

CITY OF YORKTON
REGULAR COUNCIL MEETING AGENDA
Monday, September 11, 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 – August 14, 2023
 - Committee of the Whole Council Meeting Minutes – August 14, 2023
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
 - Mayor Hipsley – Appointment to Yorkton Public Library Board
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - Public Hearing
 - Proposed Bylaw No.9/2023 – Amend Zoning Bylaw No. 14/2003 – Rezone Remnant Portion of Blk/Par C, Plan 101962357 from R-5 Mixed Density Residential to C-1 City Centre Commercial [One submission in opposition]
 - Public Hearing
 - Discretionary Use DU03-2023 Residential Care Facility in R-3 Zoning District 560 Circlebrooke Drive
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - Land Use Planner
 - Proposed Bylaw No.9/2023 – Amend Zoning Bylaw No. 14/2003 – Rezone Remnant Portion of Blk/Par C, Plan 101962357 from R-5 Mixed Density Residential to C-1 City Centre Commercial [2nd and 3rd Readings]
 - Land Use Planner
 - Discretionary Use DU03-2023 Residential Care Facility in R-3 Zoning District 560 Circlebrooke Drive
9. **CORRESPONDENCE**
10. **BYLAWS**
11. **ADMINISTRATIVE REPORTS**
 - Director of Legislation and Procedures (City Clerk)
 - Recommendations from the Committee of the Whole Council Meeting – August 14, 2023
 - Director of Legislation and Procedures (City Clerk)
 - Council Meeting Calendar 2024
 - Director of Planning, Building & Development and Manager of Capital Projects
 - Yorkton Airport Terminal Building – Tender Award
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
 - 3 Other Items
 - Other Item A
 - Other Item B
 - Other Item C
14. **ADJOURNMENT**



September 11, 2023

Memorandum to: Members of Yorkton City Council

Re: 2023 Appointment to the Yorkton Public Library Board

In recognition of a vacancy on the City of Yorkton Public Library Board, I would like to recommend the following:

RECOMMENDATION:

That the Council of the City of Yorkton appoint Lynette Wotherspoon to the Yorkton Public Library Board for the balance of 2023.

Respectfully submitted,


Mayor Mitch Hipsley

MAYOR MITCH HIPPSLEY

From: noreply@esolutionsgroup.ca
To: [Amanda Dietz](#)
Subject: New Response Completed for Council Committee Member Application Form
Date: Tuesday, June 27, 2023 3:57:57 AM

CAUTION: External Email

Hello,

Please note the following response to Council Committee Member Application Form has been submitted at Tuesday June 27th 2023 3:52 AM with reference number 2023-06-27-001.

- **First name:**
Lynette
- **Last Name:**
Wotherspoon
- **What committee are you applying for?**
Public Library
- **Mailing address:**
[REDACTED]
- **City:**
Yorkton
- **Province:**
Saskatchewan
- **Postal code:**
[REDACTED]
- **Contact phone number:**
[REDACTED]
- **Email:**
[REDACTED]
- **Please select one of the following options:**
I am a resident of the City of Yorkton
- **Please describe why you are interested in sitting on this committee, and what you believe you can contribute (in 500 words or less):**
I grew up in Yorkton and remember many moments of my life at the library. It started with Story Time when I was five years old and 40 years later the library is still one of my favourite places. I'd love to give back to Yorkton. I am interested in all aspects of the use of the library and would love to help provide feedback and insight by being on this committee.

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

AUG 08 2023

Yorkton City Council

CITY CLERK'S OFFICE
CITY OF YORKTON

In response to the letter from the City of Yorkton re a proposed rezoning of Blk/parc, Plan 101962357, Parcel 164231322, from R5 Mixed Density Residential to C1 City Centre Commercial, the undersigned do herewithin strongly oppose this change.

The residents on Seventh Avenue North from Balmoral Street to Darlington enjoy their area. It is home to families with small children as well as for many seniors. Commercial development possibly creating more traffic would not be an asset to these properties. The residents contribute their share of taxes with the high density building being a major tax provider.

Seniors look for easy access to services but also for quiet, safe accommodations. This area presently provides that. Commercial development will not encourage senior residency which is limited in our city and where available is extremely expensive.

With all the available commercial spaces in the city on Broadway and near the Chamber of Commerce Building, not to mention all the empty commercial buildings, why would City Hall even consider interfering with a residential area? Presently development along Dracup Avenue is fully understandable. Changes on Myrtle Avenue have lessened beautiful residences with commercial development. Is that the future of this block?

The City spends alot of its budget on green spaces. Though not beneficial to the owner of this property, the residents on this avenue have thankfully enjoyed the sight of a green sanctuary for wildlife at no cost to the city budget for eight years. Residential development would change this but not as drastically as commercial development.

Once again City Council, are you considering dollars ahead of residents? What is best for your families and your seniors?

Residents on Seventh Avenue, Balmoral Street to Darlington

Martha Anne Kemp [REDACTED]
Margaret Baychik [REDACTED]

continued on page 2

Evelyn Belashytsk - [REDACTED]

Rylene Kitzau - [REDACTED]

Wanda Thorpe - [REDACTED]

Charles & Katherine Seitz [REDACTED]

Lina Thorpe [REDACTED]

Glenn Wainsky [REDACTED]

Pauline Woloschuk [REDACTED]

Sept B. Dierksen [REDACTED]

Paula Boyer [REDACTED]

Lorne Ruf [REDACTED]



swim lesson & course registration
FALL 2023 SESSION



**OPENS
8:00 am
SEPT. 12th**


Register online at cityofyorkton.perfectmind.com
In person at SecurTek Guest Services or by phone at 306-786-1740




As autumn approaches, decorate your front yard and windows with a fall theme!

Enter your home address at www.yorkton.ca/fallintoautumn to take part in the Yorkton community tour, a fun event for you, your neighbours, and everyone else in town!


SCHOOL ZONE SAFETY TIPS




Don't speed! Elementary school and park zone speed limits are 30 km/hr and high school speed limits are 40 km/hr. Zones are in effect from 8 a.m. to 10 p.m.



School buses carry our kids! Remember that school buses pick up and drop off kids. It's easy to miss a child that runs out from around a large school bus.



Pay attention to school bus arms! A ticket for driving around a school bus when the stop arms are out is \$360 and four demerit points.



LET'S GO Skating

PUBLIC SKATING
at the Kinsmen Arena

FREE!



**Public Skating Returns
Sunday, September 10th**

**Sunday Public Skating
7:00 pm to 8:30 pm**

**Tuesdays & Thursdays
2:30 pm to 4:30 pm**

**Parent, Tot & Senior Skating
Monday, Wednesday & Friday
10:00 am to 12:00 pm**

Skating times are subject to change with minimal to no notice.

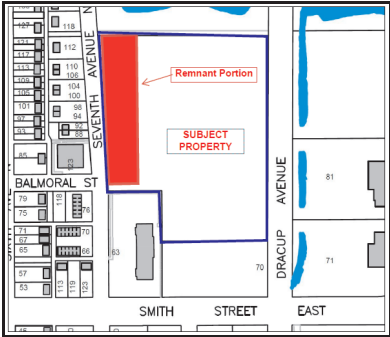
For updated public skating times, visit cityofyorkton.perfectmind.com

City of
Yorkton

PUBLIC NOTICE

Rescheduling of Public Hearing Date

Bylaw No. 9/2023 – Proposed Rezoning to C-1 City Centre Commercial to Allow for Future Commercial Use
Amendment to Zoning Bylaw No. 14/2003



Legal Description: Blk/Par C, Plan 101962357, Parcel 164231322

Civic Address: Unassigned

Current Zoning: R-5 Mixed Density Residential

Proposed Zoning: C-1 City Centre Commercial

Details – The applicant proposes to rezone the remnant portion of the subject lands from R-5 Mixed Density Residential to C-1 City Centre Commercial to allow for future commercial use.

Public Hearing – Due to unforeseen circumstances, the Public Hearing originally scheduled for Monday August 14, 2023 has been rescheduled for Monday, September 11, 2023 at 5:00 pm in City Hall Council Chambers, Yorkton, SK. 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

If you wish to provide written comments for Council's consideration, **they must be submitted by 9:00 a.m. on Wednesday, September 6, 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 July 17, 2023 Regular Council Meeting. The full report is included in the Information Package. Questions regarding the proposed bylaw may be directed to:

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



Yorkton,
let's talk about
CULTURE
have your say for a
chance to WIN 1 of 2
\$250 VISA
cards

SCAN HERE



take the survey at www.surveymonkey.com/r/YorktonCulturalPlanningStage3 or scan the QR code above





Deadline to take the survey is September 15th.

GENERAL INQUIRIES: 306-786-1700

Mayor's Office.....306-786-1701	City Cemetery.....306-786-1750	Parks, Playgrounds, trees,
After Hours Emergency.....306-786-1760	City Manager.....306-786-1703	Outdoor Spaces.....306-786-1750
Access Communication	City RCMP.....306-786-2400	Program Registrations.....306-786-1740
Water Park.....306-786-1740	Engineering Department.....306-786-1710	Property Sales.....306-786-1730
Yorkton Airport.....306-786-1730	Environmental Services.....306-828-2470	Public Works.....306-786-1760
Building Services.....306-786-1710	Fire Hall.....306-786-1795	Recreation & Community
Bylaw Control.....306-786-1725	Gallagher Centre.....306-786-1740	Service.....306-786-1750
Central Bookings; Indoor & Outdoor	Gloria Hayden	Tax Department.....306-786-1736
Facility Rentals.....306-786-1740	Community Centre.....306-786-1750	Water Billing Department.....306-786-1726
City Clerk.....306-786-1717		

September 6 - September 12, 2023

Next Council Meeting
Monday, September 11, 2023 at 5:00 p.m.



