

CITY OF YORKTON
REGULAR COUNCIL MEETING AGENDA
Monday, May 12, 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 28, 2025
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - a. Presentation – Yorkton Film Festival
 - b. Presentation – Bruno’s Place
 - c. Presentation – Yorkton Business Improvement District – Update on Operations and Approval of 2025 Budget
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
9. **CORRESPONDENCE**
10. **BYLAWS**
 - a. Assessment & Taxation Manager
 - Bylaw No. 11/2025 – Establish Classes and Sub-classes of Property for Tax Purposes
 - Bylaw No. 12/2025 – 2025 Mill Rate/Business Improvement District Levy, Base Taxes and Mill Rate Factors for Classes and Sub-Classes of Land and Improvements
 - Bylaw No. 13/2025 – Phase-in of Municipal Tax Levy for Certain Commercial Properties Based on the 2025 Revaluation Year
 - Bylaw No. 14/2025 – Imposition of Penalties for Late Payments of Taxes
 - Bylaw No. 15/2025 – Exemption of Taxation – BIIP and RCI
 - Bylaw No. 16/2025 – Exemption of Taxation – Other
 - b. Director of Planning, Building & Development
 - Bylaw No. 18/2025 – Business License Bylaw Amendment
 - c. Fire Chief
 - Bylaw No. 19/2025 – Fire Prevention Bylaw Amendment
11. **ADMINISTRATIVE REPORTS**
 - a. Land Use Planner
 - Discretionary Use DU04-2025 – 40 Second Avenue North, Type 1 in C-1 – Pet Adoption Centre
 - b. Director of Environmental Services
 - Park Street Pumping Station – Process Mechanical Tender Award
 - c. Director of Public Works
 - 2025 Asphalt Paving Program Tender Award
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
 - a. Property Item A
 - b. Personnel Item A
 - c. Other Item A
 - d. Property Item B
14. **ADJOURNMENT**

From: amanda@yorktonfilmfestival.ca
To: [Amanda Dietz](#)
Subject: New Response Completed for Request to Appear Before Council Form
Date: Tuesday, May 6, 2025 10:43:43 AM
Attachments: [YFF Council May 12 2025.docx](#)

Hello,

Please note the following response to Request to Appear Before Council Form has been submitted at Tuesday May 6th 2025 10:40 AM with reference number 2025-05-06-005.

- **First name:**
Taynika
- **Last Name:**
Walker
- **Committee/Organization name:**
Yorkton Film Festival
- **Address:**
49 Smith Street East
- **City:**
Yorkton
- **Province:**
Saskatchewan
- **Postal code:**
S3N0H4
- **Name:**
Robert Maloney
- **Title:**
Board of Directors
- **Daytime phone number:**
[REDACTED]
- **Email:**
[REDACTED]
- **Date of request:**
5/6/2025
- **Date of council meeting that the presenter is wishing to attend:**
5/12/2025
- **Topic being presented:**
Yorkton Film Festival - 78 Festival
- **Description of request: (Clearly state what is being asked of Council. Provide detailed information about why the information is being presented and the importance to the community)**
The Festival began in 1947 as the Yorkton Film Council. Its mandate was to act as a volunteer distribution agency for the National Film Board (NFB). Jim Lysyshyn, field man for the NFB, suggested a film festival. When the Council rejected his proposal, he came forward with a more audacious proposal – an international festival.

The festival has undergone many changes in its history, but can still claim to be the longest continuous film festival in North America. And the world if not for Cannes, who started two weeks before YFF. In its current form the festival continues to be dedicated to the promotion of the best screen-based media content through our annual film festival and Golden Sheaf Awards competition.

In addition to the annual event, the festival is dedicated to the promotion of short video content through our year-round screening and tour outreach programs.
- **If you have any supporting documents you would like to submit with your request, please attach them here:**
 1. [YFF Council May 12 2025.docx \[22.7 KB\]](#)

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YORKTON FILM FESTIVAL

WHO WE WERE, WHO WE ARE

The Yorkton Film Festival is North America's longest running film festival. Established in 1947 by the Yorkton Film Council and spearheaded by NFB Field Officer James Lysyshyn, YFF has evolved from its beginnings to an important festival in the film industry within Canada.

Focusing on short Canadian cinema, YFF serves as a vital connection for emerging and established artists to connect their work with audiences and to be recognized by their national film industry. YFF is a rite of passage for new filmmakers, providing a relaxed atmosphere that allows for unparalleled networking and career development opportunities. It is also a festival favourite among established content producers, where the hospitality of Saskatchewan provides a backdrop to connect and reconnect with their peers.

For seventy eight years, YFF has been privileged to provide a world-class annual festival and year-round events that celebrate the best in Saskatchewan and Canadian short film.

OUR MISSION: The Yorkton Film Festival honours distinctive, world-class Saskatchewan and Canadian short media productions and those who make them by:

- Taking film to grassroots audiences
- Reflect the diversity of the creative film industry in Saskatchewan and Canada through the inclusion of Indigenous and Métis, culturally diverse, and underrepresented peoples
- Maximizing networking opportunities
- Recognizing emerging content producers
- Being a forum to celebrate screen-based media through recognition, presentation, and education
- Growing the economic and tourism revenues of Yorkton and Saskatchewan

OUR VISION: The Golden Sheaf is the most respected national award in the industry:

- One of the most rigorously adjudicated film selection processes
- Nurturing the new generation of content producers, building and promoting the creative economy
- Build awareness and appreciation of the art of filmmaking
- Yorkton becoming the film capital of Canada, for the week of festival

OUR ARTISTIC STATEMENT: The Yorkton Film Festival will introduce, promote, and recognize short Canadian and Saskatchewan film to a broad audience through bold and innovative programming.

Yorkton Film Festival 2025
Events and Activities

Please join us – all events, activities
Refer to the Festival Guide, in handout

Wednesday

SaskAbilities 75th Anniversary Screening – SaskAbilities Centre

Thursday

Opening Night Screening – Blue Rodeo: Lost Together – Painted Hand Casino

Screenings – Friday and Saturday – Gallagher Centre
37 screenings

Friday

City of Yorkton Luncheon – 11:45am – Gallagher Centre
Lobsterfest – partnership of Yorkton Film Festival and Yorkton Lions

Saturday

Screenings at the Tower Theatre
Painted Hand Casino Golden Sheaf Awards – Gallagher Centre

Sunday

On Demand Winners screenings – Gallagher Centre

Grand Total: 2,699 Total Volunteer Hours

149 Total Volunteers

Board of Directors - Board Meetings

(10 per year) x (2 hours per meeting) x (11 board members) = 220 volunteer hours

Strategic Planning

(2 days per year) x (8 hours per day) x (11 board members) = 176 volunteer hours

Festival Days

(4 days per year) x (10 hours per day) x (11 board members) = 440 volunteer hours

Screenings – Open Cinema

(6 screenings per year) x (3 hours per screening) x (3 board members) = 54 volunteer hours

Total: 890 Board volunteer hours

Programming Committee

Committee Meetings

(7 per year) x (2 hours per meeting) x (8 committee members) = 112 volunteer hours

Festival Days

(4 days per year) x (10 hours per day) x (8 committee members) = 320 volunteer hours

Total: 368 Programming Committee volunteer hours

Jury

Jury Committee

(6 meetings per year) x (1 hour per meeting) x (6 committee members) = 36 volunteer hours

Jury Chair

(6 meetings per year) x (1 hour per meeting)] + (30 hours correspondence) = 36 hours

Jury Heads

(14 Jury Heads) x [(3 hours organization) + (8 hours moderating juries) + (7 hours adjudication)]
= 252 volunteer hours

Jury Members

(14 Juries) x (5 Jury members) x (8 hours viewing films) = 560 volunteer hours

Total: 884 Jury volunteer hours

Festival

AV Tech

(2.5 days per festival) x (10 hours per day) = 25 volunteer hours

Shuttle Drivers

(6 Shuttle Drivers) x (5 hours per shift) x (2 shifts per day) x (3 days) = 180 volunteer hours

Mini Cinema

(2 festival days) x (8 hours per day) = 16 volunteer hours

Programmed Screenings

(2 screening rooms) x (2 festival days) x (8 hours per day)] + (4 hour special screening) = 36hours

Lobsterfest

(20 volunteers) x (15 hours organization) = 300 hours

Total: 557 Festival Volunteer hours

Grand Total: 2,699 Total Volunteer Hours

From: coordinator@brunosplace.org
To: [Amanda Dietz](#)
Subject: New Response Completed for Request to Appear Before Council Form
Date: Monday, April 14, 2025 2:43:47 PM
Attachments: [BrunoBROCHURE.docx](#)

Hello,

Please note the following response to Request to Appear Before Council Form has been submitted at Monday April 14th 2025 2:39 PM with reference number 2025-04-14-010.

- **First name:**
Angela
- **Last Name:**
Chernoff
- **Committee/Organization name:**
Bruno's Place Emergency Shelter
- **Address:**
139 Dominion Ave
- **City:**
Yorkton
- **Province:**
Saskatchewan
- **Postal code:**
S3N1S3
- **Name:**
Angela Chernoff
- **Title:**
Coordinator
- **Daytime phone number:**
306-782-7866
- **Email:**
coordinator@brunosplace.org
- **Date of request:**
4/15/2025
- **Date of council meeting that the presenter is wishing to attend:**
5/12/2025
- **Topic being presented:**
Bruno's Place Emergency Shelter
- **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)**
I would like to talk about Bruno's Place Emergency Shelter. I would like to provide some details of our service and what it is we provide to clients and the community.
I would also like to give opportunity for questions.
I would also like to address community concerns about the shelter. If City Council, the Mayor or employees of the city would like to forward questions/concerns ahead of time that I could address in my presentation, that would be greatly appreciated.
- **If you have any supporting documents you would like to submit with your request, please attach them here:**
 1. [BrunoBROCHURE.docx \[407.2 KB\]](#)

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Who Is Bruno??

Bruno's Place is named after a gentleman named Bruno Matt who resided in Kamsack and Yorkton, Saskatchewan up until 1996. Bruno was homeless, but many people knew him as a charismatic and kind individual. He had many friends who have fond memories of Bruno coming to their home & having great conversation.

Bruno's Place is named after Bruno Matt in memory of his significant and positive impact on the city of Yorkton.



Photography by Mitch
Art by Russell Thomas

About Bruno's Place

Bruno's Place is non-profit emergency homeless shelter in Yorkton, Saskatchewan. We have 20 shelter beds available for adults (18+) who are homeless and without resources for staying in a hotel or with family/friends.

Non-Medical Detox Beds

Six of the 20 beds are designated as "non-medical detox". The purpose of those six beds is to provide a break from substance use overnight. Staff off observation for mild detox to clients in those beds.

Case Planning

Our building is open 24/7. While at Bruno's Place, clients are offered three meals a day and provided with opportunities to connect with community agencies to work towards their goals. Main goals for our clients usually involve finding stable housing, and accessing mental health and addiction services.

Community Meals

Each week we open our doors and invite the community to come for free meals. The intention of our programs is to support individuals who are on the edge of homelessness due to the rising costs of food, rent, and utilities. Currently we provide a community breakfast Monday to Friday 8-9:30am (excluding stats), and community lunch Tuesday and Thursday from 12-1pm.

We also offer a "Help Yourself" table that usually has a variety of clothing and canned goods for anyone to take.

Office Hours & Staffing

Our staff consists of full-time/part-time, and casual emergency shelter workers. If you are interested in joining our team, please send your resume and cover letter to:

applications@brunosplace.org.

Our admin office hours are 8:00 AM to 4:00 PM
Monday to Friday.

Donations & Fundraisers

As a non-profit we rely on a variety of income streams to keep our doors open. Currently this consists of federal grants, the provincial Transient Aid Allowance through social services, and private sponsorships. Any donations to our shelter will go directly towards the costs of providing food and shelter to those in need.

If you are holding a fundraiser or food drive for Bruno's Place, please let us know so we can promote it on our social media pages!!

Contact Us:

Angela Chernoff – coordinator@brunosplace.org

Patsy Langan – supervisor@brunosplace.org

Make cheques payable to: PHCC Bruno's Place

E-transfer – donations@brunosplace.org

Special Thank You to Our Sponsors



GRAIN MILLERS



KLM Ventures Ltd.



139 Dominion Avenue
Yorkton, Saskatchewan

1.306.782.7866

1.306.78B.RUNO

Fax: 1(306)933-0617



@brunosplaceyorkton
Instagram



Bruno's Place – Prairie
Harvest Community Center



YORKTON

BUSINESS IMPROVEMENT DISTRICT



VISION & MISSION STATEMENT

Vision Statement

To be recognized as a thriving, vibrant and welcoming business district.

Mission Statement

To develop awareness and foster a thriving business district through collaborative partnerships, innovative initiatives, and exceptional experiences for businesses, residents, and visitors.





STRATEGIC PRIORITIES



01

Funding

02

Communications

03

Events & Promotions

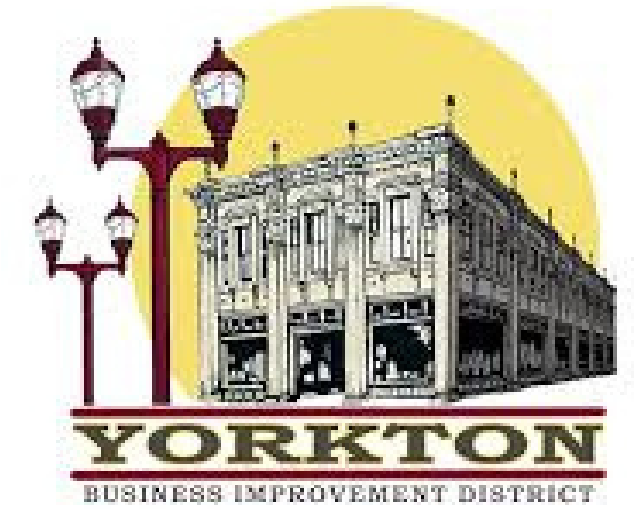
04

Connections

05

Organizational Excellence





FUNDING

**Budget Review
Diversify Funding**



2025 Budget

Income

Santa Claus Parade Income	\$30,000.00
Business Levy	\$114,000.00
Grant - City of Yorkton	\$100,000.00
Grants - Other	\$15,000.00
Total Income	\$259,000.00

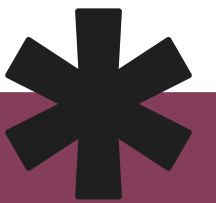
Expenses

Program Expenses		Office Expense	\$2,500.00
Purchases - Flowers & Pots	\$35,000.00	Bookkeeping Fees	\$5,000.00
Contract - Flowers & Pots	\$20,000.00	Telephone/Internet/Cell	\$1,500.00
Contract - Clean Sweep	\$20,000.00	Santa Claus Parade Expense	\$5,500.00
Special Events Program	\$32,000.00	Santa Office Expenses	\$2,500.00
Projects Expense - BIIP	\$50,000.00	Santa Parade Promotion	\$3,000.00
Advertising	\$5,000.00	Float Maintenance-Santa	\$500.00
Sponsorship Support	\$15,000.00	Santa Day Movie	\$2,500.00
Memberships & Subscriptions	\$500.00	Rent	\$3,300.00
Meetings & Promotional Function	\$5,000.00	Payroll Expenses	
Meals, Ent & Gifts	\$3,000.00	Taxes	\$5,400.73
Travel - Executive Director	\$2,000.00	Wages	\$35,291.85
Bank Service Charges	\$100.00	Total Expenses	\$254,592.58
		Total Net Income	\$4,407.42

COMMUNICATIONS

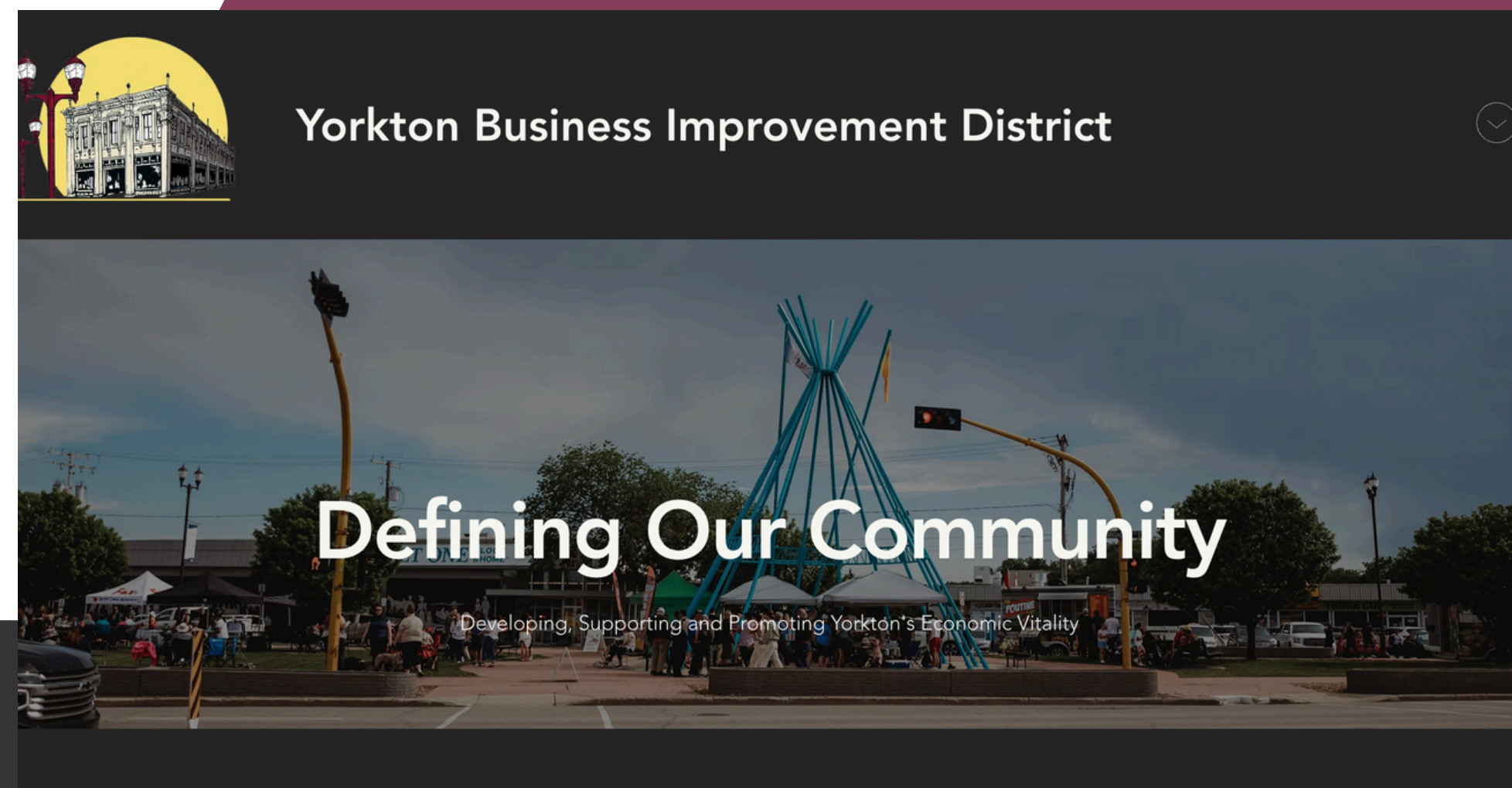
New Branding & Website

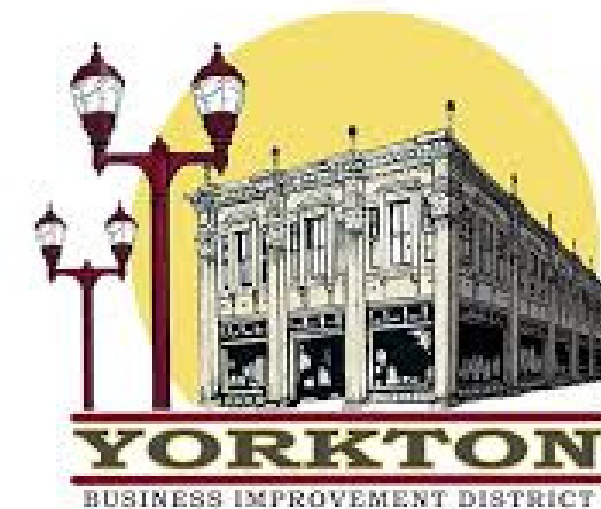
YBID is excited to unveil a refreshed brand identity, with a new logo and updated visual branding launching soon. A revamped website is also underway for 2025, featuring an enhanced user experience and a detailed business directory.



Media & Online Engagement

YBID is building a strong communications strategy through regular press releases and active social media. We promote key events and programs like Downtown CultureFest, Santa Claus Parade, BIIP Program, Flower Pot Program, etc. while also supporting our members by sharing their content and relevant community updates.





EVENTS & PROMOTIONS



CLEAN SWEEP PROGRAM

The Clean Sweep Program continued in 2024 in partnership with SaskAbilities and is set to return in 2025. This initiative employs local workers to maintain the cleanliness of our downtown sidewalks, enhancing the overall appearance and accessibility of the District. The summer portion of the program runs from early June to the end of September, weather permitting.

In addition to the summer effort, SaskAbilities has also led the winter sidewalk snow removal program. During the 2024/25 winter season, Clean Sweep workers were once again active in keeping our downtown walks clear, ensuring safe and accessible pathways for all. We are proud to acknowledge PHCDC as a key funding partner for both the summer and winter programs, and as the Naming Sponsor of the winter Clean Sweep initiative.



FLOWER POT PROGRAM



The Flower Pot Program will continue in 2025 in partnership with Young's Plant World. This vibrant initiative adds colour and charm to our District, with flower pots placed in key locations throughout the area. The flowers are prepared early in the season to ensure full blooms by summer.

New in 2025, participating businesses will be responsible for caring for their own flower pot. To encourage engagement and pride in the program, YBID will host a local draw at the end of the season for all businesses that successfully maintain their flower pots throughout the summer.



BIIP PROGRAM

Launched in January 2021, the Business Improvement Incentive Program (BIIP) has become a cornerstone initiative for revitalizing our District. The program has encouraged significant investment in the community, with numerous businesses renovating and refreshing their facades during the 2022, 2023, and 2024 construction seasons.

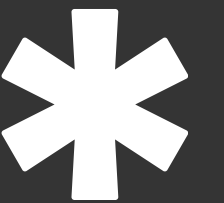


SANTA CLAUS PARADE

Since taking over the Santa Claus Parade in 2016, YBID has been proud to lead this much-loved community tradition.

The entire parade is funded through generous local sponsorships. These contributions cover everything from the pancake breakfast and movie matinee to the float, goodie bags, administrative costs, and staffing for the event.

The 2024 parade was a tremendous success. Volunteers from community organizations, local boards, friends, and families came together to manage traffic and ensure a smooth event. The pancake breakfast at the fire hall saw record attendance (even in a snow storm), and the movie matinee sold out — clear signs of a strong and engaged community coming together to celebrate the season.



DOWNTOWN CULTUREFEST

Downtown CultureFest is a vibrant celebration of diversity and community, held over four Thursdays in June. Each week features a different cultural group showcasing their heritage through food, music, games, language, national anthems, flags, and live entertainment. Cultural representatives and community members come together to share, learn, and connect in the heart of downtown Yorkton.

Planning is well underway for CultureFest 2025.



DOWNTOWN CULTUREFEST

CONNECTIONS



- > *Engage business and property owners*
- > *Connect with other BIDs for information sharing*
- > *Create awareness of available rental/sale properties*
- > *Community Presence*





ORGANIZATIONAL EXCELLENCE

YBID is committed to enhancing organizational efficiency and effectiveness through several key initiatives:

> *Digitizing Documents*

> *Governance and Structure*

> *Recruitment of Directors*

> *Board Evaluation*

REQUEST OF COUNCIL

Bylaw Review Collaboration

As we begin the development of a new strategic plan, it is essential to revisit and revise the founding bylaw that guides YBID's operations. The current bylaw has not been reviewed since its implementation in 2012, and it no longer fully reflects the scope of our activities or the evolving needs of the district.

We respectfully request that the City undertake a formal review of the YBID bylaw in 2025, with YBID representatives at the table throughout the process to ensure alignment with our current operations and future vision.





QUESTIONS?

Thank you!



