

**CITY OF YORKTON**  
**REGULAR COUNCIL MEETING AGENDA**  
**Monday, January 27, 2025 - 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 – January 6, 2025
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
  - a. Economic Development Committee Meeting Minutes – October 8, 2024
  - b. Mayor - Yorkton Business Improvement District – 2025 Board Appointments
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
  - a. Presentation – Yorkton Minor Football – Request for City-owned/operated Football Field
  - b. Public Hearing – Bylaw No. 15/2024 – Amendment to Zoning Bylaw No. 14/2003 – Remove CT-2 Arterial Commercial (Transitional) Zoning District and Rezone Affected Properties to MXURB Mixed use Residential-Business
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
  - a. Land Use Planner
    - Bylaw No. 15/2024 – Amendment to Zoning Bylaw No. 14/2003 – Remove CT-2 Arterial Commercial (Transitional) Zoning District and Rezone Affected Properties to MXURB Mixed use Residential-Business
9. **CORRESPONDENCE**
10. **BYLAWS**
  - a. Land Use Planner
    - Bylaw No. 5/2025 – Amendment to Zoning Bylaw No. 14/2003 – Text Amendment to Remove Land Use Planned Unit Development and Replace with Land Use Dwelling Group [1<sup>st</sup> Reading and Authorization of Public Notice]
  - b. Director of Finance
    - Bylaw No. 1/2025 – Borrowing Bylaw – York Road Reconstruction Project
11. **ADMINISTRATIVE REPORTS**
  - a. Land Use Planner
    - Discretionary Use DU01-2025 Business Expansion – Addition of Electrified Parking Area [Authorization of Public Notice]
  - b. Fire Chief
    - 2025 Wildland Urban Interface Fire Engine – Tender Award
  - c. Director of Planning, Building & Development
    - Review of Business Improvement Incentive Program
    - Review of Housing Incentives
  - d. Director of Human Resources
    - Contract Negotiations – CUPE Local 342
  - e. City Manager
    - Targeted Sector Support Grant
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
  - a. Other Item A
14. **ADJOURNMENT**

# Economic Development Committee

MINUTES

OCTOBER 8, 2024

7:00 A.M CITY HALL – MEETING ROOM A

Attendees	<b>Chairperson:</b> Bob Knox <b>Councillors:</b> Councillor Darcy Zaharia, Councillor Dustin Brears <b>Members:</b> Gwen Machnee, Raymond Sharp, Don Reed, Ajay Tadi (via Zoom), Marty Sveinbjornson, Ayodele Komolafe (via Zoom)
Invited Guests	Juanita Polegi (Chamber of Commerce), Mayor Mitch Hipsley
Staff	Jennifer Brooker (Business Liaison) Michael Eger (Planning, Building & Development Director) Brad Hvidston (City Manager)
Regrets	<b>Councillors:</b> <b>Members:</b> David McKerchar <b>Guests:</b> Kaitlyn Kitzan (YBID)
Absent	<b>Councillors:</b> <b>Members:</b>
Recording	Michael Eger
Call to Order	7:01 am
Adjourn	8:34 am

## ADOPTION OF AGENDA

Discussion	Review of agenda items for discussion.
Motion 30-24	<b>Mayor Hipsley</b> To amend the agenda by adding - Update from City Mayor's Caucus Meeting, as item E.4)
Motion 31-24	<b>Marty Sveinbjornson</b> That the agenda be approved as amended. <b>Carried</b>

## Minutes of September 19, 2024

Discussion	Minutes from the September 19, 2024 meeting of the Committee were circulated electronically, with the agenda package.
Motion 32-24	<b>Don Reed</b> That the minutes of the September 19, 2024 meeting be approved as presented. <b>Carried</b>

## OLD BUSINESS

### Update on Yorkton Hospital:

Discussion	<ul style="list-style-type: none"><li>- Mayor advises that he has not received any updates. The last update from the Province was that Yorkton is next on the list, and that won't change. There is however, no date established for that.</li><li>- Councillor Brears states that City has been told the new hospital will still be a "Regional" hospital</li><li>- Members question if the City can get a contact at SHA or Province to act as liaison. → Mayor and/or City Manager will work at that</li><li>- Don Reed asks if we can have Health Foundation present to future EDC meeting</li></ul>
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### **Economic Development Priorities:**

Discussion	<ul style="list-style-type: none"><li>- Members would like to revisit EDC priorities list, which was presented by David Balysky this June, prior to him moving positions.</li><li>- It would also be beneficial to include "Unfinished Business" as an agenda topic for future meetings.</li></ul>
Motion 33-24	<b>Councillor Brears</b> That the Economic Development Committee review and update the Priorities Chart at the following meeting. <b>Carried</b>

### **NEW BUSINESS**

#### **Airport Funding Options:**

Discussion	<ul style="list-style-type: none"><li>- Some members of Council and the Chamber of Commerce received an email from an airport business, asking them to consider a regional airport partnership, such as the ones in Kindersley and Moosomin</li><li>- Michael updates group on work Airport Manager has done, and that work will continue, including a meeting with Kindersley airport. It is also noted that the airport initially became the sole responsibility of the City of Yorkton due to lack of interest and support from neighbouring municipalities.</li></ul>
Motion	<b>None</b>

#### **Yorkton Exhibition Facilities Marketing:**

Discussion	<ul style="list-style-type: none"><li>- Juanita would like to see more marketing directed to livestock events, specifically breeders associations.</li></ul>
Motion	<b>None</b>

#### **Marketing of Deer Park and Other Recreational Facilities:**

Discussion	<ul style="list-style-type: none"><li>- Chairperson Bob Knox put forward as an agenda item to see if there are ways to increase use and attendance at our facilities</li><li>- Group reflected on the success of the new clubhouse, year-round food services and availability in winter for Nordic club. It seems that the course is busier than in recent past and trending in a very positive direction.</li><li>- It was also agreed that marketing of recreational facilities is being well-looked after by other groups and committees, and that EDC will support their efforts going forward.</li></ul>
Motion	<b>None</b>

#### **City Mayor's Caucus Meeting:**

Discussion	<ul style="list-style-type: none"><li>- Mayor Hipsley provided some confidential updates from a recent City Mayor's Caucus meeting in Regina. He also noted that Yorkton is not alone in the challenges we face, but that we compare well in terms of existing and potential growth opportunities</li></ul>
Motion	<b>None</b>

## BUSINESS FROM THE FLOOR

Discussion	- Discussed earlier in the meeting (Priorities Chart)
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## ACTION ITEMS

Discussion	<ul style="list-style-type: none"><li>- Mayor/City Manager to try and establish liaison with SHA or Province as it relates to new Yorkton Hospital</li><li>- Chair Bob Knox to see if Ross Fisher, Health Foundation Executive Director, can attend and present to EDC at a future meeting.</li><li>- City staff to return to next meeting with Priorities Chart</li></ul>
Motion	<b>None</b>

<b>NEXT MEETING</b>	- Group agrees to proceed with next meeting, regardless of election results Thursday, November 14, 2024 at 7:00 a.m. at City Hall.
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## ADJOURNMENT

Motion 34-24	<b>Don Reed</b> That the Economic Development Committee Meeting be adjourned at 8:34 a.m. <b>Carried</b>
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Bob Knox

CHAIRPERSON

Bob Knox

Michael Eger

RECORDING

Michael Eger



January 22, 2025

Dear Mayor Aaron Kienle,

**Re: Nominations for YBID 2025 Board of Directors**

On behalf of the YBID Board of Directors, we thank you and members of your council for the ongoing support we received during our terms.

A large portion of our success comes from the input of our board and the partnerships we have established over the many years of YBIDs existence.

We are saying farewell to Andrew Rae, Phoebe Buckle, Laretta Ritchie-McInnes, Todd Kulcsar, and Ken Chyz all of whom we have appreciated having on our board and supporting the mission of the Yorkton Business Improvement District. We wish Andrew, Phoebe, Laretta, Todd, and Ken all the best and thank them for their time, input and participation.

**The following individuals wish to continue to be part of the Board of YBID for 2025:**

Lori Chute - RBC  
Dave Nussbaumer - Lakeview Insurance Broker/Owner Baker Tilley Building  
Doug Hull - JA Audio  
Sean Craib-Petkau - Parlour Barbour Shop  
Damon Syrota - Cornerstone Credit Union

**We would like to put forward the following people to join the Board of YBID 2025:**

Logan Burym – Painted Hand Casino  
Ernesto Martinez – EE Burritos  
Stephanie Ortynsky - City Appointment

This leaves us with three openings, and the board plans to work on recruitment efforts over the next few months.

Once your appointments have been made, please advise the YBID Executive Director. The Executive Director will contact your city clerk to provide your office with all the board members' contact information for 2025.

Thank you for the opportunity to serve our city and continue our cooperation and relationship with the city council.

Kaitlyn Kitzan,

Executive Director, YBID

*K Kitzan*

**Public Notice**

**Amendment to Zoning Bylaw No. 14/2003**

**Bylaw No. 15/2024 – Proposed Rezoning of Multiple Broadway Street West Properties to MXURB Mixed Use Residential-Business**



157 Broadway Street West (CT-2)	Lot 16, Blk/Par 36 – Plan BZ748	193 Broadway Street West (CT-2)	Lot 16, Blk/Par 36 – Plan BZ748
158 Broadway Street West (CT-2)	Lot 26, Blk/Par 12 – Plan 99Y00657	215 Broadway Street West (CT-2)	Lot 28, Blk/Par 10 – Plan 99Y00657
161 Broadway Street West (CT-2)	Lot 15, Blk/Par 36 – Plan BZ748	230 Broadway Street West (CT-2)	Lot 11, Blk/Par 4 – Plan 99Y00657
162 Broadway Street West (CT-2)	Lot 25, Blk/Par 12 – Plan 99Y00657	234 Broadway Street West (CT-2)	Lot 10, Blk/Par 4 – Plan 99Y00657
165 Broadway Street West (C-2)	Lot 14, Blk/Par 36 – Plan BZ748	255 Broadway Street West (CT-2)	Lot 3, Blk/Par 1 – Plan AA6142
166 Broadway Street West (CT-2)	Lot 24, Blk/Par 12 – Plan 99Y00657	259 Broadway Street West (CT-2)	Lot 2, Blk/Par 1 – Plan AA6142
169 Broadway Street West (CT-2)	Lot 16, Blk/Par 36 – Plan BZ748	264 Broadway Street West (CT-2)	Lot 8, Blk/Par 5 – Plan 99Y00657
170 Broadway Street West (CT-2)	Lot 23, Blk/Par 12 – Plan 99Y00657	269 Broadway Street West (CT-2)	Lot 5, Blk/Par 2 – Plan AA6142
173 Broadway Street West (CT-2)	Lot 16, Blk/Par 36 – Plan BZ748	273 Broadway Street West (CT-2)	Lot 4, Blk/Par 2 – Plan AA6142
174 Broadway Street West (CT-2)	Lot 22, Blk/Par 12 – Plan 99Y00657	277 Broadway Street West (CT-2)	Lot 3, Blk/Par 2 – Plan AA6142
186 Broadway Street West (CT-2)	Lot 23, Blk/Par 1 – Plan 99Y00657	285 Broadway Street West (CT-2)	Lot 1, Blk/Par 2 – Plan AA6142
190 Broadway Street West (CT-2)	Lot 22, Blk/Par 1 – Plan 99Y00657		

**Proposed Zoning** MXURB Mixed Use Residential-Business

**Details:** Yorkton City Council will consider Bylaw No. 15/2024, an amendment to Bylaw No. 14/2003, to rezone the above noted properties from CT-2 Arterial Commercial (Transitional) and C-2 Arterial Commercial to MXURB Mixed Use Residential-Business to allow for residential or commercial use.

Pursuant to *The Planning and Development Act, 2007*, the amendment is 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 amendment and all written submissions will be read verbatim, unless the submitter is in attendance to speak on the submission, on **Monday, January 27, 2025 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 January 22, 2025. 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](mailto:jmatsalla@yorkton.ca)

**For More Information:**

To see the full report on this application, and the proposed bylaw, please visit [www.yorkton.ca](http://www.yorkton.ca). Click or tap on the "Council Meetings" link and select "Agenda and Information Package" for the November 25, 2024 Regular Council Meeting. The report will be found in the Information Package that follows the Agenda.

**Questions regarding the proposed bylaw may be directed to:**

Planning Services  
 Phone: (306) 786-1710  
 Email: [planningservices@yorkton.ca](mailto:planningservices@yorkton.ca)

<b>TITLE: Bylaw No. 15/2024 – Amendment to Zoning Bylaw No. 14/2003 – Remove CT-2 Arterial Commercial (Transitional) Zoning District and rezone affected properties to MXURB Mixed Use Residential-Business</b>  <b>Council Report #2 – Public Hearing, 2<sup>nd</sup> &amp; 3<sup>rd</sup> Readings</b>	DATE OF MEETING: January 27, 2025
	REPORT DATE: January 22, 2025, 2:01 PM
<b>CLEARANCES:</b> Michael Eger – <b>Michael Eger</b> Director of Planning, Building & Development	<b>ATTACHMENTS:</b> 1. Council Report from November 25, 2024
Written by: Carleen Koroluk – Planner  <p style="text-align: center;"><b>Carleen Koroluk</b></p>	
Reviewed by: Jessica Matsalla – City Clerk  <p style="text-align: center;"><b>Jessica Matsalla</b></p>	
Approved by: Brad Hvidston – City Manager  <p style="text-align: center;"><b>Brad Hvidston</b></p>	

**Summary of History/Discussion/Administrative Review:**

Bylaw No. 15/2024 proposes to amend Zoning Bylaw No. 14/2003 by rezoning twenty-two (22) properties in the West Broadway Corridor to MXURB Mixed Use Residential-Business. The purpose of the amendment would be to allow for the properties to be utilized for either residential purposes, as many of the properties currently are, or for business purposes. A full review and analysis of the rezoning was presented to Council at the November 15<sup>th</sup> meeting (Attachment 1). Due to the postal strike, Administration was not able to send out Public Notification via regular mail following this meeting, however, notices were sent on December 19<sup>th</sup> upon Canada Post once again accepting mail.

