

CITY OF YORKTON
REGULAR COUNCIL MEETING AGENDA
Monday, April 8, 2024 - 5:00 p.m.
Council Chambers, City Hall

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PUBLIC ACKNOWLEDGEMENTS**
4. **APPROVAL OF MINUTES**
 - a. Regular Council Meeting Minutes – March 18, 2024
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
 - a. Recreation and Community Services Committee Meeting Minutes – February 5, 2024
 - b. Economic Development Committee Meeting Minutes – February 8, 2024
 - c. Planning and Infrastructure Commission Meeting Minutes – February 14, 2024
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - a. Public Hearing – Discretionary Use DU02-2024 and DU03-2024 – Warehouse Building Addition and Light Industrial use – 72 Broadway Street West
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - a. Director of Planning, Building & Development/Acting City Manager
 - Discretionary Use DU02-2024 and DU03-2024 – Warehouse Building Addition and Light Industrial use – 72 Broadway Street West
9. **CORRESPONDENCE**
10. **BYLAWS**
11. **ADMINISTRATIVE REPORTS**
 - a. Solid Waste & Environmental Programs Manager/Recreation Services Manager
 - Spring Yard Waste Clean-up Week 2024
 - b. Manager of Community, Culture and Heritage
 - National Volunteer Week 2024
 - c. Director of Engineering and Asset Management
 - Excavator Tender Award
 - Tandem Trucks Tender Award
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
 - a. Property Item A
 - b. Property Item B
14. **ADJOURNMENT**

MINUTES

FEBRUARY 5, 2024

5:00 P.M.

**GALLAGHER CENTRE
RAVINE ROOM**

Attendees	Chairperson: Delmar Zwirsky, Councillor Randy Goulden, Councillor Ken Chyz, Anne Stupak, Doug Wilkinson, Ryan Cox, Gurjit Dhaliwal
Regrets	CV Sastry
Staff	Taylor Morrison, Lisa Washington, Jessica Resler
Recording	Ashton Kingdon
Call to order	5:05 p.m.
Adjourn	6:07 p.m.

Agenda topics

1. CALL TO ORDER

2. ELECTIONS

a. Chairperson Election

- i. First call for Chairperson Nominations. Ken Chyz and Anne Stupak nominated Delmar Zwirsky. Delmar Zwirsky accepted his nomination for Chairperson.
- ii. Second call for nominations of Chairperson. None received.
- iii. Third call for nominations of Chairperson. None received.
- iv. Nominations cease and Delmar Zwirsky is acclaimed as Chairperson of the Recreation and Community Services Committee.

b. Vice Chairperson Election

- i. First call for Vice-Chairperson Nominations. Delmar Zwirsky nominated Anne Stupak. Anne Stupak accepted her nomination for Chairperson.
- ii. Second call for nominations of Vice-Chairperson. None received.
- iii. Third call for nominations of Vice-Chairperson. None received.
- iv. Nominations cease and Anne Stupak is acclaimed as Vice-Chairperson of the Recreation and Community Services Committee.

3. REVIEW AND SIGNING OF:

a. Acknowledgement Form

Administration distributed the Acknowledgement form to Committee Members from the City Clerk's Office.

b. Confidentiality Agreement

Administration distributed the Confidentiality Agreements to Committee Members from the City Clerk's Office.

4. COMMITTEE ORIENTATION

a. Recreation & Community Services Terms of Reference Bylaw

b. PowerPoint Presentation

c. SaskLotteries Community Grant Program

Taylor provided the Committee Members with a quick introduction to our department, how we fit into the City, and how the Committee fits within our department. Taylor gave extra information regarding Shape Your City, a platform the City has, and how we are utilizing it to provide more education and awareness to why we do what we do and when we do it. Taylor also provided a quick description of the Parks and Rec Master Plan that concluded last year and that some of the policy changes and projects brought forward could be from the

recommendation from that master plan.

5. FUTURE COMMITTEE MEETINGS

No dates were set at this meeting. It was agreed that starting the meeting at 5:15 pm or 5:30 pm would accommodate most Committee Member's work schedules. A Doodle Poll will be sent to determine the next meeting, March Adjudications. Then plan for possible meetings in April and June.

6. APPROVAL OF MINUTES

a. Minutes of the October 25, 2023 Meeting

Minutes from the October 25, 2023 meeting of the committee were circulated.

Motion 24-001

Doug Wilkinson

That the minutes of the October 25, 2023 meeting of the Recreation and Community Services Committee be approved as circulated. CARRIED.

8. QUESTIONS

Nothing at this time.

9. ADJOURNMENT

Motion 24-002

Ryan Cox

That the Recreation and Community Services Committee Meeting be adjourned at 6:07 p.m. CARRIED.

Delmar Zwirsky

Chairperson

Ashton Kingdon

Recording

Economic Development Committee

MINUTES

FEBRUARY 8, 2024

7:00 A.M CITY HALL – MEETING ROOM A

Attendees	Chairperson: Bob Knox Councillors: Councillor Darcy Zaharia, Councillor Dustin Brears Members: David McKerchar, Marty Sveinbjornson, Don Reed, Gwen Machnee, Raymond Sharp, Ajay Tadi
Invited Guests	Mayor Mitch Hipsley, Juanita Polegi
Staff	David Balysky (Business Liaison), Michael Eger (Acting City Manager)
Regrets	Councillors: Members: Guests: Donna Brothwell
Absent	Councillors: Members: Ayodele Komolafe
Recording	Jody Hahn
Call to Order	7:04 am
Adjourn	8:31 am

ADOPTION OF AGENDA

Discussion	Review of agenda items for discussion.
Motion 08-24	Gwen Machnee That the agenda be approved as presented. Carried

MINUTES OF JANUARY 18, 2024

Discussion	Minutes from the January 18, 2024 meeting of the Committee were circulated.
Motion 09-24	David McKerchar That the minutes of the January 18, 2024 meeting be approved as presented. Carried

