

**CITY OF YORKTON**  
**REGULAR COUNCIL MEETING AGENDA**  
**Monday, April 28, 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 – April 7, 2025
  - b. Committee of the Whole Council Meeting Minutes – April 9, 2025
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
  - a. Economic Development Committee Meeting Minutes – February 13, 2025
  - b. Planning and Infrastructure Commission Meeting Minutes – February 19, 2025
  - c. Economic Development Committee Meeting Minutes – March 13, 2025
  - d. Planning and Infrastructure Commission Meeting Minutes – March 26, 2025
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
  - a. Presentation – Yorkton Lions Club Wonders of Winter
  - b. Public Hearing – Bylaw No. 10/2025 – Amendment to Zoning Bylaw No. 14/2003 – To Clarify Architectural Controls and Design Guidelines for Riverside Terrace
  - c. Public Hearing – Discretionary Use DU03-2025 Veterinary Service, Type 1 in C-1 City Centre Commercial – Dog Grooming at 12 First Avenue N
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
  - a. Land use Planner
    - Discretionary Use DU03-2025 Veterinary Service, Type 1 in C-1 City Centre Commercial – Dog Grooming at 12 First Avenue N
  - b. Director of Recreation & Community Services
    - Yorkton Lions Club Wonders of Winter Campground Use Response
  - c. Director of Planning, Building & Development
    - Bylaw No. 10/2025 – Amendment to Zoning Bylaw No. 14/2003 – To Clarify Architectural Controls and Design Guidelines for Riverside Terrace [2<sup>nd</sup> & 3<sup>rd</sup> Readings]
9. **CORRESPONDENCE**
10. **BYLAWS**
11. **ADMINISTRATIVE REPORTS**
  - a. Director of Legislation and Procedures (City Clerk)
    - Recommendations from the Committee of the Whole
    - Revision to the 2025 Council Meeting Calendar & FCM Conference
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
  - a. Other Item A
  - b. Other Item B
14. **ADJOURNMENT**

# Economic Development Committee

## MINUTES

**FEBRUARY 13, 2025**

**7:00 A.M CITY HALL – COUNCIL CHAMBERS**

Attendees	<b>Chairperson:</b> Bob Knox <b>Councillors:</b> Councillor Dustin Brears <b>Members:</b> Don Reed, Gwen Machnee, Corey Werner, Greg Haas
Invited Guests	Juanita Polegi, Chamber of Commerce; Kaitlyn Kitzan, Yorkton Business Improvement District; Councillor Stephanie Ortynsky
Staff	Jennifer Brooker, Business Liaison; Michael Eger, Director of Planning, Building & Development; Brad Hvidston, City Manager
Regrets	<b>Councillors:</b> <b>Members:</b> <b>Guests:</b>
Absent	<b>Councillors:</b> Councillor Darcy Zaharia <b>Members:</b> Ajay Tadi, Marty Sveinbjornson
Recording	Jennifer Brooker
Call to Order	7:04 am
Adjourn	8:46 am

## ADOPTION OF AGENDA

Discussion	Review of agenda items for discussion.
Motion 03-25	<b>COREY WERNER</b> That the agenda be approved as presented. <b>Carried</b>

## MINUTES OF JANUARY 16, 2025

Discussion	Minutes from the January 16, 2025 meeting of the Committee were circulated.
Motion 04-25	<b>DUSTIN BREARS</b> That the minutes of the January 16, 2025 meeting be approved as presented. <b>Carried</b>

## Economic Development Priorities:

Hotel Development	There is no current update on the feasibility study.
Promote Housing Development	Jennifer gave an update on the Housing Development Incentives recently approved by Council.  The Committee discussed the housing incentives and made a motion to council.
<b>Motion 05-25</b>	<b>DON REED</b> That a recommendation be made to Council that funding for the Residential Lot Sale Rebate Program be increased. <b>Carried</b>
Vacant Commercial Buildings	Jennifer gave an update on the commercial incentives recently approved by Council.

	The Committee discussed the incentives. Councillor Brears questioned if it would be better to offer a new business rent rebate for moving into a vacant building.
Improve the Narrative that Yorkton is “open for business”	Jennifer gave an update on what the department is doing to improve the narrative that Yorkton is “open for business”, and the committee briefly discussed the topic.
Recruitment and retention of medical/dental professionals	The Committee briefly discussed the Yorkton Regional Health Center.
Develop Regional Econ Dev Group	Jennifer, Gwen, and Juanita gave a brief update of the first two meetings of the Central Prairies Development Alliance (CPDA). Jennifer inquired if this item on the priority list is now complete. The committee discussed the CPDA and would like to keep this item as a current priority.

<b>NEXT MEETING</b>	Thursday, March 13, 2024 at 7:00 a.m. at City Hall.
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<b>ADJOURNMENT</b>	The Meeting was adjourned at 8:46 a.m.
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**Bob Knox**

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CHAIRPERSON  
Bob Knox

**Jennifer Brooker**

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RECORDING SECRETARY  
Jennifer Brooker

# Planning and Infrastructure Commission

## MINUTES

FEBRUARY 19<sup>TH</sup>, 2025

7:00 A.M.

MEETING ROOM A,  
CITY HALL – SECOND FLOOR

Attendees	<b>Chairperson:</b> Mike Popowich <b>Councillors:</b> Councillor Quinn Haider, Councillor Stephanie Ortynsky <b>Members:</b> Doug Forster, Eugene Fedorowich, Jan Morrison, Corey Werner, Jerry Koblyka
Staff	Michael Eger – Director of Planning, Building and Development Carleen Koroluk – Land Use Planner Trysta Liebrecht – Administrative Assistant Brad Hvidston – City Manager
Regrets	<b>Councillors:</b> Mayor Aaron Kienle <b>Members:</b> Eleanor Shumay, Glen Tymiak <b>Staff:</b>
Absent	<b>Councillors:</b> <b>Members:</b> Isabel O'Soup <b>Staff:</b>
Recording	Trysta Liebrecht
Call to order	7:00 a.m.
<b>ANNUAL ADMINISTRATION</b> Signatures of Annual forms	

## ADOPTION OF AGENDA

Discussion	Review of Agenda items.
Motion 5-2025	<b>Morrison</b> That the agenda be approved as presented. <b>Carried</b>



## DECLARATION OF CONFLICT OF INTEREST

Discussion	None.
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## APPROVAL OF MINUTES

Discussion	Minutes of the January 29 <sup>th</sup> , 2025 Planning and Infrastructure Commission Meeting were circulated with the Agenda Package.
Motion 6-2025	<b>Fedorowich</b> That the Minutes from the January 29 <sup>th</sup> , 2025 Planning and Infrastructure Commission Meeting be approved. <b>Carried</b>

## OLD BUSINESS

Discussion	None.
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## NEW BUSINESS

### 1. Zoning Amendment – Proposed Bylaw No.5/2025 – Removal of land use “Planned Unit Developments” to be replaced with land use “Group Dwellings”

Discussion	<ul style="list-style-type: none"><li>- Koroluk presented the removal of land use “Planned Unit Developments” to be replaced with land use “Group Dwellings”</li><li>- Developer approached to build multiple units on a lot, but not as condominiums.</li><li>- Developers and planning administration found the existing requirements confusing and hard to understand, and are looking to clarify.</li><li>- Similar to Planned Unit Developments, Group Dwellings would allow for multiple and different types of dwellings on one parcel of land.</li><li>- Commission inquired regarding setbacks, typically only street frontages and sides would need to be considered with internal layouts designed to suit the development.</li><li>- Discussion about city infrastructure, water capacity and sewer load, could it support this type of development. If necessary could be on the developer to upgrade. City does take this into consideration when modeling development of large density areas.</li></ul>
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	<ul style="list-style-type: none"> <li>- Parking requirements must follow the bylaw outlined by the city.</li> </ul>
Motion 7-2025	<p><b>Fedorowich</b></p> <p>The Planning and Infrastructure Commission recommends that Council approve 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".</p> <p><b>Carried</b></p>

## 2. Discretionary Use DU01-2025 – Business Expansion – Addition of Electrified Parking Area

Discussion	<ul style="list-style-type: none"> <li>- Koroluk Presented the Administration Report, reviewing the Discretionary Use DU01-2025 – Business Expansion – Addition of Electrified Parking Area</li> <li>- Administration became aware of the installation after receiving a complaint about the noise level of trucks operating during the night and early morning hours since the power post had been installed</li> <li>- installation of a power box to support the existing operation is permitted, however the noise issue resulted from third party trucks being parked and stored overnight</li> <li>- Truck storage is not a permitted use in the Highway Commercial zoning district and the owner has confirmed that this use has ceased.</li> <li>- Commission questioned the City's stance on heavy trucks in residential areas. Currently, there are bylaws in place to deter heavy trucks in residential zones.</li> <li>- The group discussed the fact homeowner's purchased the property with the understanding that it backed onto a commercial zone</li> <li>- Commission discussed potential buffering options, such as berms and sound walls Administration explained costs associated with buffering are significant and physical separations such as treed municipal buffers and lanes are typically relied on</li> <li>- Administration anticipates that related bylaws will be reviewed as well for potential updates.</li> </ul>
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Motion 8-2025	<b>Fedorowich</b> The Planning and Infrastructure Commission recommends that Council approve Discretionary Use DU01-2025 which proposes the installation of a power post in an existing parking area at 537 Broadway Street East. <b>Carried</b>
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## BUSINESS FROM THE FLOOR

Discussion	<ul style="list-style-type: none"> <li>- Commission inquired about the old Sacred Heart Building</li> <li>- Eger asked the Commission for input regarding the Dalebrooke Dr water line replacement and whether or not the sidewalk on the west side of Dalebrooke up to Broadway should be reinstated</li> </ul>
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## NEXT MEETING

	Wednesday, March 12 <sup>th</sup> ,2025 at 7:00 a.m. at City Hall Meeting Room A
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## ADJOURNMENT

Motion 9-2025	<b>Popowich</b> That the meeting be adjourned at 8:14 a.m. <b>Carried</b>
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## SIGNATURE OF MINUTES

<b>Chairperson</b>	Mike Popowich _____ <b>Chairperson</b>
<b>Recording Secretary</b>	Trysta Liebrecht _____ <b>Trysta Liebrecht</b>

# Economic Development Committee

**MINUTES**

**MARCH 13, 2025**

**7:00 A.M CITY HALL – COUNCIL CHAMBERS**

Attendees	<b>Chairperson:</b> Bob Knox <b>Councillors:</b> Councillor Dustin Brears, Councillor Darcy Zaharia <b>Members:</b> Don Reed, Marty Sveinbjornson, Greg Haas
Invited Guests	Juanita Polegi, Chamber of Commerce; Councillor Stephanie Ortynsky
Staff	Jennifer Brooker, Business Liaison; Michael Eger, Director of Planning, Building & Development; Brad Hvidston, City Manager
Regrets	<b>Councillors:</b> <b>Members:</b> Ajay Tadi, Gwen Machnee <b>Guests:</b> Kaitlyn Kitzan, Yorkton Business Improvement District
Absent	<b>Councillors:</b> <b>Members:</b> Corey Werner
Recording	Jennifer Brooker
Call to Order	7:04 am
Adjourn	8:30 am

## **ADOPTION OF AGENDA**

Discussion	Review of agenda items for discussion.
<b>Motion 06-25</b>	<b>GREG HAAS</b> That the agenda be approved as presented. <b>Carried</b>

## **MINUTES OF FEBRUARY 13, 2025**

Discussion	Minutes from the February 13, 2025 meeting of the committee were circulated.
<b>Motion 07-25</b>	<b>DUSTIN BREARS</b> That the minutes of the February 13, 2025 meeting be approved as corrected. <b>Carried</b>

## **Economic Development Priorities:**

Hotel Development	Jennifer gave an up-date on the project of bringing a new hotel development to Yorkton. The Committee discussed the need for a new hotel and feasibility study.
Promote Housing Development	Jennifer gave an update on the Housing Development Incentives recently approved by Council. The Committee briefly discussed the housing incentives.
Vacant Commercial Buildings	Jennifer gave a brief update on the commercial incentives offered by the city. The Committee discussed the incentives and made a motion.

