



## **CITY OF PRINCE ALBERT**

### **PLANNING ADVISORY COMMITTEE REGULAR MEETING**

# **AGENDA**

**TUESDAY, APRIL 25, 2023, 4:15 PM  
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

#### **1. CALL TO ORDER**

#### **2. APPROVAL OF AGENDA**

#### **3. DECLARATION OF CONFLICT OF INTEREST**

#### **4. APPROVAL OF MINUTES**

- 4.1 March 28, 2023 Planning Advisory Committee Meeting Minutes for Approval (MIN 23-26)

#### **5. CORRESPONDENCE & DELEGATIONS**

#### **6. REPORTS OF ADMINISTRATION & COMMITTEES**

- 6.1 Property Amenities Bylaw and Processes (RPT 23-159)

Verbal Presentation: Tim Maier, Bylaw Enforcement Supervisor

#### **7. UNFINISHED BUSINESS**

#### **8. ADJOURNMENT**



City of  
**Prince Albert**

**MIN 23-26**

**TITLE:** March 28, 2023 Planning Advisory Committee Meeting Minutes for Approval

**DATE:** **March 30, 2023**

**TO:** Planning Advisory Committee

**PUBLIC:** **X**

**INCAMERA:**

---

**MOTION:**

That the Minutes for the Planning Advisory Committee Meeting held March 28, 2023, be taken as read and adopted.

**ATTACHMENTS:**

1. Regular Minutes



## CITY OF PRINCE ALBERT

### PLANNING ADVISORY COMMITTEE REGULAR MEETING

# MINUTES

**TUESDAY, MARCH 28, 2023, 4:00 P.M.  
MAIN BOARDROOM, 2<sup>ND</sup> FLOOR, CITY HALL**

PRESENT: Councillor Dawn Kilmer  
Hannah Buckie  
Marcel Hallé  
Danielle Makari  
Carmen Plaunt

Savannah Price, Secretary  
Craig Guidinger, Director of Planning and Development Services

#### **1. CALL TO ORDER**

Councillor Kilmer, Chairperson, called the meeting to order.

#### **2. APPROVAL OF AGENDA**

0006. **Moved by:** Buckie

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair.

Absent: Councillor Lennox-Zepp, Sherry Bates, Leanne Bear and Rishi Sankhla

**CARRIED**

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. ADOPTION OF MINUTES**

0007. **Moved by:** Hallé

That the Minutes for the Planning Advisory Committee Regular Meeting held February 6, 2023, be taken as read and adopted.

Absent: Councillor Lennox-Zepp, Sherry Bates, Leanne Bear and Rishi Sankhla

**CARRIED**

**5. CORRESPONDENCE & DELEGATIONS**

**6. REPORTS OF ADMINISTRATION & COMMITTEES**

6.1 GIS Snow Management Public Interactive Map (RPT 23-110)

Visual Presentation was provided by Heather Wilson, GIS Supervisor and Jeff Da Silva, Operations Manager.

0008. **Moved by:** Plaunt

That the input provided by the Planning Advisory Committee be considered in the development of a Public Interactive Snow Management Map.

Absent: Councillor Lennox-Zepp, Sherry Bates, Leanne Bear and Rishi Sankhla

**CARRIED**

**7. UNFINISHED BUSINESS**

**8. ADJOURNMENT – 4:59 P.M.**

0009. **Moved by:** Plaunt

That this Committee do now adjourn.

Absent: Councillor Lennox-Zepp, Sherry Bates, Leanne Bear and Rishi Sankhla

**CARRIED**

COUNCILLOR DAWN KILMER  
CHAIRPERSON

SAVANNAH PRICE  
SECRETARY

MINUTES ADOPTED THIS 25<sup>TH</sup> DAY OF APRIL, A.D. 2023.



**RPT 23-159**

**TITLE:** Property Amenities Bylaw and Processes

**DATE:** April 18, 2023

**TO:** Planning Advisory Committee

**PUBLIC:** X

**INCAMERA:**

---

**RECOMMENDATION:**

That the feedback received from the April 25, 2023 PAC meeting with regards to RPT-159 be taken into consideration for future amendments to the Property Amenities Bylaw.

**TOPIC & PURPOSE:**

To get feedback on our current processes for dealing with boarded and vacant properties in the City of Prince Albert and to determine what amendments may need to be made to the Property Amenities Bylaw.

**BACKGROUND:**

Homelessness issues have greatly affected our boarded house situation and is an extreme strain on our resources. We are continually told by landlords that if any vacant property were to remain unboarded, even for a short period to do renovations, it would immediately be broken into and squatted in. Because of these issues, we have seen more and more property owners simply securing their properties with boards any time they sit vacant.