CURBSIDE ORGANICS PILOT – PROGRAM

MID-POINT UPDATE

We're halfway through the '2023 Organics Curbside Collection Pilot Project'. The 400 homes participating in the pilot program have diverted 45 tonnes (45,000 kg) of organic material from the landfill for an average of 112.5 kg/ household.

ITEMS COLLECTED

- Grass
- Leaves
- 38% of bins have had visible food waste present

BIN MONITORING

- 87% of residents have participated at least once.
- Contamination has largely been tree branches and plastic bags.



LEARN MORE >

[SHAPEYOURCITY.YORKTON.CA/ORGANICS](https://www.yorkton.ca/organics)

Request for Proposals

Name of Proposal: **Kinsmen Arena Concession Operator**

Proposal must be received **before 2:00 p.m. on September 15, 2022.**

Proposals will be received through the City of Yorkton's e-bidding system at www.biddingo.com/yorkton

Details of Proposal:

The City of Yorkton is requesting proposals from businesses, local community groups and organizations, or those looking for volunteer or fundraising opportunities who are interested in providing concession services at the Kinsmen Arena.

Specifications are available:

Online at www.biddingo.com/yorkton

Proposals shall remain open for acceptance by the City and irrevocable for thirty (30) calendar days following the date specified for closing.

Proposals received after the date and time specified for closing will be marked late and returned unopened.

Contact Person

Enquiries regarding the proposal procedure and particulars can be directed to:

Taylor Morrison
Director of Recreation & Community Services
City of Yorkton
Phone: 306-786-1750
Email: parksandrec@yorkton.ca

The City reserves the right to reject any or all proposals. Lowest or any proposal not necessarily accepted.



YORK ROAD RECONSTRUCTION PHASES 2 & 3: 7TH AVE. N - 1ST AVE. N ROAD CLOSURE & DETOURS FRIDAY, AUGUST 25, 2023

Phases 2 and 3 of the York Road Reconstruction project are now underway.

Phase 1 is complete, and the roadway is open from Highway 9 to Seventh Avenue North.

Road closures along York Road are extended to First Avenue North, with a detour in place on Imperial Street for local traffic and vehicles accessing businesses along York Road.

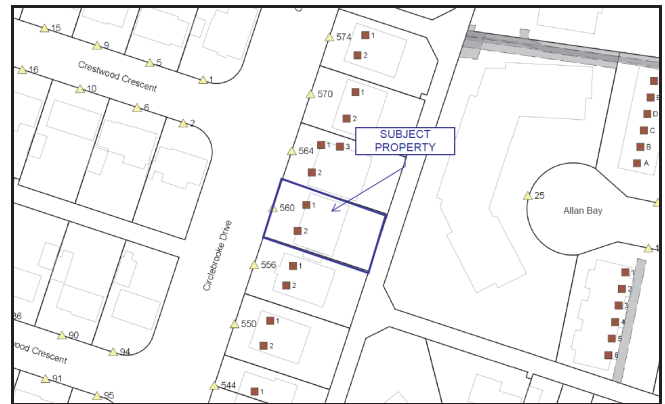
Phases 2 and 3 are expected to take approximately three months to complete, weather permitting and barring any unforeseen circumstances.

Follow along with York Road construction progress and updates by visiting shapeyourcity.yorkton.ca/yorkroad. Receive alerts by text, email, phone call or through the Voyent Alert app for construction projects and road closures affecting you. Visit yorkton.ca/voyentalert to learn how to sign up.

Public Notice

Rescheduling of Public Hearing Date

Discretionary Use Application for Residential Care Facility use
in R-3 Medium Density Residential Zoning District
Units 1 & 2 – 560 Circlebrooke Drive



Civic Address: Units 1 & 2 – 560 Circlebrooke Drive Legal Description: Lot 6, Blk/Par 50, Plan 66Y09711

Proposed Use: Residential Care Facility

Details: The applicant is proposing that each unit be used to provide care for a maximum of five individuals (newborn to 11 years).

Residential Care Facilities are listed as a Discretionary Use in Zoning Bylaw No. 14/2003 and under *The Planning & Development Act, 2007*, require City Council authorization to proceed.

Public Hearing: Due to unforeseen circumstances, the Public Hearing originally scheduled for Monday August 14, 2023 has been rescheduled for Monday, September 11, 2023 at 5:00 pm in City Hall Council Chambers, Yorkton, SK. 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

If you wish to provide written comments for Council's consideration, **they must be submitted by 9:00 a.m. on Wednesday, September 6, 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 July 17, 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

Request for Proposals

Name of Proposal: **Gallagher Centre Flexihall & Water Park Sound System**

Proposal must be received **before 2:00 p.m. on September 15, 2023.**

Proposal will be received through the City of Yorkton's e-bidding system at www.biddingo.com/yorkton

Details of Proposal:

The City of Yorkton is requesting Proposals from interested vendors for the supply and installation of Sound System upgrades to the Flexihall and Access Water Park.

Specifications are available at:

Online at www.biddingo.com/yorkton

Proposal shall remain open for acceptance by the City and irrevocable for thirty (30) calendar days following the date specified for closing.

Proposals received after the date and time specified for closing will be marked late and returned unopened.

Contact Person

Enquiries regarding the Proposal procedure and particulars can be directed to:

Dale Brock
Gallagher Centre General Manager
Recreation & Community Services
City of Yorkton
Phone: 306-786-1750
Email: parksandrec@yorkton.ca

The City reserves the right to reject any or all Proposal. Lowest or any proposal not necessarily accepted.

Request for Tenders

Name of Tender: **Gallagher Centre Accessibility Door Openers**

Tender must be received **before 2:00 p.m. on September 8, 2023.**

Tenders will be received through the City of Yorkton's e-bidding system at www.biddingo.com/yorkton

Details of Tender:

The City of Yorkton is requesting Tenders from interested vendors for the supply and installation of six (6) disabled door openers for the Gallagher Centre.

Specifications are available:

Online at www.biddingo.com/yorkton

Tenders shall remain open for acceptance by the City and irrevocable for thirty (30) calendar days following the date specified for closing.

Tenders received after the date and time specified for closing will be marked late and returned unopened.

Contact Person

Enquiries regarding the proposal procedure and particulars can be directed to:

Dale Brock
Gallagher Centre General Manager
Recreation & Community Services
City of Yorkton
Phone: 306-786-1750
Email: parksandrec@yorkton.ca

The City reserves the right to reject any or all proposals. Lowest or any proposal not necessarily accepted.

GENERAL INQUIRIES:
306-786-1700

TITLE: Z02-2023 - Bylaw No. 9/2023 – Amendment to Zoning Bylaw No. 14/2003 – Rezone remnant portion of Blk/Par C, Plan 101962357 from R-5 Mixed Density Residential to C-1 City Centre Commercial Council Report #2 – Public Hearing/2nd & 3rd Readings	DATE OF MEETING: September 11, 2023 REPORT DATE: September 6, 2023, 4:11 PM
CLEARANCES: <p align="center">Michael Eger</p> Michael Eger, Director of Planning, Building & Development	ATTACHMENTS: <p align="center">1. Council Report from July 17, 2023</p>
Written by: Carleen Koroluk - Planner <p align="center">Carleen Koroluk</p>	
Reviewed by: Jessica Matsalla - City Clerk <p align="center">Jessica Matsalla</p>	
Approved by: Lonnie Kaal - City Manager <p align="center">Lonnie Kaal</p>	

Summary of History/Discussion:

Administration’s review and analysis of Bylaw 9/2023, a bylaw to amend Zoning Bylaw No. 14/2003 by rezoning the remnant portion of Blk/Par C, Plan 101962357, Parcel 164231322 from R-5 Mixed Density Residential to C-1 City Centre Commercial, was presented to Council at the July 17, 2023. A copy of the report is attached for reference (see Attachment 1).

Public Notice:

The proposed bylaw was advertised and circulated in accordance with the City’s public notification requirements, including advertisement in the local paper, at City Hall and on the City website, and a direct mail out to forty-eight (48) property owners within 75m (250 ft) of the subject property. Written submissions and persons wishing to speak to the amendment had the opportunity to present to Council during the Public Hearing.

As of the date of this report, Administration had received 2 inquiries regarding the proposed amendment with regards to the types of commercial activity that is allowed under the rezoning and how this may affect the residential neighbourhood on the west side of Seventh Avenue North. The callers noted that, while they have not filed any formal complaints, there are concerns with the appearance of the site currently, as well as large trucks and semis already parking on the east side of the street in front of the Holiday Inn and that this may increase with commercial rezoning.

Section 55 of Traffic Bylaw No. 18/2016 prohibits large commercial vehicles and semi tractor/trailer parking on any city street unless they are actively loading or unloading, however enforcement of this is challenging as these units are typically parked by the hotel through the night hours.

Planning and Infrastructure Commission

The application was referred to the Planning and Infrastructure Commission at the August 2, 2023 meeting.

