

CITY OF YORKTON
REGULAR COUNCIL MEETING AGENDA
Tuesday, June 3, 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 – May 12, 2025
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
 - a. Economic Development Committee Meeting Minutes – April 10, 2025
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - a. Presentation – Quad-D Enterprises City Limits Inn (Boots on Betts Music Fest) – Noise Bylaw Exemption Request – July 12, 2025
 - b. Presentation – Greg Ottenbreit – Yorkton Municipal Airport Taxes and Fees – Request for reductions and/or adjustments in rates and fees
 - c. Public Hearing – Discretionary Use DU04-2025 – 40 Second Avenue North, Type 1 in C-1 – Pet Adoption Centre
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - a. Land Use Planner
 - Discretionary Use DU04-2025 – 40 Second Avenue North, Type 1 in C-1 – Pet Adoption Centre
 - b. Bylaw & Safety Supervisor
 - Response to Request for Noise Bylaw Exemption – Betts Ave. Event
9. **CORRESPONDENCE**
10. **BYLAWS**
 - a. Director of Planning, Building & Development
 - Bylaw No. 18/2025 – Business License Bylaw Amendment [3rd Reading]
 - b. Fire Chief
 - Bylaw No. 19/2025 – Fire Prevention Bylaw Amendment [3rd Reading]
11. **ADMINISTRATIVE REPORTS**
 - a. Director of Public Works
 - Curb and Gutter/Sidewalk Replacement Tender Award
 - b. Director of Legislation and Procedures (City Clerk)
 - 2024 Municipal Election Disclosure of Candidate Campaign Expenses
12. **GIVING NOTICE OF MOTION**
 - a. Councillor Litvanyi
 - Amendment to Zoning Bylaw No. 14/2003 – re Garage development regulations
13. **IN CAMERA SESSION**
 - a. Other Item A
 - b. Other Item B
14. **ADJOURNMENT**

Economic Development Committee

MINUTES

APRIL 10, 2025 AT 7:00 A.M

CITY HALL – COUNCIL CHAMBERS

Attendees	Chairperson: Bob Knox Councillors: Councillor Dustin Brears, Councillor Darcy Zaharia, Mayor Aaron Kienle Members: Gwen Machnee, Marty Sveinbjornson, Greg Haas
Invited Guests	Councillor Stephanie Ortynsky; Juanita Polegi, Chamber of Commerce; Kaitlyn Kitzan, Yorkton Business Improvement District (via Zoom)
Staff	Jennifer Brooker, Business Liaison; Michael Eger, Director of Planning, Building & Development; Brad Hvidston, City Manager
Regrets	Councillors: Members: Don Reed, Corey Werner Guests:
Absent	Councillors: Members: Ajay Tadi
Recording	Jennifer Brooker
Call to Order	7:06 am
Adjourn	8:27 am

ADOPTION OF AGENDA

Discussion	Review of agenda items for discussion.
Motion 10-25	Dustin Brears That the agenda be approved as presented. Carried

MINUTES OF MARCH 13, 2025

Discussion	Minutes from the March 13, 2025 meeting of the Committee were circulated.
Motion 11-25	Marty Sveinbjornson That the minutes of the March 13, 2025 meeting be approved as presented. Carried

Economic Development Priorities:

Hotel Development	Not discussed at this meeting.
Promote Housing Development	Not discussed at this meeting.
Vacant Commercial Buildings	Jennifer received a request from a medium sized business located in Yorkton that he be considered for the Vacant Commercial Building Tax Abatement Program even though the owners reside outside of Saskatchewan. The committee discussed the request and the intent of the original policy. Some of the main points brought up included: <ul style="list-style-type: none"> • The original intent was to help and incentivize small local businesses. • Not wanting tax payer money used to help fund large national or international corporations. • Wanting to ensure that business owner gets the incentive (not the property owner).

	<ul style="list-style-type: none"> • Limiting the funding to small businesses with a minimum number of employees. • Keeping services in Yorkton. • Reduced incentive for non local businesses. • Local ownership means ideally that the business owner lives in Yorkton and is also paying property taxes to the City of Yorkton. • Non-local businesses provide value to the community by employing local workers, who purchase local goods and likely pay property taxes locally
Motion 12-25	<p>Gwen Machnee That the Economic Development Committee recommends that Council review the <i>Vacant Commercial Building Tax Abatement Program</i>, and remove the clause that states, "The business must be locally-owned", and only offer the program to small businesses with less than a certain number of employees.</p> <p>Carried</p>
Improve the Narrative that Yorkton is "open for business"	<p>Jennifer presented to the committee the work the department is doing on refreshing the Build, Invest, and Grow section of the City's Website. These changes will better align with other cities Economic Development website. As part of the refresh we are planning on creating a number of LAMP (Local Advantage Marketing Page) pages, one each for residents, business, and industry.</p> <p>The committee discussed the new Resident LAMP page designed to attract new residents to the City, and made some suggestions on the draft page.</p> <p>Juanita highlighted some of the initiatives that the Chamber of Commerce is undertaking to support this goal.</p>
Action Item	The Committee will review the draft webpage circled and will submit comments/suggestions to Jennifer before April 24, 2025
Recruitment and retention of medical/dental professionals	Not discussed at this meeting.
Develop Regional Econ Dev Group	<p>Jennifer gave a brief up-date on the Agri-Value Cluster Meeting with industry partners that was held on Tuesday, April 8; and the CPDA (Central Prairie Development Alliance) meeting in Langenberg on Wednesday, April 9 this past week.</p> <p>The Committee briefly discussed these meetings and the need for sub-committee members.</p>

PAST MOTIONS

Motion 05-25 Rebate Funding	This Recommendation was discussed by Council at the March 25, 2025, Regular Council Meeting. Council did not increase funding.
Motion 08-25 Vacant Building Policy	As the current commercial incentives were just approved as part of the 2025 Budget, this will be brought forward to Council during 2026 budget deliberations. As part of considering a new or revised vacant building incentive, we would be able to produce a comprehensive review for all incentives at year end to better evaluate usage and cost.
Motion 09-25 MLA Meeting	Not discussed at this meeting.

NEXT MEETING	Thursday, May 8, 2025 at 7:00 a.m. at City Hall.
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ADJOURNMENT	The Economic Development Committee Meeting adjourned at 8:27 a.m.
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Bob Knox

CHAIRPERSON
Bob Knox

Jennifer Brooker

RECORDING SECRETARY
Jennifer Brooker

From: (noreply@esolutionsgroup.ca)
Sent: Sunday, May 25, 2025 8:42 PM
To: Amanda Dietz (adietz@yorkton.ca)
Subject: New Response Completed for Request to Appear Before Council Form

Hello,

Please note the following response to Request to Appear Before Council Form has been submitted at Sunday May 25th 2025 8:40 PM with reference number 2025-05-25-008.

- **First name:**
Greg
- **Last Name:**
Ottenbreit
- **Address:**
[REDACTED]
- **City:**
Yorkton
- **Province:**
Saskatchewan
- **Postal code:**
[REDACTED]
- **Name:**
Greg Ottenbreit
- **Title:**
Airport Lessee
- **Daytime phone number:**
[REDACTED]
- **Email:**
[REDACTED]
- **Date of request:**
5/25/2025
- **Date of council meeting that the presenter is wishing to attend:**
6/2/2025
- **Topic being presented:**
Yorkton Municipal Airport Taxes and Fees
- **Description of request: (Clearly state what is being asked of Council. Provide detailed information about why the information is being requested.)**
In light of the recent tax adjustments and the substantial increases in costs at the Yorkton Municipal Airport, I am requesting that Council pursue a reduction in the mill rate and/or the adjustment or elimination of lease and maintenance fees on the airport property.

Recent assessments came in at 2.5 times the previous assessment. Although this is a significant increase, the market valuation is not being questioned.

The fees collected by the city for services and benefits to have property at the Yorkton Municipal Airport are already high. Any user of the airport, whether they own a hangar, rent a single spot in one of the hangars, or leave an aircraft outside for little or no cost, has the same access to the airport services and infrastructure. I would argue that building owners at the airport contribute substantially to the facility, its operation and viability.

Our charges by the City last year were approximately \$4,000 for maintenance, \$7,000 for lease payments and \$10,000 in taxes.

The service provided by airport maintenance providers is very good at moving snow after storms, however at times we still find ourselves clearing snow on the taxiway and access road to the property, grading and/or dragging the access road, repairing and sweeping the taxiway, among other duties.

We were promised improvements to the west taxiway in front of the private hangars when we began construction 9 years ago, however the only improvements that have occurred to date have been done by us personally.

It should not be up to the airport building owners to maintain and improve the public infrastructure of the airport.

The west taxiway is virtually unusable during spring thaw without major work and effort on our part, however we do appreciate the City temporarily waiving the maintenance fees this year in consideration of this fact.

There is no sewer, water or other infrastructure to access, so all properties must have water and sewer hauled. All utility service installations to properties at the Yorkton Municipal Airport Private Hangar Area have been at the entire cost to building owners, as lots are unserved.

It is questionable what is provided in return for lease and maintenance fees, as well as tax costs.