This report is in consideration 2<sup>nd</sup> and 3<sup>rd</sup> Readings of the bylaw, summarizing input from the Planning & Infrastructure Commission and responding to inquiries received as part of the public notice process.

**Planning & Infrastructure Commission**

The bylaw was referred to the Planning and Infrastructure Commission at their December 6, 2024 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 discussed past and recent reinvestment into residential uses in the West Broadway Corridor and the additional benefits of allowing properties to be used for either residential or businesses uses. As such, the Commission unanimously carried a recommendation that the zoning amendment be approved by Council.

**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, on the City website and a direct mail out to thirty-seven (37) property owners within 75 metres. At the date of this report, no inquiries had been received and written submissions and persons wishing to speak to the amendment had the opportunity to present to Council during the Public Hearing.

**Council Options:**

1. That Council give Bylaw No. 15/2024 2<sup>nd</sup> and 3<sup>rd</sup> Readings;
2. That Council refuse Bylaw No. 15/2024;
3. That Administration be provided with alternative direction.

**Administrative Recommendation:**

That Bylaw No. 15/2024, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by rezoning certain properties to MXURB Mixed Use Residential-Business and amend the Zoning Map to reflect the rezoning, be given 2<sup>nd</sup> Reading this 27th day of January 2025, A.D.; and

That Bylaw No. 15/2024, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by rezoning certain properties to MXURB Mixed Use Residential-Business and amend the Zoning Map to reflect the rezoning, be given 3<sup>rd</sup> Reading this 27th day of January 2025, A.D. and entered in the City of Yorkton bylaw registry.



**Attachment 1 – November 25, 2024 Council Report**



**REPORT TO COUNCIL**

<b>TITLE: Bylaw No. 15/2024 – Amendment to Zoning Bylaw No. 14/2003 – Remove CT-2 Arterial Commercial (Transitional) Zoning District and rezone affected properties to MXURB Mixed Use Residential-Business</b> <b>Council Report #1 – 1<sup>st</sup> Reading &amp; Public Notice</b>	DATE OF MEETING: November 25, 2024
	REPORT DATE: November 21, 2024, 1:15 PM
<b>CLEARANCES:</b> Michael Eger – <b>Michael Eger</b> Director of Planning, Building & Development	<b>ATTACHMENTS:</b> 1. Zoning Map 2. Public Notice 3. Bylaw No. 15/2024
Written by: Carleen Koroluk – Planner <b>Carleen Koroluk</b>	
Reviewed by: Jessica Matsalla – City Clerk <b>Jessica Matsalla</b>	
Approved by: Brad Hvidston – City Manager <b>Brad Hvidston</b>	

**Summary of History/Discussion/Administrative Review:**

Both the Municipal Development Plan (MDP), adopted in 2003, and the Downtown and West Broadway Redevelopment Plan (the Redevelopment Plan), commissioned in 2003 and completed in 2005, projected phasing out of housing in the West Broadway Corridor (the Corridor) and establishing Broadway Street as a continuous commercial strip. As such, Zoning Bylaw No. 14/2003 (the Zoning Bylaw) designated properties within the Corridor as C-2 Arterial Commercial. This resulted in existing residential uses being considered legal non-conforming, pursuant to *The Planning and Development Act, 2007* (the PDA).

In 2007, it was brought to the City’s attention that the residential properties rezoned for commercial uses were experiencing difficulties in obtaining and/or renewing mortgage financing because of the Zoning Bylaw’s building replacement restrictions on legal non-conforming uses. Essentially, while continued residential use was assured, redevelopment, for example in the event of a loss due to fire, was limited under the terms of the PDA and this was affecting the owner’s ability to obtain property insurance as required by financial institutions.

At the request of potential investors to recognize the residential use as an entrenched right under the Zoning Bylaw, which would allow properties to be insured, the City rezoned several individual properties to Contract Zoning (CZ) and incorporated transitional standards for the remaining residential use properties.

Demand for commercial use on Broadway Street West was expected to increase once the casino and related development was completed, and the Contract Zoning allowed owners to improve and insure the properties for a period of fifteen years while still anticipating transition to commercial use. By

Bylaw No. 15/2024 – Remove CT-2 district & rezone affected properties to MXURB  
 1<sup>st</sup> Reading & Public Notice

## Attachment 1 Continued– November 25, 2024 Council Report

placing a time limit on the Contract Zone and removing mortgage and insurance barriers, the City provided flexibility for owners and potential purchasers to convert to commercial use over time.

Subsequent to the 2007 amendments, in early 2010 it was noted that there were additional properties being used for residential use that were not included in the 2007 Contract Zoning. While the residential use was allowed until commercial development, the ability to obtain insurance continued to be limited. To address this, the CT-2 Arterial Commercial (Transitional) zoning district was implemented and residential use properties not included in the Contract Zoning were rezoned to CT-2.

The CT-2 district provided a full range of commercial uses in keeping with the intended future character of the area, while still allowing for the continuance of existing residential uses as Discretionary Uses. While new stand alone residential uses would not be allowed, pursuant to the PDA the existing residential uses would essentially be approved and, in the event of a loss, could be replaced if approved by Council.

Later in 2010, the City was approached by private investors who owned a number of Contract Zone properties in the Corridor and they were prepared to revitalize properties for continued use as residential dwellings. Acknowledging that the anticipated continuous commercial strip ideology was changing due to the private sector's investment in renovating and rehabilitating dwellings for rental and/or sales, the Zoning Bylaw was amended by adding the MXURB Mixed Use Residential-Business zoning district. This new zoning encouraged a mix of commercial and residential uses, and ensured that investment could continue into both. With the implementation of the new zone, a number of Contract Zone properties within the Corridor were rezoned to MXURB.

In 2018, in response to continued reinvestment into residential uses, the remainder of the Contract Zoning properties were rezoned to MXURB.

The Redevelopment Plan was based on extensive community engagement. However, since its completion in 2005, a larger portion of the lands affected by the Plan remain undeveloped and demand for mixed use lands has exceeded demand for commercial properties. In light of this, it would be prudent to revisit the Plan and update it with the broader support of the community.

Currently, twenty-two properties remain zoned CT-2 and with the continued reinvestment into residential uses within the Corridor, Administration is seeking to rezone the remaining properties and one additional property suitable for residential or commercial use, to MXURB and delete the CT-2 zoning district in its entirety from the Zoning Bylaw. As the rezoning allows for either commercial use or residential use without Council authorization being required, it provides additional options for both current and prospective property owners, in the event of a property sale. It is also noted that property taxes are based on assessed use of the property, so the rezoning would not directly affected property taxes.

The Official Community Plan (OCP), in consideration of the City's Housing Needs Assessment, is broadly supportive of increasing the density and availability of housing. The OCP looks at ways to increase the affordable housing stock including providing and encouraging infill housing, providing a variety of lots sizes including small lots that are appropriate for entry level housing as well as increasing the overall density of the city (*Section 1.4*)

Bylaw No. 15/2024 – Remove CT-2 district & rezone affected properties to MXURB  
1<sup>st</sup> Reading & Public Notice  
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Bylaw No. 15/2024 – Remove CT-2 district & rezone affected properties to MXURB  
1<sup>st</sup> Reading & Public Notice  
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## Attachment 1 Continued– November 25, 2024 Council Report

The proposed rezoning supports the OCP’s Smart Growth Principles (*Section 2.7*) including mixed land uses, a range of housing opportunities and choices and a walkable community. It further supports intensification being a key principle for existing neighbourhoods by providing for an increase in the number of residents and jobs, encouraging a mix of uses, enhancing existing businesses and community vitality, using existing facilities and infrastructure and leading to greater use of non-automotive modes of transportation (*Section 3*).

To accomplish the rezoning, the following amendments are required:

Zoning Bylaw No. 14/2003:

Rezone 157, 158, 161, 162, 166, 169, 170, 173, 174, 186, 190, 193, 215, 230, 234, 255, 259, 264, 269, 273, 277 and 285 Broadway Street West from CT-2 Arterial Commercial (Transitional) to MXURB Mixed Use Residential-Business;

Rezone 165 Broadway Street West from C-2 Arterial Commercial to MXURB Mixed Use Residential-Business;

Delete Section 29.0 from Table of Contents Part F – Municipal Zoning Districts;

Amend Section 8.5.1 by replacing reference to “CT-2 Arterial Commercial (Transitional)” to be replaced with “MXURB Mixed Use Residential – Business”;

Delete Sections 16.2.1.3 and 16.2.2.C; and

Amend the Zoning Map to reflect the rezoning.

### **Public Notice**

Administration has reached out to the twenty three affected property owners, fifteen of whom have indicated their support of the proposed rezoning. The remaining nine owners have been mailed two letters regarding the proposed amendment but have yet to respond.

At this time, Planning Services would like to initiate the public notice process including advertisement in the local newspaper, at City Hall and on the City website, as well as circulation to property owners within 75 metres of the subject properties. The proposed Public Notice (see Attachment 2) and Bylaw No. 15/2024 (see Attachment 3) are attached for Council’s consideration.

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

### **Conclusion**

In conclusion, should Council wish to proceed with the amendment and give the Bylaw 1<sup>st</sup> Reading, the required Public Hearing will be set for December 16, 2024 after which Council may proceed with 2<sup>nd</sup> and 3<sup>rd</sup> Reading if desired.

### **Council Options:**

1. That Bylaw No. 15/2024, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by rezoning certain properties to MXURB Mixed Use Residential-

Bylaw No. 15/2024 – Remove CT-2 district & rezone affected properties to MXURB  
1<sup>st</sup> Reading & Public Notice  
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## Attachment 1 Continued– November 25, 2024 Council Report

Business and amend the Zoning Map to reflect the rezoning be introduced and given 1<sup>st</sup> Reading, this 25<sup>th</sup> day of November, A.D., 2024, and that Administration be authorized to proceed with the Public Notice process.

2. That Bylaw No. 13/2024, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by rezoning certain properties to MXURB Mixed Use Residential-Business and amend the Zoning Map to reflect the rezoning, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

### **Administrative Recommendation:**

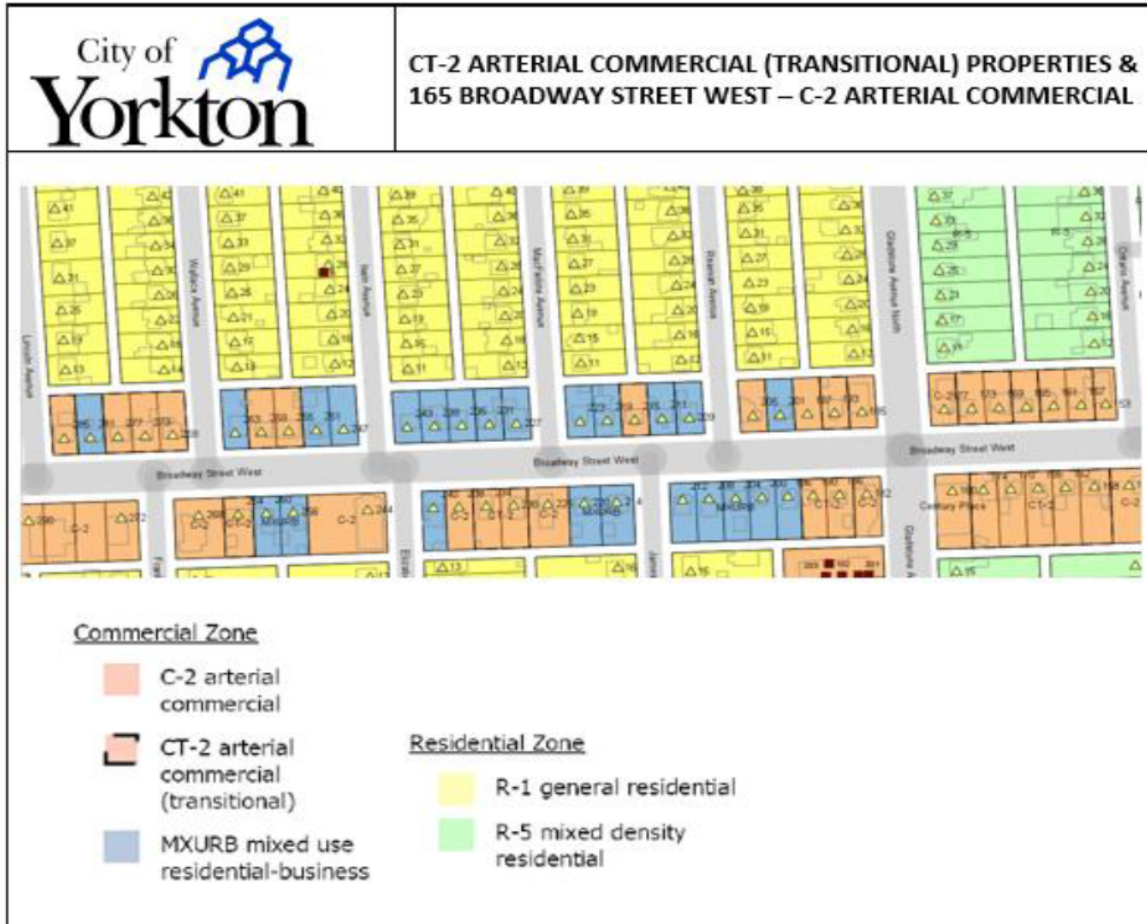
That Bylaw No. 13/2024, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by rezoning certain properties to MXURB Mixed Use Residential-Business and amend the Zoning Map to reflect the rezoning, be introduced and given 1<sup>st</sup> Reading, this 25<sup>th</sup> day of November, A.D., 2024, and that Administration be authorized to proceed with the Public Notice process.