OLD BUSINESS

SHOW HOME REBATE PROGRAM

Discussion	<ul style="list-style-type: none">- Balysky presented the Show Home Rebate Program. This program went to Council in early October 2023, offering a \$20,000 lot discount for constructing a show home on a City-owned residential lot. Upon request from the EDC at their November 9, 2023 meeting, the discount was increased to 50% of the lot price in late November 2023. Administration did extensive promotion through social media, local radio and local newspaper. Administration received 10 inquiries from builders and the public. One application was received. David inquired with the Committee if they would like to offer the one applicant the rebate and/or open the program back up for more applicants. The deadline closed at the end of January 2024.- The Committee discussed the following topics and questions:<ul style="list-style-type: none">o The ability to establish a living deadline or extend the deadline
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	<ul style="list-style-type: none"> ○ Why was there one application submitted? ○ Home Lotto for the Health Foundation and/or the Terriers ○ Yorkton's housing needs ○ City of Regina's Rental Building Incentive program ○ The difficulties in securing money for rental properties ○ Guaranteed home sale ○ If there's an appetite to bring realtors and bank managers together? <ul style="list-style-type: none"> - The Committee's consensus was to remove the deadline from the Show Home Rebate Program policy.
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TOURISM YORKTON – YORKTON SOUVENIRS FOLLOW UP

Discussion	<ul style="list-style-type: none"> - Balysky presented a follow up on the request from Tourism Yorkton for Yorkton souvenirs. The Western Development Museum Yorkton was planning on ordering \$2,000 - \$3,000 worth of Yorkton souvenirs, regardless of the City's support. If the City could provide assistance, it would be on top of that \$2,000 - \$3,000. This would allow the museum more buying power with reduced rates. The museum would be willing to take the money as a loan. David inquired about the Committee's thoughts about giving \$5,000 or less to Yorkton Tourism because they are willing to do all the planning, ordering, housing the inventory, selling, tracking, etc. - The Committee discussed the following topics: <ul style="list-style-type: none"> ○ Offering a hybrid option where the City would give 50% and loan 50% ○ Supporting local businesses ○ City's ability to buy back Yorkton souvenirs at cost ○ Whether or not to require that items have the City of Yorkton logo or not ○ Advertising opportunity - The Committee's consensus was to provide Tourism Yorkton with \$5,000 to be used towards Yorkton Souvenirs if they could meet the majority of the following conditions: <ul style="list-style-type: none"> ○ Prioritize ordering products from local suppliers ○ City of Yorkton logo is present on the souvenirs ○ City of Yorkton can buy souvenirs back at cost
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SASKATCHEWAN SECONDARY SUITE INCENTIVE

Discussion	<ul style="list-style-type: none"> - Balysky presented the Saskatchewan Secondary Suite Incentive that came up at the end of the last meeting. Balysky went over the details of the incentive. - Balysky discussed how the Planning and Building department has an information sheet online on secondary suites. After some inquiries, it has been determined that the City's information is too technical and overwhelming. Therefore, Administration is working on updating the information sheet. - The Committee discussed the following topics: <ul style="list-style-type: none"> ○ Garage suites ○ How builders can help residents with their secondary suite projects ○ The incentive's ability to increase budget friendly housing options in Yorkton ○ Yorkton's housing needs
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Michael Eger exits the meeting at 8:02 AM

Discussion	<ul style="list-style-type: none"> ○ Past and current City of Regina incentives for rental housing and housing builds for newcomers ○ Information from a Saskatchewan Economic Development Alliance (SEDA) sponsored industrial cluster meeting in Yorkton identified common issues among employers in Yorkton. The top three concerns that came up were housing, daycare and healthcare. ○ SEDA Report - talking about needing three levels of housing: temporary/short term housing, rental housing and starter homes ○ Possibility of having an incentive for new residents to Yorkton ○ Student housing needs and challenges
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Mayor Mitch Hipsley exits the meeting at 8:17 AM

NEW BUSINESS

EDC 2024 PRIORITIES CHART

Discussion	- David Balysky will bring this topic back for the next meeting.
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SASKATCHEWAN TRADE & EXPORT PARTNERSHIP (STEP) OPPORTUNITY – JUANITA POLEGI

Discussion	<ul style="list-style-type: none"> - Juanita Polegi presented the Saskatchewan Trade & Export Partnership (STEP) opportunity. The Chamber is part of STEP. As part of STEP's 15th anniversary, they are offering to put in a one-page article on Yorkton for \$500.00 with 650 words in their global magazine. Chamber is going to go ahead with this article for \$500.00. The article written by the Chamber talks about what Yorkton has to offer; the abundance of clean water, productive agricultural land, types of livestock that are raised, type of crops that are grown, Agri-value businesses, support services (professional fire services, large RCMP detachment, Suncrest College, Hospital with 86 beds and a number of specialists), four highways and an airport. - Juanita Polegi inquired with the Committee if there was anything they'd like to add or change in the article she provided for review. - The Committee made the following suggestions: <ul style="list-style-type: none"> ○ Add in that home ownership is within reach in Yorkton. ○ Point out that Yorkton is a logistics hub with four highways, two railways and an airport. ○ Affordable recreational properties around Yorkton. ○ The high amount of traffic that comes through Yorkton ○ Suncrest College offers a variety of programs and applied research.
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ACTION ITEMS

Discussion	<ul style="list-style-type: none"> - Balysky will extend the deadline from the Show Home Rebate Program and remove the deadline from the policy. - Balysky will look into the City of Regina incentives for rental housing and newcomer housing. - Balysky will look into finding data on the sweet spot for housing pricing. - Councillor Darcy Zaharia will talk to builders about the Show Home Rebate Program.
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	<ul style="list-style-type: none"> - The Chamber and Balysky will look into setting up a meeting with realtors and bank managers in regards to Yorkton's housing needs. - Balysky will try to contact the Yorkton Terriers' President to discuss if the Show Home Rebate Program could be of assistance in setting up a Home Lotto. - Balysky will work with Tourism Yorkton on purchasing Yorkton Souvenirs. Keeping in mind the following restrictions: <ul style="list-style-type: none"> o Prioritize ordering products from local suppliers o City of Yorkton logo is present on the souvenirs o City of Yorkton can buy back souvenirs at cost (Follow up report is not required.) - Balysky will bring the EDC 2024 Priorities Chart back for a topic of discussion at the next meeting.
Motion	No Motion

NEXT MEETING	Thursday, March 21, 2024 at 7:00 a.m. at City Hall.
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ADJOURNMENT

Motion 10-24	Darcy Zaharia That the Economic Development Committee Meeting be adjourned at 8:31 a.m. Carried
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Bob Knox

CHAIRPERSON
Bob Knox

Jody Hahn

RECORDING SECRETARY
Jody Hahn

Planning and Infrastructure Commission

MINUTES

FEBRUARY 14, 2024

7:00 A.M.