TITLE: 2025 Tax Policy	DATE OF MEETING: May 12, 2025
	REPORT DATE: May 2, 2025
CLEARANCES: Ashley Stradeski – Director of Finance	ATTACHMENTS: <ol style="list-style-type: none"> 1. Proposed Bylaw No. 11/2025 – Establish Classes and Sub-classes of property for Tax Purposes 2. Proposed Bylaw No. 12/2025 - 2025 Mill Rate/Business Improvement District Levy, Base Taxes and Mill Rate Factors for Classes and Sub-Classes of Land and Improvements 3. Proposed Bylaw No. 13/2025 Phase-in of Municipal Tax Levy for Certain Commercial Properties based the 2025 Revaluation Year 4. Proposed Bylaw No. 14/2025 Imposition of Penalties for Late Payments of Taxes
Written by: Raelyn Knudson – Assessment & Taxation Manager Raelyn Knudson	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Brad Hvidston – City Manager Brad Hvidston	

BACKGROUND

On March 3, 2025, City Council approved the 2025 Operating and 2025/2026 Capital Budgets, which include a 3.9% total increase in municipal taxation revenue.

- 2.06% is allocated to departmental operations to maintain current service levels.
- 1.84% is earmarked for capital projects to address aging infrastructure rising construction costs.

As a result, the City must collect an additional 3.9% in taxation revenue for 2025.

Each property owner's share of taxes is based on two key factors:

1. The City's total budget requirements; and
2. The total assessed value of all properties within city limits.

This approach ensures that the cost of municipal services is distributed fairly among all property classes based on assessed value.

ANALYSIS

The 2025 taxation year coincides with a revaluation year under *The Assessment Management Agency Act*. All properties were reassessed based on updated market conditions.

Key assessment shifts:

- Residential properties: Increased by 2% on average, due in part to a city-wide re-inspection initiative.
- Commercial properties: Increased by 10% on average, slightly below the provincial average of 14%.
- Vacant land: Experienced the highest increase, with assessments rising by more than 35%.

DISCUSSION

Classes and Sub-classes of Property

To better handle assessment shifts within special types of property, Council has introduced a new commercial sub-class: Light Aircraft Hangar, under proposed Bylaw No. 11/2025 (attachment 1).

Mill Rates, Mill Rate Factors, BID Levy, Base Taxes

Proposed Bylaw No. 12/2025 sets out the mill rates, Business Improvement District levy, mill rate factors and base taxes for 2025 (attachment 2).

Impact of tax increases

Council acknowledges the financial pressures faced by residents and businesses due to inflation. Considerable effort has been made to limit the tax increase while maintaining essential services and infrastructure investments.

Residential vs. Commercial Tax Split

The longstanding tax burden distribution remains unchanged, with residential paying approximately 55% of total taxes collected, and 45% by commercial. This proportional split continues for 2025.

Base Taxes

Residential Base Tax: Maintained at \$830.00 per improved residential property.

- Multi-unit dwellings: One base tax per unit.
- Condominiums and high-density units: \$705.50 per unit (both unchanged).

Commercial Properties: Not subject to base taxes in 2025.

Recreation Services Base Tax

Used to support municipal recreational facilities:

- Improved residential properties: \$100.00 per property.
- Multi-units and condos: \$85.00 per unit (both unchanged).

Hospital Base Tax

Introduced in 2023 to help fund a future hospital build. This has been increased by \$25 per year and we propose doing the same this year. We don't know what the full cost will be, but Council is proactively working with the Health Foundation to achieve the goal of a new hospital.

- Improved residential properties: \$75.00 per property in 2025.
- Commercial properties: Pro-rated based on 1.6% of the commercial municipal levy.

BID Levy

The Yorkton Business Improvement District (BID) levy has been increased to 0.37 mills for 2025. This adjustment was made to ensure sufficient funding to support BID initiatives and operations. The rate had remained unchanged for many years and no longer met the District's financial needs.

The \$200 base tax for properties within the BID boundary remains unchanged.

Municipal Mill Rates for 2025

The uniform mill rate (total municipal levy/taxable assessment x 1000) for 2025 is 18.1108.

Education Property Tax

The provincial government sets the mill rates for the education property tax for all public school divisions. The City collects the tax on its behalf and then remit the funds to the government for distribution.

Property Class	Mill Rate
Agricultural	1.07
Residential	4.27
Commercial/Industrial	6.37

The Christ the Teacher Roman Catholic Separate School Division #212 has elected to adopt the same education mill rates as the province.

Effective Tax Rate (ETR)

The 2025 ETR is 3.08:1, well within the provincial maximum of 7:1. This confirms that no class of property is taxed more than seven times another.

Tax Phase-in for Certain Commercial Sub-classes

Certain commercial sub-classes saw higher-than-average shifts. To address these discrepancies and help mitigate tax impacts due to revaluation, Bylaw No. 13/2025 proposes a tax phase-in mechanism, which would allow gradual implementation of tax changes (attachment 3) in these subclasses.

The phase-in does not apply to property that was not assessed in 2024, or changes that are not the result of the 2025 revaluation.

The Light Aircraft Hangar sub-class is subject to a four-year phase-in:

1. Year One (2025) – the difference between the 2024 municipal levy and 2025 municipal levy will be adjusted (reduced) by 75%;
2. Year Two (2026) – the difference between the 2024 municipal levy and 2025 municipal levy will be adjusted (reduced) by 50%;
3. Year Three (2027) - the difference between the 2024 municipal levy and 2025 municipal levy will be adjusted (reduced) by 25%; and
4. Year Four (2028) – the full impact of the 2025 revaluation increase will be realized.

The Commercial general, Warehouse and Hall properties are subject to a three-year phase-in plan, providing they meet the criteria of:

- An increase in taxable assessment greater than 30%; and
- Municipal tax implications of \$5,000 or greater on the increase.

These classes are subject to a three-year phase-in:

1. Year One (2025) - the difference between the 2024 municipal levy and 2025 municipal levy will be adjusted (reduced) by 66%;
2. Year Two (2026) – the difference between the 2024 municipal levy and 2025 municipal levy will be adjusted (reduced) by 33%;
3. Year Three (2027) - the full impact of the 2025 revaluation increase will be realized.

Tax Due Date and Penalties

Property taxes are due June 30 of each year. Penalties for late payments will be applied to accounts on the first day of each month. Proposed Bylaw No. 14/2025 (attachment 4) sets out the imposition of penalties.

It has come to our attention that the Canadian Union of Postal Workers (Canada Post) may impose a strike if a new collective agreement cannot be reached with the postal service. Should a postal disruption affect the timely delivery of tax notices, Administration recommends that Council consider waiving the July 1 late payment penalty to avoid penalizing residents for delays beyond their control.

FINANCIAL IMPLICATIONS

The rates set forth in the proposed mill rate bylaw achieve the 2025 budget as approved. This will allow the City to collect the necessary taxes to finance its operations as budgeted.

COMMUNICATION PLAN & PUBLIC NOTICE

The City aims to distribute 2025 property tax notices by May 23, with a payment due date of June 30, 2025. The reverse side of each tax notice will include a clear breakdown of how tax dollars are allocated, along with the available methods of payment.

We will collaborate with the City's Communications team to inform residents about the 2025 tax changes through both traditional and social media channels. Residents will be reminded to watch for their tax notices and encouraged to contact the Finance team at City Hall with any questions or concerns. Additional information will also be available on the City's website.

If property owners have not received their tax notices by June 13, we encourage them to contact our office.

OPTIONS

Bylaw No. 11/2025 – Establish Classes and Subclasses

1. To Approve Bylaw No. 11/2025 Establish Classes and Sub-classes of Property for Tax Purposes by unanimously consenting to giving the bylaw all three readings this evening.
2. To deny the approval of Bylaw No. 11/2025 Establish Classes and Sub-classes of Property for Tax Purposes.
3. Other direction as Council deems appropriate.

Bylaw No. 12/2025 – 2025 Mill Rate, Base Taxes, Mill Rate Factors, BID Levy and Base Tax

1. To Approve Bylaw No. 12/2025 – 2025 Mill Rates, Mill Rate Factors, BID Levy and Base Taxes by unanimously consenting to giving the bylaw all three readings this evening.
2. To deny the approval of Bylaw No. 12/2025 – 2025 Mill Rates, Mill Rate Factors, BID Levy and Base Taxes.
3. Other direction as Council deems appropriate.

Bylaw No. 13/2025 – Phase-In 2025 Taxation

1. To Approve Bylaw No. 13/2025 Phase-in of Municipal Tax Levy for Certain Commercial Properties based the 2025 Revaluation Year by unanimously consenting to giving the bylaw all three readings this evening.
2. To deny the approval of Bylaw No. 13/2025 Phase-in of Municipal Tax Levy for Certain Commercial Properties based the 2025 Revaluation Year.
3. Other direction as Council deems appropriate.

Bylaw No. 14/2025 – Tax Penalties

1. To Approve Bylaw No. 14/2025 Imposition of Penalties for Late Payments of Taxes by unanimously consenting to giving the bylaw all three readings this evening.
2. To deny the approval of Bylaw No. 14/2025 Imposition of Penalties for Late Payments of Taxes.
3. Other direction as Council deems appropriate.

Canada Post Strike – Waive Penalty

1. To approve to waive the July 1 late payment penalty to avoid penalizing residents for delays beyond their control if Canada Post proceeds with a strike that delays the delivery of 2025 tax notices.
2. To deny to waive penalties should Canada Post proceed with a strike that delays the delivery of 2025 tax notices.
3. Other direction as Council deems appropriate.

RECOMMENDATIONS:

Bylaw No. 11/2025

1. **That Bylaw No. 11/2025 – Establish Classes and Sub-classes of property for Tax Purposes be introduced and read for first time this 12 day of May, A.D. 2025; and**
2. **That Bylaw No. 11/2025 be given second reading this this 12 day of May, A.D. 2025; and**
3. **That with the unanimous consent of Council, Bylaw No. 11/2025 proceed to third reading this 12 day of May, A.D. 2025; and**
4. **That Bylaw No. 11/2025 – Establish Classes and Sub-classes of property for Tax Purposes be given third and final reading this 12 day of May, A.D. 2025, and be registered in the Bylaw Register of the City of Yorkton.**

Bylaw No. 12/2025

- 1. That Bylaw No. 12/2025 fixing the Mill Rate for the year 2025, providing for a Business Improvement District levy and establishing Mill Rate Factors and Base Taxes for classes and sub-classes of land and improvements be introduced and read for first time this 12 day of May, A.D. 2025; and**
- 2. That Bylaw No. 12/2025 be given second reading this this 12 day of May, A.D. 2025; and**
- 3. That with the unanimous consent of Council, Bylaw No. 12/2025 proceed to third reading this 12 day of May, A.D. 2025; and**
- 4. That Bylaw No. 12/2025 fixing the Mill Rate for the year 2025, providing for a Business Improvement District levy and establishing Mill Rate Factors and Base Taxes for classes and sub-classes of land and improvements be given third and final reading this 12 day of May, A.D. 2025, and be registered in the Bylaw Register of the City of Yorkton.**

Bylaw No. 13/2025

- 1. That Bylaw No. 13/2025 to provide for a Phase-In of the Municipal Tax Levy for Certain Commercial Properties within the City of Yorkton, based on the 2025 Revaluation Year be introduced and read for first time this 12 day of May, A.D. 2025; and**
- 2. That Bylaw No. 13/2025 be given second reading this this 12 day of May, A.D. 2025; and**
- 3. That with the unanimous consent of Council, Bylaw No. 13/2025 proceed to third reading this 12 day of May, A.D. 2025; and**
- 4. That Bylaw No. 13/2025 2025 to provide for a Phase-In of the Municipal Tax Levy for Certain Commercial Properties within the City of Yorkton, based on the 2025 Revaluation Year be given third and final reading this 12 day of May, A.D. 2025, and be registered in the Bylaw Register of the City of Yorkton.**

Bylaw No. 14/2025

- 1. That Bylaw No. 14/2025 to Provide for the Imposition of Penalties for Late Payments of Taxes be introduced and read for first time this 12 day of May, A.D. 2025; and**
- 2. That Bylaw No. 14/2025 be given second reading this this 12 day of May, A.D. 2025; and**
- 3. That with the unanimous consent of Council, Bylaw No. 14/2025 proceed to third reading this 12 day of May, A.D. 2025; and**

- 4. That Bylaw No. 14/2025 to Provide for the Imposition of Penalties for Late Payments of Taxes be given third and final reading this 12 day of May, A.D. 2025, and be registered in the Bylaw Register of the City of Yorkton.**

Canada Post Strike

- 1. That, should Canada Post strike at a time that may delay the delivery of the 2025 tax notices, Council will waive the July 1, 2025 late payment penalty to avoid penalizing residents for delays beyond their control.**

**City of Yorkton
Saskatchewan**

Bylaw No. 11/2025

**A Bylaw of the City of Yorkton in the Province of Saskatchewan
to Establish Classes and Sub-classes of Property for Tax Purposes**

WHEREAS, Section 254(1) of *The Cities Act* allows the Council of a City to establish classes and sub-classes of property for the purposes of establishing tax rates;

NOW THEREFORE, the Council of the City of Yorkton enacts that the following classes of property as defined in Section 12 of *The Cities Regulations* are hereby established, and the sub-classes of properties are hereby established as defined below:

Classes and Sub-classes of Properties

1. Non-arable (range land)
2. Other agricultural (arable land)
3. Residential
Sub-classes:
 - a. Residential vacant land
Land void of improvements used for, intended for use for or in conjunction with a residential purpose. This includes vacant land subdivided into lots for residential use.
4. Multi-unit residential
Sub-classes:
 - a. Multi-unit residential vacant land
Land void of improvements designed and used for or intended to be used for or in conjunction with a multi-unit residential purpose. This includes vacant land subdivided into lots for multi-unit use.
 - b. High density multi-unit
Property with improvements designed and used for or intended to be used for or in conjunction with a residential purpose to accommodate eight or more self-contained dwelling units within a parcel, but excluding parcels within the meaning of *The Condominium Property Act, 1993*.
 - c. Condominiums
Property with improvements designed for, or intended for use in conjunction with a residential purpose within the meaning of *The Condominium Property Act, 1993*.

d. High density multi-unit vacant land

Land void of improvements designed and used for or intended to be used for or in conjunction with a high density multi-unit residential purpose or a condominium within the meaning of *The Condominium Property Act, 1993*. This includes vacant land subdivided into lots for high density multi-unit use.

5. Commercial and Industrial

Sub-classes:

a. Commercial vacant land

Land void of improvements designed and used for or intended to be used for or in conjunction with a for-profit entity.

b. Church halls, non-profit halls and miscellaneous

Halls owned and operated by churches or non-profit organizations. Also includes the following properties:

- i. 345 Broadway Street W;
- ii. 83 North Street (occupied by SIGN); and
- iii. 162 Ball Road.

c. Large commercial and industrial

Property with improvements that are large open shell, stand-alone improvements which may or may not have portioning for offices and storage areas. The design of the improvement is focused on the function of the business rather than aesthetic appeal. The improvements have a minimum assessment of \$5,000,000 and a minimum square footage of 50,000.

d. Heavy industrial

Property with occupancy or use of improvement in which the majority of the floor space is used for assembling, fabricating, manufacturing or processing raw materials into semi-finished/finished products or equipment. Further, that the finished product is distributed through various agencies and sold to the retail market in other provinces and countries.

e. Warehouse

Property with occupancy or use of improvements for either warehouse facilities or warehouse sales.

The warehouse facility requires the majority of the floor space be allocated to the indoor storage and/or distribution of goods and merchandise.

The warehouse sales improvements is used for the wholesale or retail sale of a limited range of bulky goods from within an enclosed building where the size and nature of the principal goods being sold demand a large floor area.

f. Light aircraft hangar

Improvement located within the legal boundaries of the Yorkton Regional Airport, designed and used for the storage and maintenance of light aircraft.

g. Large enclosed mall

Property with improvements that are a large retail complex containing stores and businesses facing a system of enclosed walkways for pedestrians. The entrance to the complex is controlled by a limited number of entrances. Most stores are only accessible via interior corridors.

6. Elevators

7. Railway Rights of Way

Determination of Class or Sub-class

8. The assessor shall determine to which class or sub-class any property belongs.

Repealing Bylaw

9. Bylaw No. 3/2019 passed on the 6 day of May, 2019 and all amendments hereto are hereby repealed.

Effective Date of Bylaw

10. This bylaw shall come into force and take effect on the day of final passing thereof.

MAYOR

CITY CLERK

Introduced and read a first time this 12 day of May, A.D. 2025.

Read a second time this __ day of May, A.D. 2025.

Read a third time and adopted this __ day of May, A.D. 2025.

**City of Yorkton
Saskatchewan**

Bylaw No. 12/2025

A Bylaw of the City of Yorkton in the Province of Saskatchewan fixing the Mill Rate for the year 2025, providing for a Business Improvement District levy and establishing Mill Rate Factors and Base Taxes for classes and sub-classes of land and improvements

WHEREAS, the Council of every municipality with lands in a school division shall levy the tax rates with respect to those lands and,

WHEREAS, the Council of the City of Yorkton has established a Business Improvement District and shall authorize a levy to be paid by the owners of properties in the District and,

WHEREAS, the Council of the City of Yorkton shall pass a property tax bylaw annually, and shall determine a uniform rate sufficient to raise the amount of taxes required to meet the estimated expenditures set out in the budget of the City and,

WHEREAS, the Council of the City of Yorkton deems it necessary to establish Mill Rate Factors to be multiplied by the Uniform Mill Rate for certain classes and sub-classes of property and,

WHEREAS, the Council of the City of Yorkton deems it necessary to establish a base tax payable with respect to classes or sub-classes of property:

NOW THEREFORE, the Council of the City of Yorkton enacts as follows:

1. That the Education Mill Rates for the year 2025 be set as follows (Public and Separate School support):

Property Class	Mill Rate
Agricultural	1.07
Residential	4.27
Commercial/Industrial	6.37
Resource (oil and gas, mines and pipelines)	7.49

2. That a Business Improvement District (BID) Levy of \$200.00 plus 0.37 mills be applied for the 2025 taxation year in conjunction with Bylaw No. 10/2012. This levy applies to those properties depicted in Schedule "A" attached hereto and forming part of this bylaw.
3. That a base tax be charged:
 - a) On each assessed improved residential property; and
 - b) On each unit of an improved multi-unit property, condo or high-density multi-unit property.
4. That a Recreation Services base tax be charged:
 - a) On each assessed improved residential property; and

- b) On each unit of an improved multi-unit property, condo or high-density multi-unit property.
5. That a Hospital base tax be charged:
- a) On each assessed improved residential property; and
- b) On each unit of an improved multi-unit property, condo or high-density multi-unit property.
6. That the Uniform Mill Rate for the year 2025 for Municipal purposes be set as follows:
- Municipal
- | | |
|----------------------------------|---------|
| General and Capital Uniform Rate | 18.1108 |
| Residential | 15.3244 |
| Commercial | 24.4596 |
7. That the Mill Rate Factors be set for the classes and sub-classes of land and improvements, and that the base taxes be established as follows:

Class	Sub-Class	Mill Rate Factor	Effective Mill Rate	Base Tax	Recreation Services Base Tax	Hospital Base Tax
Agricultural						
	Agricultural	0.43490	7.8764			
	Non-arable land	0.43490	7.8764			
Residential						
	Residential	0.48380	8.7620	\$830.00	\$100.00	75.00
	Vacant Land	2.53992	46.0000			
	Multi-Unit/Condominium	0.48380	8.7620	\$830.00	\$100.00	75.00
	High Density Multi Unit	0.43542	7.8858	\$705.50	\$ 85.00	75.00
	High Density Vacant Land	1.90494	34.5000			
Commercial/Industrial						
	Commercial/BID	1.26996	23.0000			
	Vacant Land	1.90494	34.5000			
	Industrial	1.26996	23.0000			
	Large Commercial and Industrial	1.52395	27.6000			
	Mall	1.52395	27.6000			
	Warehouse	1.20646	21.8500			
	Light Aircraft Hangar	1.20646	21.8500			
	Elevators	1.26996	23.0000			
	Railway Right of Way	1.26996	23.0000			

8. Repealing Bylaw
Bylaw No. 4/2024 Establishing a Mill Rate and Business Improvement District Levy and Establishing Mill Rate Factors and Base taxes for Classes and Sub-classes of Properties passed on the 26 day of April, 2024 and all amendments thereto are hereby repealed.

9. Effective Date of Bylaw

This bylaw shall come into force and take effect on the day of final passing thereof and apply for the taxation year of 2025.

MAYOR

CITY CLERK

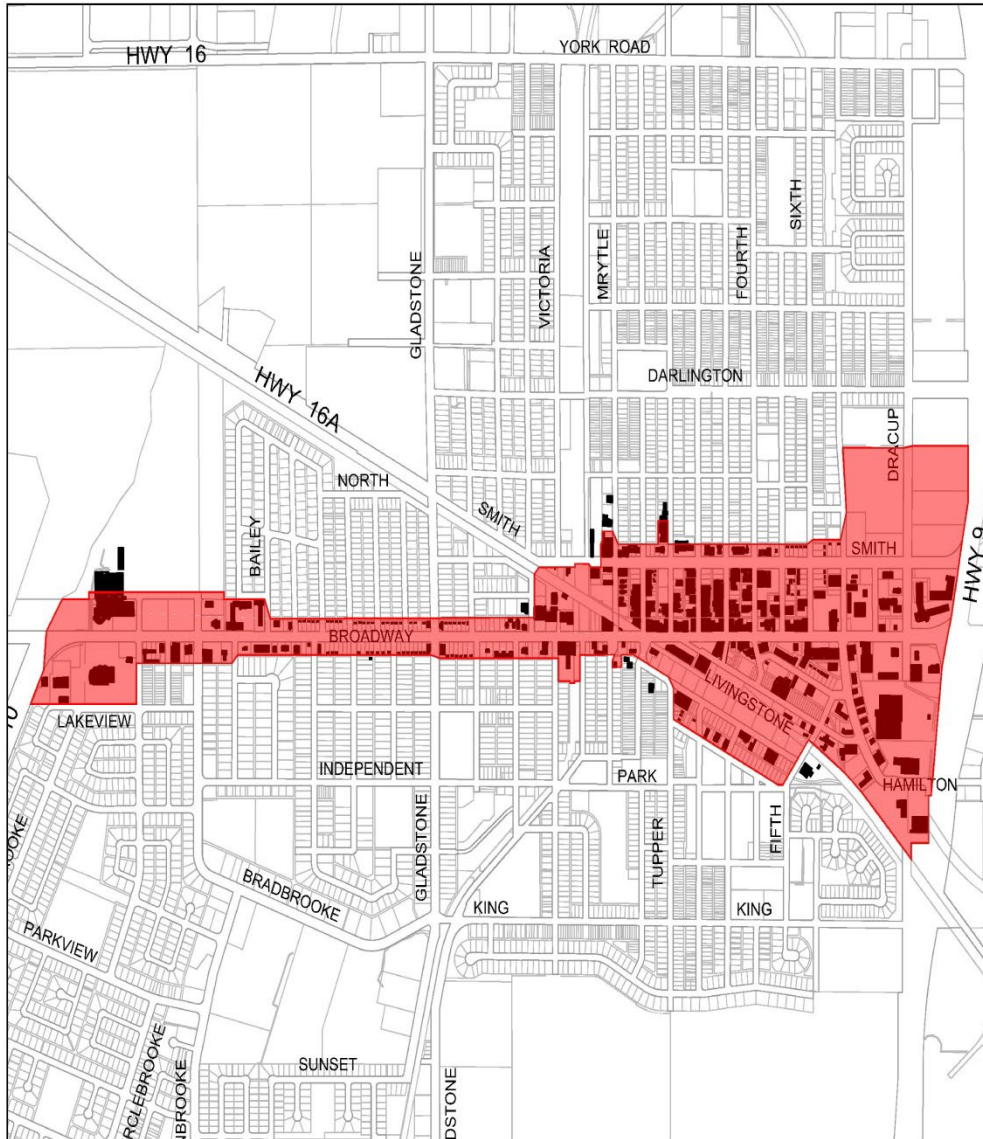
Introduced and read a first time this 12 day of May, A.D. 2025.

Read a second time this ___ day of May, A.D. 2025.

Read a third time and adopted this ___ day of May, A.D. 2025.

Schedule "A" to Bylaw No. 12/2025

YORKTON BUSINESS IMPROVEMENT DISTRICT



YORKTON BUSINESS
IMPROVEMENT
DISTRICT

Schedule 'A'

Bylaw 10/2012



City of
Yorkton

SHEET		OF	
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**City of Yorkton
Saskatchewan**

Bylaw No. 13/2025

**A Bylaw of the City of Yorkton in the Province of Saskatchewan
to provide for a Phase-In of the Municipal Tax Levy for Certain Commercial Properties within the
City of Yorkton, based on the 2025 Revaluation Year**

WHEREAS, the Council of the City of Yorkton may by bylaw, pursuant to section 260 of *The Cities Act* and section 14 of *The Cities Regulations*, provide for a Phase-in of certain Commercial properties; and

WHEREAS, 2025 was a Revaluation year in the City of Yorkton, in the Province of Saskatchewan,

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

Short Title

1. This bylaw may be cited as “Phase-In Bylaw”.

Definitions

2. In this Bylaw:

“2025 revaluation” means the revaluation of property occurring in 2025 pursuant to section 22 of *The Assessment Management Agency Act*;

“Property Tax Change” means the difference between the amount of property taxes assessed with respect to a property in 2024 and the amount assessed with respect to the same property in 2025.