Bylaw No. 15/2024 – Remove CT-2 district & rezone affected properties to MXURB  
1<sup>st</sup> Reading & Public Notice  
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Bylaw No. 15/2024 – Remove CT-2 district & rezone affected properties to MXURB  
1<sup>st</sup> Reading & Public Notice  
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Attachment 1 – Zoning Map



Affected Properties

157 Broadway Street West (CT-2)	Lot 16, Blk/Par 36 – Plan BZ748	193 Broadway Street West (CT-2)	Lot 16, Blk/Par 36 – Plan BZ748
158 Broadway Street West (CT-2)	Lot 26, Blk/Par 12 – Plan 99Y00657	215 Broadway Street West (CT-2)	Lot 28, Blk/Par 10 – Plan 99Y00657
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186 Broadway Street West (CT-2)	Lot 23, Blk/Par 1 – Plan 99Y00657	285 Broadway Street West (CT-2)	Lot 1, Blk/Par 2 – Plan AA6142
190 Broadway Street West (CT-2)	Lot 22, Blk/Par 1 – Plan 99Y00657		

Bylaw No. 15/2024 – Remove CT-2 district & rezone affected properties to MXURB  
 1<sup>st</sup> Reading & Public Notice  
 Page 5 of 8

Bylaw No. 15/2024 – Remove CT-2 district & rezone affected properties to MXURB  
 1<sup>st</sup> Reading & Public Notice  
 Page 7 of 10

Attachment 1 Continued– November 25, 2024 Council Report

Attachment 2 - Public Notice

Public Notice

Amendment to Zoning Bylaw No. 14/2003  
Bylaw No. 15/2024 – Proposed Rezoning of Multiple Broadway Street West Properties to MXURB Mixed Use Residential-Business



157 Broadway Street West (CT-2)	Lot 16, Blk/Par 36 – Plan BZ748	193 Broadway Street West (CT-2)	Lot 16, Blk/Par 36 – Plan BZ748
158 Broadway Street West (CT-2)	Lot 26, Blk/Par 12 – Plan 99Y00657	215 Broadway Street West (CT-2)	Lot 28, Blk/Par 10 – Plan 99Y00657
161 Broadway Street West (CT-2)	Lot 15, Blk/Par 36 – Plan BZ748	230 Broadway Street West (CT-2)	Lot 11, Blk/Par 4 – Plan 99Y00657
162 Broadway Street West (CT-2)	Lot 25, Blk/Par 12 – Plan 99Y00657	234 Broadway Street West (CT-2)	Lot 10, Blk/Par 4 – Plan 99Y00657
165 Broadway Street West (C-2)	Lot 14, Blk/Par 36 – Plan BZ748	255 Broadway Street West (CT-2)	Lot 3, Blk/Par 1 – Plan AA6142
166 Broadway Street West (CT-2)	Lot 24, Blk/Par 12 – Plan 99Y00657	259 Broadway Street West (CT-2)	Lot 2, Blk/Par 1 – Plan AA6142
169 Broadway Street West (CT-2)	Lot 16, Blk/Par 36 – Plan BZ748	264 Broadway Street West (CT-2)	Lot 8, Blk/Par 5 – Plan 99Y00657
170 Broadway Street West (CT-2)	Lot 23, Blk/Par 12 – Plan 99Y00657	269 Broadway Street West (CT-2)	Lot 5, Blk/Par 2 – Plan AA6142
173 Broadway Street West (CT-2)	Lot 16, Blk/Par 36 – Plan BZ748	273 Broadway Street West (CT-2)	Lot 4, Blk/Par 2 – Plan AA6142
174 Broadway Street West (CT-2)	Lot 22, Blk/Par 12 – Plan 99Y00657	277 Broadway Street West (CT-2)	Lot 3, Blk/Par 2 – Plan AA6142
186 Broadway Street West (CT-2)	Lot 23, Blk/Par 1 – Plan 99Y00657	285 Broadway Street West (CT-2)	Lot 1, Blk/Par 2 – Plan AA6142
190 Broadway Street West (CT-2)	Lot 22, Blk/Par 1 – Plan 99Y00657		

Proposed Zoning: MXURB Mixed Use Residential-Business

**Details:** Yorkton City Council will consider Bylaw No. 15/2024, an amendment to Bylaw No. 14/2003, to rezone the above noted properties from CT-2 Arterial Commercial (Transitional) and C-2 Arterial Commercial to MXURB Mixed Use Residential-Business to allow for continued residential and/or commercial use.

Pursuant to *The Planning and Development Act, 2007*, the amendment is 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 amendment and all written submissions will be read verbatim, unless the submitter is in attendance to speak on the submission, on **Monday, December 16, 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 December 11, 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](mailto:jmatsalla@yorkton.ca)

**For More Information:**

To see the full report on this application, and the proposed bylaw, please visit [www.Yorkton.ca](http://www.Yorkton.ca). Click or tap on the "Council Meetings" link and select "Agenda and Information Package" for the November 25, 2024 Regular Council Meeting. The report will be found in the Information Package that follows the Agenda.

**Questions regarding the proposed bylaw may be directed to:**

Michael Eger, Director of Planning, Building & Development  
Phone: (306) 786-1710  
Email: [planningservices@yorkton.ca](mailto:planningservices@yorkton.ca)

Attachment 1 Continued– November 25, 2024 Council Report

Attachment 3 – Bylaw 13/2024

City of Yorkton  
Saskatchewan

Bylaw No. 15/2024

**A Bylaw of the City of Yorkton in the Province of Saskatchewan to rezone certain properties to MXURB Mixed Use Residential-Business and amend the Zoning Map of Bylaw No. 14/2003 to reflect rezoning.**

**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:
  - a) Rezoning 157, 158, 161, 162, 166, 169, 170, 173, 174, 186, 190, 193, 215, 230, 234, 255, 259, 264, 269, 273, 277 and 285 Broadway Street West from CT-2 Arterial Commercial (Transitional) to MXURB Mixed Use Residential-Business;
  - b) rezoning 165 Broadway Street West from C-2 Arterial Commercial to MXURB Mixed Use Residential;

all as shown on Schedule 'A' attached hereto;

  - c) deleting Section 29.0 from Part F – Municipal Zoning Districts; and
  - d) amending Section 8.5.1 by replacing reference to “CT-2 Arterial Commercial (Transitional)” to be replaced with “MXURB Mixed Use Residential – Business”.
2. That the Zoning Map attached to and forming part of Bylaw No. 14/2003 be amended to reflect the rezoning of the properties shown on Schedule 'A' attached hereto to MXURB Mixed Use Residential-Business;

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., 2024.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

Read a third time and adopted this \_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

Attachment 1 Continued– November 25, 2024 Council Report

Schedule 'A'



Bylaw No. 15/2024 – Rezone Certain Properties to MXURB  
Page 2 of 2

Bylaw No. 15/2024 – Remove CT-2 district & rezone affected properties to MXURB  
1<sup>st</sup> Reading & Public Notice  
Page 8 of 8

Bylaw No. 15/2024 – Remove CT-2 district & rezone affected properties to MXURB  
1<sup>st</sup> Reading & Public Notice  
Page 10 of 10



<b>TITLE: Bylaw No. 5-2025 – Amendment to Zoning Bylaw No. 14/2003 – Text Amendment to Remove land use Planned Unit Development and replace with land use Dwelling Group</b>  <b>Council Report #1 – 1<sup>st</sup> Reading &amp; Public Notice</b>	DATE OF MEETING: January 27, 2025
	REPORT DATE: January 22, 2025, 2:09 PM
<b>CLEARANCES:</b>  Michael Eger, <b>Michael Eger</b> Director of Planning, Building & Development	<b>ATTACHMENTS:</b>  1. Bylaw No. 5/2025
Written by: Carleen Koroluk – Planner <b>Carleen Koroluk</b>	
Reviewed by: Jessica Matsalla – City Clerk <b>Jessica Matsalla</b>	
Approved by: Brad Hvidston – City Manager <b>Brad Hvidston</b>	

**Summary of History/Discussion:**

The “Planned Unit Development (PUD)” land use was added to the Zoning Bylaw (the Bylaw) in 2008 to address multi-unit development on a single parcel of land. It is believed that the intent of the PUD land use was to offer flexibility to developers and increase density where appropriate in all zoning districts. At the time, the Bylaw already allowed for more than one unit on a single parcel in the commercial, industrial and institutional districts so their inclusion in the PUD land use was redundant, however multi unit residential development on a single parcel of land was limited. Implementation of the PUD land use and its development standards attempted to address those limitations.

Additionally, in 2008 the City did not have an active Development Appeals Board (DAB) in place, as such, the PUD land use was added as a Discretionary Use and development standards included provisions for Council to relax standard zoning requirements in the absence of a DAB.

**Administrative Review**

A developer recently approached the City proposing a multi unit residential development and Administration has found the PUD land use and development standards difficult to apply causing confusion for both parties. As a result, to clarify regulations and streamline the process, Administration is proposing to amend the Bylaw by deleting “Planned Unit Developments” and adding the land use of “Dwelling Group” along with special use provisions for the use.

Bylaw No 5/2025 is attached for reference and the following section summarizes the addition of

the land use of Dwelling Group.

### **Addition of “Dwelling Group” Land Use**

A Dwelling Group is defined as a group of 3 or more dwelling units of the same style, or of a combination of styles, and of any density, on a single parcel of land.

### **Addition of “Dwelling Group” as a Permitted Use in the R-2, R-3, R-4 and R-5 Zoning District**

As the intent of a Dwelling Group is to increase density, it is recommended that multi unit dwelling development in the R-1 General Residential zoning district be prohibited. Typically increased density is not suitable in this district due to lot sizes and existing development. Prohibiting increased density developments ensures preservation of standard to medium sized lots that establish neighbourhoods of primarily single detached dwellings.

*The Planning and Development Act, 2007* prescribes that Discretionary Use applications must comply with all zoning requirements and that Council cannot approve applications in contravention of the Zoning Bylaw. As such, developers are unable to appeal specific standards such as parking and setbacks for Discretionary Use applications. In addition, applications are also subject to a lengthier review and approval process which can cause delays for projects that may have tighter timelines as a result of grant funding.

Therefore, it is recommended that Dwelling Groups be Permitted Uses in the R-2, R-3, R-4 and R-5 zoning districts. As Permitted uses, processing time is greatly reduced and developers have the ability to appeal specific development standards to the Development Appeals Board in the event that should they not be able to be met (ie: the number of parking spaces).

The City’s Official Community Plan (*Our City, Our Future – Official Community Plan – Sections 1.4, 2.5.3, 3.1.3, 3.1.4 and 4.1.1*) supports increasing the overall density of the city and encourages the creation of higher density residential developments. The City is also experiencing housing shortages throughout the housing continuum and has adopted an array of incentives to encourage more housing development. Accommodation of a variety of housing, from entry level to high density multi unit, aids in addressing current and future challenges, while taking advantage of existing land stock and infrastructure.

### **Addition of Special Use Standards**

In addition to specific zoning district development standards, the Zoning Bylaw also allows for additional special use standards to be applied to specific land uses. Special use provisions can provide both greater control and flexibility to development and Administration recommends the addition of the follow special use standards for Dwelling Groups:

- Confirmation that Dwelling Units within a Dwelling Group shall comply with the Development Standards of the Zoning District in which they are located;
- Allowing for limited non-residential Accessory Uses on the same parcel as the Dwelling Unit including Bank Machine, Community Centre, Convenience Store, Dwelling Group Office and Laundromat, provided that they all be in one building, of which the floor area

is not to exceed that of the largest dwelling unit and that the building be located in such a way to limit the appearance of the Accessory Use from any public street.

- That parking requirements for Dwelling Groups and Accessory Uses be based on the dwelling/building style(s) specified in Section 5.0 of the Zoning Bylaw and may be located anywhere in the land parcel or take the form of common parking areas.

### **Public Notice**

At this time, Planning Services proposes to initiate the public notice process, including advertisement in the local newspaper, at City Hall and on the City website.

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

### **Conclusion**

In conclusion, should Council wish to proceed with the amendment and give the Bylaw 1<sup>st</sup> Reading, a Public Hearing will be set for the March 3, 2025 Council Meeting to allow sufficient time for public notification, after which Council may proceed with 2<sup>nd</sup> and 3<sup>rd</sup> Reading if desired.

### **Council Options:**

1. That Bylaw No. 5/2025, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by removing land use “Planned Unit Developments” and replacing with land use “Dwelling Groups” be given 1<sup>st</sup> Reading, and that Administration be authorized to proceed with the Public Notice process.
2. That Bylaw No. 5/2025, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by removing land use “Planned Unit Developments” and replacing with land use “Dwelling Groups”, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

### **Administrative Recommendation:**

That Bylaw No. 5/2025, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by removing land use “Planned Unit Developments” and replacing with land use “Dwelling Groups”, be given 1<sup>st</sup> Reading, and that Administration be authorized to proceed with the Public Notice process.

# Attachment 1 – Bylaw No 5/2025

City of Yorkton  
Saskatchewan

Bylaw No. 5/2025

A Bylaw of the City of Yorkton in the Province of Saskatchewan to Amend Zoning Bylaw No. 14/2003,  
by removing land use Planned Unit Development and replace with land use Dwelling Group.

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WHEREAS, pursuant to Sections 46(3) and 69 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:

That Zoning Bylaw No. 14/2003 be amended by:

ADDING:

1. Land Use Definitions – Section 2.2.2

Dwelling Group: A group of three (3) or more dwelling units of the same style, or of a combination of styles, and any density, on a single parcel of land.

2. Table of Contents – Part F - Section 7.14 – Dwelling Groups

3. Section 7.14 – DWELLING GROUPS

7.14.1

Notwithstanding any other regulations contained herein, a Dwelling Group shall adhere to the following:

A. Dwelling Units within a Dwelling Group shall comply with the Development Standards of the Zoning District in which they are located;

B. The following Accessory Uses are Permitted on the same parcel as a Dwelling Group and shall comply with the Development Standards of the Zoning District in which they are located:

- Bank Machine
- Community Centre
- Convenience Store
- Dwelling Group Office
- Laundromat

C. Permitted Accessory Uses shall:

- All be in one building, of which the floor area shall not exceed that of the largest dwelling unit;
- Be located in such a way to limit the appearance of the Accessory Use from any public street.

D. Parking requirements for Dwelling Groups and Accessory Uses shall:

- be based on the dwelling/building style(s) specified in Section 5.0;
- may be located anywhere in the land parcel; and
- parking may take the form of common parking areas.