MEETING ROOM A,
CITY HALL – SECOND FLOOR

Attendees	Chairperson: Eugene Fedorowich Councillors: Councillor Randy Goulden, Councillor Quinn Haider Members: Doug Forster, David McKerchar, Patricia Zaryski, Jan Morrison, Isabel O'Soup - via zoom
Staff	Michael Eger – Director of Planning, Building and Development Carleen Koroluk – Land Use Planner Jennifer Pinette – Administrative Assistant
Regrets	Councillors: Mayor Mitch Hipsley Members: Eleanor Shumay, Glen Tymiak, Mike Popowich Staff:
Absent	Councillors: Members Staff:
Recording	Jennifer Pinette
Call to order	7:01 a.m.

NOMINATION & ELECTION OF CHAIRPERSON

Discussion	Eger- Opened the floor for nomination for the new chairperson of 2024 McKerchar – Nominated Mike Popowich Popowich – Accepted the nomination There were no more nominations.
Motion 1-2024	McKerchar - That the new Chairperson for 2024 Planning and Infrastructure Commission meeting is Mike Popowich Carried Unanimously

NOMINATION & ELECTION OF VICE-CHAIRPERSON

Discussion	Zaryski – Nominated Eugene Fedorowich Fedorowich – Accepted the nomination
Motion 2-2024	Zaryski That the new Vice-Chairperson for 2024 Planning and Infrastructure Commission meeting is Eugene Fedorowich Carried Unanimously

ADOPTION OF AGENDA

Discussion	Review of Agenda items.
Motion 3-2024	McKerchar That the agenda be approved as presented. Carried Unanimously

ANNUAL ADMINISTRATION

Discussion	i) Reference Manual & Signature of Forms ii) Distribution of Annual Calendar (emailed)
Motion	none

DECLARATION OF CONFLICT OF INTEREST

Discussion	Fedorowich - Asked if there was any declaration of conflict of interest
Motion	none

APPROVAL OF MINUTES

Discussion	Minutes of the August 2, 2023 Planning and Infrastructure Commission Meeting were circulated with the agenda package.
Motion 4-2024	Zaryski That the Minutes from the August 2, 2023 Planning and Infrastructure Commission Meeting be approved. Carried Unanimously

OLD BUSINESS

Discussion	none
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NEW BUSINESS

1. Zoning Bylaw Amendment – Addition of Storage Compounds/Facilities as Discretionary Uses in the C-3 Highway Commercial Zoning District

Discussion	<ul style="list-style-type: none">- Koroluk presented the administrative report on storage facilities in the C-3 Highway Commercial Zoning District. This is in response to the property at 465 Broadway Street East, which contains existing, legal non-conforming, self-storage units. The amendment proposes to make the units legally conforming, which would satisfy conditions of a purchase offer. The potential purchaser has also expressed interest in building additional storage facilities on this site.- Questions were about the number of additional units, location of said units and what type of facilities will be built.
Motion 5-2024	<p>Zaryski The Planning and Infrastructure Commission recommends that Council approve Bylaw No. 1/2024 to add Storage Compounds/Facilities as Discretionary Uses in the C-3 Highway Commercial Zoning District. Carried Unanimously</p>

2. Review of Zoning Bylaw Uses – Residential Care Homes & Facilities

Discussion	<ul style="list-style-type: none">- Koroluk presented an administrative report on a recent inquiry regarding the establishment of an alcohol and drug rehabilitation centre in a residential area.- Questions were raised on size, location (near schools or in residential area), if 24hr assistance was going to be needed, parking and the amount of traffic/activity it would generate.- The Commission requested that Administration provide additional information, including how other municipalities handle similar situations, to continue the discussion.
	No motion

BUSINESS FROM THE FLOOR

Discussion	- Conversation was had about the Old Imperial (Howard Johnson) being demolished and future of lot.
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NEXT MEETING

	Wednesday, March 6, 2024 at 7:00 a.m. at City Hall Meeting Room A
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ADJOURNMENT

Motion 6-2023	Zaryski That the meeting be adjourned at 8:30 a.m. Carried Unanimously
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SIGNATURE OF MINUTES

Chairperson	Eugene Fedorowich <hr/> Chairperson – Eugene Fedorowich
Recording Secretary	Jennifer Pinette <hr/> Jennifer Pinette

Request for Tenders

Name of Tender: **Gallagher Centre Westland Arena Sound System Upgrades.**

Tender must be received **before 2:00 p.m. on April 16, 2024.**

Tender 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 upgrades to the sound system in the Westland Arena. Removal, supply and installation of new speakers, connectivity upgrades to Bluetooth, and new wiring that is compatible with the existing components forms this project

Specifications are available at:

Online at www.biddingo.com/yorkton

Tender shall remain open for acceptance by the City and irrevocable for twenty four (24) 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 tender 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 tender. Lowest or any proposal not necessarily accepted.

Public Notice

Discretionary Use Applications for

Warehouse Building Addition and In-House Packaging Use

in CMI-1 Commercial-Industrial Transitional Zoning District - 72 Broadway Street West



Legal Description: Lot 45, Blk/Par A, Plan 93Y11006

Civic Address 72 Broadway Street West

Proposed Use Warehouse Building Addition & In-House Product Packaging

Details: The applicant is proposing firstly, a 200' x 60' warehouse building addition and secondly, in-house packaging of agricultural food ingredient products within the existing building.

Warehouse Facilities and In-House Product Packaging (a Light Industrial Use) are both Discretionary Uses in the CMI-1 Commercial-Industrial Transitional zoning district and require City Council authorization under *The Planning and Development Act, 2007* to proceed.

Pursuant to *The Planning and Development Act, 2007*, discretionary use applications are to be publicly advertised before Council makes their final decision.

