



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

AGENDA

**MONDAY, SEPTEMBER 25, 2023, 5:00 PM
COUNCIL CHAMBER, CITY HALL**

1. CALL TO ORDER

2. PRAYER

3. APPROVAL OF AGENDA

4. PRESENTATIONS & RECOGNITIONS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

6.1 September 5, 2023 City Council Meeting Minutes for Approval (MIN 23-82)

7. NOTICE OF PROCLAMATIONS

7.1 British Home Child Day - September 28, 2023

7.2 Wrongful Conviction Day - October 2, 2023

7.3 Saskatchewan Construction Week - September 25 - 29, 2023

7.4 Agriculture Month - October 2023

8. PUBLIC HEARINGS

- 8.1 During Approval of the Agenda the Report regarding Bylaw No. 17 of 2023 – District Official Community Plan Amendment – 2nd & 3rd Reading was removed
- 8.2 Zoning Bylaw Amendment - Projections Into Required Setbacks (RPT 23-371)

9. DELEGATIONS

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

- 11.1 Development Permit Application – Residential Care Home – 724 8th Street E (RPT 23-367)
- 11.2 Building Inspection Services Reserve Establishment (RPT 23-368)
- 11.3 Building Inspector Appointment (RPT 23-369)
- 11.4 Bylaw No. 20 of 2023 – Rezoning Portion of Parcel J from the FUD Zoning District to the R4 Zoning District (RPT 23-372)
- 11.5 City Clerk Appointment (RPT 23-352)
- 11.6 2024 Executive Committee and City Council Meeting Schedule (RPT 23-344)

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

15. INQUIRIES RESPONSES

- 15.1 September 5, 2023 City Council Meeting Inquiry Responses (INQ 23-9)

16. NOTICE OF MOTION

17. MOTIONS

- 17.1 Motion – Mayor Dionne – Ramp Installation at the E.A. Rawlinson Centre (MOT 23-9)

18. PUBLIC FORUM

19. ADJOURNMENT



City of
Prince Albert

MIN 23-82

MOTION:

That the Minutes for the City Council Regular Meeting held September 5, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

CITY COUNCIL REGULAR MEETING

MINUTES

**TUESDAY, SEPTEMBER 5, 2023, 5:00 P.M.
COUNCIL CHAMBER, CITY HALL**

PRESENT:

Mayor Greg Dionne
Councillor Charlene Miller
Councillor Terra Lennox-Zepp
Councillor Tony Head
Councillor Don Cody
Councillor Dennis Ogrodnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Darren Solomon

Terri Mercier, City Clerk
Sherry Person, City Manager
Kris Olsen, Fire Chief
Mitchell J. Holash, K.C., City Solicitor
Jeff Da Silva, Director of Public Works
Kiley Bear, Director of Corporate Services
Jody Boulet, Director of Community Services
Wilna Furstenberg, Communications Coordinator
Ramona Fauchoux, Director of Financial Services
Craig Guidinger, Director of Planning and Development Services

1. CALL TO ORDER

Mayor Dionne called the meeting to order.

2. PRAYER

Mayor Dionne asked that all members stand and that the City Clerk offer the prayer.

3. APPROVAL OF AGENDA

0278. **Moved by:** Councillor Head
Seconded by: Councillor Kilmer

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 Mayor.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

4. PRESENTATIONS & RECOGNITIONS

5. DECLARATION OF CONFLICT OF INTEREST

5.1 Councillor Lennox-Zepp – Item 11.5 – Spouse was the CUPE National Representative who handled this file at arbitration and gave evidence at arbitration.

5.2. Councillor Kilmer – Item 11.17 – Named Party in Litigation.

6. ADOPTION OF MINUTES

0279. **Moved by:** Councillor Miller
Seconded by: Councillor Ogrodnick

That the Minutes of the Council Regular Meeting held August 8, 2023 and Special Meeting held August 21, 2023, be taken as read and adopted.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

7. NOTICE OF PROCLAMATIONS

- 7.1 International Literacy Day – September 8, 2023
- 7.2 National Forest Week - September 17 - 23, 2023
- 7.3 National Legion Week - September 17 - 23, 2023
- 7.4 Rail Safety Week - September 18 - 24, 2023
- 7.5 Culture Days - September 22 - October 15, 2023
- 7.6 Arthritis Awareness Month - September 2023
- 7.7 Seniors Transportation Month - September 2023

8. PUBLIC HEARINGS

- 8.1 Bylaw No. 19 of 2023 – Rezoning 250 28th Street West from the R3 Zoning District to the CMU Zoning District (RPT 23-340)

0280. **Moved by:** Councillor Head
Seconded by: Councillor Miller

That Bylaw No. 19 of 2023 be introduced and given three (3) readings.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

0281. **Moved by:** Councillor Head
Seconded by: Councillor Miller

That Bylaw No. 19 of 2023 be introduced and read a first time.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

Mayor Dionne declared the Hearing open.

Craig Guidinger, Director of Planning and Development Services presented the matter of Zoning Bylaw Amendment on behalf of Administration.

Mayor Dionne declared the Hearing closed.

0282. **Moved by:** Councillor Head
Seconded by: Councillor Miller

That Bylaw No. 19 of 2023 be read a second time.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

0283. **Moved by:** Councillor Head
Seconded by: Councillor Miller

That leave be granted to read Bylaw No. 19 of 2023 a third time.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

0284. **Moved by:** Councillor Head
Seconded by: Councillor Miller

That Bylaw No. 19 of 2023 be read a third time and passed; and, that Bylaw No. 19 of 2023 be now adopted, sealed and signed by the Mayor and City Clerk.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

9. DELEGATIONS

9.1 Thank You – Rotary Club of Prince Albert (CORR 23-61)

Verbal Presentation was provided by Austin C. Atchison and Keith Fonstad, Rotary Club of Prince Albert.

0285. **Moved by:** Councillor Ogrodnick
Seconded by: Councillor Edwards

That CORR 23-61 be received as information and filed.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

10. COMMUNICATIONS

11. REPORTS OF ADMINISTRATION & COMMITTEES

11.1 Event Centre Design Budget (RPT 23-347)

0286. **Moved by:** Councillor Lennox-Zepp
Seconded by: Councillor Miller

That The City cancel pursuit of the Event Centre Design.

In Favour: Councillors: Head, Lennox-Zepp and Miller

Against: Councillors: Cody, Edwards, Kilmer, Ogrodnick, Solomon and Mayor Dionne

MOTION DEFEATED (3 to 6)

0287. **Moved by:** Councillor Cody
Seconded by: Councillor Kilmer

1. That the Design budget for the new Event Centre with BBB Architects and KSA Architects be increased by \$700,000, including Provincial Sales Tax, to complete the Design to Tender ready;
2. That the Development Levies generated from The Yard District be credited to the Civic Facilities Reserve;
3. That the increased architectural fees for the Event Centre Design be funded from the Civic Facilities Reserve;

4. That the City proceed with the construction of the Event Centre in The Yard District, pending approval of a Funding Model; and,
5. That the Mayor and City Clerk be authorized to execute any necessary documents, on behalf of The City, if required.

