



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

AGENDA

**MONDAY, JANUARY 30, 2023, 4:00 PM
COUNCIL CHAMBER, CITY HALL**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

4.1 January 9, 2023 Executive Committee Meeting Minutes for Approval (MIN 23-1)

5. DELEGATIONS

5.1 Transit Extended Hours Trial (RPT 23-22)

5.1.1 Public Transit Extended Hours of Service (CORR 23-8)

PowerPoint Presentation: Evan Hastings, Transportation and Traffic Manager

Verbal Presentation: Carlos Correa, International Student Advisor, Saskatchewan Polytechnic

6. CONSENT AGENDA

7. REPORTS OF ADMINISTRATION & COMMITTEES

7.1 Proposed Shopping Cart Procedure (RPT 23-15)

Verbal Presentation: Todd Olexson, Sanitation Manager

7.2 Utility Invoicing Options (RPT 22-486)

Verbal Presentation: Natara Kulcher, Utility Services Manager

7.3 Five Year Tax Relief Request - Abbeyfield Houses Society of Prince Albert Inc. (RPT 22-472)

Verbal Presentation: Briane Vance, Senior Accounting Manager

7.4 Year 2020 and 2021 Settlement Municipal Share - Housing Projects (RPT 23-12)

Verbal Presentation: Briane Vance, Senior Accounting Manager

7.5 Bylaw No. 1 of 2023 - Building Fee Bylaw (RPT 23-14)

PowerPoint Presentation: Michael Nelson, Chief Building Official

7.6 Bylaw No. 2 of 2023 – Zoning Bylaw Amendment (RPT 23-2)

Verbal Presentation: Craig Guidinger, Director of Planning and Development Services

7.7 Parcel AA Development - Métis Nation Saskatchewan (RPT 23-18)

Verbal Presentation: Craig Guidinger, Director of Planning and Development Services

7.8 Integrated Planning (RPT 22-483)

Verbal Presentation: Sherry Person, City Manager

8. UNFINISHED BUSINESS

9. ADJOURNMENT



City of
Prince Albert

MIN 23-1

MOTION:

That the Minutes for the Executive Committee Regular and Incamera Meetings held January 9, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Incamera Minutes - 1st Meeting
2. Regular Minutes
3. Incamera Minutes - 2nd Meeting



CITY OF PRINCE ALBERT

EXECUTIVE COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, JANUARY 9, 2023, 4:02 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 Ogradnick
Councillor Blake Edwards
Councillor Dawn Kilmer
Councillor Ted Zurakowski

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

1. CALL TO ORDER

Councillor Cody, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0004. **Moved by:** Mayor Dionne

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.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0005. **Moved by:** Councillor Miller

That the Minutes for the Executive Committee Public and Incamera Meetings held November 14, 2022, be taken as read and adopted.

CARRIED

5. DELEGATIONS

6. CONSENT AGENDA

6.2 2023 Subsidized Shelterbelt Program Launch (CORR 23-2)

That CORR 23-2 be received and referred to the Community Services Department.

6.5 Response to September 2022 Accounts Payable Payments Inquiries (RPT 22-478)

That RPT 22-478 be received as information and filed.

6.6 October 2022 Accounts Payable Payments (RPT 22-477)

That RPT 22-477 be received as information and filed.

6.7 November 2022 Accounts Payable Payments (RPT 22-488)

That RPT 22-488 be received as information and filed.

0006. **Moved by:** Councillor Miller

That the Consent Agenda Item Nos. 6.2, 6.5 to 6.7 be received as information and referred, as indicated.

CARRIED

6.1 Prince Albert Downtown Business Improvement District Bylaw Amendment (CORR 23-1)

0007. **Moved by:** Councillor Miller

That CORR 23-1 be received and referred to the Planning and Development Services Department for review and report.

CARRIED

6.3 Implementing a Bylaw to Require the Pre-Payment of Fuel (CORR 23-4)

0008. **Moved by:** Councillor Zurakowski

That CORR 23-4 be received and referred to Police Services to consult with affected business owners.

MOTION WITHDRAWN

0009. **Moved by:** Councillor Kilmer

That CORR 23-4 be received and referred to Police Services to consult with affected business owners and employees.

MOTION DEFEATED

6.4 2022 Property Tax Abatements and Exemptions (RPT 22-463)

0010. **Moved by:** Councillor Edwards

That RPT 22-463 be received as information and filed.

CARRIED

7. REPORTS OF ADMINISTRATION & COMMITTEES

7.1 School Zone Safety Update (RPT 22-485)

Verbal Presentation was provided by Evan Hastings, Transportation and Traffic Manager.

0011. **Moved by:** Councillor Zurakowski

That the following be forwarded to an upcoming City Council meeting for consideration:

That the recommendation for the following areas to be assigned as School Zones, including a speed reduction to 30km/hr from 8:00 a.m. to 5:00 p.m. on weekdays from September to June be approved:

1. 6th Avenue West adjacent to St. Anne's School;
2. 4th Street East adjacent to Princess Margaret Public School;
3. 15th Street West adjacent to Queen Mary Community School; and,
4. River Street East adjacent to Riverside School.

CARRIED

7.2 Hiring of Economic Development Manager (RPT 22-482)

PowerPoint Presentation was provided by Craig Guidinger, Director of Planning and Development Services.

0012. **Moved by:** Councillor Edwards

That the following be forwarded to an upcoming City Council meeting for consideration:

That the vacant Economic Development Manager position be filled, once a suitable candidate is found.

CARRIED

7.3 Action Items from City Council, Executive Committee and Budget Committee (RPT 22-474)

Verbal Presentation was provided by Terri Mercier, City Clerk.

0013. **Moved by:** Councillor Ogrodnick

That the following be forwarded to an upcoming City Council meeting for consideration:

That the Action Items be updated as indicated in the Open Items document, as attached to RPT 22-474, with the following amendment:

1. That the deadline date for Item CS7 – Motion – Councillor Ogrodnick – Historical Significance and Potential Development – La Colle Falls and Area, be extended and that a site visit be scheduled by July 1, 2023, with recommendations on next steps to be forwarded for consideration by City Council.

CARRIED

7.4 Privacy, Confidentiality and Access to Information Policies (RPT 22-480)

Verbal Presentation was provided by Terri Mercier, City Clerk.

0014. **Moved by:** Mayor Dionne

That the following be forwarded to an upcoming City Council meeting for consideration:

That the Privacy and Confidentiality Policy and Access to Information Policy, as attached to RPT 22-480, be approved.

CARRIED

8. UNFINISHED BUSINESS

9. ADJOURNMENT – 5:45 P.M.

0015. **Moved by:** Councillor Kilmer

That this Committee do now adjourn.

CARRIED

COUNCILLOR DON CODY
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 30TH DAY OF JANUARY, A.D. 2023.

TITLE: Transit Extended Hours Trial

DATE: January 23, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the following alteration of transit hours be approved on trial basis during weekdays from March 13, 2023 to March 31, 2024 pending the award of the One-Time Public Transit Grant Funding.

1. To extend the Rush Hour Service from 9:45am – 2:45pm half-hourly;
2. To reduce operating frequency from half-hourly to hourly for all routes between 6:15 – 7:15pm;
3. To extend all transit routes from 7:15pm – 10:15pm operating hourly.

TOPIC & PURPOSE:

The purpose of this report is to review and approve the proposed extension of weekday transit hours on a trial basis from March 13, 2023 to March 31, 2024.

BACKGROUND:

Public Transit usage has increased 43% in Canada since 2005. As the costs of fuel and vehicle ownership have increased more people look towards public transit as their primary source of transportation. Since 2005, The City of Prince Alberts annual transit ridership has increased from 258,000 to 399,000 which marks a 55% increase. Over this same time period, scheduled transit hours have increased from 18,732 hours to 19,116.5 hours annually. This shows that over the last 18 years the City of Prince Albert has seen a 55% increase in transit usage and a 2% increase in service hours.

The Prince Albert Transit service currently operates by the following half-hourly fixed route schedule as shown in the chart below.

	Main Routes (5)	Rush Hour Route
Sunday/Holidays	No Service	No Service
Monday-Friday	6:45am - 7:15pm	6:45am - 9:45am, 2:45pm - 6:45pm
Saturday	9:45am - 5:15pm	No Service
Total Hours Weekly	350	35

The City’s Transit System operates on a fixed route basis with a Central Transfer Station. This means to complete a trip most riders have to get onto Bus A, ride to the transfer station, get onto Bus B and complete their trip. This process can take up to 50 minutes depending on locations A and B. This is important data because although the transit system currently operates until 7:15pm, most riders need to be on the bus during the 6:15pm loop to make it to their final destination before service ends.

The extension of weekday transit hours has been a constant and consistent request from the general public. The Department of Public Works has received dozens of calls, emails and requests to extend transit hours on weekdays.

The City was approved for One-Time Public Transit Funding for a total value of \$415,038 from the Provincial and Federal Government on January 25th, 2023. Of this, \$265,000 was allocated toward a Transit extended hours trial.

PROPOSED APPROACH AND RATIONALE:

In 2017, a four-month transit trial was completed with extended weekday hours to 11:00pm. Following a review of the results of the trial, the recommendation by the Department of Public Works was to extend weekday transit hours to 10:15pm at that time. The data found during the 2017 extended hour’s trial was utilized to create a new, more efficient trial.

The proposed approach is to operate a weekday extended hour’s transit trial from March 13th, 2023 to March 31st, 2024 as shown below. This represents a 17% increase to weekday transit hours.

Routing	Existing		Recommendation	
	Main Routes (Half-Hourly)	Rush Hour (Half-Hourly)	All Routes (Half-Hourly)	All Routes (Hourly)
Monday - Friday	6:45am - 7:15pm	6:45am - 9:15am 2:45pm - 6:15pm	6:45am - 6:15pm	6:15pm - 10:15pm
Total Daily Hours	62.5	7	69	12
	69.5		81	

The recommendation proposes three notable changes to the existing transit service during the trial.

1. To extend the Rush Hour Service from 9:45am – 2:45pm half-hourly

On August 30th, 2022 the Rush Hour Route was altered to increase service along 28th Street East, 13th Street East, at Carlton High School, in Crescent Acres and in the Cornerstone Shopping District. (Attachment 1 – City of Prince Albert Transit Map).

On September 1st, 2022 Prince Albert Transit absorbed the Public High School Transit Service within the City. As a result, monthly youth passes increased from 90 monthly to 320 monthly. Many of these students are located at PACI or Carlton, each of which are located on the Rush Hour Route.

Since implementation, the Rush Hour Route has serviced thousands of transit riders each month. Thus far in January, 2023, the route has averaged 11.5 riders/loop which makes it the fourth most efficient ahead of the All Day Express and West Flat.

Due to the high utilization of the route, the proposed trial looks to extend the Rush Hour from 9:45am – 2:45pm operating half-hourly. This allows for full day service to Crescent Acres and allows quick access from Cornerstone/Saskatchewan Polytechnic to the transfer station.

It should be noted that the Rush Hour Route reduces travel time from Cornerstone to the Transfer Station by 20 minutes. This is an important function as the Cornerstone/13th Street bus stop is the most utilized in Prince Albert.

2. Extension of all transit routes from 7:15pm – 10:15pm operating hourly

The recommended trial is set to extend weekday transit operating hours to 10:15pm. Over the last decade the City of Prince Albert has grown and businesses are now open later. This has led to an increased demand to operate City Transit later in the evening. Local examples of weekday hours of operation are as follows.

- U of S Campus Classes extend until 9pm.
- Saskatchewan Polytechnic Labs and Library extend until 9pm.
- YWCA English Language classes extend until 9pm.
- Alfred Jenkins Field House open until 10pm.
- Victoria Hospital Visiting Hours open until 8pm.
- Major grocery stores are open until 10pm or later.
- Fast Food stores are open until 9pm or later.
- Many retail stores are open until 8pm or later.
- Most entertainment based businesses open until 10pm.

Transit riders have expressed that they work/study/utilize these locations and currently taxi, bike or walk because transit is not available. Extending service until 10:15pm allows citizens to accept jobs with later hours, attend community events and shop for groceries at normal business/school hours.

On August 31st, 2022 a poll was completed at the Saskatchewan Polytechnic Community Fair. The top request for transit was to extend weekday hours.

3. Reduce Operating Frequency from Half-Hourly to Hourly from 6:15pm – 7:15pm

Although, there is a large need to extend transit hours on weekdays it is noted that ridership does reduce after 6:15pm. Similar to this, the City of Brandon was consulted and confirmed that they successfully operate hourly bus service after 6pm on weekdays. In order to provide the most efficient service it is proposed that all transit routes operate hourly from 6:15 – 7:15pm rather than half-hourly.

Results of the Extended Hours Trial

A report will be completed for the August 14th, 2023 Executive Committee meeting to outline statistics collected as result of the extended hours. This report will include any increases to monthly passes and coin based revenue as well as transit ridership collected during the extended hours. At this meeting a recommendation will be brought forward for scheduled transit hours in 2024 that is based on public consultation, transit statistics and increases in revenue.

CONSULTATIONS:

The City of Brandon Transit Department was consulted in determining successful hours of transit operation. The City of Brandon has a similar transit system to Prince Albert and operates on weekdays 6am - 12am. The system successfully turns from half-hourly to hourly service from 6pm – 12am.

Saskatchewan Polytechnic Community Fair August 31, 2022. Student's top request was Monday – Friday extended Transit hours.

The City's Transit Service Contractor First Canada ULC was consulted and is able to provide service during the trial hours if approved.

This extension of hours has been a consistent request from the public and multiple organizations. The Department of Public Works has received dozens of calls, emails and requests to extend transit hours on weekdays in particular.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The Department of Public Works will work with the Department of Communications to create an advertising strategy/campaign for the trial to ensure the public is properly informed of the extension to service.

This will include publishing a media release, posting and advertising on social media, updating the City Website and posting notices on each transit bus. In addition, a posting will be made on the City's billboard at 2nd Avenue West/15th Street and City Transit brochures will be updated for public use.

FINANCIAL IMPLICATIONS:

The proposed extension of transit hours between March 13th, 2023 and March 31st, 2024 will cost a total of \$265,000. This cost will be fully funded by the One-Time Transit Funding Agreement provided by the Government of Canada and Government of Saskatchewan.

The service will create additional bus pass revenue during the trial period as more people will utilize the Transit system.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Policy or Privacy Implications. There are no Options to the Recommendation.

STRATEGIC PLAN:

This report supports the City's Strategic Plan to strive to meet the needs of City Transit users by extending hours of operation and improving functionality of the public transit service.

OFFICIAL COMMUNITY PLAN:

Increasing hours of transit service will enhance the functionality of the City's Public Transit System. Section 7.4 Public Transit supports transportation services commensurate to demand to and from major areas of employment, education, health care and shopping provided by the City's Public Transit System.

PUBLIC NOTICE:

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

PRESENTATION:

PowerPoint Presentation by Transportation and Traffic Manager, Evan Hastings.

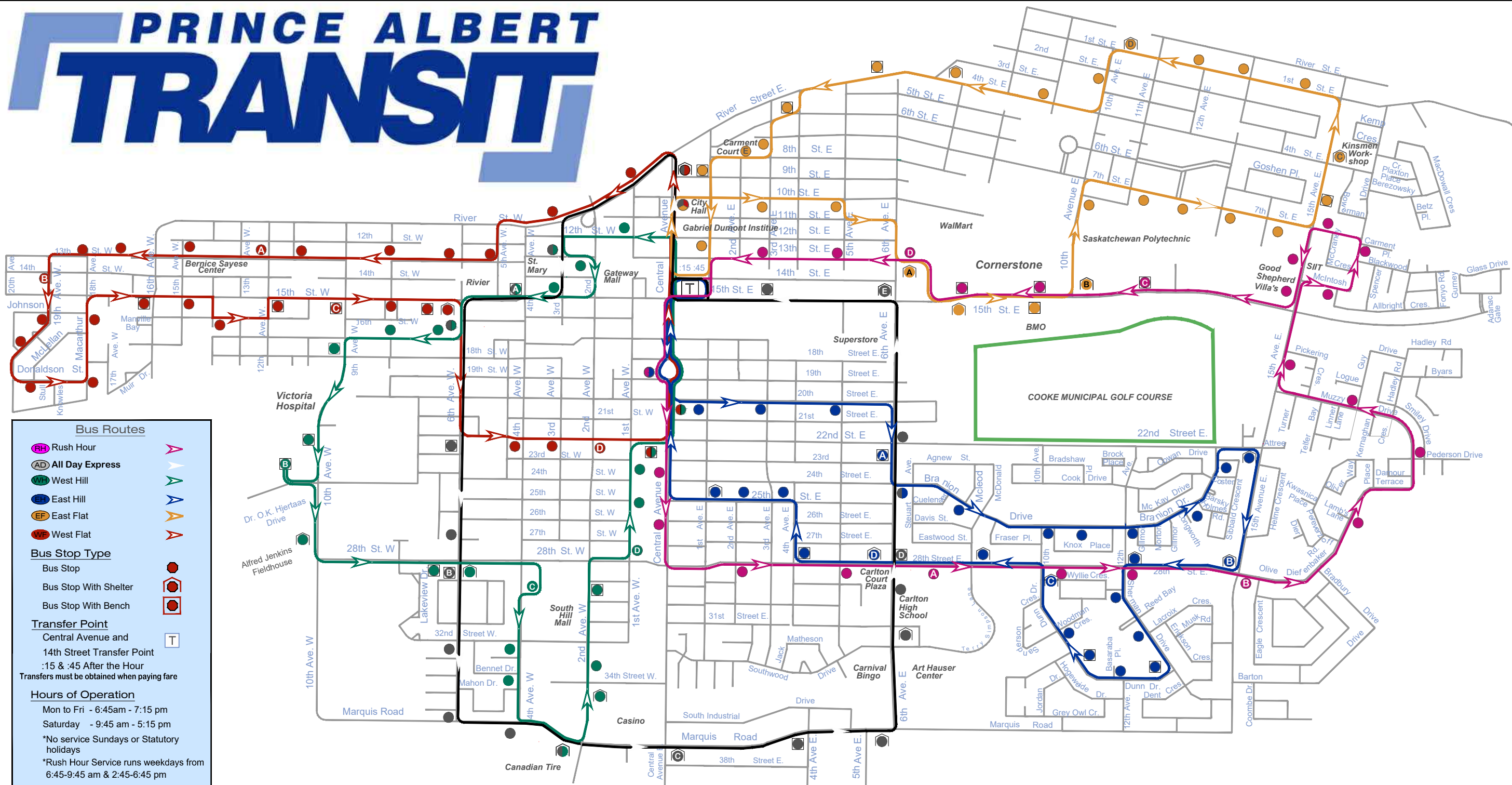
ATTACHMENTS:

1. Attachment 1 - City of Prince Albert Transit Map
2. Transit Extended Hours Trial Powerpoint

Written by: Evan Hastings, Transportation and Traffic Manager

Approved by: Director of Public Works & City Manager

PRINCE ALBERT TRANSIT



Bus Routes

- RH** Rush Hour
- AD** All Day Express
- WH** West Hill
- EH** East Hill
- EF** East Flat
- WF** West Flat

Bus Stop Type

- Bus Stop
- Bus Stop With Shelter
- Bus Stop With Bench

Transfer Point

- Central Avenue and 14th Street Transfer Point
- :15 & :45 After the Hour
- Transfers must be obtained when paying fare

Hours of Operation

- Mon to Fri - 6:45am - 7:15 pm
- Saturday - 9:45 am - 5:15 pm
- *No service Sundays or Statutory holidays
- *Rush Hour Service runs weekdays from 6:45-9:45 am & 2:45-6:45 pm

December 22, 2022

SCHEDULES	RUSH HOUR 6:45-9:45 am & 2:45-6:45 pm		ALL DAY EXPRESS		WEST HILL		EAST HILL		EAST FLAT		WEST FLAT			
	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs	Bus Stop	Departs		
T	Central Avenue & 14th Street	:15 :45	T	Central Avenue & 14th Street	:15 :45	T	Central Avenue & 14th Street	:15 :45	T	Central Avenue & 14th Street	:15 :45	T	Central Avenue & 14th Street	:15 :45
A	Carlton North	:23 :53	A	15th Street at Bishop Pascal Pl	:20 :50	A	15th Street at Bishop Pascal Pl	:20 :50	A	Cornerstone 13th Street	:19 :49	A	13th Street W at 12th Avenue	:22 :52
B	28th Street E at 15th Ave E	:28 :58	B	6th Avenue W at 28th Street	:24 :54	B	Victoria Hospital	:24 :54	B	SaskPolytech West Entrance	:25 :55	B	19th Avenue W at 14th Street	:24 :54
C	Saskatchewan Polytechnic	:35 :05	C	Marquis Road at Central Ave	:29 :59	C	South Hill Mall	:29 :59	C	Kinsmen Workshop	:28 :58	C	15th Street W & 9th Avenue	:32 :02
D	Cornerstone at 13th Street E	:39 :09	D	6th Avenue E at 28th Street	:34 :04	D	Kinsmen Water Park	:36 :06	D	1st Street E at 10th Avenue E	:31 :01	D	22nd Street at 2nd Avenue W	:37 :07
			E	15th Street E at 6th Avenue	:38 :08				E	Carment Court (230 8th St. E)	:36 :06			

CITY OF PRINCE ALBERT

Extended Transit Hours Trial

PRINCE ALBERT PUBLIC TRANSIT

DATE – January 30th, 2023

Background

TRANSIT EXTENDED HOURS TRIAL

- Extended weekday hours of service has been a consistent request from the general public.
- A four-month extended hours trial was conducted by PA Transit in 2017. Extended transit hours until 10:15pm were recommended at that time.
- The City of Prince Albert was approved for \$415,038 by the Provincial and Federal Government through the “One-Time Public Transit Funding 2022-23”.
- \$265,000 was allocated towards providing extended transit hours in 2023-24.

Transit Trial (Mar. 13, 2023 – Mar. 31, 2024)

	Existing		Recommendation	
Routing	Main Routes (Half-Hourly)	Rush Hour (Half-Hourly)	All Routes (Half-Hourly)	All Routes (Hourly)
Monday - Friday	6:45am - 7:15pm	6:45am - 9:15am 2:45pm - 6:15pm	6:45am - 6:15pm	6:15pm - 10:15pm
Total Daily Hours	62.5	7	69	12
	69.5		81	

1. Extension of the Rush Hour Service from 9:45am – 2:45pm half-hourly;
2. Extension of all transit routes from 7:15pm – 10:15pm operating hourly;
3. Reduction of operating frequency from half-hourly to hourly for all routes between 6:15 – 7:15pm.

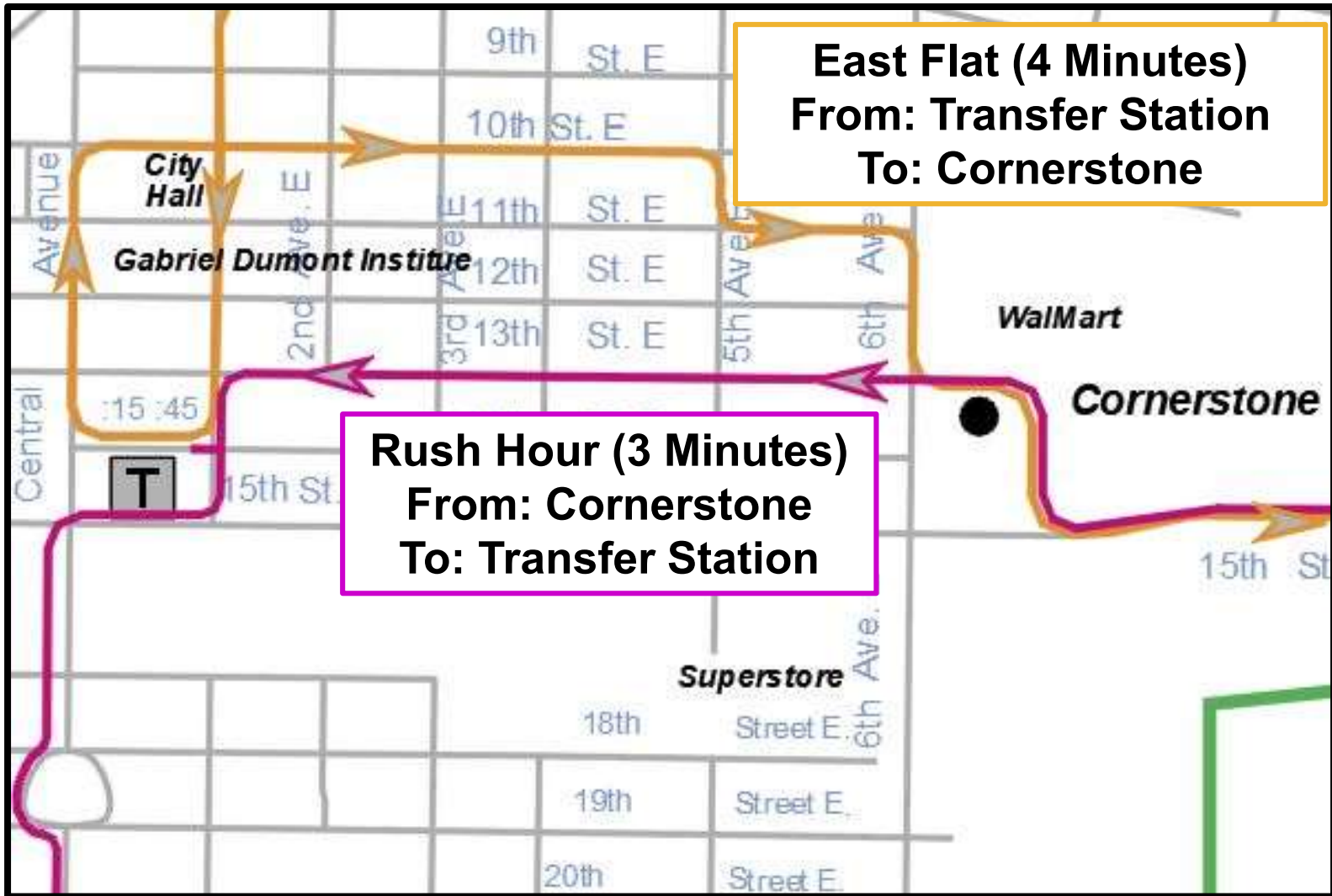
1. Rush Hour Extension 9:45am – 2:45pm

Key functions of the Rush Hour Route

1. Providing needed access to Saskatchewan Polytechnic, Carlton Comprehensive and PACI schools. (Over 360 monthly passes sold to these locations)
2. Provides Transit service to Crescent Acres, and improved service to 28th Street East and 13th Street East.
3. Reduces travel time from Cornerstone and Saskatchewan Polytechnic to the Transfer Station by up to **20 minutes**.

In January 2023 the Rush Hour Route has averaged **11.5 riders/loop**

Access to Cornerstone



2. Extension of all routes to 10:15pm Hourly

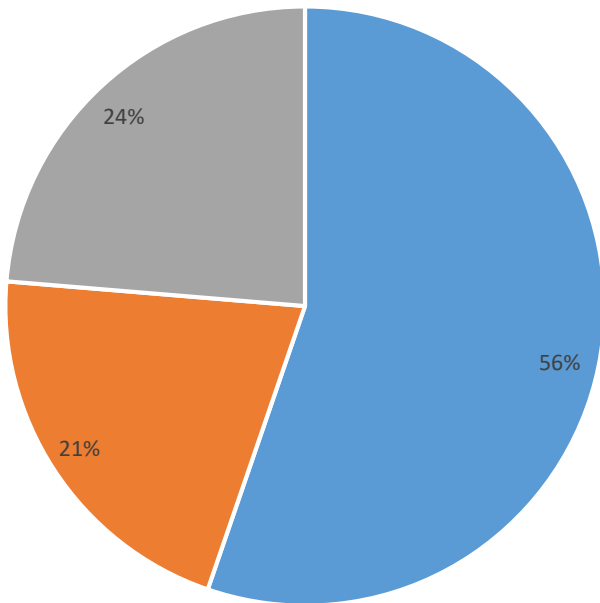
	Open Until
Major grocery stores	10pm +
Alfred Jenkins Field House	10pm
Entertainment Businesses	
Fast Food	9pm +
YWCA Language Classes	9pm
Sask Polytech Lab/Library	
U of S Classes/Labs	
Most Retail stores	8pm +
Victoria Hospital Visiting Hours	8pm

- Extension of weekday operating hours is the most common request by the public.
- Transit riders frequently express that they work/study/utilize these locations and currently must taxi, bike or walk.

