



## **CITY OF PRINCE ALBERT**

### **CITY COUNCIL REGULAR MEETING**

# **AGENDA**

**MONDAY, OCTOBER 16, 2023, 5:00 PM  
COUNCIL CHAMBER, CITY HALL**

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

#### **2. PRAYER**

#### **3. APPROVAL OF AGENDA**

#### **4. PRESENTATIONS & RECOGNITIONS**

#### **5. DECLARATION OF CONFLICT OF INTEREST**

#### **6. ADOPTION OF MINUTES**

6.1 September 25, 2023 City Council Meeting Minutes for Approval (MIN 23-89)

#### **7. NOTICE OF PROCLAMATIONS**

7.1 World No Alcohol Day - October 2, 2023

#### **8. PUBLIC HEARINGS**

8.1 Bylaw No. 17 of 2023 – District Official Community Plan Amendment – 2nd & 3rd Reading (RPT 23-370)

#### **9. DELEGATIONS**

#### **10. COMMUNICATIONS**

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

- 11.1 Development Permit Application – Residential Care Home – 952 1st Street East (RPT 23-386)
- 11.1.1 Letters of Opposition - Development Permit Application - Residential Care Home - 952 - 1st Street East (CORR 23-71)
- 11.2 Development Permit Application – Shelter – 950B Exhibition Drive (RPT 23-385)
- 11.3 EA Rawlinson Centre Accessibility (RPT 23-388)
- 11.4 Bylaw 21 of 2023 - PADBID Bylaw Amendment (RPT 23-381)
- 11.5 Digital Sign – 298 15th Street East (RPT 23-382)
- 11.6 Bylaw No. 22 of 2023 - Addition of Funeral Homes as a Discretionary Use in the M3 Zoning District (RPT 23-387)

## **12. UNFINISHED BUSINESS**

## **13. MAYOR & COUNCILLORS FORUM**

## **14. INQUIRIES**

## **15. INQUIRIES RESPONSES**

- 15.1 September 25, 2023 City Council Meeting Inquiry Responses (INQ 23-10)

## **16. NOTICE OF MOTION**

## **17. MOTIONS**

- 17.1 Motion - Councillor Head - Total Cost of the CUPE 882 Strike (MOT 23-10)
- 17.2 Motion - Councillor Ogrodnick - Naming Parks/Open Spaces after Veterans (MOT 23-11)

## **18. PUBLIC FORUM**

- 18.1 Ann Iwanchuk and Judy Henley

## **19. ADJOURNMENT**



City of  
**Prince Albert**

*MIN 23-89*

**MOTION:**

That the Minutes for the City Council Regular Meeting held September 25, 2023, be taken as read and adopted.

**ATTACHMENTS:**

1. Minutes



## **CITY OF PRINCE ALBERT**

### **CITY COUNCIL REGULAR MEETING**

# **MINUTES**

**MONDAY, SEPTEMBER 25, 2023, 5:00 P.M.  
COUNCIL CHAMBER, CITY HALL**

**PRESENT:**

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

Terri Mercier, City Clerk  
Sherry Person, City Manager  
Alex Paul, Acting Fire Chief  
Jeff Da Silva, Director of Public Works  
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**

Mayor Dionne called the meeting to order.



## 2. PRAYER

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

## 3. APPROVAL OF AGENDA

0310. **Moved by:** Councillor Miller  
**Seconded by:** Councillor Lennox-Zepp

That the Agenda for this meeting be approved, with the following amendment, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Mayor:

1. That Item No. 8.1 with respect to RPT 23-370 – Bylaw No. 17 of 2023 – District Official Community Plan Amendment – 2<sup>nd</sup> & 3<sup>rd</sup> Reading be removed.

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

**CARRIED UNANIMOUSLY**

## 4. PRESENTATIONS & RECOGNITIONS

## 5. DECLARATION OF CONFLICT OF INTEREST

## 6. ADOPTION OF MINUTES

0311. **Moved by:** Councillor Kilmer  
**Seconded by:** Councillor Edwards

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

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

**CARRIED UNANIMOUSLY**

## 7. NOTICE OF PROCLAMATIONS

- 7.1 British Home Child Day – September 28, 2023
- 7.2 Wrongful Conviction Day – October 2, 2023

7.3 Saskatchewan Construction Week – September 25 – 29, 2023

7.4 Agriculture Month – October 2023

## 8. PUBLIC HEARINGS

8.2 Zoning Bylaw Amendment – Projections into Required Setbacks (RPT 23-371)

Mayor Dionne declared the Hearing open.

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

Mayor Dionne declared the Hearing closed.

0312. **Moved by:** Councillor Edwards  
**Seconded by:** Councillor Kilmer

That Bylaw No. 23 of 2023 be given second and third readings.

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

**CARRIED UNANIMOUSLY**

0313. **Moved by:** Councillor Edwards  
**Seconded by:** Councillor Kilmer

That Bylaw No. 23 of 2023 be read a second time.

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

**CARRIED UNANIMOUSLY**

0314. **Moved by:** Councillor Edwards  
**Seconded by:** Councillor Kilmer

That Bylaw No. 23 of 2023 be read a third time and passed; and, that Bylaw No. 23 of 2023 be now adopted, sealed and signed by the Mayor and City Clerk.

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

**CARRIED UNANIMOUSLY**

## 9. DELEGATIONS

**10. COMMUNICATIONS**

**11. REPORTS OF ADMINISTRATION & COMMITTEES**

11.1 Development Permit Application – Residential Care Home – 724 8<sup>th</sup> Street East (RPT 23-367)

0315. **Moved by:** Councillor Head  
**Seconded by:** Councillor Miller

That the Discretionary Use Development Permit Application for a Residential Care Home to be located at 724 – 8<sup>th</sup> Street East, legally described as Lot 39, Block 9, Plan No. A, Extension 0, be approved.

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

**CARRIED UNANIMOUSLY**

11.2 Building Inspection Services Reserve Establishment (RPT 23-368)

0316. **Moved by:** Councillor Kilmer  
**Seconded by:** Councillor Cody

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

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

**CARRIED UNANIMOUSLY**

11.3 Building Inspector Appointment (RPT 23-369)

0317. **Moved by:** Councillor Cody  
**Seconded by:** Councillor Kilmer

- 1. That Donald Cheeseman be appointed as a City Building Official pursuant to Section 16(2) of The Construction Codes Act; and,

2. That the City Clerk be authorized to issue and sign the certificate as contemplated under Section 16(3) of The Construction Codes Act.

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

Against: Councillors: Head, Lennox-Zepp, Miller and Solomon

**CARRIED (5 to 4)**

- 11.4 Bylaw No. 20 of 2023 – Rezoning Portion of Parcel J from the FUD Zoning District to the R4 Zoning District (RPT 23-372)

0318. **Moved by:** Councillor Cody  
**Seconded by:** Councillor Solomon

1. That Bylaw No. 20 of 2023 be introduced and given first reading; and,
2. That Administration provide notification to hold a Public Hearing.

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

**CARRIED UNANIMOUSLY**

0319. **Moved by:** Councillor Cody  
**Seconded by:** Councillor Solomon

That Bylaw No. 20 of 2023 be introduced and read a first time.

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

**CARRIED UNANIMOUSLY**

- 11.5 City Clerk Appointment (RPT 23-352)

0320. **Moved by:** Councillor Lennox-Zepp  
**Seconded by:** Councillor Ogrodnick

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

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

**CARRIED UNANIMOUSLY**

11.6 2024 Executive Committee and City Council Meeting Schedule (RPT 23-344)

0321. **Moved by:** Councillor Edwards

**Seconded by:** Councillor Miller

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

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

**CARRIED UNANIMOUSLY**

## **12. UNFINISHED BUSINESS**

## **13. MAYOR & COUNCILLORS FORUM**

## **14. INQUIRIES**

### **14.1 Councillor Kilmer – Communications – Dangerous Animal Calls**

Can Administration check with Prince Albert Police Services to find out how new priority system for calls affects dangerous animal calls and to make sure our communication reflects those changes if it has.

### **14.2 Councillor Lennox-Zepp – Landfill Odor Concerns in Nordale**

What can be done to assist a number of residents of Nordale who are concerned that the landfill has a drastically increased odor in the last two months.

### **14.3 Councillor Lennox-Zepp – Speed Limit Signs in Nordale**

What is Administration's position on placing speed limit signs in Nordale, as residents would like to decrease the number of speeding vehicles.

### **14.4 Councillor Head – CUPE 882 Strike Update**

Why is there no resolution, why are negotiation talks breaking down, what are the barriers and what are we to tell the public regarding the ongoing CUPE 882 Strike.

14.5 Councillor Miller – 15<sup>th</sup> Street West Update

When is the work on 15<sup>th</sup> Street West going to be completed.

The Director of Public Works, in responding to the inquiry, indicated that the crew is currently working on concrete, then moving to road surface which is expected to be completed in a couple weeks.

14.6 Councillor Miller – Use Buses as Warming Shelter

Could we use buses parked at the New City Yards as a warming shelter and place those buses, preferably one downtown and one at the shelter.

14.7 Councillor Edwards – Process for Encampments

What is the process when residents find an encampment and who do residents call during the week and on weekends to report.

The Director of Planning and Development Services, in responding to the inquiry, indicated to direct residents to call Bylaw Services or report it on the City’s website. Essentially Police Services typically deal with the individuals, provide resources, etc. and Bylaw Services is responsible for cleaning up the camp. to call the City Police.

14.8 Councillor Solomon – Parcel of Land along Marquis Road

Is there something the City can do to work with the landowner to clear up the large parcel of land along the Marquis Road Expansion that has not been kept tidy over the last two years and many residents has expressed concerns with weeds going to seed and making their way into their gardens and flower beds.

14.9 Councillor Miller – Homelessness Cost

How much money in total is it costing the City on Homelessness and City resources.

## 15. INQUIRY RESPONSES

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

0322. **Moved by:** Councillor Edwards  
**Seconded by:** Councillor Kilmer

That INQ 23-9 be received as information and filed.

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

**CARRIED UNANIMOUSLY**

## 16. NOTICE OF MOTION

16.1 Councillor Head – Total Cost of the CUPE 882 Strike

That Administration provide the ongoing total cost of the CUPE 882 Strike.

16.2 Councillor Ogrodnick – Naming Parks/Open Spaces after Veterans

That Administration work the Legion and Anavets to name the following green spaces or parks after Veterans:

1. The Park that backs onto Attree Bay and Helme Crescent;
2. The Green Space between Cowan Drive and Baker Place; and,
3. The Green Space between McKay Drive and Cook Drive.

## 17. MOTIONS

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

Councillor Lennox-Zepp assumed the Chair.

0323. **Moved by:** Mayor Dionne  
**Seconded by:** Councillor Miller

That a ramp or lift system be installed at the E.A. Rawlinson Centre to allow patrons to access the front row, and that this installation happen by November 30, 2023.

**MOTION WITHDRAWN**

0324. **Moved by:** Councillor Miller  
**Seconded by:** Councillor Ogradnick

That Administration provide a report regarding a ramp or lift system to be installed at the E.A. Rawlinson Centre to allow patrons to access the front row, along with associated costs to be funded by the E.A. Rawlinson Centre Reserves, for consideration at the October 16, 2023 City Council meeting.

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

Against: Mayor Dionne

**CARRIED (8 to 1)**

Mayor Dionne resumed the Chair.

## **18. PUBLIC FORUM**

## **19. ADJOURNMENT – 6:05 P.M.**

0325. **Moved by:** Councillor Kilmer  
**Seconded by:** Councillor Head

That this Council do now adjourn.