In Favour: Councillors: Cody, Edwards, Kilmer, Ogrodnick, Solomon and Mayor Dionne

Against: Councillors: Head, Lennox-Zepp and Miller

CARRIED (6 to 3)

11.2 Wendell Whitter Field Naming (RPT 23-328)

0288. **Moved by:** Councillor Kilmer
Seconded by: Councillor Ogrodnick

1. That the Crescent Heights Football Field, located within Thomas Settee Park, be renamed the Wendell Whitter Field for a term of ten (10) years from September 1, 2023 to August 31, 2032; and,
2. That the Mayor and City Clerk be authorized to execute the Naming Rights Agreement with the Prince Albert Minor Football Association on behalf of The City, once prepared.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.3 Margo Fournier Facility Naming (RPT 23-329)

0289. **Moved by:** Councillor Ogrodnick
Seconded by: Councillor Head

1. That the Prince Albert Arts Centre located at 1010 Central Avenue be renamed the Margo Fournier Arts Centre; and,
2. That the Municipal Heritage Property Bylaw No. 57 of 1981 be amended to reflect the name change from the Prince Albert Arts Centre to the Margo Fournier Arts Centre.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.4 Flag Protocol Policy Updates (RPT 23-269)

0290. **Moved by:** Councillor Kilmer
Seconded by: Councillor Head

That the Flag Protocol Policy, as attached to RPT 23-269, be approved.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.5 Prince Albert Golf & Curling Centre – Request for Payment of Legal Fees (RPT 23-349)

0291. **Moved by:** Councillor Cody
Seconded by: Councillor Ogrodnick

That the Prince Albert Golf and Curling Centre Legal Fees associated to Canadian Union Public Employees No. 882. Successorship Application Process with the Labour Relations Board, in the amount of \$57,246.31, be paid by The City through the Legal Services Account of the City Solicitor's Functional Area.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Miller, Ogrodnick, Solomon and Mayor Dionne

Absent – Declared Conflict of Interest: Councillor Lennox-Zepp

CARRIED UNANIMOUSLY

11.6 Max Clunie Field & Harry Jerome Track Project (RPT 23-350)

0292. **Moved by:** Councillor Kilmer
Seconded by: Councillor Head

1. That \$750,000 be approved from the Future Infrastructure Reserve in support of the Harry Jerome Track Replacement; and,
2. That the Mayor and City Clerk be authorized to execute any necessary documents on behalf of The City, if required.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.7 Bank Courier and Coin Rolling Services - Agreement Extension (RPT 23-311)

0293. **Moved by:** Councillor Edwards

Seconded by: Councillor Miller

- 1. That the Bank Courier and Coin Rolling Services Agreement between The City and GardaWorld Cash Services Canada Corporation be extended for a two (2) year term from January 1, 2024 to December 31, 2025; and,
- 2. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.8 Request for Write Off Penalties Charges for Property Taxes at 371 25th Street West (RPT 23-332)

0294. **Moved by:** Councillor Solomon

Seconded by: Councillor Edwards

- 1. That the penalties charged to Roll No. 101012700 for the property located at 371 25th Street West in the amount of \$31.65, be written off due to a payment made to an incorrect Roll Number; and,
- 2. That the outstanding penalties in the amount of \$510.92 for Roll No. 101012700, be payable by the property owner.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.9 Bylaw No. 17 of 2023 – District Official Community Plan Amendment (RPT 23-315)

0295. **Moved by:** Councillor Miller
Seconded by: Councillor Kilmer

- 1. That Bylaw No. 17 of 2023 be introduced and given first reading; and,
- 2. That Administration provide notification to hold a Public Hearing.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

0296. **Moved by:** Councillor Miller
Seconded by: Councillor Kilmer

That Bylaw No. 17 of 2023 be introduced and read a first time.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.10 Permanent Re-Classification of Full Time Casual Bid Parking Inspector (RPT 23-324)

0297. **Moved by:** Councillor Edwards
Seconded by: Councillor Solomon

That the Casual Bid Parking Inspector Position be reclassified to a Permanent Parking Meter Inspector Position.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.11 Digital Billboard – 75 South Industrial Drive (RPT 23-335)

0298. **Moved by:** Councillor Kilmer
Seconded by: Councillor Edwards

That the Application for the conversion of an existing Billboard to a Digital Billboard, located at 75 South Industrial Drive, legally described as Lot 13, Block E, Plan No. 79PA03642, Extension 0, be approved subject to:

- 1. The submission of a stamped engineered drawing or letter showing that the existing sign pole and foundation is structurally capable of supporting the new digital components.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.12 Digital Billboard – 321 Marquis Road East (RPT 23-336)

0299. **Moved by:** Councillor Kilmer
Seconded by: Councillor Edwards

That the Application for the conversion of an existing Billboard to a Digital Billboard, located at 321 Marquis Road East, legally described as Lot 2, Block E, Plan No. 76PA10690, Extension 0, be approved subject to:

- 1. The submission of a stamped engineered drawing or letter showing that the existing sign pole and foundation is structurally capable of supporting the new digital components.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.13 Zoning Bylaw Amendment - Projections into Required Setbacks (RPT 23-339)

0300. **Moved by:** Councillor Edwards
Seconded by: Councillor Kilmer

- 1. That Bylaw No. 23 of 2023 be introduced and given first reading; and,
- 2. That Administration provide notification to hold a Public Hearing.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

0301. **Moved by:** Councillor Edwards
Seconded by: Councillor Kilmer

That Bylaw No. 23 of 2023 be introduced and read a first time.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.14 Tax Title Lands - Disposal of 163 29th Street East (RPT 23-343)

0302. **Moved by:** Councillor Kilmer
Seconded by: Councillor Solomon

- 1. That the Tax Title Property located at 163 - 29th Street East, legally described as Lot 16 and 17, Block 12, Plan No. N3447, Extension 0, be offered for public tender; and,
- 2. That upon completion of the public notice and tender process, Administration forward a report to City Council for consideration with a recommendation regarding the results of the tender process and next steps.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.15 Updated Lapel Pin Distribution Policy (RPT 23-246)

0303. **Moved by:** Councillor Edwards
Seconded by: Councillor Ogradnick

That the updated Lapel Pin Distribution Policy, as attached to RPT 23-246, be approved.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.16 Pumper Fire Engine Tender 24/23 (RPT 23-345)

0304. **Moved by:** Councillor Cody
Seconded by: Councillor Head

1. That the approved cost for the purchase of a new Pumper Fire Engine from Westvac Industrial LTD. be increased by \$40,000 for a total amount of \$1,403,788, including all applicable taxes, to replace the specified and now unavailable Cummins L9 Engine with a Cummins X12 Engine and compatible transmission; and,
2. That the Mayor and City Clerk be authorized to execute any necessary documents on behalf of The City, if required.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

11.17 Legal Fees Consideration – Evert Botha v. Councillor Dawn Kilmer and City of Prince Albert (RPT 23-355)

0305. **Moved by:** Councillor Cody
Seconded by: Councillor Ogrodnick

That Council authorize payment in the amount of \$3,271.54, through the Legal Services Account, to cover the balance of legal costs incurred personally by Councillor Dawn Kilmer in successfully refuting and defending the public allegations made against her in the lawsuit commenced by Evert Botha against Councillor Kilmer and The City of Prince Albert, in consideration of the principles for protection of City officials in Sections 124(1) and 318(2) of *The Cities Act*.

In Favour: Councillors: Cody, Edwards, Head, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

Absent - Declared Conflict of Interest: Councillor Kilmer

CARRIED UNANIMOUSLY

11.18 Destination Marketing Fund Grant Application Form 2023 Northern Lights Casino Thanksgiving Pow Wow (RPT 23-334)

0306. **Moved by:** Councillor Ogrodnick
Seconded by: Councillor Solomon

1. That the Event Retention Destination Marketing Fund Grant Application from the 2023 Northern Lights Casino Thanksgiving Pow Wow Committee for funding the 2023 Northern Lights Casino Thanksgiving Pow Wow scheduled for October 6 to 8, 2023, in the amount of \$30,000, be approved;
2. That \$30,000 be funded from the Destination Marketing Levy Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the Funding Agreement on behalf of The City, once prepared.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogrodnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

12. UNFINISHED BUSINESS

13. MAYOR & COUNCILLORS FORUM

14. INQUIRIES

14.1 Councillor Edwards – Trim Tree – 2nd Avenue West

Can we find out who owns the tree in front of the Ramada on 2nd Avenue West and have it trimmed to stop the daily collection of garbage and people hiding under the tree.