Tax Phase-in Plan

3. The tax phase-in plan set out in this Bylaw will allow a gradual implementation of municipal property tax changes for certain commercial sub-classes, resulting from the 2025 revaluation.
4. This tax phase-in plan does not apply to:
 - (a) property that was not assessed in the year 2024;
 - (b) tax increases resulting from any change in assessed values that are not the result of the 2025 revaluation; or
 - (c) Tax decreases resulting from any change in the assessed value that are not a result of the 2025 revaluation, including decreases resulting from appeals filed against the 2025 revaluation (adjustments will be applied to the account for the changes in assessed value).
5. Adjustments will be applied to the tax roll to account for any changes in assessed value that occur after the application of the phase-in plan.

6. If SAMA determines that portions of any property include more than one distinct use and that the fair value assessment of the property must be apportioned among different classes established under *The Cities Regulations*, the tax phase-in plan shall only be applied to the Commercial class portion of the assessment of the property, if it meets the criteria outlined in section 8.
7. The method of funding the difference in each year of the plan shall be a reduction of the tax increase that would otherwise result from the revaluation, calculated using the same formula as detailed in section 8 and section 9.

Calculation of Phase-in

8. Commercial sub-class: Light Aircraft Hangars, listed in Schedule “A”
The tax phase-in plan for this sub-class includes properties under this class that experienced an increase to assessment as result of the 2025 revaluation. The phase-in plan shall be in effect for the period of four years, 2025 to 2028 inclusive. The plan is calculated as follows:
 - (a) For the year 2025 the relevant 2025 municipal and education tax rates will be applied. The difference between the 2024 municipal levy and the 2025 municipal levy will be adjusted by 75%.
 - (b) For the year 2026 the relevant 2026 municipal and education tax rates will be applied. The difference between the 2024 municipal levy and the 2025 municipal levy will be adjusted by 50%.
 - (c) For the year 2027 the relevant 2027 municipal and education tax rates will be applied. The difference between the 2024 municipal levy and the 2025 municipal levy will be adjusted by 25%.
 - (d) For the year 2028 the full impact of the 2025 revaluation increase will be realized.
9. Commercial class and Warehouse and Hall sub-classes, listed in Schedule “B”
The tax phase-in plan for the Commercial class and Warehouse and Hall subclasses includes properties that have met the following criteria:
 - The property has experienced an increase in taxable assessment greater than 30%; and
 - The municipal tax implications of the increase result in an increase of \$5000.00 or greater.

The tax phase-in plan shall be in effect for a three-year period, 2025 to 2027 inclusive. It will be calculated as follows:

- (a) For the year 2025 the relevant 2025 municipal and education tax rates will be applied. The difference between the 2024 municipal levy and the 2025 municipal levy will be adjusted by 66%.
- (b) For the year 2026 the relevant 2026 municipal and education tax rates will be applied. The difference between the 2024 municipal levy and the 2025 municipal levy will be adjusted by 33%.
- (c) For the year 2027 the full impact of the 2025 revaluation increase will be realized.

Effective date of Bylaw

This bylaw shall come into force on the date of passage.

MAYOR

CITY CLERK

Introduced and read a first time this 12 day of May, A.D. 2025.

Read a second time this ___ day of May, A.D. 2025.

Read a third time and adopted this ___ day of May, A.D. 2025.

Schedule “A” to Bylaw No. 15/2025

COMMERCIAL AND INDUSTRIAL TAX PHASE-IN BYLAW

Sub-class: Light Aircraft Hangar

Roll No	Civic Address	2025 - 75%	2026 - 50%	2027 – 25%
444905050	AIRPORT	4,478.29	2,985.53	1,492.76
444902003	AIRPORT	1,411.05	940.70	470.35
444905000	AIRPORT	4,205.28	2,803.52	1,401.76
444904001	AIRPORT	473.60	315.73	157.87
444904002	AIRPORT	9,189.21	6,126.14	3,063.07
TOTAL PHASE-IN		\$19,757.43	\$13,171.62	\$6,585.81

Schedule “B” to Bylaw No. 15/2025

COMMERCIAL AND INDUSTRIAL TAX PHASE-IN BYLAW

Subclasses: Commercial, Warehouse and Church Halls

Roll No	Civic Address	2025 - 66%	2026 - 33%
494919700	236 MYRTLE AVE	4,198.07	2,067.71
484916650	15 YORK RD W	4,038.27	1,989.00
484900650	180 BALL RD	11,355.09	5,592.81
515200500	386 BROADWAY ST E	6,365.87	3,135.43
515101900	115 PALLISER WAY	13,077.54	6,441.18
515124000	270 HAMILTON RD	13,471.81	6,635.37
515100900	5 KELSEY BAY	13,088.02	6,446.34
505305000	789 BROADWAY ST E	31,724.57	15,625.53
505200200	415 BROADWAY ST E	15,769.28	7,766.96
484701010	381 YORK RD W	18,534.38	9,128.87
515221400	570 BROADWAY ST E	15,976.24	7,868.89
505200500	441 BROADWAY ST E	15,482.43	7,625.67
495022200	377 FIFTH AVE N	7,373.15	3,631.55
484903950	391 BALL RD	3,989.80	1,965.13
515220900	552 BROADWAY ST E	5,310.13	2,615.44
515218900	470 BROADWAY ST E	14,210.56	6,999.23
515100950	37 PALLISER WAY	5,365.15	2,642.53
484812000	321 YORK RD W	3,704.26	1,824.48
515101200	30 PALLISER WAY	3,932.17	1,936.74
515040500	76 SEVENTH AVE S	8,494.38	483.80
505002900	26 FOURTH AVE N	7,511.99	3,699.94
505104000	71 DRACUP AVE	12,709.47	6,259.89
515043500	134 BROADWAY ST E	5,596.99	2,756.73
505000700	14 SECOND AVE N	5,596.99	2,756.73
515041200	86 SEVENTH AVE S	8,650.25	4,260.57
514927400	50 BROADWAY ST W	5,653.31	2,784.47
505000654	19-105 BROADWAY ST E	4,031.72	1,985.77
505103000	81 DRACUP AVE	27,161.05	13,377.83
504904650	41 BROADWAY ST W	17,094.85	8,419.85
514803500	20 GLADSTONE AVE S	3,957.06	1,949.00
505004150	85 BROADWAY ST E	4,416.81	2,175.45
514700500	516 BROADWAY ST W	7,276.22	3,583.81
515046750	36 BROADWAY ST E	5,735.83	2,825.11
484900050	116 BALL RD	9,613.91	4,878.70
515022800	81 BECK AVE	3,664.63	1,859.66
535101000	187 HERSHEY RD	15,502.21	7,866.79
484907450	50 BALL RD	3,364.74	1,707.48
514907001	72 MELROSE AVE	3,803.80	1,873.52
TOTAL PHASE-IN		\$366,803.00	\$177,443.96

**City of Yorkton
Saskatchewan**

Bylaw No. 14/2025

**A Bylaw of the City of Yorkton in the Province of Saskatchewan
to Provide for the Imposition of Penalties for Late Payments of Taxes**

WHEREAS, the Council of the City of Yorkton may, pursuant to section 249 of *The Cities Act*, impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice, at the rate set out in the bylaw authorizing the imposition of penalties;

WHEREAS, the Council of the City of Yorkton may, pursuant to section 250 of *The Cities Act*, impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year it was imposed, at the rate set out in the bylaw authorizing the imposition of penalties;

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

Short Title

1. This bylaw may be cited as the “Tax Penalties Bylaw”.

Definitions

2. In this Bylaw, unless the context otherwise requires, the expression:
 - a. “arrears of taxes” means taxes unpaid and outstanding after December 31 of the year in which the tax is imposed, and includes all penalties and other lawful charges under *The Cities Act* or any other applicable legislation;
 - b. “City” means the City of Yorkton;
 - c. “current taxes” means taxes imposed during the calendar year in which they are due;
 - d. “taxes subject to penalties” means taxes imposed on property subject to assessment for municipal, school or any other purposes and includes other charges authorized by statute, including local improvement rates and taxes.

Due Dates for Taxes

3. All taxes are due and payable on or before June 30 of the year in which they are imposed.
 - a. A tax payment shall not be deemed to have been made until payment has been received in full by the City.
 - b. All tax payments shall be applied firstly to arrears and any accrued penalties, with the remaining balance, if any, applied to current taxes.

Penalties for Late Payments of Current Taxes

4. Current year taxes remaining unpaid after June 30 shall be subject to a monthly penalty of 0.75% of the outstanding amount. Such penalty shall be imposed on the first day of each month from July through December inclusive, and shall form part of the tax roll.
5. Taxes levied pursuant to the supplemental tax roll shall not be subject penalties under Section 4.

Penalties on Arrears of Taxes

6. Taxes remaining unpaid after December 31, including those levied pursuant to the supplemental tax roll, shall be deemed in arrears and shall be subject to a monthly penalty of 1.25% of the outstanding amount. Such penalty shall be imposed on the first day of each month and shall form part of the tax roll.

Repeal of Bylaws

7. The following bylaws and any revisions thereto are hereby repealed:
 - a. Bylaw No. 23/2012 passed on the 14 day of May, 2012;
 - b. Bylaw No. 2/2020 passed on the 20 of April, 2020; and
 - c. Bylaw No. 12/2022 passed on the 19 day of December, 2022.

Effective date of Bylaw

This bylaw shall come into force and take effect on the date of its final passage.

MAYOR

CITY CLERK

Introduced and read a first time this 12 day of May, A.D., 2025.

Read a second time this ___ day of May, A.D., 2025.

Read a third time and adopted this ___ day of May, A.D., 2025.

TITLE: 2025 Tax Exemptions/Abatements Bylaw No. 15/2025 – Exemption of Taxation – BIIP and RCI Bylaw No. 16/2025 – Exemption of Taxation – Other	DATE OF MEETING: May 12, 2025 REPORT DATE: May 2, 2025
CLEARANCES: Ashley Stradeski - Director of Finance Ashley Stradeski Jennifer Brooker – Business Liaison Jennifer Brooker	ATTACHMENTS: <ol style="list-style-type: none"> 1. RCI Policy No. 10.10 2. New Commercial Building Tax Abatement Program No. 10.420 3. Proposed Bylaw No. 15/2025 4. Proposed Bylaw No. 16/2025
Written by: Raelyn Knudson - Assessment & Taxation Manager Raelyn Knudson	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Brad Hvidston – City Manager Brad Hvidston	

BACKGROUND

Council may provide relief from municipal property taxes and/or other taxing in accordance with *The Cities Act* and applicable provincial legislation and regulations that govern education property taxes.

Council may also enter into an agreement with the owner or occupant of any property for the purpose of exempting that property from taxation, in whole or in part, for not more than five years. In that agreement, Council may impose any terms and conditions that it may specify.

All exemptions or abatements must be formalized through a bylaw.

DISCUSSION

Proposed Bylaw No. 15/2025 covers properties approved under the old *Business Improvement Incentive Policy* (BIIP) or *Residential Construction Incentive* (RCI) programs, totaling a municipal abatement of \$67,679.06.

Proposed Bylaw No. 16/2025 includes properties receiving abatements through individual agreements, including a new addition for Safe Haven.

The total municipal abatement under Bylaw No. 16/2025 is \$62,550.45.

FINANCIAL IMPLICATIONS

These abatements are part of the City's annual operating budget. The total abatements proposed in Bylaws 15/2025 and 16/2025 fall within the approved 2025 budget.

COMMUNICATION PLAN/PUBLIC NOTICE

Public notice is not required for these bylaws.

Tax notices will be issued to all affected property owners, indicating the exempted amounts.

The RCI program (attachment 1) is running again for the 2025 year to encourage development on vacant residential lots, encourage the sale of stagnant, City-owned residential lot inventory and to stimulate local construction activity by abating property taxes for newly constructed one, two, three and four unit dwellings.

The BIIP program has been altered into *The Façade and Site Improvements Incentive Program*, and instead of providing a tax abatement, it will reimburse a portion of the cost of the façade or site improvements. The purpose is to encourage all commercial property owners in the City to enhance the appearance of their buildings and properties in order to improve the overall look of the downtown core and business regions while encouraging economic growth to the City as a whole.

The *Commercial Building Tax Abatement Program* (attachment 2) came into effect in January 2025 to provide incentives for the creation and expansion of locally-owned businesses.

More information about these programs can be found on our website, or by contacting the Planning and Building Department.

STRATEGIC PRIORITIES

These tax exemptions align with Council's goal to promote growth and support essential community services. This supports the Economy pillar of the *Yorkton 2020 Strategic Plan*.

Economy: Building a strong and vibrant community by attracting, supporting and retaining businesses and residents.

Abatements are considered annually in alignment with Council priorities and the *Our City: Our Future Official Community Plan*.

OPTIONS

Bylaw No. 15/2025 – Exemption of Taxation – BIIP/RCI

1. Approve Bylaw No. 15/2025 and unanimously consent to giving all three readings this evening.
2. Deny Bylaw No. 15/2025.
3. Provide alternative direction as Council deems appropriate.

Bylaw No. 16/2025 – Exemption of Taxation - Other

1. Approve Bylaw No. 16/2025 and unanimously consent to giving all three readings this evening.
2. Deny Bylaw No. 16/2025.
3. Provide alternative direction as Council deems appropriate.


RECOMMENDATIONS

Bylaw No. 15/2025

1. That Bylaw No. 15/2025, A Bylaw of the City of Yorkton, in the Province of Saskatchewan, to Provide for the Exemption of Taxation for Certain Properties – BIIP and RCI, within the City of Yorkton be introduced and given first reading this 12 day of May, A.D. 2025.
2. That Bylaw No. 15/2025 be given second reading this 12 day of May, A.D. 2025.
3. That with unanimous consent of Council, Bylaw No. 15/2025 proceed to third reading this 12 day of May, A.D. 2025.
4. That Bylaw No. 15/2024, A Bylaw of the City of Yorkton, in the Province of Saskatchewan, to Provide for the Exemption of Taxation for Certain Properties – BIIP and RCI, within the City of Yorkton be given third and final reading this 12 day of May, A.D. 2025 and be entered in the Bylaw Register of the City of Yorkton.

Bylaw No. 16/2025

1. That Bylaw No. 16/2025, A Bylaw of the City of Yorkton, in the Province of Saskatchewan, to Provide for the Exemption of Taxation for Certain Properties – Other, within the City of Yorkton be introduced and given first reading this 12 day of May, A.D. 2025.
2. That Bylaw No. 16/2025 be given second reading this 12 day of May, A.D. 2025.
3. That with unanimous consent of Council, Bylaw No. 16/2025 proceed to third reading this 12 day of May, A.D. 2025.
4. That Bylaw No. 16/2025, A Bylaw of the City of Yorkton, in the Province of Saskatchewan, to Provide for the Exemption of Taxation for Certain Properties – Other, within the City of Yorkton be given third and final reading this 12 day of May, A.D. 2025 and be entered in the Bylaw Register of the City of Yorkton.

 City of Yorkton			
POLICY TITLE		ADOPTED BY	POLICY NO.
Residential Construction Incentive Policy		City Council	10.10
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE	PAGE #
City Council	City of Yorkton	January 31, 2022 Amended January 29, 2024 Amended January 27, 2025	1 of 2

PURPOSE:

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

POLICY:


1. City Council has adopted the **Residential Construction Incentive Policy (RCI)**, as outlined.
 - 1.1 The RCI is made available to all property owners in the City of Yorkton who either:
 - 1.1.1 Construct a one, two, three or four unit dwelling on a vacant property (including a property made vacant by demolition of an existing dwelling); or
 - 1.1.2 Acquire a property that has been previously approved under the Policy.
 - 1.2 To be eligible:
 - 1.2.1 With the exception of ready-to-move and/or modular dwellings which are constructed within the City or the adjacent Rural Municipalities, new dwellings are required to be site-built; and
 - 1.2.2 Construction must begin in 2025.
 - 1.3 Incentives will be provided as 100% annual abatement of property taxes, including both the municipal and education portion, for a period of five years.
 - 1.4 To assist those home buyers who require mortgager-paid property taxes, eligible applicants can choose to either:
 - 1.4.1 Pay the current year's taxes and receive a 100% refund in the form of cheque payment from the City; or
 - 1.4.2 Have the City waive requirement for payment of taxes for the year.
 - 1.5 The abatement period will begin upon substantial construction completion (90 days after City approval of the vapour barrier installation).
 - 1.6 Tax abatements will only be issued to the titled owner.
 - 1.7 Approval under this program will be property-specific, meaning that tax abatement will be automatically transferred to any future owner for the duration of the refund period.

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

- 1.8 An individual is eligible to receive the RCI for multiple properties, provided they meet the requirements of this Policy.
- 1.9 No abatement of outstanding taxes will be negotiated.
- 1.10 Property owners automatically become entered into the RCI upon issuance of a Building Permit for eligible structures.
- 1.11 All construction must comply with Federal and Provincial statutes, and Municipal Bylaws, including, but not limited to, the *National Building Code of Canada*, the *Uniform Building and Accessibility Standards Act*, and the City of Yorkton Zoning Bylaw 14/2003.
- 1.12 The City reserves the right to repeal approval under the RCI if:
 - 1.12.1 Construction of the new dwelling unit is discontinued;
 - 1.12.2 Building/site deficiencies are not corrected; or
 - 1.12.3 The property is in contravention of any City bylaw.
- 1.13 This Policy will close to new applicants at the end of 2025, and only those applicants approved under the Policy will be eligible to receive tax abatements as outlined.

RESPONSIBILITY:

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

 City of Yorkton			
POLICY TITLE New Commercial Building Tax Abatement Program		ADOPTED BY City Council	POLICY NO. 10.420
ORIGIN/AUTHORITY City Council	JURISDICTION City of Yorkton	EFFECTIVE DATE January 27, 2025	PAGE # 1 of 2

PURPOSE:

To provide incentives for the creation and expansion of locally-owned businesses.

PREAMBLE:

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

This program shall expire on December 31, 2028.

OBJECTIVE:

The objective of the program is to encourage expansion of locally-owned businesses.

POLICY:

City Council has adopted the **New Commercial Building Tax Abatement Program** as outlined.

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

POLICY TITLE	POLICY NO.	PAGE #
New Commercial Building Tax Abatement Program	10.420	2 of 2

6. No abatement of outstanding or current taxes will be negotiated.
7. This program is intended to incentivize work and not abate past improvements. As such, to be eligible for funding, improvements may not commence until the application has been approved by the City.
8. The City is only responsible for reimbursing eligible improvements based upon the funding commitment for that fiscal year as determined by City Council.
 - 8.1. Applications which otherwise meet all criteria may be approved, in principle, for funding from the following year's allocation. In approving this policy, City Council agrees to honour these approvals upon review of the annual budget.
9. Awarded abatements will carry-over to heirs, assigns and successors.
10. Existing or proposed commercial facilities are subject to the following criteria being met:
 - 10.1. The business needs to be licensed by the City of Yorkton.
 - 10.2. The business must be locally-owned. If the business is incorporated, the majority of shares must be held by individuals who reside within the geographic boundary of the Yorkton Planning District, including the City of Yorkton, Rural Municipality of Orkney, Rural Municipality of Wallace, York Lake Regional Park, Town of Springside, Village of Rhein and Village of Ebenezer. It is the responsibility of the applicant to provide documentation to support 51 50% local ownership.
 - 10.3. In the event that more applications are received than there is available funding, this program will favour applications by business owners who reside in, and pay residential taxes to, the City of Yorkton.
 - 10.4. Eligible applicants are all commercially assessed building owners within the City's corporate boundary. All applicants must be assessed property taxes, and taxes must be current.
 - 10.5. All developers must submit site plans of the proposed development which comply with Federal and Provincial statutes, and Municipal Bylaws, including, but not limited to, the National Building Code of Canada, the Uniform Building and Accessibility Standards Act, and the City of Yorkton Zoning Bylaw 14/2003.
11. Application Procedure:
 - 11.1. A completed "[New Commercial Building Tax Abatement Program Application Form](#)" must be submitted to the Director of Planning, Building & Development.
 - 11.2. All Applications will be reviewed by the City with a recommendation for approval by way of including the property and the abatement amounts in a bylaw that is presented to Council on an annual basis.
 - 11.3. The phasing-in of the abatement shall begin upon substantial completion of the "improvements" and the term of the abatement shall be drafted in a contract form between the City and the applicant.

RESPONSIBILITY:

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

**City of Yorkton
Saskatchewan**

Bylaw No. 15/2025

**A Bylaw of the City of Yorkton in the Province of Saskatchewan
to provide for the Exemption of Taxation for
Certain Properties – BIIP and RCI, within the City of Yorkton**

WHEREAS, the Council of the City of Yorkton may by bylaw, pursuant to section 262(3) of *The Cities Act* exempt any property from taxation;

WHEREAS, the following properties have applied to either the City of Yorkton Policy No. 10.430 *Business Improvement Incentive Program (BIIP)*, or Policy No. 10.10 *Residential Construction Incentive Policy (RCI)* and have been accepted under the terms and conditions therein;

NOW THEREFORE, the Council of the City of Yorkton in Council assembled enacts that the following property taxes be abated to the extent as set out below:

NAME	ADDRESS	TAXABLE ASSESSMENT		ABATEMENT
Ball Road Holdings Ltd.	141 Ball Road Roll No. 484905500 (New construction incentive Graduated 2023-2027, 60%)	500,000	Municipal Public Separate	6,555.00 0.00 <u>1,911.00</u> \$8,466.00
Make Space Storage – Moose Jaw GP Inc.	131 Myrtle Ave Roll No. 504912700 (New construction incentive Graduated 2023-2027, 60%)	430,865	Municipal Public Separate	5,945.94 1,646.77 <u>0.00</u> \$7,592.71
Condessa Z Holdings Ltd.	Ptn. of 23 Smith St W Roll No. 504908650 Unit D – Sage Pharmacy (Vacant building program Graduated 2023-2025, 50%)	220,405	Municipal Public Separate	2,534.66 701.99 <u>0.00</u> \$3,236.65
Drs. G. Trischuk & S. Haimonot Dental Prof. Corp.	524 Broadway St W Roll No. 514700050 (Business improvement incentive Graduated 2024-2028, 80%)	500,000	Municipal Public Separate	9,200.00 2,548.00 <u>0.00</u> \$11,748.00

NAME	ADDRESS	TAXABLE ASSESSMENT		ABATEMENT
Glenko Properties Inc.	Ptn. of 2 Broadway St E Roll No. 515035500 EE Burritos (Vacant building program Graduated 2024-2026, 75%)	107,732	Municipal Public Separate	1,858.38 514.69 <u>0.00</u> \$2,373.07
A.M. Enterprises Ltd.	361 Seventh Ave N Roll No. 495023400 (New construction incentive Graduated 2025-2029, 100%)	129,455	Municipal Public Separate	2,828.59 0.00 <u>824.63</u> \$3,653.22
Mintenko Holdings Inc.	218 Hamilton Rd. Roll No. 515102200 (New construction incentive Graduated 2025-2029, 100%)	347,905	Municipal Public Separate	8,001.82 2,216.15 <u>0.00</u> \$10,217.97
102133100 Saskatchewan Ltd.	95 Broadway St E. Roll No. 505004250 (Vacant building program Graduated 2025-2027, 100%)	500,000	Municipal Public Separate	11,500.00 3,185.00 <u>0.00</u> \$14,685.00
Habitat and Yusuf Kasim	72 Duncan St E Roll No. 505012450 (Residential construction incentive 2023-2027, 100%)	215,520	Municipal Public Separate	2,893.39 920.27 <u>0.00</u> \$3,813.66
Habitat and Yusuf Kasim	74 Duncan St E Roll No. 505012480 (Residential construction incentive 2023-2027, 100%)	215,520	Municipal Public Separate	2,893.39 920.27 <u>0.00</u> \$3,813.66
Jacob and Jennifer Prybylski	23 Partridge Court Roll No. 495246700 (Residential construction incentive 2025-2029, 100%)	215,520	Municipal Public Separate	2,893.39 920.27 <u>0.00</u> \$3,813.66
Andy Katzberg and Shantelle Koroluk	155 Third Ave N Roll No. 505015750 (Residential construction incentive 2025-2029, 100%)	474,640	Municipal Public Separate	8,178.80 2026.71 <u>0.00</u> \$10,205.51
Habitat for Humanity Regina Inc.	221 Betts Ave Roll No. 494931350 (Residential construction incentive 2025-2029, 100%)	158,720	Municipal Public Separate	2,395.70 677.73 <u>0.00</u> \$3,073.43

Total	Municipal	67,679.06
	Public	16,277.85
	Separate	2,735.63
	TOTAL	\$86,692.54

Repeal Bylaw

Bylaw No. 6/2024 Exemption of Taxation for Certain Properties – BIIP and RCI within the City of Yorkton passed on April 29, 2024, is hereby repealed.