The Planning and Infrastructure Commission plays an important part in civic government by providing representation from a broad spectrum of the community to assist City Council in their decision making. City Administration provides recommendations for the Commission to consider which are based on sound land use planning practices, including relevant policies and procedures.

The Commission, however, is not bound by the Administrative recommendation and is free to carry any motion they see fit, including recommendations either to approve, to approve with conditions, or to deny applications.

The Commission acknowledged the drawbacks to residential development on this property and in support of the Official Community Plan, which already designates this land for future commercial use, unanimously carried a recommendation that the rezoning application be approved by Council.

Council Options:

1. That Bylaw No. 9/2023 be given 2nd and 3rd Reading.
2. That Bylaw No. 9/2023 be denied for reasons listed by Council.
3. That Administration be provided with alternative direction.

Administration Recommendation:

1. That Bylaw No. 9/2023, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by rezoning the remnant portion of Blk/Par C, Plan 101962357, Parcel 164231322 as shown on Schedule 'A' from R-5 Mixed Density Residential to C-1 City Centre Commercial, be given 2nd Reading this 11th day of September A.D., 2023;
2. That Bylaw No. 9/2023, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by rezoning the remnant portion of Blk/Par C, Plan 101962357, Parcel 164231322 as shown on Schedule 'A' from R-5 Mixed Density Residential to C-1 City Centre Commercial, be given 3rd Reading this 11th day of September, A.D., 2023 and be entered in the City of Yorkton Bylaw Register.

Attachment 1 – Council Report from July 17, 2023



REPORT TO COUNCIL

TITLE: Bylaw No. 9/2023 – Amendment to Zoning Bylaw No. 14/2003 – Rezone remnant portion of Blk/Par C, Plan 101962357 from R-5 Mixed Density Residential to C-1 City Centre Commercial Council Report #1 – 1 st Reading & Public Notice	DATE OF MEETING: July 17, 2023
	REPORT DATE: July 12, 2023, 10:03 AM
CLEARANCES: Michael Eger <hr/> Michael Eger Director of Planning, Building & Development	ATTACHMENTS: 1. Zoning Map 2. Aerial View 3. Public Notice 4. Bylaw No. 9/2023
Written by: Carleen Koroluk – Land Planner Carleen Koroluk	
Reviewed by: Jessica Matsalla – Director of Legislation and Procedures (City Clerk) Jessica Matsalla	
Approved by: Ashley Stradeski – Acting City Manager Ashley Stradeski	

Summary of History/Discussion:

Administration has received a Zoning Bylaw amendment application, affecting a portion of Blk/Par C, Plan 101962357 (see Attachment 1 & 2). The lands are within the City's downtown core and the current split-zoning consists of approximately 1.3 acres of R-5 Mixed Density Residential with the balance of the parcel, approximately 9.88 acres, zoned C-1 City Centre Commercial.

The split-zoning has been in place since 2003 and the property has remained undeveloped. While Administration has not received formal concept and/or development plans at this time, the Applicant is requesting rezoning of the residential portion from R-5 to C-1 to create a larger commercial parcel in contemplation of future development.

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

The subject land is the remnant portion of a lot located between Seventh Avenue North and Dracup Avenue. The balance of the parcel is zoned C-1 City Centre Commercial (see

Bylaw No. 9/2023 – Blk/Par C, Plan 101962358 – From R-5 to C-1 1st Reading & Public Notice
Page 1 of 8

Attachment 1, continued

Attachment 1). While still within the City's downtown core, it was previously anticipated that residential development would occur along the Seventh Avenue North property boundary, however this has not occurred to date. Seventh Avenue North separates the parcel from existing residential use on the west side.

The City's Official Community Plan designates lands along Dracup Avenue for future commercial use and Administration is satisfied that the rezoning request aligns with the plan and is suitable for larger city centre commercial uses. For comparison purposes, the rezoning will create a parcel similar in size to the existing Superstore site (~10.4 acres).

3. Is there a need in the community for the proposed use? AND 4. Is there a need for additional properties within the zoning sector?

Commercial development in the city centre is desirable and currently, there are no existing vacant commercial parcels of this size available in the downtown core.

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

Because the lands are vacant, no vacancies will be created.

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

Pursuant to the Zoning Bylaw, new builds are subject to a number of conditions including on-site storm water management, site improvements and landscaping which will enhance, not only the property, but also the surrounding area.

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

The applicant is an established company that operates in Canada, the United States and the Asia Pacific region. The company has vast experience with development and financial implications.

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

There are limited split-zoned properties within the City and each of these situations are unique. As such, any request for rezoning would be analyzed on its own merits, taking into account the above criteria.

Based on the above criteria, Administration is supportive of the rezoning request.

Public Notice:

At this time, Administration would like to initiate the public notice process for the required amendments 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.

If authorization for Public Notice is granted, the proposed amendment will also be referred to the

Bylaw No. 9/2023 – Blk/Par C, Plan 101962358 – From R-5 to C-1 – 1st Reading & Public Notice
Page 2 of 8

Attachment 1, continued

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.

OPTIONS:

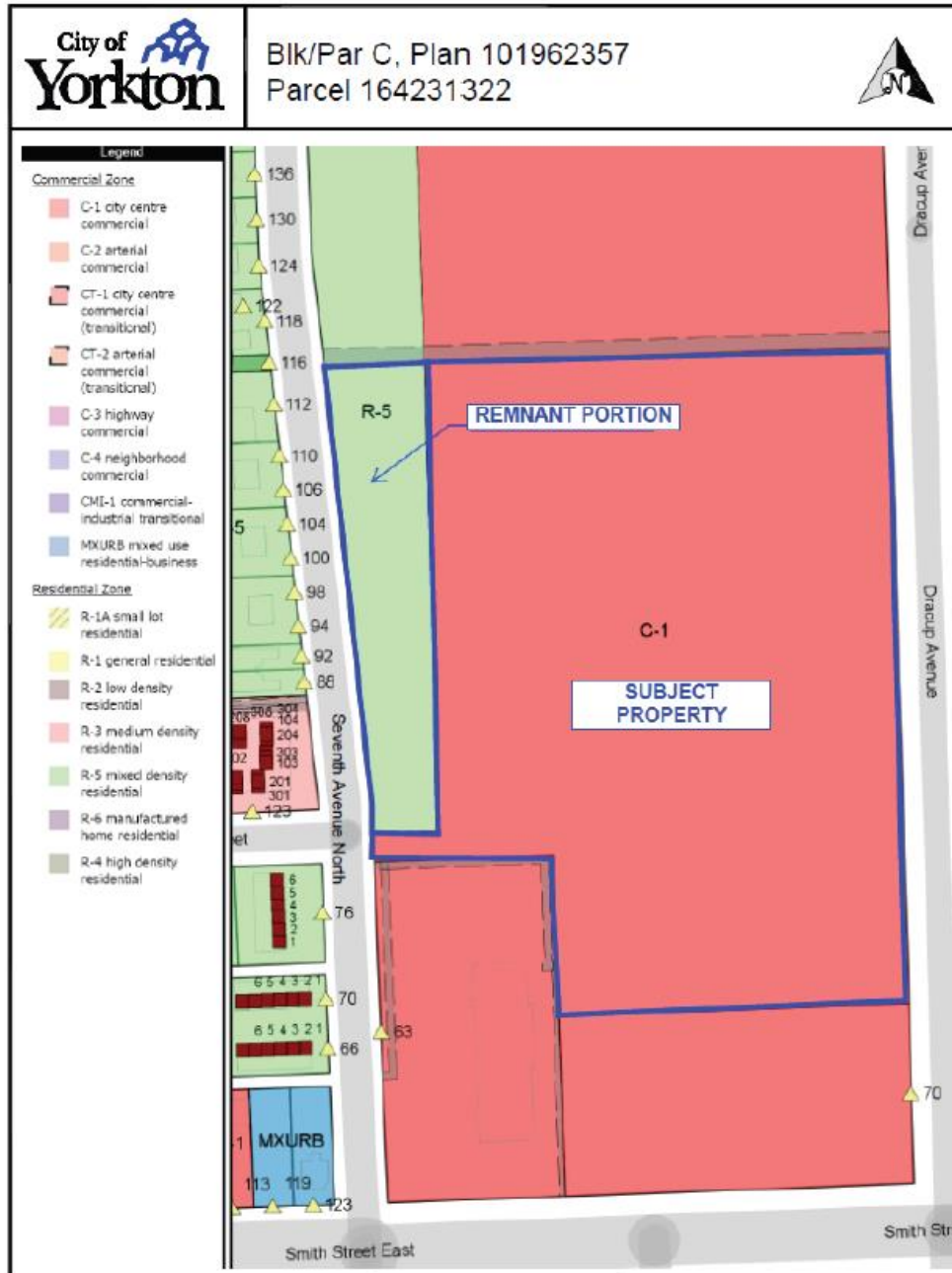
1. That Bylaw No. 9/2023, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by rezoning the remnant portion of Blk/Par C, Plan 101962357, Parcel 164231322 as shown on Schedule 'A' from R-5 Mixed Density Residential to C-1 City Centre Commercial, be introduced and given 1st Reading, and that Administration be authorized to proceed with the Public Notice process.
2. That Bylaw No.9/2023, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by rezoning the remnant portion of Blk/Par C, Plan 101962357, Parcel 164231322 as shown on Schedule 'A' from R-5 Mixed Density Residential to C-1 City Centre Commercial, be denied for reasons as listed by Council; or
3. That Administration be provided with alternative direction.