<b>Motion 08-25</b>	<b>DUSTIN BREARS</b> That a draft policy be developed to offer incentives to new business leasing vacant buildings within the city. <b>Carried</b>
Improve the Narrative that Yorkton is "open for business"	Jennifer gave an update on what the department is doing to improve the narrative that Yorkton is "open for business".  The Committee discussed the magazine article about the city in Business in Focused Magazine.
Recruitment and retention of medical/dental professionals	Jennifer reported that SHA is attending recruitment events this month and the City has provided some post cards with the Yorkton advantages and a QR Code to the Economic Development page of the website.
Develop Regional Econ Dev Group	Juanita gave a brief update of the Central Prairies Development Alliance (CPDA).

#### Business From the Floor

<b>Open Discussion</b>	The Committee discussed a number of topics including scheduling a meeting with the local MLA and the MP for the region.
<b>Motion 09-25</b>	<b>Marty Sveinbjornson</b> That the council members of the committee engage the local MLA to plan a fall meeting with the committee. <b>Carried</b>

<b>NEXT MEETING</b>	Thursday, April 10, 2025 at 7:00 a.m. at City Hall.
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<b>ADJOURNMENT</b>	The Meeting was adjourned at 8:30 a.m.
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**Bob Knox**

CHAIRPERSON  
Bob Knox

**Jennifer Brooker**

RECORDING SECRETARY  
Jennifer Brooker

# Planning and Infrastructure Commission

## MINUTES

MARCH 26<sup>TH</sup>, 2025

7:00 A.M.

MEETING ROOM A,  
CITY HALL – SECOND FLOOR

Attendees	<b>Chairperson:</b> Jerry Kobylka <b>Councillors:</b> Councillor Quinn Haider <b>Members:</b> Doug Forster, Eugene Fedorowich, Jan Morrison, Corey Werner, Eleanor Shumay, Glen Tymiak
Staff	Michael Eger – Director of Planning, Building and Development Carleen Koroluk – Land Use Planner Trysta Liebrecht – Administrative Assistant
Regrets	<b>Councillors:</b> Mayor Aaron Kienle, Councillor Stephanie Ortynsky <b>Members:</b> Mike Popowich, Isabel O'Soup <b>Staff:</b>
Absent	<b>Councillors:</b> <b>Members:</b> <b>Staff:</b>
Recording	Trysta Liebrecht
Call to order	6:58 a.m.
<b>ANNUAL ADMINISTRATION</b> Signatures of Annual forms	

## ADOPTION OF AGENDA

Discussion	Review of Agenda items.
Motion 10-2025	<b>Shumay</b> That the agenda be approved as presented. <b>Carried Unanimously</b>

## DECLARATION OF CONFLICT OF INTEREST

Discussion	Councillor Ortynsky Declared a conflict to the item at Monday's Council meeting, therefore excused herself from attending today's meeting.
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## APPROVAL OF MINUTES

Discussion	Minutes of the March 26 <sup>th</sup> , 2025 Planning and Infrastructure Commission Meeting were circulated with the Agenda Package.
Motion 11-2025	<b>Koblyka</b> That the Minutes from the February 19 <sup>th</sup> , 2025 Planning and Infrastructure Commission Meeting be approved.
Motion 12-2025	<b>Koblyka</b> That the Minutes from the February 19 <sup>th</sup> , 2025 Meeting be amended to add Jerry Koblyka as present in attendance at the meeting. <b>Carried</b>
	That the Minutes from the February 19 <sup>th</sup> , 2025 Planning and Infrastructure Commission Meeting be approved as amended. <b>Carried</b>

## OLD BUSINESS

Discussion	None.
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## NEW BUSINESS

### 1. Bylaw 10/2025 - Zoning Bylaw text amendment to clarify Architectural Controls and Design Guidelines for the Riverside Terrace Subdivision

Discussion	<ul style="list-style-type: none"><li>- Eger presented a report on the proposed amendment aimed at clarifying the architectural controls and design guidelines for Riverside Terrace.</li><li>- Recent property purchases in the Terrace Subdivision have prompted the administration to provide clearer guidelines. New buyers are seeking better understanding of these rules to finalize designs that align with the subdivision's standards.</li><li>- The Commission discussed the proposed changes and the approach for enforcing the guidelines.</li></ul>
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	<ul style="list-style-type: none"> <li>- Eger confirms that construction in this area is the only one that requires planning approval and a development permit before proceeding with any building.</li> </ul>
Motion 13-2025	<p><b>Fedorowich</b> That Bylaw No. 10/2025, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by clarifying Architectural Controls and Design Guidelines for the Riverside Terrace Subdivision, be given 1st Reading, and that Administration be authorized to proceed with the Public Notice process.</p> <p><b>Carried</b></p>

## BUSINESS FROM THE FLOOR

Discussion	<ul style="list-style-type: none"> <li>- Concerns were raised regarding odors from the crush plants and whether they are being adequately monitored.</li> <li>- Update provided on Grain Miller Road.</li> <li>- Gladstone Seniors Centre building update</li> <li>- McBurney Sewer relining update</li> </ul>
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## NEXT MEETING

	Wednesday, April 16 <sup>th</sup> , 2025 at 7:00 a.m. at City Hall Meeting Room A
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## ADJOURNMENT

Motion 14-2025	<p><b>Shumay</b> That the meeting be adjourned at 8:02 a.m.</p> <p><b>Carried</b></p>
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## SIGNATURE OF MINUTES

<b>Chairperson</b>	<p><b>Jerry Kobylka</b></p> <p>_____</p> <p><b>Chairperson</b></p>
<b>Recording Secretary</b>	<p><b>Trysta Liebrecht</b></p> <p>_____</p> <p><b>Trysta Liebrecht</b></p>



From: [amanda@yorkton.ca](mailto:amanda@yorkton.ca)  
To: [Amanda Dietz](#)  
Subject: New Response Completed for Request to Appear Before Council Form  
Date: Monday, April 14, 2025 12:04:54 PM  
Attachments: [IMG\\_7558.jpeg](#)

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Hello,

Please note the following response to Request to Appear Before Council Form has been submitted at Monday April 14th 2025 12:02 PM with reference number 2025-04-14-009.

- **First name:**  
Don
- **Last Name:**  
Reed
- **Committee/Organization name:**  
Yorkton Lions Club "WONDERS OF WINTER"
- **Address:**  
[REDACTED]
- **City:**  
Yorkton
- **Province:**  
Saskatchewan
- **Postal code:**  
[REDACTED]
- **Name:**  
Don Reed
- **Title:**  
Secretary & WOW co-Chair
- **Daytime phone number:**  
[REDACTED]
- **Email:**  
[REDACTED]
- **Date of request:**  
4/14/2025
- **Date of council meeting that the presenter is wishing to attend:**  
4/28/2025
- **Topic being presented:**  
WONDERS OF WINTER project and continued use of City Campground in Winter
- **Description of request: (Clearly state what is being asked of Council. Provide detailed information about why the information is being presented and the importance to the community)**  
Update on 2024 Wonders of Winter at City Campground and discussion for continuing in 2025 and beyond as it was and will continue to grow as a major Winter tourism event for the City
- **If you have any supporting documents you would like to submit with your request, please attach them here:**
  1. [IMG\\_7558.jpeg](#) [1.9 MB]

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







## Public Notice

### Proposed Zoning Bylaw Amendment to Amend Text

**Details:** Yorkton City Council will consider Bylaw No. 10/2025, a text amendment to Bylaw No. 14/2003, to clarify Architectural Controls and Design Guidelines for the Riverside Terrace Subdivision.

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, April 28, 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 April 23, 2025. Written submissions must be directed to:

Jessica Matsalla, Director of Legislation and Procedures

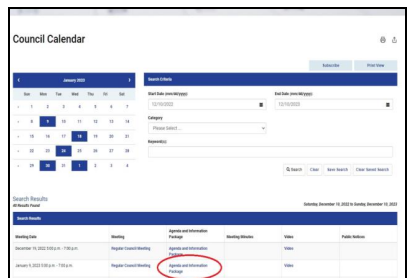
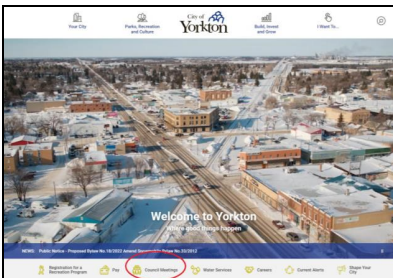
In Person: 37 Third Avenue North, Yorkton, SK

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 March 24, 2025 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:

City of Yorkton Planning Department

Phone: (306) 786-1710

Email: [planningservices@yorkton.ca](mailto:planningservices@yorkton.ca)



City of  
**Yorkton**

**GallagherCENTRE**

# FLEA MARKET

GALLAGHER CENTRE CURLING RINK  
SAT MAY 31 | 9 AM - 3 PM

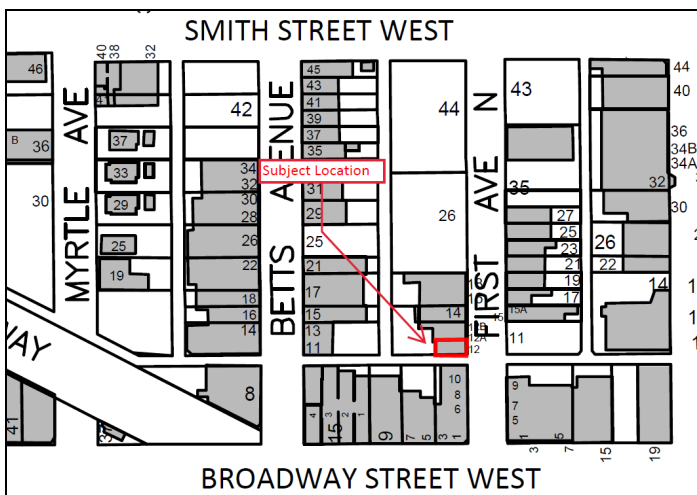
\$30 PER TABLE. ADD A TABLE FOR \$6 EACH. \*  
\*plus applicable taxes.

Book your table by May 23rd at  
[cityofyorkton.perfectmind.com](http://cityofyorkton.perfectmind.com)

For more info, call 306-786-1740 or  
email [gallaghercentre@yorkton.ca](mailto:gallaghercentre@yorkton.ca)



**Public Notice**  
**Discretionary Use Application for**  
**Veterinary Service, Type 1 in C-1 City Centre Commercial Zoning District**  
**12 First Avenue North**



Legal Description: Lot 31-Blk/Par 1-Plan 99Y11400  
Civic Address: 12 First Avenue North  
Proposed Use: Veterinary Service, Type 1 – Dog Grooming

**Details:** The applicant proposes to provide dog grooming services including bathing, drying and general grooming including hair cutting, brushing, nail trimming and ear cleaning.

Dog grooming generally conforms to and is deemed to be included in the land use Veterinary Service, Type 1. Veterinary Service, Type 1 use is a Discretionary Use in the C-1 City Centre Commercial zoning district and requires City Council authorization under *The Planning and Development Act*, 2007 to proceed.

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

**Public Hearing:** City Council will hear all persons who are present and wish to speak to the proposed applications and all written submissions will be read verbatim, unless the submitter is in attendance to speak on the submission, on **Monday, April 28, 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, April 23, 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 April 7, 2025 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:**

City of Yorkton Planning Department  
Phone: (306) 786-1710  
Email: [planningservices@yorkton.ca](mailto:planningservices@yorkton.ca)

<b>TITLE: Discretionary Use DU03-2025</b> <b>Veterinary Service, Type 1 in C-1 City Centre Commercial – Dog Grooming at 12 First Ave N</b> <b>Council Report #2 – Public Hearing</b>	MEETING DATE: April 28, 2025
<b>CLEARANCES:</b> Michael Eger - Director of Planning, Building & Development  Michael Eger	REPORT DATE: April 21, 2025  <b>ATTACHMENTS:</b> 1. Council Report from April 7, 2025
Written by: Carleen Koroluk - Land Use Planner  Carleen Koroluk	
Reviewed by: Jessica Matsalla - City Clerk  Jessica Matsalla	
Approved by: Brad Hvidston - City Manager  Brad Hvidston	

**Summary of History/Discussion:**

This report follows the Public Hearing regarding a Development Permit application for a dog grooming business at 12 First Avenue North.