Effective Date of Bylaw

This bylaw shall come into force and take effect on the day of final passing thereof and apply for the taxation year of 2025.

MAYOR

CITY CLERK

Introduced and read a first time this 12th day of May, A.D. 2025.

Read a second time this __ day of May, A.D. 2025.

Read a third time and adopted this __ day of May, A.D. 2025.

**City of Yorkton
Saskatchewan**

Bylaw No. 16/2025

**A Bylaw of the City of Yorkton in the Province of Saskatchewan
to provide for the Exemption of Taxation for
Certain Properties – Other, within the City of Yorkton**

WHEREAS, the Council of the City of Yorkton may by bylaw, pursuant to section 262(3) of *The Cities Act* exempt any property from taxation;

NOW THEREFORE, the Council of the City of Yorkton in Council assembled enacts that the following property taxes be abated to the extent as set out below:

NAME	ADDRESS	TAXABLE ASSESSMENT		ABATEMENT
Saskatchewan Abilities Council	162 Ball Road Roll No. 484900450 (School taxes only – 100%)	1,080,690	Municipal Public Separate	0.00 6,884.00 <u>0.00</u> \$6,884.00
Society for the Involvement of Good Neighbours	83 North Street Roll No. 504809851 (Building only, school taxes only – 100%)	233,580	Municipal Public Separate	0.00 996.90 <u>491.01</u> \$1,487.91
Harvest Meats	501 York Road West Roll No. 484701600 (75% of 2024 new construction assessment)	1,577,005	Municipal Public Separate	32,644.00 7,534.14 <u>0.00</u> \$40,178.14
Prairie Harvest Christian Life Centre Inc.	139 Dominion Ave. Roll No. 504914050 (Portion operating as Bruno's Place only)	134,810	Municipal Public Separate	3,100.63 429.37 <u>429.37</u> \$3,959.37
Yail Harbour Inc.	81 & 85 Rae Avenue Roll No. 515219200 (100% for five years, 2024- 2028)	612,960	Municipal Public Separate	11,400.76 2,617.34 <u>0.00</u> \$14,018.10

Yorkton Brick Mill Heritage Society Inc.	120 Livingstone St. Roll No. 515039500 (100% for five years, 2022-2026)	247,265	Municipal Public Separate	5,687.10 1,575.08 <u>0.00</u> \$7,262.18
Project Safe Haven	<div style="background-color: black; width: 150px; height: 20px; display: inline-block;"></div> (Building only, 100% for five years, 2025-2029)	376,805	Municipal Public Separate	8,666.52 2,400.25 <u>0.00</u> \$11,066.77
Tanya Fleury	158 Darlington St E Roll No. 05007700 (Residential construction Graduated 2023-2027, 60%)	200,000	Municipal Public Separate	1,051.44 512.40 <u>0.00</u> \$1,563.84
			Total	Municipal
				Public
				Separate
			TOTAL	\$86,420.31

Repeal Bylaw

Bylaw No. 5/2024 Exemption of Taxation for Certain Properties – Other, within the City of Yorkton passed on April 29, 2024, is hereby repealed.

Effective Date of Bylaw

This bylaw shall come into force and take effect on the day of final passing thereof and apply for the taxation year of 2025.

MAYOR

CITY CLERK

Introduced and read a first time this 12th day of May, A.D. 2025.

Read a second time this ___ day of May, A.D. 2025.

Read a third time and adopted this ___ day of May, A.D. 2025.

REPORT TO COUNCIL

TITLE: Bylaw No. 18/2025 – Amend Business License Bylaw No. 8/2006 – Separation Distances for Mobile Vendors	DATE OF MEETING: May 12, 2025
CLEARANCES:	REPORT DATE: May 8, 2025 ATTACHMENTS: <ol style="list-style-type: none"> 1. Current Mobile Vendor Regulations 2. 35 metre Buffer affecting York City Plaza 3. 35 metre Buffer affecting Exhibition Grounds 4. Bylaw No. 18/2025
Presented by: Michael Eger – Director of Planning, Building & Development <div style="text-align: center;">Michael Eger</div>	
Reviewed by: Jessica Matsalla – City Clerk <div style="text-align: center;">Jessica Matsalla</div>	
Approved by: Brad Hvidston – City Manager <div style="text-align: center;">Brad Hvidston</div>	

PURPOSE/BACKGROUND:

In 2022, Council amended Business License Bylaw No. 8/2006 to create regulations for mobile vendors, including food trucks (see Attachment 1). The amendment did not propose a buffer between mobile vendors and other businesses, and a property owner complained last summer that food trucks operating directly in front of their restaurants were negatively affecting business. Council ultimately placed this item for review on the Council Priorities Chart, where it is now listed as a current priority.

ADMINISTRATIVE REVIEW:

The issue relates to whether buffering or physical separation distance should be required between mobile vendors and other uses. The current bylaw technically has wording which could allow the Business License Inspector to take action against this, “*The City reserves the right to demand the removal, or relocation of any Vendor Unit where it is found that the location in any way impedes pedestrian or vehicular traffic or their safety, causes disruption to any nearby business establishment, or is otherwise in contravention of this bylaw.*” However, this statement lacks specificity, making it difficult to determine exactly how and when a mobile vendor is causing disruption to an existing business. Also, Administration would not have confidence that fines or other enforcement would be upheld, if challenged in court.

When analyzing other cities’ regulations, there is significant variation. While Moose Jaw, Weyburn, Swift Current, North Battleford and Brandon have no buffer requirement, other cities have the following:

Regina

2020 - A Mobile Food Vending Unit may not be operated within 20 metres of a permanent business selling prepared food while that permanent business is open to customers unless the business owner/manager agrees.

2025 update – No regulations

Saskatoon

On-street mobile food trucks shall not be operated within:

- i) 20 metres (measured from the nearest edge of the mobile food truck to the property line) of an existing permanent food service establishment (including sidewalk vendors with fixed locations) in all permitted locations;
- ii) 30 metres of any primary or secondary school;
- iii) 20 metres of a park concession;
- iv) 150 metres of a special event or festival (except where written permission from the event coordinator has been obtained and submitted to the City prior to commencement of the special event or festival); and
- v) 10 metres of any intersection or crosswalk, and within 10 metres of any bus stop.

Estevan

Shall not be located closer than 20m to a restaurant without the written approval of the restaurant owner.

Medicine Hat

A Mobile Food Vendor may carry on business on private or public property at any location, where the Mobile Food Vendor has obtained the consent of the property owner in writing, except the following:

- i) Within three (3) metres of a building entrance or exit;
- ii) Within six (6) metres of an intersection;
- iii) Within three (3) metres of a back alley or lane;
- iv) Within three (3) metres of another pushcart or food service location;
- v) Where the location of the pushcart and its operator does not leave a minimum pedestrian passageway of 2.5 metres between the closest of the pushcart or its operator and the curb or building;
- vi) Where the pushcart or its operator obstruct a transit zone, fire hydrant, driveway, loading zone, or emergency access;
- vii) Within ten (10) metres of the property line of any Residential Development;
- viii) Within ten (10) metres of existing eating establishment; and
- ix) The vehicle is not parked over night at vending locations, unless as part of a public event.

Prince Albert

Mobile Food Vendors shall not be located within 100 metres of a permanent restaurant property line:

- i) Except for pre-approved locations adopted into bylaw;
- ii) When written permission is provided by the owner or manager of restaurants within the applicable buffer area; or
- iii) When the mobile food vendor is operating as a part of an approved event or festival.

The complaint in question related to an event at City Centre Park, where food trucks were parking on Livingstone Street, directly in front of the restaurants in York City Plaza. Using that as an example, a buffer of 35 metres from the customer entrances of the building would prevent food trucks from setting up in that location, but still allow them within the park itself or further down the street (see Attachment 2).

In reviewing Exhibition grounds as another area with frequent use of mobile food vendors, the 35 metre buffer would also not be large enough to put them in conflict with the restaurants on Broadway Street West (see Attachment 3).

Administration has not contemplated a buffer in all locations of the City, but flexibility would be built into the wording which would allow an affected business to consent to the mobile vendor's operations. Additionally, the City typically does not initiate enforcement of a licensed business unless there is a complaint or other significant regulatory violation.

The separation requirement would not be limited just to food vendors – the City has licensed other types of mobile vendors in the past and expects there could be similar complaints if they were to operate directly in front of similar businesses.

Other, more robust options could be contemplated, but Administration is leery of adding regulations (i.e. “red tape”) for situations in which we have not yet encountered concerns. It is noted that mobile vendors would otherwise be regulated by the Traffic Bylaw and generally be treated in the same fashion as other, street-legal vehicles.

COMMITTEE REVIEW:

As the complaint originated from a Yorkton Business Improvement District (YBID) member and would directly affect downtown events, Administration consulted with YBID in preparation of this bylaw. Kaitlyn Kitzen, YBID Executive Director, advised that they were already planning a different food truck location for June Multicultural Days in order to distance the trucks from the restaurants in York City Plaza. She agreed that the 35 metre buffer should not be an impediment to their event plans and further suggested that we contemplate how the buffer might affect events elsewhere in the City.

COMMUNICATION PLAN/PUBLIC NOTICE:

Public notice is not required prior to giving all three readings of a Business License Bylaw, therefore, Council could pass all three readings of this Bylaw at the May 12th Council meeting, if they so choose.

Staff will email the new regulations to existing Mobile Vendor businesses and update brochures and information as needed.

OPTIONS:

1. That Bylaw No. 18/2025, a bylaw to amend Business License Bylaw No. 8/2006 by including separation distances for mobile vendors, be given all three readings with unanimous consent of Council.
2. That Bylaw No. 18/2025, be denied.

3. Provide alternate direction to Administration.

RECOMMENDATIONS:

1. That Bylaw No. 18/2025, a bylaw to Amend Bylaw No. 8/2006 Business License Bylaw No. 8/2006 by including separation distances for mobile vendors, be introduced and given first reading this 12th day of May, A.D., 2025.
2. That Bylaw No. 18/2025 be given second reading this 12th day of May, A.D., 2025.
3. That with the unanimous consent of Council, Bylaw No. 18/2025, proceed to third reading this 12th day of May, A.D., 2025.
4. That No. 18/2025, a bylaw to Amend Bylaw No. 8/2006 Business License Bylaw No. 8/2006 by including separation distances for mobile vendors, be given third and final reading this 12th day of May, A.D., 2025 and be registered in the Bylaw Register of the City of Yorkton.

**Attachment 1 – Current Mobile Vendor Regulations
As per Business License Bylaw No. 8/2006 (consolidated)**

3. DEFINITIONS

bb.1 Mobile Vendor means a *business* or *person* that provides goods and/or services from a vehicle or trailer that is not permanently affixed to the site of sale and can be readily transported to and from that site.

tt.1 Vendor Unit means the vehicle or trailer from which goods and/or services are provided. The Vendor Unit is considered a commercial vehicle.

18. PROVISIONS CONCERNING MOBILE VENDORS

18.1 Licensing Requirements

- a. Every Mobile Vendor shall, before receiving a license under this bylaw, provide the City with:
 - i. Public Health Approval
 - ii. Gas/Electrical Approval
 - iii. Fire Inspection Approval from the Fire Chief
 - iv. A current photo of the Vendor Unit in its entirety
 - v. A current photo of the valid license plate affixed to the Vendor Unit
 - vi. Proof of Automobile Liability
 1. Where a Mobile Vendor operates in or on City property, the City of Yorkton must be named as an additional insured entity as per Agreements and Contracts Policy No.20.160
 - vii. Proof of Commercial General Liability
 1. Where a Mobile Vendor operates in or on City property, the City of Yorkton must be named as an additional insured entity as per Agreements and Contracts Policy No.20.160
- b. A Business License must be obtained for each Vendor Unit operating.
- c. No Mobile Vendor shall operate a Vendor Unit without first obtaining the appropriate license from the City.
- d. Periodic inspections may be conducted to ensure compliance.

18.2 Conditions of Operation

- a. Every Mobile Vendor shall comply with all provisions of the City's current Traffic Bylaw Parking Regulations.
- b. Time Constraints
 - i. The Vendor Unit shall be removed from its location of operation between 2:00am - 8:30am on any day, unless part of an event.
 - ii. Weekly permits may be purchased if the Mobile Vendor chooses to remain overnight.
- c. Vendor Units shall be stored at an approved location when not in operation, in compliance with the City's current Property Standards Bylaw and current Zoning Bylaw.

Attachment 1, continued

- d. At the discretion of the Business License Inspector, the Vendor Unit must be clean, well lit, aesthetically pleasing in appearance and generally well-maintained.
- e. The area surrounding the Vendor Unit must be clean and free from litter and debris.
- f. Wastewater must be disposed of at approved locations.
- g. Placement of any furniture (i.e. tables, chairs, benches, etc.) associated with the Vendor Unit operations is not permitted.
- h. The Vendor Unit shall supply its own power and water source. Generators are permitted provided they do not cause a disturbance.
- i. Overhead canopies or doors shall not obstruct or hinder pedestrian traffic.
- j. Vendor Units shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste.
- k. Mobile Vendors shall attend the Vendor Unit at all times while operating.
- l. The City reserves the right to demand the removal, or relocation of any Vendor Unit where it is found that the location in any way impedes pedestrian or vehicular traffic or their safety, causes disruption to any nearby business establishment, or is otherwise in contravention of this bylaw.”

SCHEDULE B – FEES:

Business License Type	Application Fee ¹	Business License Fee ²	Pro-Rated Fee ³ after September 1
<i>Mobile Vendor</i> ⁴	\$50.00	\$250.00 annually	\$150.00

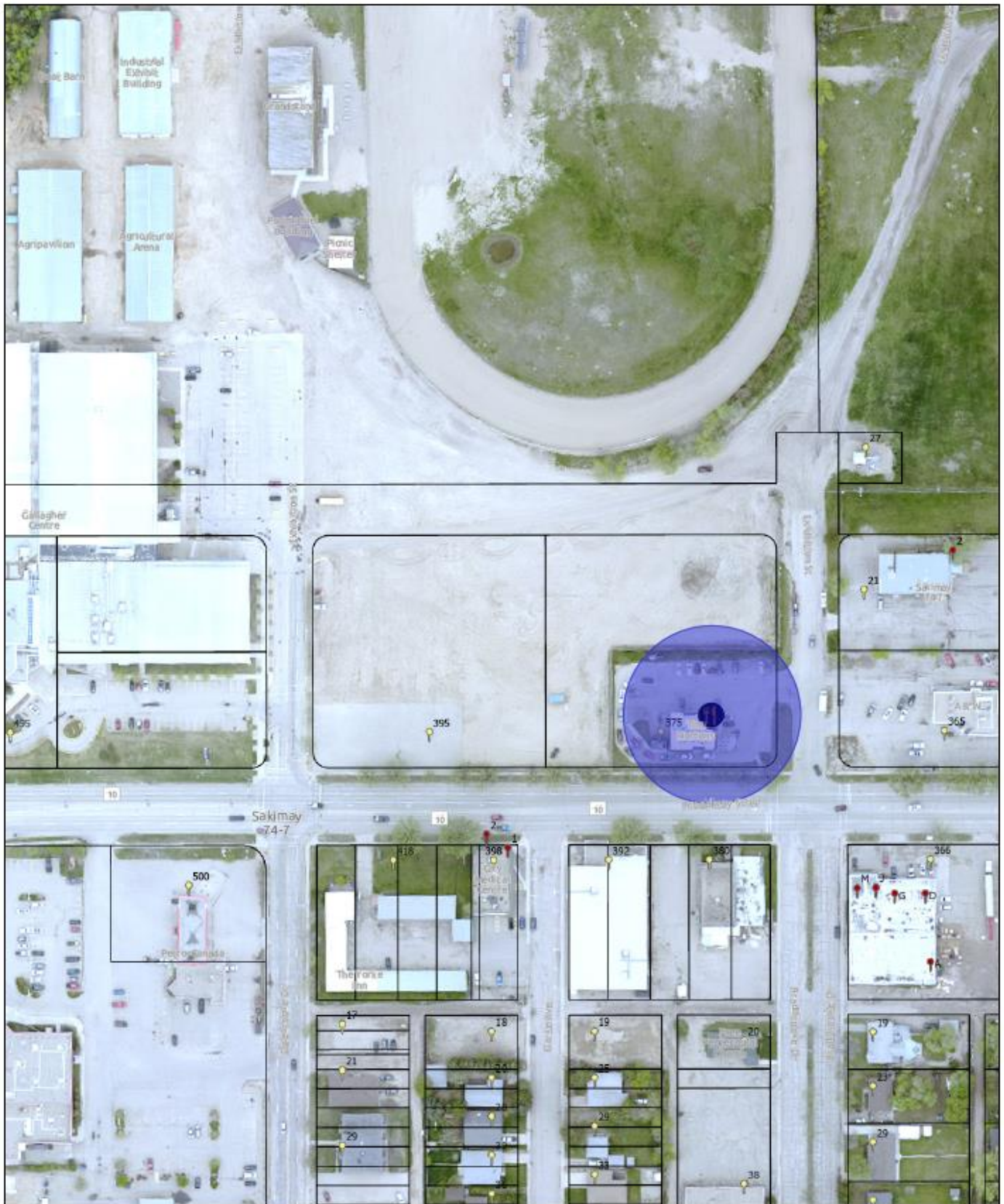
⁴ Mobile Vendors with a licensed commercial property in Yorkton that is directly related to the Vendor Unit, will be eligible for a reduced fee equivalent to that of a Resident License.

Attachment 2 - 35 metre Buffer affecting York City Plaza



May 5, 2025

Attachment 3 - 35 metre Buffer affecting Exhibition Grounds



May 5, 2025

Attachment 4 – Bylaw No. 18/2025

City of Yorkton Saskatchewan

Bylaw No. 18/2025

A Bylaw of the City of Yorkton in the Province of Saskatchewan to Amend Business License Bylaw No. 8/2006 to include Separation Distances for Mobile Vendors

WHEREAS, Section 8(1)(h) of *The Cities Act* empowers cities to enact bylaws in relation to businesses, business activities and persons engaged in business;

AND WHEREAS, a bylaw known as the “Business License Bylaw” that has been approved by council, requires certain amendments to be made;

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

1. That section 18 be amended by creating article 18.2.1.i., as follows:
 - i. Unless the affected business owner/manager agrees, no mobile vendor shall be operated or stored within 35 metres of the customer entrance of an approved, permanent business which offers the same or similar services as the mobile vendor.

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.

TITLE: Bylaw No. 19/2025 Amend the Fire Prevention Bylaw No. 15/2010	DATE OF MEETING: May 12, 2025
	REPORT DATE: May 1, 2025
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none"> 1. Draft Bylaw No. 19/2025 to Amend the Fire Prevention Bylaw No. 15/2010 2. Draft Fire Prevention Bylaw with changes included
Written by: Trevor Morrissey, Fire Chief Trevor Morrissey	
Reviewed by: Jessica Matsalla, City Clerk Jessica Matsalla	
Approved by: Brad Hvidston, City Manager Brad Hvidston	

PURPOSE/BACKGROUND

At the December 16, 2024 Council Meeting, Council directed Administration to bring back the Fire Prevention Bylaw Amendments as approved at the September 9, 2024 Council Meeting. On December 16, 2024, the Yorkton Landlords Association made a presentation to council opposing the bylaw changes. At that time administration committed to working with the association to find common ground. After several attempts to align schedules we were able to meet in April to develop a plan that satisfied the intent of both parties.

This Bylaw amendment follows a review of the Fire Prevention Bylaw amendments that were made in September 9, 2024.

DISCUSSION/ANALYSIS/IMPACT

The following are the suggested or potential amendments for the Fire Prevention Bylaw. All changes are highlighted in Attachment 2.

1. Under Section 9 relating to open-air fires (fire pits), protections for landlords requiring landlord approval for purchase of burning permit at rental properties.
2. Schedule “A” regarding Rental Housing Inspection Fees has been reviewed and updated. Fees have been reduced to highlight our focus on safety over revenue.
3. Schedule “A” regarding Emergency Response Charges has been reviewed and updated. Fees have been structured to better serve residential fire response cost recovery, with minimal to no impact on insurance rates. Rates reflect inclusion of staffing at no additional charge, and elimination of Command Unit charges.
4. Schedule “A” regarding Rental Housing License Fees has been reviewed and updated. Fees have been reduced to no charge (N/C) to further highlight our focus on safety over revenue

FINANCIAL IMPLICATIONS

Since the amendments listed in this revision are included to recover City costs for various services provided by the Fire Department, they should have a positive impact to the department's budget.

COMMUNICATION PLAN/PUBLIC NOTICE

Administration will continue to work with the landlords association regarding the safety of rental properties in our city, as well as homeowners and the insurance community in regards to Fire Suppression charges.

OPTIONS

1. That Bylaw No. 19/2025, A Bylaw in the City of Yorkton in the Province of Saskatchewan to amend the Fire Prevention Bylaw No. 15/2010 to Clarify Fee Structure be introduced and unanimously given three readings at this meeting.
2. That Bylaw No. 19/2025 A Bylaw in the City of Yorkton in the Province of Saskatchewan to amend the Fire Prevention Bylaw No. 15/2010 to Clarify Fee Structure be defeated.
3. Other direction of Council.

ADMINISTRATIVE RECOMMENDATION(S)

1. That Bylaw No. 19/2025, A Bylaw in the City of Yorkton in the Province of Saskatchewan to amend the Fire Prevention Bylaw No. 15/2010 to Clarify Fee Structure be introduced and given first reading this 12th day of May, A.D., 2025; and
2. That Bylaw No. 19/2025 be given second reading.
3. That with unanimous consent of Council that Bylaw No. 19/2025 proceed to third reading.
4. That Bylaw No. 19/2025, A Bylaw in the City of Yorkton in the Province of Saskatchewan to amend the Fire Prevention Bylaw No. 15/2010 to Clarify Fee Structure be given third and final reading this 12th day of May, A.D., 2025, and entered in the City of Yorkton Bylaw Register.

**City of Yorkton
Saskatchewan**

Bylaw No. 19/2025

**A Bylaw of the City of Yorkton in the Province of Saskatchewan to amend the Fire Prevention
Bylaw No. 15/2010 to Clarify Fee Structure.**

WHEREAS, pursuant to Section 8 of *The Cities Act* authorizes a Council enact Bylaws for the safety, health and welfare of people and the protection of people and property;

AND WHEREAS, a bylaw known as “The Fire Prevention Bylaw” that has been approved by council, requires certain amendments to be made;

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

That Bylaw No. 15/2010 be amended as follows:

1. That the following sentence be inserted in subsection 9.4 after the first sentence: “Burn permit must be purchased or letter of approval provided by property owner.”
2. That subsection 4 be added under “1. Inspection Fees” in Schedule “A”:

Rental Housing Inspection	
(a) Initial inspection	\$ No charge (N/C)
(b) 1 st Deficiencies Follow up inspection	\$ 50.00
(c) Subsequent follow up inspections for non-compliance	\$ 100.00/inspection
3. That under “3. Emergency Response, subsection 2. Fire Suppression” in Schedule “A” that subsections (a) (i),(ii), and (iii) be added:

(a) Apparatus	
(i) First arriving apparatus (With minimum 4 Members)	\$ No charge (N/C)
(ii) Additional apparatus (With 4 minimum Members)	\$ 1,000.00/hour per unit*
(iii) Command Units	\$ No charge (N/C)
*\$ 5,000.00 Maximum cumulative charge of all units per incident for residential properties	
4. That subsection 2 be added under “5. Permit Fees (Non-Refundable) in Schedule “A”:

(a) Rental Housing Licence	\$No charge (N/C)
(i) Rental Housing License provided with inspection	
5. That the word “Treasurer” be struck from subsection 22(4)(a) and that within that subsection, “18.3 be replaced with “22(3)”.
6. That the words the words “the office of the City Treasurer” be struck from subsection 22(4)(c)(iii).

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.