4. 10.1.1.9 – Dwelling Group (Section 7.14) as a Permitted Use

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Bylaw No. 5/2025 to Amend Zoning Bylaw No. 14/2003  
Remove PUD and Replace with Dwelling Units  
Page 1 of 2

5. 11.1.1.12 – Dwelling Group (Section 7.14) as a Permitted Use
6. 12.1.1.11 – Dwelling Group (Section 7.14) as a Permitted Use
7. 13.1.1.14 – Dwelling Group (Section 7.14) as a Permitted Use

DELETING:

1. 2.2.2 – definition of Planned Unit Development
2. Section 27.0 Planned Unit Development in its entirety
3. Part F - Section 27.0 - Planned Unit Development from the Table of Contents
4. 19.1.2.5 – PUD as Discretionary Use
5. 20.1.2.2 – PUD as Discretionary Use
6. 28.1.2.13 – PUD as Discretionary Use
7. 9.1.2.7 – PUD as Discretionary Use
8. 10.1.2.10 – PUD as Discretionary Use
9. 11.1.2.15 – PUD as Discretionary Use
10. 12.2.1.6 – PUD as Discretionary Use
11. 13.1.2.7 – PUD as Discretionary Use
12. 15.1.2.12 – PUD as Discretionary Use
13. 16.1.2.9 – PUD as Discretionary Use

2. REMOVING AND REPLACING:

1. Section 4.1 – remove PUD and replace with Dwelling Group
2. Section 4.13 – remove PUD and replace with Dwelling Group

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., 2025.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2025.

Read a third time and adopted this \_\_\_\_ day of \_\_\_\_\_, A.D., 2025.

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Bylaw No. 5/2025 to Amend Zoning Bylaw No. 14/2003  
Remove PUD and Replace with Dwelling Units  
Page 2 of 2

TITLE: Borrowing Bylaw No. 1/2025 – York Road Reconstruction Project	DATE OF MEETING: January 27, 2025
	REPORT DATE: January 20, 2025
CLEARANCES: None.	ATTACHMENTS: <b>1) Borrowing Bylaw No. 1/2025</b>
Written by: Ashley Stradeski, Director of Finance <b>Ashley Stradeski</b>	
Reviewed by: Jessica Matsalla, City Clerk <b>Jessica Matsalla</b>	
Approved by: Brad Hvidston, City Manager <b>Brad Hvidston</b>	

**PURPOSE**

At the September 30, 2024 Council meeting, Council awarded the debt for the York Road Reconstruction Project to TD Bank. As such, we have engaged with TD to draw up the loan details, and these must be resolved into a bylaw.

**DISCUSSION**

The drafted bylaw (Attachment #1) contains all the required information that the City requires to be set out in a borrowing bylaw, including the bank, interest rate, term, and other required details.

The bylaw is required by both the City as set out in *The Cities Act* and by TD bank in order to complete financing.

Once completed, funds will be disbursed to the City in the coming months, completing our requirements for funding for this project.

**FINANCIAL IMPLICATIONS**

Passing this bylaw is required in order to complete the funding agreement and terms in our loan agreement with TD Bank.

**COMMUNICATION PLAN**

Public notice is required prior to Council considering borrowing, which was completed at the September 30, 2024 Council Meeting. There were no written submissions, or petitioners present to speak to the matter. As such, we can proceed with all three readings of this bylaw today, with unanimous consent of Council.

## **OPTIONS**

1. That with unanimous consent of Council, that Bylaw No. 1/2025 a bylaw in the City of Yorkton in the Province of Saskatchewan, to provide for borrowing in the sum of \$11,356,777 for the purpose of financing the York Road Reconstruction Project within the City of Yorkton proceed with all three readings of this bylaw today.
2. Other direction as given by Council.

## **ADMINISTRATIVE RECOMMENDATION**

Our recommendation is that:

1. That Bylaw No. 1/2025 a bylaw in the City of Yorkton in the Province of Saskatchewan to Provide for Borrowing the Sum of \$11,365,777 for the Purpose of Financing the York Road Reconstruction Project Within the City of Yorkton be introduced and given 1st Reading this 27<sup>th</sup> day of January, A.D., 2025.
2. That Bylaw No. 1/2025 be given Second Reading this 27<sup>th</sup> day of January, A.D., 2025.
3. That, with unanimous consent of Council, Bylaw No. 1/2025 proceed to Third Reading this 27<sup>th</sup> day of January A.D., 2025 and;
4. That Bylaw No. 1/2025 a bylaw in the City of Yorkton in the Province of Saskatchewan to Provide for Borrowing the Sum of \$11,365,777 for the Purpose of Financing the York Road Reconstruction Project Within the City of Yorkton be given Third and final Reading this 27<sup>th</sup> day of January, A.D., 2025 and entered in the City of Yorkton bylaw register.

**CITY OF YORKTON  
SASKATCHEWAN**

**BYLAW NO. 1/2025**

**A BYLAW OF THE CITY OF YORKTON IN THE PROVINCE OF SASKATCHEWAN TO  
PROVIDE FOR BORROWING THE SUM OF \$11,356,777 FOR THE PURPOSE OF FINANCING  
THE YORK ROAD RECONSTRUCTION PROJECT WITHIN THE CITY OF YORKTON**

WHEREAS, the purpose of this Bylaw is to authorize the borrowing of money for the financing of the York Road Reconstruction Project within the City of Yorkton.

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

1. The amount of money being borrowed will be \$11,356,777.
2. The money will be used for the purpose of financing the road re-construction, drainage work, and underground utility replacement on York Road within the City of Yorkton.
3. Borrowing is by way of a CORRA Loan and Interest Rate Swap with TD Commercial Banking.
4. The terms of this loan will be a five (5) year amortization with interest fixed for five (5) years at 3.82%.
5. Principal and interest payments to be provided monthly from 2025 to 2030 with the Amortization Schedule set forth in Schedule 'A', attached hereto and forming part of this Bylaw.
6. Source of repayment of approximately \$2,500,000 per annum will be from property tax revenue.
7. This Bylaw will take effect on the day of passing thereof.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

Introduced and read a first time this 27<sup>th</sup> day of January, A.D., 2025.

Read a second time this 27<sup>th</sup> day of January, A.D., 2025.

Read a third time and adopted this 27<sup>th</sup> day of January, A.D., 2025.





<b>TITLE: Discretionary Use DU01-2025</b> <b>Business Expansion – Addition of Electrified Parking Area</b> <b>Council Report #1 – Public Notice Authorization</b>	MEETING DATE: January 27, 2025
	REPORT DATE: January 22, 2025 2:12 PM
<b>CLEARANCES:</b>  <p style="text-align: center;"><b>Michael Eger</b></p> <p>Michael Eger – Director of Planning, Building &amp; Development</p>	<b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>1. Aerial View</li> <li>2. Summary of Discretionary Use Application Process</li> <li>3. Site Plan</li> <li>4. Zoning Map</li> </ol>
Written by: Carleen Koroluk – Land Use Planner  <p style="text-align: center;"><b>Carleen Koroluk</b></p>	
Reviewed by: Jessica Matsalla - City Clerk  <p style="text-align: center;"><b>Jessica Matsalla</b></p>	
Approved by: Brad Hvidston - City Manager  <p style="text-align: center;"><b>Brad Hvidston</b></p>	

**Summary of History/Discussion:**

This report is in response to a Development Permit application for the installation of a power box in an existing parking area at an existing Discretionary Use truck service business at 537 Broadway Street East (See Attachment 1). The truck service business has been operating at this location, in a C-3 Highway Commercial zoning district adjacent to an R-1 General Residential zoning district, since 2015. Under Zoning Bylaw No. 14/2003, addition of the power post is considered a form of development, as it is a change in the use or the intensity of the use of the land. As such, Council consideration following the Discretionary Use Process (see Attachment 2) is required.

**Administrative Review:**

Administration became aware of the power box installation after a noise complaint was filed with the City in December 2024. The applicant was unaware of the Development Permit requirement, and had installed the power box, in part, to provide parking for third party trucks. It was largely these third party trucks, idling in the early morning, which prompted the noise complaint.

Subsequent to Council’s authorization for a conditional noise bylaw relaxation granted at the January 6, 2025 Council Meeting, the applicant has worked with the Planning Department and submitted a Development Permit application and supporting documentation, including a Site Plan (see Attachment 3), as required.

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:

1. The anticipated levels of noise and odours created by the use.

The applicant notes:

- that third party trucks will no longer be parking on the site;
  - that the power box will be used only to plug in trucks being serviced by the business and for tools and equipment as required;
  - that, except in very rare and limited instances, trucks will not be idling at the power post location; and
  - that installation of the power box eliminates the need to run a diesel powered generator in the north portion of the site, where power is required to charge batteries or to plug units in during cold weather.
2. The anticipated increased level or types of vehicle traffic, unsafe conditions or situations for vehicles, cyclists or pedestrians.

The applicant notes that the north portion of the site has been used, without concern, for truck and equipment parking since the business began operating at the site and that installation of the power pole will not increase the amount of traffic.

3. 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; and
4. The character of adjacent residential uses, if applicable, shall be protected and maintained through the provision of buffer areas, separation distances and screening.

Administration notes that, while the commercial and residential zoning districts in this area are directly adjacent to each other (See Attachment 4), there is physical separation between the commercial property and the residential properties to the north consisting of a commercial rear lane (~30'), a treed municipal buffer (~30') and a residential rear lane (~20'). This exceeds the minimum 15 m (50') buffer width required by the Zoning Bylaw.

Ensuring land use compatibility of adjacent zoning districts is addressed in the Zoning Bylaw in the form of varying setbacks for commercial and residential buildings, building height restrictions, landscaping, and buffers and screening to create physical separation. It also relies on supporting bylaws such as the Noise Bylaw to govern uses outside of the Zoning Bylaw.

The power post is not subject to setback requirements and the applicant notes that the post is approximately 4' from the north property line. As such, the addition complies with the Zoning Bylaw. Noises resulting from the use of the power post, however, are subject to requirements of the Noise Bylaw.

Being that the applicant has eliminated the third party trucks parking and plugging into the post overnight, Administration anticipates that the business operations can continue as they have been for the past nine plus years without incidence.

**Conclusion:**

At this time, Administration proposes 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 draft public notice is attached for Council's consideration (see Attachment 5).

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.

Should Council wish to proceed with Public Notice, a Public Hearing will be set for the March 3, 2025 Council Meeting to allow sufficient time for public notification, after which Council may proceed with their review and decision.

**Council's Options:**

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU01-2025 which proposes the installation of a power post in an existing parking area at 537 Broadway Street East and that the application be brought back to Council for its review and decision.
2. That Public Notification for Discretionary Use application DU01-2025 which proposes the installation of a power post in an existing parking area at 537 Broadway Street East, 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 DU01-2025 which proposes the installation of a power post in an existing parking area at 537 Broadway Street East and that the application be brought back to Council for its review and decision.

ATTACHMENT 1 – AERIAL VIEW



## ATTACHMENT 2 – 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:

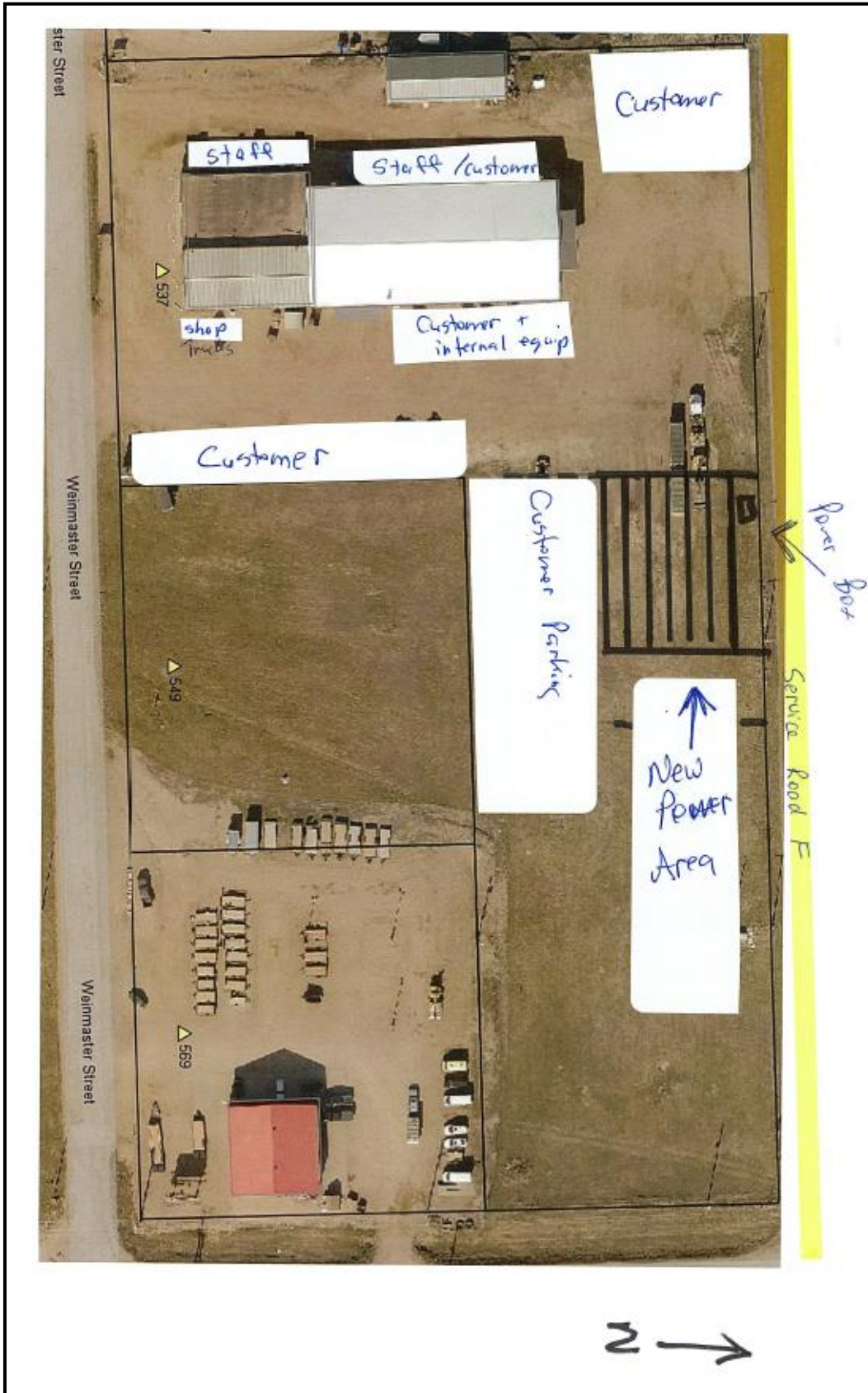
- (a) Comply with provisions of the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
- (b) Be consistent with the criteria in the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
- (c) In the opinion of the council, be compatible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