Dog grooming as a stand alone business that does not provide kennel services, generally conforms to, and is deemed to be included in, the land use Veterinary Service, Type 1. Veterinary Service, Type 1 is listed as a Discretionary Use in the C-1 City Centre Commercial zoning district and, under *The Planning and Development Act, 2007*, requires Council authorization to proceed.

**Public Notice:**

The application was presented to Council at the April 7, 2025 meeting where Public Notice was authorized. As such, the discretionary use was advertised and circulated in accordance with the public notification requirements of the City of Yorkton, including advertisement in the local newspaper, at City Hall and on the City website. In addition, pursuant to *The Planning and Development Act, 2007*, a direct mail-out was sent to thirty-five (35) owners of property within 75 metres (250ft) of the subject property.

As of the date of this report, one inquiry was received, in which the caller requested clarification of the use. Individuals wishing to speak to the proposed Discretionary Use had the opportunity to present to Council during the Public Hearing held earlier in this meeting.

## **Planning & Infrastructure Commission**

The application was referred to the Planning and Infrastructure Commission for review at the April 16, 2025 Commission meeting.

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

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

The Commission was in support of the application, noting: the current lack of local dog groomers; that laneways buffer the use from southerly and westerly properties; and that the northerly business is operated by the subject property owner. The Commission subsequently carried a unanimous motion that the use be recommended for approval to City Council.

## **Council's Options:**

1. That Discretionary Use application DU03-2025 which proposes a Veterinary Service – Type 1 use as defined in City of Yorkton Zoning Bylaw No. 14/2003, at 12 First Avenue North, legally described as Lot 31-Blk/Par 1-Plan 99Y11400, be approved and that the Development Officer be authorized to issue a Development Permit.
2. That Discretionary Use application DU03-2025 which proposes a Veterinary Service – Type 1 use as defined in City of Yorkton Zoning Bylaw No. 14/2003, at 12 First Avenue North, legally described as Lot 31-Blk/Par 1-Plan 99Y11400, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

## **Administration's Recommendation:**

1. That Discretionary Use application DU03-2025 which proposes a Veterinary Service – Type 1 use as defined in City of Yorkton Zoning Bylaw No. 14/2003, at 12 First Avenue North, legally described as Lot 31-Blk/Par 1-Plan 99Y11400, be approved and that the Development Officer be authorized to issue a Development Permit.

## ATTACHMENT 1 – APRIL 7, 2025 COUNCIL REPORT



### REPORT TO COUNCIL

<b>TITLE: Discretionary Use DU03-2025</b> <b>Veterinary Service, Type 1 in C-1 City Centre Commercial – Dog Grooming at 12 First Ave N</b> <b>Council Report #1 – Public Notice Authorization</b>	MEETING DATE: April 7, 2025
	REPORT DATE: April 1, 2025
<b>CLEARANCES:</b> Michael Eger - Director of Planning, Building & Development  Michael Eger	<b>ATTACHMENTS:</b> 1. Aerial View 2. Summary of Discretionary Use Application Process 3. Business Plan
Written by: Carleen Koroluk - Land Use Planner Carleen Koroluk	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Brad Hvidston - City Manager Brad Hvidston	

#### Summary of History/Discussion:

This report is in response to a Development Permit application for a dog grooming business at 12 First Avenue North (See Attachment 1).

While dog grooming is not specifically defined as a land use in Zoning Bylaw No. 14/2003 (the Bylaw), Section 2.2.2 notes:

*2.2.2.1 – The typical uses which may be listed in the definitions are not intended to be exclusive or restrictive. Reference should be made to the definition of the use class in determining whether or not a use is included within a particular use class.*

*2.2.2.2 – Where a specific use does not conform to the wording of any use class definition or generally conforms to the wording of two or more use class definitions, Council may deem that the use conforms to and is included in that use class which they consider to be the most appropriate in character and purpose.*

Under the Bylaw, dog grooming, as a stand alone business that does not provide kennel services, generally conforms to and is deemed to be included in the land use Veterinary Service, Type 1, defined as:

*Veterinary Service – a facility for the care and treatment of animals involving outpatient care and medical procedures involving hospitalization.*

*Veterinary Service, Type 1 – a veterinary service for small animals, including indoor, overnight accommodation and the sale of products related to veterinary services, but not including the keeping of animals in outdoor pens.*

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Veterinary Service, Type 1 is listed as a Discretionary Use in the C-1 City Centre Commercial zoning district and, under *The Planning and Development Act, 2007*, requires Council authorization to proceed (see Attachment 2).

### **Administrative Review:**

The applicant began providing grooming services in late 2023 at another location in the city, however their lease was recently terminated and they are now looking for a new location. The subject property is currently vacant and minimal upgrades are required for the business to operate there.

Discretionary Use applications are typically more favourably considered where it can be demonstrated that their location is appropriate to the site and that it will have a minimal impact on the surrounding adjacent areas, including, but not limited to:

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

To support the application, the applicant has provided a business plan (See Attachment 3) noting:

- that being located next to the alley, there is only one direct neighbouring business, currently a laundromat;
- that the layout proposes the drying room, which creates the most noise, being situated on the alley side to minimize noise and odour impact on the laundromat business;
- that the use will have a minimal impact on traffic as there is sufficient on-site parking in the rear of the building to accommodate staff and or drop offs.

### **Conclusion:**

The proposed use complies with Zoning Bylaw requirements and 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.

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

### **Council's Options:**

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU03-2025 which proposes a Veterinary Service – Type 1 use at 12 First



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Avenue North and that the application be brought back to Council at a later date for its review and decision;

2. That Public Notification for Discretionary Use application DU03-2025, which proposes a Veterinary Service – Type 1 use at 12 First Avenue North, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

### **Administration's Recommendation:**

That Administration be authorized to proceed with Public Notification for Discretionary Use application DU03-2025 which proposes a Veterinary Service – Type 1 use at 12 First Avenue North and that the application be brought back to Council at a later date for its review and decision.

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ATTACHMENT 1 – 12 FIRST AVENUE NORTH - AERIAL VIEW



Discretionary Use DU03-2025 – 12 First Ave N – Dog Grooming in C-1  
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## ATTACHMENT 1 – APRIL 7, 2025 COUNCIL REPORT

### 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 1 – APRIL 7, 2025 COUNCIL REPORT**

**ATTACHMENT 3 – BUSINESS PLAN**



**Intended use of property:**

The property will be used for the purpose dog grooming. This entails:

1. Bathing
2. Drying
3. Final grooming
  - hair cutting
  - brushing
  - nail trimming
  - ear cleaning



## ATTACHMENT 1 – APRIL 7, 2025 COUNCIL REPORT

### ATTACHMENT 3 CONTINUED – BUSINESS PLAN

#### 1. Bathing

- A stainless steel tub is used that requires a hot and cold water lines as well as a drain pipe
- The tub is quite large, 50 inches long and has a removable grate to adjust to all dog sizes and a hair trap so there is not hair going down the drain freely
- This does increase moisture as well as water can escape the tub due to the size of dog, shaking themselves to remove water during bathing
- Slip mat's are used on the floors as well as always having extra towels laid down to trap water from shaking dogs

In this location we will be using the back portion of the building to do the dog bathing. This location has a fully enclosed room right beside the bathroom that has lines already available as this was used as a hair salon. We will be using this room to complete the bathing



- The only changes we will be doing are:
  - Installing a vent from this room to the exterior building to remove excess moisture in the air and any smells that may be

#### 2. Drying

- I use a high velocity dryer with a cone attachment to dry the dog
- This can be loud so I wear ear protection as well as putting a neck warmer around the dog's ears
- The dryer requires a 20 amp plug in

In this location we will be using the fully enclosed room adjacent to the bathing room to dry dogs. There are 20 amp plug ins that are adequate for the dryer since the hair salon also required higher voltage for their hair dryers. This room will contain noise as the neighbour to this side of the building is the alley and this will be the furthest room away from the laundromat

The changes we will be completing:

- This room is will also be ventilated outside to remove any excess moisture or smells



## ATTACHMENT 1 – APRIL 7, 2025 COUNCIL REPORT

### ATTACHMENT 3 CONTINUED – BUSINESS PLAN

#### 3. Final grooming

- This involves hair cutting if required, brushing to remove excess hair and detangling
- Nails are trimmed on every dog
- Ears are plucked if required and cleaned

This will all be done in the front portion of the unit. This leaves lots of excess hair on the ground that needs to be swept between grooms. If there was noise from the dogs barking this is when it would be heard by the neighbours or people walking past the business. We will ensure loud and barking dogs are booked in evenings as well as weekends to not disturb neighbouring businesses

#### The changes:

- The only changes we will be doing to the front entrance is adding a gate and a till area to block off dogs from getting loose or being able to exit the building when a customer enters the building



#### Hours of business:

- I will be doing Tuesday and Thursday as days I will stay open late 8am - 8pm
- Monday, Wednesday & Friday will be 8am - 6pm
- Saturday or Sunday days open will alternate every second weekend

- We will ask the clients we are aware of that have dogs that bark frequently to come for an early morning, late evening or weekend slot

- Everything including all stand alone services are by appointment only



## ATTACHMENT 1 – APRIL 7, 2025 COUNCIL REPORT

### ATTACHMENT 3 CONTINUED – BUSINESS PLAN

#### Traffic

There should not be any impact to traffic, parking would be the only thing needed, there is spots in the back of the business clients can use to come in the front door or street parking available

The only affected neighbour would be the laundromat neighbouring business if there was an excessively barking dog but their washers and dryers are attached to the wall that is connected to this unit so if there was someone in there doing laundry any dog sounds would be muffled by their use of the laundromat business

We will be doing daily perimeter checks as well to ensure that if owners missed or neglected to clean up feces it will be attended to.



#### Summary of changes:

- Adding a gate to front entrance
- Adding ventilation to both the drying room and the bathing room

<b>TITLE:</b> <b>Yorkton Lions Club Wonders of Winter Campground Use Response</b>	<b>DATE OF MEETING: April 28, 2025</b>
	<b>REPORT DATE:</b> April 21, 2025
<b>CLEARANCES:</b>	<b>ATTACHMENTS:</b>
Written by: Taylor Morrison, Director of Recreation & Community Services  Taylor Morrison	
Reviewed by: Jessica Matsalla, City Clerk  Jessica Matsalla	
Approved by: Brad Hvidston, City Manager  Brad Hvidston	

### **BACKGROUND**

At the November 6, 2023 Regular Council meeting, the Yorkton Lions Club presented their vision of an annual Christmas lights festival occurring in the City Campground. This event is based off of the success of Saskatoon’s annual “Enchanted Forest” event. The Lions Club requested the City sponsor the event by providing free access to the campground area and also covering the costs associated to snow removal and power for the light displays. The following motion was approved by Council:

*That should the Lions Planning Committee be able to proceed with the Festival of Lights event beginning in 2023, that Council approve the request of the Yorkton Lions Club for City of Yorkton support in conducting the Festival of Lights for one year with first right of refusal thereafter for a maximum term of five (5) years before review, and to take place starting on or around the annual Santa Clause Parade until approximately Ukrainian Christmas on the following conditions:*

- a. That the Lions Club agrees to carry appropriate insurance for the event in accordance with the requirements of the City;*
- b. That power and snow removal be sponsored for the event, to be funded from the Legislative Grants Account; and*
- c. That the City of Yorkton be recognized as a sponsor in any advertising or signage regarding the event.*

### **DISCUSSION/ANALYSIS/IMPACT**

Unfortunately the event was not able to proceed for the 2023 holiday season, however planning continued and the event did occur over the 2024 holiday season. As requested earlier by the Lions Club there is desire in extending the lease agreement between the City and the Club for an additional five years through the 2029 holiday season, and building on the success from last year.



## **FINANCIAL IMPLICATIONS**

The total cost to the City for the last year's event was \$5,407.97.

The following costs are directly related to the campground sponsorship:

- Power Billing               \$854.70
- Snow Removal           \$1,260.00
- \$2,114.70

An additional \$3,293.28 was spent on electrical work, materials, and repairs to the main entry gate, however are one-time costs which are not anticipated for future years.

Power consumption costs are relatively low, as the event utilizes LED lighting throughout their displays. Snow removal costs will vary each year depending on snowfall, but would continue to be tracked on an annual basis to inform future events and potential sponsorships.

## **OPTIONS**

1. That Council direct Administration to proceed with extending the campground lease with the Yorkton Lions Club for the Wonders of Winter event for five years, and further that the costs associated to power and snow removal be sponsored on an annual basis through the Legislative Grants Account.
2. That Council provide other direction.

