area	<u>4,100</u>	square feet
Total Area	<u>10,323</u>	square feet

The existing property is zoned as C3 (Highway Commercial) and would require approval from the City of Yorkton to contract zone the property to IN (Institutional).

Parking

Visitor Parking is available at the north entrance to the property.
Staff parking is available along the east side of the property.

Property Modifications & Improvements

The facility will require modifications to include additional washrooms as well as programming supports.

4.0 Project Benefits/Key Points

The purchase of the property at 2-464 Broadway Street West would provide a facility to enhance the learning experience for staff and students at Dreambuilders High School by providing additional space and a modern facility to adapt to the future educational needs and opportunities for students and staff.

5.0 Project Timeline

The division is anticipating approval from the Ministry of Education and the Contract Zone Rezoning approval from the City of Yorkton by March 31, 2023, in order to satisfy the conditional offer items agreed to by the property owner (seller) and the school division (buyer).

The division would then move forward with tenders for property improvements in April 2023. Property improvements would be planned between May 1, 2023 to July 31, 2023. Set up of the instructional area would occur in August 2023.

Attachment 1, continued

Attachment 3 Continued – Applicant Request for Rezoning

6.0 Request for Approval – Contract Zone Rezoning

Christ the Teacher RCSSD No.212 is requesting approval from the City of Yorkton for Contract Zone Rezoning for the property at 2-464 Broadway Street East in Yorkton, SK for Dreambuilders High School Instructional purposes.

A property survey is attached for reference purposes.

Appendix A

7.0 Key Points/City of Yorkton Concerns and Clarification

Summary of Key Points

The following key points are being identified for reference:

- Christ the Teacher RCSSD No. 212 plans to upgrade the facility as required.
- Bus service is not required for students that attend Dreambuilders High School as transportation is provided.
- Students attending Dreambuilders High School are registered in grades 9-12.
- An Environmental Study has been completed and is clear (i.e. no environmental liabilities).
- Christ the Teacher RCSSD No. 212 will comply with any Condominium Agreements required in co-operation with the existing property owner at 1-464 Broadway Street East.

City of Yorkton Concerns and Clarification

Discussion with the City of Yorkton to date have involved the following individuals:

- Carleen Koroluk – Land Use Planner, City of Yorkton
- Michael Eger – Director of Planning, Building & Development – City of Yorkton
- Delmar Zwirsky – Chief Financial Officer – Christ the Teacher RCSSD No.212
- John Bell – Listing Agent – Royal LePage (Regina)

Christ the Teacher RCSSD No. 212 is requesting a written response to verify information related to the following:

- Process/timeline for rezoning review
- Clarification for rezoning related to information provided in this initial document.
- Other factors that must be considered during this Application process.
- Other information required from the division to assist with the process.

Request for Rezoning - #2-464 Broadway Street East
Yorkton, SK

Page 5

TITLE: Discretionary Use DU02-2023 – Contractor Facility at 3-111 Magrath Street (C-1 City Centre Commercial) Public Notice Authorization	DATE OF MEETING: May 15, 2023
	REPORT DATE: May 10, 2023
CLEARANCES: Michael Eger – Director of Planning, Building & Development Michael Eger	ATTACHMENTS: 1. Key Plan 2. Zoning District Map 3. Summary of Discretionary Use Process 4. Site Plan 5. Aerial View 6. Public Notice
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 Unit 3 – 111 Magrath Street (see Attachment 1).

The subject property is zoned C-1 City Centre Commercial (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 is an existing business that started out operating as a Home Based Business and has recently relocated to this commercial space. 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 business currently employs five (5) people and provides services including construction of sheds, decks, fences, bathrooms, siding, flooring and interior/exterior renovations. The majority of work is performed at the client’s site while the Magrath Street location is used for:

- office and shop space;
- storage of tools & materials; and
- custom cabinetry and millwork.

The fenced outdoor space at the rear of the building is shared with the adjacent advertising/signage company and includes:

- storage of company work trucks and trailers; and
- shipping and receiving area for materials and supplies.

The site is on the outer edge of the C-1 City Centre Commercial zoning district and existing land uses include residential to the west, railway to the north, City owned property used for street cleaning debris storage to the east and a religious assembly to the south (see Attachments 4 & 5).