RECOMMENDATION:

1. That Bylaw No. 9/2023, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by rezoning the remnant portion of Blk/Par C, Plan 101962357, Parcel 164231322 as shown on Schedule 'A' from R-5 Mixed Density Residential to C-1 City Centre Commercial, be introduced and given 1st Reading this 17th day of July, A.D., 2023, and that Administration be authorized to proceed with the Public Notice process.

Attachment 1, continued

Attachment 1 – Zoning Map



Bylaw No. 9/2023 – Blk/Par C, Plan 101962358 – From R-5 to C-1 – 1st Reading & Public Notice
Page 4 of 8

Attachment 1, continued

Attachment 2 – Aerial View

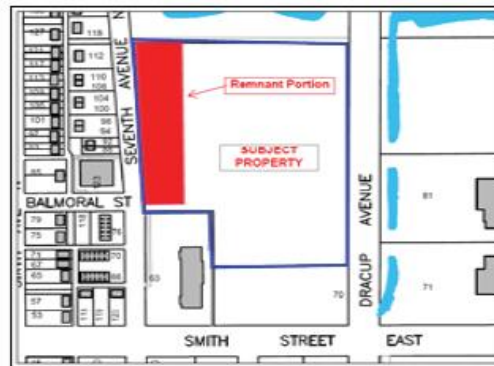


Attachment 1, continued

Attachment 3 - Public Notice

PUBLIC NOTICE

**Bylaw No. 9/2023 – Proposed Rezoning to C-1 City Centre Commercial
to Allow for Future Commercial Use
Amendment to Zoning Bylaw No. 14/2003**



Legal Description: Blk/Par C, Plan 101962357, Parcel 164231322
Civic Address: Unassigned
Current Zoning: R-5 Mixed Density Residential
Proposed Zoning: C-1 City Centre Commercial

Details – The applicant proposes to rezone the remnant portion of the subject lands from R-5 Mixed Density Residential to C-1 City Centre Commercial to allow for future commercial use.

Public Hearing – City Council will hear all persons who are present and wish to speak to the proposed bylaw and all written submissions will be read verbatim unless the submitter is in attendance to speak on the submission, on **Monday, August 14, 2023 at 5:00 p.m. 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, August 7, 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 July 17, 2023 Regular Council Meeting. The full report is included in the Information Package. Questions regarding the proposed bylaw may be directed to:

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

Attachment 1, continued

Attachment 4 – Bylaw 9/2023

City of Yorkton
Saskatchewan

Bylaw No. 9/2023

A bylaw of the City of Yorkton in the Province of Saskatchewan to rezone the remnant portion of Blk/Par C, Plan 101962357, Parcel 164231322, from R-5 Mixed Density Residential to C-1 City Centre Commercial to allow for future commercial use.

WHEREAS, pursuant to Section 46(3) of *The Planning and Development Act, 2007*, the Council of the City of Yorkton in the Province of Saskatchewan in Council assembled hereby enacts as follows:

1. That Bylaw No. 14/2003 is amended by rezoning the remnant portion of Blk/Par C, Plan 101962357, Parcel 164231322 as shown on Schedule 'A' attached hereto, from R-5 Mixed Density Residential to C-1 City Centre Commercial;
2. That the Zoning Districts Map attached to and forming part of Bylaw No. 14/2003, is amended to change the zoning of the remnant portion of Blk/Par C, Plan 101962357, Parcel 164231322 as shown on Schedule 'A' attached hereto, from R-5 Mixed Density Residential to C-1 City Centre Commercial.

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.

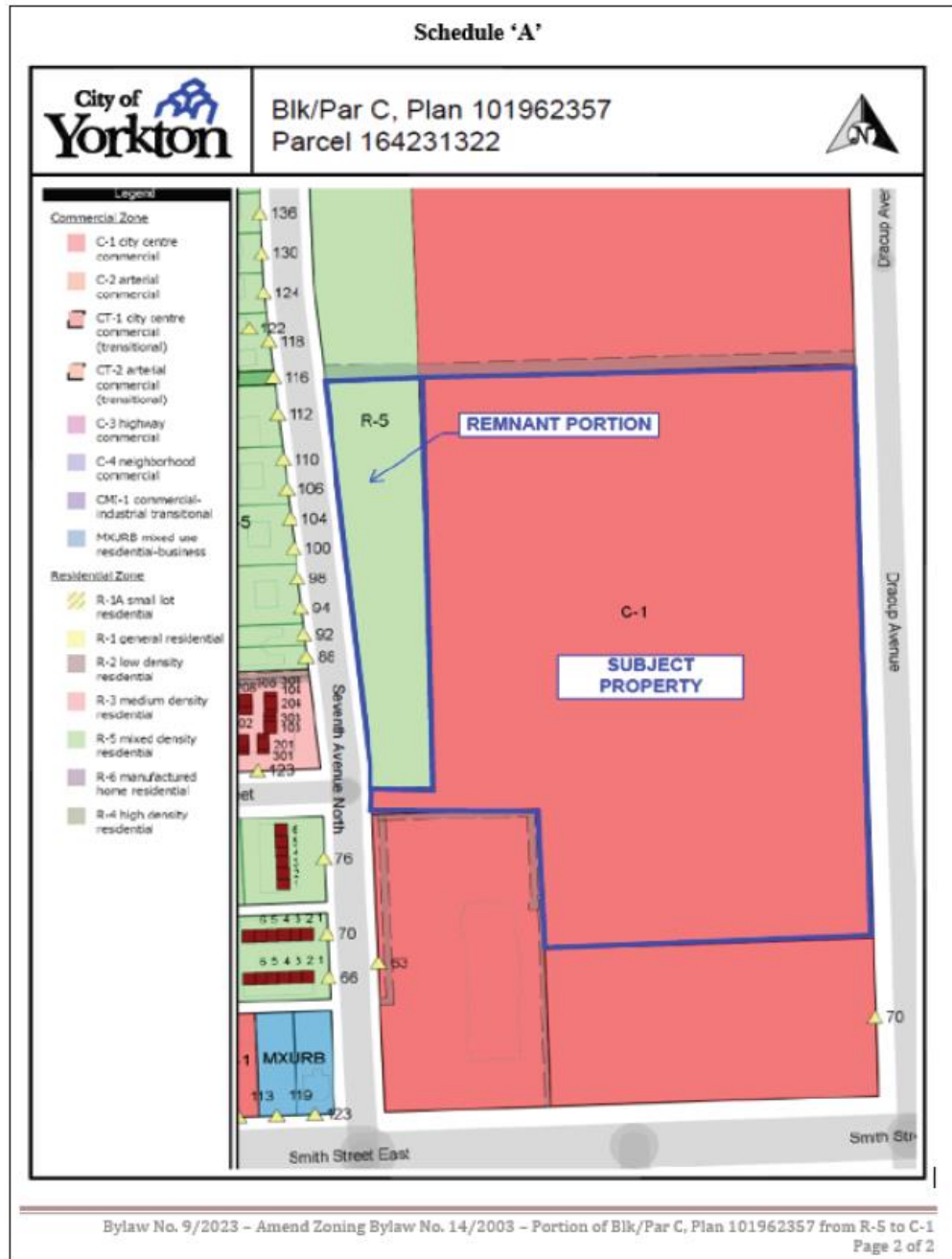
Read a third time and adopted this ____ day of _____, A.D., 2023.

Bylaw No. 9/2023 – Amend Zoning Bylaw No. 14/2003 – Portion of Blk/Par C, Plan 101962357 from R-5 to C-1
Page 1 of 2

Bylaw No. 9/2023 – Blk/Par C, Plan 101962358 – From R-5 to C-1 – 1st Reading & Public Notice
Page 7 of 8

Attachment 1, continued

Attachment 4 – Bylaw No. 9/2023 continued



Bylaw No. 9/2023 – Blk/Par C, Plan 101962358 – From R-5 to C-1 – 1st Reading & Public Notice
Page 8 of 8

TITLE: Discretionary Use DU03-2023 – Residential Care Facility in R-3 Zoning District 560 Circlebrooke Drive Public Hearing	DATE OF MEETING: September 11, 2023
	REPORT DATE: September 6, 2023
	ATTACHMENTS: 1. Council Report from July 17, 2023
CLEARANCES: Michael Eger – Director of Planning, Building & Development Michael Eger	
Written by: Carleen Koroluk - Land Use Planner Carleen Koroluk	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

Summary of History/Discussion:

This report is in response to a Development Permit application for a Residential Care Facility use at 560 Circlebrooke Drive.

The applicant proposes to utilize both units of the semi-detached dwelling to provide daily care for a maximum of five (5) individuals (newborn to 11 years of age).

Administrative Review:

The subject property is zoned R-3 Medium Density Residential and Residential Care Facilities are listed as a Discretionary Use in this zone. Under *The Planning and Development Act, 2007*, discretionary use applications require Council authorization for Administration to issue a Development Permit.

Public Notice:

Council authorized Administration to proceed with the Public Notice process at the July 17, 2023 meeting. As such, the proposed discretionary use was advertised and circulated in accordance with the public notification requirements of the City of Yorkton, including advertisement in the local newspaper, at City Hall and on the City website. In addition, pursuant to *The Planning and Development Act, 2007*, a direct mail-out was sent to thirty (30) owners of property within 75 metres (250ft) of the subject property.