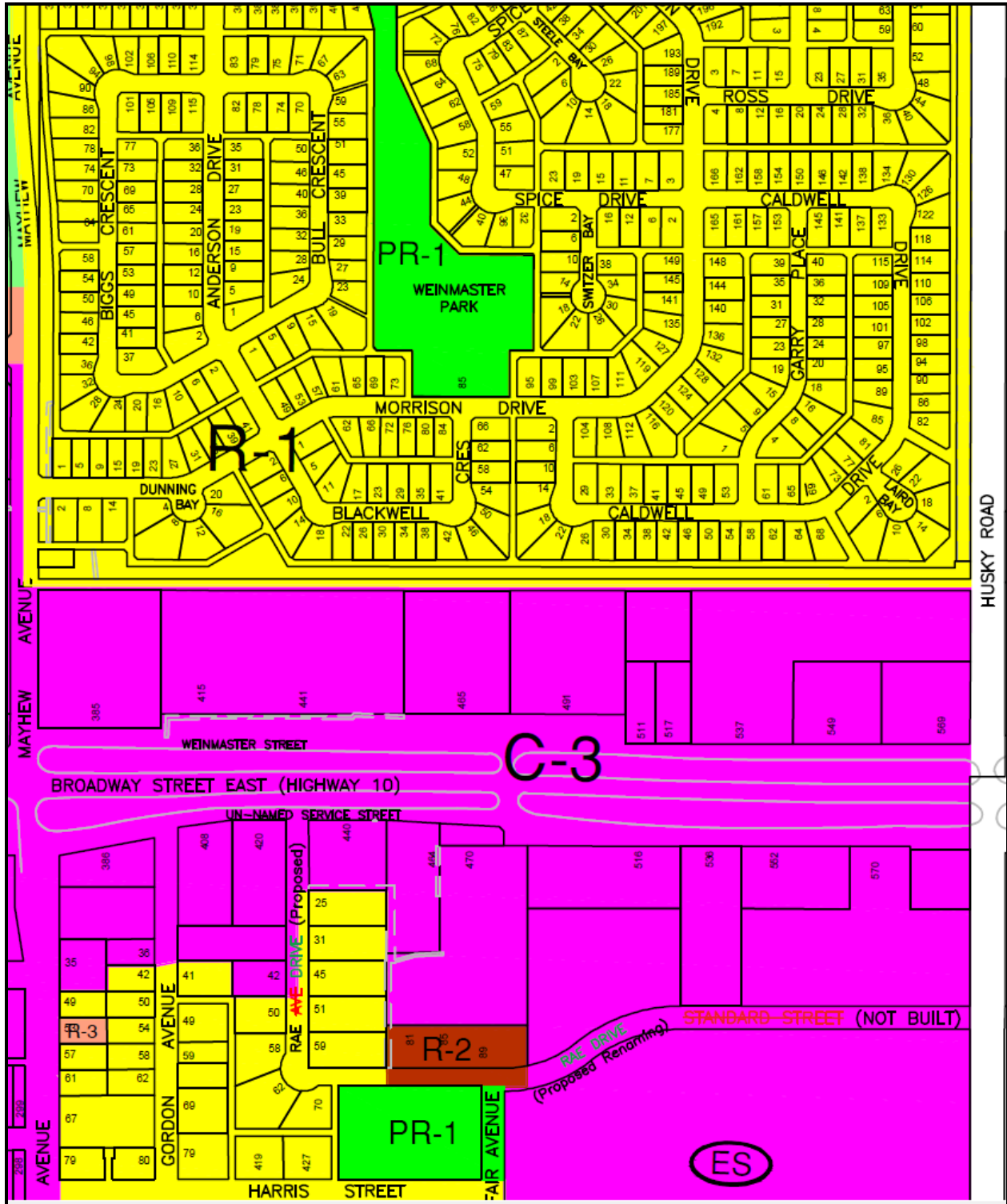
- (a) Are based on and are consistent with general development standards or conditions made applicable to discretionary uses by the zoning bylaw; and
- (b) Are, in the opinion of the council, necessary to secure the objectives of the zoning bylaw with respect to:
  - (i) The nature of the proposed site, 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.

ATTACHMENT 3 – SITE PLAN



ATTACHMENT 4 – ZONING DISTRICTS





<b>TITLE: 2025 Wildland Urban Interface Fire Engine - Tender Award</b>	<b>DATE OF MEETING: Jan 27, 2025</b>
	<b>REPORT DATE: January 22, 2025, 3:45 PM</b>
<b>CLEARANCES:</b>	<b>ATTACHMENTS:</b>  <b>1. Memo</b>
Written by: Trevor Morrissey, Fire Chief <p align="center"><b>Trevor Morrissey</b></p>	
Reviewed by: Jessica Matsalla, City Clerk <p align="center"><b>Jessica Matsalla</b></p>	
Approved by: Brad Hvidston, City Manager <p align="center"><b>Brad Hvidston</b></p>	

**BACKGROUND**

The purchase of a new Wildland Urban Interface Fire Engine was included in the 2024 approved capital budgets. Due to lack of chassis supply, lack of locked in pricing by suppliers, and wait times estimated to be 36 months plus, no tender was issued in 2024. Currently we have been able to secure pricing on a unit that meets our needs and is starting production within the next 30 days. This resulted in severely decreased wait times, and pricing that can be secured.

**DISCUSSION/ANALYSIS/IMPACT**

The Invitation to tender for the “**2026 Wildland Urban Interface Fire Engine**” was advertised on SaskTenders and Biddingo for a tender period of two (2) weeks and a closing date of January 14, 2025. Two (2) bids were received. Bids for equipment are 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:

<b>Supplier</b>	<b>Make/ Model</b>	<b>Score (out of 375)</b>
Rosenbauer /Rocky Mountain Phoenix	Coyote	301
Acres Industries	Range Series	225

The bid from Rosenbauer /Rocky Mountain Phoenix was deemed to be the best value as it achieved the highest score and was within budgetary estimates. The budget estimate for the

**Wildland Urban Interface Fire Engine** was \$950,000. Including necessary SCBA equipment allows us to take advantage of a 2 for cost savings deal.

### **FINANCIAL IMPLICATIONS**

Funding for this project will come from the Fire Protective Services fire truck reserves as approved during budget deliberations. The awarded amount is on budget and able to include a portion of the required SCBA's to put this apparatus in service. Although the dollars are scheduled for 2026 capital, I would like to move it forward to 2025 so we can secure pricing. This will have no negative financial implications because this is fully funded by reserves.

### **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 two (2) weeks.

### **STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)**

N/A

### **OPTIONS**

1. That Council direct Administration to award the tender for "**2026 Wildland Urban Interface Fire Engine**" to Rosenbauer/Rocky Mountain Phoenix in 2025, for \$932,892, plus necessary SCBA to equip for a total up to \$950,000, and further that the Mayor and City Clerk be authorized to execute said contract.
2. That Council provide other direction.

### **RECOMMENDATION**

3. That Council direct Administration to award the tender for "**2026 Wildland Urban Interface Fire Engine**" to Rosenbauer/Rocky Mountain Phoenix in 2025, for \$932,892 plus necessary SCBA to equip for a total up to \$950,000, further that the Mayor and City Clerk be authorized to execute said contract.



## Fire Protective Services

9 Smith Street East · Yorkton, Saskatchewan · S3N 0H2 · Phone 306-786-1795 · Fax 306-786-6588 · www.yorkton.ca

January 20, 2025

TO: Trevor Morrissey, Fire Chief

Re: 2025 Wildland Urban Interface Fire Engine

In the 2025 Capital Budget the current Fire Engine 2 is scheduled to be replaced. A Request for Proposals notification was posted on Biddingo and Sask Tenders for the required two week period. Bids were received from 2 suppliers of which none were local and opened on January 17, 2025.

I have attached the price and evaluation rating for each proposal.

After completing a thorough evaluation process, Rocky Mountain Phoenix (Rosenbauer) had the best overall score of 301 out of 375. The reasoning for this score is as follows:

- Earlier than expected delivery schedule
- Within budget
- Technical compliance
- Above spec parts

I recommend going ahead with the purchase through Rocky Mountain Phoenix based on the above explanation for the supplied price of \$932,892 excluding taxes.

If you have any questions or you would like to discuss further, please contact me.

Regards,

A handwritten signature in black ink, appearing to read "Dallas D'Aoust", written over a horizontal line.

Dallas D'Aoust, Deputy Fire Chief

<b>TITLE:</b> <b>Review of Business Improvement Incentive Program</b>	<b>DATE OF MEETING:</b> January 27, 2025
	<b>REPORT DATE:</b> January 22, 2025
<b>CLEARANCES:</b> Ashley Stradeski – Director of Finance  <b>Ashley Stradeski</b>	<b>ATTACHMENTS:</b>  1. Business Improvement Incentive Program Policy 10.430
Written by: Michael Eger – Director of Planning, Building & Development  <b>Michael Eger</b>	
Reviewed by: Jessica Matsalla – City Clerk  <b>Jessica Matsalla</b>	
Approved by: Brad Hvidston – City Manager  <b>Brad Hvidston</b>	

**Background:**

The Business Improvement Incentive Program Policy 10.430 was adopted by City Council in 2020, upon request of the Yorkton Business Improvement District (YBID), Yorkton Chamber of Commerce, and the City’s Economic Development Committee (EDC). The purpose of the policy is to “encourage all commercial property owners in the City of Yorkton to enhance the appearance of their buildings and properties, and to provide incentives for the creation and expansion of locally-owned businesses.”

The Policy consists of three streams:

1. Façade and Site Improvements Incentive, which provides 1/3 reimbursement for up to \$30,000 of eligible façade and/or site improvements. YBID funds an additional 1/3 reimbursement for their members.
2. Business Creation and Expansion, which provides a regressive tax abatement for new construction or business expansions. The abatement starts at 100% in the first year and drops 20% annually until the sixth year, and applies when improvements create over \$50,000 of assessed improvements, and are capped at \$500,000. This stream applies only to locally-owned businesses (at least 50 percent of shareholders reside in Yorkton Regional Planning District).
3. Vacant Building Tax Abatement, which provides a regressive abatement for new, locally-owned businesses to occupy vacant buildings. This abatement starts at 100 percent in the first year, and drops 25 percent per year until the fourth year.

The Program was to be adopted for five years, meaning it would expire at the end of 2025. With a newly-elected Council, however, it seems prudent to revisit now and to contemplate its renewal either annually, or for the duration of the Council term.

### **Program to Date:**

Starting in 2021, the City has budgeted \$100,000 annually for the Façade and Improvements stream and also rolled over unused funds to the following year, while YBID has budgeted \$50,000 in each year. Concluding 2024, the City has issued nearly \$300,000 to 34 successful applicants, while YBID has issued an additional \$195,000 to 22 of its members. This stream saw its highest uptake in 2024, with 16 successful applicants and a combined total of \$187,000 funds issued.

Since 2021, the Business Creation and Expansion stream has provided tax abatement to five locally-owned businesses, while the Vacant Building stream has provided tax abatement to another three locally-owned businesses.

### **Program Review:**

After five years of the Program, the following is noted by its administrators:

- Because all three streams are under one program name, applicants are sometimes confused for what they are applying for, and often submit applications for all three streams (when they would only qualify for one, or two at most).
- Due to Contractor shortages, applicants have often had difficulty obtaining two quotes for work.
- Due to Contractor shortages, applicants have had difficulty getting approved work completed in the year in which they would be approved for funding.
- There is a cap on funding and as such, it must be awarded on a first-come, first-served basis – this has led to situations where neither the City or YBID can guarantee funding by the time improvements are completed. This may have prevented some applicants from proceeding.
- In several instances, businesses completed work before applying or being approved for funding. The City has wholly denied funding in some instances where no prior inquiry was made, or withheld until the end of the year to ensure that a previously-approved project was not bumped from the queue.
- Some of the eligible improvements in the Façade and Site stream (namely windows) do not result in a noticeable aesthetic change or improvement.
- There has been confusion as to who is eligible for the New Construction and Vacant Building streams, and those businesses which are not locally-owned are sometimes upset when they find out that they do not qualify for funding.

The Program will always have limitations, due primarily to finite funds which are available for municipalities to offer through incentives. However, there are some modifications that could be made to address some of the issues, namely:

1. Separating the Program into three separate and distinct policies to reduce confusion for applicants.
2. In the Façade and Site Improvements stream, qualifying that “windows” be eligible improvements only “when part of a larger façade improvement”.
3. Requiring two quotes only if they are not issued by local contractors.

## **Financial Implications**

The City and YBID have funded the Façade and Site Improvement stream annually by each providing \$50,000. The Vacant Building Incentive has been seldom used, but the City has also earmarked \$50,000 annually for this stream. If funding is unused, it has been rolled over to the Façade and Site Improvements stream for the following year. The New Construction Incentive only abates taxes on improvements created by new assessment, so does not need to be funded from the budget. Abatements are then contemplated annually as part of the larger tax policy.

Funds for the Program are funded from the operating budget. While the 2025 budget is yet to be approved by Council, Administration has earmarked the same \$100,000 in funding that could be utilized for Program renewal.