- Extending service until 10:15pm allows citizens to accept jobs with later hours, attend community events and shop for groceries at normal business/school hours. The proposed extension of hours enhances economic and social growth.

2. Extension of all routes to 10:15pm Hourly

Saskatchewan Polytechnic Community Fair Transit Poll -
Aug 30, 2022



■ Weekday Extension ■ Saturday Extension ■ Sunday/Holiday Hours

- Extension of weekday operating hours is the most common request by the post-secondary students.
- YWCA English language classes extend until 9pm.
- Extended Hours Trial completed in 2017 showed an average of 7+ riders per loop.

3. Hourly Weekday Service 6:15pm – 7:15pm

- City of Brandon 1.1 million riders per year operate hourly 6pm-12am on weekdays.
- 2017 Extended Hours trial showed need for transit after 6pm but reduced usage.
- Reduction of service to hourly from 6:15pm – 7:15pm to better match demand and provide a more efficient service.
- This reduction allows for extension of weekday service from 7:15pm – 8:15pm hourly for no additional cost.

Conclusion

- The One-Time Public Transit Funding Program from the Provincial and Federal Government allows for a fully funded trial from March 13, 2023 – March 31, 2023.
- Allows the opportunity for the City to provide a highly requested trial to benefit the community.
- The trial will create additional monthly bus pass and coin based revenue for the City in 2023 and 2024.
- A report outlining all transit statistics and additional revenue collected during this trial will be brought to Executive Committee by September 11, 2023.



City of
Prince Albert

CORR 23-8

TITLE: Public Transit Extended Hours of Service

DATE: January 25, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

PRESENTATION:

Verbal Presentation by Carlos Correa, International Student Advisor, Saskatchewan Polytechnic.

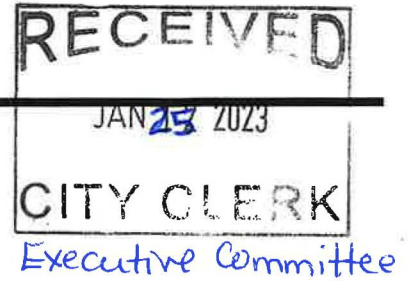
ATTACHMENTS:

1. Email dated January 24, 2023
2. PowerPoint Presentation

Written by: Carlos Correa, International Student Advisor, Saskatchewan Polytechnic

Terri Mercier

From: Correa, Carlos <correac@saskpolytech.ca>
Sent: Tuesday, January 24, 2023 2:01 PM
To: Councillor Dawn Kilmer
Cc: Terri Mercier
Subject: City Council



Some people who received this message don't often get email from correac@saskpolytech.ca. [Learn why this is important](#)

Good evening,

I'm sending this message as a request to have a few minutes to present in front of the City Council backing for an extended hour of services in the public transit. As an International Student Advisor at the Saskatchewan Polytechnic, I have been working closely with the Students Association on this topic, one that is very important for the group of newcomers that are making Prince Albert their new home.

To make a life in a new community, immigrants need job opportunities and infrastructure. Presently most of our international students are part of the workforce of different businesses in the city, but they are struggling with the shortage of the schedule of the public transit. The City of PA would benefit by improving the retention of immigrant residents, who bring new ideas, multiculturalism, population growth and benefit the local economy.

The number of international students in Canada has tripled in the last decade, and the number of visible minority people in Prince Albert reached last year the 3000's. This significant increase has been influenced by Canadian policy measures that emphasize the importance of attracting global talent to strengthen the Canadian knowledge-based economy. While the policies are focused on the admissions and retention of international students, supporting their integration as they pursue their education and transition from study to work is largely overlooked. As a result, international students' adjustment difficulties impact their integration into the academic institution and labor market. Their lower earnings after graduation compared to their Canadian born counterparts, their lower-than-expected transition rate to permanent residence, and their experience of social isolation and discrimination prevent the objective from being fully achieved.

Transportation is a major challenge in PA. Limited public transit infrastructure aggravates geographical gaps in services and possibilities of making the community the destination for the newcomer.

Besides accommodation, transit is the main issue they have, and is a recurrent complaint they have as it affects their working possibilities.

A large majority of students use the transit system to come and go from college on a daily basis. Most of the students are allowed to work from 20 to 40 hours per week and they work after school hours, so by the time they are done with their shifts they don't have access to the public transit system in PA.

Here is a list of issues that students share with us:

1. Safety concerns - having to walk home after 7p.m.
2. Health concerns - walking home after work on winter days
3. Cost of taxi services from/to work/home after service hours.
4. Low-income housing majorly located not within walking distance of high employment areas.
5. If reliability and frequency of times were to increase, so would use of transit.
6. Statistics – Not only do newcomers not have a Canadian driver's license, some come with family who also rely on transit. Example: 150 students could equate to 200 people.

This January we received more than 150 new international students, that are part of the 300 plus that we have studying from abroad at the Polytechnic right now. This information does not consider the number of students from the north or from out of province, nor the other newcomers with other visas (refugees/permanent resident, temporary worker, etc.) in the city. Some students try to carpool, but the number of vehicle owners amongst newcomers is very low.

The Prince Albert Campus has several courses that are not offered anywhere else in Saskatchewan and other provinces, therefore many students come to P.A. not just as international students, but also as domestic students from Alberta and B.C. for example.

Students are working mostly in the services area, from Cornerstone to the South Hill mall.

Suggestions:

- After 7 pm add a 1 hourly line that could navigate the most important streets of the city
- Last bus @ 11p.m. is a must due to international students working in evenings and weekends
- Sunday bus - students work in evenings and weekends and they need some options
- Partner with the Saskatchewan Polytechnic to offer bus driving opportunities to students/graduates

Immigrants across all entry categories invest in PA, they work and pay taxes, purchase good and services and reverse the population aging. Ensuring that all immigrants of working age in the city can participate of the labour force at their full potential, will help maximize economic benefits.

To achieve successful integration and to retain these international students with Canadian education and experience, the city should work with academic institutions and settlement agencies to foster their sense of belonging. A collaborative partnership is essential to create a viable infrastructure that can respond to the service needs of international students and graduates while considering their diverse identities, local community contexts and local institutional resources.

Is for all that reasons that we are reaching out to City Council to get an opportunity to advocate for our students and do a short presentation to support the project proposed by the Transportation and Traffic Manager, for the allocation of grant funding towards the improvements needed in the public transit in the city.

Looking forward to hearing from you,

Thanks!

Carlos Correa, BA
International Student Advisor
International Education
Saskatchewan Polytechnic | Prince Albert Campus | A 230 Woodland Campus
Treaty X Territory and Homeland of the Métis

P 306-765-1812

correac@saskpolytech.ca | saskpolytech.ca

P.O. Box 850 Prince Albert, SK
S6V 7S4

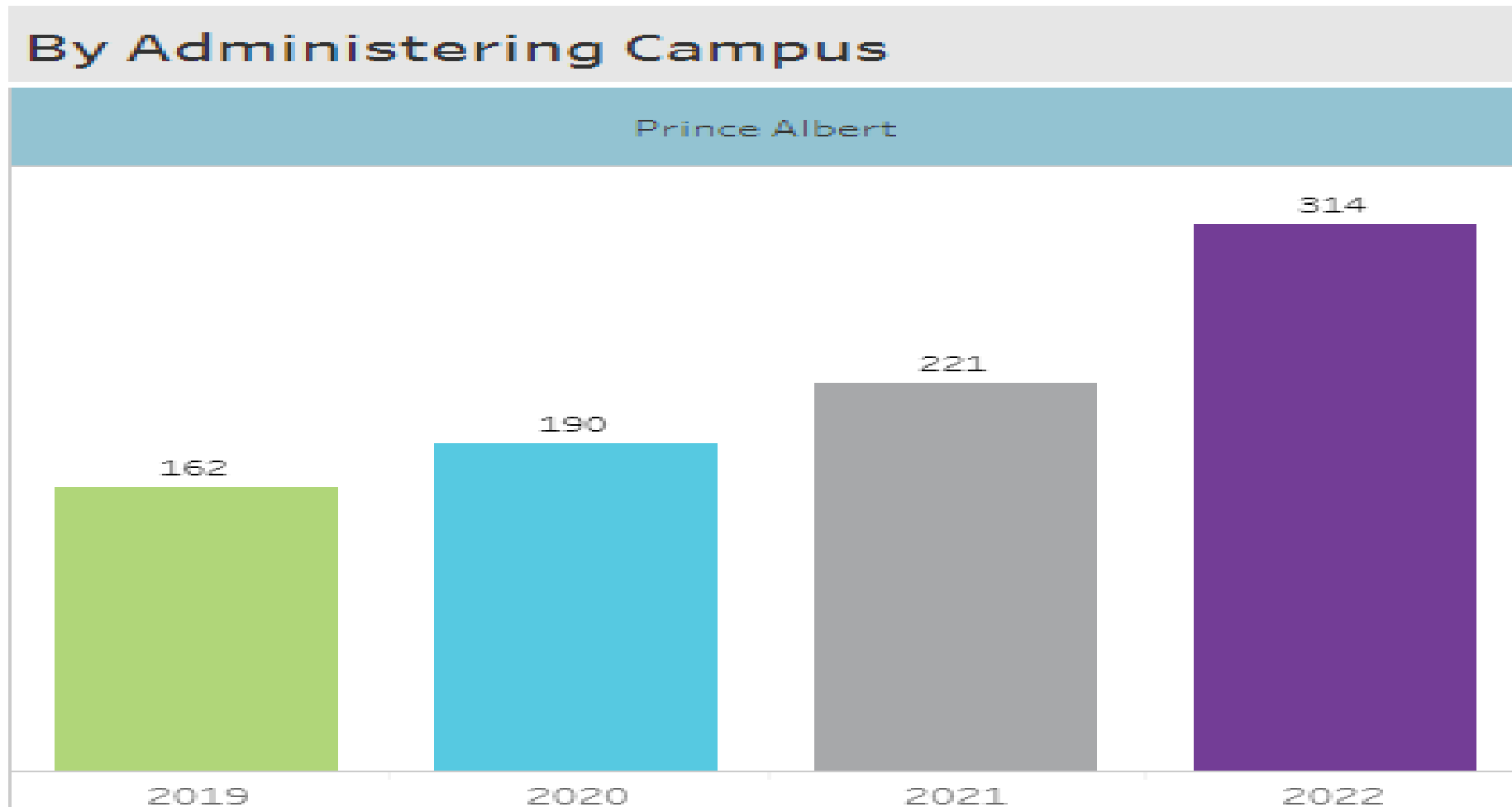


Increase in service hours of Transit – A Presentation

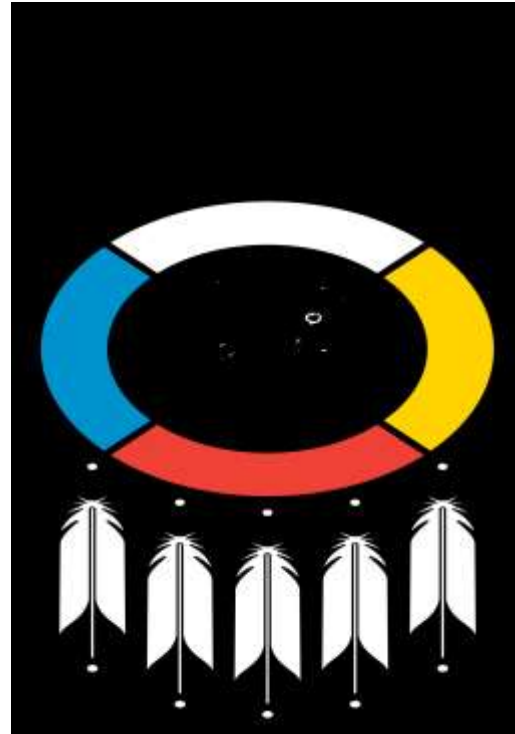


"A developed country is not a place where the poor have cars. It's where the rich use public transportation."
Gustavo Petro

No. of International students in Sask Polytech



Other Post Secondary Institutions in PA



Students add to the skilled workforce

- Most post secondary students work part time in the service industry
- Quick service restaurants, dine in restaurants are among the highest recruiters of the students
- Most work till late night, approx. till 10 or 11 pm
- Working especially during Fridays (paydays) and weekends



Loosing skilled workforce to bigger cities



Saskatchewan / Local News / Help Wanted



Help Wanted: Labour shortages gnaw at Sask. tourism, retail sectors

In May 2010, 66,000 people were working in Saskatchewan's tourism industry; in May 2022, that number had dropped by 20 per cent to 56,000.

Nick Pearce

Sep 27, 2022 • September 29, 2022 • 7 minute read • [Join the conversation](#)



P.A. – The 3rd largest city of Saskatchewan

- P.A. Has potential to grow and be in the forefront of economical growth of the province
- It needs skilled workfroce to stay back
- It should not loose out on converting student population into the workforce



The Need

- Extended hours of operations on a trial basis
- Weekend special service
- Can be part of the SDG - Sustainable development goals of the City



Thank you





RPT 23-15

TITLE: Proposed Shopping Cart Procedure

DATE: January 17, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

Recommendation:

1. That Administration be directed to implement an abandoned shopping carts procedure as described in this report.
2. The previous policy that was approved in 2006 be repealed.

TOPIC & PURPOSE:

The purpose of this report is to create a new cost-effective procedure for dealing with nuisance, abandoned shopping carts and the issues they cause. The procedure will provide the opportunity for businesses to collect the carts if they desire.

BACKGROUND:

During the September 26, 2022 City Council Meeting, Motion 22-13 was carried and requested that Administration forward a report reviewing the current Shopping Cart Policy and ensure that a process is established which is communicated to all businesses that utilize shopping carts that the city will pick up and take stray shopping carts to the landfill for pick up by then end of each month prior to disposal for consideration at an upcoming meeting.

The City of Prince Albert established a policy on abandoned shopping carts effective 2006. After this, there were some further amendments to clarify that shopping carts would only be collected if they were outside the property of the stores or shopping centers. However, the policy was not added to the Policy and Procedure Manual that was developed in 2007 and was not included in the policy system after this date. There is no record of why this policy was not included.

The initial policy identified that shopping carts found by city crews off the properties of the retailer are considered abandoned property and set out the following process for dealing with them:

- Carts would be collected at the direction of the Director of Public Works or designate
- Collected carts would be taken to the Municipal Service Center to be stored
- After collecting two or more carts from the same retailer, the city will notify the retailer (by letter), that several of their carts are being stored
- Retailers will be charged a \$10.00 fee per cart
- Carts not retrieved within one month will be sold for scrap metal

In recent years, there has been an increase in the number of missing carts noted by some retailers and increased comments and concerns about abandoned carts throughout the city.

PROPOSED APPROACH AND RATIONALE:

The 2006 policy was written at a time when there were fewer abandoned carts found. The policy appears to have been made to address these abandoned carts and try to encourage stores to manage their shopping carts by charging a nominal fee. However, if this process were implemented today, it would be time consuming and costly for the city as it would involve:

- Collecting the carts at Municipal Service Center, after emptying them of garbage at the landfill as required.
- Tracking the number of carts received.
- Sending multiple letters at various times of the year once two or more carts were collected.
- Tracking when the letters were sent.
- Invoicing and collecting money from the retailers.
- Loading and hauling the carts to the landfill to be recycled if they are not picked up.

At present, there are an increasing number of carts that are being collected, many of which are in poor condition and are often found full of garbage. Because of this, we propose to implement a procedure that simplifies the process and provides a cost-effective solution going forward.

Recommended Procedure

- Abandoned shopping carts found by city crews (off business or shopping center property) will be collected at the discretion of the Director of Public Works or designate.

- Carts collected will be placed in a designated area adjacent to the metal recycling pile at the Prince Albert Landfill.
- Retailers will be required to collect any carts by the first business day of each month.
- A notice will be sent to applicable retailers annually to inform them of the process and opportunity to collect their shopping carts.
- The notice will ask each retailer to confirm who will be collecting carts (e.g. a business or certain staff).
- After the collection date abandoned carts would be added to the metal recycling pile as there is limited space around the metal pile.

This procedure is recommended as it greatly simplifies the process, and places the responsibility for collecting the carts from the landfill on the retailer. As the process is simplified, the Administration is not recommending charging a small fee as this adds to the complexity of the process.

CONSULTATIONS:

The recommended procedure (as described above) has been discussed with store management from applicable retailers. The retailers contacted include:

- | | |
|-------------------------|----------------------|
| • Canadian Tire | • Save On Foods |
| • Giant Tiger | • Shoppers Drug Mart |
| • Harold's Family Foods | • Super Store |
| • Lake Country Co-op | • Valu Lots |
| • Peavey Mart | • Walmart |
| • Safeway | |

All retailers were supportive of the recommended procedure described in this report.

In addition, one local company that collects carts for several of the business was identified consulted. They also support the recommended procedure and preferred the carts being located at the landfill.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

A letter outlining the procedure will be sent to the applicable retailers annually. The letter will outline the approved procedure and provided contact information if there are questions or information requests.

POLICY IMPLICATIONS:

The existing policy that has not been in use for some time and would be repealed.

FINANCIAL IMPLICATIONS:

The recommended procedure is believed to be the most cost-effective solution for the City as it minimizes the administrative burden and will not change the costs from current levels.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Privacy Implications or Official Community Plan considerations

STRATEGIC PLAN:

The recommendation supports the Strategic Priority of Delivering Professional Governance and the areas of focus of Engaged Government. This was done by consulting with appropriate retailers and businesses in advance of implementing a new procedure to gather feedback and discuss any issues.

OPTIONS TO RECOMMENDATION:

Implement the existing Policy.

Advantages:

- The policy has been approved previously so no additional approval would be required.

Disadvantages:

- Would increase costs and resource requirements above existing levels.
- The cost would not be expected to be covered by the fees charged.
- Is not preferred by the Administration, retailers or businesses.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Todd Olexson, Sanitation Manager

Written by: Todd Olexson, Sanitation Manager

Approved by: Director of Public Works & City Manager



TITLE: Utility Invoicing Options

DATE: January 10, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the default for new water accounts to receive their utility invoices is e-billing with the option to select paper invoices if requested; and,
2. That all new e-billing customers be entered into a draw to win one of two (2) \$50.00 credits on their next utility invoice; and
3. That the new sign up contest run for a period of three (3) months.

TOPIC & PURPOSE:

To increase the number of people currently receiving their utility invoice by email.

BACKGROUND:

City Council Resolution No. 0488 dated December 13, 2021:

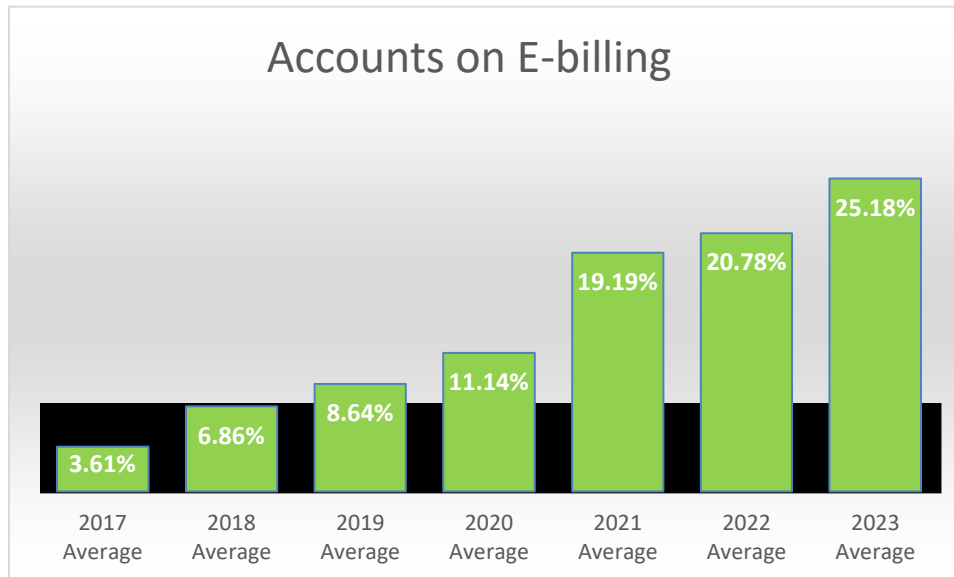
“That Administration provide a report on options for the following:

- a. To invoice for paper invoicing*
- b. To provide incentives for receiving invoices by email”*

E-billing was introduced for water invoices in January of 2017.

Currently 25% of utility customers receive their utility invoice by email. The 2022 average sign up per month was 51 accounts. In 2021 the average was 30 accounts per month.

We have been seeing continual growth in accounts that are signing up for e-billing



PROPOSED APPROACH AND RATIONALE:

By setting the default for new connections to be e-billing, there could be approximately 100 new sign ups per month. Analysis completed by the Canadian Electricity Association estimates that *“By establishing e-bills as the default for new customers, utilities will be able to gain approximately 95% new customer enrollment for paperless.”*

For our customers that don’t use email or don’t have access, they will still have the opportunity to receive paper invoices by request.

We should also see an uptake in people moving away from paper invoicing and switching over to e-billing by offering draws and through advertising.

E-billing is an effective way to receive your utility invoice. E-bills are received quicker by the customer as compared to paper invoices which can take days before it’s delivered to the mailbox and possibly days after that if the mail box is not checked daily. The customers currently receiving e-bills have more time to pay on account of the shorter delivery time.

By offering two (2) chances to win a \$50 credit for three (3) months, it is believed more people will be willing to switch over to e-billing. The credit of \$50 on the next invoice is approximately half of the average residential water invoice. The average residential monthly invoice is \$96.81.

Running the contest over multiple months will also give customers extra time to sign up.

CONSULTATIONS:

We reached out to other municipalities in Saskatchewan. Below are the responses we received:

	Charge for Paper Invoice	Incentive
Saskatoon	no	no
Regina	no	no
Moose Jaw	doesn't offer E-billing	
Warman	no	draws
Yorkton	no	no
Martinsville	no	no
North Battleford	no	no
Weyburn	no	draws
Humboldt	no	no

Warman sends out forms twice per year for signup and has offered a draw for four (4) chances to win a \$25 credit on the account. Weyburn offered a draw for a chance to win a \$100 credit on the account.

Currently no other Saskatchewan utility company charges for paper invoicing.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Every new customer that applies for water is currently offered the option to be set up on e-billing.

If we were to offer the draws, this would be communicated on the back pages of the utility invoices or by separate insert so that the existing residents on paper invoicing are being notified. We would also work with communications to advertise on social media and on the City's webpage.

Winners of the contest would be notified by email.

The contest will begin once approved.

FINANCIAL IMPLICATIONS:

The current cost per invoice for printing and mailing is \$1.12. Annual savings for each account on e-billing is \$13.44. E-send costs the City \$2,247.60 per year for up to 250,000 emails sent.

Running the contest as recommended will cost \$300. We would only need to have 23 accounts that are currently on paper invoicing to switch and remain on e-billing to break even on the cost of the contest.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no Official Community Plan, Policy Implications or Privacy Implications.

STRATEGIC PLAN:

The Strategic Priority is Delivering Professional Governance through technology advancement.

OPTIONS TO RECOMMENDATION:

- 1) Continue offering e-billing to new customers and advertising on the City's website. This is not recommended because it is not encouraging existing customers to switch over from paper to e-billing.

- 2) Offer a different incentive to encourage customers to switch over. People have different preferences and what may be an incentive to one person may not be considered an incentive to another. A monetary incentive such as a credit on the water bill would be the most enticing option.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Natara Kulcher, Utility Services Manager

ATTACHMENTS:

None

Written by: Natara Kulcher, Utility Services Manager

Approved by: Director of Financial Services & City Manager



RPT 22-472

TITLE: Five Year Tax Relief Request - Abbeyfield Houses Society of Prince Albert Inc.

DATE: December 7, 2022

TO: Executive Committee

PUBLIC: X **INCAMERA:**

RECOMMENDATION:

That the following recommendations be forwarded to City Council for approval:

1. That a seventy five percent (75%) Tax Exemption Agreement with Abbeyfield Houses Society of Prince Albert Inc. for a five (5) year term be approved for the years 2023 to 2027 inclusive, including municipal taxes and levies, except local improvements.
2. That a seventy five percent (75%) tax exemption of public and separate school taxes be approved subject to receiving correspondence from the Saskatchewan Ministry of Government Relations, if required, and the Prince Albert Catholic Separate School Division.
3. That the Mayor and City Clerk be authorize to execute the Five (5) Year Exemption Agreement on behalf of the City, once prepared.

TOPIC AND PURPOSE:

To obtain approval for Administration to proceed with preparing a Five (5) Year Tax Exemption Agreement for Abbeyfield Houses Society of Prince Albert Inc. (herein after referred to as "Abbeyfield") making them 75% exempt.

BACKGROUND:

This is the first time Abbeyfield has requested an exemption agreement for the property located at 190 26th Street East. On September 14, 2022, Abbeyfield submitted the required information according to the Policy & Procedure for Application for Tax Relief No. 51 for consideration.

PROPOSED APPROACH AND RATIONALE:

The Financial Services Department has received and reviewed the information from Abbeyfield regarding a new Taxation Exemption Agreement. The review determined that the property

owner is currently able to remain self-funded, however, the property owner identified that the additional cost of the property taxes would impact the function of their organization and may not be able to continue providing low rent for seniors in the community.

Abbeyfield Background

Abbeyfield opened its wheelchair accessible senior housing operation in 2001, offering low rent and subsidies to low income seniors. The goal of Abbeyfield is to provide safe, affordable housing to seniors who are still able to live on their own or who may be struggling from isolation and loneliness but may find it challenging to prepare healthy meals and struggle physically to maintain a home.

Abbeyfield is operated by a Board of Directors, who also volunteer their time to keep Abbeyfield running smoothly. They hire a full time house cook, and a casual cleaner, but the members of their Board are the administration of the house, provide any maintenance, and plan entertainment, provide transportation and coordinate any other events that bring joy to their residents. As their Board is aging, they are finding it difficult to manage the home and all that comes with it, without having to hire outside help. Their building is requiring some expenses in the near future to maintain operational, such as an elevator upgrade.

With the rising cost of living, and utilities and groceries being their primary expenses, Abbeyfield is seeking an exemption agreement to help offset some of the costs to their operation. By decreasing their annual tax amounts, they are able to keep the rent low and still provide the same great level of service to their residents.

Rationale for 75% Exemption

Financial Services has determined that providing Abbeyfield with a 75% exemption would place the amount of their property taxes in line with their Saskatoon location, which paid \$9,569 in property taxes in 2022. In addition, the 75% exemption still requires Abbeyfield to pay part of their property tax levy to the City, while also keeping some equality as there are no other Care Homes that receive an exemption. Approving this exemption agreement may pose a risk of having other Care Homes applying for exemptions as well, however, Abbeyfield is the only property classified in the City as a Care Home that is also a non-profit and registered charity. The first requirement under the City's Policy 51 is for the entity to be a not-for-profit, therefore, Abbeyfield is currently the only Care Home that qualifies for an exemption under this policy. For a full assessment of the criteria under Policy 51, see attachment "Abbeyfield Application Check List."

CONSULTATIONS:

The Senior Accounting Manager met with representatives from Abbeyfield to discuss their application.

The Chief Clerk of Taxation and Senior Accounting Manager have reviewed the request to ensure it is in compliance with the Policy & Procedures Application for Tax Relief No. 51. The Director of Financial Services has reviewed and ensured the findings were correct and proper criteria was met.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Upon approval, the Senior Accounting Manager will provide letters to the school divisions to request approval for the school tax portions. After all approvals, Abbeyfield will receive a letter with notification of the approval. At that time, there will be arrangements made for the completion of signing the agreement.

POLICY IMPLICATIONS:

The recommendation follows the City's Policy and Procedure for Applications for Tax Relief No. 51. In addition, entering into a 5 year agreement is compliant with Section 262 of the Cities Act.

FINANCIAL IMPLICATIONS:

The estimated property taxes for this property are \$22,245.55, based on the 2022 bylaws. If they were awarded a 75% exemption, that would decrease their taxes to an estimated amount of \$5,561.39.

This would be an estimated annual loss of \$16,684.16 in revenue that would not be collected through the property tax levy. Both the public and separate school portions are included in all of these estimated amounts. The City's portion of this loss would be an estimated \$9,787.49.

All Care Homes currently receive an annual abatement on their property taxes for the difference between Residential and Commercial rates. If the exemption agreement is approved, Abbeyfield would no longer qualify for this abatement. In 2022 their abatement amount was \$793.63 for the municipal portion, and \$495.91 for the school portion.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy implications or Official Community Plan.