That being said, upon construction, these factors and costs were taken to account when the decision to invest and build at the airport was made and we considered them acceptable.

Recent tax notices for our property will increase taxes initially by approximately 60% to nearly \$16,000 per year and will increase to over \$24,000 in 2028, up from approximately \$10,000 per year.

If lease fees and maintenance fees remain unchanged, we still see our annual fees to the City increasing from approximately \$21,000 to over \$35,000, which is unaffordable and unfair, especially for our properties which are predominantly personal and/or private with little opportunity for offsetting costs with income.

I propose:

- a reduction in the mill rate (and fees) to offset most of the increase
- OR if the mill rate is to remain:
- an elimination of the lease fees, as they are more than offset by the corresponding taxes collected because of the building and development
- an elimination of maintenance fees, as little or no benefit is provided for this fee

With the options proposed should the mill rate remain, there would still be a return of nearly \$25,000 annually to the City, which equates to a 19% increase over the approximate \$21,000 which is currently being collected. These options could minimize the possibility of similar situations occurring in future years.

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

THANK YOU HOMETOWN SOURCE FOR SPORTS™

A big thank you to HOMETOWN SOURCE FOR SPORTS for the amazing winter partnership with the YORKTON SPORTS BANK. Your generous gift of free skate sharpening coupons made a huge impact in our community.

Thank you for being an outstanding community partner!



Spring Clean Up

Our staff is preparing the Cemetery grounds for summer. Please remove all personal items not placed in attached monument vases by **May 30th**.

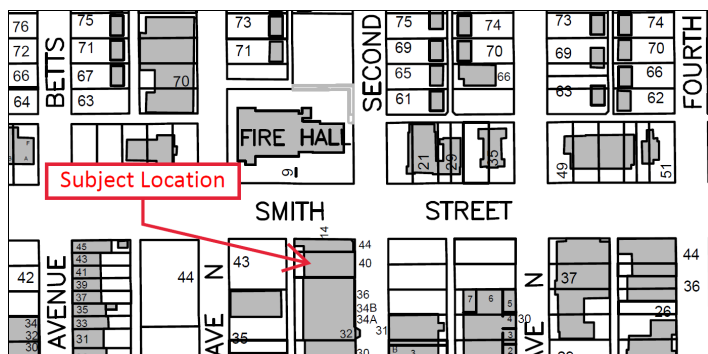
To claim any items not collected by this date, contact our administrative office at 306-786-1750.



Items are held for 30 days - storage space permitting.
Decorations, including solar lights, are subject to removal without notice.
www.yorkton.ca/cemetery | cemeteryadmin@yorkton.ca

Public Notice

Discretionary Use Application for
Veterinary Service, Type 1 in C-1 City Centre Commercial Zoning District
20 Second Avenue North



Legal Description: Lot 27-Blk/Par 5-Plan 99Y11400
Civic Address: 20 Second Avenue North
Proposed Use: Veterinary Service, Type 1 – Pet Adoption Centre

Details: The applicant proposes to operate a pet adoption centre with limited pet-centric retail sales and special events such as pet birthday parties and pet yoga. The applicant confirms that no dogs or puppies will be housed overnight at the location, however, cats and kittens may be housed overnight.

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

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

Public Hearing: City Council will hear all persons who are present and wish to speak to the proposed applications and all written submissions will be read verbatim, unless the submitter is in attendance to speak on the submission, on **Tuesday, June 3, 2025 at 5:00 p.m. in City Hall Council Chambers, Yorkton, SK.**

Written Submissions: If you wish to provide written comments for Council's consideration, they must be submitted by 9:00 a.m. on Wednesday, May 28, 2025. Written submissions must be directed to:

Jessica Matsalla, Director of Legislation and Procedures
In Person: 37 Third Avenue North, Yorkton, SK
Via Mail: Box 400, Yorkton, SK S3N 2W3
Via Email: jmatsalla@yorkton.ca

For More Information:

To see the full report on this application, and the proposed bylaw, please visit www.Yorkton.ca. Click on the "Council Meetings" link and select "Agenda and Information Package" for the May 12, 2025 Regular Council Meeting. The report will be found in the Information Package that follows the Agenda.

Questions regarding the proposed application may be directed to:

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

WOMEN'S GOLF DAY



A WEEKLONG GLOBAL CELEBRATION

MAY 27 - JUNE 3, 2025

50% OFF GREEN FEES FOR WOMEN

PLUS! GIRLS 12 YEARS AND UNDER GOLF FREE WITH A PAID ADULT GREEN FEE

Some conditions and restrictions may apply.

Pure Fusion Health Services
14 Smith Street East & 44 Second Avenue North
Yorkton, SK S3N 4J4
www.purefusionhealth.com

RECEIVED

MAY 28 2025

**CITY CLERK'S OFFICE
CITY OF YORKTON**

May 27, 2025

Dear Council,

Thank you for informing us of the proposed Discretionary Use Application. We have read the 'Discretionary Use Application' for 40 Second Avenue North for a Pet Adoption Centre by Paws and Claws. After much discussion and debate, we have decided to submit this letter to convey our opinion. We would have liked to attend the meeting, but we are serving our clients at our business at the time the council meeting is scheduled. We apologize for not being able to attend in person. Thank you for considering our opinion and the impact to our business through this letter.

Initially, we would like to acknowledge the benefit of animal rescues and the countless hours that volunteers put in to take care of animals in need and finding them good homes. Personally, we love animals and feel that they deserve care, respect and loving homes. We feel it is important to provide a brief background about Pure Fusion Health Services (PFHS). We offer Massage Therapy and Acupuncture on the Physical Health side of our business by a Registered Massage Therapist and Acupuncture Provider, and we offer Counselling, Therapy, and Assessment on the Mental Health side of our business by a Registered Psychologist. We have also offered allied health services at our location and we have plans for the expansion of services in the future. The concept behind PFHS is to offer the highest quality service by registered professionals in a spa like atmosphere. PFHS has been open to the public since 2008 at which time we leased our location at 36 Second Avenue North. Ten years ago we moved to our current location at 14 Smith Street East and 44 Second Avenue North. We own this building and our plan is to permanently operate there. We have worked hard and it has taken effort, time, and money to establish our reputation and presence. As a long standing business in Yorkton we do have a number of concerns about the discretionary use application that you are reviewing today.

1. We have clients that are negatively affected by dogs, and occasionally other animals. We see clients that have physical repercussions, phobias, and trauma related to animals. We believe there is an impact to our clientele who may no longer attend our location and would

eliminate our services to them. This would have a financial impact on our business and to the services available in the community.

2. A point that is brought up numerous times in the Paws and Claws business plan is that dogs and puppies are not being housed in the property overnight. Overnight hours for noise is not the major concern, it is the daytime hours that are. Our buildings are connected, and I have heard dogs barking during the day and am concerned that it will become more frequent in the daytime hours. We pride ourselves on our quite, stress free, and Spa like environment for our clients. In addition, therapy and psychological assessment sometimes need to be done as distraction free as possible. Unfortunately, dog barking transfers through our walls and is heard within our business and we have already received negative comments from clients.
3. Paws and Claws mentioned in their business plan that PFHS is usually not busy on weekends. In fact, this is incorrect, at times of the year PFHS is operating on all days of the week and we have business hours on weekends as well as weekdays. Often clients are seen as needed by them which can include emergency or 'on call' hours. The further expansion of office hours is planned and we could very well be just as busy on weekends as during the week.
4. PFHS has an additional entrance on 44 Second Avenue North which is part of our expansion plan for learning and classroom based activities. A secondary plan for this space is a future lease and have concern that the potential for a tenant in that unit could be limited if animals are present next door.
5. Occasionally we have seen adopters and/or volunteers park for long periods of time in front of our business on 14 Smith Street East because it is closer than parking in the parking lots and parking on Second Avenue North can be quite limited at times. This limits parking for our customers who sometimes have significant mobility issues.
6. Occasionally Paws and Claws have placed a sign for an adoption event on the sidewalk in front of our property because we assume it is more visible to the public there. We have concerns about the perception that people would associate or believe that our business is housing animals or offering pet adoption. Our reputation of cleanliness and hygiene is an incredibly important issue for our business as health providers. We must comply with many health and hygiene standards and inspections.
7. In the business plan provided by Paws and Claws, it was stated that they will have a dumpster out back but that it will only be emptied once a month in the summer. Any amount of cat litter or dog feces in a dumpster will make odor. Our concern is that with the summer heat and the infrequency of being dumped, that it may smell very bad by our property affecting us and our customers. Even if dumped on a weekly basis we feel this will have an impact on our business. There is a PFHS office on the most westward side of 14 Smith Street East that is very near the dumpster and air intakes for the building may draw smell into our

location. We are health service providers, and this would negatively impact our business due to overwhelming smell.

8. Dogs are being walked in front of our business along Smith Street East. There is essentially no green space available in the downtown. Sometimes dogs are urinating beside our building.
9. There have been incidents of dog feces on the sidewalk outside of our business. This has not occurred until Paws and Claws began operating next door to PFHS. This is unbecoming to our business and impacts our reputation and public perception of PFHS.