Anecdotally, we are being told by landlords that simply boarding these homes and leaving them unrented is in some cases costing landlords **less** money than renting them out and repairing the damages incurred.

**PROPOSED APPROACH AND RATIONALE:**

Currently the City uses Part II, Section 5 of our Property Amenities Bylaw to enforce that these boards to be removed:

*Section 5 - Nuisances Prohibited Generally*

*“No person shall cause or permit a nuisance to occur or remain on any property owned by that person.”*

The definition of Nuisance in the Bylaw means:

*“Nuisance means a condition of property, or a thing, or an activity that adversely affects or may adversely affect:*

*...(c) has door or window frames or casings that are boarded”*

Once enforcement of the above section of the Bylaw occurs and the boards are removed, our Bylaw Officers are finding that it is not a matter of “if” a vacant unboarded home will be broken into, but rather “when” it will be broken into. This is followed by vandalism, fires, broken windows, etc. and further visits from the Bylaw Enforcement Unit.

To further complicate the issue our Fire Department (as per their Bylaws) require vacant buildings to be securely boarded for public safety and to deter squatting. We have tried to balance the security needs of property owners and PAFD, with the demands of the Bylaw, and have been somewhat successful. We will typically allow a small window to keep boards on while renovations are being done, then step in with compliance orders if the boards do not get removed in reasonable timeframes.

However, we continue to see examples this spring where unsecured and unoccupied buildings (and even vehicles) are broken into and squatted in. We also have examples of when a building is properly boarded, the issues of squatting and its effect on the neighborhood is greatly reduced. We need a balanced and reasonable approach to this issue, and not just “get the boards off”.

We would like to achieve a comprehensive process for boarded up buildings that takes into account the needs of PAFD, Bylaw Enforcement, Council and the concerns of the public. As an example, if we receive direction to focus on the exterior of these buildings, ie. long grass, weeds, messy yards, garbage, etc. and provide more flexibility on the removal of the boards on the windows, this could significantly lessen these circular issues and free up resources.

**CONSULTATIONS:**

The Bylaw Services Manager is working closely with affected stakeholders including PAC in consideration of future changes to the Property Amenities Bylaw.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Any changes to the Property Amenities Bylaw will be uploaded on the City’s website and updated pamphlets will be made for distribution.

**POLICY IMPLICATIONS:**

Considering feedback and making amendments to the Property Amenities Bylaw will help

develop new policy and processes.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no financial or privacy implications and no further options to the recommendation.

**STRATEGIC PLAN:**

The strategic priority of Promoting a Progressive Community is being enhanced by ensuring bylaws are understood, implemented and enforced.

**OFFICIAL COMMUNITY PLAN:**

Section 12 of the Official Community Plan recognizes safety as part of the City's goals. The Property Amenities Bylaw is a promotion of these goals.

**PUBLIC NOTICE:**

Public Notice pursuant to Public Notice Bylaw No. 24 of 2015 is not required.

**PRESENTATION:**

A verbal presentation will be provided at the meeting by Tim Maier, Bylaw Enforcement Supervisor.

**ATTACHMENTS:**

PAC Presentation – Property Amenities Bylaw and Boarded Houses

Written by: Trina Wareham, Bylaw Services Manager

Approved by: Director of Planning and Development Services & City Manager

# Planning Advisor Committee Meeting

April 24/2023 - Property Amenities Bylaw and Boarded Houses

Tim Maier      April 19, 2023

**Topic - To get feedback on our current processes for dealing with boarded and vacant properties, and to determine what amendments may need to be made to the Property Amenities Bylaw.**

**The purpose of the Property Amenities Bylaw is to identify what constitutes a nuisance and provide for the abatement of nuisances, including property or things that adversely affect:**