## **RECOMMENDATION**

**That Council direct Administration to proceed with extending the campground lease with the Yorkton Lions Club for the Wonders of Winter event for five years, (through the 2029 holiday season), and further that the costs associated to power and snow removal be sponsored on an annual basis through the Legislative Grants Account.**

## REPORT TO COUNCIL

<b>TITLE: Bylaw No. 10/2025 – Amendment to Zoning Bylaw No. 14/2003 – Text Amendment to clarify Architectural Controls and Design Guidelines for the Riverside Terrace Subdivision</b> <b>Council Report #2 – 2<sup>nd</sup> &amp; 3<sup>rd</sup> Reading</b>	DATE OF MEETING: April 28, 2025
CLEARANCES:	REPORT DATE: April 21, 2025  ATTACHMENTS: 1. Bylaw No. 10/2025, as amended 2. March 24, 2025 Council Report
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>	

### **Summary of History/Discussion:**

At the March 3, 2025 Council meeting, Council granted 1<sup>st</sup> Reading and approved public notice for Bylaw 10/2025. The Bylaw proposes amendments to Riverside Terrace Architectural Controls contained in the Zoning Bylaw. The goal of the amendment is to shorten the regulations, to focus regulations on the privately-held lands, and to reflect the allowances granted to existing homes in the subdivision. The March 3, 2025 Council Report is attached for reference (Attachment 2).

### **Planning and Infrastructure Commission:**

The application was referred to the Planning and Infrastructure Commission for review at the March 26, 2025 Commission meeting.

The Planning and Infrastructure Commission plays an important part in civic government by providing representation from a broad spectrum of the community to assist City Council in their decision making. City Administration provides recommendations for the Commission to consider which are based on sound land use planning practices, including relevant policies and procedures. The Commission, however, is not bound by the Administrative recommendation and is free to carry any motion they see fit, including recommendations either to approve, to approve with conditions, or to deny applications.

The Commission reviewed the Bylaw before any resident feedback was provided to Administration, but was generally in support of regulations which uphold the spirit of the intended development and which protect existing property owners. The Commission also noted subtle urban design characteristics which help to differentiate Riverside Terrace from other subdivisions and the importance of preserving them. The Commission subsequently carried a unanimous motion that the Bylaw be recommended for approval to City Council.

## **Public Notice**

In addition to required advertising, we sent notice of the proposed bylaw directly to all property owners in Riverside Terrace. Comments were received from three property owners, with one stating that they had spoken with several other owners and were trying to capture sentiments of the group.

## **Administrative Review:**

After considering resident feedback, we propose the following amendments (in red font on the amended Bylaw, as per Attachment 1):

<b>Article</b>	<b>Reason for Change</b>
1.a)i. Revise wording so that all lots have the same minimum floor areas (1,600 sq ft for a one-storey dwelling, and 2,000 sq ft for a two-storey)	Holdover from the original regulations, however, all respondents were concerned about allowing homes smaller than what is existing.
1.c)i. Require an attached garage (with minimum of 2 parking spaces)	Garages were not previously required to be attached. The change will ensure future homes compliment existing, while ensuring larger building footprints desired by existing residents.
1.c).ii. Specify allowance for 1 shed, up to a maximum of 160 sq ft	Was not absolutely clear; reflects what has been previously allowed; guards against hobby or work shops, which could introduce nuisance
1.c)iii. Allow triple car garages to be in the front yard when turned to the side.	Respondents indicated they were not concerned with the design of the existing homes which have front yard triple car garages. If not turned to the side, one of the 3 bays could be brought back to match the front building line of the rest of the dwelling, allowing for 2 of the bays to be in the front yard.
1.c)iv. Remove wording which requires a longer parking space for storage of equipment	Unenforceable – the regulation still requires a deeper parking space which will facilitate extra storage.
1.d)i. As already required for landscaping, require that exterior finishes be completed within 24 months of construction	Respondents asked that this be addressed – Gives Administration better tool to enforce unfinished homes which have been granted occupancy.

Article	Reason for Change
3.a)ii. Establish separate fencing regulations for those lots which back Yorkton Creek	Identified by a respondent - A 2015 resident survey had a majority in favour of allowing only stone or wrought iron fencing for lots along the Creek, while allowing for privacy-type fencing on lots with yards backing the field to the north and the road to east.
3.c)i. Allow more flexibility for satellite dish mounts	Identified by a respondent - Previously dishes were not allowed to be visible from the front, but likely impossible to achieve in some situations, especially for south-facing homes which also require south-facing (TV) satellite dishes.
3.c)iii. Remove reference to secondary roads	Vague wording as “secondary roads” are not defined and could make it impossible to install solar panels.

### **Additional Consideration:**

The original Controls called for a restrictive covenant to be registered on each title which would serve to inform future buyers of the regulations and to better allow the City to enforce, if needed. This has not been done and Administration will proceed with this undertaking. Rather than registering the Controls as a restrictive covenant, however, Administration will register a miscellaneous interest which indicates properties are bound by the Controls, as outlined in the Zoning Bylaw. This should achieve the desired outcome while also making it less cumbersome to make minor changes in the future.

### **Options:**

1. That amendments to Bylaw No. 10/2025 be approved, and that the Bylaw be given 2<sup>nd</sup> and 3<sup>rd</sup> Reading.
2. That Bylaw No. 10/2025, be denied for reasons as listed by Council.
3. That Administration be provided with alternative direction.

### **Recommendation:**

1. That Bylaw No. 10/2025, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by clarifying Architectural Controls and Design Guidelines for the Riverside Terrace Subdivision, be given 2<sup>nd</sup> Reading, as amended; and
2. That Bylaw No. 10/2025, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by clarifying Architectural Controls and Design Guidelines for the Riverside Terrace Subdivision, be given 3<sup>rd</sup> Reading this 28<sup>th</sup> day of April, 2025, A.D., and entered in the City of Yorkton bylaw registry.

## Attachment 1 – Proposed Bylaw No. 10/2025, as Amended

City of Yorkton  
Saskatchewan

Bylaw No. 10/2025

A Bylaw of the City of Yorkton in the Province of Saskatchewan to  
Amend Zoning Bylaw No. 14/2003, to clarify Architectural Controls  
and Design Guidelines for the Riverside Terrace Subdivision.

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:

### Section 2.1 General Definitions

Adding: Façade: unless otherwise stated, the front of a building facing the primary street

Deleting Section 9.2.8 in its entirety, to be replaced with the following:

**9.2.8 - Architectural Controls and Design Guidelines for Riverside Terrace Subdivision:**  
Notwithstanding Section 9.2 R-1 Development Standards and Section 4.5 Accessory Uses, controls and design guidelines for development in the Riverside Terrace shall be as follows:

#### 1. Principal Building and Accessory Building Guidelines

##### a) Minimum Principal Building Size:

###### ~~i. Lots 4, 23 & 25:~~

~~o bungalow, bi-level, split level – minimum above ground area, not including garage, of 1,200 ft<sup>2</sup> (111.5 m<sup>2</sup>);~~

~~o two-storey – minimum above ground area, not including garage, of 1,400 ft<sup>2</sup> (130 m<sup>2</sup>).~~

###### ~~ii. All other lots:~~

~~i. bungalow, bi-level, split level – minimum above ground area, not including garage, of 1,600 ft<sup>2</sup> (149 m<sup>2</sup>);~~

~~ii. two-storey – minimum above ground area, not including garage, of 2,000 ft<sup>2</sup> (185.5 m<sup>2</sup>).~~

##### b) Building Design:

i. basement walk-outs, where lot contours permit (ie: at the rear of houses located on lots backing onto the Yorkton Creek natural feature) are encouraged;

ii. dwellings which have the same or similar architectural design of existing dwellings shall not be permitted, even if one building plan is flipped or mirrored;

## Attachment 1, continued

- iii. porches, balconies and verandas shall not extend beyond setback lines and the columns supporting such extensions shall be covered in brick, stone, stucco, decorative wood or other similar material;
  - iv. varied roof lines and designs shall be incorporated to define individual dwellings;
  - v. roof design may have features in addition to chimneys but features such as vent stacks, satellite dishes, etc. shall not be visible from the roadway frontage;
  - vi. skylight areas are limited to 3.0 m<sup>2</sup> of total glass surface.
- c) Garage Requirements:
- i. plans shall include, at minimum, an attached garage which provides a minimum of two vehicle parking spaces; ~~double-car garage;~~
  - ii. one shed, with a maximum floor area of 160 square feet (14.9 m<sup>2</sup>), is permitted in the rear yard, in accordance with setback requirements of Section 4.5.4; ~~garages may be constructed as either front attached, rear attached, or detached;~~
  - iii. ~~triple~~ garages which provide adequate room for three vehicle parking space are permitted in the front yard only when they are attached and turned, with openings perpendicular to the street; ~~only as a rear attached or rear detached;~~
  - iv. at least one parking space located within a required garage shall be 26.25' (8 m) in length to provide 6.5' (2 m); ~~for storage of lawn, gardening equipment, snow removal equipment and garbage receptacles;~~
  - v. garages/sheds shall be designed to reflect the character of the principal dwelling unit;
  - vi. Garage design and exterior finishes shall reflect the materials used on the façade of the dwelling and have architectural features, such as staggering of garage bays, that minimize the visual impact of the garage doors.
- d) Exterior Finishes:
- i. Exterior finishes shall be completed by the builder or homeowner within 24 months from the start of construction;
  - ii. the use of vinyl siding on any building exterior is prohibited;
  - iii. a minimum of 40% of the façade and interior side wall of any front attached garage (area less windows and doors) shall be brick, stone or other similar materials that wrap each adjacent side elevation a minimum of 2 ft (0.61 m);
  - iv. all exposed basement walls where walk-out basements are installed shall be finished in materials and colours that complement the exterior walls of the upper floors of the dwelling unit;
  - v. acceptable exterior finish colours shall be natural earth hues and muted pastels;
  - vi. dwellings which have the same, or similar, exterior colour combinations (siding/trim/shingles) shall not be permitted.

## Attachment 1, continued

### 2. Site Plan Control

Prior to the submission of an application for a building permit, the Developer shall submit to the Planning Department for approval:

- a) a Site Plan showing the building footprint of all buildings, lot dimensions, setback requirements and areas of paved and permeable surfaces.
- b) Elevation Plans showing front, rear and side elevations of the buildings to be constructed on the lot, at a minimum scale of 1 inch = 20 feet.
- c) an Exterior Finishing Plan indicating the type of materials to be used, and as closely as possible, the colour of each material.
- d) a Landscape Plan for the entire lot showing the location of trees, shrubs, flowerbeds, garden ponds, rain gardens, patios, decks and other fixed structures, subject to the following:
  - i. front yard landscaping shall be completed by the builder or homeowner within 24 months from the start of construction;
  - ii. at least 25% of the front yard, excluding driveways, porches and other permitted encroachments, shall be landscaped;
  - iii. all front yards shall include a minimum of 50% sod;
  - iv. side and rear yards shall have a minimum of .15 m (six (6) inches) of topsoil;
  - v. all surfaces shall be prepared to final grade.
- e) a Site Grading and Drainage Plan showing the elevations of the final grade and proposed on-site drainage subject to the following:
  - i. the proposed plan shall conform to the Grading and Drainage Plan for the Riverside Terrace Subdivision;
  - ii. the Developer shall be responsible for the final grading and leveling of the site;
  - iii. the Developer shall have access for up to 6" of topsoil for the purpose of landscaping their property.
- f) Soil Erosion and Sediment Control as per Section 4.25 of Zoning Bylaw No. 14/2003.