STRATEGIC PLAN:

This recommendation supports the strategic goal of Building a Robust Economy. This exemption allows for an equitable tax structure to promote community growth as it is supporting a not-for-profit organization in their endeavor to continue to provide safe, quality care and assistance to seniors in the community while offering low or subsidized housing.

OPTIONS TO RECOMMENDATION:

Other options Council may consider are:

1. Approve an exemption at some other rate (ex. 50%, 100%, etc.).
 - a. An exemption rate at 75% was chosen due to the tax status of the other Saskatchewan Abbeyfield location (non-exempt), and the fact that this rate will bring Abbeyfield Prince Albert's tax bill to an amount more in line with the other Saskatchewan Abbeyfield location.
 - b. Based on the 2022 bylaws, an exemption of 50% would amount to approximately

- \$11,285 in forgone property taxes (City portion of \$7,070). A 100% exemption would result in approximately \$22,246 in foregone property taxes (City portion of \$13,816).
2. Approve an annual abatement to provide some property tax relief for 2023 only.
 - a. This option was not selected as the criteria under Policy 51 has been met which allows for an exemption as opposed to an abatement.
 3. Approve for a term less than five years.
 - a. Past practice of providing tax relief under Policy 51 has resulted in granting 5 year exemption terms. This time period was chosen to remain consistent.
 4. Not approve an exemption agreement and not provide any other form of tax relief.
 - a. This option is not being recommended as Abbeyfield has met all criteria under Policy 51 in order to receive an exemption.

PUBLIC NOTICE

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

PRESENTATION: Verbal presentation by Senior Accounting Manager.

ATTACHMENTS:

1. Abbeyfield Tax Exemption Letter
2. Abbeyfield Application Check List
3. Policy No. 51

Written by: Briane Vance, Senior Accounting Manager

Approved by: Director of Financial Services & City Manager

City of Prince Albert attention Briane Vance

City Hall, 1084 Central Avenue

Prince Albert, Sk.

S6V 7P3

Abbeyfield Houses Society of Prince Albert

190-26th St. East

Prince Albert, SK.

S6V 1Z7

September 14, 2022

Dear Briane,

Thankyou very much for meeting with representatives of our Board of Directors yesterday. We appreciated the information about the policy relating to non-profit organizations and taxes.

I am providing information that you asked for in your email to me to help Council in discussing Abbeyfield.

I have included documentation about our status as a charitable non-profit corporation, our affiliation with Abbeyfield Canada, and through them with Abbeyfield International, our governance structure and our staffing and volunteers. Abbeyfield Canada has a website that provides information about our 19 homes in Canada. We are classed as independent seniors' living.

I have included our bylaws and our board report for 2021. You already have financial statement back to 2019. Our July 2022 financial statement shows that we are just barely turning the corner back to operating without a loss suffered during the Covid pandemic. I also noted what Saskatoon paid in municipal taxes in 2021, \$9,280. They have a capacity of 10, we have a capacity for 11 singles in bed-sitting suites and 2 couples in 1- bedroom suites. Our suites are large with full bathrooms. The building is fully handicap accessible.

I have also provided a history of Abbeyfield's development in Prince Albert back in 1995 and our opening in August of 2001.

We take applications from anywhere. Elderly people from other parts of Saskatchewan or even other provinces may need to come to Prince Albert to be near supportive families. We do prioritize Prince Albert residents and the majority are from here.

Abbeyfield hires a full-time house cook /coordinator and relief casual cooks. We provide meals 7 days a week. We have a casual cleaner for our common areas and a casual maintenance man who works as needed. We have a casual bookkeeper, also a board member, and a casual part-time recreation director. Our volunteer board is a working board and we manage the administration of the house and do some minor maintenance. We do not have a paid manager for administrative tasks. I have included a list of our volunteer board. Our full-time person does not live in as was the case in the past. We have a resident who is capable and will provide assistance to residents at night in exchange for reduced rent. We are not a licensed personal care home and cannot provide any care. Homecare comes in when needed to assist residents, sometimes as often as twice a day.

Volunteers come in from the community to provide entertainment, provide some transportation to concerts, organize teas and do other tasks to enrich our home. In the past when we still had a mortgage, they also ran bingos, raffles and worked with the board and other community organizations on fund-raising events. Our board is aging and we no longer do major fund-raising, once our mortgage was paid off in 2012. Managing the home keeps our board occupied and we can't ask any more of them.

Two of our board volunteers have received national awards, both from Abbeyfield Canada and the Queen's 50th Jubilee medal.

Our Molly Cowie Community room provides space for seniors' events at no cost, as well as for residents, families and board events. It was developed with New Horizons funding and memorial donations. Before Seniors' Advocacy purchased their own building, they were doing their presentations in our community room for several years.

Recent events have caused hardship to our organization. Specifically, the Covid pandemic and recent inflation. We have maintained 100% occupancy since we opened in 2001 until Covid caused people on our waiting list to decide they did not want to move into a communal living facility with protection measures during Covid. And Covid is not gone yet. As a result, we operated with 3 vacancies for some months resulting in a deficit in 2021. We are non-profit so keep our rental rates as low as we can to meet our needs. We provide society subsidies for very low- income people. We currently subsidize a couple and have recently subsidized up to 3 people at once. If we continue needing to increase rates anywhere from 4 to 6%, we will have more people needing subsidy and we will not be able to take these people. We do not want this situation. Having raised our rents in 2022, we do not want a further increase in 2023

Our building is aging and we have expenses in maintaining the building. We had a recent boiler upgrade and currently we anticipate needing an elevator upgrade which will be very costly. We don't have a quote as yet.

Our taxes have increased substantially in recent years and we would appreciate an abatement to assist us to keep our rents low despite current financial stressors. We need to keep reserves at a level that allows us to handle unforeseen situations without undue stress.

I hope we have provided comprehensive information for you to consider in providing us with some tax relief as we go forward providing a valuable service to our community.

Sincerely,

A handwritten signature in cursive script that reads "S. Gent".

Sylvia Gent, President

Abbeyfield Houses Society of Prince Albert Inc.

Tax Relief Application Check List

Name of Applicant: **Abbeyfield Houses Society of Prince Albert Inc.**
Civic Address / Roll No: **190 26th Street E - 201013961**

The organization provided the following information that was requested:

Question	Response	Comments
Was the application received on time? When was it received?	Yes	Received on September 14, 2022
Is it registered as Non Profit? Did they provide proof?	Yes	Yes it is non-profit, copy of corporate registry on file. Abbeyfield is also a registered charity.
Is the Applicant receiving funding elsewhere in the City at the same time?	No	Note: Care Home Abatement would no longer be available if tax exemption application approved.
Did the Applicant provide current audited financial statements?	Yes	Noted a \$36,000 loss for 2021. Main expenses are food/groceries, chef services, and utilities
Did the Applicant provide the most recent budget?	Yes	
Were copies of any document received by a level of government that authorizes the operations? (ex: approvals, licenses, certificates)	n/a	
Do they have objectives of enhancing the health, safety or welfare of the citizens of Prince Albert? What is their demographic or current client base?	Yes	They provide low rent and subsidies to low income seniors who may find it difficult to prepare meals and maintain household chores, or may experience isolation and loneliness. They provide a sense of security, community, companionship and support to seniors who seek a home setting. See additional notes for further commentary.
Is the property owned and occupied by the organization?	Yes	They own and occupy their space, which accommodates for 11 single and 2 couple living quarters.
How is the organization governed? (ex: Board structure, employees, volunteers)		Board of Directors. Volunteers provide entertainment, transportation, events, etc. Board Members are bookkeepers and perform minor maintenance. One resident provides assistance for cheaper rent.
Any additional helpful information		Abbeyfield Saskatoon houses 10 residents and is not exempt. Abbeyfield Prince Albert is not a licensed personal care home and cannot provide any care. They also hire a full time house cook/coordinator, and relief casual cooks.

Additional Notes/Comments:

While Abbeyfield's facility serves only a portion of the Prince Albert community (i.e. seniors), the benefit they provide reaches further than the individuals they house. They are also providing a benefit to those family members who now know that their aging parent/sibling/friend, etc. are being taken care of in a safe environment. Further, Administration also reviewed guidance provided by Canada Revenue Agency in Policy CPS-024, which provides details they consider relevant for determining what constitutes a "sufficient segment" of the community when looking at an organization's charitable status. In this policy, they list general "rules" to be considered in conjunction with one another. These "rules" include:

1. Certain classes of persons eligible to benefit are generally acceptable at law:
 - a. Those who need the particular service – for example, seniors who need affordable housing.
2. Whether or not their purpose is linked to the "sufficient segment" they serve.
 - o Abbeyfield's purpose is directly linked to the group they serve – i.e. seniors.
3. Cannot confer a private benefit – i.e. a private benefit will be found when the beneficiary of the organization's service is defined solely by some personal connection.
 - o This is not the case with Abbeyfield as they do not require personal connections to apply for housing
4. Cannot restrict their services in a way that will offend the public benefit test.
 - o While their services are limited to seniors, the restriction is relevant to achieving their goals as an organization. This does not offend the public benefit test.
5. Although the number of beneficiaries is important and should not be negligible, the mere fact that only a limited number of persons are able to avail themselves of a benefit will not necessarily offend the public benefit test.
 - o The fact that Abbeyfield has capacity for 11 single individuals and 2 couples, and not the entire community of Prince Albert, does not automatically prevent them from serving a sufficient segment of the community.

Based on these factors, it's been determined that Abbeyfield serves a sufficient segment of the Community and meets the criteria under Policy 51. Further, Administration confirmed that Abbeyfield is a registered charity with Canada Revenue Agency, meaning they also concluded that a sufficient segment is served by this organization.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
Subject:	Policy & Procedure for Applications for Tax Relief	Policy Effective:	October 24, 2011
Council Resolution # and Date:	Council Resolution No. 0803 of October 24, 2011	Page:	1 of 5
		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

1. POLICY

- 1.01 That any organization that applies to the City for property tax relief based on the social benefit that the organization provides, will submit its request pursuant to this policy.
- 1.02 This policy does not apply to requests for tax refunds due to the discovery of incorrect assessment or tax data or calculations (obvious errors).

2. PURPOSE

- 2.01 The purpose of this policy is to establish a consistent procedure for administration to utilize to prepare material for Council in instances where organizations apply to the City for property tax relief.
- 2.02 The purpose of this policy is to standardize:
 1. The submission deadline for applications;
 2. The information that accompanies every application to the City for tax relief;
 3. The guiding principles that City Council gives consideration to when evaluating applications;
 4. A list of general issues that Council gives consideration to in its evaluation of applications; and
 5. A list of industries that Council will review as it gives consideration to each application to ensure it is aware of any potential conflicts that could arise from providing the requested tax relief.

City of Prince Albert Statement of POLICY and PROCEDURE			
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		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

3. SCOPE

- 3.01 This Policy applies to any organization that owns taxable property within the City of Prince Albert and requests tax relief based on the social benefit that the organization provides.

4. RESPONSIBILITY

- 4.01 Council is responsible for making the final decision regarding the abatement or exemption of taxes under the authority of Sections 244, 262, and 263 of The Cities Act.
- 4.02 The Cities Act (Section 101(1)(h)) authorizes Council to provide tax relief in certain instances, and this is an authority that Council can't delegate to administration; all requests for tax relief must be forwarded to Council for its decision.
- 4.03 The Director of Financial Services is responsible for ensuring all requests are in compliance with this policy before information is forwarded to City Council for its decision.

5. DEFINITIONS

- 5.01 Tax Abatement – The cancellation, reduction, refund of taxes as defined in Section 244 of The Cities Act.
- 5.02 Tax Exemption – The exemption from taxation in whole or in part as defined in Sections 262 and 263 of The Cities Act.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
Subject:	Policy & Procedure for Applications for Tax Relief	Policy Effective:	October 24, 2011
Council Resolution # and Date:	Council Resolution No. 0803 of October 24, 2011	Page:	3 of 5
		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

6. REFERENCES & RELATED STATEMENTS OF POLICY & PROCEDURE

6.01 The particular Sections of the Cities Act that a request for tax relief must be processed under are:

- 244 – Cancellation, reduction, refund or deferral of taxes, or
- 262 – Exemptions from taxation
- 263 – Exempt property and other taxing authorities
- 101(1)(h) – Council’s Authority

7. PROCEDURE

7.01 Application Deadlines

Applications for tax relief under this guideline with all supporting documentation must be made prior to **October 15th** of the year prior to the first year for which an application is being made. Any application received or perfected after the stated deadline will not be considered until the next cycle of applications. It is the responsibility of the applying organization to ensure they are aware of and meet the stated deadline.

The report accompanying the recommendation will interpret the data supplied as it relates to the guideline to assist Council in making its legislatively required determinations.

7.02 Corporate Status

The applicant must provide Proof of non-profit corporate status or an acceptable equivalent status.

7.03 Financial Statements

The applicant must provide the most current audited or reviewed financial statement.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
Subject:	Policy & Procedure for Applications for Tax Relief	Policy Effective:	October 24, 2011
Council Resolution # and Date:	Council Resolution No. 0803 of October 24, 2011	Page:	4 of 5
		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

7.04 Budget

The applicant must provide the most recent budget for the organization.

7.05 Approvals, Licences & Certificates

The applicant must provide copies of any document provided by a level of government that authorizes the operations of the applicant.

7.06 General Information

The applicant must provide a summary of the organization including:

1. How the organization is governed (i.e. Board structure and composition, as well as the use of employees and volunteers)
2. The objectives of the organization
3. Relevant statistics illustrating the benefits to the community as a result of the activities of the organization with emphasis on groups benefiting directly or indirectly.
4. "Tiered" benevolent organizations should provide data on how all levels of their organization inter-relate and contribute to the objectives of the organization.
5. Where appropriate, provide a breakdown of salaries and benefits between administrative, professional and operational/client staff.
6. Relative statistics including a description of client catchment area and demographics of the current client base.
7. A summary of the restrictions on who may avail themselves of the use of the services of the organization.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Financial Services	Policy No.	51
Section:	Assessment & Taxation	Issued:	December 18, 2006
Subject:	Policy & Procedure for Applications for Tax Relief	Policy Effective:	October 24, 2011
Council Resolution # and Date:	Council Resolution No. 0803 of October 24, 2011	Page:	5 of 5
		Replaces:	Council Res. 0767
Issued by:	Brian Moore, City Assessor	Dated:	December 18, 2006
Approved by:	Joe Day, Director of Financial Services	Procedure Amendment:	

7.07 At a minimum any applicant seeking an exemption would be required to:

1. Be registered as a non-profit corporation or acceptable equivalent.
2. Have objectives of enhancing the health, safety, or welfare of the citizens of Prince Albert. A linkage to the provision of support to youth, the physically or emotionally challenged or other groups identified as deserving by council must be clear in the documentation.
3. Be applying for tax relief for a property that is owned, occupied and utilized by the applying organization for the purpose of meeting the objectives of the organization or the applicant meets all other criteria and occupies property owned by an organization normally exempt under the legislation.

RPT 23-12

TITLE: Year 2020 and 2021 Settlement Municipal Share - Housing Projects

DATE: January 16, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATIONS:

That the following recommendations be forwarded to City Council for approval:

1. That the 2020 and 2021 Settlement Municipal Share for Housing Projects of the Prince Albert Housing Authority in the amount of \$44,598.72 and \$59,761.37 be funded in Year 2022 as follows:

2020 Operating Losses	\$44,598.72
2021 Operating Losses	\$59,761.37
Total Operating Losses	\$104,360.09
Less 2022 Budget	(\$14,990.00)
Less 2021 Unspent Budget – Fiscal Stabilization	(\$14,990.00)
Remainder to be Funded from Housing Reserve	\$74,380.09

2. That the amount of \$74,380.09 be funded in Year 2022 from the Housing Reserve for the unbudgeted 2021 and 2020 operating losses for the Prince Albert Housing Authority.
3. That the amount of \$14,990 be funded by the unspent 2021 Budget which will be funded from Fiscal Stabilization in Year 2022.

TOPIC & PURPOSE:

To provide the information provided by the Executive Director, Saskatchewan Housing Corporation, for consideration by City Council regarding the City's share of the operating losses for the Prince Albert Housing Authority for the Years 2020 and 2021.

To forward to City Council approval for the funding for the City's share of the operating losses of \$44,598.72 for Year 2020 and \$59,761.37 for Year 2022, for a total cost of \$104,360.09.

BACKGROUND:

Correspondence from the Executive Director of the Saskatchewan Housing Corporation dated October 17, 2022, regarding the 2021 Settlement Municipal Share – Housing Projects was included on the November 14, 2022 Executive Committee Meeting.

Executive Committee considered the correspondence illustrating that the City's share of the operating loss for 2020 and 2021 for the Prince Albert Housing Authority totaled \$104,360.09.

The motion approved at the November 14th Executive Committee meeting was as follows:

2021 Settlement Municipal Share – Housing Projects (CORR 22-114)

“That CORR 22-114 be received and referred to the Financial Services Department to request a response from Saskatchewan Housing Corporation to the following questions:

- 1. In the years 2020 and 2021, what were the house sales and The City's share of house sales;*
- 2. Can we get a vacancy report and are any of those vacancies boarded up properties. If so, can we get a report on the status in the future; and,*
- 3. Do they have an active plan on how to address vacancies and if there are any hurdles such as the Saskatchewan Income Support Program”.*

Prince Albert Housing Authority

Research with City Administration provided the following information.

The Prince Albert Housing Authority is overseen by a volunteer board of directors on behalf of the Saskatchewan Housing Corporation. The City has a contractual obligation for 5% of the annual operating losses for specific properties owned by the Prince Albert Housing Authority and operated by Saskatchewan Housing Corporation.

The Saskatchewan Housing Authority historically has submitted a letter to the City Clerk's office on an annual basis indicating the City's contractual obligations from the prior year. Based on a review of correspondence by the City Clerk's office and Financial Services, the last letter received was dated October 20, 2020 indicating that the City's contraction obligation for 2019 losses was \$14,986.72.

Attached is the correspondence dated October 20, 2020 from the Saskatchewan Housing Corporation illustrating the 2019 losses. That amount was paid by the City in December of 2020.

PROPOSED APPROACH AND RATIONALE:

Attached to this Report is the response dated December 20, 2022 provided by the Executive Director of the Saskatchewan Housing Corporation.

The Saskatchewan Housing Corporation has provided the following information for Council's consideration:

In the years 2020 and 2021, what were the house sales and The City's share of house sales.

Response: No housing authority properties were sold in Prince Albert in 2020 and 2021.

Can we get a vacancy report and are any of those vacancies boarded up properties. If so, can we get a report on the status in the future; and,

Response: The vacancy report in relation to the housing authority portfolio for 2021 is attached as Appendix A to their December 20, 2022 correspondence. It should be noted that the number of vacancies in relation to boarded up properties was not provided. Appendix A to the correspondence notes there were major repairs in 2021 which impacted vacancies.

Do they have an active plan on how to address vacancies and if there are any hurdles such as the Saskatchewan Income Support Program.

Response: The actions taken by the Prince Albert Housing Authority to address vacancy rates is identified in their December 20, 2022 correspondence.

Attached as "Appendix B" to the December 20, 2022 Saskatchewan Housing Authority correspondence is the detailed information regarding 2020 and 2021 operations in relation to municipal settlement share owing for the City's share of operating losses.

CONSULTATIONS:

This report attaches the response provided by the Executive Director of the Saskatchewan Housing Authority in relation to the motion approved at the November 14, 2022 Executive Committee meeting.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The decision of City Council will be communicated back to the Executive Director of the Saskatchewan Housing Authority in relation to the operating losses of the Prince Albert Housing Authority.

The approved payment for the City's share of the operating losses will be processed by Finance Administration.

FINANCIAL IMPLICATIONS:

The City's contraction obligation for 2019 losses was \$14,986.72, which was paid in December 2020.

There was no correspondence provided in Year 2021, regarding the 2020 losses of the Prince Albert Housing Authority. The City had a budget of \$14,990 for 2021 that was not paid. That amount was part of the 2021 Yearend and flowed to Fiscal Stabilization at the end of the year as part of the surplus.

Correspondence dated October 17, 2022 was forwarded to Executive Committee in relation to the operating losses as follows:

2020 Operating Losses	\$44,598.72
2021 Operating Losses	\$59,761.37
Total Operating Losses	\$104,360.09

The 2022 Budget for payment of the City's losses is \$14,990.

The unspent 2021 Budget for payment of the City's losses was \$14,990.

This report is recommending that the unbudgeted amount in excess of \$29,980 be funded from the Housing Reserve.

The Housing Reserve was established in 2010 as the Affordable Housing Reserve but was renamed the Housing Reserve in 2018 as per the Housing Reserve Policy. The reserve is to be funded by an amount equal to \$42,850 from municipal taxation as approved by City Council during budget deliberations and an amount equal to approximately 4% of funds raised from the sale of City developed residential lands. For the last several years due to fiscal challenges, an amount has not been transferred to the Reserve.

The Housing Reserve had an audited surplus balance of (\$666,892) ending December 31, 2021, as per the Audited Financial Statements.

The Housing Reserve has a healthy surplus balance and can fund the remaining outstanding balance owing by the City for the operating losses of Years 2020 and 2021 of the Prince Albert Housing Authority.

The amount to be funded from the Housing Reserve would be \$74,380.09 as follows:

2020 Operating Losses	\$44,598.72
2021 Operating Losses	\$59,761.37
Total Operating Losses	\$104,360.09
Less 2022 Budget	(\$14,990.00)
Less 2021 Unspent Budget – Fiscal Stabilization	(\$14,990.00)
Remainder to be Funded from Housing Reserve	\$74,380.09

As well, the amount of \$14,990 will be funded by the unspent 2021 Budget which will be funded from Fiscal Stabilization in Year 2022.

2023 Budget

The Prince Albert Housing Authority provided an updated estimate of 2022 operating losses that the City of Prince Albert will be responsible for and will be paid for in 2023. The amount is \$52,920 and is the basis for the 2023 Budget. The operating losses for 2022 is identified in the attached correspondence dated October 17, 2022 from the Saskatchewan Housing Corporation.

As part of the 2023 Budget Deliberations, Council has approved the total grant and donation of \$52,920 to be funded from the Housing Reserve for 2023.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, privacy and official community plan implications.

STRATEGIC PLAN:

Delivering Professional Governance – Organizational Effectiveness – Implement long-term budget planning to create predictability in decision making. Administration will reach out to the Prince Albert Housing Authority in relation to annual losses for the budgeting process.

OPTIONS TO RECOMMENDATION:

Council may choose to fund the operating losses in excess of the 2022 budgeted amount of \$89,370.09 from Fiscal Stabilization Fund. That is not being recommended as the Housing Reserve has a healthy surplus balance.

PUBLIC NOTICE:

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

PRESENTATION: Presentation by Senior Accounting Manager**ATTACHMENTS:**

1. Correspondence dated December 20, 2022 from the Saskatchewan Housing Corporation in response to Executive Committee motion.
2. Correspondence dated October 17, 2022 from the Saskatchewan Housing Corporation regarding 2021 and 2020 Settlement Municipal Share – Housing Projects.
3. Correspondence dated October 20, 2020 from the Saskatchewan Housing Corporation regarding 2019 Settlement Municipal Share – Housing Projects.

Written by: Briane Vance, Senior Accounting Manager

Approved by: Director of Financial Services and City Manager

December 20, 2022

Ramona Fauchoux, PCP
Director of Financial Services
City of Prince Albert
1084 Central Avenue
Prince Albert, SK
S6V 7P3

Dear Ramona Fauchoux:

I am responding to your recent letter dated November 29, 2022, which requested further information to the questions outlined within your letter as follows:

1. In the years 2020 and 2021, what were the house sales and The City's share of house sales; no housing authority properties were sold in Prince Albert in 2020 and 2021.
2. Vacancy report in relation to the housing authority portfolio for 2021; please see attached appendix A.
3. Actions taken to address vacancy rates:
 - Saskatchewan Housing Corporation has amended its Social Housing Program to address vacancies:
 - For seniors, the age limit decreased from 60 to 55 and the asset limit increased from \$250,000 to \$300,000. The Seniors Housing Program also expanded to all communities.
 - Income and asset eligibility limits were waived for applicants with disabilities who require a fully accessible unit.
 - For households who choose to share a unit, income and asset eligibility is calculated per applicant instead of as a unit. (e.g., groupings of two or three singles, two couples, or one couple and one or two singles who choose to share a unit)
 - Maximum Unit Rent calculations were updated to reflect market rates while covering operating costs. The update resulted in a decline in Maximum Unit Rents in all communities.

- Saskatchewan Housing Corporation regularly identifies buildings that are underused and seeks out partnership opportunities with community-based organizations. These organizations fill the units with their clients and provide them with needed supports. Saskatchewan Housing Corporation seeks partnership opportunities by:
 - advertising new opportunities bi-annually in the spring and fall through calls for expressions of interest; and
 - supporting housing authorities in creating partnerships with community organizations.
4. Detail information regarding 2020 and 2021 operations in relation to municipal settlement share; please see attached appendix B.

If you would like more information or have any questions, please contact Cindy Lay at 306-933-8451.

Sincerely,



Roger Parenteau
Executive Director, Housing Operations

Enclosure(s): Appendix A and Appendix B

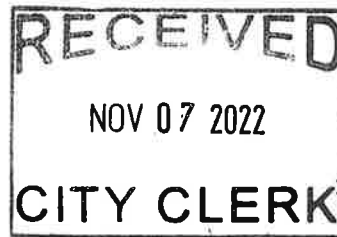
cc: Cindy Lay

Appendix A

Prince Albert Housing Portfolio		
Month/ Year	Senior Vacancy Rate	Family Vacancy Rate
Jan. 2021	11%	6%
Feb. 2021	12%	5%
Mar. 2021	14%	7%
Apr. 2021	16%	8%
May. 2021	14%	7%
June.2021	13%	6%
July. 2021	15%	5%
Aug. 2021	15%	7%
Sept. 2021	15%	7%
Oct. 2021	16%	6%
Nov. 2021	16%	6%
Dec. 2021	10%	4%
<p><i>Note: During 2021 some units were targeted for major repair (Village Green and Meadow Green) which impacted vacancy; work is underway to bring units back online.</i></p>		

Prince Albert Housing Authority

Income Statement	2020	2020 Municipal Settlement Share	2021	2021 Municipal Settlement Share
Revenue	(3,657,738.00)		(3,573,377.00)	
Other Income	(279,642.00)	(13,982.10)	(279,139.00)	(13,956.95)
Rent	(3,378,096.00)	(168,904.80)	(3,294,238.00)	(164,711.90)
Operating Expenditures	3,989,536.00		3,994,334.00	
Administration	406,829.00	20,341.45	385,914.00	19,295.70
Maintenance	840,485.00	42,024.25	839,661.00	41,983.05
Operating costs	1,279,194.00	63,959.70	1,289,602.00	64,480.10
Taxes	745,283.00	37,264.15	773,181.00	38,659.05
Utilities	717,745.00	35,887.25	705,976.00	35,298.80
Modernization and Improvement	649,221.00		863,315.00	
Modernization and Improvement	649,221.00	32,461.05	863,315.00	43,165.75
Total Deficit/(Surplus)	981,019.00	49,050.95	1,284,272.00	64,213.60
Less: Interest Differential		4,452.23		4,452.23
Total Municipal Settlement		44,598.72		59,761.37
Total 2020 & 2021 Municipal Settlement:				104,360.09



11th Floor, 1920 Broad Street
Regina, Canada S4P 3V6
1-800-667-7567 (Toll Free)
306-798-3110 (Fax)

EXECUTIVE COMMITTEE

October 17, 2022

Clerk
City of Prince Albert
1084 Central Avenue
PRINCE ALBERT SK S6V 7P3

Re: 2021 Settlement Municipal Share - Housing Projects

Based on the financial operations of the Prince Albert Housing Authority, the City's share of the operating loss for 2021 is \$104,360.09. This amount includes a loss balance of \$44,598.76 from the 2020 settlement that was not paid.

A schedule providing details of the 2021 municipal share is enclosed for your reference. Please provide a cheque for the amount owing to Saskatchewan Housing Corporation at 11th Floor, 1920 Broad Street, Regina, SK S4P 3V6.

We are also providing you with the estimated 2022 municipal settlement for your budget planning. Please note this estimate is based on the housing authority's 2022 budget and is subject to change based on the year end actuals. The final amount will be invoiced in 2023. If you have any questions, please contact the Prince Albert Housing Authority at (306) 953-7420.