Public Hearing: City Council will hear all persons who are present and wish to speak to the proposed applications and all written submissions will be read verbatim, unless the submitter is in attendance to speak on the submission, on **Monday, April 8, 2024 at 5:00 p.m. in City Hall Council Chambers, Yorkton, SK.**

Written Submissions: If you wish to provide written comments for Council's consideration, they must be submitted by 9:00 a.m. on Wednesday April 5, 2024. Written submissions must be directed to:

Jessica Matsalla, Director of Legislation and Procedures

In Person: 37 Third Avenue North, Yorkton, SK

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

Via Email: jmatsalla@yorkton.ca

Questions regarding the proposed Discretionary Use may be directed to:

Carleen Koroluk, Land Use Planner

Phone: (306) 786-1727

Email: ckoroluk@yorkton.ca

TITLE: Discretionary Uses DU02-2024 & DU03-2024 Warehouse Building Addition & Light Industrial Use in CMI-1 Zone - 72 Broadway Street West Report following Public Hearing	DATE OF MEETING: April 8, 2024
CLEARANCES:	REPORT DATE: April 2, 2024
	ATTACHMENTS: 1. Aerial View - 72 Broadway St W 2. Preliminary Site Plan 3. Zoning Review
Written by: Michael Eger – Director of Planning, Building & Development Michael Eger	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Michael Eger – Acting City Manager Michael Eger	

Summary of History/Discussion:

This report is in response to two Discretionary Use Development Permit applications affecting 72 Broadway Street West. Firstly, DU02-2024 proposing a warehouse building addition and secondly, DU03-2024, proposing in-house product packaging being a light industrial use. Both uses are listed as Discretionary Uses in the CMI-1 zoning district and require Council authorization following the discretionary use process prescribed by *The Planning and Development Act, 2007* (the Act) and shown on Attachment 2.

Pursuant to Section 3.5.9 of Zoning Bylaw No. 14/2003, “where an application is received for multiple Discretionary Uses on the same site, the necessary advertising and review process may be completed together and concurrently at the discretion of the Development Officer.” As such, this report will address both applications.

The applicant has multiple locations in the city, including a processing and packaging plant on Myrtle Avenue, a warehouse on South Front Street and the subject property on Broadway Street West which is currently being used as office space and warehouse for local agricultural food ingredient processing and packaging. Currently, in-house packaging is done at the Myrtle Avenue location. The applicant is looking to increase warehouse space and move the in-house packaging to the Broadway location.

The Zoning Bylaw defines **Warehouse Facilities** as “a development used for the indoor storage and/or distribution of goods and merchandise, excluding any hazardous materials”. While the Zoning Bylaw does not have a specific definition for Product Packaging, it defines **Light Industrial Uses** as “development used for small-scale on site production processing,

manufacturing, assembly of semi-finished or finished goods, products or equipment. All on-site production is contained within the confines of the principle building or its accessory buildings.” Based on this definition, it is interpreted that the product packaging use would be considered a Light Industrial Use.

Administrative Review:

The primary intent of the CMI-1 zoning district is to encourage commercial-oriented uses and secondarily to promote rehabilitation of existing light industrial structures and uses. Successful integration of industrial uses into commercial areas requires that industrial development, at minimum, meet commercial standards.

This property is within the area comprising the Downtown and West Broadway Corridor Redevelopment Plan (Redevelopment Plan), which informs our Official Community Plan’s (OCP) goals for downtown development, site design, and ultimately, zoning regulations. These Plans, borne out of consultation with the downtown community, include a number of goals and policies that support enhanced architectural and site design in order to increase downtown vibrancy and instill civic pride.

The addition is proposed in a location that would encroach an existing storm sewer main, which connects the Laurier Street drainage network to the Brodie storm pond. The applicant notes that there are existing buildings (constructed by a previous owner) over top of the storm main so this would not worsen the situation. Administration is concerned, however, because Laurier Street is prone to flooding from storm water surcharge and it would be unwise to allow any development that would further limit the City’s ability to maintain the flow of water through that pipe. The City and applicant have agreed to explore this further, with one option being to install a new pipe at the south end of the property. However, we are not yet sure if the topography will allow for an alternative solution and further surveying and modelling will be required. Given the nature and complexity of the storm drainage situation, Administration supports dealing with that separately as part of the Development Permit process. The applicant is requesting Discretionary Use approval so that both parties can have confidence in proceeding with drainage improvements.

While the Zoning Bylaw does not contain specific Discretionary Use requirements for either Warehouse Facilities or Light Industrial Uses, 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 and 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.

Based on the site location and information supplied by the applicant, it is anticipated that the scope of the uses will not create any significant levels of noise or odours and will have minimal impact on the surrounding area (subject to the sorting out drainage provisions).

Public Notice:

Council authorized Administration to proceed with the Public Notice process at the March 18, 2024 meeting. The application 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 property owners within 75 metres (250 ft) of the subject property.

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

Planning & Infrastructure Commission:

The application was referred to the Planning and Infrastructure Commission for review at their March 27, 2024 meeting.

The 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 expressed concern over the functionality of the local drainage network, and cautioned that development should not be permitted if it worsens that situation. Planning Services confirmed that, if approved, a development permit would be contingent on drainage improvements, and that the addition likely could not proceed exactly as proposed if there is no other option to re-route the storm sewer. The Commission agreed that neither of the proposed uses should otherwise have discernable impact on the neighbouring properties and carried separate recommendations for each of the applications to be considered for approval by Council.

Council Options:

1. That the applications be approved, as per the Administrative recommendation.
2. That one or both of the applications be refused, for reasons listed by Council.
3. That Administration be provided with alternative direction.