### 3. Additional Guidelines

- a) Fencing:
  - i. all fencing shall be subject to the approval of the Development Officer and shall require an additional Development Permit if fencing is not proposed at the time of development;
  - ii. all fencing shall be of a decorative nature and shall:
    - a. for lots with a rear lot line abutting Yorkton Creek (Lots 1-6 and 21-27) consist of stone, wrought iron, and/or faux wrought iron;



## Attachment 1, continued

- b. for all remaining lots, consist of stone, wrought iron, faux wrought iron, manufactured lumber, materials that mimic natural wood or a combination of these materials;
      - iii. chain-link fencing is prohibited;
      - iv. fence heights:
        - a. maximum of 1.0 metre for any portion that extends beyond the front wall of the principal building;
        - b. maximum of 2.0 metres for any portion that does not extend beyond the front wall of the principal building.
  - b) Outdoor Lighting:
    - i. all outdoor lighting shall be arranged, installed and maintained to deflect, shade and focus light away from any adjacent property, including streets fencing shall be subject to the approval of the Planning Department;
    - ii. lighting shall be designed and installed to minimize light pollutions as much as possible.
  - c) Satellite Dish Receivers/Solar Panels/Wind Chargers:
    - i. satellite dish receivers shall not be attached to the façade or to any portion of a roof that faces the street; ~~visible from the front lot line;~~
    - ii. on corner lots, every effort shall be made to minimize the visual impact of satellite dish receivers seen from the secondary roadway;
    - iii. solar panels ~~visible from secondary roads~~ shall be of a complementary color and/or shall match the colour of the shingles as closely as possible;
    - iv. wind chargers are prohibited.
  - d) Outdoor Storage and Maintenance:
    - i. no outdoor storage or collection of goods or commodities or other forms of materials shall be permitted;
    - ii. no yard, or portion thereof, shall be used for the outdoor storage of machinery, including recreational vehicles (i.e. motor homes, travel trailers, tent trailers, all-terrain vehicles, boats, utility trailers, horse trailers, etc.);
    - iii. storage of machinery or recreational vehicles shall be permitted only within a wholly enclosed building.



**Attachment 1, continued**

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.

## Attachment 2 – March 24, 2025 Council Report



### REPORT TO COUNCIL

<b>TITLE:</b> Bylaw No. 10/2025 – Amendment to Zoning Bylaw No. 14/2003 – Text Amendment to clarify Architectural Controls and Design Guidelines for the Riverside Terrace Subdivision <b>Council Report #1 – 1<sup>st</sup> Reading &amp; Public Notice</b>	<b>DATE OF MEETING:</b> March 24, 2025
	<b>REPORT DATE:</b> March 19, 2025
<b>CLEARANCES:</b>	<b>ATTACHMENTS:</b> 1. Bylaw No. 10/2025
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>	

#### Summary of History/Discussion:

The Riverside Terrace subdivision was developed by the City in order to provide a unique community of medium to upper-scale single family residential homes. The subdivision was marketed as an opportunity “for discerning homebuyers to be part of the environmentally responsible philosophy that will govern the neighbourhood character”. The City sold the properties with a comprehensive set of Architectural Controls and Design Guidelines (the Controls), which sought to develop and protect a sense of integrity within a development, as well as aid in the maintenance of property values and neighbourhood aesthetics.

While interest in the Riverside Terrace had been quite low, the City has recently sold one lot, received deposits on two others, and received purchase interest from at least two additional parties. Prior to purchase, many of the buyers have sought to clarify the Controls so that they can be sure that their home plans will be permitted. As part of these reviews, both Planning staff and buyers have found the Controls to be confusing and extraneous, and not always consistent with the design of existing homes and sites.

As such, Administration proposes updates to the Controls to shorten the regulations, to focus regulations on the privately-held lands, and to reflect the allowances granted to existing homes in the subdivision.

#### Administrative Review

The Controls have previously been amended such that further amendments would make them challenging to capture. Administration therefore proposes a total rewrite of the regulations (as contained in the attached draft Bylaw), with a summary of proposed changes as follows:

## Attachment 2, continued

- Remove conflicting terminology related to floor area, specifically by removing any reference to “Building Footprint”.
  - o Currently, “Building Footprint” is incorporated into minimum floor area regulations, but is not defined or further quantified. This reference conflicts with other statements relating to minimum floor area in the subdivision.
- Create a definition for façade, which would now specifically refer to the front of the building which faces the fronting street.
- Remove conflicting references to “facades” when addressing permitted exterior finishings.
  - o Perhaps the biggest effect of this will be to clarify that vinyl siding is not permitted in any circumstance, as was likely the intention.
- Clarify that at least 40% of the façade will have to be finished in complimentary materials such as stone or brick.
  - o Currently, this number is only 25%, but a conflicting regulation allows a maximum of 60% of the façade to be covered in stucco or cement-based siding.
  - o The 40% minimum would be consistent with most of the existing facades in the subdivision, and would help to achieve a higher standard than is otherwise typical of neighbouring subdivisions.
- Require, at minimum, a double-car garage.
  - o Currently, a garage is not required, which could lead to a home design that is inconsistent with the rest of the development.
  - o The presence of a garage typically mitigates issues caused by the exterior storage of vehicles and personal effects.
- Remove regulations which require front attached garages to be turned to face the side.
  - o Front attached garages were initially allowed only if they were situated behind the front building wall or if they were turned to face the side yard. This became a sticking point as lot sales slowed, and concessions were ultimately made to allow front attached garages without requiring them to be turned sideways.
  - o A new clause would require the interior side wall of a front attached garage (the wall which abuts the rest of the front yard) to be finished with at least 40% stone, brick or similar material (the same as required for the rest of the façade).
- Remove soft policy statements such as “should”, and remove regulations that can be relaxed by the Development Officer
  - o Soft-policy statements do not achieve desirable outcomes and cannot be enforced, making them extraneous.
  - o The Development Officer typically should not be granted powers to relax regulations as there is a legislated appeals process that exists for this very reason, and safeguards against misuse and inconsistency.
- Clarify landscaping regulations to allow for a mix of sod and other materials in the front yard, provided there is a minimum of at least 50% sod.
- Change fencing regulations to reflect what has been already built, and to uphold direction from a previous resident survey.
  - o The initial plan called for the City to complete perimeter fencing and charge those costs to the lot owners. The City did not get fencing completed prior to selling lots and it is understood that buyers did not agree on what type of fence should be installed, and at what cost. A fencing survey was later conducted, and a majority of the existing residents were opposed to paying for the City to install a uniform perimeter fence, but were generally receptive to other types of decorative fencing (not including chain-link or bright/polished vinyl).

## Attachment 2, continued

### Public Notice

Planning Services proposes to initiate the public notice process including advertisement of the proposed bylaw amendment in the local newspaper, at City Hall and on the City website. Though it is not required, we also propose a mail out to all property owners within Riverside Terrace, to ensure that they have an opportunity for feedback.

The next Council meeting (April 7<sup>th</sup>) will not meet the minimum 15 day notification period, so the public notice would be open until the following meeting (April 28), creating a longer timeline for feedback.

The draft bylaw will also be referred to the Planning and Infrastructure Commission for their review and recommendation.

### Options:

1. That Bylaw No. 10/2025, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by clarifying Architectural Controls and Design Guidelines for the Riverside Terrace Subdivision, be given 1<sup>st</sup> Reading, and that Administration be authorized to proceed with the Public Notice process.
2. That Bylaw No. 10/2025, be denied for reasons as listed by Council.
3. That Administration be provided with alternative direction.

### Recommendation:

1. That Bylaw No. 10/2025, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by clarifying Architectural Controls and Design Guidelines for the Riverside Terrace Subdivision, be given 1<sup>st</sup> Reading, and that Administration be authorized to proceed with the Public Notice process.

## Attachment 3, continued

### Attachment 1

City of Yorkton  
Saskatchewan

Bylaw No. 10/2025

**A Bylaw of the City of Yorkton in the Province of Saskatchewan to  
Amend Zoning Bylaw No. 14/2003, to clarify Architectural Controls  
and Design Guidelines for the Riverside Terrace Subdivision.**

**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:

**Section 2.1 General Definitions**

Adding: Façade: unless otherwise stated, the front of a building facing the primary street

Deleting Section 9.2.8 in its entirety, to be replaced with the following:

**9.2.8 - Architectural Controls and Design Guidelines for Riverside Terrace Subdivision:**

Notwithstanding Section 9.2 R-1 Development Standards and Section 4.5 Accessory Uses, controls and design guidelines for development in the Riverside Terrace shall be as follows:

**1. Principal Building and Accessory Building Guidelines**

a) Minimum Principal Building Size:

- i. Lots 4, 23 & 25:
  - o bungalow, bi-level, split level – minimum above ground area, not including garage, of 1,200 ft<sup>2</sup> (111.5 m<sup>2</sup>);
  - o two-storey – minimum above ground area, not including garage, of 1,400 ft<sup>2</sup> (130 m<sup>2</sup>).
- ii. all other lots:
  - o bungalow, bi-level, split level – minimum above ground area, not including garage, of 1,600 ft<sup>2</sup> (149 m<sup>2</sup>);
  - o two-storey – minimum above ground area, not including garage, of 2,000 ft<sup>2</sup> (185.5 m<sup>2</sup>).

b) Building Design:

- i. basement walk-outs, where lot contours permit (ie: at the rear of houses located on lots backing onto the Yorkton Creek natural feature) are encouraged;
- ii. dwellings which have the same or similar architectural design of existing dwellings shall not be permitted, even if one building plan is flipped or mirrored;

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Bylaw No. 10/2025 to Amend Zoning Bylaw No. 14/2003  
Riverside Terrace Development Guidelines  
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## Attachment 2, continued

### Attachment 1, continued

- iii. porches, balconies and verandas shall not extend beyond setback lines and the columns supporting such extensions shall be covered in brick, stone, stucco, decorative wood or other similar material;
  - iv. varied roof lines and designs shall be incorporated to define individual dwellings;
  - v. roof design may have features in addition to chimneys but features such as vent stacks, satellite dishes, etc. shall not be visible from the roadway frontage;
  - vi. skylight areas are limited to 3.0 m<sup>2</sup> of total glass surface.
- c) Garage Requirements:
- i. plans shall include, at minimum, a double car garage;
  - ii. garages may be constructed as either front attached, rear attached, or detached;
  - iii. triple garages are permitted only as a rear attached or rear detached;
  - iv. at least one parking space located within a required garage shall be 26.25' (8 m) in length to provide 6.5' (2 m) for storage of lawn, gardening equipment, snow removal equipment and garbage receptacles;
  - v. garages shall be designed to reflect the character of the principal dwelling unit;
  - vi. Garage design and exterior finishes shall reflect the materials used on the façade of the dwelling and have architectural features, such as staggering of garage bays, that minimize the visual impact of the garage doors.
- d) Exterior Finishes:
- i. the use of vinyl siding on any building exterior is prohibited;
  - ii. a minimum of 40% of the façade and interior side wall of any front attached garage (area less windows and doors) shall be brick, stone or other similar materials that wrap each adjacent side elevation a minimum of 2 ft (0.61 m);
  - iii. all exposed basement walls where walk-out basements are installed shall be finished in materials and colours that complement the exterior walls of the upper floors of the dwelling unit;
  - iv. acceptable exterior finish colours shall be natural earth hues and muted pastels;
  - v. dwellings which have the same, or similar, exterior colour combinations (siding/trim/shingles) shall not be permitted.

## 2. Site Plan Control

Prior to the submission of an application for a building permit, the Developer shall submit to the Planning Department for approval:

- a) a Site Plan showing the building footprint of all buildings, lot dimensions, setback requirements and areas of paved and permeable surfaces.

## Attachment 2, continued

### Attachment 1, continued

- b) Elevation Plans showing front, rear and side elevations of the buildings to be constructed on the lot, at a minimum scale of 1 inch = 20 feet.
- c) an Exterior Finishing Plan indicating the type of materials to be used, and as closely as possible, the colour of each material.
- d) a Landscape Plan for the entire lot showing the location of trees, shrubs, flowerbeds, garden ponds, rain gardens, patios, decks and other fixed structures, subject to the following:
  - i. front yard landscaping shall be completed by the builder or homeowner within 24 months from the start of construction;
  - ii. at least 25% of the front yard, excluding driveways, porches and other permitted encroachments, shall be landscaped;
  - iii. all front yards shall include a minimum of 50% sod;
  - iv. side and rear yards shall have a minimum of .15 m (six (6) inches) of topsoil;
  - v. all surfaces shall be prepared to final grade.
- e) a Site Grading and Drainage Plan showing the elevations of the final grade and proposed on-site drainage subject to the following:
  - i. the proposed plan shall conform to the Grading and Drainage Plan for the Riverside Terrace Subdivision;
  - ii. the Developer shall be responsible for the final grading and leveling of the site;
  - iii. the Developer shall have access for up to 6" of topsoil for the purpose of landscaping their property.
- f) Soil Erosion and Sediment Control as per Section 4.25 of Zoning Bylaw No. 14/2003.