Sincerely,

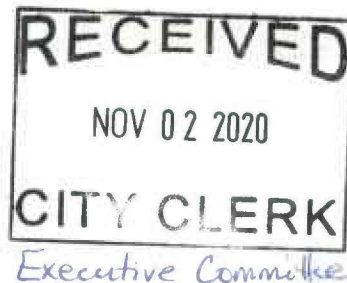
Roger Parenteau
Executive Director

cc: Manager, Prince Albert Housing Authority
Carol Seaberly, Director, Housing Authority Operations, SHC

2021 ACTUAL

2022 ESTIMATE

PROJECT TYPE	DIVISION NUMBER	BUSINESS UNIT DESCRIPTION	BUSINESS UNIT	BUSINESS	NET INCOME/(LOSS) PER HOUSING AUTHORITY FINANCIAL STATEMENT	MUNIC SHARE H.A. INCOME/(LOSS)	TOTAL INVOICE (PAYMENT)	BUDGETED NET INCOME/(LOSS) PER HOUSING AUTHORITY FINANCIAL STATEMENT	MUNIC SHARE H.A. INCOME/(LOSS)	ESTIMATED 2022 INVOICE
SPH - SENIORS	70 11	1301	Mitchell & Molstad Place	1284	(286,154.14)	(14,307.71)		(84,254.00)	(4,712.70)	
SPH - SENIORS	70 11	1303	Sherman Carment Northcote	1285	(794,998.09)	(39,749.90)		(641,794.00)	(32,086.70)	
SPH - SENIORS	70 11	1304	Chester Court	1286	(53,117.65)	(2,655.88)		(134,565.00)	(6,728.25)	
SPH - FAMILY	70 11	2507	Providence Place	1287	(6,785.93)	(439.30)		(23,524.00)	(1,176.20)	
SPH - FAMILY	71 11	3172	8th Street and 15th Ave	1381	(3,376.82)	(168.84)		(8,954.00)	(447.70)	
SPH - FAMILY	71 11	3173	Single family scattered	1382	(4,486.61)	(224.33)		(37,583.00)	(1,875.15)	
SPH - FAMILY	71 11	3177	Carlton/Blackwood 17th/Muir	1383	(98,870.61)	(4,943.53)		(146,268.00)	(7,313.40)	
SPH - FAMILY	71 11	3178	Bryant Place	1384	(3,370.41)	(168.52)		(3,784.00)	(189.20)	
PHD NON-PROFIT	75 11	6851	Village Green	1566	(134,262.85)	0.00		(110,740.00)	0.00	
PHD NON-PROFIT	75 11	6852	Meadow Green	1569	24,470.97	0.00		762.00	0.00	
PHD NON-PROFIT	75 11	6853	Bryant Place	1570	(11,973.66)	0.00		6,639.00	0.00	
PHD NON-PROFIT	75 11	6949	12th St West	1571	(9,142.57)	0.00		(421,026.00)	0.00	
PHD NON-PROFIT	75 11	6950	Providence Place	1572	2,193.77	0.00		(8,730.00)	0.00	
PHD NON-PROFIT	75 11	6952	Marquis Place	1573	(16,326.75)	0.00		(102,849.00)	0.00	
LIMITED DIVIDEND - MARQUIS PLACE	75 11	6953	Cedar Estates	1574	41,911.19	0.00		(185,235.00)	0.00	
SECTION 56.1 - 93 COMM (WESTFLATS)	87 11	9301	Providence/17th St	1954	981.09	49.55		(22,239.00)	(1,111.95)	
HOMES NOW - 9TH STREET APT	87 11	0002	Homes Now 411 9th	1987	(22,203.65)	(1,110.18)		(19,492.00)	(974.60)	
HOMES NOW - DUPLEXES	91 11	0003	Homes Now 16th & 3rd	1988	(9,698.41)	(484.92)		(747.15)		
NEW AFFORDABLE RENTALS			Prince Albert New Aff. Ren I	2073	(18,202.72)	0.00		15,901.00	0.00	
PRINCE ALBERT NEW FAMILY			Prince Albert New Family	2089	(1,413.24)	0.00		57,500.00	0.00	
VVC			840 5th St E, Prince Albert	2151	57,500.00	0.00		51,500.00	0.00	
VVC			840 6th St East, Prince Albert	2147	51,500.00	0.00				
LESS: Interest Differential						4,452.23	44,586.76		4,452.23	
2020 Balance										
					(1,300,017.09)	(59,761.33)	104,360.09	(1,870,226.00)	(52,917.77)	52,917.77
TOTAL INVOICE							104,360.09			52,917.77



October 20, 2020

Clerk
City of Prince Albert
1084 Central Avenue
PRINCE ALBERT SK S6V 7P3

**Recommended
Disposition:**

Refer to
Financial
Services

Re: 2019 Settlement Municipal Share - Housing Projects

Based on the financial operations of the Prince Albert Housing Authority, the City's share of the operating loss for 2019 is \$14,986.72.

A schedule providing details of the municipal share is enclosed for your reference. Please make your cheque payable to Saskatchewan Housing Corporation and forward to the above address.

If you have any questions, please contact the Prince Albert Housing Authority at (306) 953-7420.

Yours truly,

A handwritten signature in blue ink, appearing to read "Dianne Baird".

Dianne Baird
Executive Director

cc: Manager, Prince Albert Housing Authority
Fred G. Payton, Chairperson, Prince Albert Housing Authority
Roger Parenteau, Director, Housing Authorities and Northern Services, SHC

SCHEDULE OF MUNICIPAL SHARE
 CITY OF PRINCE ALBERT
 2019 HOUSING AUTHORITY OPERATIONS
 FILE: PRINCEALBERT

PROJECT TYPE	DIVISION NUMBER	BUSINESS UNIT	NET INCOME/(LOSS)		MUNIC SHARE H.A. INCOME/ (LOSS)	TOTAL INVOICE (PAYMENT)
			PER HOUSING AUTHORITY FINANCIAL STATEMENT			
SPH - SENIORS	70 11	1301	1284	(49,072.69)	(2,453.63)	
SPH - SENIORS	70 11	1303	1285	(24,391.39)	(1,219.57)	
SPH - SENIORS	70 11	1304	1286	(7,991.09)	(399.55)	
SPH - SENIORS	70 11	2507	1287	(8,829.40)	(441.47)	
SPH - FAMILY	71 11	3770	1390	0.00	0.00	
SPH - FAMILY	71 11	3772	1391	(54,225.76)	(2,711.29)	
SPH - FAMILY	71 11	3773	1392	(4,029.00)	(201.45)	
SPH - FAMILY	71 11	3777	1393	(125,828.21)	(6,291.31)	
SPH - FAMILY	71 11	3778	1394	(45,125.89)	(2,256.29)	
PHD NON-PROFIT	75 11	6851	1568	(6,048.07)	0.00	
PHD NON-PROFIT	75 11	6852	1569	44,925.81	0.00	
PHD NON-PROFIT	75 11	6853	1570	28,588.91	0.00	
PHD NON-PROFIT	75 11	6949	1571	(500.74)	0.00	
PHD NON-PROFIT	75 11	6950	1572	(1,748.21)	0.00	
LIMITED DIVIDEND - MARQUIS PLACE	75 11	6952	1573	(19,471.07)	0.00	
LIMITED DIVIDEND - CEDAR PLACE	75 11	6953	1574	(83,989.42)	0.00	
SECTION 56.1 - 88 COMM	87 11	8814	1953	0.00	0.00	
SECTION 56.1 - 93 COMM (WESTFLATS)	87 11	9301	1954	(16,902.47)	(845.12)	
HOMES NOW - 9TH STREET APT	91 11	0002	1987	(19,351.47)	(967.57)	
HOMES NOW - DUPLEXES	91 11	0003	1988	(35,032.50)	(1,751.63)	
NEW AFFORDABLE RENTALS			2073	(2,308.20)	0.00	
PRINCE ALBERT NEW FAMILY			2089	32,702.52	0.00	
VVC			2151	66,096.65	0.00	
VVC			2147	64,279.67	0.00	
LESS: Interest Differential					4,552.18	
				(268,248.02)	(14,986.72)	14,986.72
TOTAL INVOICE						14,986.72



RPT 23-14

TITLE: Bylaw No. 1 of 2023 - Building Fee Bylaw

DATE: January 17, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Bylaw No. 1 of 2023 receive 3 readings.

TOPIC & PURPOSE:

The purpose of this report is to approve Bylaw No. 1 of 2023, the Building Fee Bylaw, to establish new fees related to the issuance of building permits, demolition permits and inspection services.

BACKGROUND:

On February 15, 2022, City Council approved Bylaw No. 1 of 2022 to amend the Building Bylaw and Bylaw No. 2 of 2022 to establish the Building Fee Bylaw.

City Council Resolution No. 0068 dated February 15, 2022:

That Bylaw No. 1 of 2022 be read a third time and passed; and, that Bylaw No. 1 of 2022 be now adopted, sealed and signed by the Mayor and City Clerk.

City Council Resolution No. 0072 dated February 15, 2022:

That Bylaw No. 2 of 2022 be read a third time and passed; and that Bylaw No. 2 of 2022 be now adopted, sealed and signed by the Mayor and City Clerk.

PROPOSED APPROACH AND RATIONALE:

The adoption of the amendment to the Building Bylaw (Bylaw No. 1 of 2022) resulted in the building permit fees being established in a separate Building Fee Bylaw (Bylaw No. 2 of 2022), however, no increases to fees occurred at that time. The current fees have been in effect since early 2018, at which time, the rates for residential and commercial construction were increased. The last increase to deck permit fees and the minimum permit fee occurred in 2016.

With no fee increases occurring within the last five years, Administration has completed a review of the current Building Fee Bylaw and recommends the following changes:

1. Increase the minimum permit fee from \$75.00 to \$100.00

The City of Prince Albert's current minimum building permit fee of \$75.00 is among the lowest in the province throughout the municipalities, with only Melfort, Swift Current, and Weyburn having lower minimum fees. Increasing the minimum permit fee to \$100.00 will bring the City of Prince Albert equal with the City's of Regina, Moose Jaw, Estevan and Warman, while remaining lower than the minimum building permit fee of the City of Saskatoon.

2. Increase the permit fee for a deck from \$100.00 to \$125.00

The last increase of permit fees for a deck occurred in 2016, when the fee was increased from \$50.00 to \$100.00. Deck additions that are unenclosed, uncovered, are less than two feet from ground level and less than 592 sq.ft. in area will continue to not require a building permit and are not subject to permit fees.

3. Increase the permit fee for a secondary suite or a full basement development from \$200.00 to \$225.00

Permit fees for secondary suites and basement developments last increased from \$100.00 to \$200.00 in 2018.

4. Increase the rates at which residential 1 and 2 unit dwellings are calculated by \$0.05 per item as follows:

	Slab on grade & Grade Beam Foundations	Concrete & Pressure Treated Foundations	Main Floor	Upper Levels	Attached Garages & Accessory Buildings
Current Rate	\$0.15 / sq ft	\$0.25 / sq ft	\$0.70 / sq ft	\$0.50 / sq ft	\$0.25 / sq ft
Proposed Rate	\$0.20 / sq ft	\$0.30 / sq ft	\$0.75 / sq ft	\$0.55 / sq ft	\$0.30 / sq ft

Residential building permit rates were last increased in 2018, with item increases ranging from \$0.05 to \$0.15. Administration compared residential permit rates amongst other municipalities throughout the province and found that the City of Prince Albert's rates consistently resulted in lower residential building permit fees. While different methods are used throughout municipalities to calculate fees, comparisons using the proposed new rates still resulted in lower permit fees compared to fees calculated based on the current rates and methods of the City's of Saskatoon, Regina and Moose Jaw.

- Increase the rate for all other permits from \$6.50 per \$1,000.00 of construction value to \$7.00 per \$1,000.00 of construction value effective immediately once Bylaw No. 1 of 2023 comes into effect, with an additional increase to \$7.50 per \$1,000.00 of construction value effective January 1st, 2024.

	Prince Albert	Moose Jaw	Regina	Saskatoon
Current Rate	\$6.50 / \$1,000 Construction Value	\$6.00 / \$1,000 Construction Value	\$8.00 / \$1,000 Construction Value	\$10.50 / \$1,000 Construction Value

When comparing the four largest cities in the province, the current building permit rate is the second lowest, higher only than the rates charged by the City of Moose Jaw. After no rate increases over the previous 5 years, Administration is recommending a minimal phased increase to this rate, which would generate more building permit revenue while still keeping a comparably low building permit rate among the four largest cities in the province. Two proposed \$0.50 increases that would occur over the course of the next 12 months rather than a \$1.00 increase will allow for an adjustment period for builders and developers, reducing the potential financial impact to projects planned for the next two years using the current building permit fees.

- Change the administrative fee kept in the event a permit is cancelled by written request within 90 days of issuance from \$75.00 to \$100.00.

This change is meant to correspond with the minimum permit fee increase from \$75.00 to \$100.00. In the event a permit is cancelled by written request within 90 days of issuance, all fees will be refunded, less a \$100.00 administrative fee. This administrative fee is kept to cover time spent by Administration during the plan review and permitting process.

- Add an additional fee for work commencing prior to the issuance of a required building permit in the amount equal to 100% of the permit fee or \$10,000.00, whichever is less.

The City of Prince Albert is one of the few municipalities where the penalty for commencing work without a permit is less than 100% of the permit fee. Presently, those who commence work without a building permit would receive an order from a Building Inspector to obtain a permit, which would result in a \$250.00 additional fee added to the building permit fee. The addition of this section will have no impact on those who comply with the Building Bylaw and obtain proper permits when required.

CONSULTATIONS:

Administration consulted with various municipalities across the province to compare how each municipality establish and calculate their respective fees.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Administration will update the City website, brochures, applications and permits as required.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

Throughout the review of the Building Fee Bylaw, Administration focused on keeping the necessary fee increases minimal in the effort of maintaining an environment that encourages Economic Growth.

OFFICIAL COMMUNITY PLAN:

Periodical fee increases are necessary, however, it is important that increases in fees are balanced with maintaining a development friendly environment. When reviewing the proposed fee increases, Administration considered The City of Prince Albert Official Community Plan policy statement 11.2.(i), which aims to:

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

OPTIONS TO RECOMMENDATION:

City Council could choose to approve Bylaw No. 1 of 2023 with fee increases as detailed above, with a request to amend section 4(1)(j) of the bylaw as follows:

(j) The fee for all other permits shall be \$7.50 per \$1,000.00 of construction value.

A phased approach of increasing rate at which all of permits is calculated is preferred by Administration as it allows for builders and developers to adjust to the idea of higher building permit fees and will reduce the impact to proposed projects as compared to a higher, one time rate increase. By using this phased approach, builders and developers will also be able to forecast fees for other future projects being proposed for 2024. For these reasons, the above option is NOT being recommended.

PUBLIC NOTICE:

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

PRESENTATION:

PowerPoint presentation by Michael Nelson, Chief Building Official

ATTACHMENTS:

1. Bylaw No. 1 of 2023, Building Fee Bylaw
2. Building Fee Bylaw Presentation

Written by: Jonathon Vis, Building Inspector 1

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

City of Prince Albert Bylaw No. 1 of 2023

A Bylaw of The City of Prince Albert to establish fees related to the issuance of permits and the enforcement of the National Building Code of Canada and its' amending Acts within the City of Prince Albert.

WHEREAS *The Construction Codes Act* provides that The City of Prince Albert may pass bylaws in respect to establishing fees related to the administration and enforcement of *The National Building Code of Canada* and its related Acts.

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

Title

1. This bylaw may be cited as the "*Building Fee Bylaw*".

Definitions

2. (1) In this Bylaw:
 - (a) "Act" means *The Construction Codes Act*;
 - (b) "Building Permit" means a permit issued by the Building Inspector to proceed with construction or reconfiguration of a specific structure at a particular site in accordance with the approved drawings and specifications, or use or occupancy of a building.
 - (c) "Building Inspector" means that person appointed as Building Inspector for the City of Prince Albert and anyone authorized to act on his behalf from time to time by resolution of Council and anyone acting in accordance with his instructions;
 - (d) "City" means the City of Prince Albert;
 - (e) "Demolition Permit" means a permit issued by the Building Inspector to proceed with demolition or removal of any or all of a structure.

- (f) “regular working hours” means between 8:00 a.m. and 4:45 p.m. on working days;

(2) Unless the context otherwise requires and subject to Subsection (1), terms and expressions used in this Bylaw shall have the same meaning as in the Act and the Regulations.

Permit Required

3. A Building Permit or Demolition Permit shall be obtained by the owner of a property for work defined under the Act, Regulations passed pursuant to the Act, or the City’s Building Bylaw.

Fees

4. (1) Every applicant for a Building Permit, Demolition Permit, or for other services provided by the Building Division, shall pay a fee in accordance with the following:

- (a) The minimum permit fee shall be \$100.00, unless stated otherwise in this bylaw.
- (b) The permit fee for a deck shall be \$125.00.
- (c) The permit fee for a secondary suite or a full basement development shall be \$225.00.
- (d) The fee for approval of drawings or inspections provided for the purpose of verifying third party licensing requirements shall be \$100.00.
- (e) If an inspection requires more than a single callback, this is considered an additional inspection and a \$75.00 fee will be charged to the property owner.
- (f) The minimum fee for a building permit required as the result of an Order issued by the City shall be \$250.00 (standard rates apply).
- (g) The permit fee for a shipping container in use as a building shall be \$200.00.
- (h) Permit fees for residential 1 and 2 unit dwellings and accessory buildings shall be based on the following criteria:
 - (i) Slab on grade and grade beam foundations shall be costed at a rate of \$0.20 per square foot;
 - (ii) Concrete and pressure treated foundations shall be costed at a rate of \$0.30 per square foot;

- (iii) Main floor shall be costed at a rate of \$0.75 per square foot;
- (iv) Upper levels shall be costed at a rate of \$0.55 per square foot;
- (v) Attached garages shall be costed at a rate of \$0.30 per square foot; and
- (vi) Accessory buildings shall be costed at a rate of \$0.30 per square foot.

Fees are cumulative and include all aspects.

- (i) Demolition permit fees shall be a minimum of \$100.00 and assessed at a rate of \$1.00 per thousand for each \$1,000.00 exceeding \$50,000.00 in tender value.
- (j) The fee for all other permits shall be \$7.00 per \$1,000.00 of construction value, effective the day this Bylaw is passed, and will increase to \$7.50 per \$1,000.00 of construction value, effective January 1st, 2024.
- (k) Inspections performed after regular work hours shall be considered an extended service and a fee of \$75.00 per hour or portion thereof will be applied.
- (l) A permit cancelled by written request within 90 days of issuance shall have all fees refunded less a \$100.00 administrative fee.
- (m) Requests for early or phased occupancy require work beyond the standard provided under permit and are subject to the following fees regardless of approval:
 - (i) If specified at the plan submission stage under the provisions of Can/ULC S1001-11, a \$300.00 application fee will be applied;
 - (ii) If requested after the plan submission stage and Can/ULC S1001-11 applies, the application fee shall be \$1,000.00.
 - (iii) If the scope of work falls under Part 9 of the *National Building Code*, a request for early or phased occupancy shall be subject to a \$500.00 application fee.
- (n) Where work for which a permit is required has commenced prior to the issuance of such permit, an additional fee shall be paid in an amount equal to 100% of the permit fee or \$10,000.00, whichever is less.

(2) Neither the payment of fees nor the provision of documentation shall in any way be considered as approval in regards to early or phased occupancy. All submissions are subject to approval or rejection by the City of Prince Albert Building Division.

Repeal

5. Bylaw No. 2 of 2022 is hereby repealed.

Coming into Force

6. 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 THIS DAY OF , A.D. 2023.

MAYOR

CITY CLERK



CITY OF PRINCE ALBERT

Bylaw No. 1 of 2023

THE BUILDING FEE BYLAW

BUILDING INSPECTION SERVICES DIVISION

Overview

- Proposed Residential Increases
- Residential Examples
- Proposed Commercial, Industrial, Government, Multi-Family(greater than 2 units) Increases
- Commercial, Industrial, Government, Multi-Family Examples
- Other Proposed Increases

Proposed Residential Increases

- Minimum Permit fee from \$75 to \$100
- Deck Permit fee from \$100 to \$125
- Basement Development or Secondary Suite from \$200 to \$225
- Accessory buildings(Detached Garages, Sheds) from \$0.25 to \$0.30 per square foot
- Residential 1 and 2 unit dwellings increase of \$0.05 per square foot based on the following criteria

Type	Current	Proposed
Grade Beam or Slab Foundation	\$0.15sq.ft.	\$0.20sq.ft.
Concrete or Wood Foundation	\$0.25sq.ft.	\$0.30sq.ft.
Main Floor	\$0.70sq.ft.	\$0.75sq.ft.
Upper levels	\$0.50sq.ft.	\$0.55sq.ft.
Attached Garage	\$0.25sq.ft.	\$0.30sq.ft.

Residential Examples of Proposed Fees



Basement 1,221 sq.ft.
Main Floor 1,221 sq.ft.
Second Floor 1,396 sq.ft.
Attached Garage 1,150 sq.ft.
Current fee for permit \$2,246
Proposed fee for permit \$2,520

Residential Examples of Proposed Fees



No Basement

Main Floor 1,215 sq.ft.

Second Floor 1,514 sq.ft.

Attached Garage 576 sq.ft.

Current Fee \$2,033

Proposed Fee \$2,285

Residential Examples of Proposed Fees



Basement 1,393 sq.ft.
Main Floor 1,393 sq.ft.
Attached Garage 586 sq.ft.
Current Fee \$1,570
Proposed Fee \$1,764

Proposed Commercial, Industrial, Government, Multi-family Increases

- Proposing a 2 year phased fee increase
- Increase for 2023 from \$6.50 per \$1,000 of Construction Value to \$7.00 per \$1,000 of Construction Value
- Increase for 2024 from \$7.00 per \$1,000 of Construction Value to \$7.50 per \$1,000 of Construction Value

Commercial/Industrial Examples



Gas Station 2,000 sq.ft.
Construction Value \$2,000,000
Current Permit Fee \$13,000
Proposed Permit Fee
2023 \$7 per \$1,000=\$14,000
2024 \$7.50per \$1,000=\$15,000

Commercial/Industrial Examples



Multi Bay Building 10,031 sq.ft.

Construction Value \$3,155,000

Current Permit Fee \$20,507

Proposed Permit Fee

2023 \$7 per \$1,000=\$22,085

2024 \$7.50per \$1,000=\$23,662

Commercial/Industrial Examples



Office Building 7,793 sq.ft.
Construction Value \$3,432,000
Current Permit Fee \$22,308
Proposed Permit Fee
2023 \$7 per \$1,000=\$24,024
2024 \$7.50per \$1,000=\$25,740

Commercial/Industrial Examples



Retail Building 30,255 sq.ft.
Construction Value \$3,400,000
Current Permit Fee \$22,100
Proposed Permit Fee
2023 \$7 per \$1,000=\$23,800
2024 \$7.50per \$1,000=\$25,500

Other Proposed Increases

- Fee for owner requesting permit cancellation after 90 days from \$75 to \$100.
- Fee added for construction without a valid permit. In addition to the permit fee, an additional fee of 100% of the permit fee or \$10,000 whichever is less.

Questions



RPT 23-2

TITLE: Bylaw No. 2 of 2023 – Zoning Bylaw Amendment

DATE: January 25, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That Bylaw No. 2 of 2023 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 consider Bylaw No. 2 of 2023, which proposes an amendment to the *City of Prince Albert Zoning Bylaw No. 1 of 2019*. This amendment proposes allowing Shipping Containers as a Permitted Use in the Future Urban Development and Low Density Country Residential zoning districts; updating the definition of Commercial Service Establishment; and changing both Business Complex and Business Group from Discretionary Use – City Council to Discretionary Use – Development Officer.

BACKGROUND:

The City of Prince Albert Zoning Bylaw No. 1 of 2019 was adopted on February 25th, 2019. Since then, a number of amendments have been made to ensure the Zoning Bylaw functions as intended, including language clarification and housekeeping amendments. Administration continues to take note of smaller issues that require updating, in addition to the applications for bylaw amendments that are received from the public.

The Department of Planning and Development Services received an application to add Shipping Containers as a permitted use to the Future Urban Development zoning district. Administration is taking this opportunity to include additional bylaw amendments for some issues that can be amended alongside the submitted application.

PROPOSED APPROACH AND RATIONALE:

Shipping Containers

Shipping Containers are a permitted use in multiple zoning districts within the City, specifically zoning districts where the impact of a Shipping Container is expected to be minimal due to lot size, land use, and impact on neighbouring properties. The following zoning districts currently have Shipping Containers identified as a permitted use, and the attached Zoning Map shows the areas where Shipping Containers are proposed to be permitted:

C3 – Large Lot Arterial Commercial

C4 – Highway Commercial

M1 – Heavy Industrial

M2 – Small Lot Light Industrial

M3 – Large Lot Light Industrial

M4 – Airport Industrial

AP – Airport

AG – Agricultural

The purpose of the Future Urban Development (FUD) zoning district is to protect or hold undeveloped land for future development in accordance with a related area or secondary master plan. Existing uses may continue until the implementation of these plans. The FUD zoning district is comparable to the existing Agricultural zoning district, where Shipping Containers are already permitted.

Shipping Containers are also proposed to be added as a permitted use in the Low Density Country Residential (CR1) zoning district. This zoning district is meant to provide rural, multi-lot residential development located exclusively on the north side of the North Saskatchewan River. This zoning district has a very large minimum site area requirement (20,000m²) and some residents in the area already have Shipping Containers on their property as a solution for secure storage. Previous bylaw compliance efforts have indicated that despite being a residential zone, Shipping Containers have minimal impact in this area due to the large lot sizes.

While Shipping Containers are not regulated for their appearance, they do have regulations for their placement, including setback distances and not being permitted in front yards. It should be noted that Shipping Containers are assessable when placed on a property. They are assessable at a commercial rate for commercial and industrial properties, and would be assessed at a residential rate, similar to storage sheds, for residential properties.

Commercial Service Establishment

The current definition of Commercial Service Establishment is:

“a building, or portion thereof, used for the maintenance or repair of household goods and appliances, and includes such uses as laundromats, shoe repair, dry cleaning, and other similar services.”

The definition is overly restrictive and is not flexible enough to include newer industries with similar land use impacts. The proposed new definition of Commercial Service Establishment is:

“a building, or portion thereof, used for the provision of services to businesses or households, including appliance repair; upholstery; graphic design and printing; laundromats; shoe repair; dry cleaning, and other similar services.”

This updated definition will apply to a larger variety of businesses, making the development permit process more straightforward.

Business Complex and Business Group

The Zoning Bylaw defines Business Complex as:

“a multi-unit building, with shared parking and site access, constructed for the purposes of providing individual, leasable units to two or more tenants.”

Business Group is defined as:

“a site containing two or more buildings, with shared parking and site access, constructed for the purposes of providing individual, leasable units to multiple tenants.”

The Zoning Bylaw currently identifies both Business Complex and Business Group as discretionary uses requiring City Council approval. This requirement causes unnecessary delays moving applications forward. By maintaining all of the existing development standards for the two uses and only removing City Council approval, Administration will ensure that these uses are still carefully reviewed. Public notice will still be required, but without needing to meet City Council deadlines, the applications are able to proceed more efficiently. City Council approval will then be required dependent on the type of land use occurring within each individual bay.

CONSULTATIONS:

This Zoning Bylaw amendment was drafted in consultation with the Building Division.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to the approval of this bylaw amendment, the Zoning Bylaw and City website will be updated accordingly.

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:

In keeping with the City’s mission statement that we enhance quality of life through excellence of service, it is important that we review and amend our bylaws in order to ensure they allow us the ability to provide the highest level of service to the public.

OFFICIAL COMMUNITY PLAN:

This Zoning Bylaw amendment is aligned with the goals outlined in Section 6 of the Official Community Plan related to encouraging and integrating compatible land use throughout the City.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required prior to the first reading of this bylaw.

Upon approval of the first reading of this bylaw, Administration will proceed with issuing the following public notice:

- Including public notice in an issue of the Prince Albert Daily Herald,
- Posting the public notice on the City's website, and
- Posting the public notice on the bulletin board at City Hall.