**CITY OF YORKTON
SASKATCHEWAN**

BYLAW NO. 15/2010

**A BYLAW OF THE CITY OF YORKTON IN THE PROVINCE OF SASKATCHEWAN
PROVIDING FOR THE PREVENTION AND EXTINGUISHMENT OF FIRES AND FOR
THE PRESERVATION OF LIFE AND PROPERTY FROM DESTRUCTION BY FIRE**

WHEREAS, Part II 8(1) of *The Cities Act*, makes provision for the passing of a bylaw to provide for the prevention and extinguishment of fires;

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

1. This bylaw shall be known and may be cited as the City of Yorkton Fire Prevention Bylaw.

2. **DEFINITIONS**

For the purposes of this Bylaw, the expressions:

(a) "Authority Having Jurisdiction" means the Fire Chief of the Fire Department of the City of Yorkton and any person authorized by the Fire Chief under *The Fire Prevention Act* or any succession to that act as a Fire Inspector;

(b) "City" means the City of Yorkton;

(b)-1 "Converted Dwelling" means a single family dwelling that is converted to accommodate multiple families or renters and also refers to a single family dwelling that is being rented as a whole home and no longer occupied by the owner;

(c) "Council" means the Council of the City of Yorkton;

(c)-1 "Encampment" means any group of two or more temporary structures or tents in a 100m area;

(d) "Enforcing Authority" means the Fire Chief of the Fire Department of the City of Yorkton and any person authorized by the Fire Chief under *The Fire Prevention Act* to act as a Fire Inspector;

(e) "Fire Inspector" means a person who is employed by the City and authorized by the Fire Chief under *The Fire Prevention Act* or any succession to that act to act as a Fire Inspector;

(f) "National Fire Code" means the *National Fire Code of Canada, 2015* also referred to

as NRCC. No. 47667 adopted pursuant to Section 3;

- (g) "Fire Official" means the Fire Chief of the City of Yorkton Fire Department appointed by the Council of the City of Yorkton or such other person designated by the Fire Chief to carry out the provisions of this bylaw;
- (h) "Life Safety Systems" means the systems installed in buildings to protect people and buildings from fires. This includes, but not limited to, sprinkler systems, fire alarms, etc.
- (i) "Rental Housing Unit" means a building or part of a building with residential dwelling units used or intended to be used as rented residential premises, but shall not include:
 - (i) Apartment buildings, meaning a building or existing non-residential building that is divided with fire separation horizontally and/or vertically into residential dwelling units but does not include a converted dwelling;
 - (ii) A dwelling where the principal owner resides with immediate family members occupying the other unit or units;
 - (iii) A motel, hotel or inn;
 - (iv) Any personal care home, assisted living facility or other similar care facilities;
- (j) "Supplemental Heat" means a temporary heat source provided, other than the buildings primary heating system or source.
- (k) "Temporary Shelter" means a shelter or temporary structure made of any material that is designed to provide cover for a short time and is capable of being dismantled and moved; and further, is not permanent or permitted through the City of Yorkton Building Services Division;
- (l) "Tent" means a portable shelter made of fabric, supported by one or more poles and stretched by ropes or cords fixed to the ground.

3. ADOPTION OF THE NATIONAL FIRE CODE OF CANADA

It is hereby declared that the *National Fire Code of Canada 2015*; issued by the Canadian Commission on Building and Fire Codes National Research Council of Canada, Ottawa, (N.R.C.C. No. 30621), as amended from time to time or any subsequent National Fire Code of Canada which may be enacted is hereby adopted.

4. NOTIFYING THE FIRE DEPARTMENT

Whenever an unwanted fire occurs in any building or on any premises of any kind, the owner, occupant or any person in control of such building or premises, upon discovery of an unwanted fire, even though it has been apparently extinguished, shall immediately cause the existence of such fire, circumstances of same, and location thereof be given to the Fire Department. This requirement shall not be construed to forbid the owner, manager or other person in control of the building or premises from using all diligence necessary to extinguish such fire prior to the arrival of the Fire Department.

5. REPORTING HAZARDOUS CONDITIONS

Any person, upon discovering evidence of spontaneous heating or other abnormal heating of any merchandise, commodity, cargo, shipment or other material of any kind in any building, appliance, apparatus, tank or open stack or pile or any person, upon discovering or being apprised of an uncontrollable hazardous gas leak or hazardous spill, shall immediately notify the Fire Department.

6. AUTHORITY TO COMBAT FIRES AND REGULATE EMERGENCIES

- (a) The Fire Chief shall have authority to pull down or demolish buildings or other erections when considered necessary to prevent the spread of fire and providing compensation for loss or damage sustained by reason of the pulling down or demolishing in any amount equal to the amount of insurance to which the owner would have been entitled had the building been burned.
- (b) The Fire Official conducting operations in connection with the extinguishment and control of any fire, explosion or other emergency shall have full power and authority to direct all operations of fire extinguishment or control and to take the necessary precautions to save life, protect property, and operations, including the investigation of the cause and origin of such emergency.
- (c) The Fire Official may control or prohibit the approach to the scene of such emergency, by any vehicle or thing and all persons.
- (d) No person except a person authorized by the Fire Official in charge of any emergency scene shall remove, unlock, destroy, or tamper with or otherwise molest in any manner any locked gate, door, barricade, chain, enclosure, sign, tag, or seal that has been lawfully installed by the Fire Department or by its order or under its control.

7. INSTALLATION OF STORAGE TANKS

- (a) Any person installing or causing the installation of an underground or above ground storage tank designed or intended for the storage of flammable or combustible liquids, or modifying or causing the modification of such tank already installed, shall notify, in writing, the Fire Chief of the Fire Department of the City of Yorkton before proceeding with the installation.
- (b) The notice required in subsection (7)(a) shall include:
 - (i) the location and address of the place intended or used for the installation of the container;
 - (ii) a description in writing or by drawing, or both, of the work proposed to be carried out;
 - (iii) the name of the person or company proposed to carry out the installation or modification; and

- (iv) the name of the person or company responsible for the container.

8. ROOFING KETTLES

This section shall apply to portable equipment, either with or without wheels, used for heating tar, pitch asphalt, or other such similar substances for application on roofs, streets, floors, pipes or other objects. The following are minimum requirements:

- (a) Lids that can be gravity operated shall be provided on all roofing kettles.
- (b) Fuel containers, burners and related appurtenances of roofing kettles in which liquefied petroleum gas is used for heating shall comply with all requirements of N.F.P.A. 58, "Standard for the Storage and Handling of Liquefied Petroleum Gas".
- (c) Open flame in a roofing kettle while in transit is prohibited.
- (d) There shall be at least one 40:BC rated portable fire extinguisher within a 9.14m horizontal travel distance of every roofing kettle at all times while the same is in operation.
- (e) All improved streets shall be protected from burning by use of sand or other noncombustible materials under roofing kettles.

9. OPEN-AIR FIRES

9.1 Open-air fires shall not be set unless the following measures are taken to limit their spread:

- (a) Fires must be contained in a non-combustible receptacle constructed of cement, brick or sheet metal with a minimum 18-gauge thickness.
- (b) Any Receptacle constructed of brick, or cement must be constructed so as not to allow embers to pass between bricks or mortar.
- (c) Any receptacle constructed of sheet metal must be free from signs of decay.
- (d) Grass and vegetation must be kept free from over growth minimum 48" (1220mm) from receptacle in all directions.
- (e) A receptacle may not be placed within 118" (3000mm) of any combustible construction, including but not limited to decks, garages, fences, or residential homes (regardless of the outside finish), unless a greater clearance is required by the manufacturer of the appliance, in such case the greater clearance will be observed.
- (f) A receptacle placed on a combustible surface will have non-combustible protection beneath the receptacle extending no less than 18" (46mm) beyond the receptacle.
- (g) In the case of certified appliances, the manufacturer's specifications will be followed. If the manufacturer does not list these clearances, see 9.1(e) of this document.
- (h) Fuel as defined in Section 9.2.2 of this document shall be kept a minimum 72" (1830mm) from receptacle.

- (i) A receptacle must be covered with a heavy gauge metal screen with openings not exceeding 13 millimeters; and
- (j) the size of the fire box of any receptacle shall not exceed .61 cubic meters (21.54 cubic ft).
- (k) Care should be exercised not to have smoke entering soffits or open windows, as this could create unsafe levels of carbon monoxide in living spaces.

9.2.1 The fuel for open-air fires may consist only of charcoal or cut, seasoned wood.

9.2.2 The burning of the following material is prohibited:

- (i) rubbish;
- (ii) garden & lawn refuse;
- (iii) manure;
- (iv) livestock or animal carcasses;
- (v) any material classified as a dangerous good by the *National Fire Code as adopted in section 3* of this document; and any material which when burned will generate black smoke or an offensive odor including insulation from electrical coring or equipment, asphalt roofing materials, hydrocarbons, plastics, rubber materials, creosoted wood, treated wood or any similar material.
- (vi) Open-air fires must be supervised so as to prevent their spread.
- (vii) Open-air fires must not be set in windy conditions conducive to creating a running fire or a nuisance to another person.
- (viii) If smoke from an open-air fire causes an unreasonable interference with the use and enjoyment of another person's property, the fire must be extinguished immediately.

9.3 The Fire Chief or discretionary designate assigned by them, may at any time revoke or limit the ability to burn open air fires within the City of Yorkton for reasons of public safety, weather conditions or past non-compliance with this Bylaw.

9.4 An outdoor burning permit is required for each calendar year, and shall be obtained from the Yorkton Fire protective Services. **Burn permit must be purchased or letter of approval provided by property owner.**

10. LEAKING FLAMMABLE LIQUID TANKS OR PIPING

Whenever flammable liquids or vapors are suspected to emanate from underground or above-ground tanks or piping and in the opinion of the Fire Chief could create a hazardous condition, he may order the owner, tenant, occupant or agent responsible to drill test holes, to test tanks and piping, to excavate the tanks and piping and to carry out other procedures necessary in order to expose and replace, repair or correct hazardous conditions.

11. HAZARDOUS, FLAMMABLE OR CHEMICAL DISCHARGES

No person, industry, or manufacturer shall discharge or permit to be discharged into any sanitary sewer, storm sewer, sewer connection, catch basin, ditch, lane, or street, any flammable liquid or hazardous chemical either by itself or in combination with any other

liquid or solid. An Enforcing Authority may make such orders as are deemed necessary in order to eliminate the said discharge, and to temporarily shut down any activity or operation suspected of being the source of the discharge.

12. INSPECTION, TESTING AND MAINTENANCE OF PORTABLE FIRE EXTINGUISHERS

- (a) In accordance with Article 6.2.4.1 of *The National Fire Code as adopted in Section 3*, all portable fire extinguishers shall be inspected, tested and maintained in conformance with NFPA 10, “Portable Fire Extinguishers”.
- (b) Inspection, testing and maintenance of portable fire extinguishers shall be performed by properly trained and qualified persons.
- (c) Any person who intends to inspect, test or maintain portable fire extinguishers shall submit proof of proper training to the Department before carrying out any inspections, testing or maintenance.
- (d) Upon proof of proper training, the Department shall issue to the person a permit to inspect, test and maintain portable fire extinguishers in the City, which permit shall be valid for the term specified on the permit.
- (e) No person shall inspect, test or maintain portable fire extinguishers without a valid permit from the Department.
- (f) In addition to the permit under subsection (12)(d), the City shall issue to the person an identification number. Any label affixed to an extinguisher after a hydrostatic pressure test or any tag attached to an extinguisher after maintenance or recharge shall, in addition to the information required by Articles of *The National Fire Code as adopted in Section 3*, contain the identification number of the person who performed the test or maintenance on the extinguisher.

13. INSPECTION AND MAINTENANCE OF COMMERCIAL COOKING EQUIPMENT

- (a) In accordance with sentence 2.6.1.9(2) of *The National Fire Code as adopted in Section 3*, the inspection and maintenance of commercial cooking equipment exhaust and fire protection systems shall be in conformance with NFPA 96, “Ventilation Control and Fire Protection of Commercial Cooking Equipment”.
- (b) Inspection and maintenance of commercial cooking equipment exhaust and fire protection systems shall be performed by properly trained and qualified persons.
- (c) Any person who intends to inspect or maintain commercial cooking equipment exhaust and fire protection systems shall submit proof of proper training to the Department before carrying out any inspections or maintenance.

- (d) Upon proof of proper training, the Department shall issue to the person a permit to inspect and maintain commercial cooking equipment exhaust and fire protection systems in the City, which permit shall be valid for the term specified on the permit.
- (e) No person shall inspect or maintain commercial cooking equipment exhaust and fire protection systems without a valid permit from the Department.
- (f) In addition to the permit under subsection (13)(d), the City shall issue to the person an identification number. Any label or tag affixed to a commercial cooking equipment exhaust and fire protection system after inspection or maintenance shall, in addition to the information required by *The National Fire Code as adopted in Section 3*, contain the identification number of the person who performed the inspection or maintenance of the system.

14. INSPECTION AND MAINTENANCE OF SPRINKLER AND STANDPIPE SYSTEMS

- (a) Inspection and maintenance of sprinkler and standpipe systems shall be performed by properly trained and qualified persons.
- (b) Any person who intends to inspect or maintain sprinkler and standpipe systems shall submit proof to the Department that the person holds a journeyperson's certificate in the sprinkler systems installer trade or that the person is a fourth year apprentice in the sprinkler systems installer trade.
- (c) Upon proof of the matters referred to in subsection (14)(b), the Department shall issue to the person a permit to inspect and maintain sprinkler and standpipe systems in the City, which permit shall be valid for the term specified on the permit.
- (d) No person shall inspect or maintain sprinkler and standpipe systems without a valid permit from the Department.
- (e) In addition to the permit under subsection (14)(c), the Department shall issue to the person an identification number. Any label or tag affixed to a sprinkler or standpipe system shall, in addition to the information required by *The National Fire Code as adopted in Section 3*, contain the identification number of the person who performed the inspection or maintenance on the sprinkler or standpipe system.

15. RENTAL HOUSING LICENCES AND INSPECTIONS

- (a) No person shall own or operate rental housing units without obtaining a Rental Housing Licence from Fire Protective Services.
- (b) No person shall provide false or misleading information to the City or Fire Official at any time, including when applying for a Rental Housing Licence or renewing the Rental Housing Licence.
- (c) A Rental Housing Licence is valid for a duration of four years, with its expiration on December 31st of the fourth year.
- (d) An inspection must be arranged with Fire Protective Services to inspect the premises. A minimum of two weeks' notice must be provided to arrange an inspection.

- (e) No person shall fail to comply with an Order to remedy deficiencies identified through a rental housing inspection.
- (f) Licences are not transferrable.
- (g) A Fire Official may refuse to issue a licence or revoke a licence if it is determined that deficiencies need to be remedied.

16. LIFE SAFETY SYSTEMS OUT OF SERVICE

- (a) No person who owns or operates a property shall fail to notify Fire Protective Services when life safety systems are out of service, where life safety systems are installed. This does not include periods where testing or maintenance are done by a qualified technician.
- (b) Every property owner or operator shall obtain a permit from Fire Protective Services for the period that life safety systems are out of service.

17. SUPPLEMENTAL HEAT

- (a) No person who owns or operates a rental property shall fail to notify Fire Protective Services when supplemental heat is being provided to tenants or instructed to be used by a landlord due to insufficient heating in a building.
- (b) Every property owner or operator shall obtain a permit from Fire Protective Services for the period that the supplemental heat is being used.

18. INSPECTION, TESTING AND MAINTENANCE OF FIRE ALARM SYSTEMS

- (a) In accordance with article 6.3.1.2 of *The National Fire Code as adopted in Section 3*, the inspection, testing and maintenance of fire alarm systems shall be in conformance with CAN/ULC-S536-M, "Inspection and Testing of Fire Alarm Systems".
- (b) Inspection, testing and maintenance of fire alarm systems shall be performed by properly trained and qualified persons.
- (c) No person shall inspect, test or maintain a fire alarm system without first obtaining a valid permit issued by the Department.
- (d) Any person who wishes to obtain a permit to inspect, test or maintain fire alarm systems shall submit proof satisfactory to the Department that the person:
 - (e) is, or the person's employer is, a member in good standing of the Canadian Fire Alarm Association or the National Fire Protection Association; and,
 - (f) has at least one of the following qualifications:
 - (i) a certificate from a recognized alarm manufacturer that the person is a factory trained installer and serviceperson; or
 - (ii) a certificate that the person has successfully completed the Canadian Fire Alarm Association "Fire Alarm Technology" program, and has worked as an apprentice to a person who holds a permit under this section for a period of not less than one year; or

- (iii) a certificate that the person has successfully completed the journeyman electrician trade's upgrading course entitled "Fire Alarm and Protection Systems".
- (g) For purposes of this section "Addressable Fire Alarm System" means a fire alarm system that consists of initiating devices and central appliances and that is capable of individually identifying and controlling discrete components and functions of the system.
 - (i) Only authorized factory trained personnel may service addressable fire alarm systems.
 - (ii) Any person who wishes to obtain a permit to test, inspect or maintain addressable fire alarm systems shall submit proof satisfactory to the Department that the person:
 - a. is, or the person's employer is, member in good standing of the Canadian Fire Alarm Association or the National Fire Protection Association; and
 - b. possesses appropriate factory training in servicing addressable fire alarm systems.
- (h) Upon proof of the matters referred to in subsections (18)(d) and (18)(g)(ii), the Department shall issue to the person the appropriate permit to inspect, test and maintain fire alarm systems in the City, which permit shall be valid for the period specified on the permit.
- (i) The Department may, at its discretion, cancel, revoke or suspend the permit of any person who in the opinion of the Department has contravened any of the provisions of this bylaw.
- (j) In addition to the permit under subsections (18)(d) and (18)(g)(ii), the Department shall issue to the person an identification number. Any label or tag affixed to a fire alarm system shall, in addition to the information required by *The National Fire Code as adopted in Section 3*, contain the identification number of the person who performed the inspection, test or maintenance on the fire alarm system.

19. CORRECTION OF IMMEDIATE HAZARDS

- (a) Whenever the Enforcing Authority finds in a church, school, rink, apartment block, hotel, motel, restaurant, night club, bingo parlor or other building used by the public as a resort or place of public amusement, that any entrance doors or any emergency exit doors are blocked, barred, bolted, or locked in any manner other than with standard panic hardware or a form of quick-acting hardware during the time when the building is being publicly used, he may order the owner, tenant or occupant responsible to immediately remove all such blockages, bars, bolts, padlocks, chains or other devices so that the doors can be readily opened from the interior.
- (b) Whenever a Fire Official finds combustible or explosive material, flammable liquids or hazardous chemicals being used, stored or kept in such a manner as to constitute a threat to persons or property, he may, verbally or in writing, order the owner, tenant occupant or agent responsible to remove the combustible or flammable liquid, or explosive material or hazardous chemical immediately from the building or premises.

- (c) Whenever a Fire Official finds a building, structure or premises or part of a building, structure or premises which is unoccupied and which, in his opinion, is not being kept in a safe condition to guard against fire or the risk of fire or other dangerous risk or accident, he may order the owner, tenant, occupant or agent responsible to remedy the dangerous condition and to secure the building, structure or premises or part of the building, structure or premises in such a manner as to prevent any unauthorized entry of the building, structure or premises or part of a building, structure or premises by any person while it is unoccupied.
- (d) In the event of an immediate hazard if the owner, tenant, occupant or agent responsible refuses and/or neglects to comply with the order of a Fire Official to remedy the hazardous condition or if the owner, tenant, occupant or agent responsible for the building cannot be located, a Fire Official may take such action as is appropriate, without notice and at the expense of the owner, tenant, occupant or agent responsible for the building.
- (e) Without limiting the generality of the foregoing, when measures must be taken to avoid an imminent danger of fire or risk of accident, a Fire Official may cause the evacuation of any building or area, and he may order that the building remain evacuated until the hazard is removed, and may call upon the Police and the Fire Prevention authorities to assist him in this regard.

20. UNSAFE OUTDOOR LIVING

- (1) No person may erect an encampment, temporary shelter or tent on City owned or public property:
 - (a) On or within 100 meters of a school or daycare centre;
 - (b) On or within 100 meters of a playground, pool, or spray park;
 - (c) On or within 100 meters of an occupied residential or commercial property;
 - (d) On or within five meters of any street, sidewalk, boulevard, or pathway;
 - (e) On or within 50 meters of any sports field as designated by the Recreation and Community Services Department;
 - (f) Within any fenced-in off-leash dog park;
 - (g) On any cemetery, including its roads or lanes within the cemetery;
 - (h) On or within any entrance, exit or doorway to a building or structure, and including, without limiting the generality of the foregoing, an area adjacent to such entrances or exits required in the event of a fire or emergency;
 - (i) Against, under, or be attached or tied to any building or permanent structure.
- (2)
 - (a) No more than five tents or temporary shelters are permitted to be in a 100 square meter area.
 - (b) No tent or temporary shelter may be within four meters of an entrance or exit of another tent or temporary shelter.
- (3) Notwithstanding Subsections 20(1) and 20(2), at the discretion of a Fire Official or Community Safety Officer, the following fire safety or life safety conditions may cause an encampment, temporary shelter or tent to be deemed unsafe outdoor living:

- (a) Combustible nature of materials used;
 - (b) Open fires;
 - (c) Proximity of structures/shelters to each other and to other combustible structures;
 - (d) Improvised heating sources being used including candles, fires, and propane heat in close proximity/within the entrance of the shelter;
 - (e) Heaters not used for intended design;
 - (f) Accumulation of material and debris that could impede the egress of residents from their shelter/structure and promote the spread of fire to another shelter in the event of an emergency.
- (4) If an encampment, temporary shelter or tent is deemed unsafe outdoor living, a Fire Official may order the encampment, temporary shelter or tent to be removed or the unsafe conditions to be remedied.
- (5) Notwithstanding Section 20(3) and 20(4), where there is no shelter accommodations available in the City, a houseless person may, without permission from the City, take up temporary shelter, tent or encampment on City owned property provided the person removes the temporary shelter, tent or encampment during the daytime and abides by other provisions of this Bylaw.

21. FEES FOR SERVICE

The Yorkton Fire Department is authorized to charge the applicable fees for the various services, tests and emergency responses as listed in Schedule "A" attached to and forming part of this bylaw.

22. OFFENCES AND PENALTIES

- (1) No person shall:
- (a) tamper with fire exit doors, portable or fixed extinguishing systems, automatic sprinkler systems, manual or automatic fire alarms or any other fire safeguards installed in a building or premises; or
 - (b) without reasonable cause, make or cause to be made a false alarm of fire or other dangerous risk.
- (2) Everyone commits an offence who:
- (a) blocks an exit or access to an exit in any building;
 - (b) neglects to maintain in operating condition a fire exit door or fire exit hardware on a fire exit door in any building;
 - (c) neglects to maintain portable fire extinguishers in any building in conformance with the *National Fire Code of Canada as adopted in section 3*;
 - (d) neglects to maintain an automatic sprinkler system, special extinguishing

system or fire alarm system in any building so required in conformance with the *National Fire Code of Canada as adopted in section 3*;

- (e) permits combustible waste materials to accumulate in or around any building in quantities or locations that will constitute an undue fire hazard;
- (f) stores flammable liquid or compressed liquids in any building structure or open space except in the manner provided in the *National Fire Code of Canada as adopted in section 3*;
- (g) blocks or wedges open a door, shutter, wired glass or glass block in a fire separation in any building;
- (h) contravenes the provisions of Section 9 of this bylaw regarding the setting of open-air fires;
- (i) drives any vehicle over any hose while in use or about to be used at any fire or which has been laid to be used at a fire or a fire practice;
- (j) hinders or obstructs any Firefighter, or other person who shall be assisting at the extinguishment of any fire or emergency, or who may be engaged in other duties connected therewith or disobey any lawful command of the Fire Official in charge of the emergency, or any part thereof, or the order of a Police Officer assisting the Fire Department;
- (k) obstructs, hinders or delays any fire apparatus while the same is proceeding to a fire or other emergency;
- (l) fails to yield the right of way, while travelling, riding, or driving on any street or place along which any fire apparatus is proceeding to a fire or other emergency;
- (m) dispenses or allows to be dispensed, a flammable or combustible liquid into the fuel tank of a motor vehicle while its engine is running;
- (n) fails to maintain a clear and unobstructed exit or means of egress as required by the National Fire Code;
- (o) fails to ensure exterior passageways and exterior exit stairs serving occupied buildings are maintained clear of ice and snow accumulations as required by the National Fire Code;
- (p) obscures or obstructs a fire Department connection as required by the National Fire Code;
- (q) fails to post an occupant load sign as required by the National Fire Code;
- (r) fails to maintain a clearance of 45 cm (18 inches) between sprinkler heads and products as required by the National Fire Code;

- (s) operates a rental housing unit without obtaining a Rental Housing Licence from Fire Protective Services;
 - (t) provides false or misleading information to the City or Fire Official at any time, including when applying for a Rental Housing Licence or renewing the Rental Housing Licence;
 - (u) fails to comply with an Order to remedy deficiencies identified through a rental housing inspection;
 - (v) fails to notify Fire Protective Services of life safety systems out of service;
 - (w) fails to notify Fire Protective Services of supplemental heat used.
- (3) Everyone who commits an offence under this section is guilty of a summary offence and liable to a fine of \$300.00.
- (4) The following procedure shall apply for offences committed under this section:
- (a) a Fire Official or any member of the Fire Department may issue a Notice of Bylaw Violation to every person committing an offence under this section of the bylaw. This notice shall require the person to pay ~~to the City Treasurer of Yorkton~~ the amount named in Section ~~18.322(3)~~;
 - (b) a Community Safety Officer or Bylaw Enforcement Officer may issue a Notice of Violation to every person committing an offence under subsection 20(2)(h) of the bylaw. The notice shall require the person to pay the amount listed in Section 22(3).
 - (c) the fine may be paid:
 - (i) in person, during regular working hours, to the cashier located at City Hall, Yorkton, Saskatchewan;
 - (ii) by deposit at the depository located at the main entrance to City Hall, Yorkton, Saskatchewan; or
 - (iii) by mail, post marked within the prescribed 14 day period, to ~~the office of the City Treasurer, City of Yorkton~~ City Hall, Box 400, Yorkton, Saskatchewan, S3N 2W3.
 - (d) if payment of the fine as provided in this section is made prior to the date when the person contravening the bylaw is required to appear in court to answer the charge, the person shall not be liable for prosecution of that offence.
23. Every person who contravenes any provision of this Bylaw for which no other penalty is specifically provided is guilty of an offence and liable on summary conviction to a fine of not more than:

- (a) \$2000.00 in the case of an individual;
- (b) \$5000.00 in the case of a corporation;

or, in default of payment by an individual, by imprisonment for a term of not more than ninety (90) days.