As of the date of this report, no inquiries were received and individuals wishing to speak to the proposed Discretionary Use had the opportunity to present to Council during the Public Hearing held earlier in this meeting.

Planning & Infrastructure Commission

The application was referred to the Planning and Infrastructure Commission for review at the August 2, 2023 Commission meeting.

The Planning and Infrastructure Commission plays an important part in civic government by providing representation from a broad spectrum of the community to assist City Council in their decision making. City Administration provides recommendations for the Commission to consider which are based on sound land use planning practices, including relevant policies and procedures.

The Commission, however, is not bound by the Administrative recommendation and is free to carry any motion they see fit, including recommendations either to approve, to approve with conditions, or to deny applications.

The Commission was in support of the application and unanimously carried a recommendation that it be recommended for approval to City Council.

Council Options:

1. That Discretionary Use application DU03-2023 which proposes a Residential Care Facility use as defined in City of Yorkton Zoning Bylaw No. 14/2003, at 560 Circlebrooke Drive, legally described as Lot 6, Blk/Par 50, Plan 66Y09711, be approved and that the Development Officer be authorized to issue a Development Permit;
2. That Discretionary Use application DU03-2023 which proposes a Residential Care Facility use as defined in City of Yorkton Zoning Bylaw No. 14/2003, at 560 Circlebrooke Drive, legally described as Lot 6, Blk/Par 50, Plan 66Y09711, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

Administrative Recommendation:

1. That Discretionary Use application DU03-2023 which proposes a Residential Care Facility use as defined in City of Yorkton Zoning Bylaw No. 14/2003, at 560 Circlebrooke Drive, legally described as Lot 6, Blk/Par 50, Plan 66Y09711, be approved and that the Development Officer be authorized to issue a Development Permit

Attachment 1 – Council Report from July 17, 2003 Meeting



REPORT TO COUNCIL

TITLE: Discretionary Use DU03-2023 Residential Care Facility in R-3 Zoning District 560 Circlebrooke Drive Council Report #1 – Public Notice Authorization	MEETING DATE: July 17, 2023, 2020 REPORT DATE: July 12, 2023 10:08:02 AM
CLEARANCES: <div style="text-align: center;">Michael Eger</div> Michael Eger Director of Planning, Building & Development	ATTACHMENTS: 1. Key Plan 2. Aerial View 3. Summary of Discretionary Use Application Process 4. Site Plan 5. Public Notice
Written by: Carleen Koroluk – Land Use Planner <div style="text-align: center;">Carleen Koroluk</div>	
Reviewed by: Jessica Matsalla – Director of Legislation and Procedures (City Clerk) <div style="text-align: center;">Jessica Matsalla</div>	
Approved by: Ashley Stradeski - Acting City Manager <div style="text-align: center;">Ashley Stradeski</div>	

Summary of History/Discussion:

This report is in response to a Development Permit application for a Residential Care Facility use in both sides of a semi-detached dwelling (side-by-side duplex) located at 560 Circlebrooke Drive (see Attachments 1 & 2 & 3). A Residential Care Facility is a Discretionary Use in the R-3 Medium Density Residential zone and Council consideration following the Discretionary Use Process (see Attachment 4) is required.

Administrative Review:

Zoning Bylaw definition of Residential Care Facility:

“A licensed or approved care facility governed by Provincial regulations that provides, in a residential setting, 24 hour care of persons in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual in which the number of residents, excluding staff, is five (5) or more.”

The semi-detached dwelling is situated on one legal lot and the applicant proposes to utilize both units for its proposed use, with each side providing daily care for a maximum of 5 individuals (newborn to 11 years of age). The use is consistent with the residential character of the neighbourhood and required on-site parking for 24 hour staff is being proposed in the front driveways (1 space in each driveway) and off of the rear lane (4 spaces) as shown on the Site Plan (see Attachment 5).

Discretionary Use DU03-2023 – 560 Circlebrooke Dr – Residential Care Facility in R-3

Page 1 of 8

Attachment 1 – Council Report from July 17, 2003 Meeting - Continued

Pursuant to the Zoning Bylaw, the Residential Care Facility use also requires inspections and approval from the Fire Inspector and the Building Inspector in order to ensure compliance with the *National Building Code* and *City of Yorkton Building Bylaw 4/2017*. The Applicant is currently working with Building Services to arrange for inspections.

Conclusion:

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

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

Council's Options:

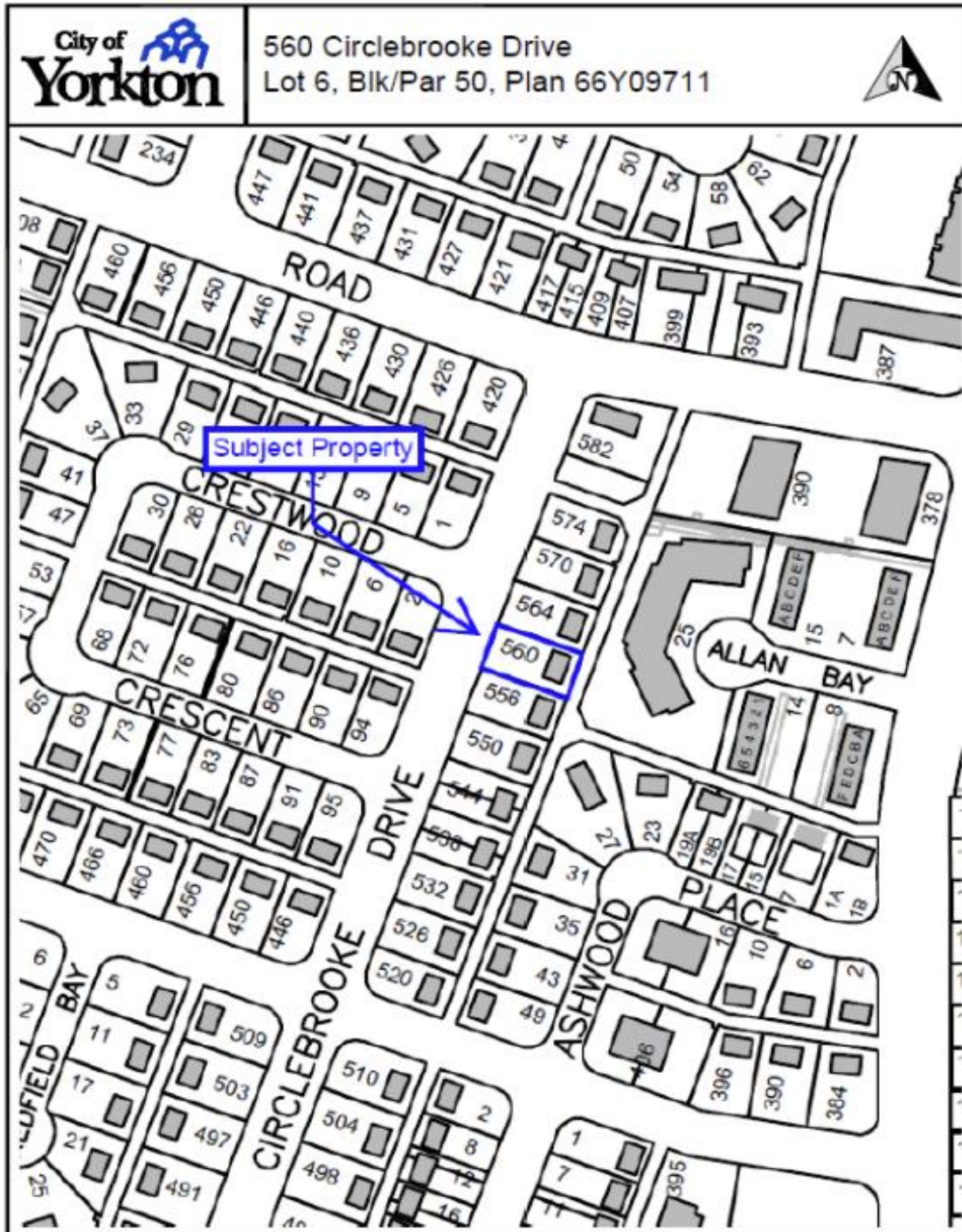
1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU03-2023 which proposes a Residential Care Facility at 560 Circlebrooke Drive and that the application be brought back to Council for its review and decision.
2. That Public Notification for Discretionary Use application DU03-2023 which proposes a Residential Care Facility at 560 Circlebrooke Drive, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

Administration's Recommendation:

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU03-2023 which proposes a Residential Care Facility use at 560 Circlebrooke Drive, legally described as Lot 6, Blk/Par 50, Plan 66Y09711, and that the application be brought back to Council for its review and decision.

Attachment 1 – Council Report from July 17, 2003 Meeting – Continued

ATTACHMENT 1 – KEY PLAN – 560 CIRCLEBROOKE DRIVE



Discretionary Use DU03-2023 – 560 Circlebrooke Dr – Residential Care Facility in R-3
Page 4 of 8

Attachment 1 – Council Report from July 17, 2003 Meeting - Continued

ATTACHMENT 2 – AERIAL VIEW – 560 CIRCLEBROOKE DRIVE



Discretionary Use DU03-2023 – 560 Circlebrooke Dr – Residential Care Facility in R-3
Page 5 of 8

Attachment 1 – Council Report from July 17, 2003 Meeting - Continued

ATTACHMENT 3 – SUMMARY OF DISCRETIONARY USE APPLICATION 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.