PRESENTATION:

Verbal Presentation by Craig Guidinger, Director of Planning & Development Services

ATTACHMENTS:

1. Bylaw No. 2 of 2023
2. Zoning Map - FUD & CR1

Written by: Ellen Pearson, Planner

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

**CITY OF PRINCE ALBERT
BYLAW NO. 2 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 Bylaw No. 1 of 2019 be amended in the manner hereinafter set forth:
 - a. By deleting the table in Subsection 6.6.2 in its entirety; and,
 - b. Replace the table as outlined in the attached "Subsection 6.6.2".
 - c. By deleting the table in Subsection 7.2.2 in its entirety; and,
 - d. Replace the table as outlined in the attached "Subsection 7.2.2".
 - e. By deleting the table in Subsection 7.3.2 in its entirety; and,
 - f. Replace the table as outlined in the attached "Subsection 7.3.2".
 - g. By deleting the table in Subsection 7.4.2 in its entirety; and,
 - h. Replace the table as outlined in the attached "Subsection 7.4.2".
 - i. By deleting the table in Subsection 7.5.2 in its entirety; and,
 - j. Replace the table as outlined in the attached "Subsection 7.5.2".
 - k. By deleting the table in Subsection 7.6.2 in its entirety; and,
 - l. Replace the table as outlined in the attached "Subsection 7.6.2".
 - m. By deleting the table in Subsection 7.7.2 in its entirety; and,
 - n. Replace the table as outlined in the attached "Subsection 7.7.2".
 - o. By deleting the table in Subsection 8.2.2 in its entirety; and,
 - p. Replace the table as outlined in the attached "Subsection 8.2.2".
 - q. By deleting the table in Subsection 8.3.2 in its entirety; and,
 - r. Replace the table as outlined in the attached "Subsection 8.3.2".

- s. By deleting the table in Subsection 8.4.2 in its entirety; and,
- t. Replace the table as outlined in the attached "Subsection 8.4.2".
- u. By deleting the table in Subsection 8.5.2 in its entirety; and,
- v. Replace the table as outlined in the attached "Subsection 8.5.2".
- w. By deleting the table in Subsection 9.2.2 in its entirety; and,
- x. Replace the table as outlined in the attached "Subsection 9.2.2".
- y. By deleting the table in Subsection 9.3.2 in its entirety; and,
- z. Replace the table as outlined in the attached "Subsection 9.3.2".
- aa. By deleting the table in Subsection 10.2.2 in its entirety; and,
- bb. Replace the table as outlined in the attached "Subsection 10.2.2".
- cc. By deleting the table in Subsection 10.6.2 in its entirety; and,
- dd. Replace the table as outlined in the attached "Subsection 10.6.2".
- ee. Delete the definition of "commercial service establishment" in its entirety; and
- ff. Replace with the following definition for "commercial service establishment":

"commercial service establishment

means a building, or portion thereof, used for the provision of services to businesses or households, including appliance repair; upholstery; graphic design and printing; laundromats; shoe repair; dry cleaning, and other similar services."

- 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., 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

Subsection 6.6.2

CR1 – LOW DENSITY COUNTRY RESIDENTIAL											
	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ¹	20,000	60	-	-	-	4.88	2 ²	-	-	-	-
Bed & Breakfast Home	20,000	60	10.6	6	8	10.7	5	-	4	-	-
Community Garden	20,000	60	10.6	6	8	-	-	-	-	-	-
Family Child Care Home	20,000	60	10.6	6	8	10.7	5	-	13	-	-
Garage Suite	20,000	60	10.6	6	8	6	-	-	2	-	-
Group Family Child Care Home	20,000	60	10.6	6	8	10.7	5	-	13	-	-
Home Based Business	20,000	60	10.6	6	8	10.7	5	-	2	-	-
One Unit Dwelling	20,000	60	10.6	6	8	10.7	5	-	2	-	-
Private Care Home	20,000	60	10.6	6	8	10.7	5	-	2	-	-
Private Day Care Home	20,000	60	10.6	6	8	10.7	5	-	2	-	-
Secondary Suite	-	-	-	-	-	-	-	-	2	-	-
Shipping Container ¹	20,000	60	- ¹	6	8	3	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
Discretionary Uses – Council											
Custodial Care Facility	20,000	60	10.6	6	8	10.7	5	-	5	-	-

CR1 – LOW DENSITY COUNTRY RESIDENTIAL											
	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Excavating, Stripping and Grading ³	20,000	60	-	-	-	-	-	-	-	-	-
Place of Worship	20,000	60	10.6	6	8	10.7	5	-	9	-	-
Protective & Emergency Services	20,000	60	10.6	6	8	10.7	5	-	6	-	-
Residential Care Facility	20,000	60	10.6	6	8	10.7	5	-	5	-	-
Residential Care Home	20,000	60	10.6	6	8	10.7	5	-	5	-	-
Residential Day Care Facility	20,000	60	10.6	6	8	10.7	5	-	19	-	-
Residential Day Care Home	20,000	60	10.6	6	8	10.7	5	-	13	-	-

Notes on Development Standards for the table above (CR1 – Low Density Country Residential):

- 1 The regulations in Section 4.2 and Section 6.1.1 of this Bylaw shall apply.
- 2 For swimming pools, the regulations in Section 4.3 of this Bylaw shall apply.
- 3 The regulations in Section 4.15 of this Bylaw shall apply.
- 4 The regulations in Section 5 of this Bylaw shall apply.
- 5 The regulations in Section 4.6 and 6.1.17 of this Bylaw shall apply.

Subsection 7.2.2

C1 – DOWNTOWN COMMERCIAL											
	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ¹	232	7.5	-	-	-	-	-	-	-	-	-
Animal Care Service	232	7.5	-	-	-	-	-	-	-	-	-
Catering Service	232	7.5	-	-	-	-	-	-	-	-	-
Commercial Service Establishment	232	7.5	-	-	-	-	-	-	-	-	-
Drug Store	232	7.5	-	-	-	-	-	-	-	-	-
Financial Institution	232	7.5	-	-	-	-	-	-	-	-	-
Health Clinic	232	7.5	-	-	-	-	-	-	-	-	-
Health Club	232	7.5	-	-	-	-	-	-	-	-	-
Home Based Business	232	7.5	-	-	-	-	-	-	-	-	-
Office	232	7.5	-	-	-	-	-	-	-	-	-
Payday Loan	232	7.5	-	-	-	-	-	-	-	-	-
Personal Service Establishment	232	7.5	-	-	-	-	-	-	-	-	-
Post Office	232	7.5	-	-	-	-	-	-	-	-	-
Restaurant	232	7.5	-	-	-	-	-	-	-	-	-
Retail Store	232	7.5	-	-	-	-	-	-	-	-	-
Social Club	232	7.5	-	-	-	-	-	-	-	-	-
Take-Out Food Service	232	7.5	-	-	-	-	-	-	-	-	-

C1 – DOWNTOWN COMMERCIAL

	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Utilities	-	-	-	-	-	-	-	-	-	-	-
Veterinary Clinic – Small Animal	232	7.5	-	-	-	-	-	-	-	-	-
Discretionary Uses – Development Officer											
Business Complex	232	7.5	-	-	-	-	-	-	-	-	-
Business Group	232	7.5	-	-	-	-	-	-	-	-	-
Commercial Entertainment Establishment	232	7.5	-	-	-	-	-	-	-	-	-
Food Kiosk	232	7.5	-	-	-	-	-	-	-	-	-
Funeral Home	232	7.5	-	-	-	-	-	-	-	-	-
Licensed Restaurant	232	7.5	-	-	-	-	-	-	-	-	-
Private School	232	7.5	-	-	-	-	-	-	-	-	-
Research & Development Facility	232	7.5	-	-	-	-	-	-	-	-	-
Discretionary Uses - Council											
Above Grade Dwelling	232	7.5	-	-	-	-	-	-	-	-	-
Athletic & Recreational Facility	232	7.6	-	-	-	-	-	-	-	-	-
Brewing & Distilling	232	7.5	-	-	-	-	-	-	-	-	-
Cannabis Retail Store	232	7.5	-	-	-	-	-	-	-	-	-
Child Care Centre	232	7.5	-	-	-	-	-	-	-	-	-

C1 – DOWNTOWN COMMERCIAL

	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Communication Tower	232	7.5	-	-	-	46	-	-	-	-	-
Courthouse	232	7.5	-	-	-	-	-	-	-	-	-
Drinking Establishment	232	7.5	-	-	-	-	-	-	-	-	-
Excavating, Stripping and Grading ²	232	-	-	-	-	-	-	-	-	-	-
Food Bank	232	7.5	-	-	-	-	-	-	-	-	-
Gas Bar	232	7.5	-	-	-	-	-	-	-	-	-
Grocery Store	232	7.5	-	-	-	-	-	-	-	-	-
Hostel	232	7.6	-	-	-	-	-	-	-	-	-
Hotel	232	7.5	-	-	-	-	-	-	-	-	-
Licensed Commercial Entertainment Establishment	232	7.5	-	-	-	-	-	-	-	-	-
Liquor Store	232	7.5	-	-	-	-	-	-	-	-	-
Methadone Dispensary	232	7.5	-	-	-	-	-	-	-	-	-
Multi-Unit High Rise Dwelling	232	7.5	-	-	-	-	-	35	-	-	-
Night Club	232	7.5	-	-	-	-	-	-	-	-	-
Parking at Grade	232	7.5	-	-	-	-	-	-	-	-	-
Parking Structure	232	7.5	-	-	-	-	-	-	-	-	-
Pawn Shop ³	232	7.5	-	-	-	-	-	-	-	-	-
Place of Worship	232	7.5	-	-	-	-	-	-	-	-	-
Post Secondary School	232	7.5	-	-	-	-	-	-	-	-	-

C1 – DOWNTOWN COMMERCIAL

	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Protective & Emergency Services	232	7.5	-	-	-	-	-	-	-	-	-
Public Assembly	232	7.6	-	-	-	-	-	-	-	-	-
Residential Care Facility	232	7.5	-	-	-	-	-	-	-	-	-
Residential Day Care Facility	232	7.5	-	-	-	-	-	-	-	-	-
Shelter	232	7.5	-	-	-	-	-	-	-	-	-
Shopping Centre	232	7.5	-	-	-	-	-	-	-	-	-
Theatre	232	7.5	-	-	-	-	-	-	-	-	-

Notes on Development Standards for the table above (C1 – Downtown Commercial):

- 1 The regulations in Section 4.2 and Section 7.1.1 of this Bylaw shall apply.
- 2 The regulations in Section 4.15 of this Bylaw shall apply.
- 3 A maximum of three (3) Pawn Shops will be permitted in this zoning district.
- 4 The regulations in Section 5 of this Bylaw shall apply.
- 5 The regulations in Section 4.6 and Section 7.1.6 of this Bylaw shall apply.

Subsection 7.3.2

C2 – SMALL LOT ARTERIAL COMMERCIAL											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ¹	232	7.6	-	-	-	-	-	-	-	-	-
Animal Care Service	232	7.6	-	-	-	-	-	-	16	-	-
Catering Service	232	7.6	-	-	-	-	-	-	10	-	-
Commercial Service Establishment	232	7.6	-	-	-	-	-	-	6	-	1
Drug Store	232	7.6	-	-	-	-	-	-	6	-	-
Financial Institution	232	7.6	-	-	-	-	-	-	6	-	-
Health Clinic	232	7.6	-	-	-	-	-	-	11	-	-
Health Club	232	7.6	-	-	-	-	-	-	11 or 19	-	-
Home Based Business	232	7.6	-	-	-	-	-	-	2	-	-
Office	232	7.6	-	-	-	-	-	-	6	-	-
Payday Loan	232	7.6	-	-	-	-	-	-	6	-	-
Personal Service Establishment	232	7.6	-	-	-	-	-	-	6	-	-
Post Office	232	7.6	-	-	-	-	-	-	6	-	1
Restaurant	232	7.6	-	-	-	-	-	-	7	-	1
Retail Store	232	7.6	-	-	-	-	-	-	6	-	1
Social Club	232	7.6	-	-	-	-	-	-	11 or 19	-	1
Take-Out Food Service	232	7.6	-	-	-	-	-	-	6	-	1
Utilities	-	-	-	-	-	-	-	-	-	-	-

C2 – SMALL LOT ARTERIAL COMMERCIAL											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Vehicle Rental & Leasing	232	7.6	-	-	-	-	-	-	6	-	-
Veterinary Clinic – Small Animal	232	7.6	-	-	-	-	-	-	6	-	1
Discretionary Uses – Development Officer											
Business Complex	232	7.6	-	-	-	-	-	-	6 or 11	-	1
Business Group	232	7.6	-	-	-	-	-	-	6 or 11	-	1
Commercial Entertainment Establishment	232	7.6	-	-	-	-	-	-	14	-	1
Food Kiosk	232	7.6	-	-	-	-	-	-	6	-	-
Funeral Home	232	7.6	-	-	-	-	-	-	9 or 13	-	1
Licensed Restaurant	232	7.6	-	-	-	-	-	-	7	-	1
Private School	232	7.6	-	-	-	-	-	-	20	-	-
Research & Development Facility	232	7.6	-	-	-	-	-	-	10	-	1
Single Vehicle Car Wash	232	7.6	-	-	-	-	-	-	18	-	1
Vehicle Sales	232	7.6	-	-	-	-	-	-	6	-	1
Vehicle Service	232	7.6	-	-	-	-	-	-	6	-	1
Discretionary Uses - Council											
Above Grade Dwelling	232	7.6	-	-	-	-	-	-	3	20	1
Athletic & Recreational Facility	232	7.6	-	-	-	-	-	-	6 or 12	-	1
Brewing & Distilling	232	7.6	-	-	-	-	-	-	7 or 16	-	1

C2 – SMALL LOT ARTERIAL COMMERCIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Cannabis Retail Store	232	7.6	-	-	-	-	-	-	6	-	1
Child Care Centre	232	7.6	-	-	-	-	-	-	13	-	-
Communication Tower	232	7.6	-	-	-	46	-	-	-	-	-
Courthouse	232	7.6	-	-	-	-	-	-	9 or 10	-	1
Drinking Establishment	232	7.6	-	-	-	-	-	-	7	-	1
Excavating, Stripping and Grading ²	232	-	-	-	-	-	-	-	-	-	-
Food Bank	232	7.6	-	-	-	-	-	-	6	-	1
Gas Bar	232	7.6	-	-	-	-	-	-	15	-	1
Grocery Store	232	7.6	-	-	-	-	-	-	11	-	1
Hostel	232	7.6	-	-	-	-	-	-	17	-	-
Hotel	232	7.6	-	-	-	-	-	-	8	-	1
Licensed Commercial Entertainment Establishment	232	7.6	-	-	-	-	-	-	14	-	1
Liquor Store	232	7.6	-	-	-	-	-	-	6	-	1
Methadone Dispensary	232	7.6	-	-	-	-	-	-	11	-	-
Multi-Unit High Rise Dwelling	232	7.6	-	-	-	-	-	35	3	20	1
Night Club	232	7.6	-	-	-	-	-	-	7	-	1
Parking at Grade	232	7.6	-	-	-	-	-	-	-	-	-
Parking Structure	232	7.6	-	-	-	-	-	-	-	-	-
Place of Worship	232	7.6	-	-	-	-	-	-	9	-	-
Post Secondary School	232	7.6	-	-	-	-	-	-	20	-	1

C2 – SMALL LOT ARTERIAL COMMERCIAL											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Protective & Emergency Services	232	7.6	-	-	-	-	-	-	6	-	-
Public Assembly	232	7.6	-	-	-	-	-	-	6 or 12	-	1
Residential Care Facility	232	7.6	-	-	-	-	-	35	5	-	-
Residential Day Care Facility	232	7.6	-	-	-	-	-	-	19	-	-
Shelter	232	7.6	-	-	-	-	-	-	17	-	-
Shopping Centre	232	7.6	-	-	-	-	-	-	14	-	1
Theatre	232	7.6	-	-	-	-	-	-	12	-	1

Notes on Development Standards for the table above (C2 – Small Lot Arterial Commercial):

- 1 The regulations in Section 4.2 and Section 7.1.1 of this Bylaw shall apply.
- 2 The regulations in Section 4.15 of this Bylaw shall apply.
- 3 The regulations in Section 5 of this Bylaw shall apply.
- 4 The regulations in Section 4.6 and Section 7.1.6 of this Bylaw shall apply.

Subsection 7.4.2

C3 – LARGE LOT ARTERIAL COMMERCIAL											
	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard ² (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ¹	300	10	-	1.5	1.5	14.3	-	-	-	-	-
Animal Care Service	300	10	7.5	6	3	14.3	65	-	16	-	-
Catering Service	300	10	7.5	6	3	14.3	65	-	10	-	1
Commercial Service Establishment	300	10	7.5	6	3	14.3	65	-	6	-	-1
Drug Store	300	10	7.5	6	3	14.3	65	-	6	-	-
Financial Institution	300	10	7.5	6	3	14.3	65	-	6	-	-
Health Clinic	300	10	7.5	6	3	14.3	65	-	11	-	-
Health Club	300	10	7.5	6	3	14.3	65	-	11 or 19	-	-
Home Based Business	300	10	7.5	6	3	14.3	65	-	2	-	-
Office	300	10	7.5	6	3	14.3	65	-	6	-	-
Payday Loan	300	10	7.5	6	3	14.3	65	-	6	-	-
Personal Service Establishment	300	10	7.5	6	3	14.3	65	-	6	-	-
Post Office	300	10	7.5	6	3	14.3	65	-	6	-	1
Restaurant	300	10	7.5	6	3	14.3	65	-	7	-	1
Retail Store	300	10	7.5	6	3	14.3	65	-	6	-	1
Shipping Container ¹	300	10	-	-	-	3	-	-	-	-	-

C3 – LARGE LOT ARTERIAL COMMERCIAL

	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard ² (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Single Vehicle Car Wash	300	10	7.5	6	3	14.3	65	-	18	-	1
Social Club	300	10	7.5	6	3	14.3	65	-	11 or 19	-	1
Take-Out Food Service	300	10	7.5	6	3	14.3	65	-	6	-	1
Utilities	-	-	-	-	-	-	-	-	-	-	-
Vehicle Rental & Leasing	300	10	7.5	6	3	14.3	65	-	6	-	-
Veterinary Clinic – Small Animal	300	10	7.5	6	3	14.3	65	-	6	-	-
Discretionary Uses – Development Officer											
Athletic & Recreational Facility	232	7.6	-	-	-	-	-	-	6 or 12	-	1
Business Complex	300	10	7.5	6	3	14.3	65	-	6 or 11	-	1
Business Group	300	10	7.5	6	3	14.3	65	-	6 or 11	-	1
Commercial Entertainment Establishment	300	10	7.5	6	3	14.3	65	-	14	-	1
Fleet Service	300	10	7.5	6	3	14.3	65	-	16	-	1
Food Kiosk	300	10	7.5	6	3	14.3	65	-	6	-	-
Funeral Home	300	10	7.5	6	3	14.3	65	-	9 or 13	-	1
Garden Center	300	10	7.5	6	3	14.3	65	-	6	-	1
Gas Bar	300	10	7.5	6	3	14.3	65	-	15	-	1

C3 – LARGE LOT ARTERIAL COMMERCIAL

	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard ² (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Grocery Store	300	10	7.5	6	3	14.3	65	-	11	-	1
Licensed Restaurant	300	10	7.5	6	3	14.3	65	-	7	-	1
Private School	300	10	7.5	6	3	14.3	65	-	20	-	-
Research & Development Facility	300	10	7.5	6	3	14.3	65	-	10	-	1
Vehicle Sales	300	10	7.5	6	3	14.3	65	-	6	-	1
Vehicle Service	300	10	7.5	6	3	14.3	65	-	6	-	1
Discretionary Uses – Council											
Above Grade Dwelling	300	10	7.5	6	3	14.3	65	-	3	20	1
Bingo Hall	300	10	7.5	6	3	14.3	65	-	12	-	1
Brewing & Distilling	300	10	7.5	6	3	14.3	65	-	7 or 16	-	1
Building Supplies & Products	300	10	7.5	6	3	14.3	65	-	6 or 16	-	1
Cannabis Retail Store	300	10	7.5	6	3	14.3	65	-	6	-	1
Child Care Centre	300	10	7.5	6	3	14.3	65	-	13	-	-
Communication Tower	300	10	7.5	6	3	-	65	-	-	-	-
Drinking Establishment	300	10	7.5	6	3	14.3	65	-	7	-	1
Excavating, Stripping and Grading ³	300	-	-	-	-	-	-	-	-	-	-

C3 – LARGE LOT ARTERIAL COMMERCIAL

	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard ² (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Food Bank	300	10	7.5	6	3	14.3	65	-	6	-	1
Hotel	300	10	7.5	6	3	14.3	65	-	8	-	1
Licensed Commercial Entertainment Establishment	300	10	7.5	6	3	14.3	65	-	14	-	1
Liquor Store	300	10	7.5	6	3	14.3	65	-	6	-	1
Methadone Dispensary	300	10	7.5	6	3	14.3	65	-	11	-	-
Motel	300	10	7.5	6	3	14.3	65	-	8	-	1
Multi-Vehicle Car Wash	300	10	7.5	6	3	14.3	65	-	18	-	1
Night Club	300	10	7.5	6	3	14.3	65	-	7	-	1
Parking at Grade	300	10	7.5	6	3	14.3	65	-	-	-	-
Parking Structure	300	10	7.5	6	3	14.3	65	-	-	-	-
Place of Worship	300	10	7.5	6	3	22	65	-	9	-	-
Post Secondary School	300	10	7.5	6	3	14.3	65	-	20	-	1
Protective & Emergency Services	300	10	7.5	6	3	14.3	65	-	6	-	-
Public Assembly	300	10	7.5	6	3	14.3	65	-	6 or 12	-	1
Residential Care Facility	300	10	7.5	6	3	14.3	65	-	5	-	-
Residential Day Care Facility	300	10	7.5	6	3	14.3	65	-	19	-	-
Shopping Centre	300	10	7.5	6	3	14.3	65	-	14	-	1

C3 – LARGE LOT ARTERIAL COMMERCIAL											
	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard ² (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Theatre	300	10	7.5	6	3	14.3	65	-	12	-	1

Notes on Development Standards for the table above (C3 – Large Lot Arterial Commercial):

- 1 The regulations in Section 4.2 and Section 7.1.1 of this Bylaw shall apply.
- 2 The minimum front yard setback shall be 0.5 metres for the lands abutting 15th Street East between 6th Avenue and 10th Avenue East, legally described as Parcel S3, Plan 101954583, Ext. 1 and Parcel S1, Plan 101841881 Ext. 0.
- 3 The regulations in Section 4.15 of this Bylaw shall apply.
- 4 The regulations in Section 5 of this Bylaw shall apply.
- 5 The regulations in Section 4.6 and Section 7.1.6 of this Bylaw shall apply.

Subsection 7.5.2

C4 – HIGHWAY COMMERCIAL											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ¹	1,260	21	-	1.5	1.5	14.3	-	-	-	-	-
Animal Care Service	1,260	21	7.5	6	3	14.3	35	-	16	-	-
Catering Service	1,260	21	7.5	6	3	14.3	35	-	10	-	-
Commercial Service Establishment	1,260	21	7.5	6	3	14.3	35	-	6	-	1
Drug Store	1,260	21	7.5	6	3	14.3	35	-	6	-	-
Financial Institution	1,260	21	7.5	6	3	14.3	35	-	6	-	-
Health Clinic	1,260	21	7.5	6	3	14.3	35	-	11	-	-
Health Club	1,260	21	7.5	6	3	14.3	35	-	11 or 19	-	-
Home Based Business	1,260	21	7.5	6	3	14.3	35	-	2	-	-
Office	1,260	21	7.5	6	3	14.3	35	-	6	-	-
Payday Loan	1,260	21	7.5	6	3	14.3	35	-	6	-	-
Personal Service Establishment	1,260	21	7.5	6	3	14.3	35	-	6	-	-
Post Office	1,260	21	7.5	6	3	14.3	35	-	6	-	1
Restaurant	1,260	21	7.5	6	3	14.3	35	-	7	-	1
Retail Store	1,260	21	7.5	6	3	14.3	35	-	6	-	1
Shipping Container ¹	1,260	21	-	-	-	3	-	-	-	-	-

C4 – HIGHWAY COMMERCIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Single Vehicle Car Wash	1,260	21	7.5	6	3	14.3	35	-	18	-	1
Social Club	1,260	21	7.5	6	3	14.3	35	-	11 or 19	-	1
Take-Out Food Service	1,260	21	7.5	6	3	14.3	35	-	6	-	1
Utilities	-	-	-	-	-	-	-	-	-	-	-
Vehicle Rental & Leasing	1,260	21	7.5	6	3	14.3	35	-	6	-	-
Veterinary Clinic – Small Animal	1,260	21	7.5	6	3	14.3	35	-	6	-	1
Discretionary Uses – Development Officer											
Athletic & Recreational Facility	232	7.6	-	-	-	-	-	-	6 or 12	-	1
Business Complex	1,260	21	7.5	6	3	14.3	35	-	6 or 11	-	1
Business Group	1,260	21	7.5	6	3	14.3	35	-	6 or 11	-	1
Commercial Entertainment Establishment	1,260	21	7.5	6	3	14.3	35	-	14	-	1
Fleet Service	1,260	21	7.5	6	3	14.3	35	-	16	-	1
Food Kiosk	1,260	21	7.5	6	3	14.3	35	-	6	-	-
Funeral Home	1,260	21	7.5	6	3	14.3	35	-	9 or 13	-	1
Garden Center	1,260	21	7.5	6	3	14.3	35	-	6	-	1
Gas Bar	1,260	21	7.5	6	3	14.3	35	-	15	-	1
Grocery Store	1,260	21	7.5	6	3	14.3	35	-	11	-	1

C4 – HIGHWAY COMMERCIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Licensed Restaurant	1,260	21	7.5	6	3	14.3	35	-	7	-	1
Private School	1,260	21	7.5	6	3	14.3	35	-	20	-	-
Research & Development Facility	1,260	21	7.5	6	3	14.3	35	-	10	-	1
Vehicle Sales	1,260	21	7.5	6	3	14.3	35	-	6	-	1
Vehicle Service	1,260	21	7.5	6	3	14.3	35	-	6	-	1
Discretionary Uses – Council											
Above Grade Dwelling	1,260	21	7.5	6	3	14.3	35	-	3	20	1
Bingo Hall	1,260	21	7.5	6	3	14.3	35	-	12	-	1
Brewing & Distilling	1,260	21	7.5	6	3	14.3	35	-	7 or 16	-	1
Building Supplies & Products	1,260	21	7.5	6	3	14.3	35	-	6 or 16	-	1
Cannabis Retail Store	1,260	21	7.5	6	3	14.3	35	-	6	-	1
Cardlock	1,260	21	7.5	6	3	14.3	35	-	15	-	1
Child Care Centre	1,260	21	7.5	6	3	14.3	35	-	13	-	-
Communication Tower	1,260	21	7.5	6	3	-	35	-	-	-	-
Drinking Establishment	1,260	21	7.5	6	3	14.3	35	-	7	-	1
Excavating, Stripping and Grading ²	1,260	-	-	-	-	-	-	-	-	-	-
Food Bank	1,260	21	7.5	6	3	14.3	35	-	6	-	1

C4 – HIGHWAY COMMERCIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Hotel	1,260	21	7.5	6	3	14.3	35	-	8	-	1
Large Vehicle Wash	1,260	21	7.5	6	3	14.3	35	-	18	-	1
Licensed Commercial Entertainment Establishment	1,260	21	7.5	6	3	14.3	35	-	14	-	1
Liquor Store	1,260	21	7.5	6	3	14.3	35	-	6	-	1
Methadone Dispensary	1,260	21	7.5	6	3	14.3	35	-	11	-	-
Motel	1,260	21	7.5	6	3	14.3	35	-	8	-	1
Multi-Vehicle Car Wash	1,260	21	7.5	6	3	14.3	35	-	18	-	1
Night Club	1,260	21	7.5	6	3	14.3	35	-	7	-	1
Parking at Grade	1,260	21	7.5	6	3	14.3	35	-	-	-	-
Parking Structure	1,260	21	7.5	6	3	14.3	35	-	-	-	-
Place of Worship	1,260	21	7.5	6	3	22	35	-	9	-	-
Post Secondary School	1,260	21	7.5	6	3	14.3	35	-	20	-	1
Protective & Emergency Services	1,260	21	7.5	6	3	14.3	35	-	6	-	-
Public Assembly	1,260	21	7.5	6	3	14.3	35	-	6 or 12	-	1
Residential Care Facility	1,260	21	7.5	6	3	14.3	35	-	5	-	-
Residential Day Care Facility	1,260	21	7.5	6	3	14.3	35	-	19	-	-
Shopping Centre	1,260	21	7.5	6	3	14.3	35	-	14	-	1
Theatre	1,260	21	7.5	6	3	14.3	35	-	12	-	1

Notes on Development Standards for the table above (C4 – Highway Commercial):

- 1 The regulations in Section 4.2 and Section 7.1.1 of this Bylaw shall apply.
- 2 The regulations in Section 4.15 of this Bylaw shall apply.
- 3 The regulations in Section 5 of this Bylaw shall apply.
- 4 The regulations in Section 4.6 and Section 7.1.6 of this Bylaw shall apply.