**(a) the safety, health and welfare of people in the neighbourhood;**

**(b) people's use and enjoyment of their property; or,**

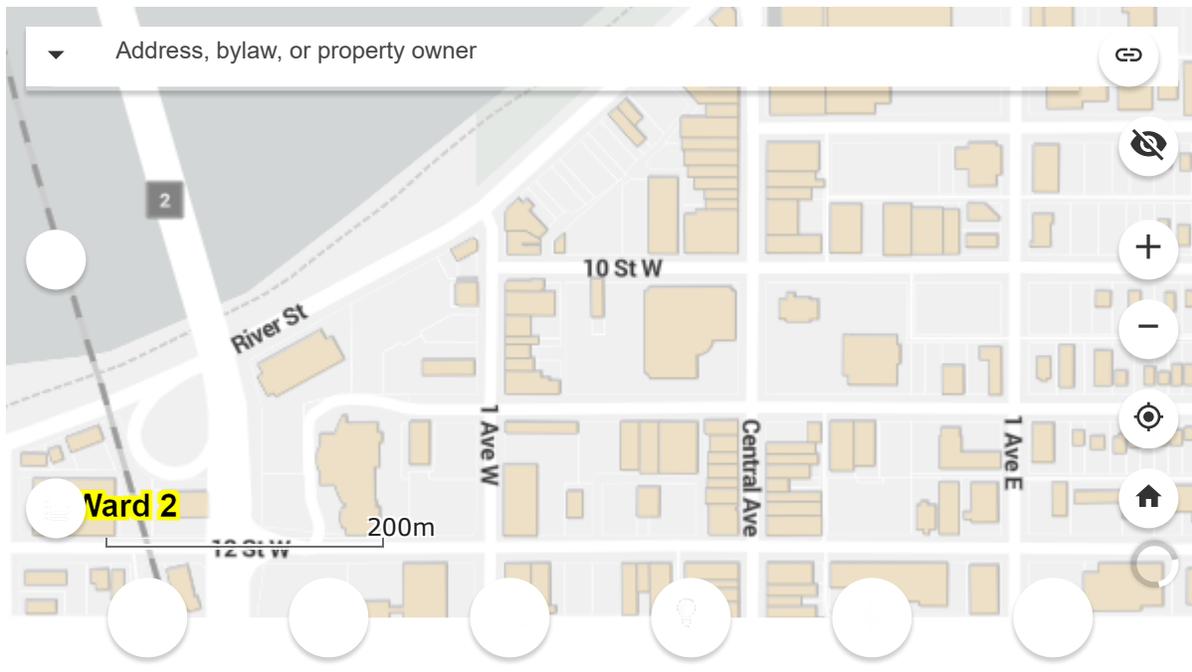
**(c) the amenity of a neighbourhood.**

**Currently, Section 5 of the Bylaw states the following:**

**"Nuisances Prohibited Generally No person shall cause or permit a nuisance to occur or remain on any property owned by that person."**

**The definition for "nuisance" in the Bylaw includes buildings that have doors or window frames that are boarded.**

### **Demonstration of GIS and Explanation of Current Process:**



Jan 27, 2021 at 11:24:04 AM  
Prince Albert



Jul 5, 2022 at 3:07:31 PM  
Prince Albert





**As the pictures show, a boarded structure clearly influences the amenity of the neighbourhood in a negative way, causing the area to become unsightly and bring down surrounding property values.**

**Bylaw Enforcement typically will start the process by trying to work with the owners to have the boards removed. Often, the house is simply being secured while it is being renovated and prepared for a new tenant, so Bylaw Enforcement will work with them as long as time lines are short and there is a plan in place. There are times, though, where we are unable to get the boards removed with this approach and we must move to our next step - Compliance Orders.**

# Property Amenity Compliance Orders



Planning and Development Services  
Bylaw Enforcement Division  
1084 Central Avenue  
Prince Albert SK S6V 7P3  
Phone: (306) 953-4370  
Fax: (306) 953-4380  
Email: pds@citypa.com

January 6, 2023

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Registered Mail

Dear Sir or Madam:

**RE: Inspection for Order to Remedy Contravention with The Property Amenities Bylaw, No. 27 Of 2020, at [REDACTED] Prince Albert, SK.**

**NOTICE OF NON-COMPLIANCE:**

You are hereby notified that an inspection of the above-mentioned premises on January 3, 2023, legally described as [REDACTED] has disclosed contraventions of The City of Prince Albert Property Amenities Bylaw, No. 27 of 2020, as specified below:

1. In accordance with Section 5, a vacant and boarded building has been deemed a nuisance. As per Section 3(l)(iv), "nuisance" means:

(iv) a building that:

(A) Is an imminent danger to public safety, which shall be deemed to include, without limitation, a building that is:

1. Unoccupied; or
2. Damaged;

(B) Has defective or missing hardware so as to be incapable of locking or securing entrances to the building or is otherwise vulnerable to trespass, occupancy and/or entrance by unauthorized persons;

(C) has door or window frames or casings that are boarded; or

(D) is the subject of an Order for repair, remedy or upgrade issued pursuant to a bylaw of the City of Prince Albert or provincial legislation or regulation for which the repair, remedy or upgrade has not been completed within a timeframe specified by the Order.

And, as per Section 3(c), "boarded" means in the case of a door or window frame or casing, a frame or casing that is covered and/or secured whether by temporary or permanent measures by plywood or other materials instead of a door or window.