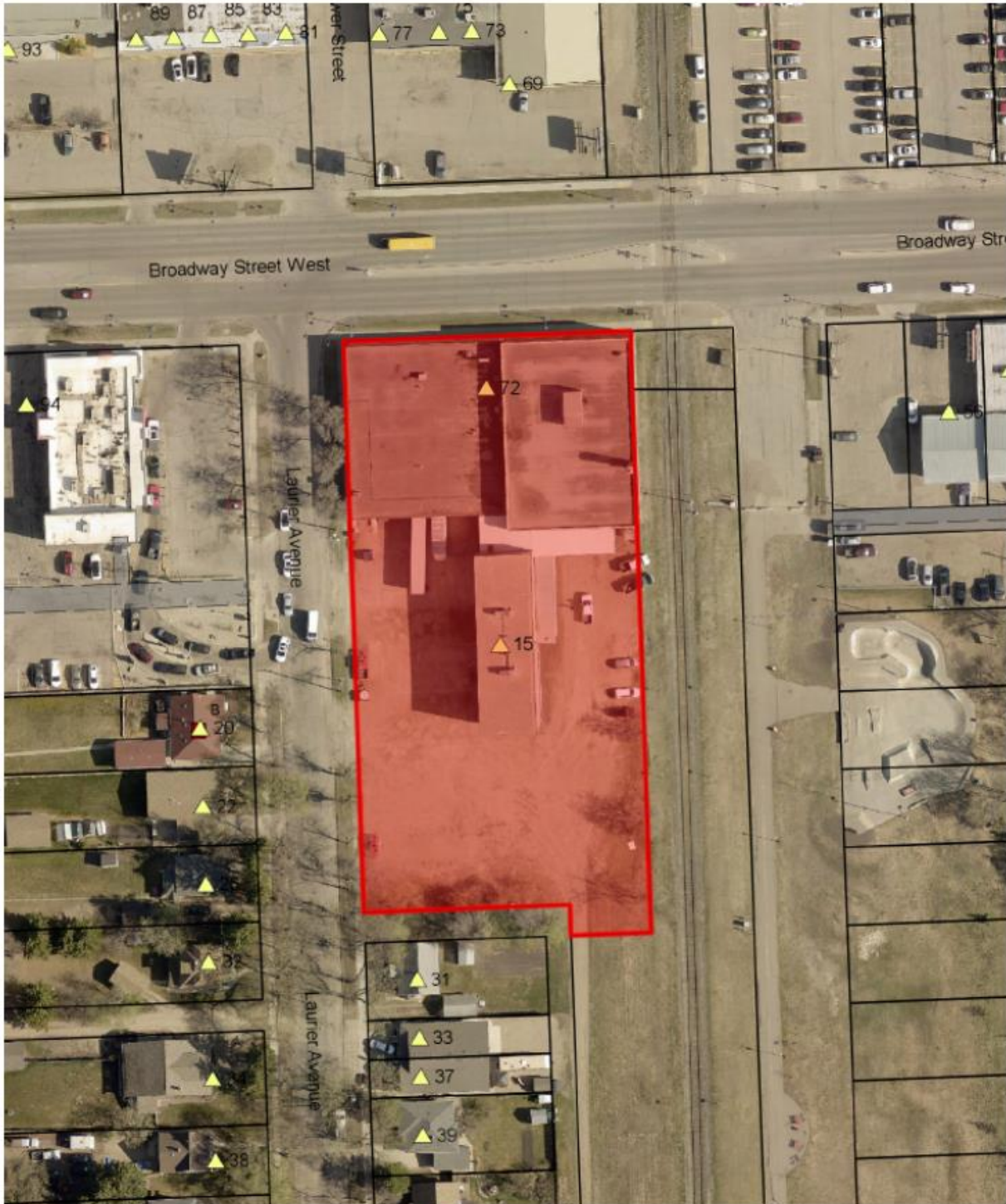
Administrative Recommendation:

1. That Discretionary Use application DU02-2024 which propose a warehouse building addition at 72 Broadway Street West, legally described as Lot 45, Blk/Par A; Plan 93Y11006 be approved, and that the Development Officer be authorized to issue a Development Permit, subject to a mutually agreeable drainage solution; and
2. That DU03-2024, which proposes in-house product packaging being a light industrial use as defined in City of Yorkton Zoning Bylaw No. 14/2003, at 72 Broadway Street West, legally described as Lot 45, Blk/Par A; Plan 93Y11006 be approved, and that the Development Officer be authorized to issue a Development Permit.

Attachment 1 – Aerial View, 72 Broadway Street West



Lot 45, Blk/Par A, Plan 93Y11006
Parcel 142794007



Attachment 2 – Preliminary Site Plan



Attachment 3 – Zoning Review

The applicant has provided revised plans and the following information, noted in italic font, in support of the discretionary use applications and Administration's analysis and comments follow each section, in red font, and include reference to specific sections of Zoning Bylaw No. 14/2003.

Setback Requirements

- *proposing a 200' x 60' x 16' (LxWxH) slab on grade pre-engineered building to utilize as additional cold storage warehousing;*
- *concrete slab on grade;*
- *cold storage with forklift access from the north side;*
- *addition would not extend any farther east than existing structures to the north.*
 - o **Section 28.2.2.3 - there are no setback requirements in the CMI-1 zoning district provided that all other requirements of the bylaw have been met.**
 - o **Section 28.2.4 - there is no maximum site coverage provided that all other requirements of the bylaw have been met.**

Parking & Hard Surfacing

- *addition location is currently parking lot graded gravel;*
- *there is existing hard surfacing on the Southwest side of the building (south of the proposed Bottling Line shown in Attachment 4))*
- *a new, hard surfaced (asphalt) parking area will be created on the south west side to accommodate a minimum of 5 and up to 9 parking spaces. This would accommodate the less than 15 employees at this location.*
- *Lighting will be provided by way of 4, solar-powered parking lights, 10' high*
 - o **Parking requirements for industrial uses within the CMI-1 district are based on the number of employees – 1 space/3 employees with a minimum of 5 spaces;**
 - o **Based on conversation with the applicant, they estimate a maximum of 15 employees – as such 5 parking spaces are required;**
 - o **Section 5.2.1.C.ii – every off-street parking and loading space and the access thereto, including the whole area contained within the municipal land to which the curb-crossing permit applies shall be hard surfaced if the number of parking spaces exceeds two (2) and if the access thereto is from a street or lane which is hard surfaced.**
 - o **Section 5.2.1.C.v – the provision of hard surfacing to be completed within 1 year of the issuance of a Development Permit.**
 - o **Section 5.2.1.D – All parking areas providing five or more parking spaces shall be lighted in accordance with the provisions specified in Section 4.28.**
 - o **Currently employees park on the south and east side of the site (see Attachment 5).**
 - o **The Revised Site Plan adequately addresses parking area hard surfacing and lighting requirements as required.**

Building Design

- *the building would likely have tin siding and roofing, basic electrical mainly for lighting and overhead door opening;*
- *the building would include an 88' x 9' stone/brick veneer on the west side of the building on the portion of the wall that extends beyond the existing metal building.*

The exterior of the new building is intended to look similar to the existing tan-coloured

Attachment 3 – Zoning Review, continued

- *building that was constructed approximately 25 years ago.*
 - o Section 4.34.4 – maximum façade to be covered by certain materials according to zoning district – CMI-1 – maximum 50% metal.
 - o Applicable only to the exterior wall of the addition that faces Laurier Avenue.
 - o **The proposed veneer would be compliant with Zoning requirements, which limit tin/metal to a maximum of 50%.**