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

**CARRIED UNANIMOUSLY**

MAYOR GREG DIONNE      CITY CLERK

MINUTES ADOPTED THIS 16<sup>TH</sup> DAY OF OCTOBER, A.D. 2023.





**RPT 23-370**

**TITLE:** Bylaw No. 17 of 2023 – District Official Community Plan Amendment – 2nd & 3rd Reading

**DATE:** September 14, 2023

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That Bylaw No. 17 of 2023 receive 2<sup>nd</sup> and 3<sup>rd</sup> readings.

**TOPIC & PURPOSE:**

The purpose of this report is to consider Bylaw No. 17 of 2023, which proposes several amendments to the land use maps in the *Prince Albert Planning District Official Community Plan 2018* (District OCP).

**BACKGROUND:**

The Prince Albert District Planning Commission (PADPC) is composed of the City of Prince Albert, the RM of Buckland No. 491 and the RM of Prince Albert No. 461. In 2018, all member municipalities adopted the District OCP, which provides a framework of goals, objectives and policies that are intended to promote the orderly and sustainable growth of the district.

At the February 28, 2023 PADPC meeting, the board passed several resolutions to amend the District OCP (see attached).

Bylaw No. 17 of 2023 was introduced and given 1<sup>st</sup> reading at the September 5, 2023 City Council meeting.

**PROPOSED APPROACH AND RATIONALE:**

Any amendment to the District OCP needs to be approved by all three member municipalities before it is adopted into the District OCP. As such, Administration has prepared the attached bylaw, and a further explanation of all proposed amendments is provided below.

### Amending the Planning District and Environmental Constraints Maps

The District OCP currently identifies a section of land (Parcels A and B, Plan 101413527 on SE and SW 35-49-25-W2M) as Provincial Forest, which appears to be an oversight, as this land is not identified as Provincial Forest in the Government of Saskatchewan's Nisbet Integrated Forest Land Use Plan. Figure 1 – Prince Albert Planning District Map and Figure 2 – Environmental Constraints Map will be amended to change the future land use of these lands from Provincial Forest to Industrial, to accommodate a rezoning in the RM of Buckland.

### Amending the Future Land Use Map and Future Urban Growth Area

Three amendments to Figure 3 – Future Land Use Map are proposed to accommodate future businesses. These changes are highlighted in the attached location maps.

- Change from Highway Commercial to Commercial/Industrial (Parcel A, Plan 101625151)
- Change from Agricultural to Highway Commercial (SW 19-47-26-W2M ext 34)
- Removing Provincial Forest Designation (Parcels A and B, Plan 101413527)

Two amendments to Figure 4 – Future Land Use Map – Future Urban Growth Area are proposed to accommodate the above changes.

Administration has reviewed the proposed amendments and no concerns have been identified.

### **CONSULTATIONS:**

This amendment to the District OCP was drafted in consultation with the Director of Planning and Development for the RM of Buckland and the RM of Prince Albert.

### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Upon approval of this bylaw amendment by all member municipalities and the Ministry of Government Relations, the District OCP 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 focus of Economic Growth, this bylaw amendment allows the City to strengthen its relationships with surrounding rural municipalities to promote economic development.

**OFFICIAL COMMUNITY PLAN:**

As per Section 1.6.1 of the Official Community Plan, one of the goals of Decision Making, Sustainability and Strategic Planning is to:

*“Foster a relationship of trust and cooperation with regional stakeholders - First Nations, rural municipalities, and Federal and Provincial governments”.*

The District OCP is one way to improve this relationship of trust and cooperation with the neighbouring RM of Prince Albert and RM of Buckland.

**PUBLIC NOTICE:**

Public Notice is required for consideration of Bylaw No. 17 of 2023, pursuant to the Public Notice Bylaw No. 24 of 2015. The following notice was given:

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

**ATTACHMENTS:**

1. Bylaw No. 17 of 2023
2. Prince Albert District Planning Commission - DOCP Amendment
3. Location Map - Provincial Forest to Industrial
4. Location Map - Highway Commercial to Commercial/Industrial
5. Location Map - Agricultural to Highway Commercial
6. Figure 1 - Prince Albert Planning District
7. Figure 2 - Environmental Constraints Map
8. Figure 3 - Future Land Use Map
9. Figure 4 - Future Land Use Map (Future Urban Growth Area)
10. Public Notice - September 14, 2023

Written by: Ellen Pearson, Planner

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

# CITY OF PRINCE ALBERT BYLAW NO. 17 OF 2023

*A Bylaw of The City of Prince Albert to amend  
the Prince Albert Planning District Official Community Plan, being  
Bylaw No. 18 of 2018*

**WHEREAS** it is desirable to amend the Prince Albert Planning District Official Community Plan, Bylaw No. 18 of 2018;

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

1. That Bylaw No. 18 of 2018 be amended in the manner hereinafter set forth:
  - a) Figure 3 – Future Land Use Map, and Figure 4 – Future Land Use Map – Future Urban Growth Area, are amended by removing the Highway Commercial land use designation from Blk/Par A, Plan 101625151 Ext 86 and 88, and designating the lands as Commercial/Industrial.
  - b) Figure 3 – Future Land Use Map, and Figure 4 – Future Land Use Map – Future Urban Growth Area, are amended by designating the SW 19-47-26-W2M, Ext 34, as Highway Commercial.
  - c) Figure 1 – Prince Albert Planning District and Figure 2 – Environmental Constraints Map, are amended by removing the Provincial Forest designation from Blk/Par A, Plan 101413527 Ext 14 and Blk/Par B, Plan 101413527 Ext 15.
  - d) Figure 3 – Future Land Use Map is amended by removing the Provincial Forest designation from Blk/Par A, Plan 101413527 Ext 14 and Blk/Par B, Plan 101413527 Ext 15, and designating the lands Industrial.
2. This bylaw shall come into force on the date of Ministerial approval.

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

**PRINCE ALBERT DISTRICT PLANNING COMMISSION  
REPORT**

**DATE:** February 28<sup>th</sup>, 2023  
**TO:** PADPC  
**FROM:** Jason Kaptein  
**RE:** **DOCP Amendment - 2023**

**DISCUSSION:**

The RMs of Buckland and Prince Albert, along with the City of Prince Albert have passed complimentary Bylaws to make the following changes to the PAPD District Official Community Plan.

1. The RM of Prince Albert is working with Signature Developments on developing the NW and SW 34-47-26-W2M. The RM is anticipating a future application for an Industrial business on Blk/Par A, Plan 101625151.

Currently, the DOCP identifies the lands for future Highway Commercial land use. To accommodate the anticipated development, the RM of Prince Albert is requesting an amendment to the DOCP, changing the future land use to Commercial/Industrial.

Resolution

Figure 3 – Future Land Use Map, and Figure 4 – Future Land Use Map – Future Urban Growth Area, are amended in the following manner:

By removing the Highway Commercial designation from a portion of the NW and SW 34-47-26-W2M, as identified in the attached revised Figures 3 and 4, and designating the lands as Commercial/Industrial.

2. The RM of Prince Albert is referring a request for a DOCP amendment to the Commission.

Lee Bibby is looking to change the future land use for SW 19-47-26-W2M Ext 34 to Highway Commercial. See attached letter from Mr. Bibby. The RM of Prince Albert Council has expressed initial support, and is referring the application to the Commission.

Resolution

Figure 3 – Future Land Use Map is amended in the following manner:

By adding the Highway Commercial designation to SW 19-47-26-W2M ext 34, as identified in the attached revised Figure 3.

3. The RM of Buckland is working with One Sky Forest Products on rezoning Parcels A and B, Plan 101413527 on SE and SW 35-49-25-W2M to M-Industrial.

Currently, the DOCP identifies the lands as Provincial Forest, which appears to be an oversight in the Plan. To accommodate the Zoning amendment, the DOCP will need to be amended to change the future land use of these lands from Provincial Forest, to Industrial..

Resolution

Figures 1 and 2 are amended by removing the Provincial Forest designation from Parcels A and B, Plan 101413527.

and

Figure 3 – Future Land Use Map, is amended by removing the Provincial Forest designation from Parcels A and B, Plan 101413527, and designating the lands as Industrial.



S-N

S-N

PLANNING & DEVELOPMENT

August 1, 2023

Subject Property Identified With A Bold Dashed Line





S-HZ

S-HZ

PLANNING & DEVELOPMENT

August 1, 2023

Subject Property Identified With A Bold Dashed Line





S-HZ

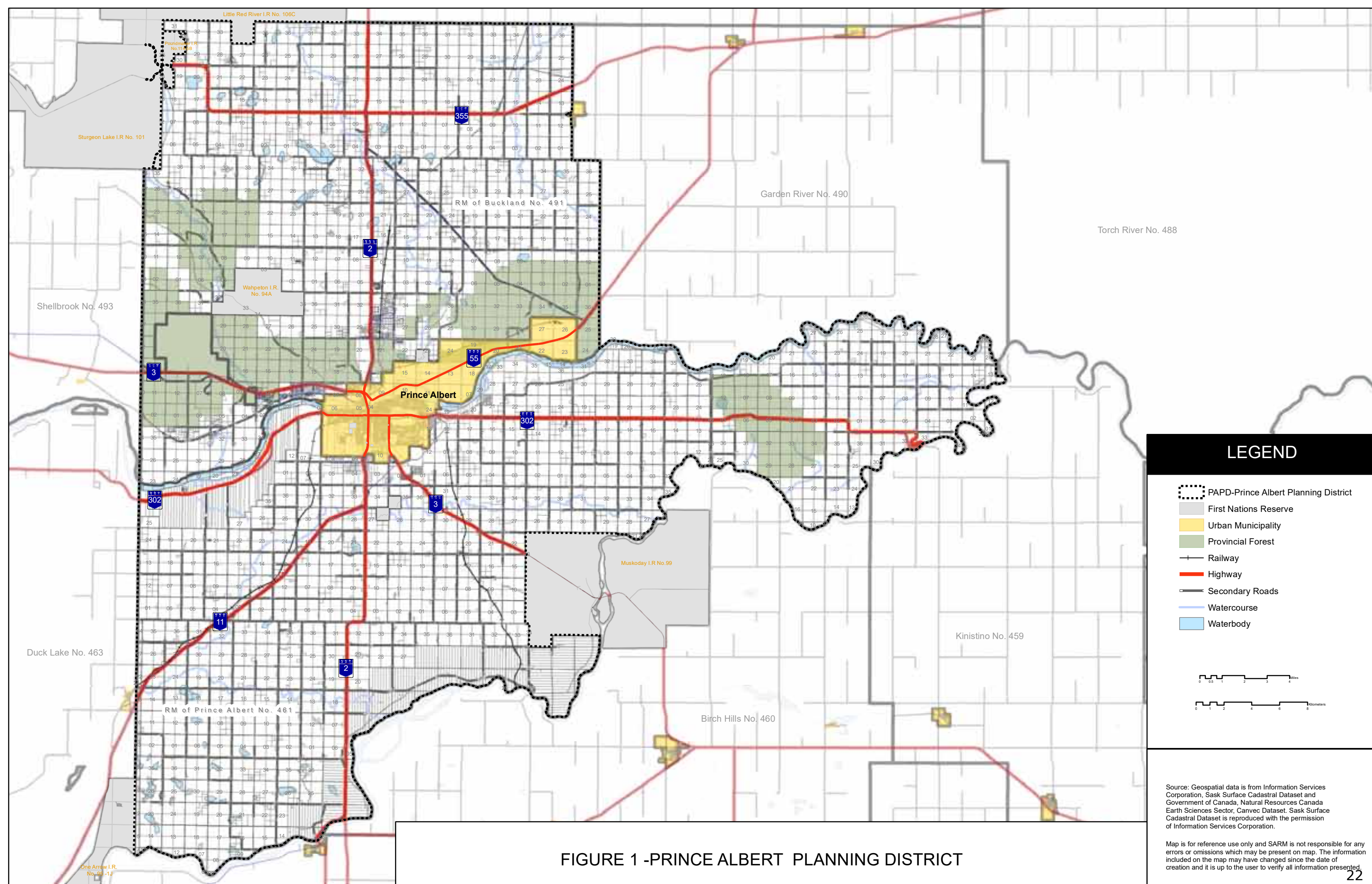
S-HZ

PLANNING & DEVELOPMENT

August 1, 2023

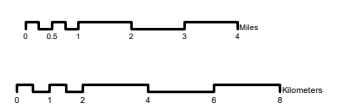
Subject Property Identified With A Bold Dashed Line