### 3. Additional Guidelines

- a) Fencing:
  - i. all fencing shall be subject to the approval of the Development Officer and shall require an additional Development Permit if fencing is not proposed at the time of development;
  - ii. all fencing shall be of a decorative nature and shall consist of stone, wrought iron, manufactured lumber, materials that mimic natural wood or a combination of these materials;
  - iii. chain-link fencing is prohibited;
  - iv. fence heights:
    - o maximum of 1.0 metre for any portion that extends beyond the front wall of the principal building;
    - o maximum of 2.0 metres for any portion that does not extend beyond the front wall of the principal building.
- b) Outdoor Lighting:
  - i. all outdoor lighting shall be arranged, installed and maintained to deflect, shade and focus light away from any adjacent property,

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Bylaw No. 10/2025 to Amend Zoning Bylaw No. 14/2003  
Riverside Terrace Development Guidelines  
Page 3 of 4

## Attachment 2, continued

### Attachment 1, continued

- including streets fencing shall be subject to the approval of the Planning Department;
- ii. lighting shall be designed and installed to minimize light pollutions as much as possible.
- c) Satellite Dish Receivers/Solar Panels/Wind Chargers:
- i. satellite dish receivers shall not be visible from the front lot line;
  - ii. on corner lots, every effort shall be made to minimize the visual impact of satellite dish receivers seen from the secondary roadway;
  - iii. solar panels visible from secondary roads shall be of a complementary color and/or shall match the colour of the shingles as closely as possible;
  - iv. wind chargers are prohibited.
- d) Outdoor Storage and Maintenance:
- i. no outdoor storage or collection of goods or commodities or other forms of materials shall be permitted;
  - ii. no yard, or portion thereof, shall be used for the outdoor storage of machinery, including recreational vehicles (i.e. motor homes, travel trailers, tent trailers, all-terrain vehicles, boats, utility trailers, horse trailers, etc.);
  - iii. storage of machinery or recreational vehicles shall be permitted only within a wholly enclosed building.

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. 10/2025 to Amend Zoning Bylaw No. 14/2003  
Riverside Terrace Development Guidelines  
Page 4 of 4

Bylaw No. 10/2025 – Clarify Riverside Terrace Architectural Controls - 1<sup>st</sup> Reading & Public Notice  
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TITLE: Recommendations from the Committee of the Whole Council Meeting of April 9, 2025 – Council Priorities Chart Update	DATE OF MEETING: April 28, 2025
	REPORT DATE: April 25, 2025
CLEARANCES: None.	ATTACHMENTS:  1. Updated Strategic Priorities Chart – April 24, 2025  2. April 9, 2025 CoW Memo
Written & Reviewed by: Jessica Matsalla, City Clerk  <b>Jessica Matsalla</b>	
Approved by: Brad Hvidston, City Manager  <b>Brad Hvidston</b>	

### **PURPOSE/BACKGROUND**

The Council Priorities Chart is a mechanism that was introduced in 2020 to organize and track the top current five (5) priorities of Council, a list of next priorities, advocacy and partnership efforts, as well as departmental priorities aside from day to day operations. The intent is to for quarterly updates to occur on the status of the list.

After the 2024 Municipal Election, multiple Strategic Planning Sessions of Council were held to refine a list compiled by Council and administration, for consideration for the new term's priorities chart. Items were categorized into Large and Small Capital, Operational and Strategic/Policy Categories, and then further refined to ascertain urgency and timelines on each item (i.e. green- now, yellow – later, red-postponed indefinitely, and blue – completed or ongoing). See (Attachment 1).

On April 9, 2025 the Committee of the Whole Council met to review the Council Priorities Chart to discuss its status, and have recommendations for Council to consider for adoption this evening. The minutes of the April 9 Committee of the Whole Meeting were presented earlier for approval. You may watch the video from this meeting [here](#).

### **DISCUSSION/ANALYSIS/IMPACT**

The Committee of the Whole Council reviewed the status of items on the list as presented by the City Manager with a goal of determining steps for the future. Of note, the current priorities were updated to reflect the following:

- a. Reinvigoration of Outdoor Rec Areas – Jaycee Beach/Hopkins Lake
- b. Ag Pavilion Multi-use Sport Court
- c. Outdoor Basketball Courts
- d. New Indoor Sport Facility
- e. Employee Incentive Package;

Next priorities were also brought forward and added to the chart. Since the meeting, Administration has worked on edits to make the chart more compact, succinct, centralized, and

responsive to Council's discussion. An appendix has been added with further details on item responsibility, budget, and next steps.

### **COMMUNICATION PLAN/PUBLIC NOTICE**

Along with the above noted video, the agenda and report packages from public Council Meetings are available online at [www.yorkton.ca](http://www.yorkton.ca) .

Upon Council's approval, the updated Council Priorities Chart (Attachment 1) will be posted on the city website under 'Your City' tab, Council and Administration, and [Plans, Reports and Studies](#).

### **OPTIONS**

1. That Council accept recommendations resulting from motion C00002-2025, as contained in the Committee of the Whole Council Meeting Minutes of Wednesday, April 9, 2025, to adopt the Council Priorities Chart dated April 9, 2025 as presented, and that Council authorize the publication of the chart on the City's website.
2. That Council provide alternate direction.

### **COMMITTEE OF THE WHOLE RECOMMENDATIONS:**

1. That Council accept recommendations resulting from motion C00002-2025, as contained in the Committee of the Whole Council Meeting Minutes of Wednesday, April 9, 2025, to adopt the Council Priorities Chart dated April 9, 2025 as presented, and that Council authorize the publication of the chart on the City's website.



## COUNCIL PRIORITIES CHART

April 9, 2025

CORPORATE PRIORITIES (Council/CAO)	
<b>Current Priorities</b> <ol style="list-style-type: none"> <li>1. Reinvigoration of Outdoor Rec Areas – JC Beach/Hopkins Lake (skating, etc.)</li> <li>2. Ag Pavilion Multi-use sport court</li> <li>3. Outdoor basketball courts</li> <li>4. New Indoor Sport Facility</li> <li>5. Employee incentive package</li> </ol>	<b>Next Priorities</b> <ol style="list-style-type: none"> <li>1. Ice cover for events</li> <li>2. Asset mapping and inventory</li> <li>3. Revenue generation for facilities</li> <li>4. City Operations Centre fitness space</li> <li>5. Exploration of events grant program</li> <li>6. Governance Documents Review (Policies &amp; Bylaws) with Investment priorities as first to review – combined with financial analysis</li> <li>7. Council Committee Review (within next year)</li> <li>8. Better Local government participation – improve voter turnout</li> <li>9. Council Chamber tech upgrades</li> </ol>
<b>COUNCIL ADVOCACY / PARTNERSHIPS</b> <ul style="list-style-type: none"> <li>- Infrastructure &amp; Housing funding with Provincial and Federal governments</li> <li>- Revenue structure with Provincial and Federal governments</li> <li>- Mental Health, Houselessness, and Substance Use Harms Municipal Support Funding</li> <li>- Ongoing meetings and memberships with agency, community and regional partners, and other levels of government on various matters (RM's, York Lake, SUMA, FCM, Yorkton Exhibition Association, Yorkton Tribal Council, Yorkton Chamber of Commerce, YBID, MP's MLA's, etc.)</li> </ul>	

## Working List

Green – Proceed now – lime highlight indicates 'Top 5'	Yellow – circle back in future	Red – postpone until further notice or regular review	Blue – Completed or work ongoing
Large Capital			
New indoor sport facility	Hospital Financing	3 <sup>rd</sup> ice surface	Water servicing/ Water Upgrades for Industry – <i>in budget</i>
Dredge or re-invigorate JC Beach	Waste Water Treatment Plant Financing	Outdoor pool complex	Grainmillers Road – improvements and advocacy
	Hwy 9 & King Street Improvements	Pump Track	
	Long Term Real Estate Investments/RCMP Detachment Building		
	Pump Track/outdoor b-ball courts		
Small Capital			
Ag Pavilion as Multi-use Sport Court	Airport improvements		Increase water line replacement to reduce reactive repairs
Outdoor Basketball courts	New financial software		Flood mitigation/ Maintain flood mitigation funding
	Fountain in pond by Royal Ford – <i>refer to YBID</i>		Roads / Additional annual allocation to road resurfacing

	Ice cover for events		Asset security <b>plan</b> – fencing, etc. incorporated in the budget
	City Operations fitness centre		
	Council Chamber tech upgrades		
<b>Operational</b>			
City manage landscaping projects after water/road construction	Additional Mechanic Position	Better equip Fire Department to handle large Ag industry fires.	Residential Organics Program
Tree program – residential tree planting program <i>Rollover funds available to support initiative. Community Based programming – tree planting and maintenance. Schools.</i>	Enhanced Recycle Program		New Utility Compliance Officer Position
	Less consultants – more skills obtained internally		
	Less contractors - obtain skills internally		
	Asset Mapping and inventory		
	Revenue generation for facilities		
	Exploration of events grant program		
	Governance documents review (bylaws and policies) – Investment Policy combined with financial analysis		
	Council Committee Review		
	Better local government participation – improve voter turnout		
<b>Strategic/Policy</b>			
Employee Satisfaction	Water System improvements	Large outdoor event/ concert	Relationship building (Chamber, Surrounding RM's & communities, MLA's, MP's, YBID, YEA, YTC, etc. )
Utility Master Plan completion	Succession planning for managers		Transparent Processes – Open Budget, Council Correspondence
New Accommodation Development Attraction	More engagement from diverse groups		Incentive Review (tax, storefront,

			potential daycare, etc.)
Food truck regulations	Advocacy Planning		More public communication – dedicated communications role
Spending Management	Economic Development Plan		Celebrate long term residents
Encourage activities/ events downtown	Medical Professional retention and attraction		
Housing Supply and Affordability	Transit Review		
	Forming Community Accessibility Committee		

City of Yorkton  
Council Priorities - Appendix 'A'  
As of April 28, 2025

#	Priority Description	Priority Lead	<a href="#">Strategic Plan Priority Area</a>	What is Being Done - Current Phase of Progress	Next Steps or Phases	Budget Addition/ Allocation
	<b><u>Council Current Priorities from Chart (Top 5)</u></b>					
1	Reinvigoration of Outdoor Rec Areas JC Beach/Hopkins Lake	RCS	Infrastructure/Comm. Development/Facilities	Research/exploration/study	Find Consultant	TBD
2	Ag Pavilion / Multi-use sport court	RCS	Infrastructure/Comm. Development/Facilities	Consultant hired. Meeting with user groups.	Continue working with consultant.	TBD
3	Outdoor basketball courts	RCS	Infrastructure/Comm. Development/Facilities	Re-design drainage, continue to plan to put courts, but no pump track at this time	Rene to re-design drainage	TBD
4	New Indoor Sport Facility	CAO/RCS	Infrastructure/Comm. Development/Facilities	Internal conversations	Put together a facility committee to determine scope of project	TBD
5	Employee incentive package	HR	Recruitment/Retention /Healthy Community	Analysis/Comparisons	Compile a report	TBD
	<b><u>Council Next Priorities from Chart</u></b>					
1	Ice cover for events	RCS	Economic Development/facilities/events	Determine Required Work and Funding plan		
2	Asset mapping and inventory	Ec Dev/E&AM	Economic Development/Infrastructure/facilities	Land inventory published, Ec Dev development products to inform/attract. GIS work underway		
3	Revenue generation for facilities	RCS		user fees and programs offered reviewed regularly		
4	City operations fitness centre	Public Works	Recuitment/Retention - Healthy Community			
5	Exploration of events grant program	RCS/Finance	Healthy Community/Economic Development			
6	Governance docs review (policies/bylaws) Investment combined with financial analysis	Clerk/Finance	Governance	Documents reviewed as necessary, as time permits		
7	Council Committee Review	Clerk	Governance & Communication	Plan drafted		
8	Better local government participation - improve voter turnout	Clerk	Governance & Communication	Improvements in communication & investigate voter lists		
9	Council Chamber Tech upgrades	Clerk/Finace/IT	Infrastructure/Facilities	Tender in draft		\$200K - 2024 Capital Rollover



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City of Yorkton

April 8, 2025

Dear Mayor and Councillors:

Please find attached the Agenda and Meeting Package for the Committee of the Whole Council Meeting that will be held on Wednesday, April 9, 2025 in Council Chambers at City Hall.