There are no neighbouring buildings on the north or east sides of the site. The site is separated from the residential use on the west side by a developed lane and from the religious assembly use to the south by Magrath St. The lane and street provide physical separation between the uses.

Based on the site location and information supplied by the applicant, it is anticipated that the scope of the contractor facility use will not create any significant levels of noise or odours and will have minimal impact on the surrounding area.

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 DU02-2023 which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003, at Unit 3 – 111 Magrath Street, and that the application be brought back to Council for its review and decision;
2. That Public Notification for Discretionary Use application DU02-2023, which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003 at Unit 3 – 111 Magrath Street, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

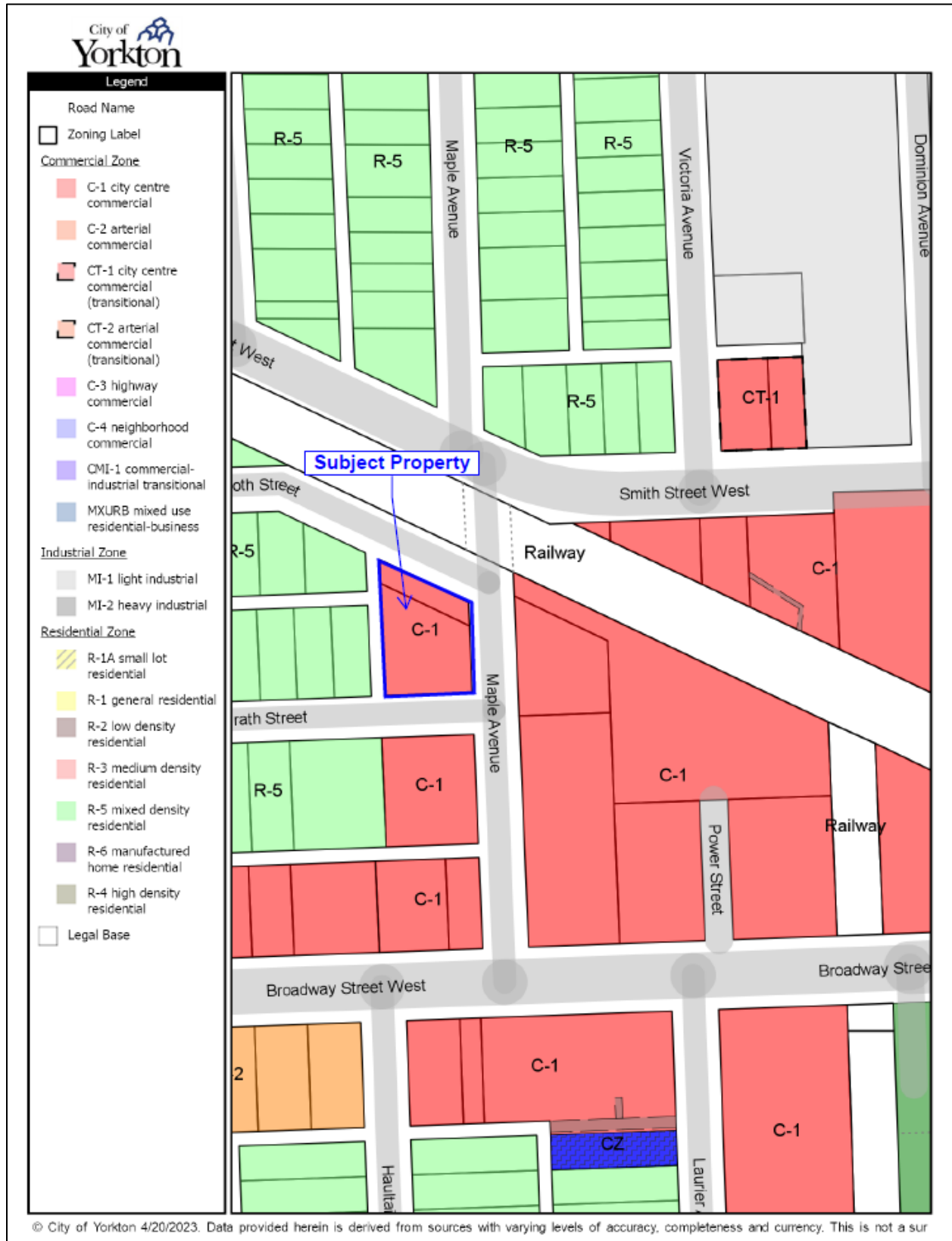
Administrative Recommendation:

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU02-2023 which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003 at Unit 3 – 111 Magrath Street, legally described as Lots 20 and 21; Block 32; Plan 99Y04947, and that the application be brought back to Council for its review and decision.

Attachment 1 – Key Plan



Attachment 2 – Zoning District Map



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:

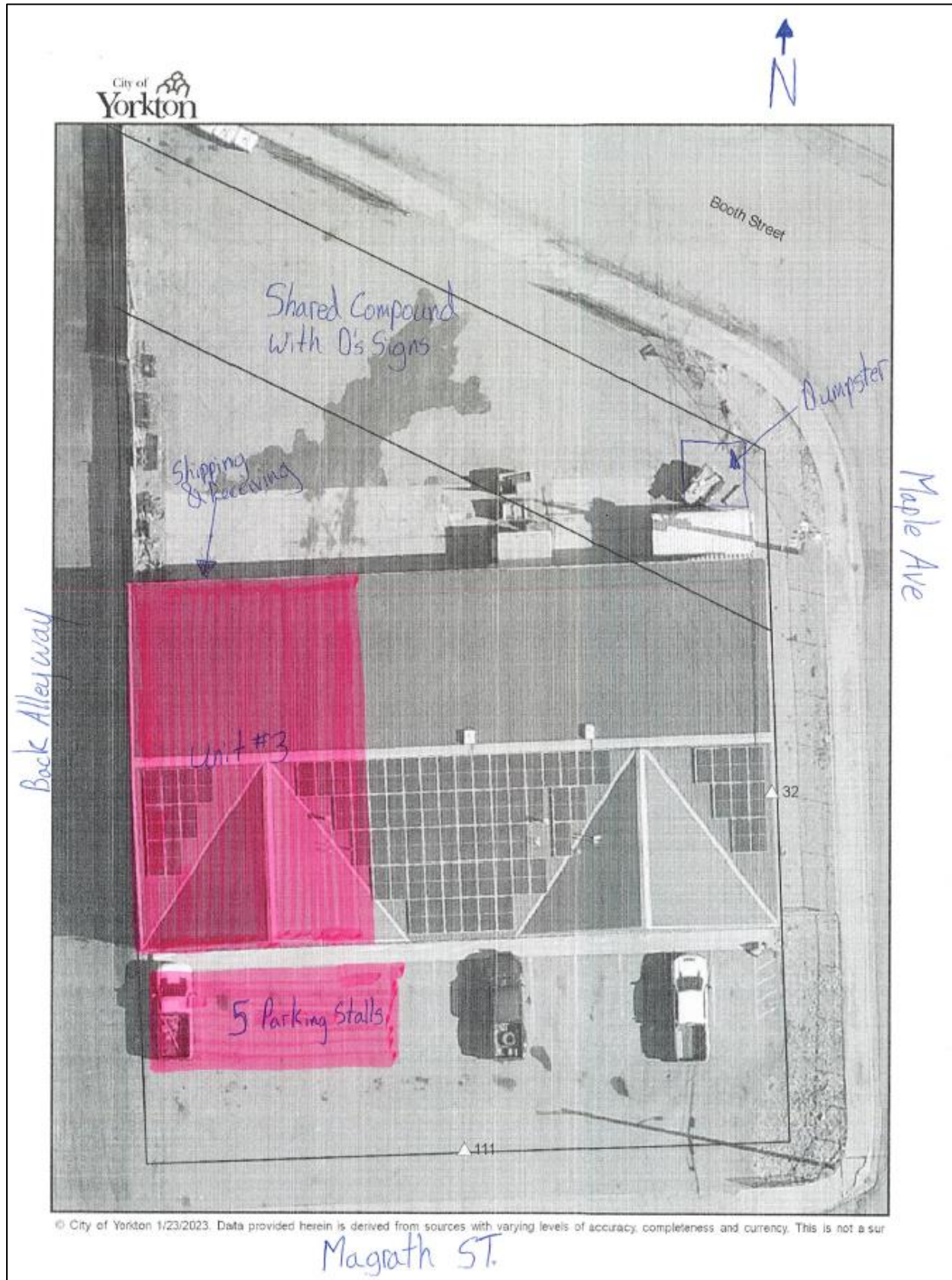
- (a) Comply with provisions of the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
- (b) Be consistent with the criteria in the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
- (c) In the opinion of the council, be compatible 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 – Site Plan