## **Committee Review**

YBID has consistently provided positive feedback about the Program and it seems that they would be willing to continue funding their share, provided that the City continues with ours.

The Economic Development Committee has been consulted on the policy renewal and supports its renewal.

## **Communication Plan**

Pending approval and further changes, Administration will promote the Program's renewal and highlight any changes. This information will be hosted on our website and marketed through social media, YBID and the Chamber of Commerce.

## **Strategic Priorities**

Commercial incentives were listed as a Council priority in 2020. The BIIP was created in response to that priority, and it has been noted as completed.


## **Options:**

1. That the Business Improvement Incentive Program be renewed with revisions as recommended.
2. That the Business Improvement Incentive Program be cancelled.
3. Other direction of Council.

## **Recommendation:**

1. That the Business Improvement Incentive Program, Policy # 10.430, be renewed through the year 2028, subject to the following revisions:
  - a. The Policy be separated into three separate and distinct policies to reduce confusion for applicants.
  - b. That "In the Façade and Site Improvements stream, qualifying that "windows" be eligible improvements only "when part of a larger façade improvement".
  - c. That two quotes be required only if they are not from local contractors.

## Attachment 1

 <p style="text-align: center;"><b>City of Yorkton</b></p>			
<b>POLICY TITLE</b> <b>BUSINESS IMPROVEMENT INCENTIVE PROGRAM (BIIP)</b>		<b>ADOPTED BY</b> City Council	<b>POLICY NO.</b> 10.430
<b>ORIGIN/AUTHORITY</b> City Council	<b>JURISDICTION</b> City of Yorkton	<b>EFFECTIVE DATE</b> January 1 <sup>st</sup> , 2021 <b>March 15<sup>th</sup> (Revised)</b>	<b>PAGE #</b> 1 of 13

### **PURPOSE:**

To encourage all commercial property owners in the City of Yorkton to enhance the appearance of their buildings and properties, and to provide incentives for the creation and expansion of locally-owned businesses.

### **PREAMBLE:**

In its partnership with Yorkton Business Improvement District (YBID), Yorkton Chamber of Commerce and Tourism Yorkton, the City of Yorkton wishes to promote economic growth throughout the City and provide enhanced development opportunities for locally-owned business. The objectives of the program are to:

- Encourage the enhancement of façade and site improvements for all businesses in the City;
- Encourage expansion of locally-owned businesses; and
- Encourage re-investment into vacant commercial buildings.

This program shall run for a period of five-years and will be made available to all new and existing businesses within the parameters of each program. The program is divided into two incentive categories:

1. Façade and Site Improvements (all commercial properties); and
2. Business Creation and Expansion (locally-owned businesses).

### **POLICY:**

City Council has adopted the **Business Improvement Incentive Program (BIIP)** as outlined.

#### **Part 1: Façade and Site Improvements Incentive Program**

- 1.1 The Façade and Site Improvement Incentive Program is made available to all existing businesses in the City of Yorkton.
- 1.2 Incentives will be provided in the following amounts:
  - 1.2.1 The City will reimburse one-third of the combined total cost of eligible façade or site improvements up to a maximum of \$10,000 (ie: total costs up to \$30,000).  
Within this total a maximum reimbursement of \$1,000 is allowed for professional design fees.
  - 1.2.2 The Yorkton Business Improvement District (YBID) is a partner in this Program and will provide an additional reimbursement of one third of the combined total cost of eligible façade or site improvements up to a maximum of \$10,000 for those properties that are within the Yorkton Business Improvement District), as adopted in the most recent Business Improvement District Bylaw and as shown on Appendix 'A', attached to this Policy.

## Attachment 1, continued

POLICY TITLE	POLICY NO.	PAGE #
<b>BUSINESS IMPROVEMENT INCENTIVE PROGRAM</b>	10.430	2 of 14

- 1.3 Eligible applicants are all commercially assessed building owners within the City's corporate boundary. All applicants must be assessed property taxes, and taxes must be current.
- 1.4 Applicants must propose a minimum of \$10,000 worth of improvements to be considered for the façade and site improvement grant incentive. The application will include the proposed design and accompanying budget (see attached application form on Appendix B).
- 1.5 This program is intended to incentivize work and not abate past improvements. As such, to be eligible for funding, improvements may not commence until the application has been approved by the City.
- 1.6 Applicant must pay 100% of cost of eligible improvements prior to funding. Once the invoices have been paid by the owner/applicant, these must be submitted to the City for funding.
- 1.7 Eligible improvements must comply with Federal and Provincial statutes, and Municipal Bylaws, including, but not limited to, the *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act*, and the City of Yorkton Zoning Bylaw 14/2003.
- 1.8 The design of the project shall be sympathetic to the original integrity of the building, compatible with neighbouring structures and of a quality that suggests the improvements will last a reasonable period of time. If in question, the Director of Planning, Building and Development may consult with YBID and/or neighbouring property owners and businesses to determine the validity or any recommended changes to the proposed design.
- 1.9 The applicant or owner may apply twice within a five-year period for the same building, provided that the combined City reimbursement to that building does not exceed \$10,000. An applicant or owner will only be eligible to receive additional funding after five years from the last reimbursement.
- 1.10 The City is only responsible for reimbursing eligible improvements based upon the funding commitment for that fiscal year as determined by City Council.
  - 1.10.1 Applications which otherwise meet all criteria may be approved, in principle, for funding from the following year's allocation. In approving this policy, City Council agrees to honour these approvals upon review of the annual budget.
- 1.11 In the event that more applications are received than there is available funding, this program will favour those projects that source labour and materials from local businesses.
- 1.12 Awarded abatements will stay with the property to heirs, assigns and successors.
- 1.13 The following are eligible improvements, if they are carried out on the applicant/owner's property:
  - 1.13.1 Awnings;
  - 1.13.2 Canopies;
  - 1.13.3 Lighting replacement;
  - 1.13.4 Parking lot lighting;
  - 1.13.5 Doors, doorways and entrances;
  - 1.13.6 Windows;
  - 1.13.7 Trash enclosures;
  - 1.13.8 Brick cleaning and repair;



**Attachment 1 continued**

POLICY TITLE	POLICY NO.	PAGE #
<b>BUSINESS IMPROVEMENT INCENTIVE PROGRAM</b>	10.430	3 of 14

- 1.13.9 Painting;
  - 1.13.10 Façade restoration/improvements;
  - 1.13.11 Barrier-free accessibility;
  - 1.13.12 Landscaping;
  - 1.13.13 Parking lot resurfacing (must include storm water management);
  - 1.13.14 Curbing;
  - 1.13.15 Signage;
  - 1.13.16 Sidewalks/Walkways;
  - 1.13.17 Decorative fencing; and
  - 1.13.18 Professional design for eligible improvements (up to \$1,000).
- 1.14 The following are not eligible under this program:
- 1.14.1 Projects which commenced prior to the approval of application;
  - 1.14.2 New construction and building additions;
  - 1.14.3 Loan fees;
  - 1.14.4 Interior improvements;
  - 1.14.5 Roofing improvements;
  - 1.14.6 Mortgage fees;
  - 1.14.7 Property acquisition;
  - 1.14.8 Removable items not listed in Section 1.13;
  - 1.14.9 Equipment or inventory;
  - 1.14.10 Building Permit fees;
  - 1.14.11 Development Permit fees;
  - 1.14.12 Attorney fees; and
  - 1.14.13 Any item which the Applicant pays a contractor in services or in merchandise.
- 1.15 Application Procedure:
- 1.15.1 A completed "Façade and Site Improvements Incentive Application" (see Appendix B) must be submitted to the Director of Planning, Building & Development.
  - 1.15.2 The following information must be included with the Application:
    - a. Proposed budget and contractor estimates by a professional estimator, contractor, engineer, architect or qualified design professional. A minimum of two quotes shall be provided for all items over \$2,500. The City reserves the right to ask for additional estimates or to have its own estimates made.
    - b. Site plan of the property to scale, building elevation drawings, renderings or mock-ups, and photos of similar works and proposed materials.

## Attachment 1, continued

POLICY TITLE	POLICY NO.	PAGE #
BUSINESS IMPROVEMENT INCENTIVE PROGRAM	10.430	4 of 14

- 1.15.3 Applications can be submitted at any time; however, projects which have been approved without any remaining funding in that calendar year will not be eligible for reimbursement until the following calendar year.
  - 1.15.4 The City will authorize reimbursement payment after the confirmation of project completion in accordance with the approved plan. Prior approval from the Director of Planning, Building & Development must be obtained before any changes can be made to the approved plan.
  - 1.15.5 Applications which are approved by the City will be forwarded to YBID with a recommendation to award their additional share of funding.
- 1.16 A property that receives abatement for the Façade and Site Improvements Incentive Program may also apply for other incentives within this policy, with successful applications awarded on a first-come, first-served basis.

### **Part 2: Business Creation and Expansion Incentive Program**

#### **2A. New Construction Incentive Program**

- 2A.1 The Program will be made available for new building construction for a new or existing business which is locally-owned and creates an increased assessed "improvement" of more than \$50,000.
- 2A.2 Tax abatement will be applied to either:
  - 2A.2.1 the increased assessed value of an existing building due to additions or new construction (land and existing building not included); or
  - 2A.2.2 the increased assessed value of the land and new construction on bare land.
- 2A.3 Abatements of increased assessed improvements will be capped at a value of \$500,000.
- 2A.4 Tax abatements will be applied only to additional assessment, at the following rates:
  - 2A.4.1 First Year: 100%;
  - 2A.4.2 Second Year: 80%;
  - 2A.4.3 Third Year: 60%;
  - 2A.4.4 Fourth Year: 40%;
  - 2A.4.5 Fifth Year: 20%;
  - 2A.4.6 Sixth Year: Return to full taxes.
- 2A.5 The following are eligible improvements, if they are carried out on the applicant/owner's property:
  - 2A.5.1 New construction and building additions, including alterations to enable barrier-free accessibility;
  - 2A.5.2 Parking lot resurfacing (must include storm water management);
  - 2A.5.3 Landscaping;
  - 2A.5.4 Lighting;
  - 2A.5.5 Trash enclosures;
  - 2A.5.6 Site signage;

## Attachment 1, continued

POLICY TITLE	POLICY NO.	PAGE #
BUSINESS IMPROVEMENT INCENTIVE PROGRAM	10.430	5 of 14

- 2A.5.7 Curbing;
- 2A.5.8 Sidewalks/walkways; and
- 2A.5.9 Decorative fencing.
  
- 2A.6 No abatement of outstanding or current taxes will be negotiated.
  
- 2A.7 This program is intended to incentivize work and not abate past improvements. As such, to be eligible for funding, improvements may not commence until the application has been approved by the City.
  
- 2A.8 The City is only responsible for reimbursing eligible improvements based upon the funding commitment for that fiscal year as determined by City Council.
  
- 2A.8.1 Applications which otherwise meet all criteria may be approved, in principle, for funding from the following year's allocation. In approving this policy, City Council agrees to honour these approvals upon review of the annual budget.
  
- 2A.9 Awarded abatements will carry-over to heirs, assigns and successors.
  
- 2A.10 Existing or proposed commercial facilities are subject to the following criteria being met:
  - 2A.10.1 The business needs to be licensed by the City of Yorkton.
  - 2A.10.2 The business must be locally-owned. If the business is incorporated, the majority of shares must be held by individuals who reside within the geographic boundary of the Yorkton Planning District, including the City of Yorkton, Rural Municipality of Orkney, Rural Municipality of Wallace, York Lake Regional Park, Town of Springside, Village of Rhein and Village of Ebenezer. It is the responsibility of the applicant to provide documentation to support ~~54~~ 50% local ownership.
  - 2A.10.3 In the event that more applications are received than there is available funding, this program will favour applications by business owners who reside in, and pay residential taxes to, the City of Yorkton.
  - 2A.10.4 Eligible applicants are all commercially assessed building owners within the City's corporate boundary. All applicants must be assessed property taxes, and taxes must be current.
  - 2A.10.5 All developers must submit site plans of the proposed development which comply with Federal and Provincial statutes, and Municipal Bylaws, including, but not limited to, the *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act*, and the City of Yorkton Zoning Bylaw 14/2003.
  
- 2A.11 Application Procedure:
  - 2A.11.1 A completed "New Construction Incentive Program Application" (see Appendix 'C') must be submitted to the Director of Planning, Building & Development.
  - 2A.11.2 All Applications will be reviewed by the City with a recommendation for approval by way of including the property and the abatement amounts in a bylaw that is presented to Council on an annual basis.
  - 2A.11.3 The phasing-in of the abatement shall begin upon substantial completion of the "improvements" and the term of the abatement shall be drafted in a contract form between the City and the applicant.

## Attachment 1, continued

POLICY TITLE	POLICY NO.	PAGE #
<b>BUSINESS IMPROVEMENT INCENTIVE PROGRAM</b>	10.430	6 of 14

2A.12 An applicant that receives abatement for the New Construction Incentive Program may also apply for other incentives within this policy, with successful applications awarded on a first-come, first-served basis.

### **2B. Vacant Building Tax Abatement Program**

2B.1 The program will abate taxes for vacant buildings or vacant portions of buildings that are occupied by new locally-owned businesses. The intention is to offset the cost of bringing the building up to applicable statutes and bylaws, and to stimulate economic activity.

2B.2 The program will be applied to existing and new assessments of the vacant building or applicable vacant portion thereof, to a maximum of \$500,000.

2B.3 Tax abatements will be applied to both new and existing assessment. Where an application is for a vacant portion of a building, the abatement will be applied proportionately to the new and existing assessment of the vacant portion. Abatements will be implemented at the following rates:

- 2B.3.1 First Year: 100%
- 2B.3.2 Second Year: 75%
- 2B.3.3 Third Year: 50%
- 2B.3.4 Fourth Year: Return to full taxes

**2B.4 The City is only responsible for reimbursing eligible improvements based upon the funding commitment for that fiscal year as determined by City Council.**

**2B.4.1 Applications which otherwise meet all criteria may be approved, in principle, for funding from the following year's allocation. In approving this policy, City Council agrees to honour these approvals upon review of the annual budget.**

2B.5 Awarded abatements will stay with the property to heirs, assigns and successors.