Discretionary Use DU03-2023 – 560 Circlebrooke Dr – Residential Care Facility in R-3

Page 6 of 8

Attachment 1 – Council Report from July 17, 2003 Meeting - Continued

ATTACHMENT 4 – SITE PLAN



Discretionary Use DU03-2023 – 560 Circlebrooke Dr – Residential Care Facility in R-3
Page 7 of 8

ATTACHMENT 5 – PUBLIC NOTICE

Public Notice

**Discretionary Use Application for Residential Care Facility use
in R-3 Medium Density Residential Zoning District
Units 1 & 2 – 560 Circlebrooke Drive**



Civic Address: Units 1 & 2 – 560 Circlebrooke Drive **Legal Description:** Lot 6, Blk/Par 50, Plan 66Y09711

Proposed Use: Residential Care Facility

Details: The applicant is proposing that each unit be used to provide care for a maximum of five individuals (newborn to 11 years).

Residential Care Facilities are listed as a Discretionary Use in Zoning Bylaw No. 14/2003 and under *The Planning & Development Act, 2007*, 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, August 14, 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, August 9, 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 July 17, 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 – August 14, 2023 – Council Priorities Update – Q2 2023	DATE OF MEETING: September 11, 2023
	REPORT DATE: September 5, 2023
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none"> 1. Committee of the Whole 2023 Second Quarter Memo and Package from August 14, 2023 2. Council Priorities Chart as of August 15, 2023 (Updated)
Written by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

PURPOSE/BACKGROUND

On August 14, 2023 the Committee of the Whole Council met to review the Council Priorities Chart after completion of the second quarter of 2023. The last update provided for Council Priorities was at the May 8, 2023 Committee of the Whole Council Meeting, which covered 2023 Q1 Updates.

The purpose of this report is to provide Council with the recommendations from the Committee of the Whole Council Meeting of August 14, 2023 to consider for approval. The minutes of the August 14, 2023 Committee of the Whole Meeting were also presented earlier tonight for approval.

DISCUSSION/ANALYSIS/IMPACT

As of the August 14, 2023 meeting, one item from the “Current” section of the chart has now been completed. The long term (5 year) Capital Plan was drafted and presented to Council at the Committee of the Whole Council Meeting of May 8, 2023, where details were outlined regarding the upcoming planned large capital projects, and capital budget allocations.

Two items from the “Next Priorities” have also now been completed and can therefore be removed, the first being the Rec Master Plan item. The Parks and Recreation Master plan was approved during the 2022 and 2023 Capital Budget process, and at the Regular Meeting of Council on June 26, 2023 Council voted to adopt the final Yorkton Parks and Recreation Master Plan as presented. This has now been published to the City’s social media channels, and will act as the framework to guide the City in matters related to the management and sustainability of recreation and leisure services and facilities for the next 15 years.

The second item that has been removed from the chart’s “Next Priorities” section is the Library – endeavor to execute an agreement and relocate the library to the 2nd floor of the Gallagher Centre

item. At the Regular Meeting of Council of August 14, 2023 an update was shared on behalf of the prospective buyer that the sale of the library building would not be moving forward. Therefore, it was determined that the current location of the library would remain the same and is now no longer deemed a priority.

The Facilities Maintenance Plan/Review item was decided as being the next highest priority for Council, and thus was recommended for transfer to the “Current” section of the Priorities Chart. Consideration of Hosting the 2026 Winter Games has been deemed as a “Next Priority” item, and was added to this area of the chart.

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 C00012-2023 and C00013-2023, as contained in the Committee of the Whole Council meeting minutes of August 14, 2023; and further that the Council priorities chart dated August 15, 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 C00012-2023, and C00013-2023 as contained in the Committee of the Whole Council meeting minutes of August 14, 2023; to transfer the following item to the “Current” Council/CAO Priorities Section of the Council Priorities Chart:

A. Facilities Maintenance Plan/Review

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

B. Consideration of Hosting the 2026 Winter Games

and further that the Council priorities chart dated August 15, 2023 be adopted as presented, and that Council authorize the publication of the chart on the City’s website.

MEMORANDUM

TO: Yorkton City Council

FROM: Lonnie Kaal, City Manager

DATE: August 14th, 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 second quarter of 2023.

- 1) The May 9th 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 9th, 2023 Council Priorities Chart (Includes updates on completion)

COUNCIL PRIORITIES CHART

May 9th, 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. 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. • Long term plan for delivery of golf services • Review CDPR User Fees – to be considered with Rec Master Plan • 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. Dilapidated building and Graffiti Study 3. Succession Planning for all departments <ul style="list-style-type: none"> • Provide City Wide Training on LAFOIP process • Council Committee Review – Phase 1 (Assessment) 	<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
<p>ENVIRONMENT</p> <ol style="list-style-type: none"> 1. LIGHT UP THE TOWER – Survey Residents, Report back to Council with Recommendations 2. Well Building construction (underground piping completed), Natural Gas and Generators install (Nov) 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. Include fee schedule in bylaws <ul style="list-style-type: none"> • Community Addictions and Mental Health response plan • Fire Underwriter Certification • Defend our Position re: Provincial Medical Response Framework 	<p>PUBLIC WORKS</p> <ol style="list-style-type: none"> 1. Asset Works Implementation – Phase 1 Fleet & Inventory; data collection complete, Testing, Training, go live (Oct) 2. Infrastructure Renewal Programs Review 3. Underground Inspections Update <ul style="list-style-type: none"> • Snow Removal Level of Service Review (Nov) • Asset Works – Phase II – Linear Assets (GIS data transfer) • Asset Works – Phase III (Facilities, Parks and Enviro)

COUNCIL PRIORITIES CHART

August 15th, 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. FACILITIES MAINTENANCE PLAN/REVIEW 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"> • ACCESS (ABILITIES) TRANSIT REVIEW (add from June 3/2022 Council Meeting) • Consideration of Hosting the 2026 Winter Games 	
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. FACILITIES MAINTENANCE PLAN/REVIEW <ul style="list-style-type: none"> • LIBRARY – endeavor to execute an agreement (Phase I) • LIBRARY – transfer employees over to the City (Phase II) • Budget 2024 – determine priorities of Rec Master Plan • Plan change of use for the 2nd floor of the Gallagher Centre 		<p>COMMUNITY SERVICES</p> <ol style="list-style-type: none"> 1. Kinsmen Arena ice system upgrade – testing soil under slab, design and planning with work planned for 2024 2. Long Term plan for delivery of golf services 3. ACCESS (ABILITIES TRANSIT REVIEW) – user survey completed. <ul style="list-style-type: none"> • Review CDPR User Fees – to be considered with Rec Master Plan • Facility Utilization Strategy – Terms of Reference 	
<p>CORPORATE</p> <ol style="list-style-type: none"> 1. Dilapidated building and Graffiti Study 2. Transfer Yorkton Public Library Employees to become City Employees 3. Succession Planning for all departments <ul style="list-style-type: none"> • Provide City Wide Training on LAFOIP process • Council Committee Review – Phase 1 (Assessment) 		<p>PLANNING</p> <ol style="list-style-type: none"> 1. BUSINESS MARKETING: Yorkton Advantage, Gaps & Targets (June) 2. YORK LANDING SUBDIVISION - review 3. Airport Terminal Building and related agreements <ul style="list-style-type: none"> • Complete outstanding issues on land purchases/sales • Streamline business licensing process 	
<p>ENVIRONMENT</p> <ol style="list-style-type: none"> 1. LIGHT UP THE TOWER – Survey Residents, Report back to Council with Recommendations 2. Well Building construction - Natural Gas and Generators install (Nov) 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 - Dec 2. Include fee schedule in bylaws 3. Community Addictions and Mental Health response plan <ul style="list-style-type: none"> • Fire Underwriter Certification • Defend our Position re: Provincial Medical Response Framework 		<p>PUBLIC WORKS</p> <ol style="list-style-type: none"> 1. Asset Works Implementation – Phase 1 Fleet & Inventory; Testing, Training, go live (Oct) 2. Asset Works Implementation – Phase II Linear Assets (GIS data transfer) 3. Snow Removal Level of Service Review (Nov) <ul style="list-style-type: none"> • Asset Works – Phase III (Facilities, Parks and Enviro) 	

TITLE: Council Meeting Calendar 2024	DATE OF MEETING: September 11, 2023
	REPORT DATE: August 31, 2023
CLEARANCES:	ATTACHMENTS: 1. Draft Council Calendar 2024 – Option 1 2. Draft Council Calendar 2024 – Option 1B 3. Draft Council Calendar 2024 – Option 2 4. Draft Council Calendar 2024 – Option 2B
Written by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

BACKGROUND

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

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

DISCUSSION/ANALYSIS/IMPACT

I am proposing the first meeting of the year to happen on the second Monday of the year, as we wind down from the holiday season and begin planning for Committee Meetings after appointment of new members. This also leaves the normal three (3) week separation between the December 2023 meeting and the first meeting of 2024.