City of Yorkton

Smith Street West

Booth Street

Magrath Street

Maple Avenue

Subject Property

Yorkton Faith Ministries

Yorkton Public Library

City Owned Property

Sask Power

Lot numbers: 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896,

Attachment 6 – Public Notice

Public Notice

**Discretionary Use Application for Contractor Facility use
in C-1 City Centre Commercial Zoning District
Unit 3 – 111 Magrath Street**



Civic Address: Unit 3 – 111 Magrath Street **Legal Description:** Lots 20 & 21, Blk/Par 32, Plan 99Y04947

Proposed Use: Contractor Facility

Details: The applicant is an existing business providing construction and renovation services, including the construction of sheds, decks, fences, bathrooms, siding, flooring and interior and exterior renovations. The application proposes that the building be used for office and shop space, storage of tools & materials and custom cabinetry and millwork, with the outside space being used for the storage of company work trucks and trailers and an area for the shipping and receiving of materials and supplies.

This use falls under the definition of a Contractor Facility in Zoning Bylaw No. 14/2003 and is a Discretionary Use in the C-1 City Centre Commercial zoning district. Under *The Planning & Development Act, 2007*, Discretionary Use applications require City Council authorization to proceed.

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, June 5, 2023 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, May 31, 2023.** 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: To see the full report on this application, please visit www.Yorkton.ca. Click/tap on the "Council Meetings" link and select the "Agenda and Information Package" for the May 15, 2023 Regular Council Meeting. The full report is included in the Information Package.

Questions regarding the application may be directed to:

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

TITLE: Recommendations from the Committee of the Whole Council Meeting – May 8, 2023 – Council Priorities Update – Q1 2023 & Capital Plan Overview 2023-2028	DATE OF MEETING: May 15, 2023
CLEARANCES:	REPORT DATE: May 9, 2023 ATTACHMENTS: 1. Committee of the Whole 2023 First Quarter Memo and Package from May 8, 2023 2. Council Priorities Chart as of May 9, 2023 (Updated)
Written by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

PURPOSE/BACKGROUND

On May 8, 2023 the Committee of the Whole Council met to review the Council Priorities Chart after completion of the first quarter of 2023. The last update provided for Council Priorities was at the February 27, 2023 Committee of the Whole Council Meeting, which covered 2022 Q4 Updates.

The purpose of this report is to provide Council with the recommendations from the Committee of the Whole Council Meeting of May 8, 2023 to consider for approval. The minutes of the May 8, 2023 Committee of the Whole Meeting are subject to approval at the May 15, 2023 Regular Council Meeting.

DISCUSSION/ANALYSIS/IMPACT

At the date of the May 8 meeting, one item from the “Now” priorities had been completed, being Phase II of the “Explore External Operations Audit”. On March 6, 2023 Council voted to retain firm Meyers Norris Penny LLP to collaborate with Council and Administration in developing a Continuous Improvement Program with initial focus on data analytics and benchmarking comparators, a review of procurement with a focus on policies, process and practices for under trade threshold procurements, fleet analysis, and general operation efficiencies. The audit/review is underway.

The Committee of the Whole discussed the importance of continuing discussion with the rural municipalities that border the city in regards to the state and future of the rural roads the municipalities share an interest in.

The York Landing Subdivision item was decided as being the next highest priority for Council, and thus was recommended for transfer to the “Now” section of the Priorities Chart. [The Rec Master Plan](#) is in its development stage, and has been deemed as a “Next Priority” item, and was moved to this area of the chart.