15. INQUIRY RESPONSES

15.1 August 8, 2023 City Council Meeting Inquiry Responses (INQ 23-8)

0307. **Moved by:** Councillor Miller
Seconded by: Councillor Kilmer

That INQ 23-8 be received as information and filed.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

16. NOTICE OF MOTION

16.1 Mayor Dionne – Ramp Installation at the E.A. Rawlinson Centre

On behalf of the 1,800 visually impaired persons, I would request that a ramp or lift system be installed at the E.A. Rawlinson Centre to allow patrons to access the front row, and that this installation happen by November 30, 2023.

17. MOTIONS

17.1 Motion - Councillor Edwards - Cost of Installing a Sprinkler System on the Riverbank (MOT 23-8)

0308. **Moved by:** Councillor Edwards
Seconded by: Councillor Cody

That Administration prepare a report on the cost of installing a sprinkler system for irrigation along sections of the river bank that encompass our downtown area for consideration in the 2024 Budget.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Ogradnick, Solomon and Mayor Dionne

Against: Councillors: Lennox-Zepp and Miller

CARRIED (7 to 2)

18. PUBLIC FORUM

19. ADJOURNMENT – 6:57 P.M.

0309. **Moved by:** Councillor Kilmer
Seconded by: Councillor Lennox-Zepp

That this Council do now adjourn.

In Favour: Councillors: Cody, Edwards, Head, Kilmer, Lennox-Zepp, Miller, Ogradnick, Solomon and Mayor Dionne

CARRIED UNANIMOUSLY

MAYOR GREG DIONNE CITY CLERK

MINUTES ADOPTED THIS 25th DAY OF SEPTEMBER, A.D. 2023.

TITLE: Zoning Bylaw Amendment - Projections Into Required Setbacks

DATE: **September 14, 2023**

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 23 of 2023 receive 2nd and 3rd readings.

TOPIC & PURPOSE:

The purpose of this report is to approve 2nd and 3rd reading of Bylaw No. 23 of 2023, which is a Zoning Bylaw amendment to allow decks that are located in a rear yard, greater than .6 metres or 2 feet in height from grade, project into a required rear yard setback.

BACKGROUND:

Setbacks

The City of Prince Albert Zoning Bylaw regulates the use of residential lots with a number of different regulations, some of which are setbacks. Setbacks are essentially a certain distance from a property line that cannot be used for different types of construction. They also work to achieve a few different things:

- they help establish the general spacing of homes between one another (and density) in a neighbourhood,
- they provide meaningful, sometimes vehicular access to the side and rear yard of properties,
- they help to establish a general sense of privacy between neighbours, and
- they help protect utilities and City easements that might be located in a back yard.

Rear Yard Setback Issue

In mid-August, the Building Division received a Building Permit application for the replacement of an existing deck – no change to its current design. Upon reviewing the plans and the Zoning Bylaw, it was noted that the deck, being greater than .6 metres or 2 feet in height from grade, projects into the required rear yard setback and no projection or encroachment is allowed. Therefore, in order to issue this permit, the deck would need to be completely redesigned.

Planning and Development Services receives a number of Building Permit applications per year for decks that cannot be approved as intended due to this particular conflict with the Zoning Bylaw. In some cases a minor change to the design of the deck can fix the issue. However, in some cases similar to the one noted above, there simply isn't enough space in the applicant's rear yard to accommodate the proposed structure at all and meet the necessary regulations.

For the sake of this proposed Zoning Bylaw amendment, it is important to note, too, that the properties or lots most likely to face this issue are irregular shaped lots, much like many found in the Crescent Acres and Southwood neighbourhoods, or those that are located on a corner on the end of a cul de sac. The image attached provides a visual representation of the issue.

PROPOSED APPROACH AND RATIONALE:

In reviewing the waiting Building Permit application further and in completing an aerial image review of a number of streets within the neighbourhoods noted above, it was identified that there is a considerable number of properties that have a deck in the rear yard with the same issue, some to a lesser extent and some extreme. Additionally, based on the age of these neighbourhoods (homes constructed in the 1980s through to today), we can reasonably expect that:

- the number of Building Permit applications for decks will continue to increase, as most of these deck structures are likely to be well over 10 years old,
- there is going to be a significant number of decks constructed with no permit (in the past and into the future) that will have this issue if the bylaw isn't amended, and
- this particular lot design is an integral part of the current and popular style of neighbourhood design.

With this amendment in place, a considerable number of decks that exist in our community will be considered "conforming", to some extent at least, allowing property owners the ability to make structural repairs (not currently allowed) or completely replace the deck, so long as it does not project any further into the setback.

As well, in reviewing the aerial photo and the different distances indicated, Bylaw No. 23 of 2023 will allow the deck shown to be rebuilt as is; the bylaw will allow the deck to project into the required 6 metre setback up to 3.6 metres, but *not* get any closer than 3 metres to the rear property line (typical location of services and other related easements). In this and many other cases, the amendment meets both the intent of the bylaw, generally protecting the peace and privacy of neighbours while maintaining necessary physical spaces in the back yard, and the expectation of the property owner, which is to be able to fix their deck.

Ultimately, in order to address this issue in a way that allows residents the ability to continue to use their properties in a way that they would reasonably expect, while still ensuring that we maintain realistic regulations to manage privacy, etc., the attached Zoning Bylaw amendment has been proposed.

CONSULTATIONS:

For this bylaw amendment, Planning conducted an internal review of the proposed language and found no issues.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved, the Zoning Bylaw and City website will be updated.

Additionally, once finalized, the Building Permit applicant will be notified so they can proceed with their deck project.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy, policy or financial implications to consider, nor are there any options to the recommendation to consider with this report.

STRATEGIC PLAN:

A key feature in ensuring that the City's bylaws are understood, implemented and enforced are that they meet the needs of the community in a meaningful way. In this case, one of the City's Zoning Bylaw regulations requires an amendment in order to better accommodate our current form of residential neighbourhood design and the use of land.

OFFICIAL COMMUNITY PLAN:

The purpose of the Official Community Plan (OCP) is to provide the policy framework the City uses to build its bylaws, including the Zoning Bylaw. The OCP is also intended to be a guide book that brings the City into a new phase of physical development and it intends for the City to use indicators as a signal for review and change.

In this particular case the indicator is an increasing number of decks that are struggling to meet, or don't, the regulations in the Zoning Bylaw. The solution is to determine a root cause, which is a minor conflict between modern lot design (irregular lot shapes) and tried and true regulations. With some adjustment to the regulations and a long term reconsideration of the shape of lots we put on the market, it is reasonable to believe that both the City and the general public's expectations for how residential lots are used can be met.

PUBLIC NOTICE:

Public Notice is required for consideration of Bylaw No. 23 of 2023, pursuant to the Public Notice Bylaw No. 24 of 2015. The following notice was given:

- Published on September 14th, 2023 in the Prince Albert Daily Herald;
- Posted on the City's website on September 14th, 2023; and
- Posted on the bulletin board at City Hall on September 14th, 2023.

PRESENTATION: NONE**ATTACHMENTS:**

1. Public Notice - Bylaw No. 23 of 2023
2. Bylaw Amendment - No. 23 of 2023

Written by: Kristina Karpluk, Planning Manager

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



CITY OF PRINCE ALBERT PUBLIC NOTICE

ZONING BYLAW AMENDMENT - BYLAW NO. 23 OF 2023

Public Notice is hereby given that the Council of the City of Prince Albert intends to consider Bylaw No. 23 of 2023 to amend Bylaw No. 1 of 2019, known as the City of Prince Albert Zoning Bylaw.

Reason for the Amendment: At the City Council meeting held September 5th, 2023, first reading of Bylaw No. 23 of 2023 was given and Administration was authorized to provide Public Notification for a Public Hearing. Bylaw No. 23 of 2023 proposes to amend Section 6.1.3 of the City of Prince Albert Zoning Bylaw, Projections into Required Setbacks. The intention is to allow decks that are greater in height than .6 metres or 2 feet from grade project a certain distance into a required rear yard setback.