2B.6 All existing or proposed commercial facilities are eligible subject to the following criteria being met:

2B.6.1 The building, or portion thereof, must have been vacant for the 18 months prior to possession date.

2B.6.2 Where applicable, the business needs to be licensed by the City of Yorkton.

2B.6.3 The business must be subject to commercial/industrial taxation.

2B.6.4 The business must be locally-owned. If the business is incorporated, the majority of shares must be held by individuals who reside within **the geographic boundary of the Yorkton Planning District, including the City of Yorkton, Rural Municipality of Orkney, Rural Municipality of Wallace, York Lake Regional Park, Town of Springside, Village of Rhein and Village of Ebenezer.** It is the responsibility of the applicant to provide documentation to support ~~54~~ 50% local ownership.

**2B.6.5 In the event that more applications are received than there is available funding, this program will favour applications by business owners who reside in, and pay residential taxes to, the City of Yorkton.**

## Attachment 1, continued

POLICY TITLE	POLICY NO.	PAGE #
BUSINESS IMPROVEMENT INCENTIVE PROGRAM	10.430	7 of 14

- 2B.6.6 The Applicant must demonstrate, by way of a Development Permit and/or Building Permit, that the building can be renovated to meet the current Zoning Bylaw and *National Building Code of Canada*.
- 2B.7 This program is intended to incentivize work and not abate past improvements. As such, to be eligible for funding, improvements may not commence until the application has been approved by the City.
- 2B.8 Application Procedure:
- 2B.8.1 A completed "Vacant Building Tax Abatement Application" (see Appendix D) must be submitted to the Director of Planning, Building & Development.
- 2B.8.2 All Applications will be reviewed by the City with a recommendation for approval by way of including the property and the abatement amounts in a bylaw that is presented to Council on an annual basis.
- 2B.8.3 The phasing-in of the abatement shall begin upon substantial completion of the "improvements" and the term of the abatement shall be drafted in a contract form between the City and the applicant.
- 2B.9 A property that receives abatement for the Vacant Building Tax Abatement Program may also apply for other incentives within this policy, with successful applications awarded on a first-come, first-served basis.

### RESPONSIBILITY:

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

<b>TITLE:</b> <b>Review of Housing Incentives</b>	<b>DATE OF MEETING:</b> January 27, 2025
	<b>REPORT DATE:</b> January 22, 2025
<b>CLEARANCES:</b> Ashley Stradeski – Director of Finance  <p align="center"><b>Ashley Stradeski</b></p>	<b>ATTACHMENTS:</b> 1. Rental Housing Incentive Program Policy 10.250 2. Sale of Residential Lots Policy 10.180 3. Residential Construction Incentive Policy 10.10 4. Residential Lot Sales Rebate Program Policy 10.185
Written by: Michael Eger – Director of Planning, Building & Development  <p align="center"><b>Michael Eger</b></p>	
Reviewed by: Jessica Matsalla – City Clerk  <p align="center"><b>Jessica Matsalla</b></p>	
Approved by: Brad Hvidston – City Manager  <p align="center"><b>Brad Hvidston</b></p>	

**Background:**

The City has been offering a suite of housing incentives in order to stimulate residential construction and residential lot sales:

1. The Rental Housing Incentive Program (RHIP), adopted in 2011, provides a five year, 100% tax abatement for anyone constructing five or more rental units. This policy has no expiry.
2. The Sale of Residential Lot Sales Policy, updated in 2022 to allow extended timelines (24 months) for a contractor to build on a City-owned residential lot prior to paying in full.
3. The Residential Construction Incentive Program (RCIP), adopted in 2022, provides a five year, 100% tax abatement for dwellings consisting of one to four units. This policy has a built-in expiry at the end of every year.
4. The Residential Lot Sales Rebate Program (RLSRP), adopted in 2024, provides a 50% rebate of the price off any City-owned residential lot. This policy also has a built-in expiry at the end of every year.

Because two of the four policies expire annually, Administration is seeking Council direction on how to proceed in 2025.

### **Incentives to Date:**

Since its inception in 2011, the Rental Housing Incentive Program has been issued on three occasions, resulting in 40 new rental units. Rental housing construction is lagging demand, as evidenced by shrinking rental vacancies in that segment. In their annual rental market survey, Canada Housing and Mortgage Corporation (CMHC) captures Yorkton's rental vacancy at 2.3%, which is below the 3.0% rate that CMHC defines as a healthy rental market. CMHC's report surveys the "primary" rental market, consisting only of rental buildings with three or more units. There is no data available for the secondary market, though anecdotal reports suggest that there is even less availability in that segment.

Market rental housing operates on thin margins and do not offer short-term returns on investment. Construction of multi-unit rentals also requires large amounts of capital, normally obtained by borrowing from financial institutions or from private investors. Problematically, large banks view Yorkton (and other smaller centres) as a high-risk market for rental housing, and typically do not offer competitive lending rates. Smaller institutions and credit unions have backfilled this to some extent, though it is understood that lending rates would still exceed those available in large cities. Coupled with high construction costs and volatility in smaller markets, it seems that the City will need to continue to offer tax abatement to incentivise rental market construction.

In support of the Show Home Rebate Program (now repealed), the Sale of Residential Lots Policy was amended to extend timelines for approved contractors to purchase and build on City-owned lots. While the show home portion of that program did not succeed, it was felt that the extended construction timelines would support other housing initiatives.

The Residential Construction Incentive was adopted in 2022 in response to stagnant single and two-unit home starts. This initially did little to increase new builds and, in 2023, the program was expanded to include three and four-unit dwellings. That change has led to construction of two, four-unit rental dwellings. Altogether, there have been five successful applicants in the RCI, and a total of 11 new dwelling units.

As a successor to the Show Home Rebate Program, Council adopted the Residential Lot Sales Rebate Program in 2024. The 50% rebate is paid for by the City's Land Fund, and is capped to minimize losses. The program yielded only one lot sale to date, facilitating one of the four-unit dwellings (which will also receive abatement through the RCI).

There has been interest in additional housing starts, though it seems that macro-economic factors combined with high construction costs are continuing to hinder lot sales and construction. As such, renewing incentives may be necessary to stimulate the residential market.

### **Financial Implications:**

Tax abatements have an unknown, but likely quite small, impact on the City's finances (targeted development, along with tax growth, may only be occurring because of incentives). The rebate program, however, does create losses in the City's self-sustaining Land Fund. These losses will not be realized until the City undertakes future land development, and the current funding allocation (\$295,000 total, \$238,000 remaining) would limit said losses. To help protect the City's finances and to ensure that incentives are not providing funds for housing starts that would occur anyways, we have established annual expiration dates on each of the RCIP and RLSRP.

### **Committee Review:**

The Economic Development Committee has prioritized housing incentives and supports their renewal.

### **Communication Plan:**

Housing incentives have been repeatedly promoted through the local newspaper, radio and City social media channels. Our incentives have received recognition from the Saskatchewan Realtors Association, whom awarded City Council with a Housing Continuum Ambassador Certificate, for “leadership and innovation in incentivizing home construction”. Incentives received further Provincial and National exposure through a CTV News story in October of 2024.

If renewed, we will continue to look at creative ways to advertise and promote our incentives. This includes a proposal to collaborate with marketing students at Suncrest College’s Innovation Hub.

### **Options:**


1. That Council renew the applicable housing incentives.
2. That Council repeal the housing incentives.
3. Alternative direction from Council.

### **Recommendations:**

1. That Residential Construction Incentive Policy 10.10 be renewed through 2025; and
2. That Residential Lot Sales Rebate Program Policy 10.185 be renewed through 2025.



## Attachment 1

 <span style="font-size: 1.2em; font-weight: bold; margin-left: 10px;">City of Yorkton</span>			
<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	<b>POLICY NO.</b>
RENTAL HOUSING INCENTIVE PROGRAM (RHIP)		City Council	10.250
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE</b>	<b>PAGE #</b>
City Council	City of Yorkton	October 1, 2009 Amended April 11, 2011 Amended August 22, 2011	1 of 2

1. **PURPOSE:**

To encourage development and supply of new rental units in the City of Yorkton, which accommodate working class professionals moving or relocating to Yorkton in order to keep pace with economic growth.

2. **POLICY:**

Developers can apply for **either** a 5 year or 10 year commitment per property as detailed below in section 1 or 2. This application form needs to be completed at the time a building permit is issued and once committed to the 5 year plan, cannot opt and change to the 10 year plan or vice versa.

- 1) A) The program will offer 5-year 100% tax exemption to the developers for building multi-family rental units on condition the units must remain rental for 10 years and can be rented at fair market value.
  
- B) *The program will offer 5-year 100% tax exemption to the developers of a condominium project. The developer must establish a condominium association or board for each project that will be responsible for administration of the exemption and reporting to the City. The exemption will require the condominium association or board to enter into an agreement that can be registered against the entire project. If any of the units are sold prior to the completion of the 10 year agreement the condominium association or board will be required to repay the taxes for each unit sold on the following basis:*
  - Years 1 to 5 Total Taxes plus interest at Cornerstone Credit Union Prime rate plus 3 per cent
  - Years 6 to 10 Total Taxes plus interest at Cornerstone Credit Union Prime rate plus 2 per cent
  
- 2) A) The program will offer 2-year 100% tax exemption to the developers for building multi-family rental units on condition the units must remain rental for 5 years and can be rented at fair market value.
  
- B) *The program will offer 2-year 100% tax exemption to the developers of a condominium project. The developer must establish a condominium association or board for each project that will be responsible for administration of the exemption and reporting to the City. The exemption will require the condominium association or board to enter into an agreement that can be registered against the entire project. If any of the units are sold prior to the completion of the 5 year agreement the condominium association or board will be required to repay the taxes for each unit sold on the following basis:*

## Attachment 1, continued

POLICY TITLE	POLICY NO.	PAGE #
RENTAL HOUSING INCENTIVE PROGRAM (RHIP)	10.250	2 of 2

- Years 1 to 5 Total Taxes plus interest at Cornerstone Credit Union Prime rate plus 3 per cent
- 3) Provincially funded affordable rental housing projects may receive the five-year tax exemption provided they meet the eligibility criteria. Note: Special Eligibility Criteria may apply.
  - 4) No exemption or abatement of outstanding or current taxes will be negotiated.


### **Eligibility Criteria**

- 1) Eligible applicants are all developers or property owners wishing to develop new multi-family units in the city for rental purpose. All applicants must be assessed property taxes, and all property and special taxes must be paid in full at the time of completion of construction.
- 2) All developers must submit site plans of the proposed development which comply with the *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act* and all development standards outlined in the *City of Yorkton Zoning Bylaw No. 14/03*, as well as the *City of Yorkton Architectural Design Guidelines*. Such plans shall be prepared and stamped by a professional engineer, architect, or other qualified professional.
- 3) A minimum of five (5) dwelling rental units per building must be proposed, and the tax exemption takes effect immediately following the completion of construction.
- 4) A description of a new housing development proposal shall be provided which outlines the propose number and size of units, type of construction and potential rent per unit.

### **Application Procedure**

- 1) A completed Application for *Rental Housing Tax Exemption* (see Appendix A) must be submitted to the Director of Planning and Engineering for circulation to the appropriate authorities.
  - 2) The following information must be included with the Application for assistance:
    - (a) Detailed site and building plans prepared by a professional engineer, architect, or other qualified professional. Plans shall illustrate all site requirements as outlined in *Zoning Bylaw 14/03*, as well as the *City of Yorkton Architectural Design Guidelines*, and to determine compliance with the *National Building Code and the Uniform Building and Accessibility Standards Act*.
    - (b) A schedule of work to be undertaken, including phasing with an estimated time of completion.
  - 3) Upon completion of the Administration's review a recommendation will be made to City Council.
  - 4) If approved by City Council, assistance would be provided pursuant to a formal agreement between the City and the subject property owner(s).
  - 5) The tax exemption shall begin upon the completion of construction, and in the fiscal year following the Notice of Assessment for the "improvements" and the term of the abatement shall be in the form of a contract between the City and the Applicant, and registered on title.
3. **RESPONSIBILITY:**
- 1) Approvals - Yorkton City Council (as submitted).
  - 2) Review and monitoring - Economic Development Officer (annually).
  - 3) Co-ordination – Director of Planning and Engineering.

## Attachment 2

 <span style="font-size: 1.2em; font-weight: bold; margin-left: 10px;">City of Yorkton</span>			
<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	<b>POLICY NO.</b>
SALE OF RESIDENTIAL LOTS		City Council	10.180
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE</b>	<b>PAGE #</b>
City Manager	City of Yorkton	September 14, 1987 Amended Nov. 25, 2014 Amended Jan. 31, 2022	1 of 3

**1. PURPOSE**

To establish a procedure for the selling of inventoried residential lots in the City of Yorkton

**2. DEFINITIONS**

2.1 **INDIVIDUAL** for the purposes of this policy, shall mean any party or person unable to provide a corporate or business name registration valid in Saskatchewan, and who:

- 2.1.1. is not licensed by the City of Yorkton as a General Contractor engaged in the construction of houses for the purpose of resale as their primary business activity; and
- 2.1.2. has not built any houses in the City of Yorkton in the preceding calendar year.

2.2 **CONTRACTOR** for the purposes of this policy, shall mean any party, person or business with an active Saskatchewan corporate or business name, and who:

- 2.2.1 is licensed by the City of Yorkton as a General Contractor engaged in the Construction of houses for the purpose of resale as their primary business activity; and
- 2.2.2 has either built at least one dwelling in the City of Yorkton, or maintains a current Yorkton Chamber of Commerce membership.

2.3 **AGREEMENT** for the purposes of this Policy shall mean an Offer to Purchase Residential Property Agreement.

**3. PRICING**

3.1 Prices for City-developed residential lots shall be set by Council resolution.

3.2 Prices for infill residential lots, including tax title properties, shall be set by either:

- 3.2.1 Tax title procedures prescribed in *The Cities Act*;
- 3.2.2 The valuation of a current market appraisal, no greater than one year old, provided by a qualified professional;
- 3.2.3 The valuation of a previous market appraisal, adjusted to current prices through application of the Consumer Price Index; or
- 3.2.4 Applying the same price per square metre of a comparable property which has had a value determined by the other options prescribed in this section.