Subsection 7.6.2

CMU – COMMERCIAL MIXED USE											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ¹	280	7.5	-	1.5	1.5	3	-	-	-	-	-
Catering Service	280	7.5	6	2	3	14.3	65	-	10	-	1
Commercial Service Establishment	280	7.5	6	2	3	14.3	65	-	6	-	1
Drug Store	280	7.5	6	2	3	14.3	65	-	6	-	-
Financial Institution	280	7.5	6	2	3	14.3	65	-	6	-	-
Health Clinic	280	7.5	6	2	3	14.3	65	-	11	-	-
Home Based Business	280	7.5	6	2	3	14.3	65	-	2	-	-
Office	280	7.5	6	2	3	14.3	65	-	6	-	-
Personal Service Establishment	280	7.5	6	2	3	14.3	65	-	6	-	-
Post Office	280	7.5	6	2	3	14.3	65	-	6	-	1
Restaurant	280	7.5	6	2	3	14.3	65	-	7	-	1
Retail Store	280	7.5	6	2	3	14.3	65	-	6	-	1
Single Vehicle Car Wash	280	7.5	6	2	3	14.3	65	-	18	-	1
Social Club	280	7.5	6	2	3	14.3	65	-	11 or 19	-	1
Take-Out Food Service	280	7.5	6	2	3	14.3	65	-	6	-	1
Utilities	-	-	-	-	-	-	-	-	-	-	-

CMU – COMMERCIAL MIXED USE

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Veterinary Clinic – Small Animal	280	7.5	6	2	3	14.3	65	-	6	-	-
Discretionary Uses – Development Officer											
Animal Care Service	280	7.5	6	2	3	14.3	65	-	16	-	-
Business Complex	280	7.5	6	2	3	14.3	65	-	6 or 11	-	1
Business Group	280	7.5	6	2	3	14.3	65	-	6 or 11	-	1
Food Kiosk	280	7.5	6	2	3	14.3	65	-	6	-	-
Gas Bar	280	7.5	6	2	3	14.3	65	-	15	-	1
Health Club	280	7.5	6	2	3	14.3	65	-	11 or 19	-	-
Private School	280	7.5	6	2	3	14.3	65	-	20	-	-
Discretionary Uses – Council											
Above Grade Dwelling	280	7.5	6	2	3	14.3	65	-	3	20	1
Brewing & Distilling	280	7.5	6	2	3	14.3	65	-	7 or 16	-	1
Child Care Centre	280	7.5	6	2	3	14.3	65	-	13	-	-
Commercial Entertainment Establishment	280	7.5	6	2	3	14.3	65	-	14	-	1
Drinking Establishment	280	7.5	6	2	3	14.3	65	-	7	-	1
Excavating, Stripping and Grading ²	280	-	-	-	-	-	-	-	-	-	-
Food Bank	280	7.5	6	2	3	14.3	65	-	6	-	1

CMU – COMMERCIAL MIXED USE

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Funeral Home	280	7.5	6	2	3	14.3	65	-	9 or 13	-	1
Grocery Store	280	7.5	6	2	3	14.3	65	-	11	-	1
Hostel	280	7.5	6	2	3	14.3	65	-	17	-	-
Licensed Commercial Entertainment Establishment	280	7.5	6	2	3	14.3	65	-	14	-	1
Licensed Restaurant	280	7.5	6	2	3	14.3	65	-	7	-	1
Liquor Store	280	7.5	6	2	3	14.3	65	-	6	-	1
Multi-Unit High Rise Dwelling	280	7.5	6	5	7.5	46	-	35	3	20	1
Multi-Vehicle Car Wash	280	7.5	6	2	3	14.3	65	-	18	-	1
Place of Worship	280	7.5	6	2	3	14.3	65	-	9	-	-
Post Secondary School	280	7.5	6	2	3	14.3	65	-	20	-	1
Protective & Emergency Services	280	7.5	6	2	3	14.3	65	-	6	-	-
Public Assembly	280	7.5	6	2	3	14.3	65	-	6 or 12	-	1
Residential Care Facility	280	7.5	6	3	6	14.3	65	-	5	-	-
Residential Day Care Facility	280	7.5	6	2	3	14.3	65	-	19	-	-
Shelter	280	7.5	6	2	3	14.3	65	-	17	-	-

Notes on Development Standards for the table above (CMU – Commercial Mixed Use):

- ¹ The regulations in Section 4.2 and Section 7.1.1 of this Bylaw shall apply.
- ² The regulations in Section 4.15 of this Bylaw shall apply.

- 3 The regulations in Section 5 of this Bylaw shall apply.
- 4 The regulations in Section 4.6 and Section 7.1.6 of this Bylaw shall apply.

Subsection 7.7.2

RMU – RESIDENTIAL MIXED USE											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ¹	280	7.5	-	-	-	3	15	-	-	-	-
Bed & Breakfast Home	280	7.5	6	2	3	10.7	50	-	4	-	-
Catering Service	280	7.5	6	2	3	10.7	65	-	10	-	1
Commercial Service Establishment	280	7.5	6	2	3	10.7	65	-	6	-	1
Drug Store	280	7.5	6	2	3	10.7	65	-	6	-	-
Family Child Care Home	280	7.5	6	2	3	10.7	50	-	13	-	-
Group Family Child Care Home	280	7.5	6	2	3	10.7	50	-	13	-	-
Health Clinic	280	7.5	6	2	3	10.7	65	-	11	-	-
Home Based Business	280	7.5	6	2	3	10.7	50	-	2	-	-
Office	280	7.5	6	2	3	10.7	65	-	6	-	-
One Unit Dwelling	280	7.5	6	1.2	3	10.7	50	-	2	-	-
Personal Service Establishment	280	7.5	6	2	3	10.7	65	-	6	-	-
Post Office	280	7.5	6	2	3	10.7	65	-	6	-	1
Private Care Home	280	7.5	6	2	3	10.7	50	-	2	-	-

RMU – RESIDENTIAL MIXED USE

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Private Day Care Home	280	7.5	6	2	3	10.7	50	-	2	-	-
Restaurant	280	7.5	6	2	3	10.7	65	-	7	-	1
Retail Store	280	7.5	6	2	3	10.7	65	-	6	-	1
Secondary Suite	-	-	-	-	-	-	-	-	2	-	-
Social Club	280	7.5	6	2	3	10.7	65	-	11 or 19	-	1
Take-Out Food Service	280	7.5	6	2	3	10.7	65	-	6	-	1
Two Unit Dwelling ⁴	450	14	6	1.2	3	10.7	50	-	2	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
Veterinary Clinic – Small Animal	280	7.5	6	2	3	10.7	65	-	6	-	-
Discretionary Uses – Development Officer											
Boarding House	280	7.5	6	2	3	10.7	50	-	4	-	-
Business Complex	280	7.5	6	2	3	10.7	65	-	6 or 11	-	1
Food Kiosk	280	7.5	6	2	3	10.7	65	-	6	-	-
Health Club	280	7.5	6	2	3	10.7	65	-	11 or 19	-	-
Private School	280	7.5	6	2	3	10.7	65	-	20	-	-
Discretionary Uses – Council											

RMU – RESIDENTIAL MIXED USE

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Above Grade Dwelling	280	7.5	6	2	3	10.7	-	-	3	20	1
Child Care Centre	280	7.5	6	2	3	10.7	65	-	13	-	-
Commercial Entertainment Establishment	280	7.5	6	2	3	10.7	65	-	14	-	1
Excavating, Stripping and Grading ²	280	-	-	-	-	-	-	-	-	-	-
Food Bank	280	7.5	6	2	3	10.7	65	-	6	-	1
Funeral Home	280	7.5	6	2	3	10.7	65	-	9 or 13	-	1
Grocery Store	280	7.5	6	2	3	10.7	65	-	11	-	1
Hostel	280	7.5	6	2	3	10.7	65	-	17	-	-
Licensed Restaurant	280	7.5	6	2	3	10.7	65	-	7	-	1
Multi-Unit Dwelling	280	7.5	6	3	6	10.7	-	35	3	20	1
Multi-Unit High Rise Dwelling	280	7.5	6	5	7.5	46	-	35	3	20	1
Parking at Grade	280	7.5	6	2	3	10.7	-	-	-	-	-
Place of Worship	280	7.5	6	2	3	10.7	65	-	9	-	-
Post Secondary School	280	7.5	6	2	3	14.3	65	-	20	-	1
Protective & Emergency Services	280	7.5	6	2	3	10.7	65	-	6	-	-
Public Assembly	280	7.5	6	2	3	10.7	65	-	6 or 12	-	1

RMU – RESIDENTIAL MIXED USE

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Residential Care Facility	280	7.5	6	3	6	14.3	65	-	5	-	-
Residential Care Home	280	7.5	6	2	3	10.7	50	-	5	-	-
Residential Day Care Facility	280	7.5	6	2	3	10.7	65	-	19	-	-
Residential Day Care Home	280	7.5	6	2	3	10.7	50	-	13	-	-
Shelter	280	7.5	6	2	3	10.7	65	-	17	-	-

Notes on Development Standards for the table above (RMU – Residential Mixed Use):

- 1 The regulations in Section 4.2 and Section 7.1.1 of this Bylaw shall apply.
- 2 The regulations in Section 4.15 of this Bylaw shall apply.
- 3 The regulations in Section 5 of this Bylaw shall apply.
- 4 Two Unit Dwellings that are subdivided along a common wall shall have a minimum lot width of 7 metres and a minimum lot area of 200 square metres.
- 5 The regulations in Section 4.6 and Section 7.1.6 of this Bylaw shall apply.

Subsection 8.2.2

M1 – HEAVY INDUSTRIAL											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ¹	1,260	21	-	1.5	1.5	14.3	-	-	-	-	-
Aircraft Assembly & Service	1,260	21	7.5	6	7.5	14.3	-	-	16	-	-
Animal Care Service	1,260	21	7.5	6	7.5	14.3	-	-	16	-	-
Brewing & Distilling	1,260	21	7.5	6	7.5	14.3	-	-	7 or 16	-	1
Commercial Entertainment Establishment	1,260	21	7.5	6	7.5	14.3	-	-	14	-	1
Commercial Service Establishment	1,260	21	7.5	6	7.5	14.3	-	-	6	-	1
Garden Centre	1,260	21	7.5	6	7.5	14.3	-	-	6	-	1
Health Club	1,260	21	7.5	6	7.5	14.3	-	-	11 or 19	-	-
Industrial Equipment Sales & Service	1,260	21	7.5	6	7.5	14.3	-	-	16	-	1
Industrial Service Establishment	1,260	21	7.5	6	7.5	14.3	-	-	16	-	1
Manufacturing, Processing & Assembly	1,260	21	7.5	6	7.5	14.3	-	-	16	-	1
Office	1,260	21	7.5	6	7.5	14.3	-	-	6	-	1
Restaurant	1,260	21	7.5	6	7.5	14.3	-	-	7	-	1
Retail Store	1,260	21	7.5	6	7.5	14.3	-	-	6	-	1
Shipping Container ¹	1,260	21	-	1.5	1.5	3	-	-	-	-	-
Single Vehicle Car Wash	1,260	21	7.5	6	7.5	14.3	-	-	18	-	-

M1 – HEAVY INDUSTRIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Storage Facility	1,260	21	7.5	6	7.5	14.3	-	-	10	-	1
Storage Yard	1,260	21	7.5	6	7.5	14.3	-	-	10	-	-
Take-Out Food Service	1,260	21	7.5	6	7.5	14.3	-	-	6	-	1
Utilities	-	-	-	-	-	-	-	-	-	-	-
Vehicle Rental & Leasing	1,260	21	7.5	6	7.5	14.3	-	-	6	-	-
Veterinary Clinic – Small Animal	1,260	21	7.5	6	7.5	14.3	-	-	6	-	-
Warehouse & Wholesale	1,260	21	7.5	6	7.5	14.3	-	-	6 or 10	-	1
Discretionary Uses – Development Officer											
Aquaculture Facility	1,260	21	7.5	6	7.5	14.3	-	-	10	-	1
Building Supplies & Products	1,260	21	7.5	6	7.5	14.3	-	-	6 or 16	-	1
Business Complex	1,260	21	7.5	6	7.5	14.3	-	-	6 or 11	-	1
Business Group	1,260	21	7.5	6	7.5	14.3	-	-	6 or 11	-	1
Fleet Service	1,260	21	7.5	6	7.5	14.3	-	-	16	-	1
Food Kiosk	1,260	21	7.5	6	7.5	14.3	-	-	6	-	-
Gas Bar	1,260	21	7.5	6	7.5	14.3	-	-	15	-	1
Kennel	1,260	21	7.5	6	7.5	14.3	-	-	16	-	-
Large Vehicle Wash	1,260	21	7.5	6	7.5	14.3	-	-	18	-	1
Licensed Restaurant	1,260	21	7.5	6	7.5	14.3	-	-	7	-	1
Multi-Vehicle Car Wash	1,260	21	7.5	6	7.5	14.3	-	-	18	-	1

M1 – HEAVY INDUSTRIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Parking at Grade	1,260	21	7.5	6	7.5	-	-	-	-	-	-
Recycling Depot	1,260	21	7.5	6	7.5	14.3	-	-	6 or 10	-	1
Research & Development Facility	1,260	21	7.5	6	7.5	14.3	-	-	10	-	1
Vehicle Sales	1,260	21	7.5	6	7.5	14.3	-	-	6	-	-
Vehicle Service	1,260	21	7.5	6	7.5	14.3	-	-	6	-	1
Veterinary Clinic – Large Animal	1,260	21	7.5	6	7.5	14.3	-	-	6	-	1
Discretionary Uses – Council											
Animal Shelter	1,260	21	7.5	6	7.5	14.3	-	-	16	-	1
Asphalt, Aggregate & Concrete Plant	1,260	21	7.5	6	7.5	14.3	-	-	10	-	1
Auto Wrecking & Salvage Yard	1,260	21	7.5	6	7.5	14.3	-	-	10	-	1
Bulk Fuel	1,260	21	7.5	6	7.5	14.3	-	-	10	-	1
Cannabis Production Facility	1,260	21	7.5	6	7.5	14.3	-	-	10	-	1
Cannabis Wholesale	1,260	21	7.5	6	7.5	14.3	-	-	10	-	1
Cardlock	1,260	21	7.5	6	7.5	14.3	-	-	15	-	1
Communication Tower	1,260	21	7.5	6	7.5	45	-	-	-	-	-
Correctional Institution & Related Facilities	1,260	21	7.5	6	7.5	14.3	-	-	16	-	1
Crematorium	1,260	21	7.5	6	7.5	14.3	-	-	9 or 13	-	1

M1 – HEAVY INDUSTRIAL											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Excavating, Stripping and Grading ²	1,260	-	-	6	7.5	-	-	-	-	-	-
Fuel Production Facility	1,260	21	7.5	6	7.5	14.3	-	-	10	-	1
Licensed Commercial Entertainment Establishment	1,260	21	7.5	6	7.5	14.3	-	-	14	-	1
Manufacturing, Processing & Assembly – Dangerous Goods	1,260	21	7.5	6	7.5	14.3	-	-	16	-	1
Post Secondary School	1,260	21	7.5	6	7.5	14.3	-	-	20	-	1
Protective & Emergency Services	1,260	21	7.5	6	7.5	14.3	-	-	6	-	-
Pulp & Paper Mill	1,260	21	7.5	6	7.5	-	-	-	10	-	1
Rail Yard	1,260	21	7.5	6	7.5	14.3	-	-	10	-	1
Sand & Gravel Yard	1,260	21	7.5	6	7.5	14.3	-	-	10	-	-
Veterinary Hospital	1,260	21	7.5	6	7.5	14.3	-	-	6	-	1

Notes on Development Standards for the table above (M1 – Heavy Industrial):

- 1 The regulations in Section 4.2 and Section 8.1.1 of this Bylaw shall apply.
- 2 The regulations in Section 4.15 of this Bylaw shall apply.
- 3 The regulations in Section 5 of this Bylaw shall apply.
- 4 The regulations in Section 4.6 and Section 8.1.6 of this Bylaw shall apply.

Subsection 8.3.2

M2 – SMALL LOT LIGHT INDUSTRIAL											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ¹	300	10	-	1.5	1.5	10.7	-	-	-	-	-
Animal Care Service	300	10	-	-	3	10.7	-	-	16	-	-
Brewing & Distilling	300	10	-	-	3	10.7	-	-	7 or 16	-	1
Commercial Entertainment Establishment	300	10	-	-	3	10.7	-	-	14	-	1
Commercial Service Establishment	300	10	-	-	3	10.7	-	-	6	-	1
Community Garden	300	10	-	-	3	-	-	-	-	-	-
Financial Institution	300	10	-	-	3	10.7	-	-	6	-	-
Health Club	300	10	-	-	3	10.7	-	-	11 or 19	-	-
Industrial Service Establishment	300	10	-	-	3	10.7	-	-	16	-	1
Office	300	10	-	-	3	10.7	-	-	6	-	1
Post Office	300	10	-	-	3	10.7	-	-	6	-	1
Restaurant	300	10	-	-	3	10.7	-	-	7	-	1
Retail Store	300	10	-	-	3	10.7	-	-	6	-	1
Shipping Container ¹	300	10	-	1.5	1.5	3	-	-	-	-	-
Single Vehicle Car Wash	300	10	-	-	3	10.7	-	-	18	-	-
Social Club	300	10	-	-	3	10.7	-	-	11 or 19	-	1

M2 – SMALL LOT LIGHT INDUSTRIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Storage Facility	300	10	-	-	3	10.7	-	-	10	-	1
Take-Out Food Service	300	10	-	-	3	10.7	-	-	6	-	1
Utilities	-	-	-	-	-	-	-	-	-	-	-
Vehicle Rental & Leasing	300	10	-	-	3	10.7	-	-	6	-	-
Veterinary Clinic – Small Animal	300	10	-	-	3	10.7	-	-	6	-	-
Warehouse & Wholesale	300	10	-	-	3	10.7	-	-	6 or 10	-	1
Discretionary Uses – Development Officer											
Building Supplies & Products	300	10	-	-	3	10.7	-	-	6 or 16	-	1
Business Complex	300	10	-	-	3	10.7	-	-	6 or 11	-	1
Business Group	300	10	-	-	3	10.7	-	-	6 or 11	-	1
Food Kiosk	300	10	-	-	3	10.7	-	-	6	-	-
Garden Center	300	10	-	-	3	10.7	-	-	6	-	1
Gas Bar	300	10	-	-	3	10.7	-	-	15	-	1
Large Vehicle Wash	300	10	-	-	3	10.7	-	-	18	-	1
Licensed Restaurant	300	10	-	-	3	10.7	-	-	7	-	1
Manufacturing, Processing & Assembly	300	10	-	-	3	10.7	-	-	16	-	1
Multi-Vehicle Car Wash	300	10	-	-	3	10.7	-	-	18	-	1
Parking at Grade	300	10	-	-	3	10.7	-	-	-	-	-

M2 – SMALL LOT LIGHT INDUSTRIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Recycling Depot	300	10	-	-	3	10.7	-	-	6 or 10	-	1
Research & Development Facility	300	10	-	-	3	10.7	-	-	10	-	1
Storage Yard	300	10	-	-	3	10.7	-	-	10	-	-
Vehicle Sales	300	10	-	-	3	10.7	-	-	6	-	-
Vehicle Service	300	10	-	-	3	10.7	-	-	6	-	1
Veterinary Clinic – Large Animal	300	10	-	-	3	10.7	-	-	6	-	1
Discretionary Uses – Council											
Cardlock	300	10	-	-	3	10.7	-	-	15	-	1
Communication Tower	300	10	-	-	3	45	-	-	-	-	-
Excavating, Stripping and Grading ²	300	-	-	-	-	-	-	-	-	-	-
Licensed Commercial Entertainment Establishment	300	10	-	-	3	10.7	-	-	14	-	1
Personal Service Establishment	300	10	-	-	3	10.7	-	-	6	-	1
Private School	300	10	-	-	3	10.7	-	-	20	-	-
Protective & Emergency Services	300	10	-	-	3	10.7	-	-	6	-	-
Rail Yard	300	10	-	-	3	10.7	-	-	10	-	1

Notes on Development Standards for the table above (M2 – Small Lot Light Industrial):

¹ The regulations in Section 4.2 and Section 8.1.1 of this Bylaw shall apply.

- 2 The regulations in Section 4.15 of this Bylaw shall apply.
- 3 The regulations in Section 5 of this Bylaw shall apply.
- 4 The regulations in Section 4.6 and Section 8.1.6 of this Bylaw shall apply.

Subsection 8.4.2

M3 – LARGE LOT LIGHT INDUSTRIAL											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ¹	1,260	22	-	1.5	1.5	14.3	-	-	-	-	-
Animal Care Service	1,260	22	7.5	6	7.5	14.3	-	-	16	-	-
Brewing & Distilling	1,260	22	7.5	6	7.5	14.3	-	-	7 or 16	-	1
Commercial Entertainment Establishment	1,260	22	7.5	6	7.5	14.3	-	-	14	-	1
Commercial Service Establishment	1,260	22	7.5	6	7.5	14.3	-	-	6	-	1
Garden Center	1,260	22	7.5	6	7.5	14.3	-	-	6	-	1
Health Club	1,260	22	7.5	6	7.5	14.3	-	-	11 or 19	-	-
Industrial Service Establishment	1,260	22	7.5	6	7.5	14.3	-	-	16	-	1
Office	1,260	22	7.5	6	7.5	14.3	-	-	6	-	1
Post Office	1,260	22	7.5	6	7.5	14.3	-	-	6	-	1
Restaurant	1,260	22	7.5	6	7.5	14.3	-	-	7	-	1
Retail Store	1,260	22	7.5	6	7.5	14.3	-	-	6	-	1
Shipping Container ¹	1,260	22	-	1.5	1.5	3	-	-		-	-
Single Vehicle Car Wash	1,260	22	7.5	6	7.5	14.3	-	-	18	-	-

M3 – LARGE LOT LIGHT INDUSTRIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Social Club	1,260	22	7.5	6	7.5	14.3	-	-	11 or 19	-	1
Storage Facility	1,260	22	7.5	6	7.5	14.3	-	-	10	-	1
Take-Out Food Service	1,260	22	7.5	6	7.5	14.3	-	-	6	-	1
Utilities	-	-	-	-	-	-	-	-	-	-	-
Vehicle Rental & Leasing	1,260	22	7.5	6	7.5	14.3	-	-	6	-	-
Veterinary Clinic – Small Animal	1,260	22	7.5	6	7.5	14.3	-	-	6	-	-
Warehouse & Wholesale	1,260	22	7.5	6	7.5	14.3	-	-	6 or 10	-	1
Discretionary Uses – Development Officer											
Building Supplies & Products	1,260	22	7.5	6	7.5	14.3	-	-	6 or 16	-	1
Business Complex	1,260	22	7.5	6	7.5	14.3	-	-	6 or 11	-	1
Business Group	1,260	22	7.5	6	7.5	14.3	-	-	6 or 11	-	1
Fleet Service	1,260	22	7.5	6	7.5	14.3	-	-	16	-	1
Food Kiosk	1,260	22	7.5	6	7.5	14.3	-	-	6	-	-
Gas Bar	1,260	22	7.5	6	7.5	14.3	-	-	15	-	1
Kennel	1,260	22	7.5	6	7.5	14.3	-	-	16	-	-
Large Vehicle Wash	1,260	22	7.5	6	7.5	14.3	-	-	18	-	1
Licensed Restaurant	1,260	22	7.5	6	7.5	14.3	-	-	7	-	1

M3 – LARGE LOT LIGHT INDUSTRIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Manufacturing, Processing & Assembly	1,260	22	7.5	6	7.5	14.3	-	-	16	-	1
Multi-Vehicle Car Wash	1,260	22	7.5	6	7.5	14.3	-	-	18	-	1
Parking at Grade	1,260	22	7.5	6	7.5	14.3	-	-	-	-	-
Recycling Depot	1,260	22	7.5	6	7.5	14.3	-	-	6 or 10	-	1
Research & Development Facility	1,260	22	7.5	6	7.5	14.3	-	-	10	-	1
Storage Yard	1,260	22	7.5	6	7.5	14.3	-	-	10	-	-
Vehicle Sales	1,260	22	7.5	6	7.5	14.3	-	-	6	-	-
Vehicle Service	1,260	22	7.5	6	7.5	14.3	-	-	6	-	1
Veterinary Clinic – Large Animal	1,260	22	7.5	6	7.5	14.3	-	-	6	-	1
Discretionary Uses – Council											
Animal Shelter	1,260	22	7.5	6	7.5	14.3	-	-	16	-	1
Cardlock	1,260	22	7.5	6	7.5	14.3	-	-	15	-	1
Casino	1,260	22	7.5	6	7.5	14.3	-	-	12	-	1
Communication Tower	1,260	22	7.5	6	7.5	45	-	-	-	-	-
Excavating, Stripping and Grading ²	1,260	-	-	-	-	-	-	-	-	-	-
Licensed Commercial Entertainment Establishment	1,260	22	7.5	6	7.5	14.3	-	-	14	-	1
Night Club	1,260	22	7.5	6	7.5	14.3	-	-	7	-	1

M3 – LARGE LOT LIGHT INDUSTRIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Personal Service Establishment	1,260	22	7.5	6	7.5	14.3	-	-	6	-	1
Place of Worship	1,260	22	7.5	6	7.5	14.3	-	-	9	-	1
Post Secondary School	1,260	22	7.5	6	7.5	14.3	-	-	20	-	1
Private School	1,260	22	7.5	6	7.5	14.3	-	-	20	-	-
Protective & Emergency Services	1,260	22	7.5	6	7.5	14.3	-	-	6	-	-

Notes on Development Standards for the table above (M3 – Large Lot Light Industrial):

- 1 The regulations in Section 4.2 and Section 8.1.1 of this Bylaw shall apply.
- 2 The regulations in Section 4.15 of this Bylaw shall apply.
- 3 The regulations in Section 5 of this Bylaw shall apply.
- 4 The regulations in Section 4.6 and Section 8.1.6 of this Bylaw shall apply.