Therefore, City Council, at its meeting to be held on September 25th, 2023 at 5:00 p.m., will consider all submissions both written and verbal respecting the Public Hearing for the above bylaw. If you would like your written submission reviewed by City Council PRIOR to the meeting, it would be preferable if it were provided by 4:45 p.m. on Tuesday, September 19th, 2023. In accordance with City Council's Procedure Bylaw No. 23 of 2021, any written submissions must be provided to the City Clerk. Verbal submissions shall be heard during the Public Hearing portion of the meeting.

INFORMATION - Information regarding the proposed amendment may be directed to the following without charge

Planning and Development Services

City Hall, 1084 Central Avenue

Prince Albert SK, S6V 7P3

8:00 am to 4:45 pm - Monday to Friday (except holidays)

Phone 306-953-4370

Issued at the City of Prince Albert, this 14th day of September, 2023
Terri Mercier, City Clerk

PRINCE ALBERT DAILY HERALD
THURSDAY, SEPTEMBER 14, 2023

CITY OF PRINCE ALBERT BYLAW NO. 23 OF 2023

*A Bylaw of The City of Prince Albert to amend
the Zoning Bylaw, being Bylaw No. 1 of 2019*

WHEREAS it is desirable to amend the City of Prince Albert Zoning Bylaw No. 1 of 2019;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PRINCE ALBERT IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. That the following subsection be added to Section 6.1.3

“h) Notwithstanding Section 6.1.3(b) and 6.1.1(iv), unenclosed decks, patios or other similar structures with no maximum height may project up to 3.6 metres into a rear yard setback and shall be at least 3 metres from the rear property line.”
2. This Bylaw shall come into effect on the day of its final passing.

INTRODUCED AND READ A FIRST TIME THIS _____ DAY OF _____, A.D., 20 .

READ A SECOND TIME THIS _____ DAY OF _____, A.D., 20 .

READ A THIRD TIME AND PASSED _____ DAY OF _____, A.D., 20 .

MAYOR

CITY CLERK



RPT 23-367

TITLE: Development Permit Application – Residential Care Home – 724 8th Street E

DATE: September 13, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the Discretionary Use Development Permit Application for a Residential Care Home to be located at 724 8th Street East, legally described as Lot 39, Block 9, Plan A, Ext 0 be approved.

TOPIC & PURPOSE:

The purpose of this report is to approve the Development Permit Application for a Residential Care Home to be located at 724 8th Street East.

BACKGROUND:

The Department of Planning and Development Services is in receipt of a Development Permit Application for the development of a Residential Care Home to be located at 724 8th Street East, which will provide care for up to six children.

As per section 14 of the Zoning Bylaw, a Residential Care Home is defined as:

“an accessory use to a dwelling unit that is licensed by the province to provide 24 hour care for up to and including nine (9) persons, exclusive of staff or receiving family, who are in need of personal services, supervision, or assistance essential for sustaining the activities of daily living.”

The subject property is located in the R3 – Medium Density Residential zoning district. The purpose of this zoning district is:

“to provide one to five unit residential development that allows for limited, complementary uses. With increased direct access to major thoroughfares, the R3 - Medium Density Residential zoning district provides greater access to public parks, amenities and commercial services through multiple modes of transportation.”

In the R3 – Medium Density Residential zoning district, a Residential Care Home is considered a Discretionary Use requiring City Council approval.

PROPOSED APPROACH AND RATIONALE:

The applicant, Ranch Ehrlo Society, intends to establish a Residential Care Home for six infants and children at this location. The applicant currently operates a care home in the RM of Buckland, and is looking to relocate to Prince Albert for easier access to appointments, school, and amenities for the children. Additional details regarding the project are attached in the public notice document.

Upon review, the proposed Residential Care Home conforms to the regulations within the Zoning Bylaw and it is recommended that this Development Permit be approved.

CONSULTATIONS:

Ranch Ehrlo Society canvassed the area surrounding the proposed Residential Care Home once they submitted their Development Permit Application. They provided information about their intentions to the neighbourhood and were able to answer any questions that came up. The proposal was well received by the neighbourhood.

Following this, a public meeting was held on September 12th, 2023. Neighbours were notified through a public notice that was mailed out on August 31st, 2023. Both City Administration and Ranch Ehrlo were on hand to answer questions, but no one attended the meeting.

This application has been reviewed by the Department of Public Works, Community Services, Financial Services, Fire and Emergency Services, and the Building Division, and there are no concerns.

The Department of Planning and Development Services has been in contact with the applicant throughout the application review process in order to ensure that they are aware of all municipal requirements, and to manage expectations and timelines.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The applicant will be notified in writing of City Council's decision.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options for recommendations or any other policy or privacy implications to consider with this report.

STRATEGIC PLAN:

With this Development Permit Application, the strategic priority of promoting a progressive community is addressed by accommodating the unique needs of the City's social sector.

OFFICIAL COMMUNITY PLAN:

Section 6.4.1 of the City of Prince Albert's Official Community Plan identifies the following as an "Access to Housing" goal:

"Supportive housing forms and tenures, such as private and public care homes, senior's housing, residential care homes, child day care centres, shelters and other forms of supportive housing should be facilitated in all areas of the City".

The proposed development conforms to the above policy statement as it will provide housing to children who need temporary emergency living arrangements.

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Section 10 of Public Notice Bylaw No. 24 of 2015. The following notice was given:

- Public notice was issued August 31th, 2023 to all property owners within 75 metres of the subject property.
- A public meeting was held on September 12th, 2023 and no one from the public attended the meeting.

ATTACHMENTS:

1. Location Plan
2. Letter from Applicant

Written by: Ellen Pearson, Planner

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



S-HZ

S-HZ

PLANNING & DEVELOPMENT

September 13, 2023

Subject Property Identified With A Bold Dashed Line

To Neighbors of our proposed Group Living home located at 724 8th St. E,

Ranch Ehrlo Society is considering submitting a Development Permit to the City of Prince Albert with the goal of operating a Group Living Home for infants and children at 724 8th St. E. Our intent of this letter is to introduce ourselves to you and hopefully answer any questions you may have.

What is Ranch Ehrlo Society?

- Ranch Ehrlo Society is a charitable organization dedicated to providing a range of quality assessment, treatment, education, support, and community services that improve the lives of children, youth, adults, and families. We have been providing those services to vulnerable youth and families in Saskatchewan since 1966.

We have been operating in the Prince Albert area since 1997 on our Buckland Campus located northwest of the city. Our Group Living home for older youth, located on River St. W. opened in 2004.

Our website is located at www.ehrlo.com

What is a Group Living Home?

- As Group Living home, we are considered a place of safety by the Ministry of Social Services and offer 24-hour temporary living arrangements for children in care. Our capacity is for six children, and we provide support to those children as temporary guardians. We facilitate medical visits, family visits, and help meet developmental milestones while offering predictability through structured activity planning and routines.

What are the ages of the children?

- In this location, we most often will provide care for infants and children up to six years of age. In rare instances, we would provide care for children up to eleven years of age.

How many staff work in the home?

- We have two caregivers working twelve-hour shifts who arrive at 8:00am and 9:00am respectively. We also have a Houseparent who is on site from 7:00am until 3:00pm and ensures there are healthy, homecooked meals, a clean, hygienic environment, and creates a warm, welcoming living space. We also have one caregiver that works overnight from 9:00pm - 9:00am. Additionally, we have a manager who oversees the operation of the entire program.

Is this a new program?

- No. This program has been operating in the Prince Albert area since 2018, on our Buckland Campus approximately twenty kilometers northwest of the City. We also operate a similar program on our campus near Regina and will be opening a similar facility on our campus near Saskatoon later this year.

Why are you relocating this program to Prince Albert?

- Having this house in the City allows us to provide easier access to appointments, school, and amenities. Less time driving on the highways and grid roads mean lower potential of accidents and less time on the road provides more time for activities, such as the children playing at the park, going swimming, or doing crafts.

What about an increase of vehicles and parking?