- (c) No person who is convicted of an offence for non-compliance with an order of a Fire Inspector is relieved from compliance with the order, and the convicting Provincial Magistrate or Justice of the Peace shall, in addition to any fine, order that person to do, within a specified period of time, any act or work necessary to remedy the non-compliance.
 - (d) Any person who fails to comply with the order of a Judge made pursuant to subsection (c) is liable to a further fine of not more than \$200.00 for each day during which he fails to comply.
24. If the owner, tenant or occupant responsible for the building or premises refuses or neglects to do any matter or thing required to be done by him hereunder by the Enforcing Authority, the matter or thing may be done by the City of Yorkton at the expense of the person in default, and the City of Yorkton may recover the expenses of doing so with costs by adding the expenses to, and thereby form part of the taxes on the land on which or with respect to which the work is done.

25. ENFORCEMENT PROCEEDING

- (1) The Fire Official or Fire Inspector shall enforce the provisions of this Bylaw, exercising all the powers and duties conferred on them by *The Fire Prevention Act*, or any successor to that Act.
- (2) A Community Safety Officer shall only enforce Section 9, Section 20 and Section 22 of this Bylaw.

26. APPEAL FROM DECISION OF THE ENFORCING AUTHORITY

Where a Fire Inspector exercises the authority conferred under the National Fire Code or this bylaw to allow or deny any action, use or thing, any person aggrieved by the decision may appeal to the Fire Commissioner of the Province of Saskatchewan as set out in Schedule "B" attached to and forming part of this bylaw.

27. SEVERABILITY

If any section, subsection, sentence, clause, phrase or other portion of this bylaw is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions of the bylaw.

28. REPEAL OF BYLAW

Bylaw No. 41/96 passed on the 21st day of October, 1996 providing for the prevention and extinguishment of fires and for the preservation of life and property from destruction by fire and all amendments thereto are hereby repealed.

29. EFFECTIVE DATE OF BYLAW

This Bylaw shall come into force and take effect on the day of the final passing thereof.

MAYOR

CITY CLERK

Introduced and read a first time this 31st day of May, A.D., 2010.

Read a second time this 31st day of May, A.D., 2010.

Read a third time and adopted this 14th day of June, A.D., 2010.

SCHEDULE "A"

Fees

1. Inspection Services

- | | | |
|-----|--|--|
| (1) | Third party requests for business premises required for a Provincial or Federal grant or licence | \$125.00/hour |
| (3) | Requested site inspection (other than rental housing licence inspection) | \$50.00 /hour \$125.00/hour |
| (4) | Rental Housing Inspection | |
| | (i) Initial inspection | \$ N/C |
| | (ii) 1 st Deficiencies Follow up inspection | \$ 50.00 |
| | (iii) Subsequent follow up inspections for non-compliance | \$100.00/per inspection |
| (5) | Underground tank Removal or Installation Inspection | \$50.00 /hour \$125.00/hour |

2. Hydrant Flow Test \$100.00 \$325.00/Hydrant

3. Emergency Response Charges

- | | | |
|-----|---|---|
| (1) | Dangerous Goods Response | |
| | (a) Rail Carrier | \$500.00 \$1,200.00/hour |
| | (b) Highway Carriers | |
| | (i) Out of City Response | \$500.00 \$1,200.00 per unit plus clean-up plus staffing costs plus disposables |
| | (ii) In City Non Resident Carrier | \$450.00 \$1,200.00 per unit plus clean-up plus staffing costs plus disposables |
| (2) | Fire Suppression | |
| | (a) Apparatus | |
| | (i) First Arriving apparatus | \$ N/C |
| | (ii) Additional apparatus | \$1,000.00 /hour per unit |
| | (iii) Command Units | \$ No charge (N/C) |
| | *\$ 5,000.00 Maximum cumulative charge of all units per incident for residential properties | |
| | (b) Consumables | |
| | (i) Fire Hose | \$250.00/50' length |
| | (ii) Foam | \$350.00/20 litres used |
| | (iii) Tools | at replacement cost |

- | | | |
|-----|----------------|-------------------------|
| (3) | Investigation | |
| (a) | Scene Security | \$75.00/hour per member |
| (b) | Materials | at cost |
4. Rescue Response
- | | | |
|-----|-----------------------------|----------|
| (1) | Highway Rescue/Jaws of Life | SGI Rate |
| (2) | Out of City Rescue/Standby | SGI Rate |
4. Motor Vehicle Accident
- | | | |
|-----|--------------|--------------------|
| (3) | Non-Resident | Per SGI Fixed Rate |
| (4) | Resident | Per SGI Fixed Rate |
5. Permit Fees (Non-Refundable) ~~\$20.00~~
- | | | |
|-----|--|--------------------|
| (1) | Open Air Burn Permit | \$20.00 annually |
| (2) | Rental Housing Licence | \$ No charge (N/C) |
| | i. Rental Housing Licence provided with inspection | |
| (3) | Life Safety Systems Out of Service | \$ No charge |
| (4) | Supplemental Heat | \$ No charge |

SCHEDULE "B"

APPEAL PROCEDURE

1. APPEALS

- (1) A person who is aggrieved by an order made by the Fire Official or Fire Inspector may, within 20 days of being served with an order, appeal the order to the Fire Commissioner of the Province of Saskatchewan.
- (2) An appeal pursuant to this section shall be made by filing a written notice of appeal setting out the reasons for the appeal on the Fire Commissioner and serving a copy of the appeal on the Fire Official or Inspector.
- (3) The Fire Commissioner shall consider the appeal and may confirm, modify or revoke the order appealed from or substitute his or her own order for the order being appealed from.
- (4) The Fire Commissioner shall cause a copy of his decision to be served on:
 - (a) the appellant;
 - (b) the Fire Official or Inspector; and
 - (c) any other persons whom the Fire Commissioner considers may be interested in the decision.
- (5) An appeal taken pursuant to this section does not operate as a stay of the decision appealed from unless the Fire Commissioner, on an application by the appellant, decides otherwise.

TITLE: Discretionary Use DU04-2025 Veterinary Service, Type 1 in C-1 City Centre Commercial – Pet Adoption Centre at 40 Second Avenue North Council Report #1 – Public Notice Authorization	MEETING DATE: May 12, 2025
CLEARANCES: Michael Eger - Director of Planning, Building & Development Michael Eger	REPORT DATE: May 8, 2025 ATTACHMENTS: 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 pet adoption centre at 40 Second Avenue North (See Attachment 1).

Similar to a recent application presented to Council for a dog grooming business, pet adoption centres are not specifically defined as a land use in Zoning Bylaw No. 14/2003 (the Bylaw) and 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.

It is Administration's interpretation that pet adoption centres in conjunction with pet-centric retail sales items such as food, toys, treats, bowls, beds and blankets, 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.

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:

As noted on the organization's website, the applicant is a non-profit organization comprised solely of volunteers. The group rescues, provides medical care, rehabilitation and rehoming of abused, abandoned and homeless animals. The organization is funded in part by donations and through adoption fees. The website also notes that all animals that come through the organization are examined by veterinarians prior to adoption. Ideally, animals are placed in temporary foster care, to allow time to assess each animal's individual's needs, to provide time to adapt to their new environment and to receive individual attention such as training and socializing when required. Fostering most commonly involves dogs and puppies, although cats and kittens are also fostered.

The organization has been in operation for approximately 10 years and had recently requested authorization to hold occasional adoption days (Saturday/Sunday) at the subject location. Being an occasional occurrence, a Development Permit was not required, however, the adoption days have been very successful and having a stable location has greatly increased public interest and participation in adoption events. At this time, the organization has applied for a Discretionary Use Development Permit requesting formal approval for ongoing use of the building.

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 detailed business plan (see Attachment 3) and significant points to address the above considerations include:

- hours of operation have been adjusted to minimize potential conflicts with neighbouring businesses and properties;
- the location benefits from additional off street parking in the public parking lots located near the east and west sides of the property;
- confirmation that dogs will only be on site during adoption days and that only cats will be housed at the location;
- confirmation of processes to ensure cleanliness and mitigate odors.

Conclusion:

The proposed use is deemed to comply 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.

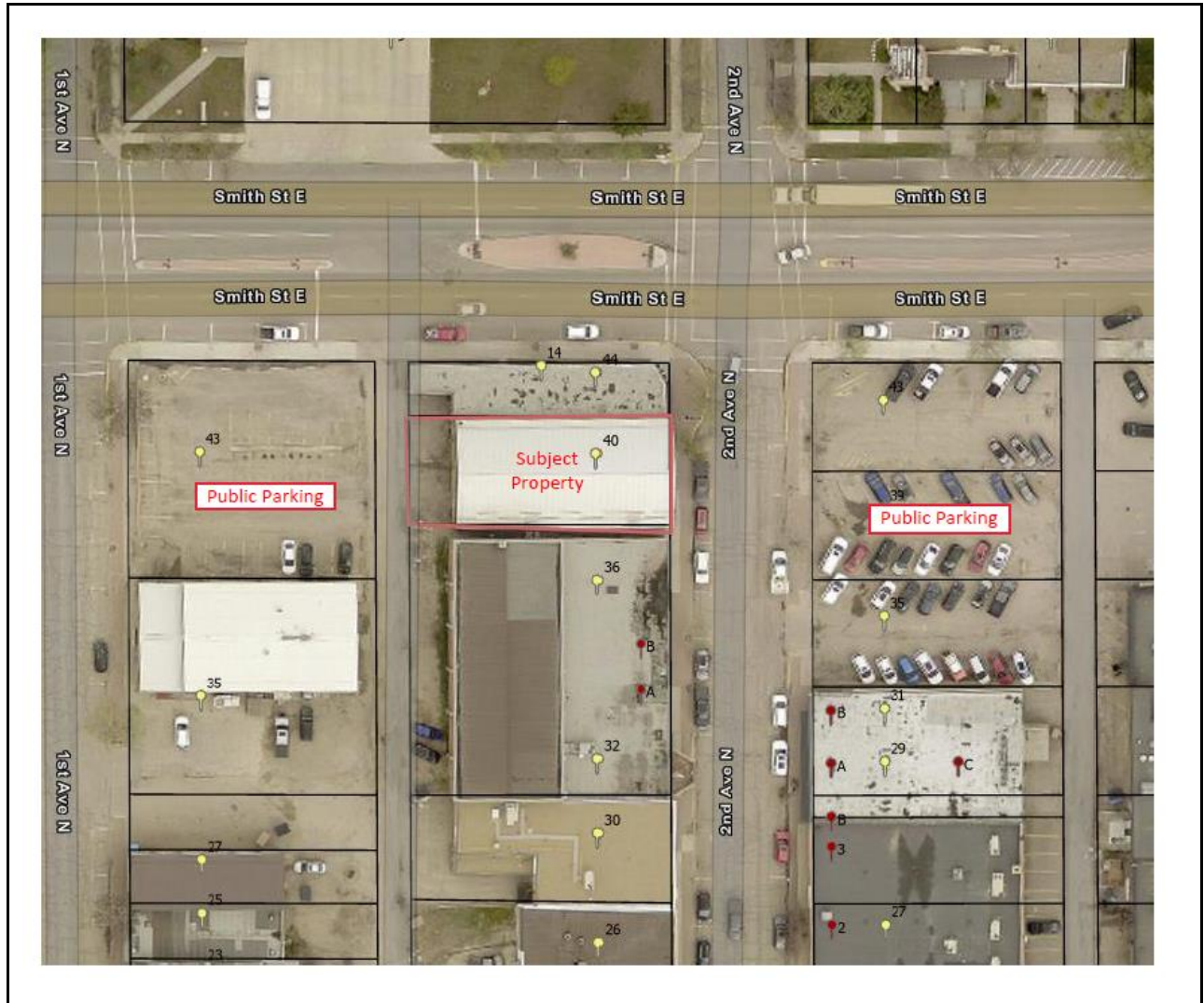
Council's Options:

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU04-2025 which proposes a Veterinary Service, Type 1 use at 40 Second 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 DU04-2025, which proposes a Veterinary Service, Type 1 use at 40 Second 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 DU04-2025 which proposes a Veterinary Service, Type 1 use at 40 Second Avenue North and that the application be brought back to Council at a later date for its review and decision.

ATTACHMENT 1 – 40 SECOND AVENUE NORTH – AERIAL VIEW



ATTACHMENT 2 – SUMMARY OF DISCRETIONARY USE APPLICATION PROCESS

Summary of Discretionary Use Application Process:

The Planning and Development Act, 2007 ("The Act") allows a zoning bylaw to contain provisions for "Permitted Uses" and "Discretionary Uses" within specified land use zones. Any use that is not listed as "Permitted" or "Discretionary" is considered prohibited. *The Act* allows "Permitted Uses" to be approved by Administration, however, "Discretionary Use" applications require the approval of a council and must follow *The Act's* prescribed process. The process includes the requirement of giving Public Notice to property owners within 75 metres (250 feet) of the subject property, as well as the provision of a Public Hearing.

Pursuant to *The Act*, a council shall exercise its discretion respecting a Discretionary Use application to:

- (a) Reject the application;
- (b) Approve the discretionary use in accordance with the provisions of the zoning bylaw;
- (c) Approve the discretionary use subject to development standards or conditions in accordance with the zoning bylaw; or
- (d) Approve the discretionary use for a limited time, if a time limit is authorized in the bylaw.

A council may approve a discretionary use if the facts presented establish that the proposed discretionary use will:

- (a) Comply with provisions of the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
- (b) Be consistent with the criteria in the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
- (c) In the opinion of the council, be compatible with development in the district in the immediate area of the proposal; and
- (d) Be consistent with provincial land use policies and statements of provincial interest.

In approving a discretionary use, a council may prescribe specific development standards or conditions with respect to that use, but only if those standards or conditions:

- (a) Are based on and are consistent with general development standards or conditions made applicable to discretionary uses by the zoning bylaw; and
- (b) Are, in the opinion of the council, necessary to secure the objectives of the zoning bylaw with respect to:
 - (i) The nature of the proposed site, including its size and shape and the proposed size, shape and arrangement of buildings;
 - (ii) The accessibility and traffic patterns for persons and vehicles, the type and volume of that traffic and the adequacy of proposed off-street parking and loading;
 - (iii) The safeguards afforded to minimize noxious or offensive emissions including noise, glare, dust and odour; or
 - (iv) Any treatment given, as determined by the council, to aspects including landscaping, screening, open spaces, parking and loading areas, lighting and signs, but not including the colour, texture or type of materials and architectural detail.

If an application for a discretionary use has been approved by a council with prescribed standards or conditions, the applicant may appeal to the Development Appeals Board, however a Discretionary Use application that is denied by a council may not be appealed.

ATTACHMENT 3 – BUSINESS PLAN

Business Plan: Paws and Claws Adoption Centre

Location of Proposed Business is 40 Second Ave North, Yorkton SK

Vet Service -Type 1 Discretionary use in city center commercial zoning district.

Our Mission

Paws and Claws Adoption Centre is dedicated to providing a welcoming space for pet adoptions and a unique shopping experience centered around animal-themed products. We aim to create a community-driven environment that connects rescue animals with loving homes while celebrating the joy pets bring to our lives.

Our Business Model

Operating as both an adoption center and an animal novelty shop, our facility will host adoption events and offer a variety of pet-related merchandise. Our retail inventory will include, but not limited too:

- Animal-themed clothing, home decor, and novelty items.
- Essential pet supplies such as food, toys, treats, bowls, beds, blankets, and more. (When available)
- Items specifically donated for resale with the donor's intent for fundraising purposes.

In addition to retail and adoption services, Paws and Claws will offer unique experiences such as:

- Pet-Friendly Birthday Parties: Guests can celebrate with adoptable animals present, creating a memorable and interactive experience.
- Animal Yoga & Specialty Events: Opportunities to engage with animals in a calming and enjoyable environment.
- Volunteer hours for school and business that require volunteer hours.

To ensure the well-being of our animals, adoption events will take priority, meaning special experience-based events will not be available on designated adoption days.

Animal Welfare & Housing

Animals will be present at all times in our retail location, providing visitors with an opportunity to interact with them in a comfortable and enriching space. Our care standards include:

- Cats and kittens housed in ventilated kennels with fresh water, food, litter, and blankets, adhering to all animal housing regulations. Cats and kittens will be housed overnight at this location.
- Dogs and puppies brought into the adoption center only during public hours, always securely housed in

ATTACHMENT 3 CONTINUED – BUSINESS PLAN

kennels or on leashes—never roaming freely when open. Dogs and puppies will not be housed overnight at this location.

- Veterinary care provided by trusted professionals to ensure the health and well-being of all animals.

During business hours, customers will have the opportunity to meet and interact with available rescue animals. Treats and toys will be available for purchase, either to take home for personal pets or to gift to an animal at the adoption center during their visit.

Re: Location 40 second ave north, Yorkton for paws and claws adoption center

Hours of operation: (These are our current workable hours)

--Adoption Center

Saturdays 11.00am-4.00pm (At most, our hours fluctuate)

Sundays 12.00pm-4.00pm (At most, our hours fluctuate)

--Birthday Parties, Animal Yoga & appointment-based visits. (An appointment could be anytime between these hours – most appointments are less than 2 hours in length)

Monday-Friday 8.00am-12.00pm & 5.00pm-8.00pm (by appointment only)

Saturdays 8.00am-8.00pm (not during an adoption event)

Sundays 12:00-6:00pm (not during an adoption event)

Location (why it is appropriate and beneficial for the rescue as an adoption center)

--The location is downtown and has a walk score rating of 78, a walk score is a rating out of 100, which indicates how walkable a location is. It measures the ease of getting around by foot, considering factors like the distance to amenities, population density, and street design. This location is ideal for the walk up of public to support our location.

-- There is ample parking at this location with little to no disruption of the neighbouring businesses. There is a parking lot across the street to the east and one to the back, west of the location.

--The square footage of this building gives the rescue appropriate space, which is needed to set our adoption center up where all animals can be secured safely.

Impact on surrounding business

14 Smith Street E - Pure Fusion Health Services

- This is the only business that directly adjoins to the location & it is to the direct north. We have not actually seen anyone at this business during our adoption events; we believe their hours don't conflict with ours. We will not be leaving dogs at the location overnight, so there will be no noise impacting their business during the week.

32 2 Ave N – Magic Lantern Tower Theatre

- This business is to the direct south of the location. This business does have occasional movies playing on some Saturdays and/or Sundays at 2:00pm. (There is not always a movie playing at this time) For the weekday movies playing at 7.00pm the appointment-based visits (when applicable) would only be a couple vehicles so it will not affect the business in a negative way. With the amount of parking available our business would not negatively affect this business. Positively our fosters, volunteers and supporters do support this business with the purchase of popcorn and drinks if there is a movie playing.

31 2 Ave N – Source Embroidery & Screenprinting

- This business is to the southeast of the location and across the street. This business's open hours are weekdays, closed at 5 and not open Saturdays & Sundays. Since no dogs are left over night and are only in attendance during our open hours, we should have no effect on this business.

29 Smith St E – St. Andrews United Church

- This location is to the northeast of the location and across 4 lanes of traffic. St. Andrews has a Church Service that is from 10.30am until 12.00pm. Our adoption days on Sundays do not start until 12.00pm. We also do not offer any special appointments before noon on Sundays. We should have no effect on the church.

29 Smith Street - Yorkton Nursery School

- This business is to the northeast of the location and across 4 lanes of traffic. Opening hours are until 11.45am on weekdays & they are not open on weekends. We would have no negative effect on this business. If this business wanted to walk over with the kids to have a special meet and greet with the resident cats & kittens, which we would love to arrange and make this happen.

9 Smith Street – Yorkton Fire Protection Services

- This business is direct north of the location and across 4 lanes of traffic and Pure fusion is also between. This business would not be affected.

35 1 Ave N – New Philippines Product Store

- This business is to the west of the location, their open hours are during our adoption events, but the buildings are far enough apart we don't foresee any problems with noise or inconvenience to this business.

After research, we believe there are no other businesses, or residential houses close enough to the location to be impacted by our business proposal in a negative way.

We acknowledge that odor and cleanliness may be a concern. Dogs and puppies who are taken for a walk are provided with a poop bag and are cleaned up after. If they make a mess in the dog runs, they are cleaned up after. Litter boxes are cleaned, and urine and feces are in sealed bags and containers before they are thrown away. We have tarps and/or pee pads under every dog run and cat hutch to make sure that messes are contained and easily cleaned and dealt with. We do have a dumpster out back and we will have the dumpster dumped monthly in the summer months and when needed in the winter months. (As odor would be minimal with the weather in the cold months) We do a walk around the property after adoption events for a one last check to make sure no messes were missed. (We have come on a Sunday after a Saturday adoption event and have had dog messes we know 100% was not left there the day before, we clean those up too)

In general, our presence in the downtown location will have minimal impact. The increase in traffic isn't enough to cause any change in how safe or unsafe the conditions are. Not everyone comes at the same time, adopters and supporters come and leave at different times. We also encourage fosters to park in either of the parking lots. Because cats staying overnight make very little if any noise and we only have dogs and puppies during our adoption events and appointment-based meetings, noise will be minimal.

Animals in location

Dogs and Puppies

- Dogs and puppies will be present during adoption events. Dogs and Puppies are secured in dog runs or on leashes during adoption events. We have 7 10'x10' dog runs this way we can safely separate any animals who may not get along. There could be 1–10 dogs/puppies in each run, which could potentially have over 40 puppies and/or dogs at an adoption event. The more puppies that are in a dog run the smaller they generally are. Dogs and puppies are never left overnight in the location. The largest number of dogs and puppies in attendance at one time will be during our adoption events, which is at most 4-5 hours in one day. Again, we never leave dogs and puppies unattended overnight in the location.
- Puppies will be present during Puppy Yoga (This will be at most 1-2 litters of puppies depending on the number of puppies in a litter and the amount of people attending the event. Approx 5-10 puppies)
- Puppies will be present for a Puppy Birthday Party (Approx 5-10 Puppies)
- Dogs or Puppies will be present for special meet and greets. (When someone is interested in meeting a certain animal and they schedule a meet and greet)

Cat and Kittens

- Cats and kittens will be present at adoption events. We currently have 10 4'x4' cat hutches and 10+ Extra Large Crates we use as adoption crates and 2 Catio's set up. The 4'x4' hutches and the Catio's are generally used for the resident cats who are housed at the adoption center and the Extra-Large Crates are used for the cats/kittens who come temporarily for the hours of the adoption event. Generally, there are 20+ Cats and Kittens at adoption days. This number fluctuates depending on which fosters can bring their animals to the specific adoption event.
- All Cats and kittens attending adoption events are provided with a litter box so that they are comfortable. We also have partitions that can be added between kennels so that animals who don't get along don't fight and are not stressed. It has worked extremely well for us.
- Cats and kittens will be present at Kitty Yoga. (Probably the resident cats or a litter of kittens)
- Cats and Kittens will be present at Kitty Birthday Parties.
- Cats and Kittens who will stay at the adoption center. The 4'x4' hutches can house 1-2 adult cats comfortably. The Catio's can house a mom and kittens (which an average litter is 5 kittens) or the same as the hutches. With the 10 4x4 hutches and the 2 catio's potentially the capacity we can comfortably and safely house is up to 30 cats and kittens. (We have never had close to that amount) Our fosters also take the animals from the adoption center into their foster home when their current foster(s) are adopted.