### LEGEND

- PAPD-Prince Albert Planning District
- First Nations Reserve
- Urban Municipality
- Provincial Forest
- Railway
- Highway
- Secondary Roads
- Watercourse
- Waterbody

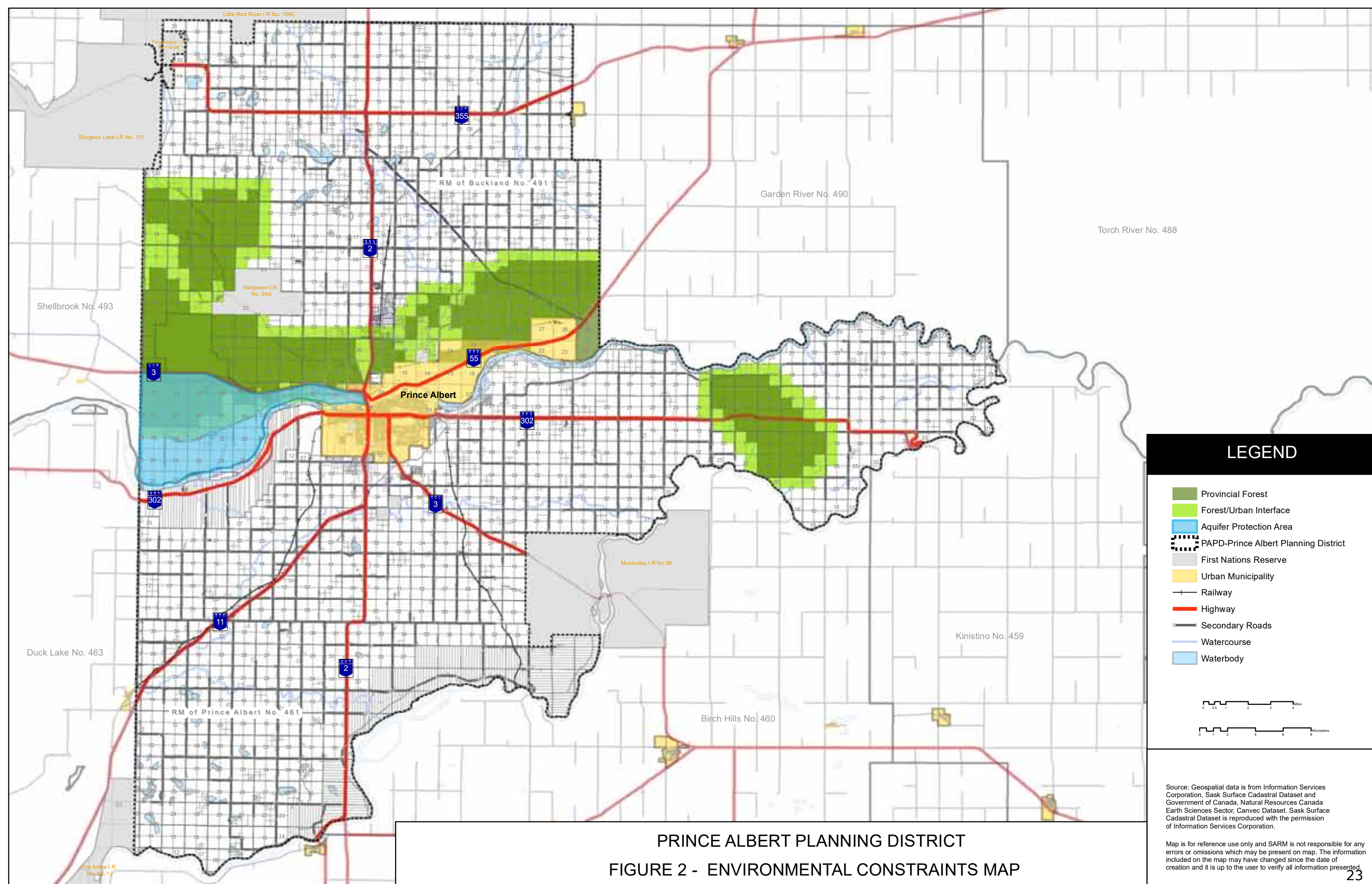


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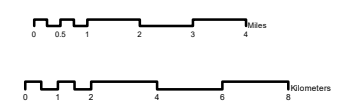
**FIGURE 1 -PRINCE ALBERT PLANNING DISTRICT**





### LEGEND

- Provincial Forest
- Forest/Urban Interface
- Aquifer Protection Area
- PAPPD-Prince Albert Planning District
- First Nations Reserve
- Urban Municipality
- Railway
- Highway
- Secondary Roads
- Watercourse
- Waterbody

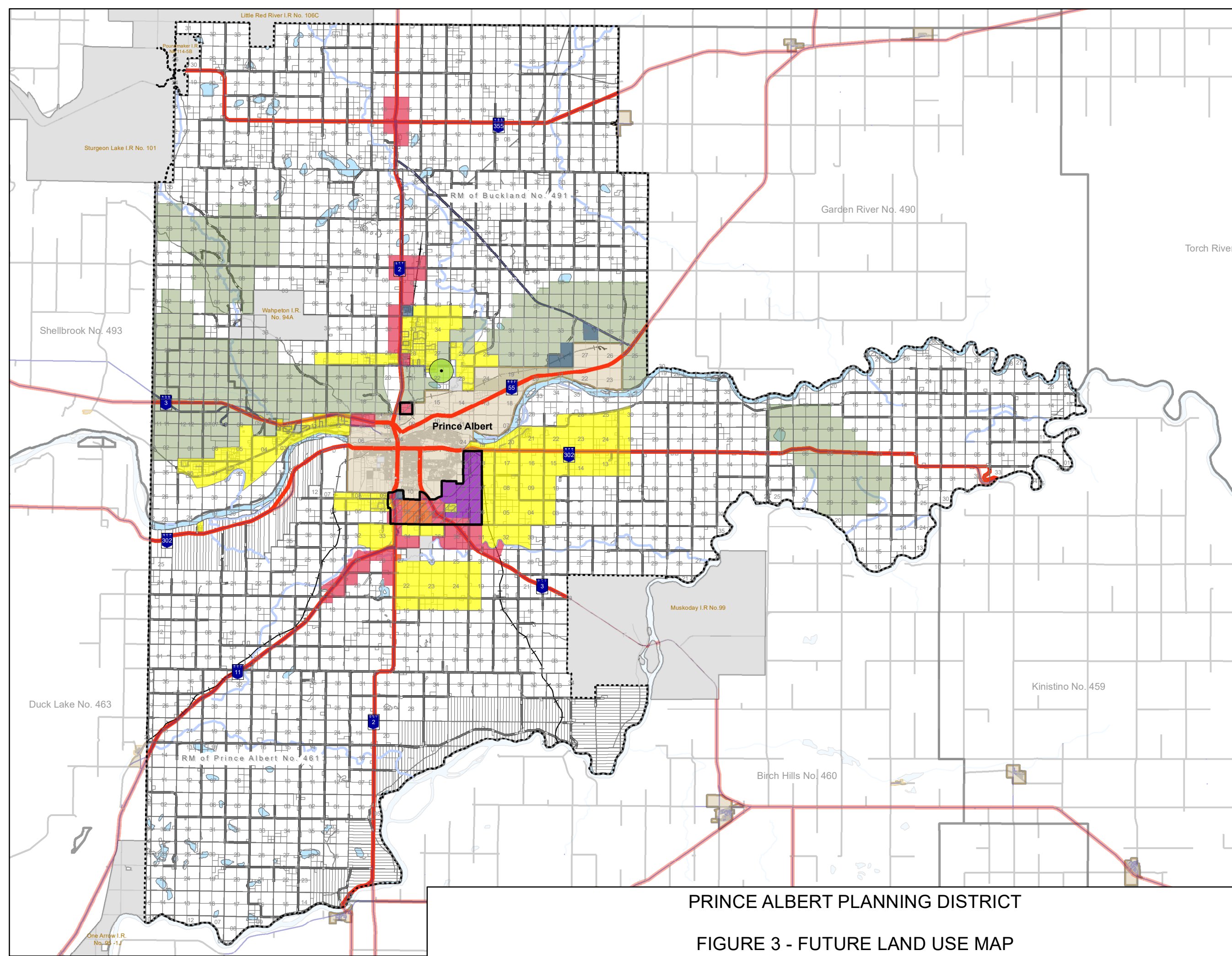


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**PRINCE ALBERT PLANNING DISTRICT**  
**FIGURE 2 - ENVIRONMENTAL CONSTRAINTS MAP**





### LEGEND

**Land Use**

- Commercial/Industrial
- Highway Commercial
- Industrial
- Residential
- Future Urban Growth
- Future Urban Growth Area (FUGA)
- Intensive Livestock Operation and 800m Buffer