We have been in business in Yorkton for 17 years and in our current location for 10 years. We respectfully request that the application for discretionary use is rejected. In summary, we feel there is a financial impact and an impact on clients accessing the services offered at PFHS that cannot be mitigated. We have concern that the impacts we feel now would only escalate in the future. Thank you for hearing and taking our concerns into consideration.

Sincerely,

 Halayna Franke

Halayna Franke, RMT, D.Ac.

Director of Pure Fusion Health Services

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 #2 – Public Hearing	MEETING DATE: June 3, 2025
CLEARANCES: Michael Eger - Director of Planning, Building & Development Michael Eger	REPORT DATE: May 26, 2025 3:28 PM ATTACHMENTS: 1. Council Report from May 12, 2025
Written by: Carleen Koroluk - Land Use Planner Carleen Koroluk	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Brad Hvidston - City Manager Brad Hvidston	

Summary of History/Discussion:

This report follows the Public Hearing regarding a Development Permit application for a Pet Adoption Centre at 40 Second Avenue North.

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

Public Notice:

The application was presented to Council at the May 12, 2025 meeting where Public Notice was authorized. As such, the discretionary use was advertised and circulated in accordance with the public notification requirements of the City of Yorkton, including advertisement in the local newspaper, at City Hall and on the City website. In addition, pursuant to *The Planning and Development Act, 2007*, a direct mail-out was sent to sixteen (16) owners of property within 75 metres (250ft) of the subject property.

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

Planning & Infrastructure Commission:

The application was referred to the Planning and Infrastructure Commission for review at the May 21, 2025 Commission meeting.

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

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

The Commission discussed potential impacts of the use, specifically noise from barking dogs and odours from litter and waste. It was noted that the applicant's business plan proposes to structure operating hours in a way to limit the potential noise impact on neighbouring businesses, with dogs typically only being on site for adoption days during the weekends.

With regards to odour control, a concern regarding the proposed monthly dumpster disposal was also voiced at the May 12 Council Meeting. Following the meeting the applicant was contacted and they have confirmed that more frequent disposal will be arranged, especially for the summer months, to ensure that odours are controlled.

Noting the business plans and response from the applicant, the Commission was supportive and subsequently carried a unanimous motion in favour of recommending that Council approve the application.

Council's Options:

1. That Discretionary Use application DU04-2025 which proposes a Veterinary Service, Type 1 use as defined in City of Yorkton Zoning Bylaw No. 14/2003, at 40 Second Avenue North, legally described as Lot 27-Blk/Par 5-Plan 99Y11400, be approved and that the Development Officer be authorized to issue a Development Permit.
2. That Discretionary Use application DU04-2025 which proposes a Veterinary Service, Type 1 use as defined in City of Yorkton Zoning Bylaw No. 14/2003, at 40 Second Avenue North, legally described as Lot 27-Blk/Par 5-Plan 99Y11400, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

Administration's Recommendation:

That Discretionary Use application DU04-2025 which proposes a Veterinary Service, Type 1 use as defined in City of Yorkton Zoning Bylaw No. 14/2003, at 40 Second Avenue North, legally described as Lot 27-Blk/Par 5-Plan 99Y11400, be approved and that the Development Officer be authorized to issue a Development Permit.



REPORT TO COUNCIL

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.

Discretionary Use DU04-2025 – 40 Second Ave N – Pet Adoption Centre in C-1
 Page 1 of 11

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



Discretionary Use DU04-2025 – 40 Second Ave N – Pet Adoption Centre in C-1
Page 4 of 11

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.

ATTACHMENT 3 CONTINUED – BUSINESS PLAN

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.

ATTACHMENT 3 CONTINUED – BUSINESS PLAN

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.

ATTACHMENT 3 CONTINUED – BUSINESS PLAN

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

REPORT TO COUNCIL

TITLE: Bylaw No. 18/2025 – Amend Business License Bylaw No. 8/2006 – Separation Distances for Mobile Vendors	DATE OF MEETING: June 3, 2025
	REPORT DATE: May 29, 2025
CLEARANCES:	ATTACHMENTS: 1. May 12, 2025 Report to Council
Presented by: Michael Eger – Director of Planning, Building & Development Michael Eger	
Reviewed by: Jessica Matsalla – City Clerk Jessica Matsalla	
Approved by: Brad Hvidston – City Manager Brad Hvidston	

PURPOSE/BACKGROUND:

At the May 12, 2025 Council meeting, Council approved Bylaw No. 18/2025 for First and Second Readings, but did not have unanimous consent required to pass all three Readings. No additional resolutions were carried, so Administration recommends final passing.

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 third and final reading this 3rd day of June, A.D., 2025 and be registered in the Bylaw Register of the City of Yorkton.
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 Business License Bylaw No. 8/2006 by including separation distances for mobile vendors, be given third and final reading this 3rd day of June, A.D., 2025 and be registered in the Bylaw Register of the City of Yorkton.

Attachment 1 – May 12th Report to Council



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
	REPORT DATE: May 8, 2025
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none">1. Current Mobile Vendor Regulations2. 35 metre Buffer affecting York City Plaza3. 35 metre Buffer affecting Exhibition Grounds4. Bylaw No. 18/2025
Presented by: Michael Eger – Director of Planning, Building & Development	 Michael Eger 2025.05.12 11:10:28 -06'00'
Reviewed by: Jessica Matsalla – City Clerk	
Approved by: Brad Hvidston – City Manager	 Digitally signed by Brad Hvidston Date: 2025.05.12 11:49:53 -06'00'

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:

Attachment 1, continued

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.

Attachment 1, continued

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 Kitzan, 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.

Attachment 1, continued

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, continued

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

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 1, continued

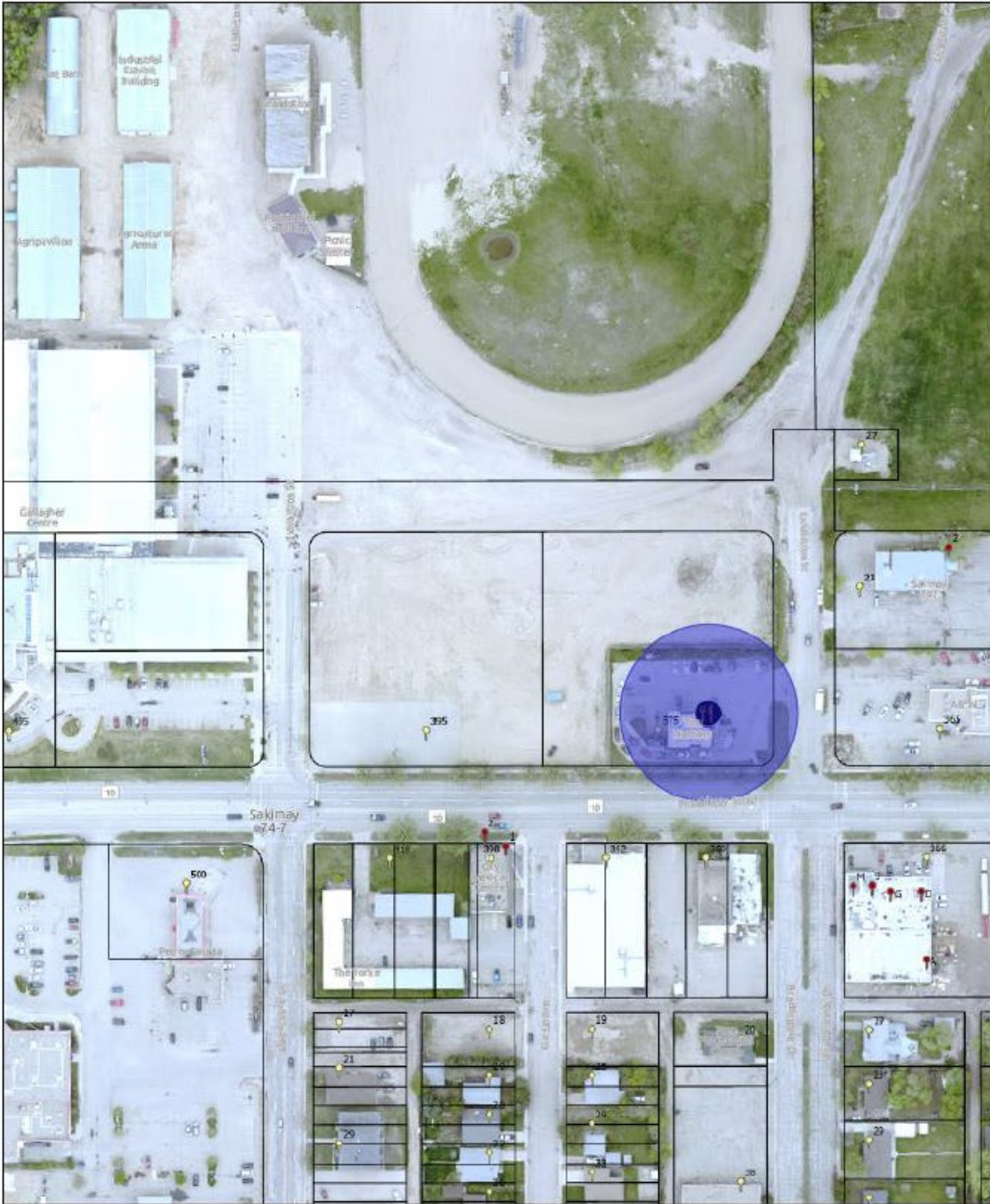
Attachment 2 - 35 metre Buffer affecting York City Plaza



May 5, 2025

Attachment 1, continued

Attachment 3 - 35 metre Buffer affecting Exhibition Grounds



May 5, 2025

Attachment 1, continued

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.