Care for the cats and kittens who stay at the adoption center

- Hutch's and Catio's where cats stay overnight are cleaned daily. Volunteers clean the litter boxes and give fresh food and water daily. (95% of the time this is done twice, once in the morning and once in the evening. Never less than once) Blankets are inspected daily and changed if dirty, usually changed minimum of every 2 days. When we wash the blankets and pee pads, we support our local laundromat, York Sask Laundromat at 12 1 Ave N. Huts are vacuumed daily and disinfected if needed or when a new animal is being housed in a hutch. We use tidy cats' litter because it is 99.9% dust free and would use non-clumping litter if we had to house small kittens for safety reasons. The food we normally feed is Whiskas or whatever brand

ATTACHMENT 3 CONTINUED – BUSINESS PLAN

is donated. Water for our rescue animals is donated from Penguin Refrigeration Ltd. We do let the cats out to run around in the location when we are not open to play and stretch. (Usually when we are cleaning out their kennels) We never let them out together if they don't get along, we don't let them fight.

Growth of our organization

- Our organization has been helping animals in the area for the past 10 years and we have been very successful. We have successfully found homes for thousands of animals. We had often been asked if we have a set location and we always had to say, "We don't have set location, all of our animals are in foster homes" We could never tell anyone a time and location we would easily send them too. We have been so much busier in the past couple years and needed a stable location. We have had a lot of positive feedback since we have been in this location.
- We have looked at a few other possible locations, but they just never have all the boxes checked like this location. They are either too small, price is too high, would require too many renovations or just doesn't work for us quite the same as the 40 second ave n location does. Corey has been amazing to us, and we are very grateful to him. This location just checks all our boxes.

Thank you for your consideration
Paws and Claws Animal Rescue

TITLE: Park Street Pumping Station – Process Mechanical Tender Award	DATE OF MEETING: May 12, 2025
	REPORT DATE: May 2, 2025
CLEARANCES:	ATTACHMENTS: Attachment 1 – PSPS Contract 2 Design Drawing
Written by: Connor Hunt, Director of Environmental Services Connor Hunt	
Reviewed by: Jessica Matsalla, City Clerk Jessica Matsalla	
Approved by: Brad Hvidston, City Manager Brad Hvidston	

PURPOSE/BACKGROUND

The purpose of this report is to recommend awarding the Process Mechanical Contract for the reactivation of the Park Street Reservoir, forming one of the most technically critical phases of the Park Street Pumping Station Rehabilitation project.

Originally constructed in 1969, and decommissioned in 2011; the overarching objective of this project is to bring the Park Street Reservoir back online, adding approximately 4,550 m³ (*1-million gallons*) of potable water storage to the City's potable water system. This expansion is advisable in accordance with AWWA storage planning and design best practices¹ and is necessary to maintain compliance with the Water Security Agency's Waterworks Design Standards², which require systems providing fire protection to maintain storage capacity equal to or greater than twice the average daily demand (*ADD*).

Upon completion of the ongoing expansions of major industries within the City of Yorkton, the City's projected ADD is expected to rise to approximately 12,528 m³/day. Without additional storage, the utility's existing potable water storage capacity would only provide approximately 1.87 days of emergency water storage when accounting for operational reserves (*approximately 10% of total storage capacity*), falling short of the regulatory requirement.

Recommissioning the existing Park Street Reservoir represents the most economical solution to achieving regulatory storage requirements. Constructing a new potable water reservoir of similar capacity would have required a significantly greater capital investment. This project will increase the systems total potable water storage to 30,550 m³, allowing the utility to maintain approximately 2.19 days of storage capacity post-industrial expansion, thereby ensuring immediate regulatory compliance, system resiliency, and emergency preparedness in a financially responsible manner.

¹ American Water Works Association (AWWA). M41: Water Storage Facilities, 3rd Edition.

² Water Security Agency, Waterworks Design Standards, EPB 501-22, May 2022, Section 6.0 – Storage Facilities

DISCUSSION/ANALYSIS/IMPACT

The Process Mechanical Contract was publicly tendered through SaskTenders and the City of Yorkton's procurement portal, Biddingo. Thirteen (13) companies downloaded the tender documents, and Two (2) compliant bids were received and evaluated after closing on May 1, 2025:

- Interwest Mechanical Ltd. - \$530,000.00 (*excluding taxes and allowances*)
- Suer & Pollon Mechanical Partnership - \$828,000.00 (*excluding taxes and allowances*)

At the time of contract development, there were significant risks related to construction material price increases across North America. Additionally, the specialized nature of this work including reservoir structure and piping modifications and sensitive mechanical equipment installation; highlighted the need for experienced and qualified contractors.

To manage these risks, the tender incorporated a \$100,000.00 cash allowance to control specialty installation scopes and to mitigate material cost volatility. This approach allowed the City to procure specified materials separately following its purchasing policy, locking in material pricing early and protecting against unknown market escalations. Contractors then bid on the installation work with known material availability, providing a more predictable and transparent cost structure for the City.

Without this approach, there was a risk that contractors would have incorporated future material price increases into their bids or sought costly change orders after tender award. There was also a risk that contractors lacking specialized experience could have underestimated project risks, or overestimated the availability of qualified subcontractors; both resulting in asset integrity concerns or schedule delays.

As stipulated within the contract, all expenditures under the cash allowance must be authorized by the City. If actual costs exceed the \$100,000.00 allowance, additional expenditures will only be permitted based on substantiated costs, with an additional five-percent (5%) applied for overhead and profit on the excess amount only. Should the actual costs fall below the \$100,000.00 allowance, any unused funds will be credited back to the City at project closeout, with no contractor overhead or profit retained on the unexpended amount.

While this structure likely contributed to a narrower pool of bid submissions, due to reduced contractor control and increased perceived risk, it was an intentional strategy to prioritize project quality, cost control, and the long-term success of the work.

The main risk with this segmented contract approach is meeting schedule deadlines, specifically making sure the under-slab mechanical piping is finished by July 11, 2025. To manage this risk, the project will be closely coordinated through a team-approach. The City's Environmental Services Department will oversee the project, with support from the design engineer's team to help track the schedule, manage key milestones, and provide field consultation services. Interwest Mechanical Ltd. also brings strong experience from similar municipal water and wastewater projects across Saskatchewan, showing they are capable of handling projects of this size and complexity.

FINANCIAL IMPLICATIONS

The financial breakdown for Process Mechanical is as follows:

Description	Amount
Bid Price	\$530,000.00
Cash Allowance	\$100,000.00
Subtotal (before taxes)	\$630,000.00
PST (6%)	\$37,800.00
GST (5%)	\$31,500.00
Total Contract Value (Including Taxes)	\$699,300.00

GST is recoverable by the City and does not form part of the net project expenditure.

The tendered amount is within approximately 6% of the City's internal pre-tender estimates and will be funded through Water and Wastewater Utility Reserves as it falls within the approved capital budget allocated for the Park Street Pumping Station Rehabilitation project.

COMMUNICATION PLAN/PUBLIC NOTICE

A communication plan will be created with the help of staff and resources from the Communications Division under the City Clerk's Office. Once the plan is complete, it will be put into action to make sure residents and the public are properly informed about the upcoming construction work. Notices will be sent out to residents who may be affected, providing details about expected noise, traffic adjustments, and any accessibility restrictions.

Broader public updates will occur through:

- The City of Yorkton website
- The Shape Your City platform
- The Voyent Alert! app
- City of Yorkton social media platforms

Construction signage will be deployed as needed. Any roadway or pedestrian access limitations within Park Street or Rodney Ridge Park will be supported with closure signage, detour signage, or revised access arrangements prior to initiation of construction activities.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

The Park Street Pumping Station Rehabilitation project aligns with the City of Yorkton 2020 Strategic Plan to develop a comprehensive, integrated, and sustainable infrastructure program, and to maintain public safety through proactive emergency preparedness investments.

The project also aligns with Official Community Plan infrastructure policies supporting the renewal of aging municipal assets, provision of adequate water services, and long-term sustainable service delivery without placing upward pressure on utility rates.

The project further aligns provincially and nationally with the Federation of Canadian Municipalities' (*FCM*) Municipal Asset Management Program, which promotes proactive infrastructure renewal to ensure safe, sustainable, and affordable service delivery¹, and with the Saskatchewan Urban Municipalities Association's (*SUMA*) infrastructure priorities, which advocate for the renewal of core municipal assets to maintain public safety, service reliability, and economic stability without placing undue burden on ratepayers².

¹ Federation of Canadian Municipalities, Municipal Asset Management Program Overview, 2021.

² Saskatchewan Urban Municipalities Association (SUMA), Advocacy and Policy Manual, 2023.

OPTIONS

1. Award the Park Street Pumping Station Contract 2: Process Mechanical, to Interwest Mechanical Ltd. for \$530,000.00 (plus applicable taxes and cash allowance), and further authorize the Mayor and City Clerk to execute the contract.
2. Other direction at the discretion of Council.

ADMINISTRATIVE RECOMMENDATION(S)

- 1. That Council award the Park Street Pumping Station Contract 2: Process Mechanical, to Interwest Mechanical Ltd. for \$530,000.00 (plus applicable taxes and cash allowance), and further authorize the Mayor and City Clerk to execute the contract.**



PARK STREET PUMPING STATION

CONTRACT 2: PROCESS MECHANICAL

REV A - ISSUED FOR TENDER

2025-04-14



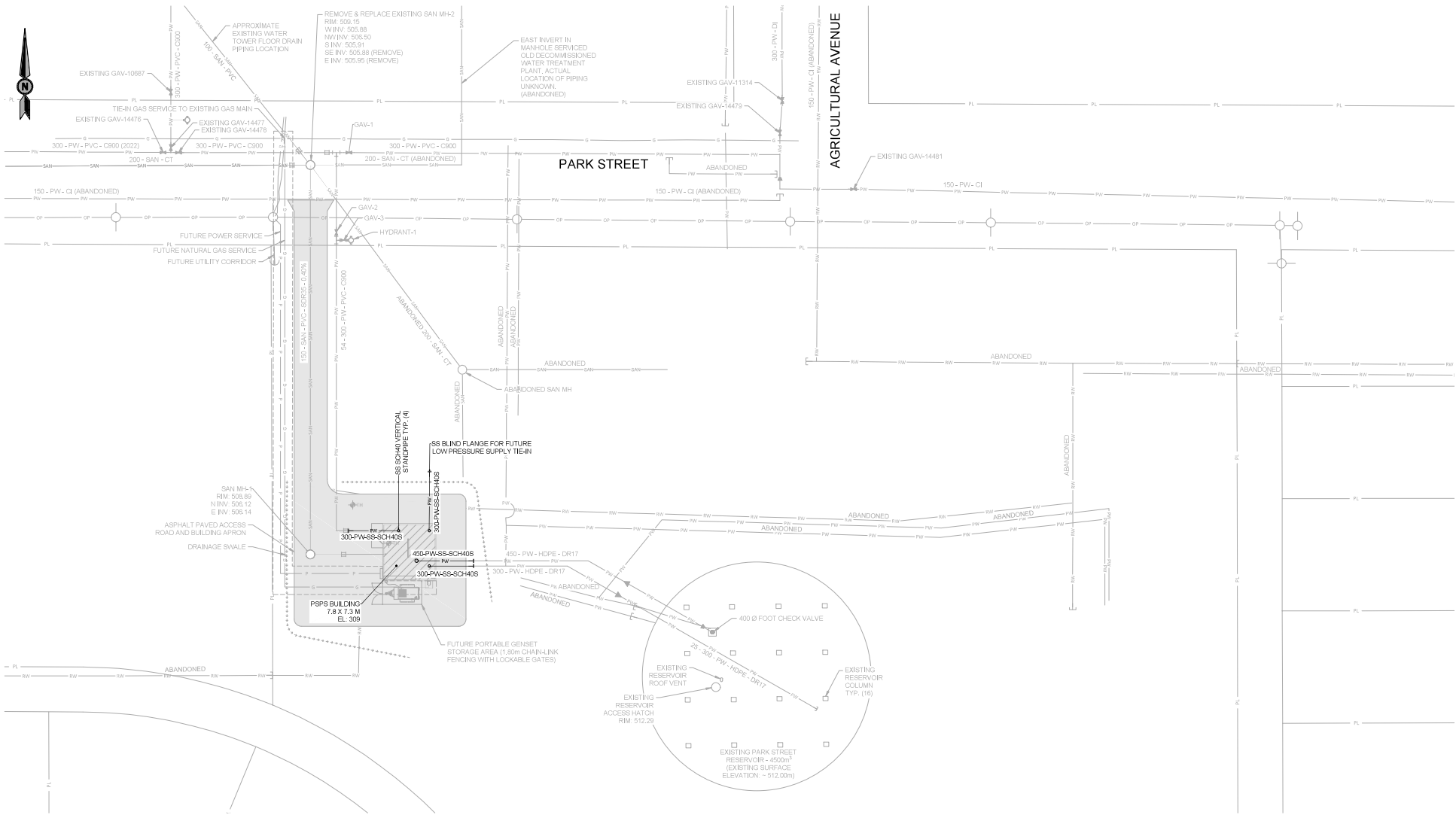
1 PLAN
KEY PLAN N.T.S.



2 PLAN
PROJECT LOCATION N.T.S.

DRAWINGS LIST		
SHEET NO.	REVISION NO.	DRAWING TITLE
0	A	LEGEND
1	A	SITE PLAN
2	A	SIMPLIFIED PROCESS FLOW DIAGRAM
3	A	GENERAL ARRANGEMENT
4	A	SECTIONS
5	A	SECTIONS & DETAILS

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1 PLAN
SITE PLAN 1:250 (22x34)

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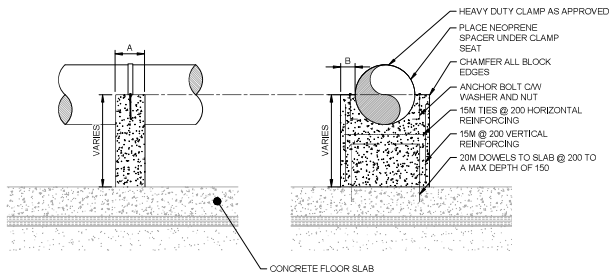
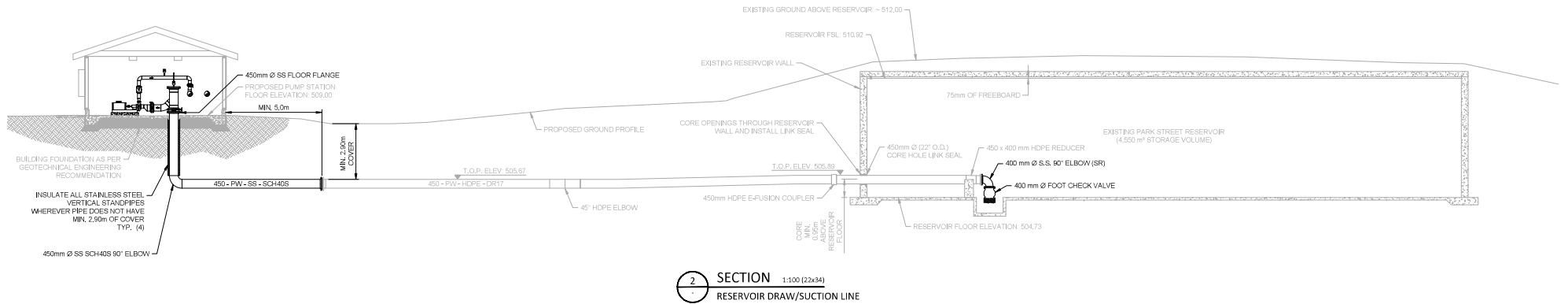
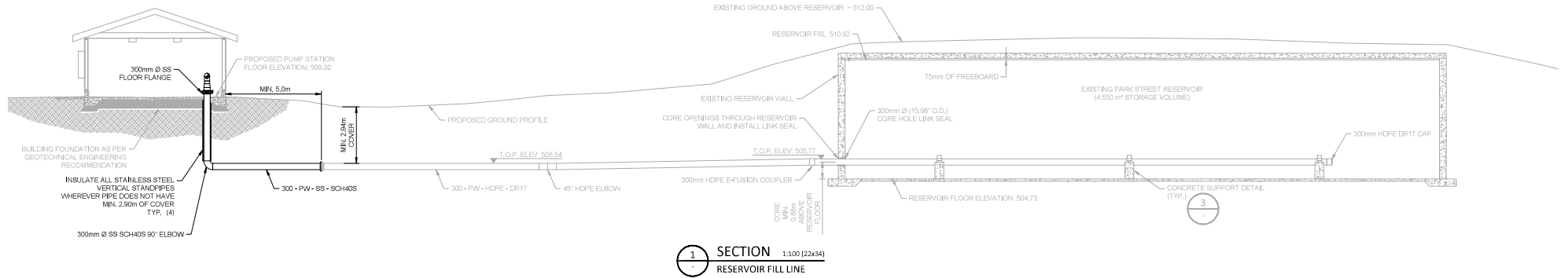
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CITY OF YORKTON
PARK STREET PUMPING STATION
CONTRACT 2: PROCESS MECHANICAL

SITE PLAN

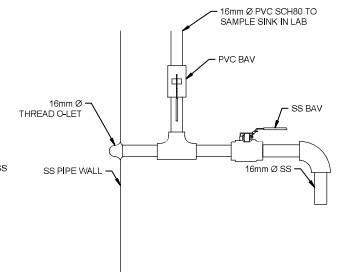
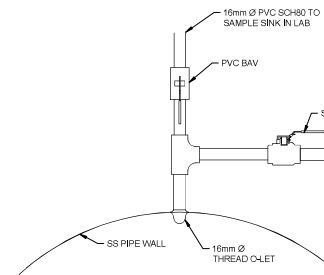
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PIPE SIZE	100 TO 150	200 TO 250	300 TO 400	450 TO 600
A	150	200	250	300
B	75	100	125	150
ANCHOR BOLT DIAMETER X LENGTH OF EMBEDMENT	12 # X 100	16 # X 150	20 # X 200	20 # X 250

- NOTES:
- PIPE SUPPORT LOCATIONS NOT SHOWN FOR CLARITY. CO-ORDINATE LOCATIONS WITH ENGINEER.
 - DO NOT DRILL INTO SLAB WITHOUT PRIOR AUTHORIZATION DUE TO PRESENCE OF HYDROCNIC PIPING.
 - WHERE CONCRETE PIPE SUPPORT IS OVER EXISTING TRENCH DRAIN PROTECT DRAIN DURING POUR.



DRAWING SCALE:
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SCALE CHECK
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ALLIED
INFRASTRUCTURE

City of
Yorkton

No.	DATE	SUBJECT
A	2025-04-14	ISSUED FOR TENDER
YYY-MM-DD		REVISIONS

CITY OF YORKTON
PARK STREET PUMPING STATION
CONTRACT 2: PROCESS MECHANICAL

SECTIONS AND DETAILS

SHEET
5

TITLE: 2025 – Asphalt Paving Program – Tender Award	DATE OF MEETING: May 12, 2025
	REPORT DATE: May 8, 2025
CLEARANCES: René Richard, Director of Engineering and Asset Management Rene Richard	ATTACHMENTS: 1. Roadway Resurfacing Maps
Written by: Aron Hershmiller, Director of Public Works Aron Hershmiller	
Reviewed by: Jessica Matsalla, City Clerk Jessica Matsalla	
Approved by: Brad Hvidston, City Manager Brad Hvidston	

PURPOSE/BACKGROUND

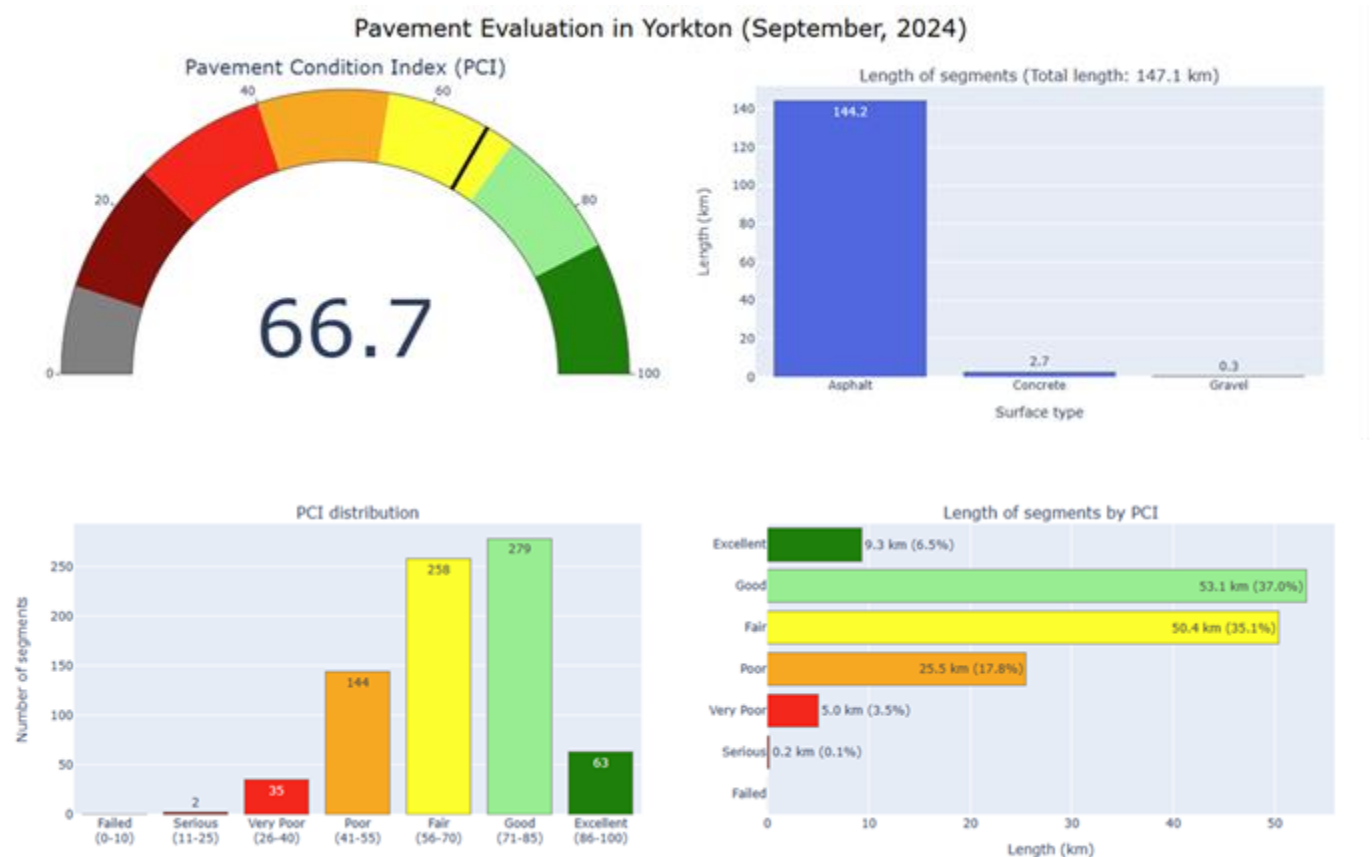
The City of Yorkton’s Public Works department continues to plan for the future to improve programs & services plus repair and maintain roadways within the city of Yorkton.

In the fall of 2024, the City partnered with City Logix Inc. / StreetScan, to capture and assess our roadways and sidewalks. Roads (paved) are assessed with bumps/ depressions, potholes, patches, cracks, alligator cracking and crack seal. Roads (gravel) are assessed by using Distress Maintenance Index along with a Ride Condition Rate, making up its condition Assessment. Sidewalks are assessed for cracks, surface distortions, uplifts from trees and not from trees and provide an overall sidewalk condition assessment.

For the purposes of this report, I will speak to the overall rating in regards to our Pavement Condition Index (PCI). The PCI was 67 out of 100 which lands in the upper end of the overall Fair scale. Pavement when installed correctly and with a strong maintenance program can last 25-35 years, but without significant maintenance funding we are noticing that our major collectors are lasting 15-20 years. From our recent scan, we have identified 147,000 meters of hard surfaced roadways, equating to 781 street segments, and then using 35 years of expected life, would suggest that we replace 22.5 segments per year. (2025 will see 14 segments being repaved).