The Director of Finance provided an overview of the City's Five Year Capital Plan for 2023-2028. The Plan includes forecasting for future Capital monies, and is available on the City's website. The Committee of the Whole received and filed the Plan as presented.

One In-Camera item was considered by the Committee of the Whole Council under the Personnel category.

COMMUNICATION PLAN/PUBLIC NOTICE

Upon Council's approval, the updated Council Priorities Chart (Attachment 2) will be posted on the city website.

OPTIONS

1. That Council accept recommendations resulting from motions C00005-2023 and C0009-2023, as contained in the Committee of the Whole Council meeting minutes of May 8, 2023; and further that the Council priorities chart dated May 9, 2023 be adopted as presented, and that Council authorize the publication of the chart on the City's website.
2. That Council provide alternate direction.

COMMITTEE OF THE WHOLE RECOMMENDATIONS:

1. That Council accept recommendation C00005-2023, as contained in the Committee of the Whole Council meeting minutes of May 8, 2023; to transfer the following item to the "Current" Council/CAO Priorities Section of the Council Priorities Chart:

A. York Landing Subdivision – Review

And further that the following item be transferred to the "Next Priorities" Council/CAO Section of the Council Priorities Chart:

B. Rec Master Plan – Report and Visioning Underway

and further that the Council priorities chart dated May 9, 2023 be adopted as presented, and that Council authorize the publication of the chart on the City's website.

And

2. That Council accept the recommendation included in motion C00009-2023, as contained in the Committee of the Whole Council meeting minutes of May 8, 2023 that Council direct Administration to explore hiring options for item 4 as contained in the memo dated May 8, 2023 from the City Manager regarding personnel, and report back to Council regarding such at a future Council meeting.

MEMORANDUM

TO: Yorkton City Council

FROM: Lonnie Kaal, City Manager

DATE: May 2nd, 2023

TOPIC: Council Priorities Chart – Dashboard update

Re: What to expect process-wise – May 8th, 2023 Committee of the Whole - Update Meeting

In November, 2020 we committed to reviewing our Council priority chart on a quarterly basis. These priorities are IN ADDITION to the work required on an annual basis. This **gives Council the opportunity to provide further direction to Administration on the objectives that are deemed a priority.**

The framework has been set up to make progress in each quarter such that priorities and objectives can be accomplished. As such, a limit was established to the number of NOW priorities for each grouping.

- a) Council priorities should be limited to 5
- b) Staffing priorities should be limited to 3

In other words, it is the top five (5) Council priorities that Administration is working on NOW and once these are completed; priorities labelled as NEXT would move into the NOW category

We are now looking towards updating the first quarter of 2023.

- 1) The May 8th Council Priorities Chart shows what was on the list last quarter, and any items completed to date.
 - a. Council Priorities are noted on the top half of the chart.
 - Capitalized – denotes a Council priority
 - Green – denotes this priority is in the NOW category
 - The top 5 priorities are noted under Council in Green
 - The remaining priorities are noted under NEXT and ADDITIONS TO
 - Orange – denotes what has been completed and could come off the list
 - b. Staff Priorities are noted on the bottom half of the chart
 - Capitalized – denotes a Council priority
 - Normal type (text) – denotes an administrative objective/priority
 - Green – denotes a Council priority in the NOW category
 - The top three (3) priorities are noted under each operational function.

- c. The advocacy/partnerships section includes issues that Council is to initiate and move forward.

The intent of this meeting is for Council to determine what priorities in the NEXT grouping should be moved into the NOW grouping.

Once this is completed, an update to the chart will be provided for adoption at the next Regular Council meeting as part of the Committee of the Whole recommended updates.