Sincerely,

 Jessica Matsalla

Jessica Matsalla  
City Clerk

# **COMMITTEE OF THE WHOLE COUNCIL MEETING AGENDA**

**Wednesday, April 9, 2025 – 5:00 p.m.**

**Council Chambers, City Hall**

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **OPEN**
  - a. Administrative Report
    - City Manager - Council Priorities – Chart for 2024-2028 Council Term & Update on 2025 Quarter 1
4. **IN CAMERA**
5. **RECOMMENDATIONS FROM IN-CAMERA COMMITTEE OF THE WHOLE COUNCIL**
6. **ADJOURNMENT**





## MEMORANDUM

TO: Yorkton City Council

FROM: Brad Hvidston, City Manager

DATE: April 9<sup>th</sup>, 2025

TOPIC: Council Priorities Chart – Dashboard update

### **Re: Priorities Update**

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I have attached the results from the December 9, 2024 Strategic Planning Session for reference. These were the priorities at that point in time. This memo is an update on those items and an opportunity to add or remove items from the priority list as we deem necessary.

RED items – these items were deemed least important and as such no work has been done on these items

YELLOW items – were less important, or items to be dealt with in the future but were to remain on our radar as items to think about. Updates to items in yellow include:

- Utility Compliance Officer position has been included in the budget and has been filled
- Director of Finance has started an analysis on consultants and contractors
- Recycle program – decision to be made after May 10<sup>th</sup> when MMSW makes their decision
- Parks Street Reservoir, Dalebrooke Water line, Sully & Highway 9 tenders all awarded
- Transit Grant denied – still working with Suncrest College on a solution
- Remaining items have had no significant progress to report

GREEN items were deemed to be priority items and to be worked on during this term, or possibly within this year. Updates on these items include:

- New indoor facility – no real work, but some discussions between Taylor/Ashley/Brad on initial steps. Needs discussion.
- JC Beach – no progress
- Grain Miller's – met with ministry and RM. Agreement is being worked on and an engineer is working on a Traffic Impact Assessment.
- Water Upgrades – Ongoing. Park Street Reservoir is out to tenders, Sully Road and Highway 9 water line upgrades tendered and decision for April 7<sup>th</sup> meeting.
- Ag Pavilion – Crosby Hanna to provide a report
- Fountain by Ford – YBID? No progress.
- Increase to water line and pavement resurfacing – in budget, but will continue to advocate for increases each year
- Maintain flood mitigation – in budget
- Asset security – in budget

- City landscaping and tree program – working with RCS and improvements will be started this growing season. Will be ongoing.
- Residential Organics – approved, bins being rolled out now. To start in May.
- Communication improvements and relationship building - Communications position in budget, plan in place.
- Accommodation development – had several meetings with little success

# COUNCIL PRIORITIES CHART

September 23<sup>rd</sup>, 2024

COUNCIL (Green is Now)		CORPORATE PRIORITIES (Council/CAO)		(Council Priorities are CAPITALIZED)	
Current Priorities		Next Priorities			
1.		1.			
ADVOCACY / PARTNERSHIPS (Council to have strategy session early in new term after the election)					
STAFF		OPERATIONAL STRATEGIES (CAO/Staff)		(Staff Priorities are not Capitalized)	
CHIEF ADMINISTRATIVE OFFICER		RECREATION & COMMUNITY SERVICES			
1.		1.			
CORPORATE		PLANNING			
1.		1.			
ENVIRONMENT		ENGINEERING			
		1.			
PROTECTIVE SERVICES		PUBLIC WORKS			
1.					

TITLE: Revision to the 2025 Council Meeting Calendar & FCM Conference	DATE OF MEETING: April 28, 2025
	REPORT DATE: April 16, 2025
CLEARANCES: Jessica Matsalla, Director of Legislation and Procedures (City Clerk) <b>Jessica Matsalla</b>	ATTACHMENTS: 1. Policy 10.175 – Travel and Training Expenses – Members of Council 2. FCM Conference 2025 Program
Written by: Amanda Dietz, Assistant City Clerk <b>Amanda Dietz</b>	
Reviewed by: Jessica Matsalla, Director of Legislation and Procedures (City Clerk) <b>Jessica Matsalla</b>	
Approved by: Brad Hvidston, City Manager <b>Brad Hvidston</b>	

### **PURPOSE/BACKGROUND**

The Council Meeting Calendar for 2025 was originally approved by Council in September of 2024. This report is to recommend a change for the scheduled Monday, June 2, 2025 Regular Council Meeting to accommodate the Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show 2025.

### **DISCUSSION/ANALYSIS/IMPACT**

The Federation of Canadian Municipalities Annual Conference and Trade Show 2025 is being held this year in Ottawa, Ontario from May 29 to June 1, with Mayor Kienle and Councillors Brears and Goulden scheduled to attend. The last day of events and workshops on Sunday, June 1<sup>st</sup> prevent early travel home, and therefore it is recommended to move the Monday, June 2, 2025 Regular Council Meeting to Tuesday, June 3, 2025 to avoid the risk of possible travel delays and/or not being able to attain quorum.

### **FINANCIAL IMPLICATIONS**

Budgetary provision is allocated for Council Members travel and training with the amount determined annually through the budget process. As per the Travel and Training Expenses – Members of Council Policy No. 10.175, travel by Council Members out of the province while on City business requires authorization by resolution of Council in order to claim expenses. Council members must complete the “City Council Request for Education & Professional Development” form for any training requests and submit the form to the City Clerk’s office within 14 days of return.

### **COMMUNICATION PLAN/PUBLIC NOTICE**

As per Bylaw No. 1/2016 The Procedures Bylaw, Section 5.4, the date, hour or place of any meeting may be altered by resolution passed at any previous Regular Meeting of Council, or Committee of the Whole Council Meeting or Special Council Meeting, by a vote of a majority of the Members of Council present, and written notice of such alterations shall be posted for at least

twenty-four (24) hours prior to the meeting at City Hall and on the City's website. Upon approval tonight of changing the Monday, June 2, 2025 Regular Council Meeting, notice will be posted in the public notice case at City Hall, the city's social media platforms, and the City of Yorkton website.

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


None.

**OPTIONS**

- a. That Council authorize Mayor Kienle and Councillor Brears to attend the Federation of Canadian Municipalities Annual Conference and Trade Show 2025 in Ottawa, Ontario in accordance with the Travel and Training Expenses – Members of Council Policy No. 10.175; and  
that Council approve changing the Monday, June 2, 2025 Regular Council Meeting to Tuesday, June 3, 2025.
- b. Other direction provided by Council

**ADMINISTRATIVE RECOMMENDATION(S)**

- a. That Council authorize Mayor Kienle and Councillor Brears to attend the Federation of Canadian Municipalities Annual Conference and Trade Show 2025 in Ottawa, Ontario in accordance with the Travel and Training Expenses – Members of Council Policy No. 10.175; and  
that Council approve changing the Monday, June 2, 2025 Regular Council Meeting to Tuesday, June 3, 2025.

 <h1 style="text-align: center;">City of Yorkton</h1>			
<b>POLICY TITLE</b>  <b>TRAVEL AND TRAINING EXPENSES - MEMBERS OF COUNCIL</b>		<b>ADOPTED BY</b>  City Council	<b>POLICY NO.</b>  10.175
<b>ORIGIN/AUTHORITY</b>  City Council	<b>JURISDICTION</b>  City Council	<b>EFFECTIVE DATE</b>  January 1, 2005 Amended October 25, 2023 Amended Sept. 25, 2024	<b>PAGE #</b>  1 of 6

1. PURPOSE

To enable City Councillors to attend appropriate meetings, conferences, seminars and training sessions which will facilitate them in the performance of their duties.

2. POLICY

The City Manager will administer and process all travel and training for Councillors in accordance with this policy. The City Manager is entitled to seek further explanation or documentation of any expense statement submitted pursuant to this policy.

2.1 Common Travel and Training Budget

- a) Budgetary provision will be allocated for Council Members Common Travel and Training, such amount to be determined annually through the budget process. Each member of Council shall be entitled to utilize up to a maximum of \$1,800 per annum unless alternate arrangements for allocation sharing are made with other Members of Council.
- b) Council Members are entitled to use this fund in order to attend or participate in any board, committee or other type of meeting of Municipalities of Saskatchewan (formerly SUMA) or the FCM, where the Council Member is a director or has been appointed by City Council as Council's representative on a particular committee or task force.
- c) Council Members are entitled to use this fund to attend or participate in annual conferences, training or board meetings of any organization on which he or she sits as an official representative of the City of Yorkton, or conferences where the City of Yorkton is entitled to voting delegates through its membership (e.g. Yellowhead Highway Association).
- d) Council Members are entitled to use this fund to attend or participate or facilitate training that pertains to municipal leadership development.
- e) Council Members wishing to access this fund must, if possible, submit travel plans to the City Manager by November 1 of each year for the succeeding year's budget. The annual travel plan and any additional requests from this budget will be approved by the Mayor.
- f) No spousal expenses will be paid.
- g) Out-of-town events attended by a Council Member on behalf of the Mayor will be covered under the Mayor's expenses.
- h) The amount of this budget will be pro-rated during an election year in order to ensure sufficient funds remain for newly-elected Council Members.
- i) Where the funds are used for travel, Council Members will follow the guidelines set out in this policy, and will be reimbursed in accordance with this policy. The City Manager will ensure that travel and expenses are reimbursed in accordance with this policy.

2.2 Other Allowable Expenses

- a) Each member of Council will receive an IPAD or tablet device at the beginning of their 4-year term which will allow them to receive electronic copies of the Council package. The City will provide training on how to retrieve Council packages and email. Security features are in place and Council is to advise IT immediately if lost.

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- b) Any devices assigned to City Council will only be done so in accordance with the Mobile Device Guidelines Policy No. 20.130.

### 3. PROCEDURES

Council's Executive Assistant may make all travel arrangements, including airfare, hotel reservations, registrations, etc. The Council Member may use his or her personal credit card, however, the City of Yorkton's corporate credit card may also be used to book airfare, car rentals and accommodation.

#### 3.1 Authorization

Travel by Council Members within the Province on City business shall require authorization of the Mayor in order to claim expenses. Travel by Council Members out of the Province while on City business requires authorization by resolution of Council in order to claim expenses. Council members must complete the "City Council Request for Education & Professional Development" form for any training requests (see attached Appendix A) and submit the form to the City Clerk's office.

Travel Expense Claim Forms must be submitted within 14 days of return, accompanied by original receipts (see attached Appendix B). If there are monies owing to the City, these must be reimbursed within 30 days, or the outstanding amount will be deducted from the next paycheque. No claims will be refunded until all monies owing to the City have been received.

Within 14 days of return, the Council Member shall prepare an Executive Summary Report highlighting the conference or training opportunity and shall submit a copy of same to the Director of Legislation & Procedures (City Clerk) for circulation in the Council Information Packages.

#### 3.2 Per Diem:

Councillors attending contract negotiations or meetings taking the better part of a day and directly related to the affairs of the City of Yorkton shall be entitled to claim \$150.00 per day. The Mayor shall not be entitled to claim per diems.

#### 3.3 Accommodation

The best government, corporate or conference rate will be requested when reserving rooms. Only the single room rate will be paid by the City. The original hotel bill must be provided with the expense statement. Any personal charges on hotel bills will be deducted prior to submission for reimbursement. For Council Members who wish to stay with friends or family, an allowance of \$50.00 for each night is allowed.

#### 3.4 Meals and Miscellaneous Expenses

Council Members will be reimbursed for actual and reasonable expenses for meals and miscellaneous expenses up to the following maximum:

	<u>Allowance</u>
Breakfast	\$20.00
Lunch	\$25.00
Supper	\$35.00
Total	\$80.00/day

\* Please note that if you leave at 8:00 a.m. or later, or are home by 5:00 p.m., or if your course provides any meals, then meal allowances cannot be claimed.

Any meal reimbursement over and above the allowable amount must be supported by a receipt with a reasonable explanation. Meals reimbursements are only for any meals not provided at the meeting or conference.