The following are the results from the scan:

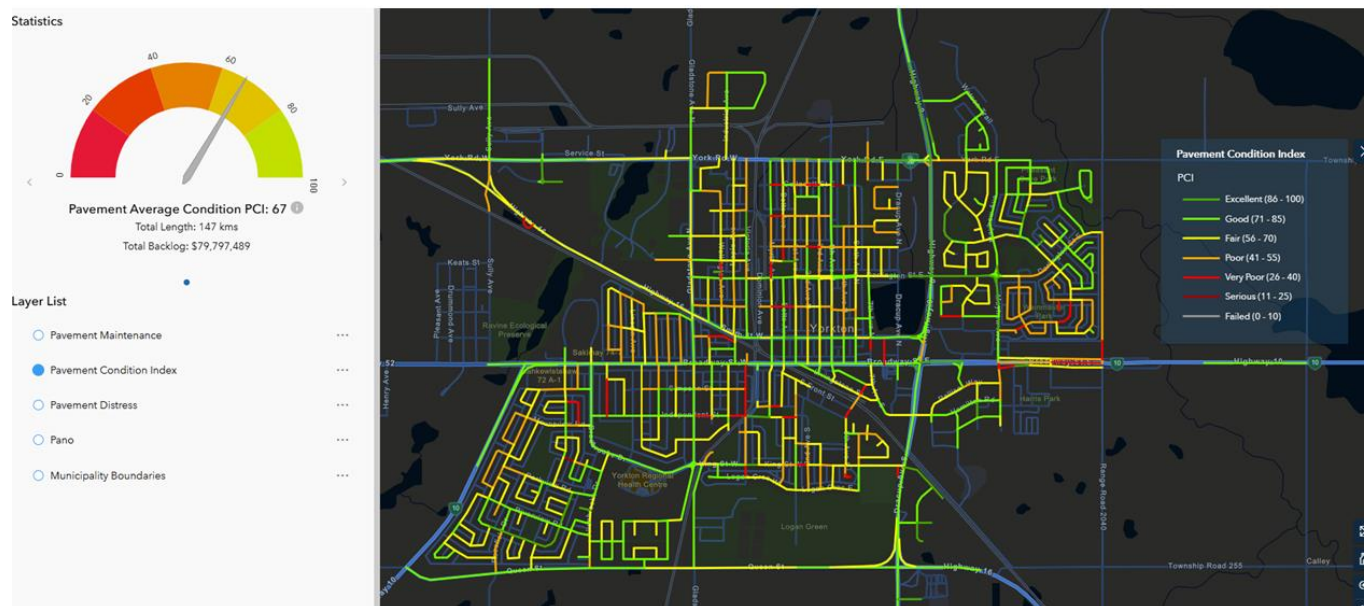
- Serious - 2 street segments – rated between 11-25 PCI – Suggested Reconstruction
- Very Poor - 35 street segments (~5,000 meters) – from 26 – 40 PCI suggested Reconstruction / Rehabilitation
- Poor - 144 streets (25,500 meters) rated from 41 – 55 PCI – suggested Rehabilitation
- Fair - 258 streets (50,400 meters) rated from 56 – 70 PCI suggested Rehabilitation
- Good – 279 streets (53,100 meters) rated from 71 – 85 Preventative Maintenance
- Excellent - 63 streets (9,300 meters) rated from 86 -100 suggested defer maintenance



*The segments being repaved in the 2025 program fall within the very poor PCI rating.

*** I wanted to note that the City of Yorkton has a total of 175km of roadways including 28 km of gravel surfaces, 147 km of paved surfaces. Also to note we have 37 km of back lanes for snow removal for at total of 212 km total surfaces for snow removal.

This image below illustrates the paved streets and the PCI index.



DISCUSSION/ANALYSIS/IMPACT

For the purposes of this Council report, we are specifically talking about the hard surfaced streets and the city's main focus for 2025 will be milling and filling (repaving streets) within the City.

What is a mill and overlay program?

After years of wear and tear, asphalt highways and streets often need resurfacing. Mill and overlay projects, also known as “mill and fill” projects, are a popular process to rejuvenate asphalt roads and provide a new, smooth road for the traveling public.

1. During a mill and overlay, the old asphalt is milled off. Projects vary on how much asphalt is milled off, we will be milling between 50 – 80 mm or we usually mill what is being put back in new asphalt. Our residential streets will see 50mm, secondary roadways 65 mm and Hwy's and primary roadways will see 80mm.
2. The millings are hauled away to our stockpile site to be utilized for other roadway projects, and the roadway is swept and cleaned of any excess material and loose debris.
3. Tack oil is placed on the road to help bind the new asphalt to the existing road.
4. The hot mix asphalt is hauled from the asphalt plant to the site and the material is fed into an asphalt paving machine.

5. The asphalt is placed in a uniform manner with a vibrating screen. Steel rollers compact the asphalt to make an even and smooth finish with adequate density.

Asphalt milling is involved in almost every modern road rehabilitation and maintenance project. The primary reason for this is that it offers a cost-effective and environmentally friendly solution for rebuilding asphalt surfaces. This method, also known as cold planing, pavement milling, or profiling, involves the removal and recycling of the top layer of asphalt pavement without disturbing the underlying subbase.

By removing only the deteriorated surface layer, asphalt milling minimizes the need for full-depth pavement replacement, making it an attractive option for infrastructure projects seeking to optimize resources and minimize environmental impact. Asphalt pavement restoration is a key application of asphalt milling, emphasizing its role in providing a sustainable and cost-effective solution for rejuvenating asphalt surfaces. Mill and fill programs are one of a number of maintenance measures used to protect and improve the road surface which usually improves the street surfaces PCI to close to 100 again.

With our current mill and fill rate, our current cost estimate to mill and repave, “if” we had to mill and fill our entire network, would total **over \$80 million**. With that being said, If we spend \$1,000,000 annually that would suggest a 1:80 year replacement program, not including reconstruction streets that are logistically past their economically feasibility life for repair. It’s imperative to properly fund and complete maintenance programs to prevent our streets from degrading to the reconstruction state vs the rehabilitation / maintenance states.

Although PCI is a very important metric when deciding what form of rehabilitation process to be completed, for this year’s repaving program we developed our 2025 repair priority list by using both PCI weighted at a (7) and Functional Class weighted at a (2) as per common Street Scan Rehabilitation practices. This developed our 2025 list of Highways, Major Collectors, Minor Collectors, and local streets. The Scope of work for this project consists of the milling and the repaving of 11 streets 14 blocks or segments plus the ramps and remaining through street portions on York Road near HWY #9 intersection.

FINANCIAL IMPLICATIONS

With the budget available, \$500,000 from capital reserves and \$495,000,000 from our operational Road Infrastructure Improvements, we plan to (mill and resurface) ~ 14 street blocks within the city.

The 2025 Asphalt Paving Program Tender was advertised on SaskTenders and the City website (Biddingo) and closed on May 1, 2025. We received two bids from Yorkton based contractors one whom has completed a lot of past work for the City of Yorkton and one that we haven’t seen for quite some time but is completing some work in and around the city in 2025 for the Ministry of Highways.

We had the following two Bidders:

Bidders	Bid Amount \$
Potzus Paving and Road Maintenance Ltd.	\$838,362.30 (plus PST \$50,301.74) Total of \$888,664.04
Fedorowich Construction Ltd.	\$868,950.00 (plus PST \$52,137.00) Total of \$921,087.00

Additional expenses:	
Contingency, Engineering Services / Material Testing	\$106,639.68
Total	\$995,303.72

Funding sources for this project:

2025 Capital – 2025 Pavement Overlay Program - \$500,000.00S

2025 – Operational – Road Infrastructure Improvements - \$495,303.72

Both bids were complete and compliant. As highlighted above, the lowest bid was submitted by Potzus, was within budget and deemed best value.

COMMUNICATION PLAN/PUBLIC NOTICE

This program will be published on our website including Shape Your City. This construction and traffic plan info will also be distributed on the Mayor’s radio spot and throughout our social media platforms to inform the community.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

The City of Yorkton’s Strategic Plan consists of eight pillars; one of which one is Environment.

The plan identified the Environment with a goal to *“promote environmental responsibility, sustainability, and stewardship..... reduce the impact on the environmentencourage the community to follow conservation methods.....promote the reduction of waste and adopt environmentally responsible practices.* This proposed program directly aligns with the City’s current Strategic Plan.

As per our Official Community Plan, the city is the hub of this region demonstrated by the highways and rail lines that connect us to other communities in the province and to international markets for products produced in this community. The transportation system includes sidewalks, street networks, bikeways and other trails, transit and air. It allows for the efficient movement of people and goods to and from the city and is absolutely essential to it and the region. Yorkton’s extensive street network accommodates the routing of heavy trucks, the safe transport of dangerous goods and the efficient and safe movement of people.

OPTIONS

1. Award the 2025 Asphalt Paving Program tender to Potzus Paving and Road Maintenance Ltd. for \$838,362.30 (plus applicable taxes), and further authorize the Mayor and City Clerk to execute the contract.
2. That Council direct Administration as they deem appropriate.

RECOMMENDATION:

1. That Council approve and award the 2025 Asphalt Paving Program tender to Potzus Paving and Road Maintenance Ltd. for \$838,362.30 (plus applicable taxes) and further authorize the Mayor and City Clerk to execute the contract.



STREET NAME	FROM STREET	TO STREET	THICKNESS (mm)	AREA (m ²)
MYRTLE AVE	CATHERINE ST	DARLINGTON ST W	80	1750
COLLACOTT ST E	4TH AVE N	6TH AVE N	30	1913
BECK AVE	FOSTER ST	ARGYLE ST	80	3340
LAURIER AVE	KING ST W	LOGAN CRES W	30	835
PARK ST	AGRICULTURAL AVE	TUPPER AVE	30	1945
RAMP	YORK RD E	HIGHWAY 9 N	80	2360
KING ST	ROSLYN AVE	2ND AVE S	80	2050
INDEPENDENT ST	HAULTAIN AVE	LAURIER AVE	65	1365
INDEPENDENT ST	GLADSTONE AVE S	MELROSE AVE	65	1510
LAWRENCE AVE	PALLISER WAY	HAMILTON RD	80	1335
KING ST E	3RD AVE S	4TH AVE S	80	1300

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Association of Professional Engineers
& Geoscientists of Saskatchewan
CERTIFICATE OF AUTHORIZATION
Allied Infrastructure
Number 70652
Permission to Consult held by:
Discipline St. Rep. No. Signature
Civil 18711



S	2025-04-18	ISSUED FOR TENDER
No.	DATE	SUBJECT
	YYYY-MM-DD	REVISIONS

CITY OF YORKTON
2025 ASPHALT PAVING PROGRAM

CIVIL
LOCATION PLAN

SHEET
1





LEGEND:

- WORK AREA
- SIGN POST

NOTES:

DISTANCE BETWEEN SIGNS = 50m



2025 ASPHALT PAVING PROGRAM
TRAFFIC ACCOMMODATION PLAN
 BECK AVENUE/SECOND ST.
 FOSTER ST. TO ARGYLE ST.

SHEET	1	of	1
DRAWING NUMBER	2025-01-1/PO2		
DATE - (YYYYMMDD)	2025-04-11		
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LEGEND:

- WORK AREA
- SIGN POST

NOTES:

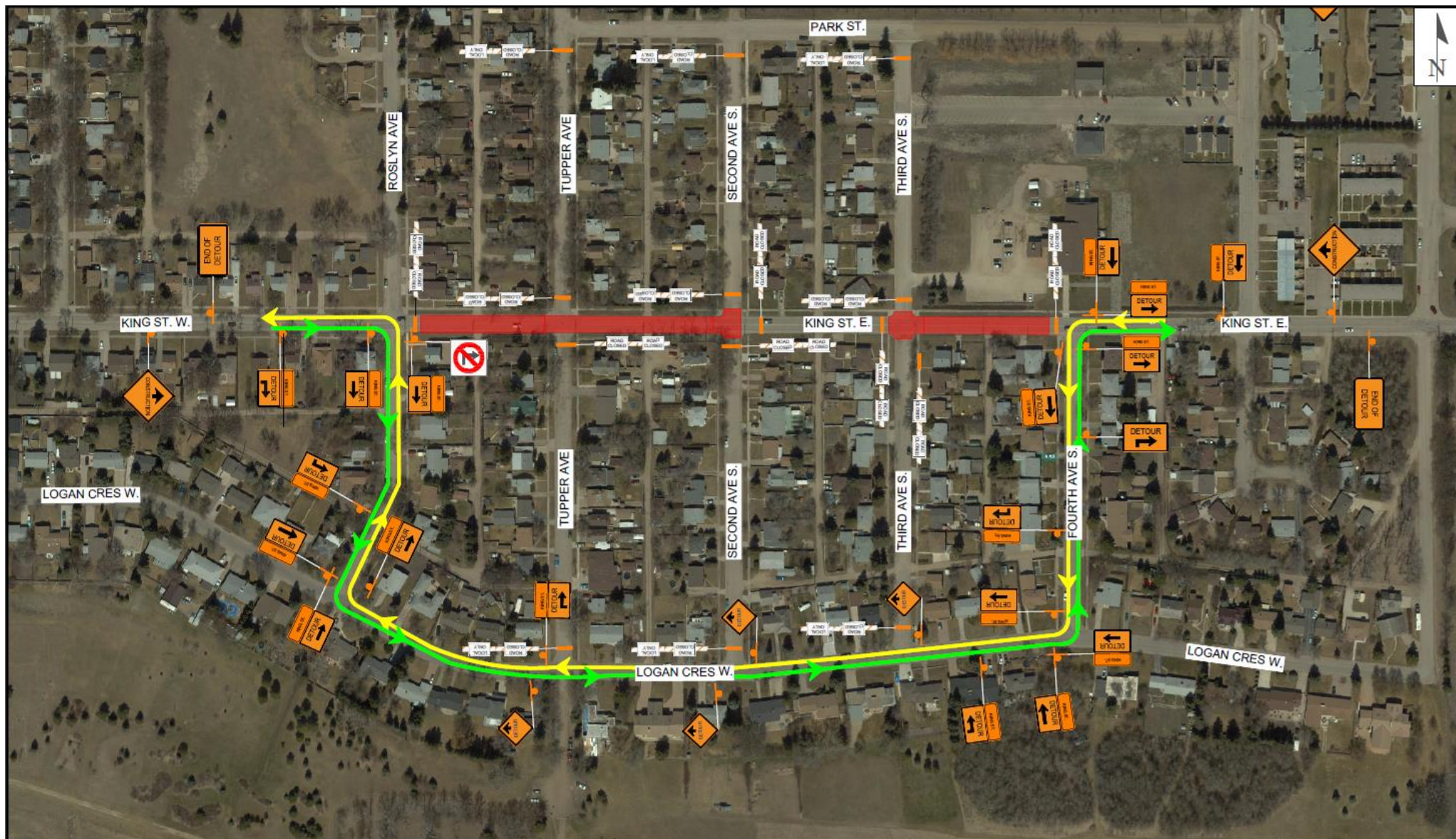
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2025 ASPHALT PAVING PROGRAM
TRAFFIC ACCOMMODATION PLAN
LAURIER AVENUE WEST
KING ST. W. TO LOGAN CRES W.

SHEET	1	of	1
DRAWING NUMBER	2025-01-10P02		
DATE (YYYY-MM-DD)	2025-04-11		
SCALE	1:250	DRAWN	MR
FILE NAME	tap-2025-resurfacing prog.dwg		





LEGEND:

WORK AREA

EASTBOUND TRAFFIC



SIGN POST

WESTBOUND TRAFFIC

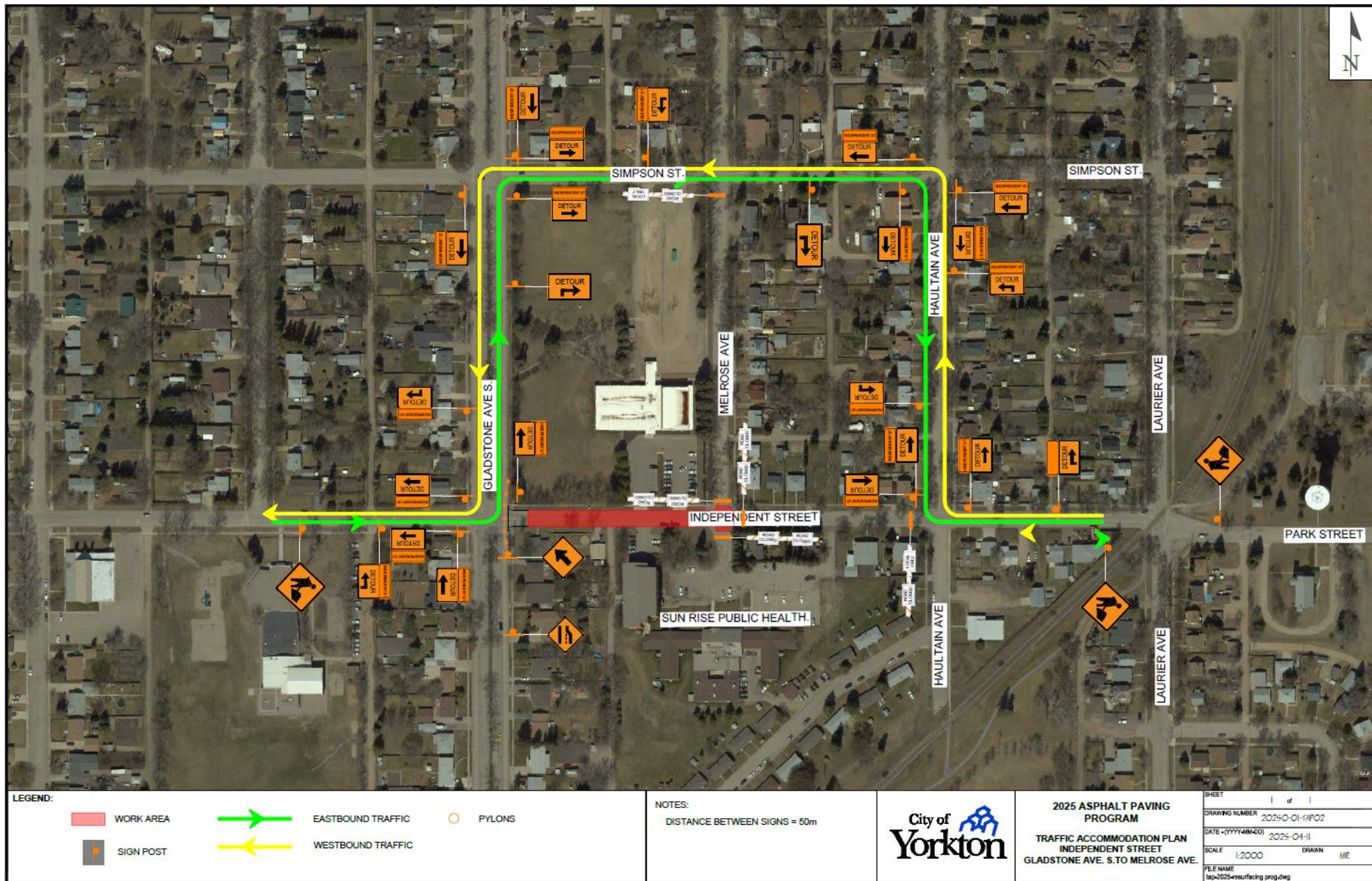
NOTES:

DISTANCE BETWEEN SIGNS = 50m



**2025 ASPHALT PAVING
PROGRAM**
TRAFFIC ACCOMMODATION PLAN
KING STREET
ROSLYN AVE. TO SECOND AVE. S.
THIRD AVE. S. TO FOURTH AVE. S.

SHEET	1	of	1
DRAWING NUMBER	2025-0-01-1/1P02		
DATE (YYYY-MM-DD)	2025-04-11		
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LEGEND:

- WORK AREA
- SIGN POST

NOTES:

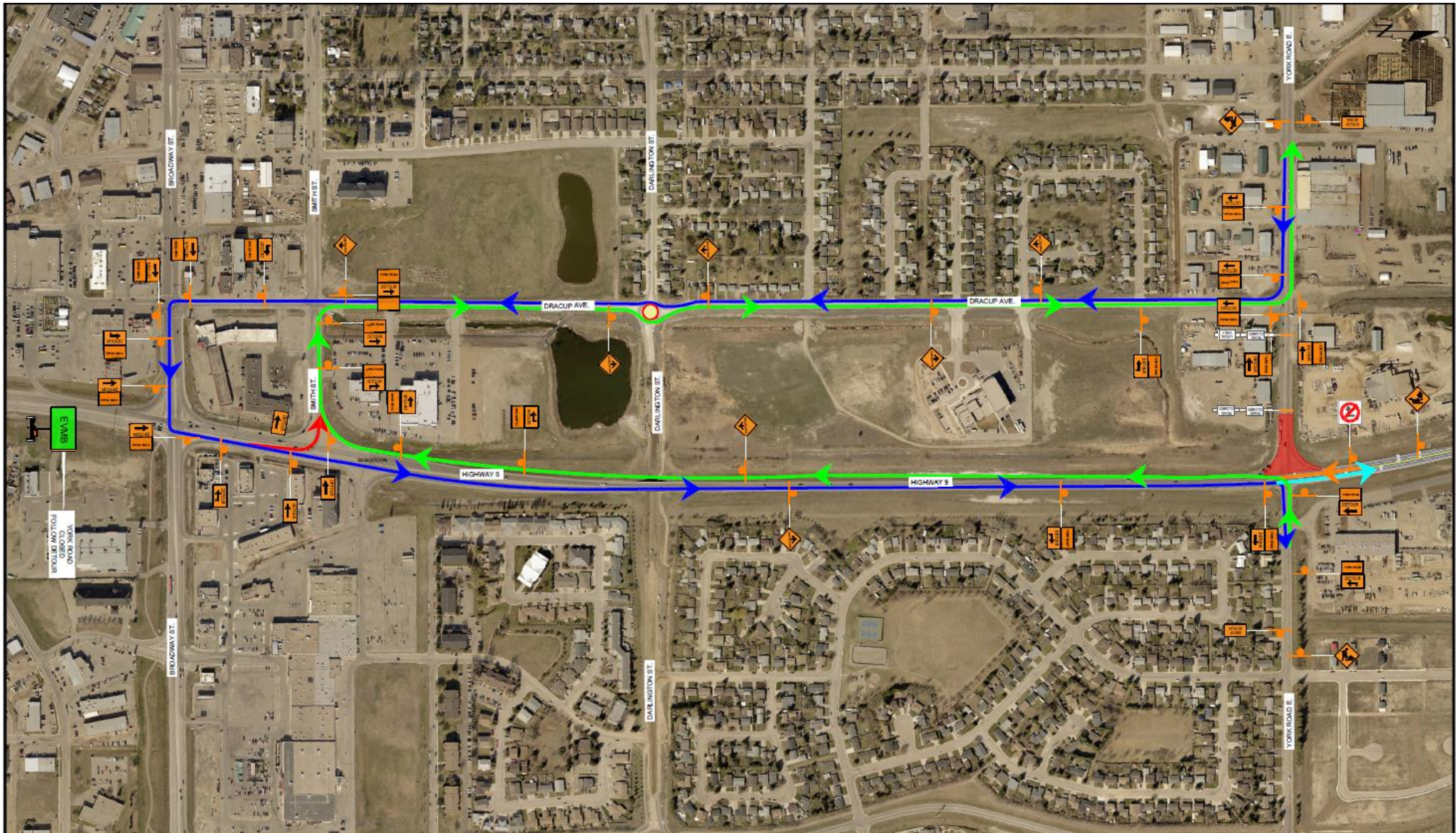
DISTANCE BETWEEN SIGNS = 50m



2025 ASPHALT PAVING PROGRAM

TRAFFIC ACCOMMODATION PLAN
LAWRENCE AVENUE
PALLISER WAY TO HAMILTON ROAD

SHEET	1	of	1
DRAWING NUMBER	2025-01-17-PO2		
DATE (YYYY-MM-DD)	2025-04-11		
SCALE	1:2500	DRAWN	MR
FILE NAME	tap2025-resurfacing prog.dwg		



LEGEND:



YORK ROAD DETOUR - WB

YORK ROAD DETOUR - EB



WORK ZONE



2025 ASPHALT PAVING PROGRAM
TRAFFIC ACCOMMODATION PLAN
HIGHWAY # 9 & YORK ROAD
INTERSECTION

SHEET	of
DRAWING NUMBER	
DATE (YYYY-MM-DD)	2025-04-17
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