ENCLOSURES:

1. May 8th, 2023 Council Priorities Chart (Includes updates on completion)

COUNCIL PRIORITIES CHART

May 8, 2023 **(Completed)**

COUNCIL (Green is Now)	CORPORATE PRIORITIES (Council/CAO) (Council Priorities are CAPITALIZED)
<p>Current Priorities</p> <ol style="list-style-type: none"> 1. BUSINESS MARKETING: Yorkton Advantage Gaps & Targets (June) 2. Meet with both RM's to DETERMINE PLANS FOR RURAL ROADS 3. LONG TERM (5 year) CAPITAL PLAN: Draft (June) 4. EXPLORE EXTERNAL OPERATIONS AUDIT: Phase II (Determine what areas to look into – Human Resources (productivity in certain departments), Service Delivery (which functions or departments), Best Practices (what specific areas) 5. WORK WITH CONSULTANT ON OPERATIONS REVIEW <p>ADVOCACY / PARTNERSHIPS (Council to initiate these discussions in 2022 with appropriate politicians and organizations)</p> <ul style="list-style-type: none"> • Rural Municipality: Joint Priorities (Meet Quarterly) • Grain Miller Road Funding (UCF) • Hospital Contribution Formula • Tax Assessment Formula (SUMA) • Division F Subdivision (Building and RCMP) 	<p>Next Priorities</p> <ul style="list-style-type: none"> • ACCESS (ABILITIES) TRANSIT REVIEW (add from June 3/2022 Council Meeting) • YORK LANDING SUBDIVISION - review • FACILITIES MAINTENANCE PLAN/REVIEW – Oct 2023
STAFF	OPERATIONAL STRATEGIES (CAO/Staff) (Staff Priorities are not Capitalized)
<p>CHIEF ADMINISTRATIVE OFFICER</p> <ol style="list-style-type: none"> 1. BUSINESS MARKETING: Yorkton Advantage Gaps & Targets (Nov) 2. Meet with both RM's to DETERMINE PLANS FOR RURAL ROADS 3. LIBRARY – Endeavor to execute an agreement <ul style="list-style-type: none"> • REC MASTER PLAN – Report and Visioning Underway • FACILITIES MAINTENANCE plan/review 	<p>COMMUNITY SERVICES</p> <ol style="list-style-type: none"> 1. REC MASTER PLAN – Final Draft being prepared for presentation to Council June 5th, then public, then final draft to Council June 26th. 2. Columbia Park – Design and Tender package near complete, project on hold. 3. GC ice Plant replacement underway – scheduled completion mid July. 4. Kinsmen Arena ice system upgrade – testing soil under slab, design and planning with work planned for 2024. 5. Construction of Deer Park Clubhouse – Pro Shop opened April 24th, remainder of clubhouse to be turned over June 5th. <ul style="list-style-type: none"> • ACCESS (ABILITIES) TRANSIT REVIEW – user survey completed. • Review CDPR User Fees – to be considered with Rec Master Plan • Community Event Support – Review Process • Facility Utilization Strategy – Terms of Reference
<p>CORPORATE</p> <ol style="list-style-type: none"> 1. REPORT ON COST SAVINGS (past budgets) & Possible future considerations. (Nov 2022) 2. LONG TERM (FIVE YEAR CAPITAL PLAN): Draft (Dec 2022) 3. Council Committee Review – Phase 1 (Assessment) <ul style="list-style-type: none"> • Succession Planning for all departments • Provide City Wide Training on LAFOIP process 	<p>PLANNING</p> <ol style="list-style-type: none"> 1. BUSINESS MARKETING: Yorkton Advantage, Gaps & Targets (June) 2. Airport Terminal Building and related agreements 3. Streamline business licensing process <ul style="list-style-type: none"> • Complete outstanding issues on land purchases/sales • YORK LANDING SUBDIVISION - review
<p>ENVIRONMENT</p> <ol style="list-style-type: none"> 1. LIGHT UP THE TOWER – Report back to Council with Recommendations 2. Well Building construction (underground piping completed) 3. Compost Program Assessment <ul style="list-style-type: none"> • Wastewater Renewal Project – Consultation, Development of business case, conceptual design 	<p>ENGINEERING</p> <ol style="list-style-type: none"> 1. Gravel Roads – status update (list, cost estimate and traffic counts) 2. Cross train staff and improve service delivery & coverage 3. Determine a realistic 5 year plan for drainage/storm system. <ul style="list-style-type: none"> • Facility Asset Management
<p>PROTECTIVE SERVICES</p> <ol style="list-style-type: none"> 1. Regionalized Fire: Approach - April 2. Fee for Service: Scope 3. EMS Support: Position (Province) <ul style="list-style-type: none"> • Fire Underwriter Certification 	<p>PUBLIC WORKS</p> <ol style="list-style-type: none"> 1. Inventory Management System Implementation – 2023 2. Infrastructure Renewal Programs Review 3. Underground Inspections Update