- The program does have a larger minivan that will be on site and is used to transport the staff and children to their activities and appointments. The other vehicles that may be on-site, are staff vehicles. Our goal is to have the majority of the parking be on site in the driveway

How will this Group Living Home affect the neighborhood?

- Not any more than a typical family home. If our children are school age, we accommodate school attendance to ensure they are continuing with their education. For the children who are not yet in school, our daily routine is similar to that of a daycare setting; we offer social, educational, artistic, and recreational activities. We may be seen playing in the backyard, or walking to a local park, however with the average age of our children being 3-5, the usual byproducts are squeals of delight, and laughter. Our evenings are as close to a typical family home environment as we can create. We eat supper together, there may be times when the children would play outside in the evenings though generally children will play and interact in the home in a supportive, supervised environment, have bedtime stories and take care of their evening hygiene routines prior to bed.

We are well supported by the community and our neighbors. There is a great need for safe and stable homes for these children in Prince Albert. Ranch Ehrlo Society's presence in the community will benefit many children who require a supportive environment where they can thrive. We humbly request your support, and given the opportunity, will make every attempt to meet the needs of our children while maintaining an open and positive relationship with our neighbors and the surrounding community. Please contact us if there are any additional questions.

Tandi VanTol
Director of Group Living - Corman Park
Ranch Ehrlo Society
1-306-659-3104
Tandi.VanTol@ranchehrlo.ca

Barclay Batiuk
Director of Group Living – Buckland/Prince Albert
Ranch Ehrlo Society
1-306-960-8028
Barclay.Batiuk@ranchehrlo.ca

Sean Bader
Group Living Manager – Flegel House
Ranch Ehrlo Society
1-306-940-6389
Sean.Bader@ranchehrlo.ca



RPT 23-368

TITLE: Building Inspection Services Reserve Establishment

DATE: September 14, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That a Building Inspection Services Reserve be established;
2. That at the end of each year all Surplus revenue from the Building Inspection Services Division be transferred into the Building Inspection Services Reserve; and,
3. That a Class III Building Inspector be hired for a three (3) year term to be funded from the Building Inspection Services Reserve.

TOPIC & PURPOSE:

To establish a reserve for the Building Inspection Division, and to transfer any surplus revenue to the reserve. This reserve would be used to fund a Class III Building Inspector position.

BACKGROUND:

Currently the City of Prince Albert is seeing large investment and growth in our community with the majority of the projects falling under the responsibility of a Class III Building Inspector. This is mostly because of the size and occupancy of the buildings under construction and the buildings being proposed. These types of buildings are complex and require many hours to complete plan reviews to ensure that they meet the requirements of the National Building Code of Canada before the permits can be issued. Once the permits have been issued, each building requires multiple inspections (minimum of 7), along with meetings with engineers, architects, and project managers to ensure the construction of the project meets the requirements of the permit and the National Building Code.

In order to be a Building Official within the Province of Saskatchewan, you must meet the criteria set out by the Building and Technical Standards Branch with the Provincial Government Ministry of Government Relations Branch and be licenced.

They have also put in place the training requirements for Building Officials and what type of buildings they can handle based on the Licence requirements they have implemented. From this Legislation this puts the Liability on the City to ensure these are being followed and are in place for the safety of the residents.

Class I Building Official Licence (Building Inspector I position)

- Houses
- Duplex's
- Secondary Suites
- Detached Garages for the above Building Types

Class II Building Official Licence (Building Inspector II position)

- Any Class I Building
- Under 600m²
- Less than 3 Stories
- No F1-Heavy Industrial (OSB Plant, Pulp Mill)
- No A Occupancies (ex. Church, Restaurant, Daycare, School)
- No B Occupancies (ex. Jail, Hospital, Care Facilities)

Class III Building Official Licence (Building Inspector III position)

- Any Type and Size of Building.

In order to maintain optimal customer service and to ensure these large economic development projects move forward in a timely fashion the following approach is being proposed by the Chief Building Official.

PROPOSED APPROACH AND RATIONALE:

For 2023, the budgeted Building Permit revenue was \$260,000. With so many projects still under design and coming forward, the division is going to have a large surplus of revenue in excess of approximately \$325,426 for 2023 alone. This surplus of revenue does not include permit fees for The Yard District as the revenue in this development has been allocated as part of the funding model for the Aquatic's and Arena project. In consideration of this, it is being proposed that we establish a Building Revenue reserve, to fund the hiring of a Class III Building Inspector for an interim three (3) year period.

An additional Class III Building Inspector, will ensure that The City of Prince Albert is ready to welcome this unprecedented investment and growth in our community that will continue for years to come. This will provide support and coverage to the division and help with Permit turnaround times and ensure no delays of construction projects.

Many of these construction projects, once started, will take at least 2 plus years to complete. The permit fees for these projects are paid at the time the permit is issued, however staff resources are required until the project has been completed. Administration has reached out our local Engineering and Architect firms to have a better idea of some of the projects coming forward in 2023 and into 2024. We are expecting to see many projects seeking approval in 2023 because of the upcoming code changes but will not start construction until 2024.

The total cost for the Building Inspector III position are as follows:

- \$85,000 (2021 CBA rate)
- \$21,250 (Benefits and Pension consist of 25% of wage)
- \$2500 (IT costs)
- \$1000 (Uniforms and Personal Protective Equipment)
- \$700 (Office set up)
- \$600 (Membership and License fee)

The total for a new employee would be \$111,050. Once established there would be a reduction in IT costs, office set up, uniform and PPE.

With the surplus in just 2023 set up into a reserve we would be able to fund this position for approximately 3 years.

CONSULTATIONS:

Administration has worked with HR to finalize a Job Description and to determine a salary. Administration has worked with Financial Services to discuss the set up a reserve.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Administration will communicate with the other departments to implement if approved by City Council

FINANCIAL IMPLICATIONS:

By Establishing a reserve with the surplus from the Building Inspection Division this will fund the position

The total cost for the Building Inspector III position are as follows:

- \$85,000 (2021 CBA rate)
- \$21,250 (Benefits and Pension consist of 25% of wage)
- \$2500 (IT costs)
- \$1000 (Uniforms and Personal Protective Equipment)
- \$700 (Office set up)
- \$600 (Membership and License fee)

The total for a new employee would be \$111,050. Once established there would be a reduction in IT costs, office set, uniform and PPE.

OTHER CONSIDERATIONS/IMPLICATIONS:

No Policy Implications

No Privacy Implications

No Options to Recommendation

STRATEGIC PLAN:

Economic Diversity and Stability

Identify and accommodate the needs of new and existing industries, businesses, and professionals in Prince Albert

OFFICIAL COMMUNITY PLAN:

Section Eleven Healthy Economy

Ensure a development and business friendly environment to help attract diverse and long term economic growth through partnerships between business, government and the community;

PUBLIC NOTICE:

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

Written by: Michael Nelson, Chief Building Official

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

RPT 23-369

TITLE: Building Inspector Appointment

DATE: September 14, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Donald Cheeseman be formally appointed as a City of Prince Albert Building Official pursuant to Section 16 (2) of the *Construction Codes Act*; and,
2. That City Council authorize the City Clerk to issue and sign certificates as contemplated under Section 16 (3) of the *Construction Codes Act*.

TOPIC & PURPOSE:

The purpose of this report is to appoint Donald Cheeseman as a City of Prince Albert Building Official

BACKGROUND:

The new Construction Codes Act requires that all building inspectors be formally appointed by City Council and be issued certificates signed by the City Clerk as per Sections 16(1) to (3).

PROPOSED APPROACH AND RATIONALE:

The City of Prince Albert is currently facing job action from Cupe Local 882 inside workers. Two (2) of the Building Officials are members of Cupe Local 882 and are currently on strike, this has left only the Chief Building Official in the office to handle the day to day operations of the Building Inspection Services Division.

Donald Cheeseman who is a current out of scope employee with the City of Prince Albert, previously worked as a Building Official for the division before moving onto a different role

within the organization. We are currently working on having his Building Official Licence renewed so he will be able to help out the Division to ensure projects keep moving forward for the construction industry.