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

The proposed schedules have 15-16 Regular Council Meetings, and four (4) Committee of the Whole Council Meetings. Aside from regular meetings, there will be an inaugural meeting, orientation, and preliminary budget meetings to follow the election. Dates for Strategic Planning sessions will be set closer to that time.

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

- Option 1 – Meetings start on January 8 and includes meeting between Nomination Day and Election Day
- Option 1B – Meetings start on January 8 and does not include a meeting between Nomination Day and Election Day
- Option 2 – Meetings start on January 15 and includes meeting between Nomination Day and Election Day
- Option 2B - Meetings start on January 15 and does not include a meeting between Nomination Day and Election Day

Municipal Election 2024

Dates pertinent to the upcoming Municipal Election are included on this calendar. The date of the first Regular Council meeting must be held the second Monday after the election and after the Inaugural Meeting (which must be held within the first week after the election).

Option 1B and 2B demonstrate a period of time between Nomination Day (when all candidates are confirmed), and Election Day where no Council Meetings occur. This is practiced by some municipalities (ex: Saskatoon, Estevan). Perhaps one reason behind it may be that the perception of interference of campaigning in the decision making process, and thus jeopardizing the integrity of such. Removing decision making during this time could support the neutrality of the municipality in the election.

The next Provincial election is set for October 28, 2024 (16 days prior to the Municipal Election). The next Federal election is set to occur on or before October 20, 2025.

FINANCIAL IMPLICATIONS

None.

COMMUNICATION PLAN/PUBLIC NOTICE

The Council meeting calendar, once approved is entered on the City's website where access to the agendas, packages and videos is available. Our local media is provided the schedule, and notices of meetings are posted at City Hall, and on our Facebook page. Access NOW TV broadcasts live on channel 7 as our exclusive television broadcaster, and the City streams meetings live on the City's website.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

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

OPTIONS:

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

RECOMMENDATIONS:

Administration would recommend Council chooses an option without Council meetings during the period between Nomination Day and Election Day.

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

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CoW - Other

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November 1, 2024 - Inauguration - Councillor

Randy Goulden

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TITLE: Yorkton Airport Terminal Building – Tender Award	DATE OF MEETING: September 11,2023 REPORT DATE: September 6, 2023, 3:58 PM
CLEARANCES: Ashley Stradeski – Director of Finance Ashley Stradeski	ATTACHMENTS: 1. Site Plan 2. Floor Plan 3. Building Elevations 4. Renderings
Written by: Jeff Fawcett, Manager of Capital Projects & Michael Eger, Director of Planning, Building & Development Jeff Fawcett Michael Eger	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

BACKGROUND

The Yorkton Regional Airport is a Federally-certified aerodrome and is one of the Province’s busiest airports, behind only Saskatoon, Regina, La Ronge and Prince Albert. There are as many as 15,000 annual aircraft movements with six tenant businesses employing over 60 people. The airport is host to an extensive range of aviation services, including:

- Aerial mapping
- Aircraft maintenance
- Aircraft sales
- Aircraft storage
- Air taxi services
- Aviation fuel sales
- Cargo transportation
- Charter airplanes and charter helicopters
- Crop spraying
- Forest/wildfire response including water bombing
- Flight training
- Medical patient transfer services
- Pilot accommodations
- Pilot certification
- Royal Canadian Air Force use for training, emergency response & VIP air transportation
- Recreational aircraft operations, including hangars.

Scheduled flight services are not currently offered, however, Federal certification and existence of a welcoming terminal building would ensure it as a future possibility.

The existing 2,277 sq ft terminal building is a holdover from the construction of the original war-time airport. The terminal building is now well past its useful life, having been identified for replacement in a third-party report back in 2010. A new building was considered a decade ago through a Request for Proposals. Ultimately, costs for construction were deemed too high, and the project was shelved.

With internal loan payments coming to an end for the repaving of the main runway and the condition of the existing building reaching a critical point, Administration formally renewed the project through the Yorkton Airport Authority (YAA) at their September 19, 2022 meeting, where it was resolved that:

1. Administration be authorized to investigate building a new airport terminal building by further obtaining a preliminary building design with an estimated cost breakdown; and
2. Administration be authorized to proceed ahead with a water storage tank (for hauled water), decommissioning the current septic tank, and installing a new septic tank.

Administration then carried out consultation with the airport tenants to determine needs and to gauge interest in leasing future office space. Additionally, the terminal buildings at other comparable airports were visited and reviewed for points of reference and design inspiration. Alton Tangedal Architects, a firm with airport terminal design experience, was then retained to carry out preliminary design. YAA members were provided with that design at their February 27, 2022 meeting and it was resolved:

1. That Yorkton Airport Authority (YAA) proceed with detail design of the terminal building with an optional garage, as presented at the February 27, 2023 meeting, and further that the design be issued for tender and brought back to a future meeting.

The detail design phase identified additional project considerations and cost increases which exceeded preliminary estimates. As such, Administration returned this time to Council for a final review before proceeding to tender. At the July 17th, 2023 Regular Council Meeting, it was resolved:

1. That Council authorize Administration to proceed to tender for a new airport terminal building, with the attached garage included, and bring back to a future City Council meeting for potential approval to award.

The goal of the terminal building design is to replace the existing terminal amenities in a modernized, cost-efficient manner. The new building is proposed to be 2,552 sq ft in size, and provides space for a pilot lounge, reception desk, six leasable office spaces, airport superintendent office, runway electrical systems and building-related mechanical, public washrooms and a 490 sq ft attached garage, which will store the runway inspection vehicle and also fire suppression foam.

The new building would be constructed directly behind (south of) the existing building to ensure ongoing airport operations. Demolition of the old building has been tendered together with the new building and will be carried out once the new building is occupied and runway electrical has been transferred over. Landscaping will be completed as remaining funds permit.

TENDER RESULTS

On August 3rd, 2023, the Invitation to Tender for the “Yorkton Airport Terminal Building” was advertised on the City of Yorkton, Tenders site as well as SaskTenders for a tender period of three weeks and a closing date of August 24th, 2023. Three (3) bids were received. A summary of the bids are as follows:

Bidder	Total Bid (Excluding Taxes)
CCR Construction Ltd.	\$ 2,075,514.00
N.L. Construction Inc.	\$ 2,169,400.00
PCL Construction Management Inc.	\$ 2,271,956.00

All three bids were complete, and the bid received from CCR Construction Ltd. was deemed to be best value as it met all criteria, was the lowest submitted total bid, and indicated a satisfactory completion date.

FINANCIAL IMPLICATIONS

The bids were received for costs related to construction of the new building, parking lot and airside fencing, and also demolition of the existing terminal. Additional expenses for design, permits, relocating runway electrical, temporary utilities, contingency and PST will be directly incurred by the City and are expected to cost approximately \$640,000. This would create a total project cost of \$2,715,000 and is \$1,110,000 or nearly 70% higher than the \$1,605,000 budget.

Airport Capital Reserves will be approximately \$882,000 at the end of 2023. So, if the total terminal project is \$2.715 million we would need to do an internal loan of roughly \$1.83 million. After providing \$100,000 annually to match potential Community Airport Partnership (CAP) grant funding, we can expect to repay the terminal building loan at a rate of \$200,000 annually. Factoring for potential interest (we will be repositioning some of our internal debt to external loans as York Road progresses), it would take almost ten years to repay the loan. This is almost six years longer than initially budgeted for.

However, there will be additional/alternative funding streams available – starting in 2025, Administration proposes to allocate \$400,000 of the annual capital budget to facilities. In 2026, the \$650,000 payment that has been allocated to Fire Hall debt will become available for other uses. Future Council could use all or a portion of these funds, though it would obviously mean less funds available for other projects.

COMMUNICATION PLAN/PUBLIC NOTICE

All bidders will receive a letter indicating the tender result, and if awarded, successful bidder and bid amount. Also, the identity of the successful bidder along with the total bid amount will be posted on the City’s website, SaskTenders, and Biddingo for a period of three weeks.

We will also work with our communication department to provide information to the public and construction updates through the City’s website and social media. This would include a project page on “Shape Your City” and a time-lapse video.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

A terminal building supports the mission statement in Yorkton's Airport Development Plan from 2010. "To increase interest in and accessibility to Yorkton Region's people and its businesses, by providing an inviting airport and a thriving airport business community, through innovative ideas and a courageous approach." The Yorkton Development Plan suggests building a terminal building that could potentially accommodate scheduled air carrier operations and allow for easy expansion in the future.

CONCLUSION

While the tender results yield much higher prices than anticipated, there will still be financial costs and added risk if we do not award. The existing terminal building is well past its useful life and in any event, will need to be demolished or seriously over-hauled. The runway electrical systems are housed in the terminal and will need to be preserved or relocated to a climate-controlled building. Risk increases as, without a terminal building, the long term future of the airport would come into question, likely eroding tenant and future developer confidence while also affecting investment interest from large industry.

The airport is a hub for economic activity that is relied upon by aviators, family-run businesses and by our region's largest companies. Investing in a new terminal building will help preserve this existing business and industry, and also create future investment opportunities which will drive growth and prosperity in our community. Given the potential for economic benefit and in consideration of the pressing need to replace the existing terminal building, Administration is in favour of proceeding with tender award.