**Correction Required:**

OPTION 1: Remove all boarding and restore any damaged doors and/or windows and occupy the structure.

OPTION 2: Remove all boarding, restore any damaged doors and/or windows, and assign a person(s) or entity with the authority to monitor and ensure the property is maintained in an undamaged viable state. The Bylaw Enforcement Division shall be provided with contact information identifying the individual or entity tasked with said property oversight.

OPTION 3: Attend City Hall and obtain a Building Permit to demolish the structure with the six (6) months allotted by the permit issuance. Compliance with all conditions and requirements mandated to comply with the requirements of a demolition permit and applicable legislation, Acts and or Bylaws. This Order will remain valid until the demolition has been completed to the satisfaction of The City of Prince Albert Building Division.

**ORDER TO COMPLY:**

In accordance with Section 28 of the Bylaw, you are hereby ordered to have the above violation/violations corrected by **March 30, 2023**

**FAILURE TO COMPLY:**

With the foregoing Order and to execute the same within the days specified above will render you liable to the penalties provided by law for such violations. Further, in accordance with Section 29 and 31 of the Property Amenities Bylaw, the City

will, in accordance with Section 330 of *The Cities Act*, take whatever actions or measures are necessary to remedy a contravention of this Bylaw.

**APPEAL OF ORDER TO REMEDY:**

Any persons served with an Order shall, within fifteen (15) calendar days after the date of the Order is issued, be permitted the opportunity to appeal the Order by submitting a completed Notice of Appeal, to the Secretary of the Property Maintenance Appeal Board, and by attending a scheduled Hearing to make representations with respect to the matters contained within this Order pursuant to Section 30 of the Bylaw.

If representation is made to the Property Maintenance Appeal Board pursuant to Section 30 of the Bylaw, the Board may in accordance with Section 329(3) of *The Cities Act*:

- (a) Confirm, modify or repeal the Order appealed from; or
- (b) Substitute its own Order or decision containing the particulars required by Section 329(3) of *The Cities Act*.

If appealing this Order, complete and submit the attached Notice of Appeal, to the Secretary of the Property Maintenance Appeal Board, as indicated on the Notice of Appeal. For your information, please see the attached "Information Sheet" with respect to the appeal process. If you have any questions regarding the appeal process, please contact the Secretary of the Property Maintenance Appeal Board at 306-953-4305.

For further information on the Property Amenities Bylaw, please refer to the City's website at [www.citypa.ca](http://www.citypa.ca).

If you have any questions specifically related to this Order, please contact me at 306-953-4370.

Sincerely,



T. Maier  
Bylaw Enforcement Officer

**Attachments:**

- Notice of Appeal
- Information Sheet
- Pictures

---

**If the boards are still not removed after the Compliance Order deadline, and they have no plan in place, we move to more severe enforcement options such as prosecution through the court system. This process can go on for close to a year.**

**Issues with current process:**

**Because of criminal and social issues, if an unoccupied structure of any kind is left unsecured and un-boarded, it**

**is often broken into. This is usually followed by vandalism, fires, squatting, deterioration of the yard and further calls to the property by Bylaw Enforcement, PAFD and PAPS. Not all landlords have the resources to hire private security or property management. The unsecured building will continue to attract undesirable activities to the neighbourhood causing the area to deteriorate more than if the structure remained securely boarded.**

**Also, under our Fire and Emergency Services Bylaw it is required for all exterior doors and windows on the first story of a vacant building to be boarded up to prevent unauthorized entry. This is in opposition with the desired outcome of the Property Amenity compliance orders that are sent by Bylaw Enforcement.**

**Recent examples have shown that the amenity of the neighbourhood may be more effectively improved by allowing the structure to remain securely boarded for a period of time, and focus more on keeping the surrounding properties clean and free of garbage, debris and unwanted activities.**

**Examples of how alternative approaches have been successful (with verbal explanation):**

Jul 4, 2022 at 10:41:12 AM



Jul 4, 2022 at 10:53:28 AM



Nov 21, 2022 at 10:58:07 AM



Nov 21, 2022 at 11:00:04 AM





Aug 11, 2022 at 11:34:09 AM



Aug 11, 2022 at 11:33:52 AM



## **Outcome:**

**We need a balanced and reasonable approach to this issue.**

**We would like to achieve a comprehensive process for boarded up buildings that takes into account the needs of PAFD, Bylaw Enforcement, Council and the concerns of the the public. As an example, if we receive direction to focus on the exterior of these buildings, such as long grass, weeds, messy yards, garbage etc. and provide more flexibility on the removal of the boards on the windows,**

**this could significantly lessen these circular issues and free up resources.**

Powered by ArcGIS StoryMaps