## Attachment 2, continued

POLICY TITLE	POLICY NO.	PAGE #
SALE OF RESIDENTIAL LOTS	10.180	2 of 3

#### 4. HOLDS

- 4.1 Any party may place a lot on hold without payment of any fee upon providing a contact name(s) and phone number(s) in case the hold is called in. The holding party must be prepared to release the hold or enter into an agreement to purchase the lot within 24 hours if the hold is called in. A hold on a lot does not give the right of possession or any legal claim to that lot. It is intended to allow for a maximum period of 30 days right of first refusal on a lot to allow potential purchasers a short period of time to finalize their decision to purchase. The City will call the phone numbers that are given at the time a lot is placed on hold; however the City accepts no responsibility if they are unable to contact the party at the number(s) provided.
- 4.2 If a party wishes to put more than one lot on hold – they may do so subject to payment of \$5,000 per lot (maximum 5 lots) which will be deposited into the City of Yorkton bank account. The City Manager may designate certain lots that cannot be placed on hold.
- 4.3 If another party wishes to call in a hold on a lot – they must provide a cheque equal to 10% of the purchase price plus GST. The City will then call the holding party, and if they wish to purchase the lot, then the cheque is returned back to the party who called in the hold. Where a party has paid the \$5,000 to put more than one lot on hold – if they release the hold rather than proceeding to purchase the lot, the City will keep \$500 from the \$5,000 deposit and return the balance, otherwise the \$5,000 deposit will be applied to the price of the lot.
- 4.4 A party may exercise a second hold term as provided for in Clause 4.1 immediately following the expiration of the first hold term on the same property. After the second hold period of time (30 + 30 = 60 days) the applicant must then wait a period of one year to re-apply for a hold on that same property.

#### 5. PURCHASE OF A LOT – TERMS AND CONDITIONS

- 5.1 Lots will be sold on a first come first serve basis.
- 5.2 Upon the signing of an Agreement, an amount equal to 10% of the purchase price of the lot plus GST is payable to the City.
- 5.3 The balance owing is due:
  - 5.3.1 For Individuals, within 30 days from the date of the signed Agreement.
  - 5.3.2 For Contractors intending to build a spec home, within 24 months from the date of signed Agreement.
- 5.4 If the Agreement is cancelled within 3 days of signing, the City will keep \$500 and refund the balance and once again offer the property for sale to the general public.
- 5.5 If the Agreement is cancelled after 3 days but prior to 30 days, the City will keep \$1,000 and refund the balance and once again offer the property for sale to the general public.
- 5.6 Upon payment of the lot in full, the City will collect additional ISC title transfer fees (currently 0.3% of title value);
- 5.7 Once title is transferred the Purchaser is responsible for taxes at the vacant land rate until such time as the home is built and ready for occupancy (90 days after the vapour barrier inspection the property reverts to a residential rate for tax purposes).

## Attachment 2, continued

POLICY TITLE	POLICY NO.	PAGE #
SALE OF RESIDENTIAL LOTS	10.180	3 of 3

### 6. CONSTRUCTION TIMELINES

- 6.1 Construction may not commence:
  - 6.1.1 For Individuals, until the lot is paid in full and a building permit is issued;
  - 6.1.2 For Contractors intending to build a spec home, until a building permit is issued.
- 6.2 For Individuals or Contractors who pay for their lot in full, there are no time lines for construction to begin.
- 6.3 For Contractors who intend to start construction of a dwelling prior to paying the full amount of the purchase price:
  - 6.3.1 The City will remain the titled owner until full payment of the lot.
  - 6.3.2 Construction must begin within 4 months of placing a deposit;
  - 6.3.3 Full payment of the lot must be provided to the City within 24 months of placing the deposit, at which time title will be transferred to the Contractor.
  - 6.3.4 If a Contractor fails to pay the full balance of the lot within 24 months, the City will take any action necessary to firstly to recover outstanding purchase fees, and cover additional administrative and legal costs. Remaining funds will be dispersed to the Contractor and/or to their debtors, as the case may be.

### 7. ADVERTISING ON LOTS

- 7.1 Upon signing an Agreement and paying the deposit, a Contractor may place one sign on the subject lot to advertise their services.
- 7.2 Signs shall be removed:
  - 7.2.1 Upon transfer of the property to an Individual buyer; or
  - 7.2.2 At any time deemed reasonable by the City.


### 8. RESALE OF LOTS:

- 8.1 Once the lot is paid for in full and the title has been transferred into the name of the purchaser, the purchaser may sell the lot rather than build. No lots may be signed for sale until an Agreement is signed.

### 9. RESPONSIBILITY:

- 9.1 The Director of Planning, Building & Development or their designate shall be responsible for administering the sale of lots and the allocation of lots to Individuals and Contractors.
- 9.2 Review of and recommendations in change of policy shall be the responsibility of City Council on the recommendation of the City Manager and may be changed at the City's sole discretion.

### Attachment 3

		<h2 style="margin: 0;">City of Yorkton</h2>	
<b>POLICY TITLE</b> Residential Construction Incentive Policy		<b>ADOPTED BY</b> City Council	<b>POLICY NO.</b> 10.10
<b>ORIGIN/AUTHORITY</b> City Council	<b>JURISDICTION</b> City of Yorkton	<b>EFFECTIVE DATE</b> <del>May 15, 2023</del> January 29, 2024	<b>PAGE #</b> 1 of 2

**PURPOSE:**

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

**POLICY:**

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

Attachment 3, continued


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

- 1.8 An individual is eligible to receive the RCI for multiple properties, provided they meet the requirements of this Policy.
- 1.9 No abatement of outstanding taxes will be negotiated.
- 1.10 Property owners automatically become entered into the RCI upon issuance of a Building Permit for ~~either a one or two unit dwelling~~ eligible structures.
- 1.11 All construction must comply with Federal and Provincial statutes, and Municipal Bylaws, including, but not limited to, the *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act*, and the *City of Yorkton Zoning Bylaw 14/2003*.
- 1.12 The City reserves the right to repeal approval under the RCI if:
  - 1.12.1 Construction of the new dwelling unit is discontinued;
  - 1.12.2 Building/site deficiencies are not corrected; or
  - 1.12.3 The property is in contravention of any City bylaw.
- 1.13 This Policy will close to new applicants at the end of ~~2023~~ 2024, and only those applicants approved under the Policy will be eligible to receive tax abatements as outlined.

**RESPONSIBILITY:**

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

## Attachment 4

 <span style="font-size: 1.2em; font-weight: bold; margin-left: 10px;">City of Yorkton</span>		
<b>POLICY TITLE</b>	<b>ADOPTED BY</b>	<b>POLICY NO.</b>
<b>RESIDENTIAL LOT SALES REBATE PROGRAM (RLSRP)</b>	City Council	10.185
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE</b>
City Council	City of Yorkton	August 19, 2024
		<b>PAGE #</b>
		1 of 1

**PURPOSE:**

To encourage sale of existing residential lot inventory in underdeveloped residential subdivisions.

**POLICY:**

1. City Council has adopted the **Residential Lot Sales Rebate Program (RLSRP)**, as outlined.
  - 1.1 The RLSRP succeeds the former Show Home Rebate Program.
  - 1.2 The RLSRP is made available to anyone wishing to construct dwelling units on City-owned residential lots.
  - 1.3 A rebate equal to 50% of the purchase price of the lot will be offered to all purchasers until budgeted funding is fully allocated.
  - 1.4 Applicants will automatically receive the rebate upon receipt of a signed Purchase and Sales Agreement.
  - 1.5 Lots will otherwise be sold as per City of Yorkton Policy No. 10.180 “Sale of Residential Lots”.
  - 1.6 Applicants are not eligible to receive the RLSRP for multiple properties until October 1, 2024.
  - 1.7 If multiple applications are received in the same timeframe and funding allocations are exceeded, preference will be given to builds carried out by local contractors.
  - 1.8 A property that received a rebate for the LSRP may also be considered for the Residential Construction Incentive upon application of a Building Permit for eligible structures.
  - 1.9 The City reserves the right to deny approval under the LSRP if:
    - 1.9.1 The applicant has any unpaid City property taxes or fines.
    - 1.9.2 The applicant is in contravention of any City bylaw.
  - 1.10 This Policy will close to new applicants at the end of 2024.

**RESPONSIBILITY:**

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



TITLE: Contract Negotiations – CUPE Local 342	DATE OF MEETING: January 27, 2025
CLEARANCES:  Ashley Stradeski – Director of Finance  <b>Ashley Stradeski</b>	REPORT DATE: January 22, 2025
Written by: Gord Kennedy – Director of Human Resources  <b>Gord Kennedy</b>	ATTACHMENTS:
Reviewed by: Jessica Matsalla – City Clerk  <b>Jessica Matsalla</b>	
Approved by: Brad Hvidston – City Manager  <b>Brad Hvidston</b>	

**PURPOSE/BACKGROUND**

The collective agreement between CUPE Local 342 and the City of Yorkton expired on December 31, 2024. As per the standard labour relations cycle, negotiations took place to reach a renewal of the agreement. After seven (7) days at the bargaining table with CUPE Local 342, negotiations came to completion on January 15, 2025. Council was presented with updates throughout the process and provided ongoing direction to the negotiating team.

The parties have successfully reached a three (3) year agreement, which the CUPE membership ratified on January 21, 2025. The new agreement includes the addition of updates to *The Saskatchewan Employment Act*, improved safety provisions, and continuation of a performance based compensation system that provides flexibility and support for services that are of value to the City and its citizens. This agreement results in a base wage increase of \$1.50 / hour effective January 1, 2025 and 3% each year for the remaining two (2) years (January 1, 2026 and 2027). Additional incentives were also included in the agreement to encourage employees to attain further certification levels that are required for safe, continuous and efficient operation of City services.

**OPTIONS**

1. That Council ratify the three (3) year agreement between the City of Yorkton and CUPE Local 342, effective January 1, 2025 to December 31, 2027.
2. Other direction as Council sees fit.

**ADMINISTRATIVE RECOMMENDATION(S)**

That Council ratify the three (3) year agreement between the City of Yorkton and CUPE Local 342, effective January 1, 2025 to December 31<sup>s</sup>, 2027.

TITLE: Targeted Sector Support Grant	DATE OF MEETING: January 27, 2025
	REPORT DATE: January 9, 2025
CLEARANCES: Taylor Morrison, Director RCS  Taylor Morrison	ATTACHMENTS: None
Written by: Brad Hvidston, City Manager  Brad Hvidston	
Reviewed by: Jessica Matsalla, City Clerk  Jessica Matsalla	

**PURPOSE/BACKGROUND**

*The Accessibility Regulations* came into force on December 3, 2023. These regulations list public sector bodies that are required to develop an accessibility plan under *The Accessibility Saskatchewan Act*. An accessibility plan is a plan that identifies the actions an organization will take to remove and prevent accessibility barriers for persons who interact with their organization. Municipalities with populations over 10,000 people, including the City of Yorkton, have been identified as organizations that have until December 3, 2025 to complete their first accessibility plan. After this, the City must review and update the plan at least once every three years.

The Targeted Sector Support (TSS) Initiative uses a portion of Municipal Revenue Sharing (\$1.5 million per fiscal year) to support projects that strengthen municipalities’ core operational capabilities through increased regional cooperation. To be eligible for TSS Initiative funding, applicants must be a municipal government established by or under provincial statute and must partner with at least one other community. The TSS Initiative provides funding assistance on a cost-shared basis. For successful projects, the TSS Initiative offers 75 per cent of the project’s eligible costs to the maximum amount of \$100,000. Project partners are responsible for the remaining 25 per cent of the eligible costs.

At a recent City Manager’s meeting these requirements were discussed as well as the resulting financial impact and time requirements they have on each City. It was agreed that a group of cities would submit an application to the TSS Initiative to assist with funding these recently announced government requirements. The cities that will be included in this funding application include Yorkton, Saskatoon, Estevan, Warman, Martensville, Weyburn, Swift Current, Lloydminster, North Battleford and Moose Jaw.

There are three requirements for the application. The first being that multiple municipalities partner together, so this has been met. The second is that at least one quote be obtained by an independent supplier, and that is currently being worked on. The third requirement is that the application is accompanied with a formal letter of support along with Council resolution.

## **DISCUSSION/ANALYSIS/IMPACT**

The City of Yorkton will be required to complete the Accessibility Plan by December 3, 2025 regardless of the success of this application. If successful, this application would reduce the funding requirement of the City of Yorkton as part of the funding would be covered through the TSS Initiative.

## **FINANCIAL IMPLICATIONS**

Other than administrative time required to submit the application and do the follow up report there is no negative financial implication for the City of Yorkton. There is potential for savings if we are successful in obtaining the funding through the TSS Initiative.

## **COMMUNICATION PLAN/PUBLIC NOTICE**

There is no communication plan required for this. After the final accessibility plan is completed it will be required to be submitted to the Government of Saskatchewan and will be used by the City of Yorkton in future facility considerations.

## **STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)**

None

## **OPTIONS**

1. That the City of Yorkton supports the application to the Targeted Sector Support Initiative, in partnership with the cities of Saskatoon, Estevan, Warman, Martensville, Weyburn, Swift Current, Lloydminster, North Battleford and Moose Jaw, to obtain funding to complete an Accessibility Plan for the City of Yorkton, as required under *The Accessibility Saskatchewan Act*.
2. Council choose not to support the application and undertake the project on our own.
3. Other direction as recommended.

## **ADMINISTRATIVE RECOMMENDATION(S)**

That the City of Yorkton supports the application to the Targeted Sector Support Initiative, in partnership with the cities of Saskatoon, Estevan, Warman, Martensville, Weyburn, Swift Current, Lloydminster, North Battleford and Moose Jaw, to obtain funding to complete an Accessibility Plan for the City of Yorkton, as required under *The Accessibility Saskatchewan Act*.