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The miscellaneous expenses claim of \$10.00 (maximum) is allowed only for those days requiring an overnight stay. It is intended to cover miscellaneous out-of-pocket costs such as telephone calls, tips, etc. Any expenses over and above this rate will be reimbursed if reasonable.

Examples of reasonable expenses include up to two personal long distance phone calls (one upon arrival and one upon departure).

### 3.5 Transportation

A Council Member may choose his or her own means of travel, keeping in mind the most direct economical route. Council Members are encouraged to car-pool whenever possible. If a Council Member chooses to drive his or her own private vehicle, expenses will be reimbursed as follows:

In-Province Travel - In accordance with Policy 20.110, "Travel Allowance Policy".

Out-of-Province Travel - An allowance equal to the equivalent return economy airfare, plus any other costs such as airport limousines which would be incurred if the Council Member traveled by air.

Car rentals may be used where it is more cost effective than the use of taxis, limousine services, etc.

A Council Member will be reimbursed for actual and reasonable costs incurred for taxis, airport limousines or equivalent, for transportation between home or workplace and the designated airport or rail or bus station required for his or her travel. A Council Member will also be reimbursed for any actual and reasonable costs incurred for taxi or equivalent transportation on necessary official business at the destination.

### 3.6 Expense Reports

The City Manager will, on an annual basis, prepare a report listing:

- a) the total cost of Council Members travel and training from the Council Travel and Training Budget; along with a
- b) total cost allocated for each Council Member individual travel and training.

Upon approval of the Council Member, the report will be submitted as information to a City Council meeting.

If a request for detailed information regarding Council Members travel expenses is made pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act*, the Director of Legislation & Procedures (City Clerk) will advise the affected Council Member.

## 4. RESPONSIBILITIES

- 4.1 The City Manager is responsible for administering this policy as outlined above and for recommending updates to this policy as necessary.
- 4.2 Council Members are responsible for providing the necessary information to the City Manager and for following the guidelines as noted in Sections 2 and 3 above
- 4.3 City Council is responsible for approving amendments to this policy.



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### Appendix A



## City Council Request for Education & Professional Development

Today's Date: April 12, 2021

Please refer to the **Travel and Training Expenses – Members of Council policy #10.175** for additional information.  
This form must be completed for **ALL** education and professional development requests  
including conferences, workshops, seminars, and on-line / correspondence courses.



#### SECTION A: INFORMATION & COURSE DETAILS

Name:

Course/Program Title:

Location/Education Institution:

Date(s) of Course:

#### SECTION B: ESTIMATED TOTAL COST

Course/Program/Conference Fee:

\_\_\_\_\_

Attach additional Information / Registration if possible

Books:

\_\_\_\_\_

Examination Fee:

\_\_\_\_\_

Travel:

\_\_\_\_\_

Accommodations:

\_\_\_\_\_

Other:

\_\_\_\_\_

**TOTAL:**

\_\_\_\_\_

#### SECTION C: SIGNATURE

Date:

#### SECTION D: APPROVAL

City Manager:

Mayor:



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## Appendix B



TODAY'S DATE:

### COUNCIL EXPENSE ACCOUNT CLAIM FORM

NAME:

#### EVENT DETAILS

Dates of Event:		TOTAL COST:	\$0.00
Location:			
Reason:			

#### TRAVEL DETAILS

				TOTAL COST
CAR ALLOWANCE:	# of Km	Amount / Km		
<i>*Only if using personal vehicle</i>	0.00	\$0.57		\$0.00
Cost of Fuel: - Receipt attached when using rental car				\$0.00
<i>Note: Expenses related to rental car services are to be submitted to the Executive Assistant to Mayor/City Manager</i>				
Other Transportation Expenses (Taxi, Parking fees) <i>* attach receipts</i>				\$0.00
MEALS:	Dates	# of Days	Allowance / Meal	
- Breakfast		0	\$20.00	\$0.00
- Lunch		0	\$25.00	\$0.00
- Dinner		0	\$35.00	\$0.00
ACCOMMODATIONS: <i>*attach receipts</i>				
PRIVATE ACCOMMODATIONS:	Date(s)	# of Nights	Allowance / Night	
		0	\$50.00	\$0.00
		# of Days	Allowance / Meal	
Miscellaneous Allowance: Maximum \$10.00/day <i>*includes telephone calls, tips, etc.</i>		0	\$10.00	\$0.00
Sub-Total (TRAVEL)	G.L. # 920-101-305			\$0.00

#### PER DIEM

PER DIEM	# of Days	Amount / Day	
	0.00	\$150.00	\$0.00
Sub-Total (PER DIEM)	G.L. # 920-101-101		\$0.00
TOTAL AMOUNT OF CLAIM			\$0.00
Fiscal Year:			

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**Appendix B  
(continued)**

**AUTHORIZATIONS**

CLAIMANT:		
	<i>Typed Name</i>	<i>Signature</i>

*I hereby authorize the City of Yorkton to pay amounts owing to me personally by Electronic Funds Transfer to my bank account as currently on file with the Human Resources Department*

APPROVAL		
	<i>Typed Name</i>	<i>Signature</i>

*Pursuant to Section 25 of The Local Authority Freedom of Information and Protection of Privacy Act a local authority collecting personal information from an individual shall inform the individual of the purpose for which the information is being collected.  
The information you are providing is secure and confidential, and is required for creation and management of your account with the City of Yorkton. The information provided will only be used for the administration of your account.*

FOR ACCOUNTS PAYABLE DEPARTMENT USE ONLY		SUPPLIER CODE:			
		Net Expense (Excl Tax)	GST	PST	DMF
Mileage	\$0.00	\$0.00	\$0.00	n/a	n/a
Meals	\$0.00	\$0.00	\$0.00	\$0.00	n/a
Hotel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Private Accommodation	\$0.00	\$0.00	\$0.00	n/a	n/a
Miscellaneous Charges	\$0.00	\$0.00	\$0.00	\$0.00	n/a



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# Program

## FCM's 2025 Annual Conference and Trade Show



Welcome	+
Program	+
Trade show	+
Registration	+

Get ready for an unforgettable experience in Ottawa at **FCM's 2025 Annual Conference and Trade Show from May 29 to June 1, 2025.**

This year's event features a dynamic program filled with workshops, inspiring keynote speeches and a wide range of study tour options designed to make your participation truly rewarding.

Dive into a packed schedule offering a range of learning opportunities, plenaries and networking sessions, and gain access to the latest tools and strategies that will help you tackle today's challenges and gear up for tomorrow.

## Legend

**(S/I)** = Simultaneous interpretation

**(R)** = Rural Stream — workshops or plenaries that present topics with the rural, remote, or northern communities' perspective.

**(I)** = Indigenous Stream — workshops or plenaries that present topics with an Indigenous peoples' perspective.

**(FR)** = Francophone Stream — workshops or plenaries with Francophone speakers, or with topics presented with the Francophone communities' perspective.

*Program subject to change without notice.*



Day 1	Day 2	Day 3	Day 4
Wednesday, May 28			
5–8 p.m.	Registration		
Thursday, May 29			
7 a.m.–6 p.m.	Registration		
8 a.m.–3 p.m.	Exhibitor registration and move-in		
8 a.m.–4:30 p.m.	Indigenous market		
10 a.m.–12 p.m.	Workshops (S/I)		
10:30 a.m.–3:30 p.m.	Study tours		
12–1:30 p.m.	FCM Collective Luncheon (S/I) <i>Presented by the Association of Consulting Engineering Companies</i>		
1:30–3:30 p.m.	Workshops (S/I)		
5:30–7:30 p.m.	Mayor’s welcome reception & Trade Show opening <i>Presented by Canadian Telecommunications Association</i>		
Friday, May 30			
6:30–7:30 a.m.	<i>Allons-y! Wellness Challenge</i> <i>Presented by YMCA Canada</i>		
7–8 a.m.	Breakfast		
7 a.m.–3 p.m.	Trade Show <i>Presented by Canadian Telecommunications Association</i>		

Day 1	Day 2	Day 3	Day 4
7 a.m.–6 p.m.	Registration		
8–9 a.m.	Opening ceremony <b>(S/I)</b> <i>Presented by Destination Canada</i>		
9–9:30 a.m.	Political keynote <b>(S/I)</b>		
9 a.m.–4:15 p.m.	<b>Companion tours</b>		
9:30–10 a.m.	Coffee break		
10–11 a.m.	Opening plenary <b>(S/I) (R) (I)</b> <i>Presented by Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>		
11–11:30 a.m.	Political keynote <b>(S/I)</b>		
11:30 a.m.–1:30 p.m.	<b>Lunch (S/I)</b> <i>Presented by Lidstone &amp; Company</i>		
1–1:30 p.m.	<b>Hub Session</b> <i>GMF Zone</i>		
1–4:30 p.m.	<b>Study tours</b>		
1:30–4 p.m.	Municipal Den		
1:30–2:30 p.m.	<b>Workshops (S/I)</b>		
1:30–2:30 p.m.	<b>Ask the Experts (S/I) (R) (FR)</b> <i>Presented by Destination Canada</i>		
2:30–3 p.m.	Coffee break		
3–4 p.m.	<b>Workshops (S/I)</b>		



Day 1	Day 2	Day 3	Day 4
3–4 p.m.	<b>Ask the Experts (S/I)</b> <i>Presented by Intact</i>		
4–4:30 p.m.	<b>Hub Session</b> <i>GMF Zone</i>		
4:30–6:15 p.m.	Francophone Reception <i>Presented by Intact</i>		
5–5:30 p.m.	<b>Hub Session</b> <i>GMF Zone</i>		
6:15–9 p.m.	Rural, Northern and Remote Reception <i>Presented by CN</i>		
<b>Saturday, May 31</b>			
6:30–7:30 a.m.	<i>Allons-y! Wellness Challenge</i> <i>Presented by the YMCA</i>		
7–8 a.m.	Breakfast		
7 a.m.–3 p.m.	<b>Trade Show</b> <i>Presented by Canadian Telecommunications Association</i>		
7 a.m.–4:30 p.m.	Registration		
8–8:30 a.m.	Political keynote (S/I)		
8:30–9:30 a.m.	Rural plenary (S/I) (R) <i>Presented by Rogers Communications</i>		
9 a.m.–4:15 p.m.	<b>Companion tours</b>		
9:30–10 a.m.	Coffee break		

Day 1	Day 2	Day 3	Day 4
10–10:30 a.m.	Political keynote (S/I)		
10:30–11:30 a.m.	Resolutions plenary (S/I)		
11:30 a.m.–1:30 p.m.	Lunch (S/I) <i>Presented by NWMO</i>		
11:30 a.m.–12:30 p.m.	Francophone Gathering		
1 p.m.	Trade Show grand prize draw <i>Presented by Port of Vancouver</i>		
1–1:30 p.m.	Hub Session <i>GMF Zone</i>		
1–5 p.m.	Study tours		
1:30–2:30 p.m.	Workshops (S/I)		
1:30–2:30 p.m.	Ask the Experts (S/I) (R) <i>Presented by Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>		
2:30–3 p.m.	Coffee break		
3–4 p.m.	Workshops (S/I)		
3–4 p.m.	Ask the Experts (S/I) <i>Presented by CUPE</i>		
4–4:30 p.m.	Hub Session <i>GMF Zone</i>		

Day 1	Day 2	Day 3	Day 4
4:30–7:30 p.m.	Women in Local Government Workshop and Reception <i>Presented by Canadian Labour Congress</i>		
5–5:30 p.m.	Hub Session <i>GMF Zone</i>		
5:45–8 p.m.	Canadian Union of Public Employees (CUPE) Reception		
Sunday, June 1			
6:30–7:30 a.m.	<i>Allons-y! Wellness Challenge</i> <i>Presented by YMCA Canada</i>		
7–8 a.m.	Breakfast		
8–10 a.m.	Awards, Table Officers' elections & AGM (S/I)		
9 a.m.–4:15 p.m.	Companion tours		
9:30 a.m.–10 a.m.	Coffee break		
10 a.m.–1 p.m.	Selection of candidates for Board of Directors (S/I)		
11:30 a.m.–1:30 p.m.	Lunch		
1–3 p.m.	Study tours		
1:30–2 p.m.	AGM and ratification of the Board Directors (S/I)		
2–3:30 p.m.	Closing plenary (S/I) <i>Presented by CSA Group</i>		
5:30–11 p.m.	Host city's closing gala <i>Presented by Intact</i>		