COUNCIL PRIORITIES CHART

May 9th, 2023

COUNCIL	(Green is Now)	CORPORATE PRIORITIES (Council/CAO)	(Council Priorities are CAPITALIZED)
<p>Current Priorities</p> <ol style="list-style-type: none"> 1. BUSINESS MARKETING: Yorkton Advantage Gaps & Targets (June) 2. Meet with both RM's to DETERMINE PLANS FOR RURAL ROADS 3. LONG TERM (5 year) CAPITAL PLAN: Draft (June) 4. WORK WITH CONSULTANT ON OPERATIONS REVIEW 5. YORK LANDING SUBDIVISION - review <p>ADVOCACY / PARTNERSHIPS (Council to initiate these discussions in 2022 with appropriate politicians and organizations)</p> <ul style="list-style-type: none"> • Rural Municipality: Joint Priorities (Meet Quarterly) • Grain Miller Road Funding (UCF) • Hospital Contribution Formula • Tax Assessment Formula (SUMA) • Division F Subdivision (Building and RCMP) 		<p>Next Priorities</p> <ul style="list-style-type: none"> • REC MASTER PLAN • ACCESS (ABILITIES) TRANSIT REVIEW (add from June 3/2022 Council Meeting) • FACILITIES MAINTENANCE PLAN/REVIEW – Oct 2023 • LIBRARY – Endeavor to execute an agreement and relocate the library to the 2nd floor of the Gallagher Centre 	
STAFF	OPERATIONAL STRATEGIES (CAO/Staff)	(Staff Priorities are not Capitalized)	
<p>CHIEF ADMINISTRATIVE OFFICER</p> <ol style="list-style-type: none"> 1. BUSINESS MARKETING: Yorkton Advantage Gaps & Targets (Nov) 2. WORK WITH CONSULTANT ON OPERATIONS REVIEW 3. Meet with both RM's to DETERMINE PLANS FOR RURAL ROADS 4. LIBRARY – Endeavor to execute an agreement <ul style="list-style-type: none"> • REC MASTER PLAN – present to Council, then public, then final draft to Council. • Relocate the library to the 2nd floor of the Gallagher Centre • FACILITIES MAINTENANCE plan/review – Oct 2023 		<p>COMMUNITY SERVICES</p> <ol style="list-style-type: none"> 1. REC MASTER PLAN – Final Draft being prepared for presentation to Council June 5th, then public, then final draft to Council June 26th. 2. Columbia Park – Design and Tender package near complete, project on hold. 3. GC ice Plant replacement underway – scheduled completion mid July. 4. Kinsmen Arena ice system upgrade – testing soil under slab, design and planning with work planned for 2024. 5. Construction of Deer Park Clubhouse – Pro Shop opened April 24th, remainder of clubhouse to be turned over June 5th. <ul style="list-style-type: none"> • ACCESS (ABILITIES) TRANSIT REVIEW – user survey completed. • Review CDPR User Fees – to be considered with Rec Master Plan • Community Event Support – Review Process • Facility Utilization Strategy – Terms of Reference 	
<p>CORPORATE</p> <ol style="list-style-type: none"> 1. LONG TERM (FIVE YEAR CAPITAL PLAN): Draft (Dec 2022) 2. Council Committee Review – Phase 1 (Assessment) 3. Succession Planning for all departments <ul style="list-style-type: none"> • Provide City Wide Training on LAFOIP process 		<p>PLANNING</p> <ol style="list-style-type: none"> 1. BUSINESS MARKETING: Yorkton Advantage, Gaps & Targets (June) 2. Airport Terminal Building and related agreements 3. YORK LANDING SUBDIVISION - review <ul style="list-style-type: none"> • Complete outstanding issues on land purchases/sales • Streamline business licensing process • YORK LANDING SUBDIVISION - review 	
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