As per the Construction Codes Act, Donald now requires formal appointment by City Council in order to fulfill these duties.

CONSULTATIONS:

Donald Cheeseman has been consulted and is aware of this legislative requirement.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Administration will inform Donald Cheeseman, and Building and Technical Standards Branch once his appointment is formalized by Council.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options to the recommendation or any financial, privacy or policy implications to consider with this report.

STRATEGIC PLAN:

The mandate in this report reflects the Strategic Plans Sustainable core value: Working to ensure all facets of City operations and projects are sustainable; operating with efficiency, mitigating risk, and utilizing transparent and realistic costing.

OFFICIAL COMMUNITY PLAN:

Section 12 of the Official Community Plan recognizes public safety as part of the City's goals. The Building Bylaw, a Bylaw ensuring compliance with the legislated safety standards defined by Building Codes, is a promotion of these goals.

PUBLIC NOTICE:

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

Written by: Michael Nelson, Chief Building Official

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

RPT 23-372

TITLE: Bylaw No. 20 of 2023 – Rezoning Portion of Parcel J from the FUD Zoning District to the R4 Zoning District

DATE: September 14, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Bylaw No. 20 of 2023 to rezone a portion of Parcel J from FUD – Future Urban Development to R4 – High Density Residential be given first reading; and,
2. That Administration be authorized to provide public notice for the public hearing.

TOPIC & PURPOSE:

The purpose of this report is to rezone the 1.58 hectare northwest corner of Parcel J, Plan 72PA00606, Ext 4, from FUD – Future Urban Development to R4 – High Density Residential.

BACKGROUND:

The Department of Planning and Development Services is in receipt of a Zoning Bylaw Amendment Application to rezone the northwest corner of Parcel J in the West Hill neighbourhood from FUD – Future Urban Development to R4 – High Density Residential.

The purpose of the R4 – High Density Residential Zoning District is to:

“provide the full continuum of residential development options that allows for limited, complementary uses. With no maximum density, this zoning district is best located along arterial and collector streets or immediately adjacent to commercial nodes or centres, and provides the highest level of access to park space and commercial services through multiple modes of transportation”.

PROPOSED APPROACH AND RATIONALE:

The applicant is proposing to build a dwelling group made up of multiple two-unit buildings to be used for retirement rentals. The parcel also includes a portion of right-of-way which will extend Lakeview Drive to the south. This project adds to the variety of housing in the neighbourhood and it is recommended that the rezoning be approved. If approved, the applicant will apply for their development permit.

CONSULTATIONS:

The Department of Planning and Development Services has been in contact with the applicant throughout the Zoning Bylaw Amendment process.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to approval of the 3rd reading, the applicant will be notified in writing of City Council's decision and the Zoning Bylaw and City website will be updated.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no other options to the recommendation or any policy, financial or privacy implications to consider with this report.

STRATEGIC PLAN:

The future development proposed in the rezoning application supports the City's area of focus of Population Growth by helping to create a wide range of property and housing options in Prince Albert.

OFFICIAL COMMUNITY PLAN:

As per the City of Prince Albert Official Community Plan Land Use Map, the subject lands are currently considered Low Density Residential. Although this rezoning application is to allow higher density development, the overall density will be low as the proposed dwelling group will be comprised of two-unit buildings and is aligned with the purpose of the Low Density Residential land use.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required at this time.

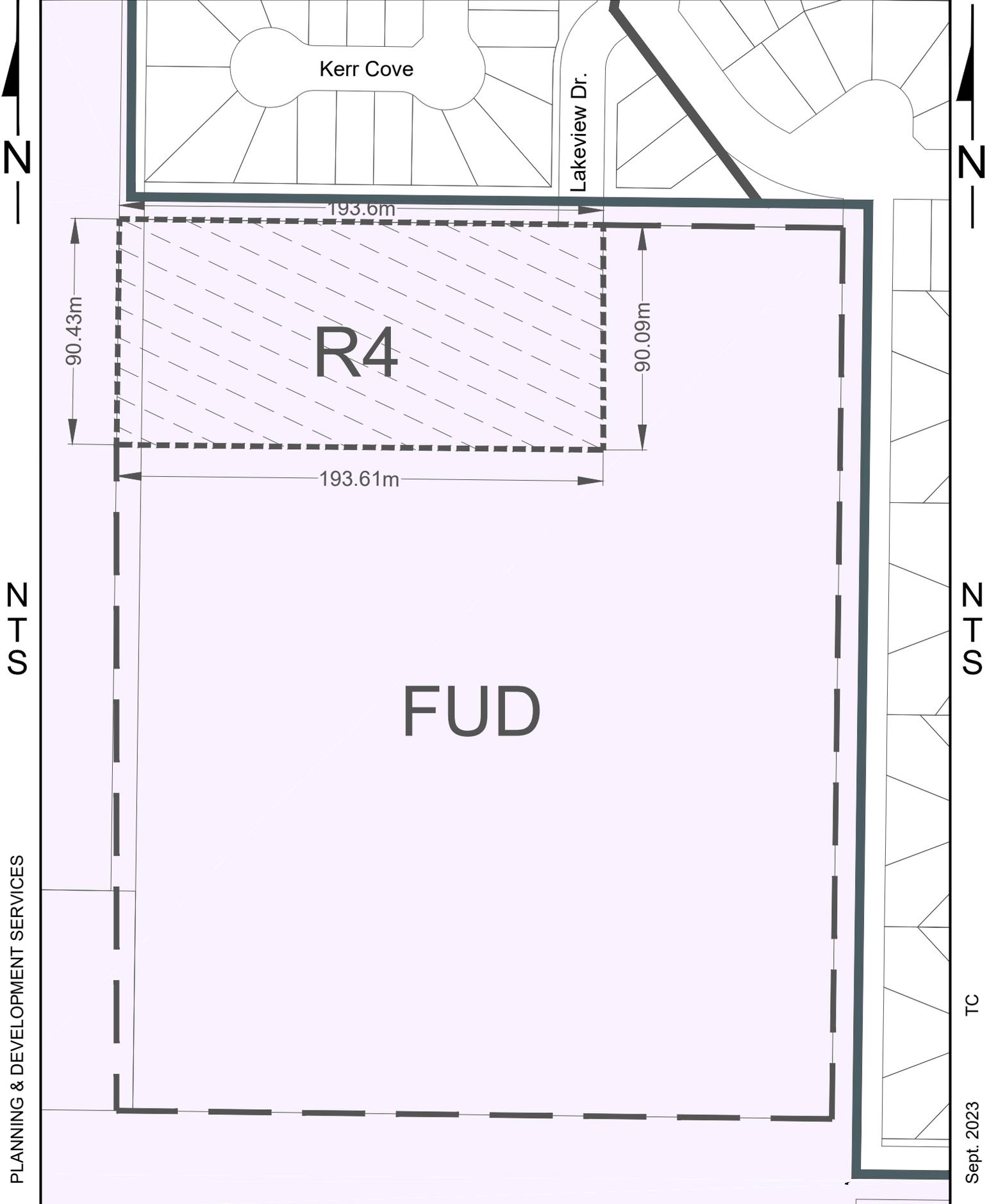
However, upon approval of 1st reading of this bylaw, Administration will proceed with issuing public notice regarding the public hearing in the Prince Albert Daily Herald, as well as posting the public notice on the City's website and on the bulletin board at City Hall in accordance with the Public Notice Bylaw.