Bylaw No. 18/2025 – Amendment to Business License Bylaw No. 8/2006
Separation Distances for Mobile Vendors
Page 1 of 1

TITLE: Bylaw No. 19/2025 Amend the Fire Prevention Bylaw No. 15/2010 [3 rd Reading]	DATE OF MEETING: May 12, 2025
	REPORT DATE: May 29, 2025
CLEARANCES:	ATTACHMENTS: 1. May 12, 2025 Council Report
Written by: Trevor Morrissey, Fire Chief Trevor Morrissey	
Reviewed/Approved by: Jessica Matsalla, City Clerk Jessica Matsalla	

PURPOSE/BACKGROUND:

At the May 12, 2025 Council meeting, Council approved Bylaw No. 19/2025 for First and Second Readings, but did not have unanimous consent required to pass all three Readings. No additional resolutions were carried, so Administration recommends final passing.

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 third reading, and entered into the City of Yorkton Bylaw Register.
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 given third and final reading this 3rd day of June, A.D., 2025, and entered in the City of Yorkton Bylaw Register.

REPORTS TO COUNCIL

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) 1st 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: 2025 – Concrete Replacement Program - Tender	DATE OF MEETING: June 3, 2025
	REPORT DATE: May 29, 2025, 10:11 AM
<p>CLEARANCES:</p> <p>René Richard, Director of Engineering and Asset Management</p> <p>Rene Richard</p> <p>Ashley Stradeski, Director of Finance</p> <p>Ashley Stradeski</p>	<p>ATTACHMENTS:</p> <p>Concrete Replacement Contract Drawings</p>
<p>Written by: Aron Hershmillier, Director of Public Works</p> <p>Aron Hershmillier</p>	
<p>Reviewed/Approved by: Jessica Matsalla, City Clerk</p> <p>Jessica Matsalla</p>	

PURPOSE/BACKGROUND

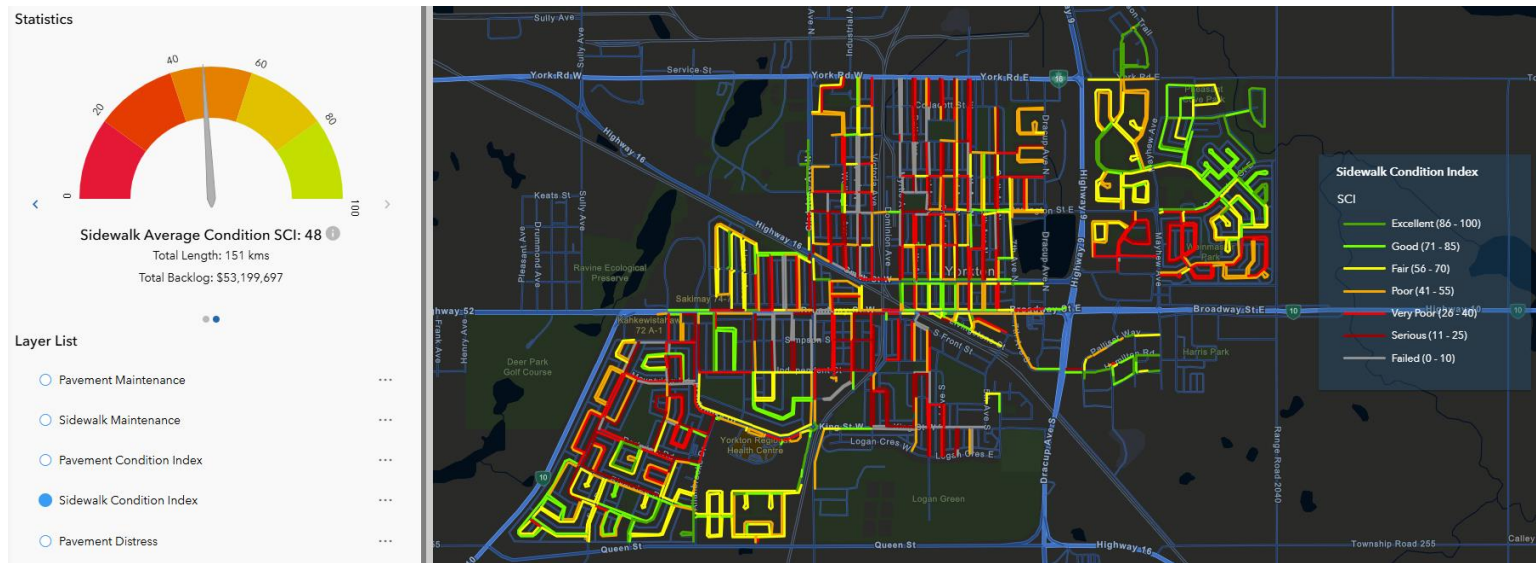
The City of Yorkton’s Public Works department continues to plan for the future to improve programs & services plus repair and maintain curb & sidewalks within the City of Yorkton.

In the fall of 2024, the City partnered with City Logix Inc. / StreetScan, to capture and assess our roadways and sidewalks. Sidewalks are assessed for cracks, surface distortions, and uplifts from trees and other factors, which provided an overall sidewalk condition index (SCI) assessment.

For the purposes of this report, I will speak to the overall rating in regards to our Sidewalk Condition Index (SCI). The SCI was 48 out of 100 which lands in the poor scale. In Saskatchewan, concrete sidewalks generally last up to 40 yrs. Factors like quality of materials installation techniques and weather conditions all play a role in their lifespan. We do have some sidewalks in the 80-100 year range but that’s becoming rarer unfortunately.

From our recent scan, we have identified 151,000 meters of sidewalks (151km or just under approximately here to Regina), including 869 segments.

This image below illustrates the Sidewalk Condition Index (SCI).



DISCUSSION/ANALYSIS/IMPACT

In 2025, staff will be focusing our efforts on sidewalk uplifts to reduce trip hazards and for the purposes of this report and tender, will be replacing some curb and sidewalk in areas that have been recently identified in our 2025 mill and fill Asphalt Replacement Program. We will also be adding 18 pedestrian ramps, for improved accessibility and two concrete medians, one on York Road near Gladstone Ave. N. and one on Broadway St. W. near Bradbrooke Dr.

The current estimated replacement cost for our entire sidewalk network totals in the **53 million** dollar range, and with our current budget of ~ 400,000 / year, that would suggest a 1:130 year replacement program. It's imperative to properly fund and complete maintenance and replacement programs, something we aim to increase year over year.

Although SCI is a very important metric when developing sidewalk replacement programs, we use a threefold process which includes combining the need to replace water / sewer pipe along with the need to rehabilitate the road surface structure (new pavement). This threefold system ensures that we utilize our limited funding as best we can to improve the above services.

FINANCIAL IMPLICATIONS

The operational budget of \$300,000 will cover the majority of the work within the 2025 concrete replacement program. The median on York Road will be covered through the York Road capital funds and the median on Broadway St. and some pedestrian ramps are approved through other capital projects.

The 2025 Concrete Replacement Program Tender was advertised on SaskTenders and the City website (Biddingo) and closed on May 22nd, 2025. We received one bid from a long time concrete contractor that has repeatedly completed work in the City of Yorkton including recently York Road, McBurney Dr. and this year on Dalebrooke Dr.

The following bid was received:

Bidder	Bid Amount \$
North Star Concrete Inc.	\$348,950.00 (Plus PST 20,937.00) Total of \$369,887.00
Additional expenses:	
GST, Contingency, Engineering Services	\$73,977.40
Total	\$443,864.40

Funding sources for this project include the following:

2025 – Operational – Curb & Sidewalk Maintenance - \$300,000

2025 - Capital – York Road - \$55,000

2025 – Capital – portion of the Pedestrian Crosswalk work \$89,476.40

The bid from North Star Concrete Inc. was complete, compliant, within budget and deemed best value. (There were seven (7) companies that pulled the solicitation documents from Biddingo).

COMMUNICATION PLAN/PUBLIC NOTICE

This concrete replacement program mainly aligns with the asphalt paving program and 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)

As per our Official Community Plan, the city is the hub of this region. 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. That Council award the 2025 Concrete Replacement Program Tender to North Star Concrete Inc. for \$348,950.00 (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:

That Council award the 2025 Concrete Replacement Program Tender to North Star Concrete Inc. for \$348,950.00 (plus applicable taxes) and further authorize the Mayor and City Clerk to execute the contract.