Storm Water Management

- *Storm water management will be designed and installed to be adequate but no design has been done.*
- *There is approximately 6' of property undeveloped to the east of the new warehouse addition, and the whole roof slopes that direction, so likely some kind of drainage to the south would be appropriate (future storm water line on the south of the property is likely). As the development is less than 2.0 acres the need for a retention tank/basis is not required (City Bylaw 4.27.4).*
 - o Due to the existing storm system in this area significantly exceeding capacity during intense rainfall events, on site retention would be prone to inundation and likely not function as designed. As such, a payment in lieu of Storm Water Management based on the area of the new addition and any new hard surfaced areas is applicable.
 - o There is an existing city storm drain that runs through the property in the area of the proposed addition (see Attachment 4 & 7).
 - o An easement to protect the drain and grant the City access to maintain the drain was registered on the property in 1967.
 - o It is believed that the drain has been compromised by previous construction over top of the easement area and Administration is currently investigating relocation options with the assistance of the city's storm water modeling consultant and expect options to be provided in the coming weeks.
 - o Notwithstanding the existing structures that have been constructed over the easement, additional construction that may impact the drain further is not advisable without plans to mitigate future drainage concerns.
 - o Should the warehouse building addition be approved by Council, suitable arrangements to address the storm drain will be required prior to issuance of a Building Permit.
 - o It is noted that the design requirements for retention are prescriptive for subdivisions and not site developments – the zoning bylaw (Section 4.72.2) otherwise states that no drainage water shall be diverted as to overload existing drainage systems without proper and approved provisions being made → City administration have applied standards to prevent flooding, though they are not necessarily applicable for this site, due to the area already exceeding capacity.

Landscaping & Buffering

With consideration to the blank wall that will have no features (windows/doors) on the east side of the new structure serving as a fence of sorts, TA Foods would offer to landscape the south side of the property to the south of the proposed paved area in lieu (likely required if the trees are removed for future storm water drainage through that back alley area – by

Attachment 3 – Zoning Review, continued

- City). *Light green rectangle area, Figure 1. City Bylaw 4.32.2: "To satisfaction of Development Officer."*
 - o Section 6.1.1 – Landscaping is intended to enhance the appearance of developments and preserve a sense of place throughout the city. This objective shall serve to protect the public health, welfare environment and aesthetics of the city.
 - o Section 6.2.4 – Landscaping shall be a condition if an existing development is substantially enlarged or increased in capacity.
 - o Section 6.6.2.C – Buffering shall be located around the perimeter of any site, which abuts a major highway or railway line.
 - o There are three existing trees on the east side property line (see Attachment 8)
 - o To be consistent with requirements for similar development adjacent to railways (ie Brick Mill project), screening and/or trees based on 1 tree/6.0 m is required along the east property line behind the addition – based on the 200' (~60m) addition a total of 10 trees are required.
 - o Section 6.3.2 allows the Development Officer discretion to consider alternate landscaping when there are special or unique circumstances associated with the site.
 - o In lieu of screening along the east side of the proposed addition, the applicant has proposed alternate landscaping which satisfies the intent of the Zoning Bylaw.

In addition to specific bylaw requirements, Discretionary Use 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.

In response, the applicant provides the following comments:

- *the pouch packaging and bottling equipment does not produce any noise or dust;*
- *addition of the packaging will require only minimal additional labourers at the site (1 – 2 more employees);*
- *truck traffic is not expected to increase from current volumes as the applicant already warehouses the product on site;*
- *the applicant does not expect any environmental impact;*
- *there is no additional garbage or recycling generated;*
- *power consumption is minor.*

Based on the revised information provided by the applicant, Administration is confident that minimum development standards required will be achieved.

TITLE: Spring Yard Waste Clean-Up Week 2024	DATE OF MEETING: April 8, 2024
	REPORT DATE: April 2, 2024, 11:31 AM
<p>CLEARANCES:</p> <p>Aron Hershmillier, Director of Public Works</p> <p>Aron Hershmillier</p> <p>Taylor Morrison, Director of Recreation & Community Services</p> <p>Taylor Morrison</p>	ATTACHMENTS:
<p>Written by: Lyndon Hicks, Solid Waste & Environmental Programs Manager</p> <p>Lyndon Hicks</p> <p>Jessica Resler, Recreation Services Manager</p> <p>Jessica Resler</p>	
<p>Reviewed by: Jessica Matsalla, City Clerk</p> <p>Jessica Matsalla</p>	
<p>Approved by: Michael Eger, Acting City Manager</p> <p>Michael Eger</p>	

BACKGROUND

It has been customary for the City of Yorkton, with the recommendation from the Environmental Committee, to hold an annual Spring Yard Waste Clean-Up Week. In order to encourage City residents and School Divisions to clean up their yards and their school grounds, Council has in previous years waived the landfill entrance fees during this week for disposal of winter debris. “Winter debris” is identified as grass, leaves, broken tree branches, grass mixed with garbage and debris that has collected and accumulated on properties during the winter months. This program will not cover tree pruning, disposal of entire trees, construction, demolition or household materials such as furniture, lumber, carpet, beds or mattresses. These materials are accepted at the landfill but residents will be required to pay the appropriate entrance fees.

This program aims to help improve the image and appeal of our community. The waiver of landfill fees for winter debris is available to Yorkton residents/community groups and schools that haul in their winter debris material by way of car, van, ½ ton Truck, SUV, or utility trailer.

Last year we accepted 136 free loads during this dedicated week. For reference in 2022 we had 98, 2021 had 117 loads, 2020 was cancelled (COVID-19), 2019 had 80 loads, 145 in 2018, 91 in 2017 and 61 in 2016.

Spring Yard Waste Clean-Up Week Eligibility Criteria is as follows:

- Drivers must present to the landfill scale attendant, a valid driver's licence with a Yorkton civic address (no post office box numbers will be allowed under the program).
- School division loads with identifiable vehicles and staff hauling any acceptable material.
- Cars, vans, ½ ton trucks, sport utility vehicles, and utility trailers are eligible.
- Material being disposed of must meet the "winter debris" criteria.

The landfill scale attendant will evaluate the load, the type of vehicle and determine if the load is acceptable under the **Spring Yard Waste Clean-Up Week** criteria and if so, waive the landfill entrance fees. Any loads not qualifying under the program, will be accepted with the appropriate charges applied.