ATTACHMENTS:

1. Location Plan
2. Bylaw No. 20 of 2023

Written by: Ellen Pearson, Planner

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



CITY OF PRINCE ALBERT BYLAW NO. 20 OF 2023

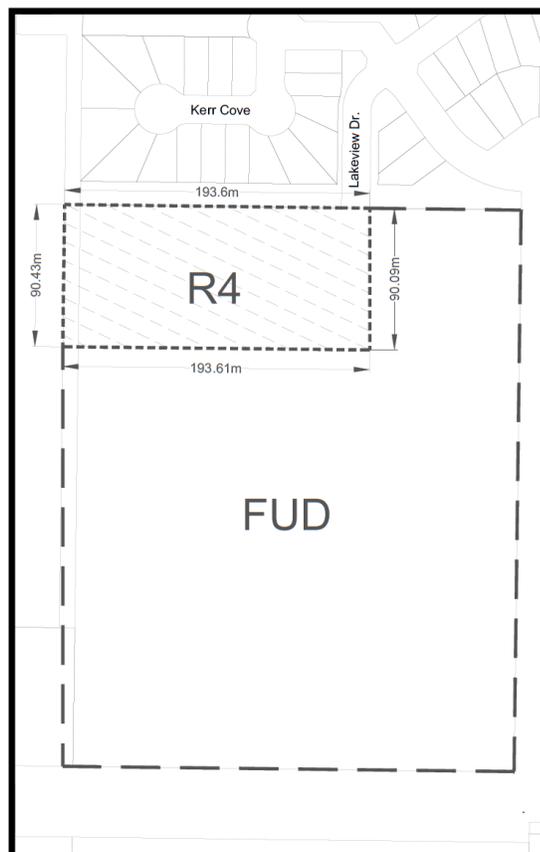
*A Bylaw of The City of Prince Albert to amend
the Zoning Bylaw, being Bylaw No. 1 of 2019*

WHEREAS it is desirable to amend the City of Prince Albert Zoning Bylaw No. 1 of 2019;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PRINCE ALBERT IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. The City of Prince Albert Zoning District Map, being “Appendix B” Zoning Map and Amendments is hereby amended as follows:

A portion of Parcel J, Plan 72PA00606, Ext 4
Prince Albert, Saskatchewan, as described below:



Shall be rezoned from FUD – Future Urban Development to R4 – High Density Residential.

2. This Bylaw shall come into force and take effect on, from and after the final passing thereof.

INTRODUCED AND READ A FIRST TIME THIS _____ DAY OF _____, A.D., 2023.

READ A SECOND TIME THIS _____ DAY OF _____, A.D., 2023.

READ A THIRD TIME AND PASSED _____ DAY OF _____, A.D., 2023.

MAYOR

CITY CLERK



RPT 23-352

TITLE: City Clerk Appointment

DATE: August 30, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Terri Mercier be appointed as City Clerk for the City of Prince Albert.

TOPIC AND PURPOSE:

The purpose of this report is to review and consider the appointment of a City Clerk following the appointment of the City Clerk to City Manager.

BACKGROUND:

On March 2, 2022 the City Clerk, Sherry Person, was appointed as Acting City Manager of The City and effective June 1, 2023 Ms Person was appointed to the City Manager for a five year term.

With the City Clerk's position vacant, Terri Mercier was appointed as Acting City Clerk.

PROPOSED APPROACH AND RATIONALE:

The City Clerk's position is one of the three (3) Officers of Council that are hired directly by City Council.

Mayor Dionne is recommending the appointment of Terri Mercier as City Clerk as she has been acting in this role full-time since March 2, 2022. Prior to that, Terri has stepped in as Acting City Clerk when required.

Terri Mercier has been employed by the City of Prince Albert since 1997. In 2014, Terri took on the role of Corporate Legislative Manager and since then, Terri has gained an extensive knowledge of legislative processes, organization and project management, all of which make her an ideal candidate as City Clerk.

CONSULTATIONS:

Mayor Dionne met with Ms. Mercier to discuss her interest in undertaking the role of City Clerk and has reviewed the matter with Management Committee.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The public report, along with the decision of City Council, will be available for review by members of the public on the City's website.

POLICY IMPLICATIONS:

Section 85 of *The Cities Act* states that every Council shall appoint a person as City Clerk and sets out a number of duties that shall be undertaken in the role.

The City's Administration Bylaw states that Council shall by resolution appoint an individual to the position of City Clerk and establishes the powers, duties and functions of the City Clerk.

FINANCIAL IMPLICATIONS:

The City Clerk's annual salary is currently \$130,273 effective August 21, 2023.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options to the recommendations, privacy implications, official community plan implementation strategies or other considerations.

STRATEGIC PLAN:

This report supports the Strategic Goal of corporate sustainability by ensuring the City recognizes that a well-functioning organization needs to be clear on the roles and functions of Administration and Council and committed to continued improvement in governance and organizations.

PUBLIC NOTICE

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

ATTACHMENTS: None.

Written by: Kiley Bear, Director of Corporate Services

Approved by: City Manager

RPT 23-344

TITLE: 2024 Executive Committee and City Council Meeting Schedule

DATE: August 25, 2023

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the 2024 Executive Committee and City Council Meeting Schedules, as attached to RPT 23-344, be approved;
2. That the July 2024 and August 2024 Executive Committee and City Council meetings be scheduled at 2:00 p.m.; and,
3. That the First Meeting of City Council following the 2024 Municipal Election be scheduled at 7:00 p.m. on Monday, November 18, 2024.

TOPIC & PURPOSE:

To approve the 2024 Executive Committee and City Council Meeting Schedules.

BACKGROUND:

The City's Procedure Bylaw No. 23 of 2021, states as follows:

"Regular Meeting

- 6.1 (1) *Regular meetings of Council shall be held each year starting on the fourth Monday of January commencing at 5:00 p.m. and on each third week thereafter, in the Council Chamber of City Hall.*
- (2) *In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meetings shall be held at the same time on the next business day.*
- (3) *Annually the Clerk shall submit a regular schedule of Council meetings to Council for approval as set out in Subsections (1) and (2), or may recommend alternate meeting dates.*

- (4) *Notwithstanding the foregoing provisions, City Council may, by resolution, dispense with or alter the time of a regular meeting of Council.”*

“Executive Committee

76. (4) *Regular meetings of the Executive Committee shall be held each year starting on the second Monday of January, commencing at 4:00 p.m. and on each third week thereafter, in the Council Chamber of City Hall.*
- (5) *In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Mayor, such meetings shall be held at the same time on the next business day.*
- (6) *Annually the Clerk shall submit a regular schedule of Executive Committee meetings to the Committee for approval as set out in Subsections (4) and (5), or may recommend alternate meeting dates.*
- (7) *Notwithstanding the foregoing provisions, Executive Committee may, by resolution, dispense with or alter the time of a regular meeting of Committee.”*

PROPOSED APPROACH AND RATIONALE:

The attached 2024 Executive Committee and City Council Meeting Calendar, in accordance with the Procedure Bylaw, is being presented for consideration along with some alternate meeting dates as a result of scheduled events or holidays, such as the following:

1. February School Break – February 19 – 23, 2024;
2. Easter School Break – April 1 – 5, 2024;
3. Saskatchewan Urban Municipalities Association Conference – April 14 – 17, 2024;
4. Federation of Canadian Municipalities Conference – June 6 – 9, 2024;
5. July and August Summer Holidays – Reduction from two (2) cycles of Executive Committee and City Council meetings to only one (1) cycle per month; and;
6. One (1) Council meeting in December to approve the proposed Budget and to accommodate the Holiday season.

Members of Council have previously adopted a Summer Meeting Schedule with meetings commencing at 2:00 p.m. for the months of July and August. Therefore, it is proposed that the same practice continue for 2024.

In the past, there was some discussion by members of Council and the public that meetings of Council should possibly be suspended between Nomination Day and Election Day. The City’s Procedure Bylaw does not currently address alternative schedules for meetings during an election period. In reviewing the Procedure Bylaw for the Cities of Saskatoon, Regina and

Moose Jaw, only Saskatoon's Bylaw speaks to: *"No Council meetings shall be held between nomination day under the Local Government Election Act and the election day for a general election, unless a special meeting is called."* At this time, it is unknown if the other Cities will adapt their 2024 meeting schedules to consider the election period.