Subsection 8.5.2

M4 – AIRPORT INDUSTRIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ¹	1,260	21	-	1.5	1.5	14.3	-	-	-	-	-
Aircraft Sales, Charters, Rentals & Service	1,260	21	7.5	3	3	14.3	-	-	6	-	-
Brewing & Distilling	1,260	21	7.5	3	3	14.3	-	-	7 or 16	-	1
Commercial Entertainment Establishment	1,260	21	7.5	3	3	14.3	-	-	14	-	1
Commercial Service Establishment	1,260	21	7.5	3	3	14.3	-	-	6	-	1
Food Kiosk	1,260	22	7.5	6	7.5	14.3	-	-	6	-	-
Garden Center	1,260	21	7.5	3	3	14.3	-	-	6	-	1
Industrial Service Establishment	1,260	21	7.5	3	3	14.3	-	-	16	-	1
Office	1,260	21	7.5	3	3	14.3	-	-	6	-	1
Post Office	1,260	21	7.5	3	3	14.3	-	-	6	-	1
Restaurant	1,260	21	7.5	3	3	14.3	-	-	7	-	1
Retail Store	1,260	21	7.5	3	3	14.3	-	-	6	-	1
Shipping Container ¹	1,260	21	-	1.5	1.5	3	-	-	-	-	-
Single Vehicle Car Wash	1,260	21	7.5	3	3	14.3	-	-	18	-	-
Storage Facility	1,260	21	7.5	3	3	14.3	-	-	10	-	1

M4 – AIRPORT INDUSTRIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Take-Out Food Service	1,260	21	7.5	3	3	14.3	-	-	6	-	1
Utilities	-	-	-	-	-	-	-	-	-	-	-
Vehicle Rental & Leasing	1,260	21	7.5	3	3	14.3	-	-	6	-	-
Warehouse & Wholesale	1,260	21	7.5	3	3	14.3	-	-	6 or 10	-	1
Discretionary Uses - Development Officer											
Aircraft Assembly & Service	1,260	21	7.5	3	3	14.3	-	-	16	-	1
Aquaculture Facility	1,260	21	7.5	3	3	14.3	-	-	10	-	1
Business Complex	1,260	21	7.5	3	3	14.3	-	-	6 or 11	-	1
Business Group	1,260	21	7.5	3	3	14.3	-	-	6 or 11	-	1
Fleet Service	1,260	21	7.5	3	3	14.3	-	-	16	-	1
Gas Bar	1,260	21	7.5	3	3	14.3	-	-	15	-	1
Industrial Equipment Sales & Service	1,260	21	7.5	3	3	14.3	-	-	16	-	1
Large Vehicle Wash	1,260	21	7.5	3	3	14.3	-	-	18	-	1
Licensed Restaurant	1,260	21	7.5	3	3	14.3	-	-	7	-	1
Manufacturing, Processing & Assembly	1,260	21	7.5	3	3	14.3	-	-	16	-	1

M4 – AIRPORT INDUSTRIAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Multi-Vehicle Car Wash	1,260	21	7.5	3	3	14.3	-	-	18	-	1
Parking at Grade	1,260	21	7.5	3	3	14.3	-	-	-	-	-
Recycling Depot	1,260	21	7.5	3	3	14.3	-	-	6 or 10	-	1
Research & Development Facility	1,260	21	7.5	3	3	14.3	-	-	10	-	1
Storage Yard	1,260	21	7.5	3	3	14.3	-	-	10	-	-
Vehicle Service	1,260	21	7.5	3	3	14.3	-	-	6	-	1
Discretionary Uses - Council											
Bulk Fuel	1,260	21	7.5	3	3	14.3	-	-	10	-	1
Cardlock	1,260	21	7.5	3	3	14.3	-	-	15	-	1
Communication Tower	1,260	21	7.5	3	3	45	-	-	-	-	-
Excavating, Stripping and Grading ²	1,260	-	-	-	-	-	-	-	-	-	-
Fuel Production Facility	1,260	21	7.5	3	3	14.3	-	-	10	-	1
Post Secondary School	1,260	21	7.5	3	3	14.3	-	-	20	-	1
Private School	1,260	21	7.5	3	3	14.3	-	-	20	-	-
Protective & Emergency Services	1,260	21	7.5	3	3	14.3	-	-	6	-	-

Notes on Development Standards for the table above (M4 – Airport Industrial):

- ¹ The regulations in Section 4.2 of this Bylaw shall apply.
- ² The regulations in Section 4.15 of this Bylaw shall apply.

- 3 The regulations in Section 5 of this Bylaw shall apply.
- 4 The regulations in Section 4.6 and Section 8.1.6 of this Bylaw shall apply.

Subsection 9.2.2

I1 – INSTITUTIONAL GENERAL											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ¹	835	24	-	3	3	22	-	-	-	-	-
Catering Service	835	24	7.5	3	3	22	65	-	10	-	-
Child Care Centre	835	24	7.5	3	3	22	65	-	13	-	-
Community Garden	835	24	7.5	3	3	-	65	-	-	-	-
Convent	835	24	7.5	3	3	22	65	-	1	10	-
Drug Store	835	24	7.5	3	3	22	65	-	6	-	-
Health Clinic	835	24	7.5	3	3	22	65	-	11	-	-
Home Based Business	835	24	7.5	3	3	22	65	-	2	-	-
Office	835	24	7.5	3	3	22	65	-	6	-	-
Parks and Playgrounds	835	24	7.5	3	3	-	65	-	-	-	-
Post Office	835	24	7.5	3	3	22	65	-	6	-	1
Utilities	-	-	-	-	-	-	-	-	-	-	-
Discretionary Uses – Development Officer											
Boarding House	835	24	7.5	3	3	22	65	-	4	-	-
Business Complex	835	24	7.5	3	3	22	65	-	6 or 11	-	1
Business Group	835	24	7.5	3	3	22	65	-	6 or 11	-	1

I1 – INSTITUTIONAL GENERAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Health Club	835	24	7.5	3	3	22	65	-	11 or 19	-	-
Food Kiosk	835	24	7.5	3	3	22	65	-	6	-	-
Parking at Grade	835	24	7.5	3	3	22	65	-	-	-	-
Personal Service Establishment	835	24	7.5	3	3	22	65	-	6	-	-
Research & Development Facility	835	24	7.5	3	3	22	65	-	10	-	1
Restaurant	835	24	7.5	3	3	22	65	-	7	-	1
Discretionary Uses – Council											
Above Grade Dwelling	835	24	7.5	3	3	22	65	-	3	20	1
Athletic & Recreational Facility	835	24	7.5	3	3	22	65	-	6 or 12	-	1
Campground	835	24	7.5	3	3	22	65	-	-	-	-
Cemetery	835	24	7.5	3	3	22	65	-	-	-	-
Community Workshop	835	24	7.5	3	3	22	65	-	16	-	1
Communication Tower	835	24	7.5	3	3	45	65	-	-	-	-
Correctional Institution & Related Facilities	20,23 4	140	7.5	3	3	22	65	-	16	-	1
Courthouse	835	24	7.5	3	3	22	65	-	9 or 10	-	-
Elementary School	835	24	7.5	3	3	22	65	-	13	-	-

I1 – INSTITUTIONAL GENERAL

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Excavating, Stripping and Grading ²	835	-	-	-	-	-	-	-	-	-	-
Parking Structure	835	24	7.5	3	3	22	65	-	-	-	-
Place of Worship	835	24	7.5	3	3	22	65	-	9	-	-
Post Secondary School	835	24	7.5	3	3	22	65	-	20	-	1
Protective & Emergency Services	835	24	7.5	3	3	22	65	-	6	-	-
Private School	835	24	7.5	3	3	22	65	-	20	-	-
Public Assembly	835	24	7.5	3	3	22	65	-	6 or 12	-	1
Residential Care Facility	835	24	7.5	3	3	22	65	-	5	-	-
Residential Day Care Facility	835	24	7.5	3	3	22	65	-	19	-	-
Secondary School	835	24	7.5	3	3	22	65	-	20	-	1
Shelter	232	7.6	-	-	-	-	-	-	17	-	-
Special Care Facility	835	24	7.5	3	3	22	65	-	5	20	-
Waste Water Treatment Plant	835	24	7.5	3	3	22	65	-	10	-	1
Water Treatment Plant	835	24	7.5	3	3	22	65	-	10	-	1

Notes on Development Standards for the table above (I1 – Institutional General):

- 1 The regulations in Section 4.2 of this Bylaw shall apply.
- 2 The regulations in Section 4.15 of this Bylaw shall apply.
- 3 The regulations in Section 5 of this Bylaw shall apply.
- 4 The regulations in Section 4.6 and Section 9.1.5 of this Bylaw shall apply.

Subsection 9.3.2

12 – INSTITUTIONAL MEDICAL SERVICE											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ¹	835	24	-	3	3	30	-	-	-	-	-
Catering Service	835	24	7.5	3	3	30	55	-	10	-	1
Child Care Centre	835	24	7.5	3	3	30	55	-	13	-	-
Community Garden	835	24	7.5	3	3	-	55	-	-	-	-
Drug Store	835	24	7.5	3	3	30	55	-	6	-	1
Health Clinic	835	24	7.5	3	3	30	55	-	11	-	1
Home Based Business	835	24	7.5	3	3	30	55	-	2	-	-
Office	835	24	7.5	3	3	30	55	-	6	-	1
Parks and Playgrounds	835	24	7.5	3	3	-	55	-	-	-	-
Personal Service Establishment	835	24	7.5	3	3	30	55	-	6	-	1
Post Office	835	24	7.5	3	3	30	55	-	6	-	1
Restaurant	835	24	7.5	3	3	30	55	-	7	-	1
Utilities	-	-	-	-	-	-	-	-	-	-	-
Discretionary Uses – Development Officer											
Business Complex	835	24	7.5	3	3	30	55	-	6 or 11	-	1
Business Group	835	24	7.5	3	3	30	55	-	6 or 11	-	1
Food Kiosk	835	24	7.5	3	3	30	55	-	6	-	-
Parking at Grade	835	24	7.5	3	3	30	55	-	-	-	-

I2 – INSTITUTIONAL MEDICAL SERVICE

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Private School	835	24	7.5	3	3	30	55	-	20	-	-
Research & Development Facility	835	24	7.5	3	3	30	55	-	10	-	1
Discretionary Uses – Council											
Above Grade Dwelling	835	24	7.5	3	3	30	55	-	3	20	1
Athletic & Recreational Facility	835	24	7.5	3	3	30	55	-	6 or 12	-	1
Communication Tower	835	24	7.5	3	3	45	55	-	-	-	-
Crematorium	835	24	7.5	3	3	30	55	-	9 or 13	-	1
Custodial Care Facility	835	24	7.5	3	3	30	55	-	5	-	-
Excavating, Stripping and Grading ²	835	-	-	-	-	-	55	-	-	-	-
Hospital	835	24	7.5	3	3	30	55	-	5	-	1
Methadone Dispensary	835	24	7.5	3	3	30	55	-	11	-	-
Multi-Unit Dwelling	835	24	7.5	3	3	10.7	55	-	3	20	1
Parking Structure	835	24	7.5	3	3	30	55	-	-	-	-
Place of Worship	835	24	7.5	3	3	30	55	-	9	-	-
Post Secondary School	835	24	7.5	3	3	30	55	-	20	-	1
Protective & Emergency Services	835	24	7.5	3	3	30	55	-	6	-	-
Public Assembly	835	24	7.5	3	3	30	55	-	6 or 12	-	1
Residential Care Facility	835	24	7.5	3	3	30	55	-	5	-	-
Residential Day Care Facility	835	24	7.5	3	3	30	55	-	19	-	-

I2 – INSTITUTIONAL MEDICAL SERVICE

	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Shelter	835	24	7.5	3	3	30	55	-	17	-	-
Special Care Facility	835	24	7.5	3	3	30	55	-	5	20	-
Veterinary Hospital	835	24	7.5	3	3	30	55	-	6	-	1

Notes on Development Standards for the table above (I2 – Institutional Medical Service):

- 1 The regulations in Section 4.2 of this Bylaw shall apply.
- 2 The regulations in Section 4.15 of this Bylaw shall apply.
- 3 The regulations in Section 5 of this Bylaw shall apply.
- 4 The regulations in Section 4.6 and Section 9.1.5 of this Bylaw shall apply.

Subsection 10.2.2

AP – AIRPORT ¹											
	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Accessory Buildings, Structures & Uses ²	300	10	3	3	7.5	14.3	15	-	-	-	-
Aircraft Sales, Charters, Rentals & Service	300	10	3	3	-	14.3	-	-	6	-	-
Fleet Service	300	10	3	3	-	14.3	-	-	16	-	1
Non-Intensive Agriculture	300	10	3	3	-	14.3	-	-	-	-	-
Office	300	10	3	3	-	14.3	-	-	6	-	1
Post Office	300	10	3	3	-	14.3	-	-	6	-	1
Private Hangar	300	10	3	3	-	14.3	-	-	-	-	-
Restaurant	300	10	3	3	-	14.3	-	-	7	-	1
Retail Store	300	10	3	3	-	14.3	-	-	6	-	1
Shipping Container ²	300	10	3	3	7.5	3	5	-	-	-	-
Storage Facility	300	10	3	3	-	14.3	-	-	10	-	1
Take-Out Food Service	300	10	3	3	-	14.3	-	-	6	-	1
Utilities	-	-	-	-	-	-	-	-	-	-	-
Vehicle Rental & Leasing	300	10	3	3	-	14.3	-	-	6	-	-
Discretionary Uses - Development Officer											

AP – AIRPORT ¹

	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Aircraft Assembly & Service	300	10	3	3	-	14.3	-	-	16	-	1
Business Complex	300	10	3	3	-	14.3	-	-	11 or 6	-	1
Business Group	300	10	3	3	-	14.3	-	-	11 or 6	-	1
Commercial Service Establishment	300	10	3	3	-	14.3	-	-	6	-	1
Licensed Restaurant	300	10	3	3	-	14.3	-	-	7	-	1
Parking at Grade	300	10	3	3	-	14.3	-	-	-	-	-
Storage Yard	300	10	3	3	-	14.3	-	-	10	-	-
Warehouse & Wholesale	300	10	3	3	-	14.3	-	-	6 or 10	-	1
Discretionary Uses - Council											
Airport Terminal	300	10	3	3	-	14.3	-	-	-	-	-
Bulk Fuel	300	10	3	3	-	14.3	-	-	10	-	1
Communication Tower	300	10	3	3	-	45	-	-	-	-	-
Excavating, Stripping and Grading ³	300	-	-	-	-	-	-	-	-	-	-
Hotel	300	10	3	3	-	14.3	-	-	8	-	1
Parking Structure	300	10	3	3	-	14.3	-	-	-	-	-
Private School	300	10	3	3	-	14.3	-	-	20	-	-

AP – AIRPORT ¹

	Minimum Development Standards								Parking Standards ⁴		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁵ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Protective & Emergency Services	300	10	3	3	-	14.3	-	-	6	-	-

Notes on Development Standards for the table above (AP – Airport):

- 1 The regulations contained in the Development and Parking Standards table shall apply to all development undertaken groundside. All airside development and parking standards shall be at the discretion of the Development Officer and the Department of Public Works.
- 2 The regulations in Section 4.2 of this Bylaw shall apply.
- 3 The regulations in Section 4.15 of this Bylaw shall apply.
- 4 The regulations in Section 5 of this Bylaw shall apply.
- 5 The regulations in Section 4.6 and Section 10.1.6 of this Bylaw shall apply.

Subsection 10.6.2

FUD – FUTURE URBAN DEVELOPMENT											
	Minimum Development Standards								Parking Standards ³		
	Site Area (m ²)	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area ⁴ (%)	Regular (Cat.)	Visitor (%)	Loading (#)
Permitted Uses											
Home Based Business	40,469	-	7.5	2	7.5	10.7	-	-	2	-	-
Non-Intensive Agriculture	40,469	-	7.5	2	7.5	10.7	-	-	-	-	-
Shipping Container ¹	40,469	-	- ¹	2	7.5	3	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
Discretionary Uses – Council											
Accessory Buildings, Structures & Uses ¹	40,469	-	7.5	2	7.5	10.7	2	-	-	-	-
Excavating, Stripping and Grading ²	40,469	-	-	-	-	-	-	-	-	-	-
One Unit Dwelling	40,469	-	7.5	2	7.5	10.7	5	-	2	-	-
Protective & Emergency Services	40,469	-	7.5	2	7.5	10.7	5	-	6	-	-

Notes on Development Standards for the table above (FUD – Future Urban Development):

- 1 The regulations in Section 4.2 of this Bylaw shall apply.
- 2 The regulations in Section 4.15 of this Bylaw shall apply.
- 3 The regulations in Section 5 of this Bylaw shall apply.
- 4 The regulations in Section 4.6 and Section 10.1.6 of this Bylaw shall apply.

THE CITY OF PRINCE ALBERT

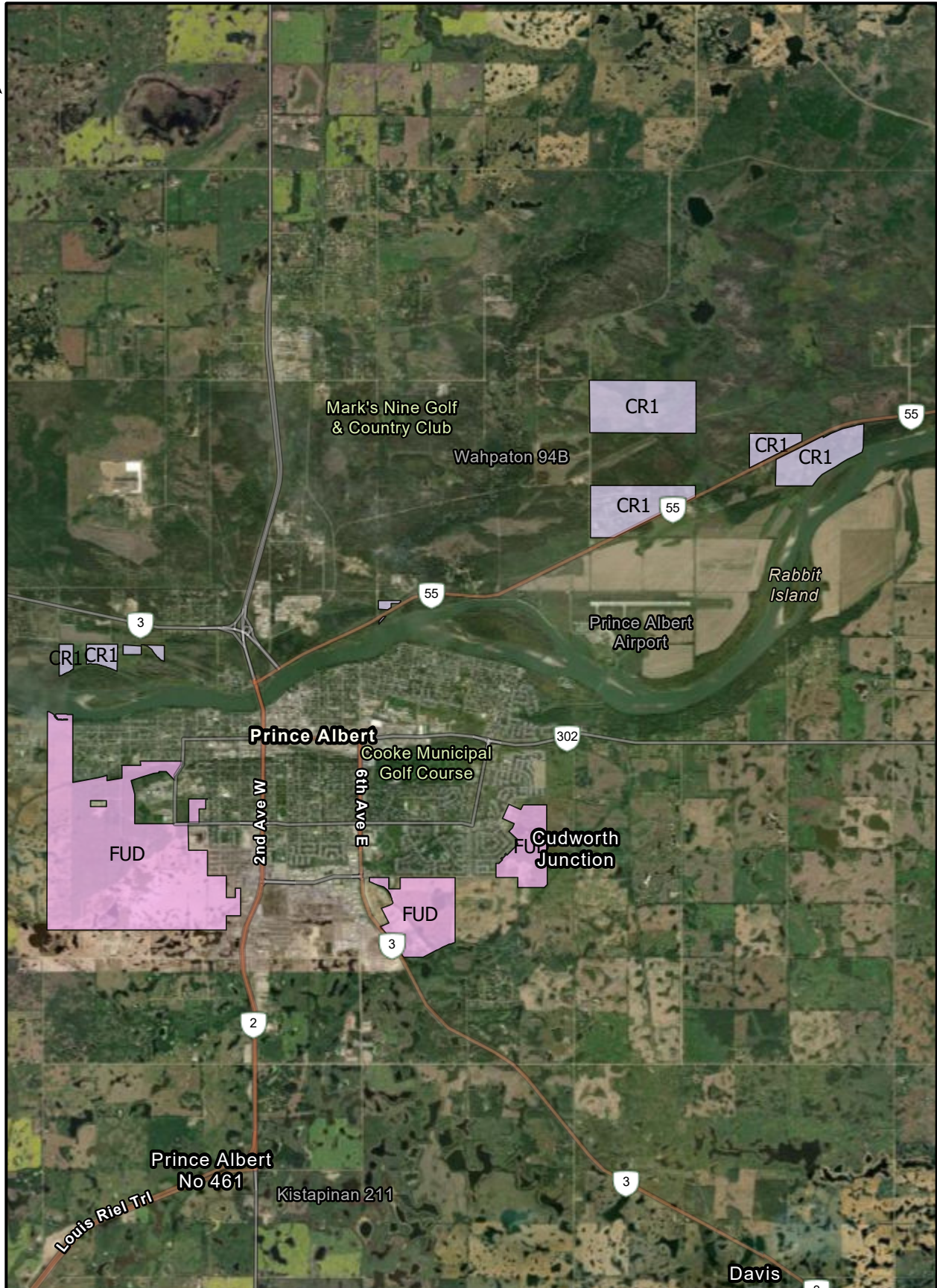
Location Plan



S-N

S-N

PLANNING & DEVELOPMENT



January 19, 2023

Subject Property Identified With A Bold Dashed Line

RPT 23-18

TITLE: Parcel AA Development - Métis Nation Saskatchewan

DATE: January 25, 2023

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

1. That the proposal from Métis Nation Saskatchewan for the construction of an office and a child care centre be supported in principle, subject to receiving an application for amendments to the Official Community Plan and Zoning Bylaw, along with the receipt of a Discretionary Use Development Permit Application to be considered by City Council.

TOPIC & PURPOSE:

The purpose of this report is to consider a development proposal from the Métis Nation Saskatchewan for Parcel AA (see attached Location Plan). This proposal includes two buildings in the northeast corner of the subject property, one for office use and one for a child care centre.

BACKGROUND:

The Department of Planning and Development Services has received a proposal from the Métis Nation Saskatchewan (MN-S) for a planned development on Parcel AA, a 10.59 ha property in the City's southwest. MN-S has the option to purchase the lands, with the terms including City Council's approval of the project. If the sale is finalized, a 1.21 ha mixed use parcel is proposed in the northeast corner of the property. In order to develop the site, amendments to the Official Community Plan and the Zoning Bylaw would both be required.

The intended use of the office development is for a regional pilot project focused on providing support to Métis citizens and families in the area. The project, called the Ma Faamii Centre ("my family" in Michif), will be a service centre to provide guidance and support from MN-S, government agencies, and private sector professionals to address client needs. An extension of the Ma Faamii Centre will be the full service child care centre proposed in the second building on site. See the attached Parcel AA Development Proposal Package for additional details about the proposed project.

PROPOSED APPROACH AND RATIONALE:Official Community Plan

The subject lands are currently designated as Low Density Residential and Medium Density Residential in the Official Community Plan (OCP). This proposal would require an amendment to the OCP to designate the area as Neighbourhood Mixed Use, which consists of moderate density residential and neighbourhood commercial services.

The remainder of the Parcel AA site that is not slated for development is proposed to remain as medium density residential. Once a final use is determined for this portion of the site, new permits and approvals will be required.

This amendment is aligned with existing policies in the OCP that encourage mixed uses, especially in areas that are easily accessible. Taking into consideration proximity to other neighbourhood facilities and amenities, transit routes, the Rotary Trail, and proposed future development, this mixed use site could be easily accessed by the future residential areas surrounding the area. For these reasons, Administration supports this amendment to the OCP.

Zoning Bylaw

As per the attached Location Plan, Parcel AA is currently zoned Future Urban Development (FUD) in the Zoning Bylaw, which is a zoning district that holds undeveloped land for future development in accordance with a related area of secondary master plan. The West Hill Master Plan exists for this area, and it identifies the subject area as medium density residential.

A proposed rezoning of a portion of the site to Commercial Mixed Use (CMU) will allow for the creation of office space and a child care centre at this location. The purpose of the CMU zoning district is to provide small scale commercial nodes throughout the city. Located on high volume, arterial junctions and adjacent to residential neighbourhood, the CMU zoning district is supported by multiple modes of transportation and is intended to provide small service centers that cater to the day-to-day needs of the surrounding neighbourhood.

The rezoning of this area from FUD to CMU is supported as this development will provide a day care centre, services for residents, and employment opportunities in a location that is accessible by vehicle, transit, and pedestrian routes. As further development occurs on the southwest portion of the City, this commercial development will continue to serve new residential areas. For these reasons, Administration supports the amendment to the Zoning Bylaw.

Discretionary Use Application

A component of this project includes a Child Care Centre in one of the proposed buildings on the site. Child Care Centres are Discretionary Uses in the CMU zoning district requiring City Council approval. Administration is in support of the creation of a new Child Care Centre, provided the application meets all requirements of a full plan review.

CONSULTATIONS:

Planning and Development Services has worked closely with the applicant throughout the proposal process to ensure they were aware of all of the requirements and timelines.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to the approval in principle of this development proposal, two bylaw amendments and a discretionary use application will be required which will involve public notice.

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:

This report supports the City's area of focus of engaged government as it provides an opportunity to strengthen relationships with external organizations through collaboration with Métis Nation Saskatchewan.

OFFICIAL COMMUNITY PLAN:

This development proposal is aligned with the goals outlined in Section 6 of the Official Community Plan related to encouraging and integrating compatible land use throughout the City.

PUBLIC NOTICE:

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

PRESENTATION:

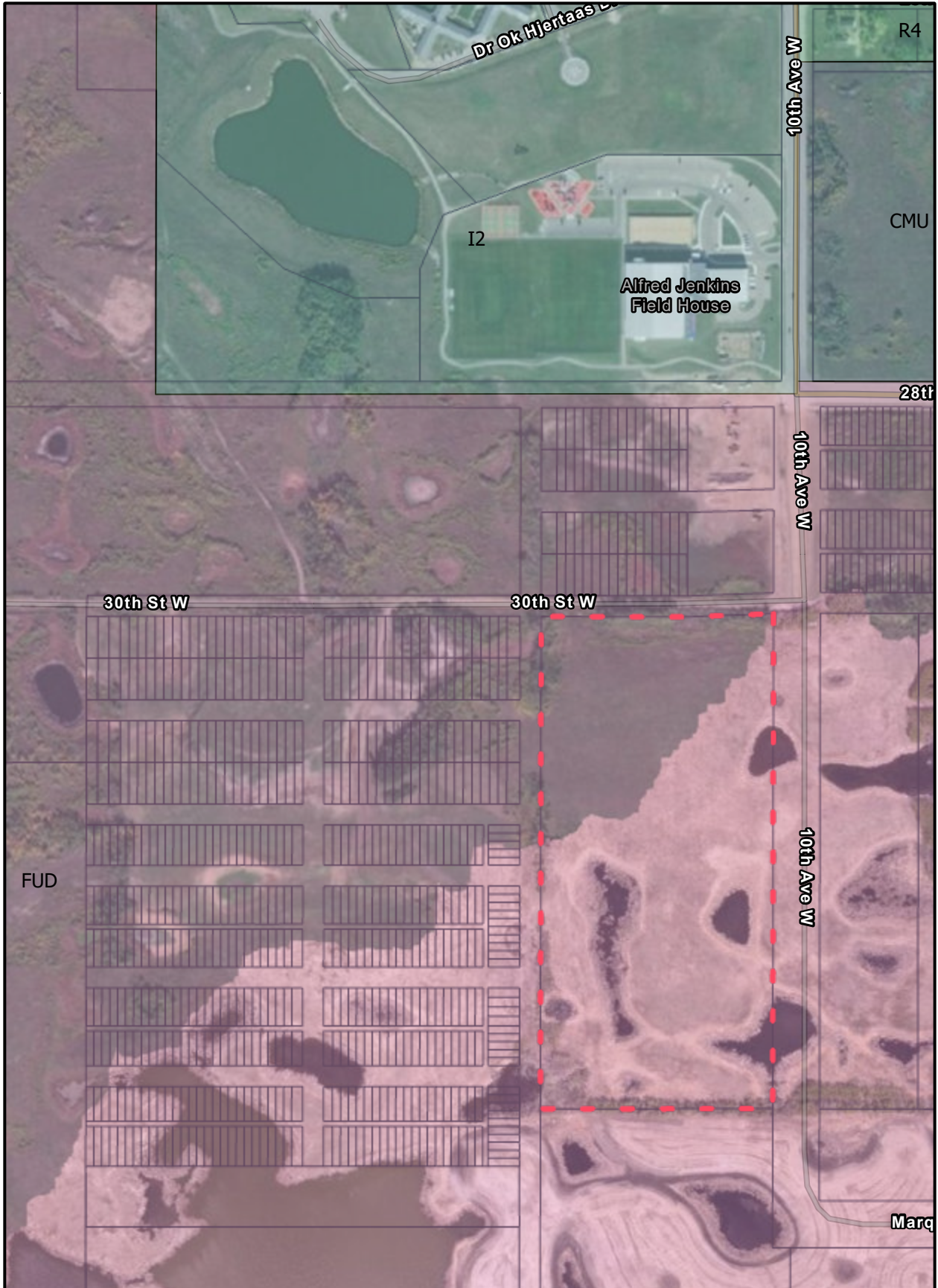
Verbal Presentation by Craig Guidinger, Director of Planning & Development Services

ATTACHMENTS:

1. Location Plan
2. Parcel AA Proposed Development Package

Written by: Ellen Pearson, Planner

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



6-12

6-12

PLANNING & DEVELOPMENT

Subject Property Identified With A Bold Dashed Line

January 4, 2023



**CATTERALL
& WRIGHT**
CONSULTING ENGINEERS

CATTERALL & WRIGHT | CONSULTING ENGINEERS

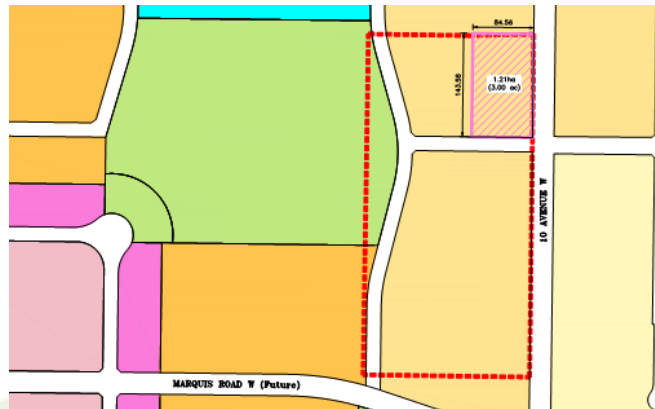
1231 – 8th STREET EAST | SASKATOON, SK S7H 0S5