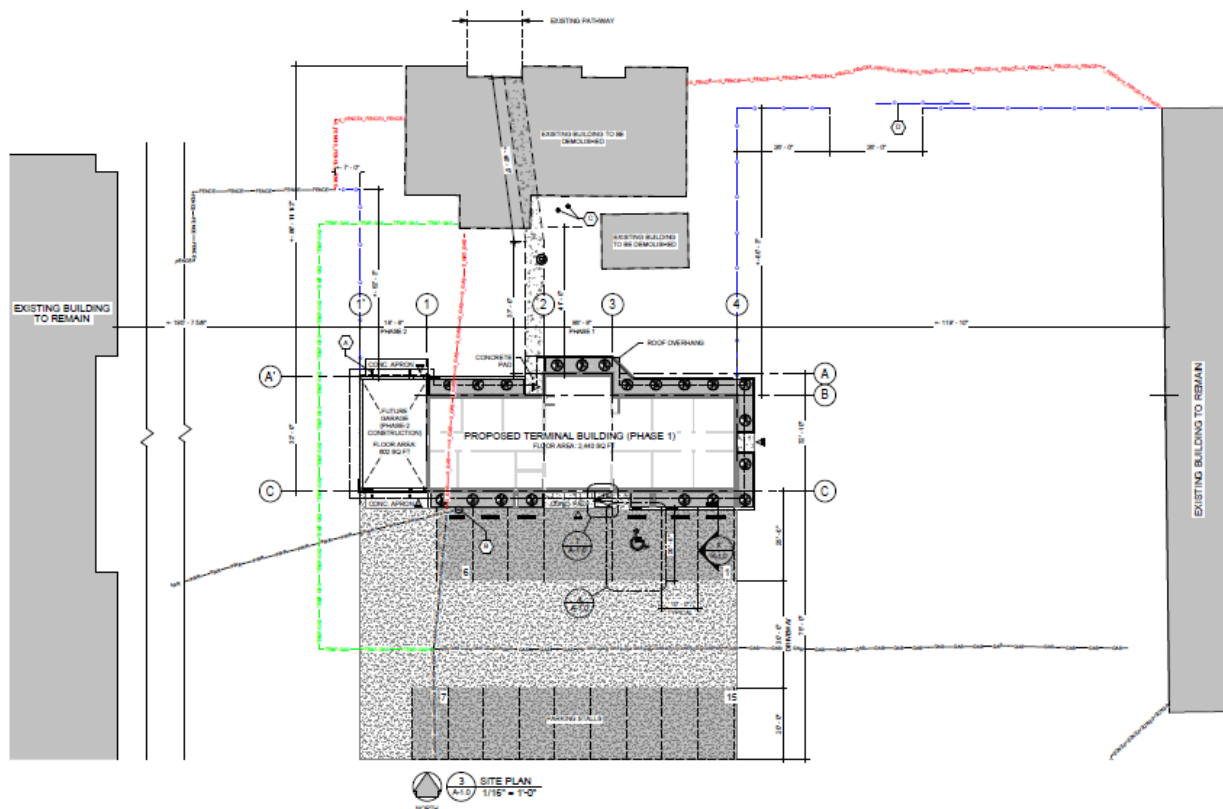
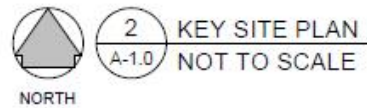
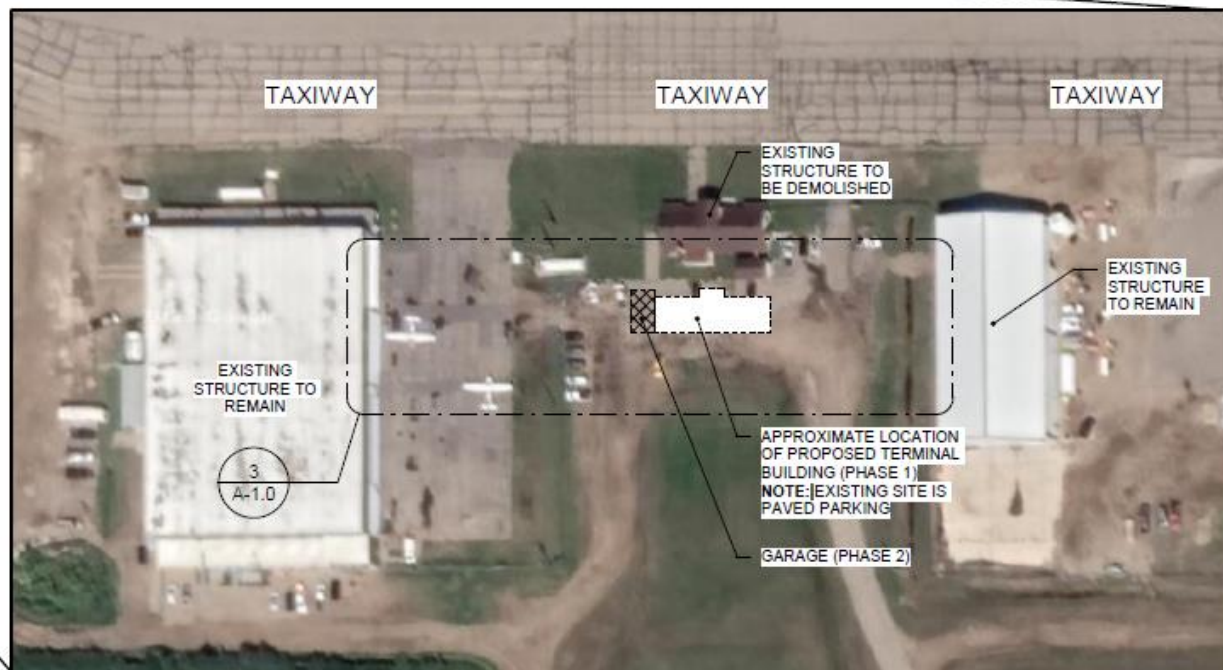
OPTIONS

1. That Council direct Administration to proceed with the Yorkton Airport Terminal Building with a total budget of \$2,715,000 and award the tender for "Yorkton Airport Terminal Building" to CCR Construction Ltd. for \$ 2,075,514.00 plus applicable taxes, and further that the Mayor and City Clerk be authorized to execute the contract.
2. That Council deny the tender award as it results in a project cost that exceeds budget estimates by nearly 70%.
3. That Council provide other direction.

RECOMMENDATION

1. That Council direct Administration to proceed with the Yorkton Airport Terminal Building with a total budget of \$2,715,000 and award the tender for "Yorkton Airport Terminal Building" to CCR Construction Ltd. for \$ 2,075,514.00 plus applicable taxes, and further that the Mayor and City Clerk be authorized to execute the contract.

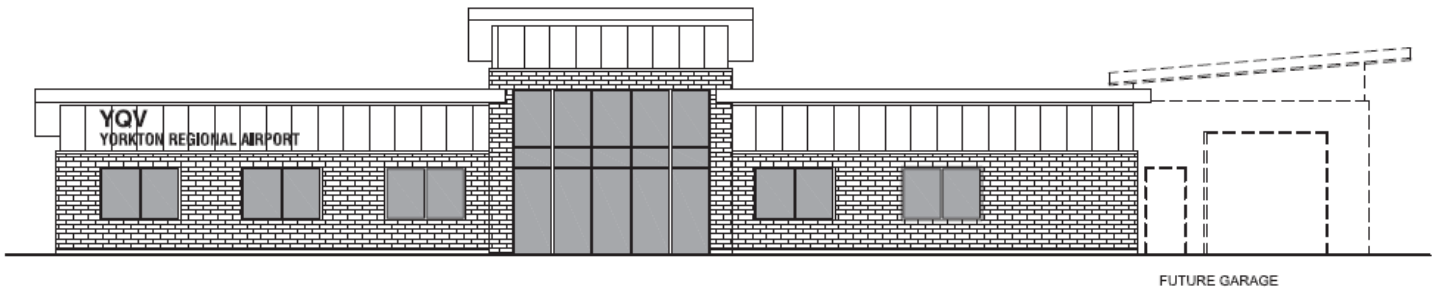
Attachment 1 – Site Plans



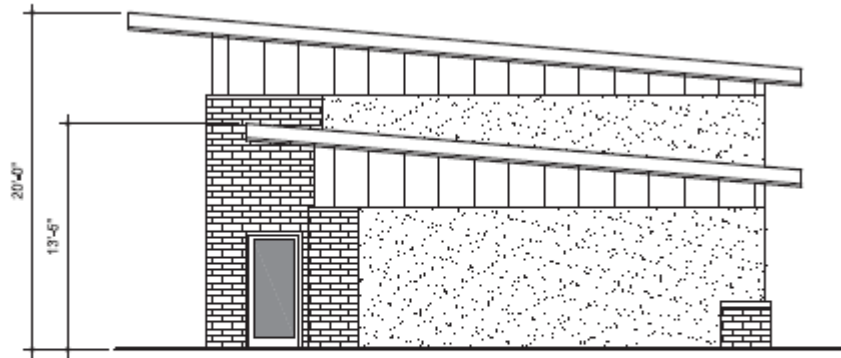
Attachment 2 – Floor Plan



Attachment 3 – Building Elevations



6 NORTH/RUNWAY SIDE ELEVATION
A=1.0 1/8" = 1'-0"



5 WEST ELEVATION
A=1.0 1/8" = 1'-0"

Attachment 4 – Renderings



2 NORTH VIEW
A=1,0 NTS



1 SOUTH VIEW
A=1,0 NTS