**Other Features**

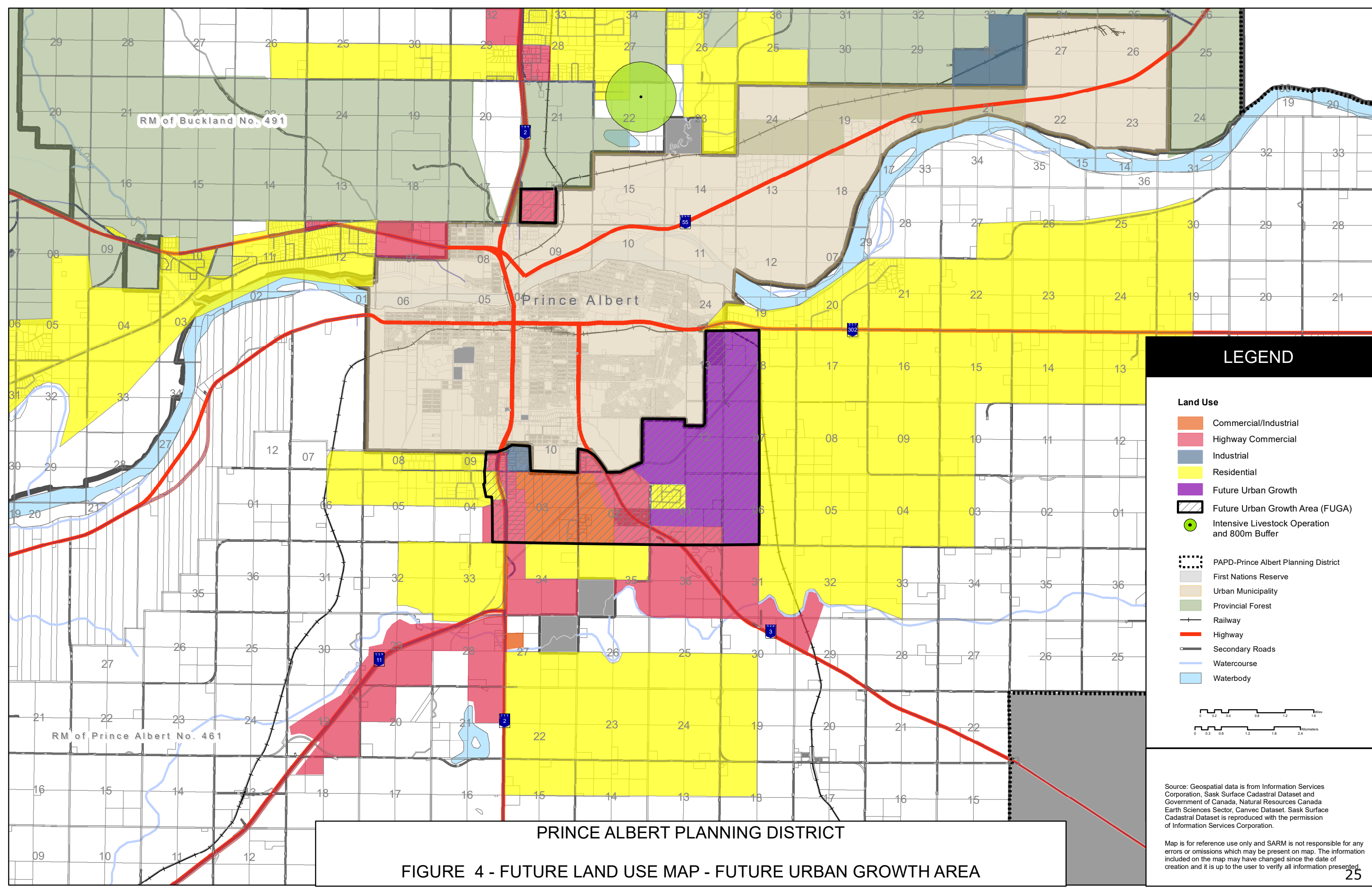
- PAPD-Prince Albert Planning District
- First Nations Reserve
- Urban Municipality
- Provincial Forest
- Railway
- Highway
- Secondary Roads
- Watercourse
- Waterbody

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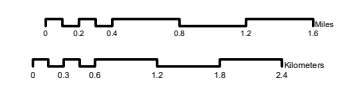
## PRINCE ALBERT PLANNING DISTRICT

### FIGURE 3 - FUTURE LAND USE MAP



**LEGEND**

- Land Use**
- Commercial/Industrial
  - Highway Commercial
  - Industrial
  - Residential
  - Future Urban Growth
  - Future Urban Growth Area (FUGA)
  - Intensive Livestock Operation and 800m Buffer
- PAPD-Prince Albert Planning District
  - First Nations Reserve
  - Urban Municipality
  - Provincial Forest
  - Railway
  - Highway
  - Secondary Roads
  - Watercourse
  - Waterbody



Source: Geospatial data is from Information Services Corporation, Sask Surface Cadastral Dataset and Government of Canada, Natural Resources Canada Earth Sciences Sector, Canvec Dataset. Sask Surface Cadastral Dataset is reproduced with the permission of Information Services Corporation.

Map is for reference use only and SARM is not responsible for any errors or omissions which may be present on map. The information included on the map may have changed since the date of creation and it is up to the user to verify all information presented.

**PRINCE ALBERT PLANNING DISTRICT**

**FIGURE 4 - FUTURE LAND USE MAP - FUTURE URBAN GROWTH AREA**





## CITY OF PRINCE ALBERT PUBLIC NOTICE

### PRINCE ALBERT PLANNING DISTRICT OFFICIAL COMMUNITY PLAN AMENDMENT - BYLAW NO. 17 OF 2023

Public Notice is hereby given that the Council of the City of Prince Albert intends to consider Bylaw No. 17 of 2023 to amend Bylaw No. 18 of 2018, known as the Prince Albert Planning District Official Community Plan.

**Reason for the Amendment:** At the City Council meeting held September 5th, 2023, first reading of Bylaw No. 17 of 2023 was given and Administration was authorized to provide Public Notification for a Public Hearing. Bylaw No. 17 of 2023 proposes a number of amendments to the District Official Community Plan to allow for future development, including, but not limited to:

- Redesignating the land legally described as SW 19-47-26-W2M Ext 34 from Agriculture to Highway Commercial;
- Redesignating Parcel A, Plan 101625151 Ext 86 and 88 from Highway Commercial to Commercial/Industrial; and
- Removing the Provincial Forest designation from Parcel A, Plan 101413527 Ext 14 and Parcel B, Plan 101413527 Ext 15 and redesignating the lands to Industrial.

If you would like a copy of the bylaw amendment, or more information on a particular item, please contact the Department of Planning and Development Services.

**Therefore, City Council, at its meeting to be held on Monday, October 16th, 2023, at 5:00 p.m., will consider all submissions both written and verbal respecting the Public Hearing for the above bylaw. If you would like your written submission reviewed by City Council PRIOR to the meeting, it would be preferable if it were provided by 4:45 p.m. on Tuesday, October 10th, 2023. In accordance with City Council's Procedure Bylaw No. 23 of 2021, any written submissions must be provided to the City Clerk. Verbal submissions shall be heard during the Public Hearing portion of the meeting.**

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

**Planning and Development Services**

**City Hall, 1084 Central Avenue**

**Prince Albert SK, S6V 7Pa3**

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

**Phone 306-953-4370**

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

PRINCE ALBERT DAILY HERALD  
THURSDAY, SEPTEMBER 14, 2023



**RPT 23-386**

**TITLE:** Development Permit Application – Residential Care Home – 952 1st Street East

**DATE:** October 6, 2023

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the Discretionary Use Development Permit Application for a Residential Care Home to be located at 952 1<sup>st</sup> Street East, legally described as Lot 1, Block C, Plan 79PA16670 Ext 0 be approved.

**TOPIC & PURPOSE:**

The purpose of this report is to approve the Development Permit Application for a Residential Care Home to be located at 952 1<sup>st</sup> Street East.

**BACKGROUND:**

The Department of Planning and Development Services is in receipt of a Development Permit Application for the development of a Residential Care Home to be located at 952 1<sup>st</sup> Street East, which will provide care for up to six children.

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

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

The subject property is located in the R2 – Small Lot Residential Zoning District. The purpose of this zoning district is:

*“to provide primarily one and two unit residential development that allows for limited, complementary residential uses. Similar to the R1 – Large Lot Residential Zoning District, this zoning district is typically located furthest from the Central Business District or larger shopping centers, is automobile dependent, and contains smaller or linear neighborhood park space.”*

In the R2 – Small Lot Residential Zoning District, a Residential Care Home is considered a Discretionary Use requiring City Council approval.

**PROPOSED APPROACH AND RATIONALE:**

The applicant, Insight Therapy Ltd., intends to establish a Residential Care Home for six children under the age of ten at this location. It is intended to be operated as an emergency placement home to support the Montreal Lake Child & Family Agency. Additional details regarding the project are attached in the public notice document.

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

**CONSULTATIONS:**

Neighbours were notified about this project through a public notice that was mailed out on September 22<sup>nd</sup>, 2023. No comments have been received to date.

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

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

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

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

**OTHER CONSIDERATIONS/IMPLICATIONS:**

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

**STRATEGIC PLAN:**

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

**OFFICIAL COMMUNITY PLAN:**

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

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

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



**PUBLIC NOTICE:**

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

- Public notice was issued September 22<sup>nd</sup>, 2023 to all property owners within 75 metres of the subject property.

**ATTACHMENTS:**

1. Location Plan
2. Location Plan - Aerial
3. Public Notice
4. Letter from Applicant

Written by: Ellen Pearson, Planner

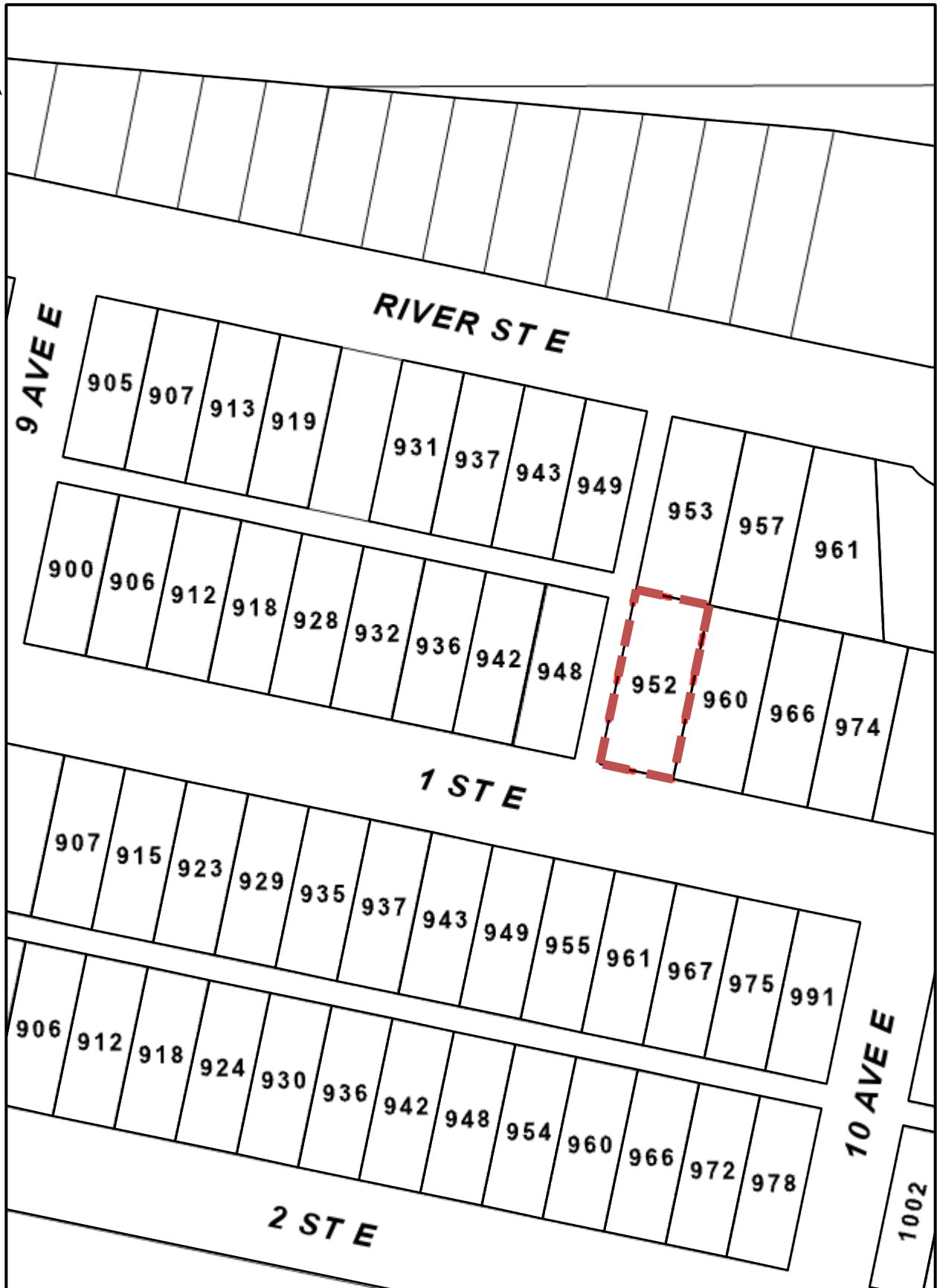
Approved by: Director of Planning and Development Services & City Manager



S-HZ

S-HZ

PLANNING & DEVELOPMENT



Subject Property Identified  
With A Bold Dashed Line

September 28, 2023



S-N

S-N

PLANNING & DEVELOPMENT



Subject Property Identified  
With A Bold Dashed Line

October 6, 2023



Planning and Development Services  
1084 Central Avenue  
Prince Albert SK S6V 7P3  
Phone: (306) 953-4370  
Fax: (306) 953-4380

September 22, 2023

«Primary\_Owner»  
«Primary\_Owner\_Address»  
«Address2»  
«City» «STATE» «ZIP»

Dear Sir or Madam:

**Re: Discretionary Use Development Permit – 952 1<sup>st</sup> Street East, Prince Albert SK Residential Care Home**

The City of Prince Albert is in receipt of a development permit application for a Residential Care Home, which is to be located at the above noted address, legally described as Lot 1, Block C, Plan 79PA16670, Ext. 0.