Invitation to Tender

2025

Concrete Replacement Program

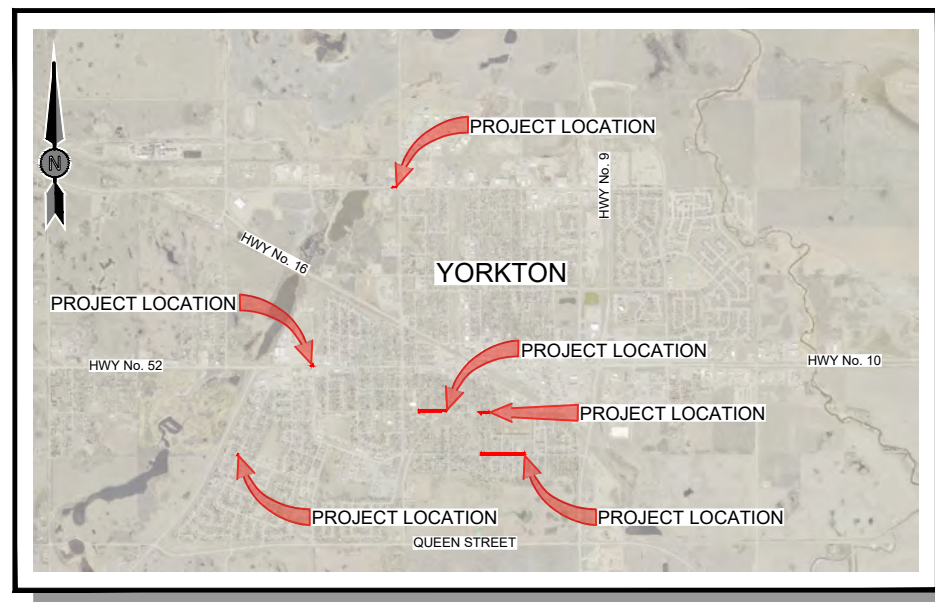
APPENDIX A

CONTRACT DRAWINGS



2025 CONCRETE REPLACEMENT PROGRAM

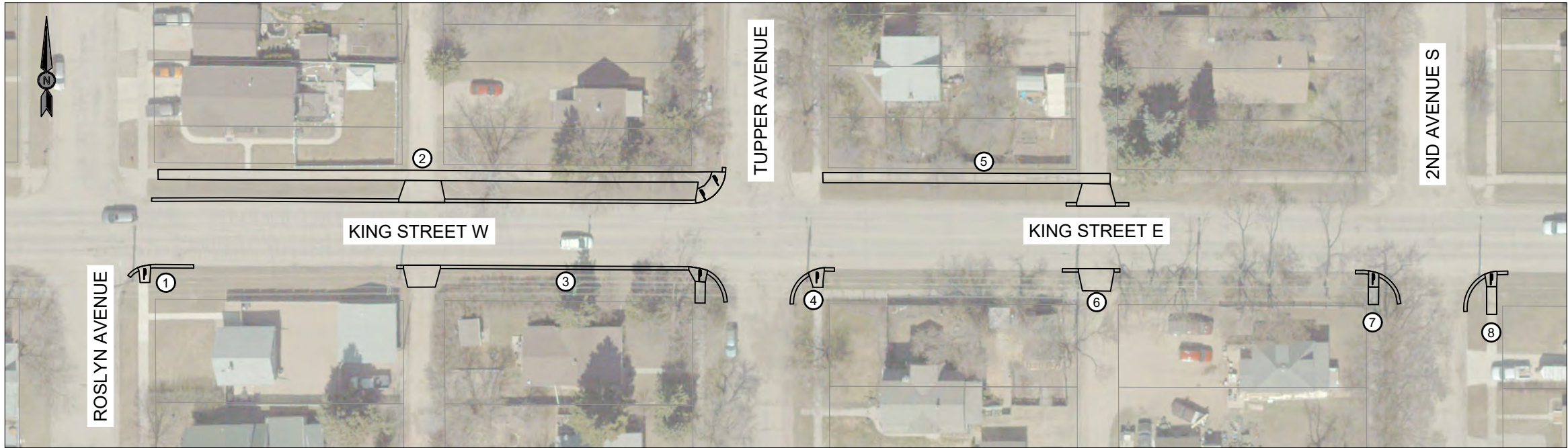
ISSUED FOR TENDER
2025-05-07



PLAN N.T.S.
KEY PLAN

DRAWINGS LIST		
SHEET NO.	REVISION NO.	DRAWING TITLE
0	0	COVER SHEET
1	0	CONCRETE REPLACEMENTS 1 OF 3
2	0	CONCRETE REPLACEMENTS 2 OF 3
3	0	CONCRETE REPLACEMENTS 3 OF 3
4	0	DETAILS

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1 PLAN 1:750
- KING STREET 1/2



2 PLAN 1:500
- KING STREET 2/2

ITEM #	CIVIC ADDRESS	STANDARD CURB AND GUTTER (m)	SEPARATE SIDEWALK (m²)	COMMERCIAL DRIVEWAY CROSSING (m²)	PEDESTRIAN RAMP (ea)
1	195 ROSLYN AVE	8.0	-	-	1
2	ROSLYN AVE TO TUPPER AVE	74.2	122.9	19.9	2
3	196 TUPPER AVE	42.9	4.7	15.8	1
4	197 TUPPER AVE	6.7	-	-	1
5	191 TUPPER AVE	3.5	62.6	16.7	-
6	ALLEY CROSSING	3.3	-	15.7	-
7	198 2ND AVE S	7.2	3.9	-	1
8	197 2ND AVE S	7.8	6.1	-	1
9	198 3RD AVE S	8.8	2.3	-	1
10	197 3RD AVE S	7.2	20.7	-	1
11	63 KING ST E	-	20.1	-	-
12	197 4TH AVE S	5.8	4.7	-	1

NOTE:
ITEM 12 PEDESTRIAN RAMP IS BEING RELOCATED FROM ORIGINAL LOCATION. CONTRACTOR TO REMOVE EXISTING PEDESTRIAN RAMP.

DRAWING SCALE:
AS NOTED (11x17)

SCALE CHECK
TO ENSURE PROPER DRAWING SCALE
THIS BAR SHOULD MEASURE:
(22x34) - 20mm
(11x17) - 10mm



Association of Professional Engineers & Geoscientists of Saskatchewan
CERTIFICATE OF AUTHORIZATION
Allied Infrastructure
Number 70652
Permission to Consult held by:
Discipline Sk. Reg. No. Signature
Civil 16711



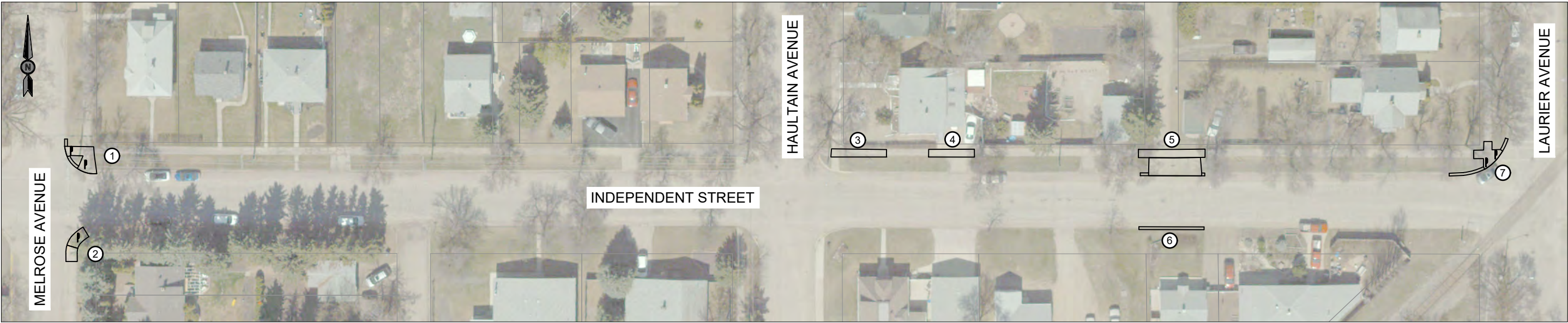
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No.	DATE	SUBJECT
YYYY-MM-DD		REVISIONS