Election day is on November 13, 2024. Based on recent amendments to the *Local Government Election Act*, the nomination period will be extended from 5 weeks to 7 weeks prior to Election day. During this period, I am suggesting that Council and Executive Committee meetings continue with the last City Council meeting prior to the Election being held on October 7th. This schedule will assist the City Clerk's Office in ensuring resources are allocated to focusing on the Election. In addition, this schedule allows for time after Nominations for members seeking re-election to focus on their campaign. The suspension of meetings during this time does not remove the ability for the Mayor to call a special meeting in the case of an emergent item that requires review and consideration.

The First Meeting of Council following the November 13, 2024 Municipal Election is proposed on November 18, 2024 at 7 p.m., to allow the attendance and accommodation for Elected Officials, dignitaries and ceremonial participants.

CONSULTATIONS:

A preliminary discussion with the Mayor regarding the meeting schedules was held.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once the Executive Committee and City Council Meeting Schedules are approved, they will be posted on the Bulletin Board in the City Hall Foyer and placed on The City's website for reference.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no options to the recommendation, official community plan, policy, financial or privacy implications.

STRATEGIC PLAN:

Engaged Government – Create an environment where residents and other stakeholders can engage with the City and know that their voices are heard.

PUBLIC NOTICE:

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

PRESENTATION: NONE

ATTACHMENTS:

1. 2024 Proposed Meeting Schedule
2. 2024 Proposed Meeting Calendar

Written by: Terri Mercier, City Clerk
Approved by: City Manager

2024 PROPOSED MEETING SCHEDULE

EXECUTIVE COMMITTEE	CITY COUNCIL
Monday, January 8, 2024	Monday, January 22, 2024
Monday, January 29, 2024	Monday, February 12, 2024
Monday, February 26, 2024	Monday, March 4, 2024
Monday, March 18, 2024	Monday, March 25, 2024
Monday, April 8, 2024	Monday, April 22, 2024
Monday, April 29, 2024	Monday, May 13, 2024
Tuesday, May 21, 2024	Monday, June 3, 2024
Monday, June 17, 2024	Monday, June 24, 2024
Monday, July 8, 2024	Monday, July 22, 2024
Tuesday, August 6, 2024	Monday, August 19, 2024
Tuesday, September 3, 2024	Monday, September 16, 2024
Monday, September 23, 2024	Monday, October 7, 2024
	Monday, November 18, 2024 - FIRST MEETING
Monday, December 2, 2024	Monday, December 16, 2024
Commencement time: 4:00 p.m. with the exception of July & August to be held at 2:00 p.m.	Commencement time: 5:00 p.m. with the exception of July & August to be held at 2:00 p.m.

January 2024

January 2024							February 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	8	9	10
21	15	16	17	18	19	20	18	19	20	21	15	16	17
28	22	23	24	25	26	27	25	26	27	28	22	23	24
	29	30	31										

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Jan 1, 24 STAT	2	3	4	5	6
7	8 EX	9	10	11	12	13
14	15	16	17	18	19	20
21	22 CC	23	24	25	26	27
28	29 EX	30	31			

February 2024

February 2024							March 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3						1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
				Feb 1	2	3	
4	5	6	7	8	9	10	
11	12 CC	13	14 Valentine's Day	15	16	17	
18	19 STAT	20	February Break				24
25	26 EX	27	28	29			

March 2024

March 2024							April 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					Mar 1	2
3	4 CC	5	6	7	8	9
10	11	12	13	14	15	16
17	18 EX	19	20	21	22	23
24	25 CC	26	27	28	29 STAT	30
31						

April 2024

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6
14	8	9	10	11	12	13
21	15	16	17	18	19	20
28	22	23	24	25	26	27
	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4
12	13	14	8	9	10	11
19	20	21	15	16	17	18
26	27	28	22	23	24	25
			29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Apr 1	2	3	4	5	6
	Easter Break					
7	8 EX	9	10	11	12	13
14	15	16	17	18	19	20
HSU MA CONVENTION Regina, SK						
21	22 CC	23	24	25	26	27
28	29 EX	30				

May 2024

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			May 1	2	3	4
5	6	7	8	9	10	11
12	13 CC	14	15	16	17	18
19	20 STAT	21 EX	22	23	24	25
26	27	28	29	30	31	

June 2024

June 2024							July 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	7	1	2	3	4	5	6
9	10	11	12	13	14	8	14	8	9	10	11	12	13
16	17	18	19	20	21	15	21	15	16	17	18	19	20
23	24	25	26	27	28	22	28	22	23	24	25	26	27
30							28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 26	27	28	29	30	31	Jun 1
2	3 CC	4	5	6	7	8
				FCM Annual Conference Calgary, Alta		
9	10	11	12	13	14	15
16	17 Ex	18	19	20	21	22
23	24 CC	25	26	27	28	29
30	Jul 1	2	3	4	5	6

July 2024

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6
14	8	9	10	11	12	13
21	15	16	17	18	19	20
28	22	23	24	25	26	27
	29	30	31			

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Jul 1 STAT	2	3	4	5	6
7	8 EX	9	10	11	12	13
14	15	16	17	18	19	20
21	22 CC	23	24	25	26	27
28	29	30	31			

August 2024

August 2024							September 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Aug 1	2	3
4	5 STAT	6 EX	7	8	9	10
11	12	13	14	15	16	17
18	19 CC	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

September 2024							October 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	6	7	1	2	3	4	5
8	9	10	11	12	13	14	13	14	8	9	10	11	12
15	16	17	18	19	20	21	20	21	15	16	17	18	19
22	23	24	25	26	27	28	27	28	22	23	24	25	26
29	30						29	30	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 1	2 STAT	3 EX	4	5	6	7
8	9	10	11	12	13	14
15	16 CC	17	18	19	20	21
22	23 EX	24	25 Nomination Day	26	27	28
29	30 STAT					

October 2024

October 2024							November 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	8	9	10	11	12	10	11	12	13	14	8	9
20	21	15	16	17	18	19	17	18	19	20	21	15	16
27	28	22	23	24	25	26	24	25	26	27	28	22	23
		29	30	31								29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 29	30	Oct 1	2	3	4	5
6	7 CC	8	9	10	11	12
13	14 STAT	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Provincial Election	29	30	31	Nov 1	2

November 2024

November 2024							December 2024							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
	3	4	5	6	7	1	2	1	2	3	4	5	6	7
10	11	12	13	14	15	8	9	8	9	10	11	12	13	14
17	18	19	20	21	22	15	16	15	16	17	18	19	20	21
24	25	26	27	28	29	22	23	22	23	24	25	26	27	28
						29	30	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 27	28	29	30	31	Nov 1	2
3	4	5	6	7	8	9
10	11 STAT	12	13 <i>Civic + School Boards Election</i>	14	15	16
17	18 CC <i>Induction Ceremony + 1st Meeting of Council</i>	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

December 2024							January 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 1	2 EX	3	4	5	6	7
8	9	10	11	12	13	14
15	16 CC	17	18	19	20	21
22	23	24	25 STAT	26 STAT	27	28
29	30	31	Jan 1, 25 STAT	2	3	4



INQ 23-9

MOTION:

Be received as information and filed.

ATTACHMENTS:

1. September 5, 2023 City Council Inquiry Responses

Written by: Sherry Person, City Manager

To: City Council
From: City Manager

September 5, 2023 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Edwards	INQ#23-15	Can we find out who owns the tree in front of the Ramada on 2nd Avenue West and have it trimmed to stop the daily collection of garbage and people hiding under the tree?	Community Services	11-Sep	The Director of Community Services: I can confirm that the tree has been pruned and cleaned up.



City of
Prince Albert

MOT 23-9

MOTION:

On behalf of the 1,800 visually impaired persons, I would request that a ramp or lift system be installed at the E.A. Rawlinson Centre to allow patrons to access the front row, and that this installation happen by November 30, 2023.

Written by: Mayor Dionne