The program would run from May 6th to 11th, 2024 during regular landfill hours Monday to Friday, 8:00 am to 7:00 pm and Saturday, 8:00 am to 6:00 pm.

The second aspect to Spring Clean-up Week involves a partnership with the Public Works and Recreation & Community Services departments. Working together we will deliver a city-wide clean up event which will focus on cleaning up parks, greenspaces, and gateways or entry points to the city. We will be encouraging residents, community groups and businesses to register for this event and participate to help do their part in beautifying the city and building pride in our community

Groups will be provided garbage pickers, high-visibility vests, and garbage bags for their use during clean up. An orientation will be delivered to each group to ensure safe practices while are followed. After registered community groups and organizations complete cleaning, the City will pick up the bagged garbage and dispose of it at the landfill.

As we recognize the commitment of all groups, we will be rewarding one youth based group with a pizza party and one adult based organization with a coffee break. Groups can register by calling the City's Central Booking line at 306-786-1740, or by registering online at cityofyorkton.perfectmind.com.

FINANCIAL IMPLICATIONS

Lost Revenue:

- 2023 - 136 loads @10/load - \$1360
- 2022 - 98 loads @10/load - \$980
- 2021 - 117 loads @10/load - \$1170
- 2019 - 80 loads @ \$10/load - \$800
- 2018 - 145 loads @ \$10/load - \$1450
- 2017 - 91 loads @ \$10/load - \$910
- 2016 - 61 loads @ \$10/load - \$610

2024 Estimate:

- 115 loads @ \$10/load - \$1150
- Pizza party @ \$150
- Coffee Break @ \$150

COMMUNICATION PLAN/PUBLIC NOTICE

Upon Council's approval, **Spring Yard Waste Clean-Up Week** will be promoted on all City of Yorkton communication venues including the City's website and social media platforms, on Shape Your City, in the RCS monthly newsletter, and in the City News section of the *Yorkton This Week* newspaper.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

The Environmental Committee supports this initiative. The Spring Yard Waste Clean-Up Week program addresses Council's strategic priorities for the environment by "maintaining a healthy and natural environment through responsible use, protection and sustainable practices" and the social priority by "building social capital and engaging citizens and partners to improve the well-being and diversity of the community".

OPTIONS

1. That, in acknowledgement of Environmental Service's initiative of 'Spring Yard Waste and City Wide Clean-up Week' from May 6-11, 2024, Council hereby authorizes the waiver of landfill entrance fees at the Sanitary Landfill for the residents and schools of the City of Yorkton, hauling in their residential/school yard 'winter debris' by car, van, sport utility vehicle, half-ton truck or utility trailer.
2. That residents that haul in their 'winter debris' waste the week of May 6 to May 11, 2024 be charged the appropriate landfill fees as identified in the Sanitary Landfill Bylaw No. 14/2022.
3. Provide alternate direction to Administration.

RECOMMENDATION:

That in acknowledgement of Environmental Service's initiative of 'Spring Yard Waste and City Wide Clean-up Week' from May 6-11, 2024, Council hereby authorizes the waiver of landfill entrance fees at the Sanitary Landfill for the residents and schools of the City of Yorkton, hauling in their residential/school yard 'winter debris' by car, van, sport utility vehicle, half-ton truck or utility trailer.

TITLE: National Volunteer Week 2024	DATE OF MEETING: April 8, 2024 REPORT DATE: March 27, 2024 10:22 AM
CLEARANCES: Taylor Morrison, Director of Recreation & Community Services Taylor Morrison	ATTACHMENTS: 1. Poster for National Volunteer Week
Written by: Lisa Washington, Manager of Community, Culture and Heritage Lisa Washington	
Reviewed by: Jessica Matsalla, City Clerk Jessica Matsalla	
Approved by: Michael Eger, Acting City Manager Michael Eger	

PURPOSE/BACKGROUND

Since 1977, Volunteer Canada has collaborated closely with volunteer centres, businesses, nonprofit organizations, government departments, and educational institutions to promote and broaden volunteering. Their programs, research, training, resources, and national initiatives provide leadership on issues and trends in Canada's volunteer landscape.

In 2015, the United Nations General Assembly adopted 17 Sustainable Development Goals (SDGs) to mobilize global efforts to improve social, economic and environmental conditions around the world. Canada is one of 193 member states that agreed to work towards achieving these goals by 2030. Volunteer Canada has adopted the goals because volunteering is an essential vehicle to help us tackle some of the pressing challenges facing the world.

National Volunteer Week (NVW) falls on April 14-20, 2024. This annual observance serves as a dedicated time to express gratitude and appreciation for the invaluable contributions made by volunteers across Yorkton, Saskatchewan and throughout Canada. It is a moment to recognize the selfless dedication of individuals who generously offer their time and efforts to advance causes that enrich our communities. NVW also serves as an occasion to raise awareness about the profound benefits of volunteering for both individuals and society at large.

The theme for National Volunteer Week 2024, "Every Moment Matters," highlights the importance of every volunteer and each contribution they make at a moment when we need support more than ever. The sharing of time, skills, empathy, and creativity is vital to the inclusivity, strength, and wellbeing of our communities.

Volunteering offers us the opportunity to experience the interconnectedness of humanity, imbuing our lives with deeper significance. Engaging in volunteer activities allows us to forge new friendships, cultivate trust, and foster meaningful relationships. As we thread these connections through our shared endeavors, we create a sense of belonging while working towards common goals.

During National Volunteer Week 2024, it is imperative to celebrate the immeasurable contributions of the millions of volunteers across Canada. Their actions, empathy, and genuine concern for the wellbeing of others exemplify the spirit of volunteerism and inspire positive change in our world.

From formal and informal settings, volunteers create caring, connected, and compassionate communities, the collective result helping make Yorkton a more desirable place to live, work and play. Therefore, we encourage fellow citizens to recognize the crucial role played by volunteers in our community and to thank a volunteer and to seek more information about Volunteer Canada and National Volunteer Week at www.volunteer.ca

FINANCIAL IMPLICATIONS

None

COMMUNICATION PLAN/PUBLIC NOTICE

National Volunteer Week initiatives will be promoted online through the City's social media accounts and through other advertising platforms including print, radio, and television, as available.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

Recognizing National Volunteer Week at this level aligns with the Council's strategic priorities of creating a sustainable, welcoming and inclusive community where contributions to the collective well-being are recognized and publicly appreciated.