CITY OF YORKTON
2025 CONCRETE REPLACEMENT PROGRAM

CIVIL
CONCRETE REPLACEMENTS 1 OF 3

SHEET
1

DATE: 5/8/2025 12:28 PM, DRAWN BY: CHAD GANZER
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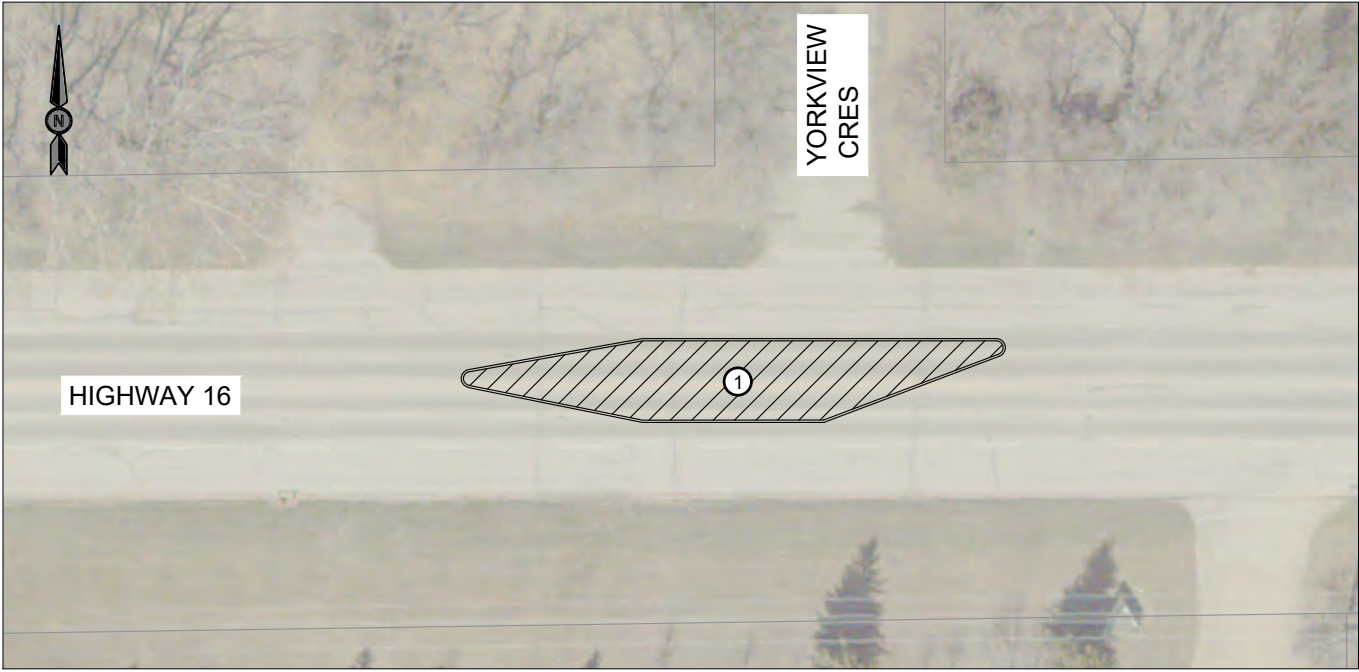
1 PLAN
- INDEPENDENT STREET 1:750



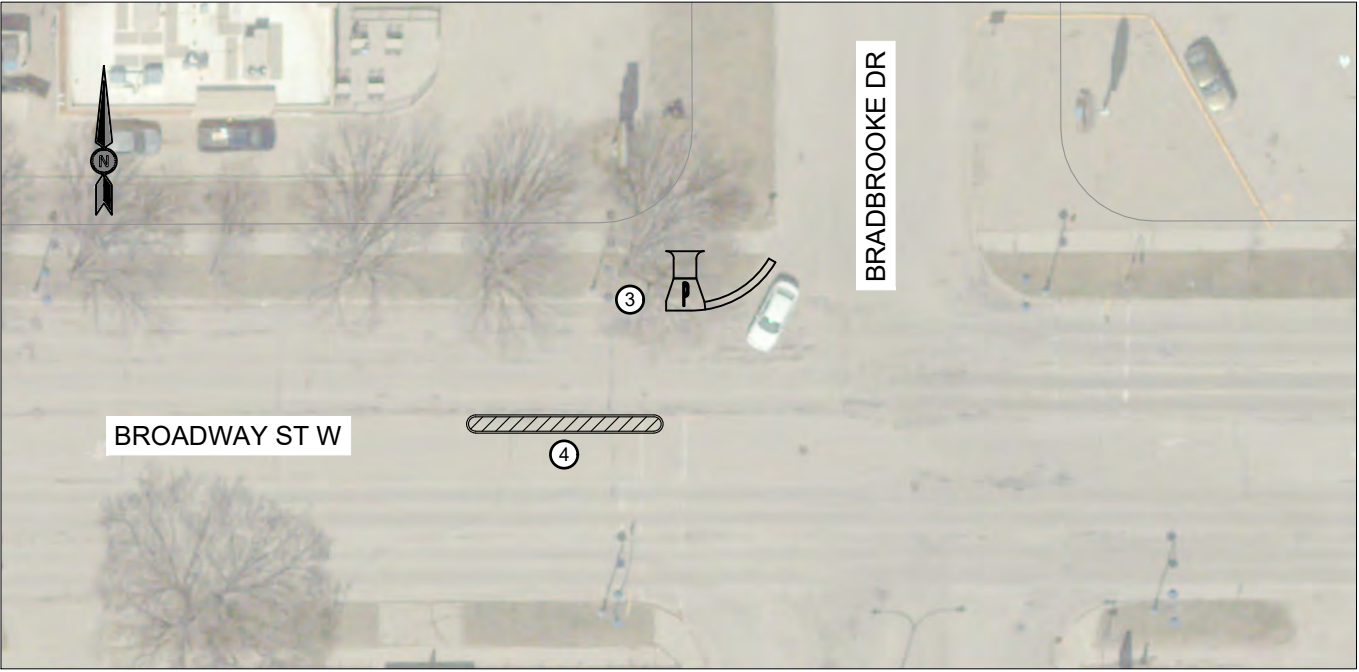
2 PLAN
- PARK STREET 1:500

ITEM #	CIVIC ADDRESS	STANDARD CURB AND GUTTER (m)	MONOLITHIC STANDARD CURB AND SIDEWALK (m²)	SEPARATE SIDEWALK (m²)	COMMERCIAL DRIVEWAY CROSSING (m²)	PEDESTRIAN RAMP (ea)
1	89 MELROSE AVE	3.9	-	-	-	2
2	95 MELROSE AVE	-	5.6	-	-	1
3	91 HAULTAIN AVE	-	-	14.4	-	-
4	91 HAULTAIN AVE	-	-	11.8	-	-
5	ALLEY CROSSING	2.1	-	18.3	31.4	-
6	98 INDEPENDENT ST	11.9	-	-	-	-
7	102 LAURIER AVE	8.8	-	-	-	2
8	12 PARK ST	14.1	-	-	-	1
9	108 PARK ST	32.2	-	-	22.3	-

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1 PLAN
- HIGHWAY 16 1:500



3 PLAN
- BROADWAY ST W 1:500



2 PLAN
- CIRCLEBROOKE DRIVE 1:500

ITEM #	CIVIC ADDRESS	STANDARD CURB AND GUTTER (m)	MEDIAN CURB (m)	MEDIAN INFILL (m²)	SEPARATE SIDEWALK (m²)	PEDESTRIAN RAMP (ea)
1	HIGHWAY 16 & YORKVIEW CRES	-	74.6	133.8	-	-
2	196 CIRCLEBROOKE DR	-	-	-	-	1
3	375 BROADWAY ST W	6.1	-	-	2.8	1
4	375 BROADWAY ST W	-	27.4	11.9	-	-

DRAWING SCALE:
AS NOTED (11x17)

SCALE CHECK

TO ENSURE PROPER DRAWING
SCALE
THIS BAR SHOULD MEASURE:
(22x34) - 20mm
(11x17) - 10mm



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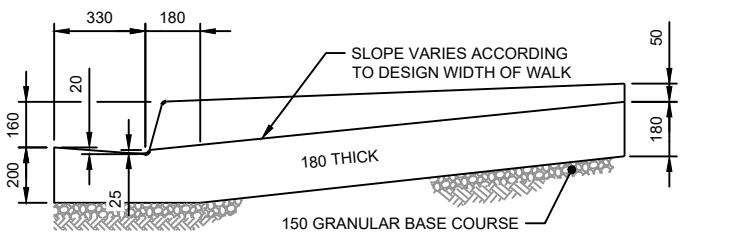
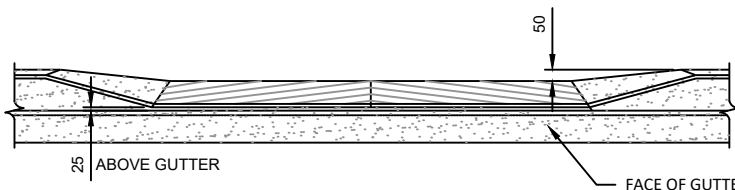
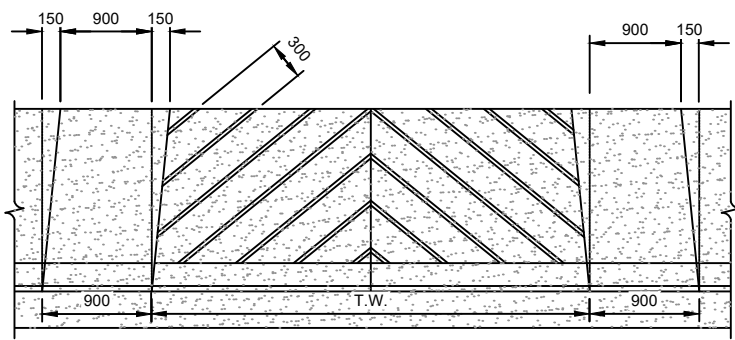
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No.	DATE	SUBJECT
YYYY-MM-DD		REVISIONS