TEL: (306) 343-7280 | www.cwce.ca | FAX: (306) 956-3199

December 16, 2022

Parcel AA Proposed Development

West Hill Masterplan, Official
Community Plan & Zoning
Bylaw Amendment



Prepared For:
The City of Prince Albert

Table of Contents

1.0 Introduction..... 2

1.1 Location Plan 2

2.0 Background..... 3

2.1 Ownership & Jurisdiction 3

2.2 Existing Land Use..... 3

2.3 Adjacent Land Use..... 3

2.4 Utilities & Easements 3

3.0 Land Use Plan..... 5

3.1 Neighbourhood Mixed Use 5

3.2 Medium Density Residential 5

3.3 Municipal Reserve 5

4.0 Bylaw Amendments 6

4.1 Official Community Plan..... 6

4.2 West Hill Masterplan..... 6

4.3 Zoning Bylaw 6

5.0 Regulatory Framework..... 7

5.1 Official Community Plan..... 7

5.2 West Hill Masterplan..... 8

6.0 Summary 9

7.0 Next Steps..... 10

Figures

West Hill Masterplan (displaying Parcel AA & Proposed Mixed Use Parcel)

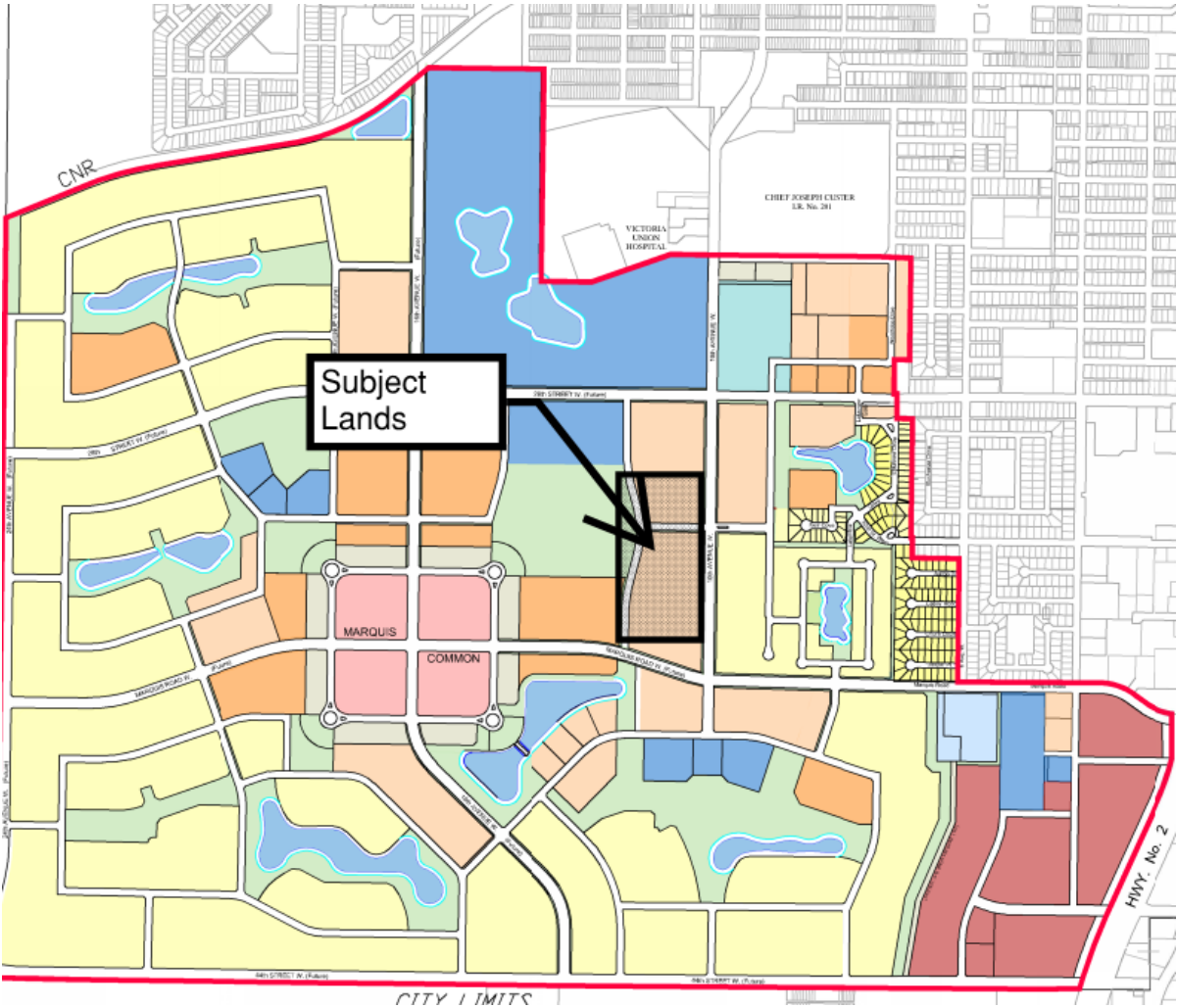
Mixed Use Site Plan

1.0 Introduction

This report was prepared by Catterall & Wright on behalf of Metis Nation Saskatchewan. The report outlines the background of a proposed development on Parcel AA, Plan 62PA10512, in the City of Prince Albert. Parcel AA is 10.59 ha (26.16 ac) and is situated within the West Hills Masterplan (WHM). Several bylaw amendments are required such that development can proceed. These amendments are outlined in the following sections.

The applicant received a letter of support from City administration on October 14, 2022, subject to a complete application of the necessary bylaw amendments.

1.1 Location Plan



2.0 Background

2.1 Ownership & Jurisdiction

The subject lands are currently owned entirely by Mark and Rita Geiger. The applicant, Metis Nation of Saskatchewan (MN-S) has the option to purchase these lands, with the terms including City Council approval of the necessary bylaw amendments. Parcel AA is within the urban boundary of the City of Prince Albert.

2.2 Existing Land Use

The subject lands are currently vacant and have no structures present.

2.3 Adjacent Land Use

There is currently no development immediately adjacent to the subject lands.

To the east of the property includes the development area of West Hill. This development includes low and medium density residential. Future development plans on the east side of 10th Ave, according to the WHM include low and medium density residential.

To the north of the property includes the Alfred Jenkins Field House and the Victoria Hospital. Future development plans between Alfred Jenkins Field House and the subject lands, according to the WHM, includes medium density residential.

To the south of the property, future development plans include medium density residential.

To the west of the property, future development plans include institutional, park space, and high density residential.

2.4 Utilities & Easements

There is a SaskPower easement in an east-west orientation located approximately 80 m south of 30th St West. No other easements were present based on an ISC Map Search.

Existing utilities include the following:

- 300mm Water Main (10th Ave West)
- 300mm Sanitary Sewer (10th Ave West)
- 900mm Storm Sewer (10th Ave West)

December/2022

SaskPower Easement



3.0 Land Use Plan

3.1 Neighbourhood Mixed Use

A 1.21 ha (3.00 ac) mixed use parcel is proposed in the northeast part of the subject lands. This parcel is intended for two buildings:

Proposed Building A – 10,000 sq. ft. single story Office building. Building A will be the Ma Faamii Centre (“my family” in Michif) which will be a physical space that Métis citizens and families can go to receive guidance and supports focused on enhancing their lives and improving their well-being. Ma Faamii is a place that will benefit all Métis citizens. When Métis clients enter the Ma Faamii Service Centre they will be greeted by a receptionist that pairs them with a Ma Faamii Navigator. The Ma Faamii Navigator will function as the client’s primary support partner and will work with the client to assess client needs and develop a personalized support team. The personalized support team will include Ma Faamii Navigator, MN-S service professionals, government service professionals, and private sector professionals that offer services and programs that address the clients’ specific needs. The Ma Faamii project will utilize a core team of staff members to operate the facility and coordinate the delivery of client supports. The Ma Faamii Centre will also incorporate an Early Learning and Child Care centre (See Proposed Building B) complete with dedicated green space.

The Ma Faamii is a regional pilot project focused on providing supports to the citizens and families of MN-S Region WR2A. The City of Prince Albert houses a large proportion of Métis citizens within the Region and acts as a commerce/service hub for other communities throughout WR2A. The city has the added benefit of being a primary service centre for many of the potential pilot project partners. This will enhance MN-S’s ability to persuade project partners to co-locate at the Ma Faamii site, reducing barriers to access and enhancing service delivery efficiency and efficacy.

Proposed Building B – 12,000 sq.ft. single story Early Learning Child Care building. This Centre, which is an extension of the Ma Faamii building, is intended to be a full service child care centre.

3.2 Medium Density Residential

The remainder of developable lands within the subject parcel will remain proposed as medium density residential, as outlined in the WHM.

3.3 Municipal Reserve

The WHM displays Municipal Reserve (MR) on the west side of the subject lands. The applicant will work with the City and other land owners to ensure that adequate MR dedication is achieved throughout the entirety of the proposed development.

4.0 Bylaw Amendments

4.1 Official Community Plan

The subject lands are currently designated as Low Density Residential and Medium Density Residential in the Official Community Plan (OCP). An amendment to the OCP Land Use Map is required to designate the subject lands as Neighbourhood Mixed Use and Medium Density Residential.

4.2 West Hill Masterplan

The subject lands are currently designated as Medium Density Residential in the WHM Land Use Concept. An amendment to the WHM Land Use Concept is required to designate a portion of the subject lands to Neighbourhood Mixed Use.

4.3 Zoning Bylaw

The subject lands are currently designated as FUD – Future Urban Development in the Zoning Bylaw. An amendment to the Zoning Map is required to designate a portion of the lands as CMU – Commercial Mixed Use. The applicant does not require the remaining lands to be rezoned as of this time. According to the Zoning Bylaw, *"the purpose of the CMU – Commercial Mixed Use Zoning District is to provide small scale, commercial nodes throughout the city. Located on high volume, arterial junctions and adjacent to residential neighborhoods, the CMU – Commercial Mixed Use Zoning District is supported by multiple modes of transportation and is intended to provide small service centers that cater to the day-to-day needs of the surrounding neighborhood."*

The proposed development is for a mixed use parcel encompassing an Office building (Building A) and an Early Learning Child Care Centre (Building B), both of which are proposed single story buildings. The CMU zoning district allows for Office buildings as a permitted use. A Child Care Centre, however, is listed as a Discretionary Use subject to Council approval. Per discussions with City administration in November and December 2022, the applicant wishes to pursue discretionary use approval in principle to facilitate the proposed development.

5.0 Regulatory Framework

5.1 Official Community Plan

The Prince Albert Official Community Plan (OCP), ‘Kistapinanihk-2035’, outlines various policies for new residential, commercial, and mixed use development in the City. The following table displays policies from the OCP, accompanied by the rationale of how the proposed development addresses the goal or policy.

Policy	Rationale
6.4.2(ii) - Give due consideration to actively participate in social housing projects by assisting with funding, tax exemptions, or partnerships with other levels of government and agencies in the community.	The proposed development is being pursued by the Metis Nation of Saskatchewan. The MNS intends on providing office space for member businesses as well as a Child Care Centre.
6.4.2(xvi) - Encourage mixed uses in lands designated Downtown Commercial and Neighbourhood Mixed Use.	The proposed development includes an application to designate a 3.00 acre parcel as Neighbourhood Mixed Use.
6.5.1(iv) - Adequately buffer low density residential developments from commercial uses through rezoning and landscaping;	There is no low density residential development proposed adjacent to the proposed development site.
<p>6.5.1(vii) - Allow Neighbourhood Mixed Use development in areas that are:</p> <ul style="list-style-type: none"> • neighbourhood focal points; • easily accessible for pedestrians; • of an appropriate size and scale to service short-term needs without competing with the Downtown Commercial District; and • taking into consideration proximity to other neighbourhood facilities and amenities, site treatment, architectural style and impacts on adjacent residential areas. 	The proposed development is situated on 10 th Avenue which is an arterial roadway. It is also close to 28 th Street which is a future arterial roadway. This area is ideal for a mixed use development as it is near multiple modes of transportation and will provide both child care and employment opportunities for residents of Prince Albert.

<p>6.5.1(ix) - Encourage pedestrian scale design.</p>	<p>The single story building formats will create an inviting atmosphere for pedestrians entering from either adjacent roadways. Landscaping, seating areas, and signage, can be explored and adjusted as needed and within reason to meet any further City of Prince Albert pedestrian related objectives.</p>
<p>6.5.1(xi) - Encourage mixed use buildings with commercial development at street level and high density residential development on upper floors.</p>	<p>The proposed development is a mixed use site rather than a mixed use building. Commercial development (Office – Building A) will be present at grade level, as will the Child Care Centre – Building B.</p>

5.2 West Hill Masterplan

The West Hill Masterplan is an overall development framework for the southwest quadrant of the City of Prince Albert. The following discussion address the four primary components of the WHM; Land Use, Transportation, Infrastructure, and Phasing.

Land Use

The WHM identifies the subject lands as medium density. Considering the location in proximity to two arterial roadways, as well as proposed medium density to the north, east, and south, the location for the proposed mixed use development does not present any land use conflicts.

Transportation

The proposed mixed use parcel is located on 10th Avenue, and just south of 28th Street, both arterial roadways. The parcel is also abutting a future local roadway that intersects 10th Avenue.

Infrastructure

The 2020 construction of 10th Avenue included the installation of deep utilities including water, sanitary sewer, and storm sewer. This provides immediate availability of services to the proposed mixed use parcel.

Phasing

The proposed development is within the E3 development phase. The phasing section of the WHM references ‘*optimal phasing for this plan area will depend on access to key infrastructure*’. As mentioned above, the deep utilities in 10th Avenue provide the opportunity to develop the proposed mixed use parcel in the short term. Considering the scale of the development, it is highly likely that it will attract investment in adjacent areas such that the WHM will begin taking shape as it builds-out from east to west.

6.0 Summary

The proposed development is in alignment with policies in the City’s OCP. As such, we request the City’s support as the applications begins the approval process. In closing, we provide the following statements which capture the benefits and key points of compliance for development in the City of Prince Albert:

- Utilizes existing services ✓
- Utilizes existing roadways..... ✓
- Provides child care..... ✓
- Provides employment opportunities..... ✓
- Complementary to nearby land uses ✓
- Opportunity for the City to work with Metis Nation Saskatchewan..... ✓
- Catalyst for further investment on west side..... ✓

December/2022

7.0 Next Steps

We look forward to working with the City of Prince Albert on the approval of the aforementioned bylaw amendments and discretionary use application. Please contact the undersigned if you have any questions.

Respectfully submitted,

Catterall & Wright

Per:



Devin Clarke, RPP, MCIP

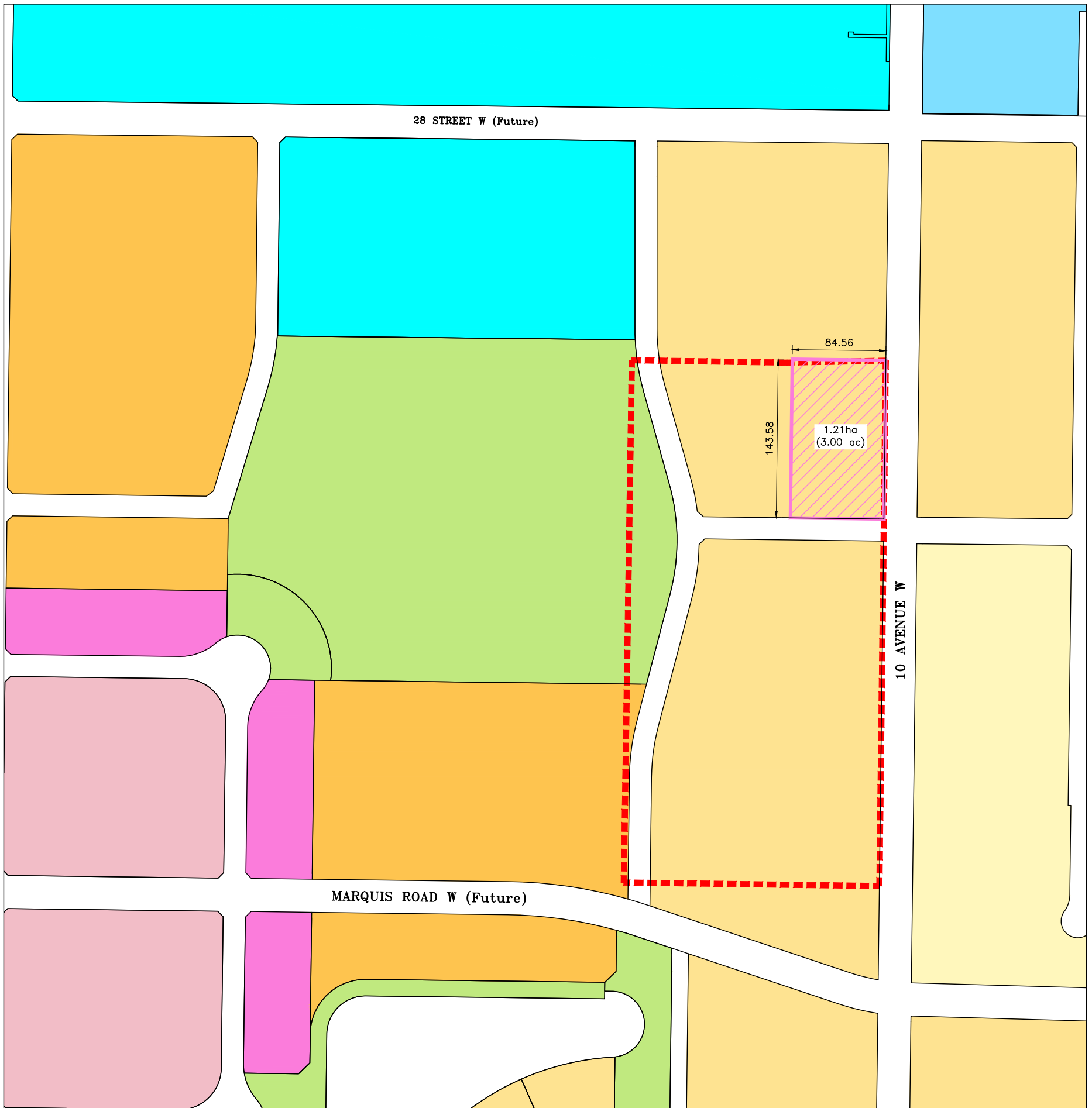
d.clarke@cwce.ca

(306) 343-7280

Reviewed:

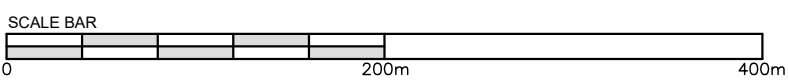


Ryan Rogal, P.Eng



LEGEND:

- - - PARCEL AA
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY MULTIPLE UNIT DWELLINGS
- HIGH DENSITY MULTIPLE UNIT DWELLINGS
- COMMERCIAL
- INSTITUTIONAL
- NEIGHBOURHOOD MIXED USE
- PROPOSED MIXED USE PARCEL
- PUBLIC UTILITY
- MUNICIPAL RESERVE



PRELIMINARY
NOT FOR CONSTRUCTION

DATE	REVISION


CATTERALL & WRIGHT
 CONSULTING ENGINEERS
 1231 - 8th STREET EAST | SASKATOON, SK S7H 0S5
 TEL: (306) 343-7280 | FAX: (306) 956-3199 | www.cwce.ca

OWNER/CLIENT
METIS NATION SASKATCHEWAN
 LOCATION
 PRINCE ALBERT, SK

PROJECT
PARCEL AA
 SHEET TITLE

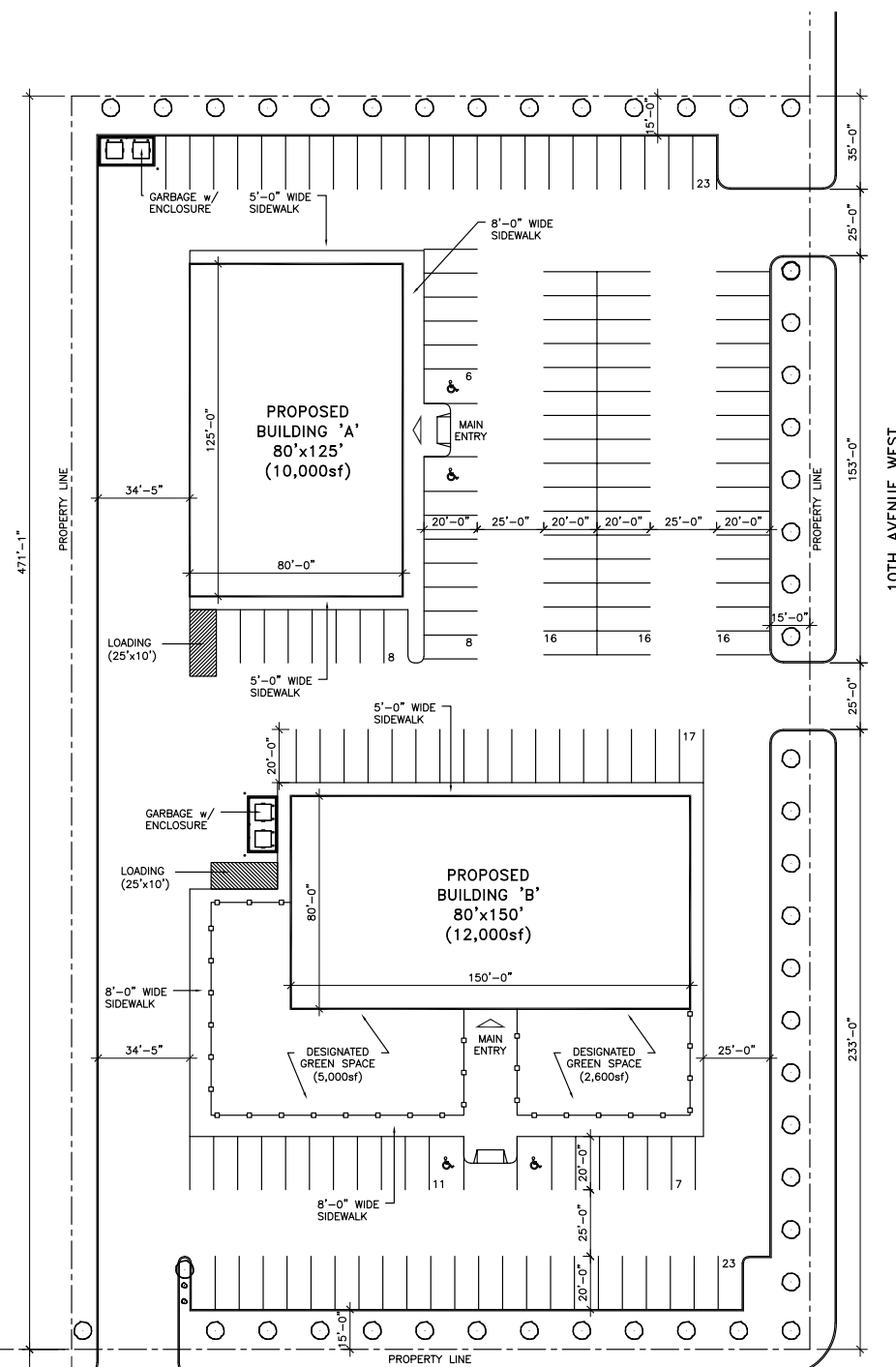
SCALE VERIFICATION	
WHEN DRAWING IS PLOTTED FULL SIZE THIS LINE IS 30mm IN LENGTH	
SCALE	1:4000
DESIGNED	
DRAWN	DL
CHECKED	
DATE	22/11/07
SHEET	1 of 1
DRAWING NUMBER	FIGURE 1

THIS DRAWING MUST NOT BE SCALED.

GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS, DATA AND LEVELS PRIOR TO COMMENCING WORK. ALL ERRORS AND OMISSIONS SHALL BE REPORTED TO THE ARCHITECT IMMEDIATELY.

VARIATIONS AND MODIFICATIONS TO WORK SHOWN ON THESE DRAWINGS SHALL NOT BE CARRIED OUT WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.

ALL DRAWINGS AND SPECIFICATIONS ARE INSTRUMENTS OF SERVICE AND PROPERTY OF THE ARCHITECT AND SHALL NOT BE USED WITHOUT THE ARCHITECT'S PERMISSION. THESE DRAWINGS MUST BE PROPERLY SEALED WHEN USED TO APPLY FOR A BUILDING PERMIT.



TOTAL PARKING REQUIRED =
TOTAL PARKING PROVIDED = 151 STALLS

TYPICAL PARKING STALL = 20'-0"x9'-0"
TYPICAL BARRIER FREE PARKING STALL = 20'-0"x13'-0" FOR ONE SPACE OR 20'-0"x10'-6" FOR MORE THAN ONE SPACE SIDE BY SIDE.
TYPICAL LOADING STALL = 25'-0"x10'-0"

NORTH
1 SITE PLAN: OPTION 4
SCALE 1/32"=1'-0"

PRELIMINARY
NOT FOR CONSTRUCTION

REV#	COMMENTS	DATE



212 AVENUE B NORTH
SASKATOON, SASKATCHEWAN
S7L 1E2
PHONE: (306) 343-6000
FAX: (306) 374-1661
eom@sasktel.net

PROJECT:
**METIS NATIONS
SASKATCHEWAN
MULTI-USE BUILDING**
PRINCE ALBERT, SASKATCHEWAN

CONTENTS:
**SITE PLAN
OPTION 4**

DRAWN: JO
CHECKED: KMT, DE
DATE: DECEMBER 2022
FILE: 6838
SHEET NO:
A0.0



RPT 22-483

TITLE: Integrated Planning

DATE: December 21, 2022

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

The purpose of this report is to share how integrated planning will be coordinated and measured.

PROPOSED APPROACH AND RATIONALE:

City of Prince Albert personnel work together in different ways to accomplish the strategic goals and priorities approved by City Council. Some tasks and projects are straightforward and do not require in-depth consultation with other departments; however, more complex projects often effect other departments either directly or indirectly and, in these instances, inter-departmental communication is imperative.

Integrated planning and communication go hand in hand. It is a priority of the City Manager for departments to remove communication barriers and establish a more collaborative approach. In previous years, departments became fully aware of upcoming projects and departmental priorities mostly based on what was put forward in the budget for the coming year. Although this does provide a good idea of what will be worked on, it is not as effective as collaborating with other departments further in advance to better align projects.

Moving forward into 2023, and in coordination with the start of the City's new Strategic Plan, integrated planning will be implemented and measured by:

Work Plans

Senior Management will develop Work Plans that achieve the priorities determined by Council in the 2023-2025 Strategic Plan. Rather than these plans being developed individually as they have in previous years, Department Heads will develop their departmental plans and these will be reviewed together as a group before being filtered down to the other staffing levels. This will be a new approach to how we have prepared Work Plans in the past and we expect that by

having all departments and communications involved earlier, we will have a greater opportunity for success. Other staff will then develop their Work Plans to align with what their department is aiming to achieve.

Inter-departmental Collaboration

In June/July, departments will draft their proposed project list for the coming year and together we will determine the stages at which one another would need to be involved. With communications being included at this initial planning stage as well, they are aware of what is being put forward and can be prepared with any information sharing that may be needed.

Semi-annual Reporting to Council on Progress and Achievements

One of our commitments to City Council with our new Strategic Plan is to provide Council with semi-annual reporting on progress and achievements. This not only keeps Council and the public informed, it also ensures that Administration keeps these strategic goals at the forefront when planning and making decisions.

Corporate Expectations

We will develop clear corporate expectations that apply to each individual employee of the City of Prince Albert. Each department will also have specific expectations that relate to their area; however, the general corporate wide expectations will be communicated to all employees at the Spring Orientation Session.

Performance Management

We have been conducting training sessions on performance management to ensure staff who are in a supervisory role are aware of what their responsibilities are. It is important that employees are fully aware of what is expected of them in their role and have training opportunities available to further their skills and capabilities. Supervisors will be trained on the performance management process using a consistent approach so employees know what they are being evaluated on and how their behavior/actions are measured.

How Integrated Planning will be Measured:

Collaboration and communication is not easily measured. Projects will still move forward and be completed successfully; however, it is fully anticipated that by having inter-departmental involvement much earlier, we will be able to consider implications in advance and be proactive in our approach. It is a more strategic way of thinking and it will take time for all staff to understand how their individual efforts contribute to accomplishing the City's corporate priorities.

PUBLIC NOTICE:

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

PRESENTATION:

Verbal Presentation by Sherry Person, City Manager.

Written by: Sherry Person, City Manager

Approved by: Director of Corporate Services & City Manager