As a landowner located within 75 meters of the proposed development, and as required by *The City of Prince Albert Public Notice Bylaw No. 24 of 2015*, you are being provided with written notice of the proposed development. A letter from the applicant providing additional details about the proposal is enclosed for your information.

*The City of Prince Albert Zoning Bylaw No. 1 of 2019* defines a Residential Care Home as:

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

As the proposed use is considered discretionary in the R2 – Small Lot Residential Zoning District, the permit application must be approved by City Council. The subject property is shown in a bold dashed line below:





Please be advised, as per Section 56(2) of *The Planning and Development Act, 2007*, City Council may approve a discretionary use application if the facts presented can establish that the use(s) will:

- 1) Comply with the provision of the Zoning Bylaw that pertain to the specific use or uses, including the intended intensity of use, applied for;
- 2) Comply with the development criteria listed in the Zoning Bylaw for that particular use;
- 3) In the opinion of City Council, be compatible with the existing development in the immediate area of the proposal; and,
- 4) Comply with all relevant Provincial land use policies.

**Therefore, City Council, at its meeting to be held on Monday, October 16<sup>th</sup>, 2023 at 5:00 p.m., will consider submissions respecting the above noted application and review criteria. In accordance with the *City of Prince Albert Procedure Bylaw No. 23 of 2021*, all submissions in this regard must be provided to the City Clerk. If you would like your submission reviewed by City Council PRIOR to the meeting, it would be preferable if it was provided to the City Clerk's Office by 4:45 p.m. on Tuesday, October 10<sup>th</sup>, 2023. Submissions can be emailed to [cityclerk@citypa.com](mailto:cityclerk@citypa.com) or mailed to the City Clerk's Office, 1084 Central Avenue, Prince Albert SK S6V 7P3.**

If you have any questions regarding the public meeting or the Development Permit application, please do not hesitate to contact Planning and Development Services at 306-953-4370.

Yours truly,



Ellen Pearson  
Planner

Enclosure

September 8, 2023

Esteemed Members of the City Council,

I am writing to present a proposal for the establishment of a group residence dedicated to children in the state's custody due to familial addiction issues within Prince Albert, Saskatchewan. The property under consideration is located on a corner lot within a residential area and comes equipped with a garage and parking facilities capable of accommodating up to four vehicles. As you are well aware, Prince Albert faces significant challenges related to addiction, homelessness, and poverty, all of which profoundly affect local families and communities.

The envisioned group residence aims to create a supportive and nurturing environment for a maximum of six children under the age of 10. This endeavor seeks to address the urgent need for stable and secure housing options for children residing within our city. The facility will be staffed by highly qualified professionals providing round-the-clock care, including counseling, educational support, and a wide range of vital services. Comprehensive healthcare, balanced nutrition, and recreational activities will also be accessible to the children, all of which are essential for promoting their overall well-being.

We fully acknowledge that concerns may arise within the community regarding the introduction of a group residence in their vicinity, especially given the existing challenges facing our city. We want to assure you that we have taken steps to address these concerns. The chosen property will be securely fenced, and as the children are all under the age of 10, the likelihood of them causing damage or attracting unwanted visitors to the neighborhood is minimal. We are committed to close collaboration with both the local community and the tenants to ensure that the residence becomes a positive addition to the neighborhood and does not disrupt the existing fabric of the community.

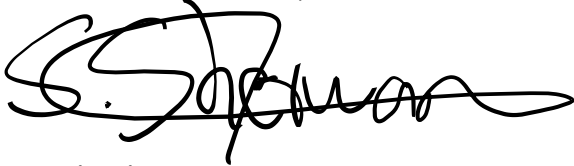
I will personally oversee the operation of the group residence, backed by my qualifications, including a Master of Social Work and a Master of Public Health, along with over a decade of experience in this field. The facility will operate under the banner of Insight Therapy LTD. Initially, our staff will consist of three individuals, including myself. Furthermore, there will be one staff member for every three children, ensuring that at least two staff members are present at all times.

To address transportation needs, the property owner already possesses a 12-passenger van, which we plan to lease from them. This arrangement will not result in an excess of vehicles in the neighborhood beyond what is typical.

We firmly believe that establishing this group residence will provide the essential support and stability required by children who have endured the trauma of addiction in their own homes. Simultaneously, it will contribute to addressing some of the paramount challenges that Prince Albert faces. With the utmost respect, we kindly request your consideration of our proposal and the granting of the necessary approvals for us to proceed.

We extend our heartfelt gratitude for your thoughtful consideration.

Salah Sherwan RMSW, MPH

A handwritten signature in black ink, appearing to read 'S. Sherwan', with a stylized, flowing script.

Insight Therapy LTD

[Insight.therapy@outlook.com](mailto:Insight.therapy@outlook.com)

306-314-9511



City of  
**Prince Albert**

**CORR 23-71**

**TITLE:** Letters of Opposition - Development Permit Application - Residential Care Home -  
952 - 1st Street East

**DATE:** **October 11, 2023**

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**PRESENTATION: NONE**

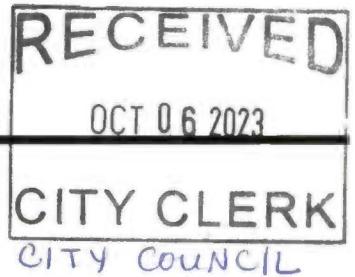
**ATTACHMENTS:**

1. Peggy Kugler Email dated October 6, 2023
2. Jenna Kugler Email dated October 9, 2023

Written by: Various Residents



**Terri Mercier**



**From:** Peggy Kugler  
**Sent:** Friday, October 6, 2023 8:17 AM  
**To:** City Clerk  
**Subject:** Development 952 1st. East

You don't often get email from [p.kugler41@gmail.com](mailto:p.kugler41@gmail.com). [Learn why this is important](#)

As a resident at 937 1st st east ,I'm not in favor of care home starting up in our area. We have a outreach or group home already across the street at 936 1st st east. We were never asked about that development in our neighborhood. So I'm not agreeing with 952 1st st going up.

Thank you for the notice. Peggy Kugler  
937 1st east.

**\*\*\*Caution:** This email originated from outside the City of Prince Albert email system.

Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt contact IT Support ([support@citypa.com](mailto:support@citypa.com)). \*\*\*

**Terri Mercier**

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RECEIVED  
OCT 10 2023  
CITY CLERK  
CITY COUNCIL

**From:** Jenna <  
**Sent:** Monday, October 9, 2023 9:09 AM  
**To:** City Clerk  
**Subject:** Discretionary use development permit- 952 1st street east

[You don't often get email from jennamurray18@hotmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

I am strongly against the approval of a group home being opened at 952 1st street east. We currently have a group home/outreach home operating at 936 1st street east. There has been children coming and going age ranged from 2-18 since they moved in. This has caused unwanted visitors and crime to the neighbourhood. I worry about all of those children clashing in the neighbourhood and causing unfair stress to everyone in surrounding area.

I write in strongly requesting you to deny the approval of this group home opening up.

Any questions please let me know.

Jenna Kugler  
932 1st street east

\*\*\*Caution: This email originated from outside the City of Prince Albert email system. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt contact IT Support (support@citypa.com<mailto:support@citypa.com>). \*\*\*

**RPT 23-385**

**TITLE:** Development Permit Application – Shelter – 950B Exhibition Drive

**DATE:** October 5, 2023

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

---

**RECOMMENDATION:**

That the Development Permit Application for a Shelter, to be located at 950B Exhibition Drive, legally described as Parcel A, Plan No. 82PA14083 Ext. 1, be approved from October 15<sup>th</sup>, 2023, to April 30<sup>th</sup>, 2024.

**TOPIC & PURPOSE:**

The purpose of this report is to approve the fifth Development Permit Application for the Stepping Stones Shelter, located at 950B Exhibition Drive, which intends to operate from October 15<sup>th</sup>, 2023, to April 30<sup>th</sup>, 2024.

**BACKGROUND:**

The Department of Planning and Development Services is in receipt of the fifth Development Permit Application for a temporary Shelter, located at the above-noted address. Under previous applications, a total of 25 beds were provided (with additional beds being provided in emergency situations, subject to further approvals) and this would be increased to 40 beds under the proposed application.

The first Development Permit for the Stepping Stones Shelter was approved for a seven (7) month term, from October 13<sup>th</sup>, 2020, to May 1<sup>st</sup>, 2021. Subsequent approvals allowed the shelter to operate until April 30<sup>th</sup> of this year. A formal Development Permit is required to continue these operations.

As per Section 14 of the City of Prince Albert Zoning Bylaw, a “Shelter” is defined as:

*“the use of a building, or a portion thereof, for the temporary housing and support of those who are vulnerable, homeless, or are in need of emergency short term accommodation”.*

The subject property is located in the I1 – Institutional General zoning district, the purpose of which is to:

*“provide large parcels of land throughout the city to accommodate a diverse mixture of regional scale Institutional uses. Located along arterial and collector corridors, the intention of the I1 – Institutional General Zoning District is to ensure that larger scale uses such as schools and care facilities are appropriately accommodated within residential neighbourhoods and within the city”.*

In the I1 – Institutional General Zoning District, a Shelter is considered a Discretionary Use – Council, which requires City Council approval. As per Section 4.16 of the Zoning Bylaw, development may be approved temporarily and shall be subject to the standard review process.

### **PROPOSED APPROACH AND RATIONALE:**

Once approved, the Shelter will continue to be run by the YWCA from October 15<sup>th</sup>, 2023 to April 30<sup>th</sup>, 2024 (approximately six (6) months). In the attached letter, the applicant provides information on the operation of the shelter. Additionally, with this application, there is an increase in the number of beds from 25 up to 40.

The proposed, temporary Shelter meets the requirements of the Zoning Bylaw and based on the letter submitted by the applicant, Administration has no concerns with this project moving forward. It is important to note that this may be the final temporary Development Permit Application that will be considered for this location; repeated permits for the same use year after year indicate the existence of a permanent, seasonal use, not a temporary one. In the future, a permanent Development Permit may need to be obtained.

### **CONSULTATIONS:**

The Development Permit application has been referred to the Department of Public Works, Community Services, Fire and Emergency Services for review and comment, and there are no concerns with the proposed application.

### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

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

### **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:**

Throughout the review and consideration of the initial application, and its subsequent renewals, Administration has followed the City’s Strategic Priority of Delivering Professional Governance with the focus of an engaged government to strengthen relationships with external organizations to share information and collaborate on projects and services.

**OFFICIAL COMMUNITY PLAN:**

As per Section 6.4.1 of the Official Community Plan:

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

The proposed development permit supports the above section as it would increase the number of shelter beds available in the City of Prince Albert.

**PUBLIC NOTICE:**

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

- Public Notice was issued on September 29<sup>th</sup>, 2023 to all property owners within 75 metres of the subject property.

**ATTACHMENTS:**

1. Location Plan
2. Location Plan (Aerial)
3. Letter - Additional Information
4. Public Notice Issued on September 29<sup>th</sup>, 2023

Written by: Darien Frantik, Planner

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



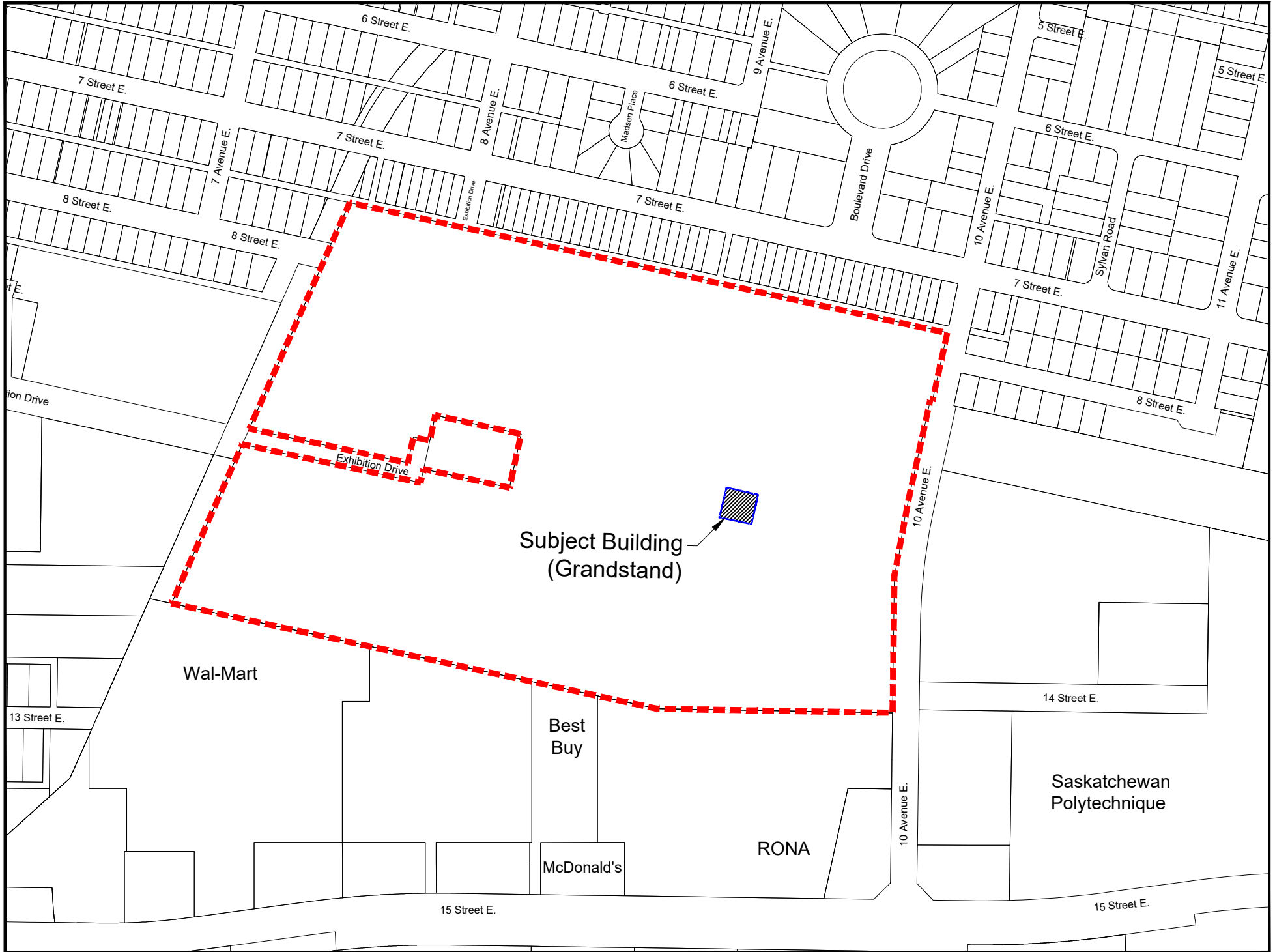
S - H - Z

S - H - Z

PLANNING & DEVELOPMENT SERVICES

JV

July 21, 2021







PLANNING & DEVELOPMENT SERVICES

JY

July 21, 2021





## **Proposal – All Weather Shelter**

YWCA Prince Albert is requesting approval from the Council of the City of Prince Albert for a Temporary Use Development Permit for an all-weather shelter, to be located on the Prince Albert Exhibition Grounds. The intent is to reopen the Stepping Stones Shelter, which was originally put in place on an emergency basis during the pandemic, and has operated from this location each winter since that time on a temporary basis.

We are proposing to continue to use the space located under the Grand Stand at the Prince Albert Exhibition Grounds to operate an all-weather shelter from October 15, 2023 to April 30, 2024. In advance of Council's consideration, the Prince Albert Exhibition Association has considered and approved the use of the facility for this project. The City of Prince Albert Building Division and Fire & Emergency Services staff have inspected the site in previous years and found the space would be sufficient. They may wish to conduct further inspections.

The temporary shelter will allow for up to 40 beds and will be open 24 hours. Arrangements have been made with the Exhibition Center for the Applicant to contractually supply 24 hour security services and a minimum of 2 staff on site at all times.

### **The Organizations**

The YWCA is well known in Prince Albert and has been operating shelters for many years. They will be responsible for operating this shelter.

As in other years, it is anticipated that The Prince Albert Grand Council, as well as a number of volunteer organizations, will be assisting in the delivery of services for shelter clientele.

YWCA will continue to work with other agencies who are engaged with our vulnerable peoples sector including: Saskatchewan Health Authority, Prince Albert Police Service, City of Price Albert, Social Services, and a host of non-profit organizations.

### **Community Safety**

Community safety is very important to the organizers of this project. We believe that this temporary shelter can be operated safely considering that Stepping Stones has not had a major incident since its opening.

- It is important to note that the shelter is a considerable distance from any residential areas, with a 125-meter buffer zone.
- Clients will be accessing the shelter in a number of different ways, most of which do not involve travel through the residential areas in proximity to the Exhibition Grounds.

We are implementing the following features to ensure safe operation of the shelter with minimal impact on the community:

- Minimum of three staff with required training on duty at all times.
- Panic buttons worn by staff with a connection to an outside service provider in case an emergency develops.
- Cameras with a view inside and outside the shelter.
- Discussions with the Prince Albert Police Service to develop a coordinated response if problems arise.
- 24 hour trained security personnel on-site at all times to assist at shelter and patrol Exhibition Grounds

Please contact Rob Dunlop at 306-763-8571 or Donna Brooks at 306-763-8571 if you have any questions.



Planning and Development Services  
1084 Central Avenue  
Prince Albert SK S6V 7P3  
Phone: (306) 953-4370  
Fax: (306) 953-4380

September 29, 2023

«PRIMARY\_CUSTOMER\_NAME»  
«PRIMARY\_UNIT»

«PRIMARY\_CITY» «PRIMARY\_PROV» «PRIMARY\_PC»

Dear Sir or Madam:

**Re: Temporary Use Development Permit – 950B Exhibition Drive, Prince Albert SK Shelter**

The City of Prince Albert is in receipt of a temporary development permit application for a Shelter, which is to be located at the above noted address, legally described as Parcel A, Plan 82PA14083. The intention is to reopen the Stepping Stones Shelter from October 15<sup>th</sup>, 2023, until April 30<sup>th</sup>, 2024. A letter from the YWCA providing additional details about the continued use of this building as a Shelter is enclosed for your information.

As a landowner located within 75 meters of the proposed development, and as required by the *City of Prince Albert Public Notice Bylaw No. 24 of 2015*, you are being provided with written notice of the proposed development.

*The City of Prince Albert Zoning Bylaw No. 1 of 2019* defines a Shelter as:

*“the use of a building, or a portion thereof, for the temporary housing and support of those who are vulnerable, homeless, or are in need of emergency short term accommodation”.*

As the proposed use is considered discretionary in the I1 – Institutional General Zoning District, the permit application must be approved by City Council. The subject property is shown in a bold dashed line below:



Please be advised, as per Section 56(2) of *The Planning and Development Act, 2007*, City Council may approve a discretionary use application if the facts presented can establish that the use(s) will:

- 1) Comply with the provision of the Zoning Bylaw that pertain to the specific use or uses, including the intended intensity of use, applied for;
- 2) Comply with the development criteria listed in the Zoning Bylaw for that particular use;
- 3) In the opinion of City Council, be compatible with the existing development in the immediate area of the proposal; and,
- 4) Comply with all relevant Provincial land use policies.

**Therefore, City Council, at its meeting to be held on Monday, October 16, 2023, at 5:00 p.m., will consider submissions respecting the above noted application and review criteria. In accordance with the *City of Prince Albert Procedure Bylaw No. 23 of 2021*, all submissions in this regard must be provided to the City Clerk. If you would like your submission reviewed by City Council PRIOR to the meeting, it would be preferable if it was provided to the City Clerk's Office by 4:45 p.m. on Tuesday, October 10<sup>th</sup>, 2023. Submissions can be emailed to [cityclerk@citypa.com](mailto:cityclerk@citypa.com) or mailed to the City Clerk's Office, 1084 Central Avenue, Prince Albert SK S6V 7P3.**

If you have any questions regarding this application, please do not hesitate to contact Planning and Development Services at 306-953-4370.

Yours truly,



Darien Frantik  
Planner

Enclosure

**TITLE:** EA Rawlinson Centre Accessibility

**DATE:** **October 10, 2023**

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

---

**RECOMMENDATION:**

That an appeal be submitted to the Saskatchewan Construction Standards Appeal Board to seek an Exemption Order for an Accessibility Lift to be installed in the Theatre at the EA Rawlinson Centre.

That the Diefenbaker Trust Fund serve as the funding source for the project if the appeal is granted.

**TOPIC & PURPOSE:**

The purpose of the report is to outline the process and estimated budget required to install an Accessibility Lift in the Theatre at the EA Rawlinson Centre.

**BACKGROUND:**

The following resolution was approved at the September 25<sup>th</sup>, 2023 City Council meeting:

*That Administration provide a report regarding a ramp or lift system to be installed at the EA Rawlinson Centre to allow patrons to access the front row, along with associated costs to be funded by the EA Rawlinson Centre Reserves, for consideration at the October 16<sup>th</sup>, 2023 City Council meeting.*

Also attached is RPT 21-263 – EA Rawlinson Centre Accessibility Review. This report was considered at the May 31<sup>st</sup>, 2021 Executive Committee and Received and Filed.

**PROPOSED APPROACH AND RATIONALE:**

Upon approval of the recommendations, the Community Services Department will work with the Planning & Development Department to submit an appeal under the National Building Code to allow for the installation of an Accessibility Lift in the Theatre at the EA Rawlinson Centre.