CITY OF YORKTON
2025 CONCRETE REPLACEMENT PROGRAM

CIVIL
CONCRETE REPLACEMENTS 3 OF 3

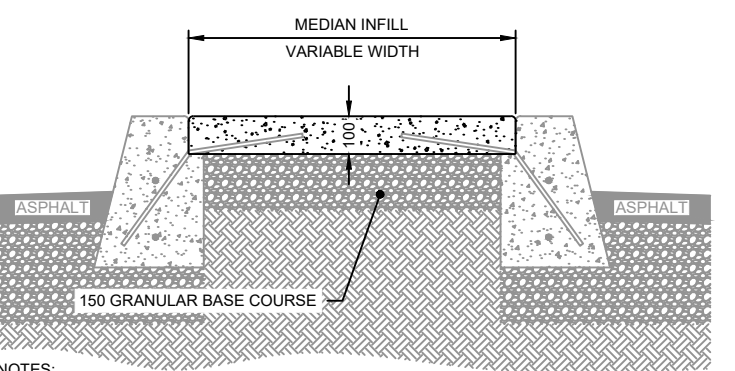
SHEET
3

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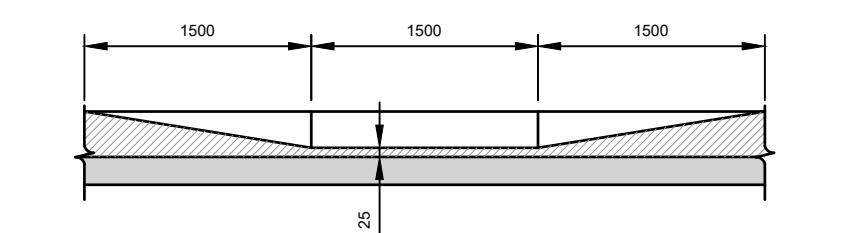
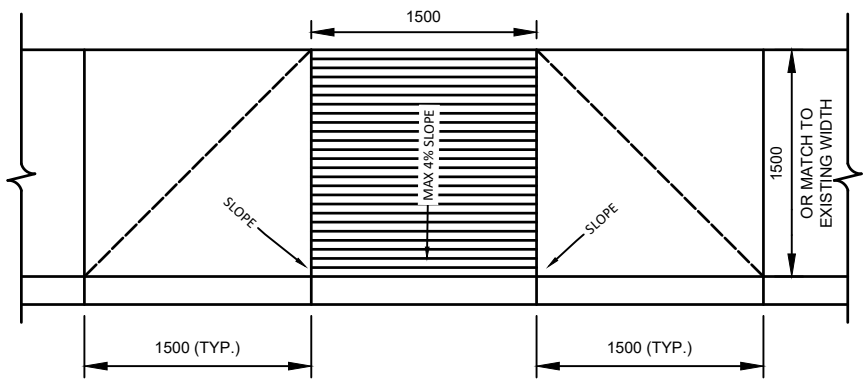
NOTES:
- ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
- DIAGONAL JOINTS MAY BE ELIMINATED AT PRIVATE CROSSINGS IN RESIDENTIAL AREAS

1 DETAIL 1:20
- DRIVEWAY CROSSING



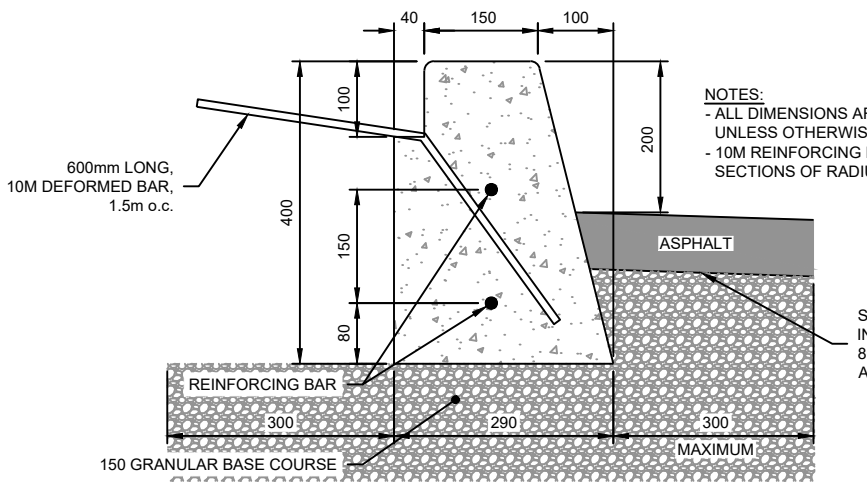
NOTES:
- ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.

4 DETAIL 1:20
- MEDIAN INFILL



NOTES:
- ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
- COMPACTED SUBGRADE AND 150 GRANULAR BASE COURSE REQUIRED BENEATH ENTIRE FOOTPRINT OF PEDESTRIAN RAMP.
- MINIMUM THICKNESS OF CONCRETE 130mm.

2 DETAIL 1:50
- PEDESTRIAN RAMP

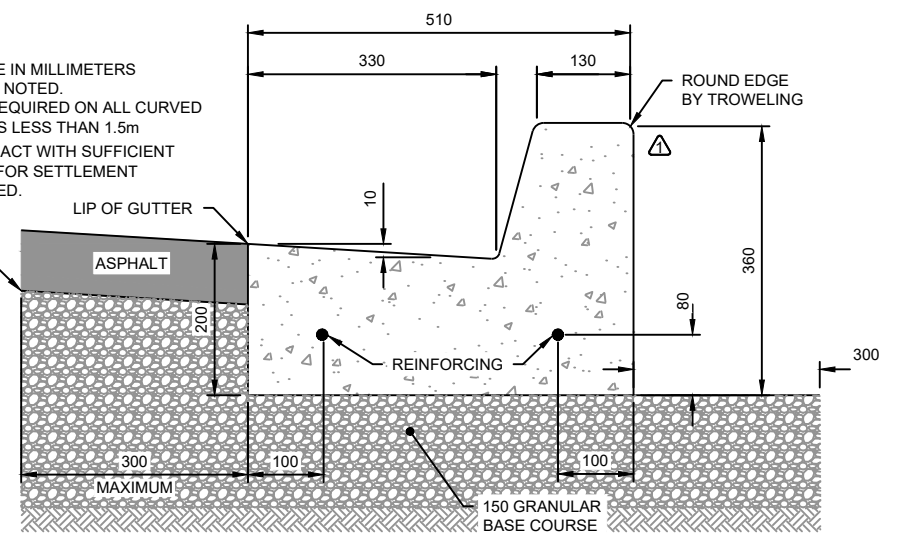


NOTES:
- ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
- 10M REINFORCING REQUIRED ON ALL CURVED SECTIONS OF RADIUS LESS THAN 1.5m

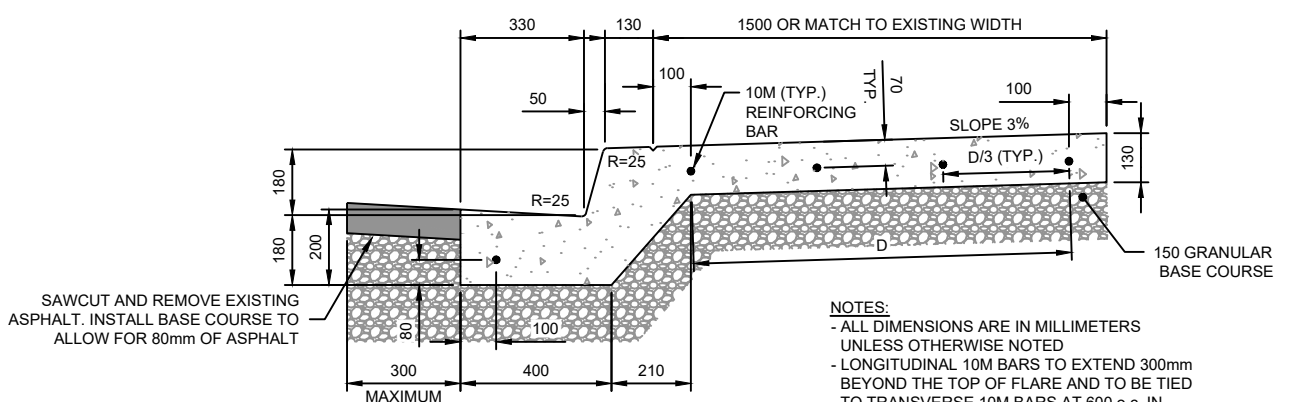
5 DETAIL 1:10
- MEDIAN CURB

NOTES:
- ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
- 10M REINFORCING REQUIRED ON ALL CURVED SECTIONS OF RADIUS LESS THAN 1.5m
- BACKFILL AND COMPACT WITH SUFFICIENT TOPSOIL TO ALLOW FOR SETTLEMENT AND FINISH WITH SEED.