OPTIONS

1. That Council receive and file this presentation.
2. Provide alternate direction to Administration.

ADMINISTRATIVE RECOMMENDATION(S)

That Council receive and file the National Volunteer Week April 14-20, 2024 report and further, recognize and thank all the volunteers that contribute to our community.

EVERY MOMENT MATTERS

**National
Volunteer
Week**

April 14-20, 2024



**VOLUNTEER
BÉNÉVOLES
C A N A D A**

#NVW2024 #EveryMomentMatters

TITLE: 2024 Wheeled Excavator Proposal – Tender Award	DATE OF MEETING: April 8, 2024
	REPORT DATE: April 3, 2024, 9:03 AM
CLEARANCES: Aron Hershmillier, Director of Public Works Aron Hershmillier	ATTACHMENTS:
Written by: René Richard, Director of Engineering and Asset Management Rene Richard	
Reviewed by: Jessica Matsalla, City Clerk Jessica Matsalla	
Approved by: Michael Eger, Acting City Manager Ashley Stradeski	

PURPOSE/ BACKGROUND

The purchase of a new wheeled excavator was included in the 2023 approved capital budget. A tender was issued in the fall of 2023, however it was not awarded due to the inability of the best value bid to supply a demo unit for operators to try within the allotted time frame. Therefore, a tender was re-issued. This unit will replace an older, existing excavator.

DISCUSSION/ANALYSIS/IMPACT

The Invitation to Tender for the 2024 Wheeled Excavator was advertised on Biddingo, as well as SaskTenders for a tender period of two (2) weeks with a closing date of February 9, 2024. Six (6) bids were received. Bids for equipment are typically evaluated on a weighted point system to identify which bid is “best value”, taking into consideration price, delivery date, adherence to specifications, trade value of existing equipment, guaranteed maintenance amount, and guaranteed buyback. A summary of the bids are as follows:

Supplier	Make/ Model	Score (out of 500)
Redhead Equipment (Regina)	Volvo EW180E	401
Brandt Tractor Ltd. (Regina)	John Deer 190GW	268
Emsco Heavy Equipment (Regina)	Hyundai HW210A	305
Finning Canada (Regina)	Caterpillar M320	417
Bobcat of Regina Ltd. (Regina)	Develon DX190W-7 US30	186
Liebherr Canada Inc. (Winnipeg)	Liebherr A920	280

The bid from Finning Canada has been identified as the best value for the City of Yorkton as it achieved the highest score, and their bid of \$469,812.95 plus taxes was within the budgetary estimate of \$572,000. Estimated delivery date is fall 2024.

Fleet vehicles and equipment are identified for replacement when their useful life is reaching an end, and/ or the unit would require substantial maintenance to keep operational. Usually, the existing unit is either sold privately or traded in to help offset the cost of the new unit. This existing unit will be kept so it can be utilized by the Water and Sewer Division second crew until they are fully established.

FINANCIAL IMPLICATIONS

Funding for this project will come from the Fleet Reserve as approved during budget deliberations.

COMMUNICATION PLAN/PUBLIC NOTICE

All bidders will receive a letter indicating the successful bidder and bid amount. Also, the identity of the successful bidder along with the total bid amount will be posted on SaskTenders, and Biddingo for a period of 2 weeks.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

N/A

OPTIONS

1. That Council direct Administration to award the tender for the “2024 Wheeled Excavator” to Finning Canada for \$469,812.95 plus applicable taxes, and further that the Mayor and City Clerk be authorized to execute said contract.
2. That Council provide other direction.

RECOMMENDATION

That Council direct Administration to award the tender for the “2024 Wheeled Excavator” to Finning Canada for \$469,812.95 plus applicable taxes, and further that the Mayor and City Clerk be authorized to execute said contract.

TITLE: 2024 Tandem Truck Proposal – Tender Award	DATE OF MEETING: April 8 2024
	REPORT DATE: April 3, 2024, 9:05 AM
CLEARANCES:	ATTACHMENTS:
Written by: René Richard, Director of Engineering and Asset Management Rene Richard	
Reviewed by: Jessica Matsalla, City Clerk Jessica Matsalla	
Approved by: Michael Eger, Acting City Manager Ashley Stradeski	

BACKGROUND

The purchase of a two (2) new tandem gravel trucks was included in the 2023 approved capital budgets. Due to lack of supply, no tender was issued in 2023, but rather in early 2024. The two (2) units will replace two (2) older, existing tandem trucks.

DISCUSSION/ANALYSIS/IMPACT

The Invitation to Tender for the “2024 Tandem Truck Proposal” was advertised on SaskTenders and Biddingo for a tender period of two (2) weeks and a closing date of March 1, 2024. Four (4) bids were received. Bids for equipment are typically evaluated on a weighted point system (summary attached) to identify which bid is “best value”, taking into consideration price, delivery date, adherence to specifications, trade value of existing equipment, guaranteed maintenance amount, and guaranteed buyback. A summary of the bids are as follows:

Supplier	Make/ Model	Score (out of 375)
Frontline Freightliner Truck Centre Ltd. (Saskatoon)	Freightliner 114SD	336
Maxim Truck and Trailer (Regina)	International HV607	300
Warner Industries Ltd. (Saskatoon)	Western Star 4700	293
Redhead Equipment (Emerald Park)	Mack Anthem 64R	179

The bid from Frontline Freightliner Truck Centre Ltd. was deemed to be the best value as it achieved the highest score, and their bid of \$472,800 plus taxes for both tandem trucks was within the budgetary estimate amount of \$506,000.

FINANCIAL IMPLICATIONS

Funding for this project will come from the Fleet Reserve as approved during budget deliberations. As usual, the existing units will either be traded in or sold depending on which is the better deal for the City of Yorkton.

COMMUNICATION PLAN/PUBLIC NOTICE

All bidders will receive a letter indicating the 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 2 weeks.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

N/A

OPTIONS

1. That Council direct Administration to award the tender for "2024 Tandem Truck Proposal" to Frontline Freightliner Truck Centre Ltd. for \$472,800.00 plus applicable taxes, and further that the Mayor and City Clerk be authorized to execute said contract.
2. That Council provide other direction.

RECOMMENDATION

1. That Council direct Administration to award the tender for "2024 Tandem Truck Proposal" to Frontline Freightliner Truck Centre Ltd. for \$472,800.00 plus applicable taxes, and further that the Mayor and City Clerk be authorized to execute said contract.