Prakash Structural Engineers was selected to complete the review of the proposed project. The stairwell required for the lift installation to locate patrons with accessibility issues in the front row is located at stage left which serves as an exit to the foyer. This stairwell is on the West side of the main theatre and serves the front 3 rows of seating. The stair is constructed of reinforced concrete with the abutting walls of reinforced masonry. The stair is 1384mm wide with handrails fixed to both walls. The main theatre is constructed in a tiered setting with the each row of seats fixed to a concrete riser for the next tier. Seats are arranged in groups of 6 with mechanical return air vents present at the base of each tier. Large mechanical ductwork is present below the theatre seating and air return ducts are visible from below.

Given the nature of the construction on site, the proposed lift must be supported off of a tower base fixed to the concrete stair tread and not the wall. The width of the unit in a closed position is 325mm. This would reduce the width of the stair to 1059mm. As this is a required exit, the stair must have handrails on both sides of the stair and must have a clear dimension of 1100mm. This requirement will form part of the appeal.

The layout of wheelchair spaces requires a clear area 900mm wide by 2120mm long including a clear aisle 920mm wide. To achieve this, structural modifications are required to the concrete floor in the theatre. The tiered theatre seating is constructed of concrete risers that are cast separately on top of a concrete slab suspended/supported on concrete beams. Removal of this tier and modification of the ductwork will be required. This will require significant down time in the theatre to modify this area. As a result, the timeframe required will need to be blocked off in the theatre to prevent any use during construction. This timeframe will be confirmed once the contractor is in place.

Should the appeal be granted, the Diefenbaker Trust Fund is identified as an available funding source for the purchase of an Accessibility Lift and the Theatre modifications required to be completed in order to comply with the National Building Code.

#### **CONSULTATIONS:**

- National Building Code
- City of Prince Albert Building Inspections Division
- Access 2000 Elevator & Lift Inc.
- Prakash Structural Engineers & RNF Ventures – General Contractor

#### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Communication regarding the EA Rawlinson Centre's efforts toward accessibility for their patrons is outlined in RPT 21-263 that was submitted for consideration at the May 31<sup>st</sup>, 2023 Executive Committee meeting and attached to this report.

#### **FINANCIAL IMPLICATIONS:**

The estimated financial implications related to the project include the theatre modifications and the purchase/installation of a lift. The lift is \$30,000 and the theatre modifications are estimated at \$120,000 for a total budget of \$150,000.

The balance of the EA Rawlinson Centre Facility Fee & Mechanical Equipment Reserve is \$103,926 therefore sufficient funds do not exist. However, the balance of the Diefenbaker Trust Fund is \$430,564.00 as of December 31, 2022 therefore sufficient funds exist. The Diefenbaker Trust Fund is listed as the recommended funding source as a result.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no further options for consideration or any policy, privacy or Official Community Plan implications.

**STRATEGIC PLAN:**

The report aligns with the Strategic Goal of Promoting a Progressive Community. The Community Services Department continues to implement and prioritize accessibility improvements under our control and where restrictions do not limit our ability to proceed with such improvements.

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. RPT 21-263 – EA Rawlinson Centre Accessibility Review

Written by: Jody Boulet, Director of Community Services

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



# City of Prince Albert

**RPT 21-263**

**TITLE:** EA Rawlinson Centre - Accessibility Review

**DATE:** **May 25, 2021**

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

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## **RECOMMENDATION:**

Receive and file.

## **TOPIC & PURPOSE:**

The purpose of the report is to outline opportunities to improve accessibility at the EA Rawlinson Centre.

## **PROPOSED APPROACH AND RATIONALE:**

The following resolution was put forward by Mayor Dionne at the February 25, 2019 City Council meeting:

1. *That Community Services bring forward a report regarding the cost to install a handicapped system at the EA Rawlinson Centre which will make it accessible to all citizens; and,*
2. *That the installation be funded from the EA Rawlinson Centre Reserve, but the Department should look into all other funding options and/or grant opportunities to see if there is a Program that can assist with funding.*

A tour of the EA Rawlinson Centre to review accessibility was coordinated with the Mayor, Building Inspection Division and Community Services Department staff to determine the next steps as part of the review.

The discussion outlined the following items and next steps:

1. Community Services committed to work with the Building Inspection Division of the Planning & Development Department to investigate the option to install a lift in the Theatre subject to the Building Code regulations.
2. Pending the feasibility to install a lift the Community Services Department would consult Saskatchewan Abilities and the Enabling Accessibility Fund to determine any partnerships and funding support to improve accessibility at the EA Rawlinson Centre.

The Community Services Department has consulted the Building Inspection Division to determine the compliance standards under the Building Code with respect to installing a lift in the Theatre. Attached are the specific excerpts from the 2015 National Building Code of Canada to define the standards.

Access 2000 Elevator & Lift Inc. was also invited on site to review the option to install a lift. Upon review of the Building Code Regulations they could not identify a feasible option.

The facility was originally constructed in compliance with the 1995 National Building Code of Canada. Unfortunately the current structure and design of the Theatre does not allow for the installation of a lift as specifically outlined in the following sections of the 2015 National Building Code of Canada attachments:

- Section 3.8.3.2 outlines the requirements for a Barrier Free Path of Travel.
- Section 3.8.3.21 Spaces in Seating Area.
- Section 3.8.3.6 Doorways and Doors for minimum barrier free width.
- Section 3.8.3.21 Clear Sight Lines required for the wheelchair spaces.

The Provincial Saskatchewan Abilities Office was previously consulted in the accessibility review process. Through this consultation the Provincial Director identified that they do not have anyone currently available to tour facilities however they did provide some further suggestions.

- Invite your local Building Inspectors to tour the facility and review the request in relation to the Building Code. This process has been completed.
- Continue to solicit feedback from the user groups and patrons to improve accessibility. This process is ongoing.

- The Rick Hanson Foundation is currently certifying a Provincial contact that will be available in the future to assess public facilities for the purpose of certifying the facility.
- In their experience chairlifts are limited in use and present many challenges. Most chair lifts require the individual to have some mobility to transfer in and out of the lift and in some cases they are not as effective.

As a result of these consultations Management has proceeded with other options to improve accessibility.

The EA Rawlinson Centre currently accommodates persons with a disability as follows:

- Wheelchair seating: 4 on each side of the lower and upper bowl of the theatre. In addition there is also Designated Removable seating upstairs to accommodate additional Wheelchair seating. These provisions comply with Section 3.8.2.3 of the National Building Code with respect to the requirements for Designated Wheelchair spaces. The Wheelchair seats remain on hold until close to the show to ensure they remain available to members of the public that require this access.
- Row E of the Main Floor is accessible through the side exit door connected to the main lobby where we currently bring people with mobility challenges in the Theatre so they do not have to do the stairs, etc. The Box Office Attendants inform our patrons at the time of purchase regarding the availability of this seating option. Patrons are encouraged to inform us in advance of any services they require. An Usher is stationed at this location at all events to assist any patrons with a disability to their seat in Row E which allows them entry with no stairs or obstacles to reach their seat.
- Accessibility Services are listed in each event program and on the website in an effort to increase awareness for the public.
- The Theatre also prioritizes persons with visual and hearing disabilities. The patrons have the option to be seated by the Ushers in advance of the House opening to allow more time for them to be comfortably seated. Hearing assistance headphones for patrons with auditory disabilities are also available and provided upon request.
- Training is provided to the staff during the orientation sessions which includes information regarding the procedures so that the service provided to the patrons is welcoming and supported when they attend the Centre.



- Elevator allows patrons with disabilities access to all floors.
- The washrooms (toilet stalls and sink counters) are designed for patrons in wheelchairs.
- Additional parking stalls for patrons with disabilities have been implemented.

Working within the architecture of a 18 year old facility it is a priority to make the patrons comfortable, welcome, and assisted when they attend the Centre. The staff and volunteers take pride in being respectful, trained and attentive to the needs of the patrons with disabilities.

Further next steps with respect to the accessibility review includes items we are addressing now and new options to pursue within our future planning for the Centre.

Items that are communicated now:

- Add information about specialty mobility-challenged seating and hearing assistance software in the "about" section of our website [www.earc.ca](http://www.earc.ca) and our Facebook "About" section.
- Create social media posts about the same options.
- Ensure our volunteers and off-hour box office staff are aware of and communicate these options.
- Post signage in the Centre about the services available to improve accessibility.
- Include the accessibility information in the promotions for our upcoming events.

New Options under Review:

- Investigate phone apps that can help the hearing impaired. This information can be posted around the building and included as promotional material at the Box Office.
- Ensure all Renting Organizations utilize the Centre's Box Office for their assigned seating ticketing requirements. This will allow the Centre's staff to communicate with any patrons in advance of attending an event so that the proper arrangements can be made directly with them to ensure accessibility options are in place upon attending the theatre.

The Department remains open to further feedback in addition to the accessibility measures outlined and continues to pursue the opportunity to install a lift in consultation with the Mayor and appropriate Departments. The report is submitted as an update to members of Council for consideration at the May 31, 2021 Executive Committee meeting.

**PUBLIC NOTICE:**

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

**ATTACHMENTS:**

1. Section 3.8.3.2 - Barrier Free Path of Travel
2. Section 3.8.3.21 - Spaces in Seating Area
3. Section 3.8.3.6 - Doorways & Doors for Minimum Barrier Free Width
4. Section 3.8.3.21.(1)(e) - Clear Sight Lines required for the wheelchair spaces

Written by: Jody Boulet, Director of Community Services

Approved by: City Manager

## Barrier Free Path of Travel

### NBC Division B, Article 3.8.3.2. – Barrier-Free Path of Travel & Article 3.8.3.3. – Exterior Walks

A barrier-free path of travel is permitted to include ramps, passenger elevators or other platform equipped passenger-elevating devices to overcome any difference in level.

Except for doors and doorways, the unobstructed width of a barrier-free path of travel shall not be less than 920 mm (36 inches). The width of a barrier-free path of travel that is more than 30 m long shall be increased to not less than 1500 mm for a length of 1500 mm at intervals not exceeding 30 m in length. (see Figure 4)

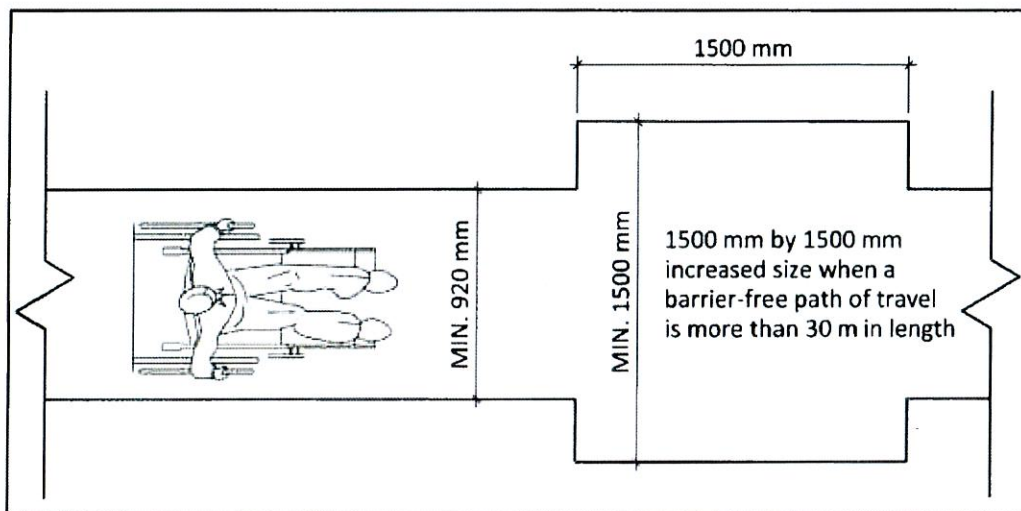


Figure 4 – Barrier-Free Path of Travel Increased Area

Other requirements for barrier-free paths of travel include the following, specifically relating to the surfaces shall:

- have no opening that will permit the passage of a sphere more than 13 mm in diameter (Figure 5a),
- have any elongated opening oriented approximately perpendicular to the direction of travel (Figure 5b),
- be stable and slip-resistant,
- have a cross slope no steeper than 1 in 50 (Figure 6),
- be beveled at a maximum slope of 1 in 2 at changes in level between 6 mm and 13 mm (Figure 7), and
- be provided with sloped floors or ramps at changes in level more than 13 mm.