SAWCUT AND REMOVE EXISTING ASPHALT. INSTALL BASE COURSE TO ALLOW FOR 80mm OF ASPHALT

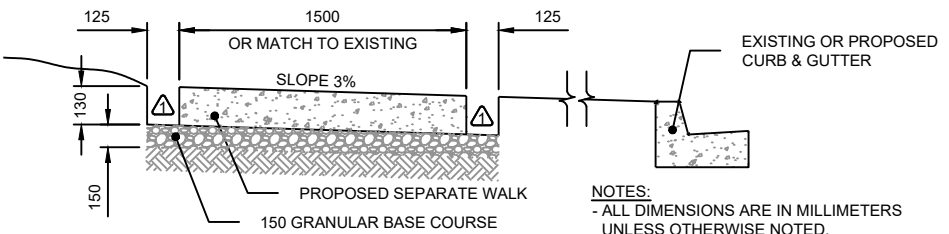


3 DETAIL 1:10
- STANDARD CURB AND GUTTER



NOTES:
- ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED
- LONGITUDINAL 10M BARS TO EXTEND 300mm BEYOND THE TOP OF FLARE AND TO BE TIED TO TRANSVERSE 10M BARS AT 600 o.c. IN COMMERCIAL AND INDUSTRIAL CROSSINGS

6 DETAIL 1:20
- MONOLITHIC STANDARD CURB & SIDEWALK



NOTES:
- ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
- BACKFILL AND COMPACT WITH SUFFICIENT TOPSOIL TO ALLOW FOR SETTLEMENT AND FINISH WITH SEED.

7 DETAIL 1:40
- SEPARATE WALK

DRAWING SCALE:
AS NOTED (11x17)
SCALE CHECK
TO ENSURE PROPER DRAWING SCALE
THIS BAR SHOULD MEASURE:
(22x34) - 20mm
(11x17) - 10mm



Association of Professional Engineers & Geoscientists of Saskatchewan
CERTIFICATE OF AUTHORIZATION
Allied Infrastructure
Number 70652
Permission to Consult held by:
Discipline Sk. Reg. No. Signature
Civil 16711



0	2025-05-07	ISSUED FOR TENDER
No.	DATE	SUBJECT
YYYY-MM-DD		REVISIONS

CITY OF YORKTON
2025 CONCRETE REPLACEMENT PROGRAM
CIVIL DETAILS

TITLE: 2024 Municipal Election – Disclosure of Mayoral and Councillor Election Campaign Contributions and Expenses	DATE OF MEETING: June 3, 2025
	REPORT DATE: May 28, 2025
CLEARANCES:	ATTACHMENTS: 1. Summary of 2024 Municipal Election Candidate Disclosure of Campaign Contributions and Expenses
Written by: Jessica Matsalla – Director of Legislation & Procedures (City Clerk) Jessica Matsalla	

BACKGROUND

The purpose of this report is to summarize the disclosure of campaign contributions and expenses from the 2024 Municipal Election Mayoral and Councillor candidates as per Bylaw 10/2020 *The General Election Bylaw*.

DISCUSSION/ANALYSIS/IMPACT

For an elevated level of transparency and accountability, the disclosure of municipal election campaign contributions and expenses for all municipal election candidates is required per *The General Election Bylaw*. It is not legislated, but it is an option for municipalities.

Bylaw 10/2020, Part III requires that all candidates file a statement of election expenses/contributions with the Returning Officer no later than three (3) months following the election date. The statement of Election Expenses and Contributions consists of a Statutory Declaration indicating the total campaign contributions and the total campaign expenses of the candidate; and a list of the names and amounts for each contributor in excess of \$200.00 for the period after and including June 1, 2024.

Other Information/Definitions:

“Campaign Contribution”

Means any money paid, or any donation in kind provided, to or for the benefit of a candidate during the election contribution period for the purpose of financing an election campaign, including revenue raised from a fund-raising event by the sale of tickets, or otherwise, but does not include volunteer labour or services.

“Campaign Expense”

Means the cost of goods and services and the value of any donation in kind used by or for the benefit of the candidate during the election expenses period for the purpose of a candidate’s election campaign, regardless of whether those costs are incurred, or the donation in kind provided, before, during or after the election expenses period, but does not include audit fees, or volunteer labour or services.

“Election Contribution Period” means:

(i) In the case of a general election, the period from June 1 to December 31 of

the year of a general election; and

(ii) In the case of a by-election to fill a vacancy on City Council, the period beginning on the day following the meeting at which City Council decides to hold the by-election and ending 60 days following election day;

“Election Expenses Period” means:

(i) In the case of a general election, the period from June 1 to December 31 of the year of the general election; and

(ii) In the case of a by-election to fill a vacancy on City Council, the period beginning on the day following the meeting at which City Council

“Fund-raising event”

Means events or activities held for the purpose of raising funds for an election campaign of the person by whom or on whose behalf the function is held.

“Volunteer Labour or Services”

Means labour or services provided for no remuneration but does not include labour or services provided by an individual:

(i) If the individual is self-employed and the labour or services provided are normally sold or otherwise charged for by that individual; or

(ii) If the individual is being paid by an employer, individual or organization for providing the labour or services

FINANCIAL IMPLICATIONS/PENALTIES FOR NON-COMPLIANCE

Any candidates who failed to comply with submission of their disclosure documents would have been subject to a \$300 fine, but there was full compliance from all candidates of the 2024 election. Any candidates who were elected and failed to comply would be subject to disqualification from Council and eligibility from nominations or election as per clause 120(1)(e) and subsection 120(2) of *The Cities Act*.

COMMUNICATION PLAN/PUBLIC NOTICE

Documents filed with the Returning Officer pursuant to Bylaw No. 10/2020 are public documents after the filing deadlines (February 13, 2025 in this case). The Returning Officer is required to forward to Council for its information, a report summarizing the campaign contributions and campaign expenses of each candidate, noting any candidates that exceed the amounts determined for the year. Additionally, pursuant to section 12 of *The General Elections Bylaw*, the summary will be posted in the City Clerk’s office at City Hall for a reasonable period of time, and candidates’ sheets and the summary will be posted on the City’s website.

STRATEGIC PRIORITIES/ COMMITTEE RECOMMENDATION

Establishing the disclosure of campaign contributions and expenses supports the City of Yorkton’s Strategic objectives of ensuring openness and transparency.

OPTIONS & RECOMMENDATION

1. That Council receive and file the information as presented.
2. Other direction as Council deems appropriate.

RECOMMENDATION

That Council receive and file the report titled “**2024 Municipal Election – Disclosure of Mayoral and Councillor Election Campaign Contributions and Expenses**” as information.

2024 MUNICIPAL ELECTIONS
DISCLOSURE - CAMPAIGN CONTRIBUTIONS AND EXPENSES

Candidate Name	Contributions	Expenses (with fundraising expenses removed)	Exceeded Limit	Did Not File
MAYOR CANDIDATES - Limit \$16,343				
Hipsley, Mitch	\$6,371.90		NO	
Kienle, Aaron	\$4,000.00	\$5,393.38	NO	
COUNCILLOR CANDIDATES - Limit \$4,902.90				
BREARS, Dustin	\$0.00	\$1,019.30	NO	
DHALIWAL, Gurjit	\$0.00	\$2,134.44	NO	
GOULDEN, Randy	\$0.00	\$3,959.48	NO	
HAIDER, Quinn	\$0.00	\$489.00	NO	
IRVINE, Ron	\$0.00	\$0.00	NO	
KULCSAR, Todd	\$0.00	\$0.00	NO	
LITVANYI, Greg	\$0.00	\$800.00	NO	
ORTYNSKY, Stephanie	\$0.00	\$2,610.33	NO	
RITCHIE-MCINNES, Laretta	\$0.00	\$4,209.51	NO	
ZAHARIA, Darcy	\$0.00	\$611.23	NO	

Signifies Elected Candidate

NOTICE OF MOTION

Date: May 27, 2025

Memorandum to: Yorkton City Council

From: Councillor Litvanyi

Re: Amendment to Zoning Bylaw No. 14/2003 (Last consolidated May 2025)

I would like to make a motion to direct Administration to prepare an amendment to Zoning Bylaw No. 14/2003 Part C Section 4.5.4.J and 4.5.4.K to allow for a secondary structure to be a maximum of 1200 ft², and;

Bylaw currently reads:

4.5.4

In any Residential zoning district, IN, MXURB, or C-4 zoning district, detached accessory buildings or structures shall not:

- J) have a singular floor area which is greater than either 87 m² (936 sq ft) or the main floor area of the principal dwelling, excluding the area of any attached garage(s);
- K) have a combined floor area greater than either 96.3 m² (1,036 sq ft) or the main floor area of the principal dwelling, excluding the area of any attached garage(s);

Further to remove 4.5.4 subsection Q:

Bylaw currently reads:

4.5.4

In any Residential zoning district, IN, MXURB, or C-4 zoning district, detached accessory buildings or structures shall not:

- Q) have a building height or wall height greater than that of the principal building; or

This will allow the development of garages on any property in the City to be a maximum of 1200 ft². This bylaw is also meant to allow for full washroom facilities within the detached structure.

The rationale behind this decision is to allow for the multiple requests to build a large three car garage on individual properties. This increases the value of the property, increases the value of the neighbourhood, and increases our tax revenue. The interpretation of 4.5.4.A that it not be used for human habitation is not impacted with a washroom. That interpretation should be applied with the addition of a kitchen and sleeping rooms which meets the definition of human habitation.

OPTIONS:

1. Support Councillor Litvanyi's motion.
2. Other Direction as per Council.

Respectfully,
Greg Litvanyi

Greg Litvanyi
Councillor