Note that any changes in level greater than 13 mm should be handled with sloped floors or ramps. (see 'Ramps' on page 27)

## Spaces in Seating Area

### NBC Division B, Article 3.8.3.21. – Spaces in Seating Area

Spaces designed for wheelchair use required by the NBC shall: (see Figure 57)

- be clear and level, or level with removable seats,
- not be less than 900 mm wide and 1525 mm long to allow a wheelchair to enter with a side approach, and 900 mm by 1220 mm long when the wheelchair can enter from the front or rear of the space,
- be arranged so that at least two (2) designated spaces are side by side,
- be located adjoining a barrier-free path of travel without infringing on egress from row seating or any aisle requirements, and
- have seats throughout as part of a seating plan, so as to provide a choice of viewing locations with clear views of the event taking place.

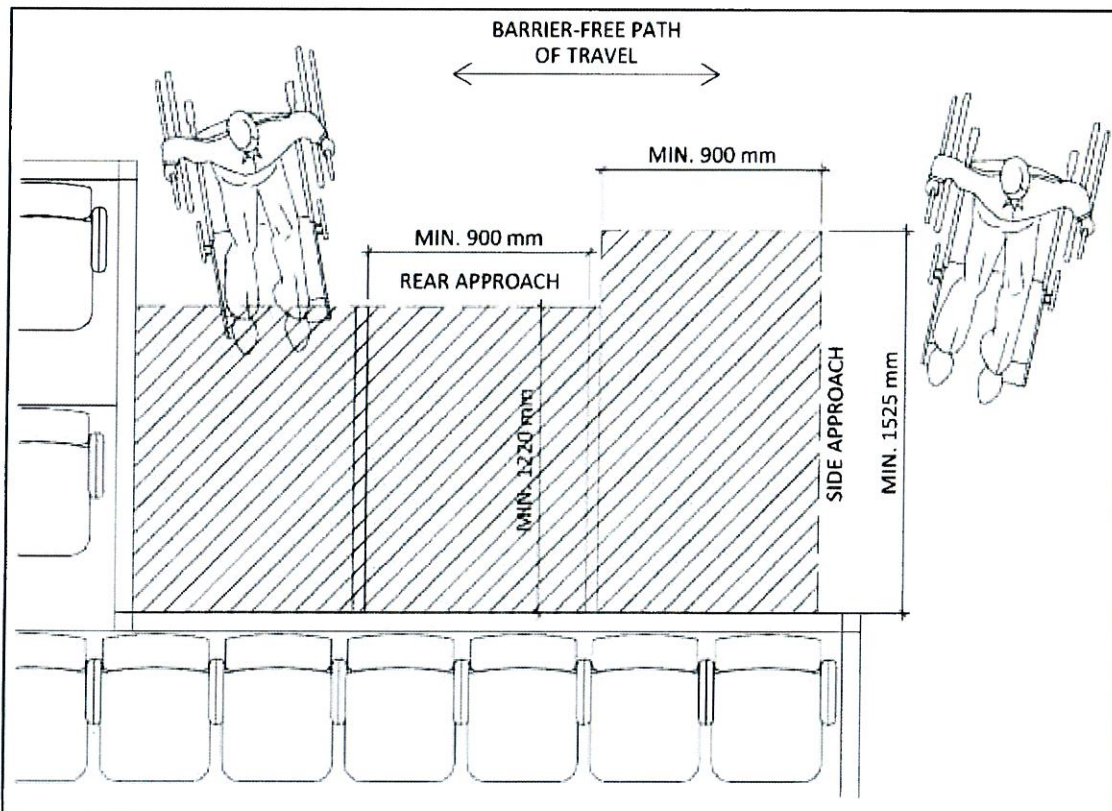


Figure 57 – Spaces in Seating Areas (NBC)

## Multiple-leaf Doors

### NBC Division B, Sentence 3.8.3.6.(13) - Doorways and Doors

Only the active leaf in multiple-leaf door in a barrier-free path of travel needs to conform to the requirements of the NBC.

### CSA B651, Clause 5.2.3. Multiple-leaf doorways & Clause 5.2.4 Revolving doors

Additionally, CSA B651 mentions revolving doors and that where a revolving door is used, an adjacent door shall be provided that complies with the door regulations in CSA B651 (Clause 5.2.1 – Opening width and Clause 5.2.2 – Maneuvering area at doors)

## Level Floor Surface

### NBC Division B, Sentence 3.8.3.6.(14) - Doorways and Doors

The floor on either side of a door in a barrier-free path of travel shall be continuously level within a rectangular area that: (see Figure 29)

- is as wide as the door plus the clearance required on the latch side dependent on the swing of the door (see 'Clearance for Doorways' on page 39), and
- the dimension perpendicular to the closed door is not less than the width of the barrier-free path of travel, but is not required to exceed 1500 mm (5 feet).

Note: Level areas required for ramps, contain other provisions that supersede this requirement. (see page 27)

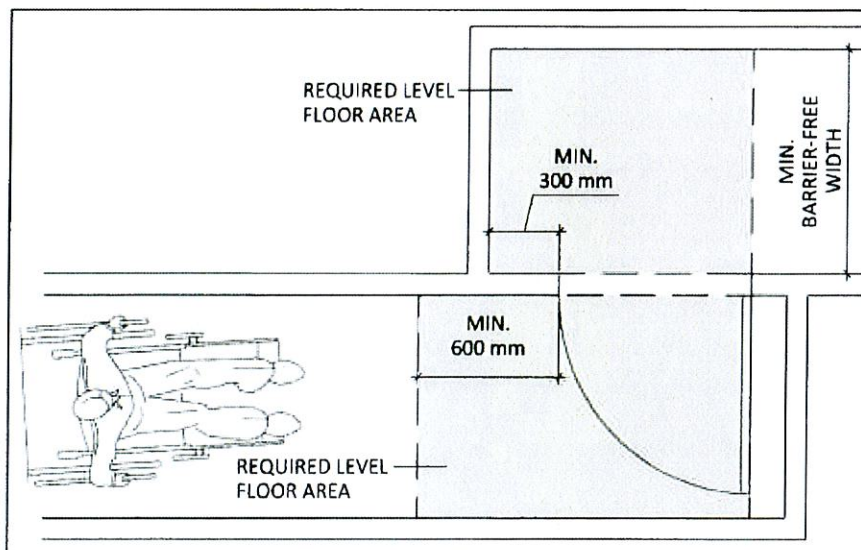


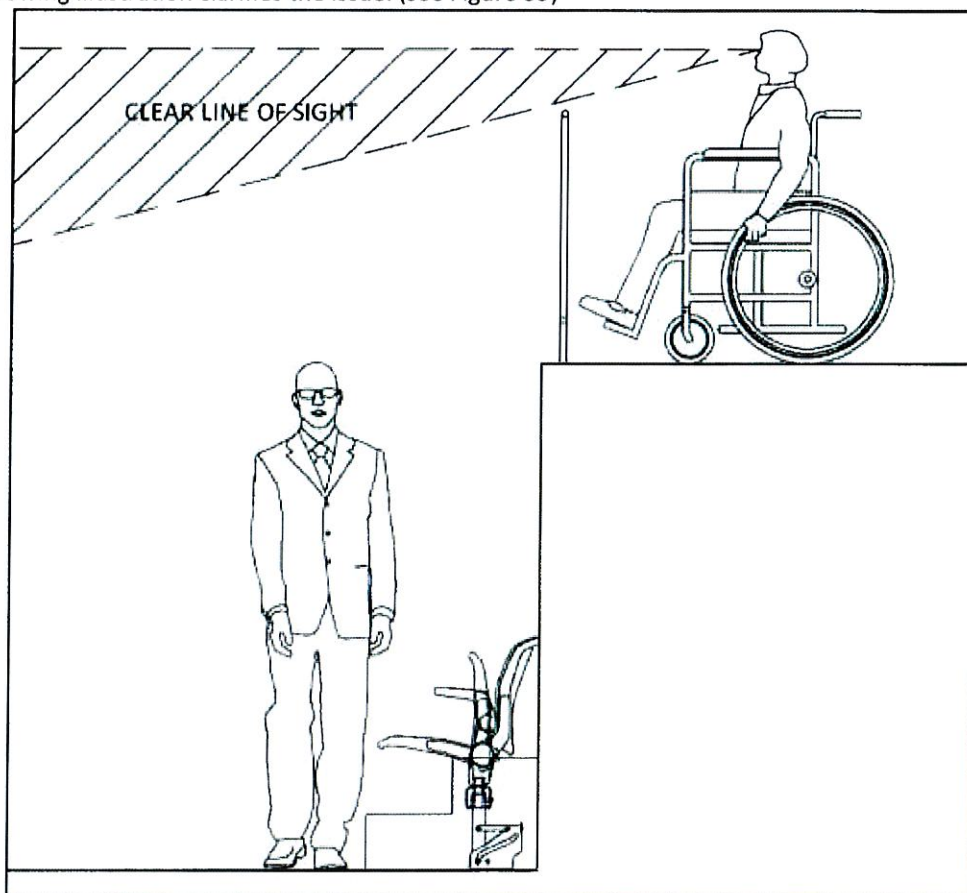
Figure 29 – Level Floor Area For Doorways (NBC)



### Clear Sight Lines

Both the NBC Division B, Clause 3.8.3.21.(1)(e) and CSA B651, Clause 6.7.3.3. have the same requirement of clear view sight lines for the wheelchair spaces when required in fixed seating areas.

The following illustration clarifies the issue. (see Figure 59)



**Figure 59 – Clear Sight Lines (NBC & CSA B651)**





**RPT 23-381**

**TITLE:** Bylaw 21 of 2023 - PADBID Bylaw Amendment

**DATE:** **October 3, 2023**

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That Bylaw 21 of 2023, a Bylaw to amend the Prince Albert Downtown Business Improvement District Bylaw be approved for 3 readings.

**TOPIC & PURPOSE:**

To approve an amendment to the Prince Albert Downtown Business Improvement District Bylaw.

**BACKGROUND:**

The Prince Albert Business Improvement District has the mandate to find ways to encourage the development of a vibrant and prosperous downtown business district. Reserve funds are utilized for projects that improve the areas image, promote and rejuvenate the area.

On January 9<sup>th</sup>, the Prince Albert Downtown Business Improvement District approached Prince Albert City Council (Attachment #1 - letter attached) requesting to amend section 6(4) of the Bylaw to increase the appointment term of Board members. The request was forwarded to the Department of Planning and Development for review and follow-up.

On September 11, 2023, Prince Albert City Council approved Resolution # 0212:

*“That Administration proceed with Amending Bylaw 4 of 2005, as described in Attachment #2 to RPT# 301-23 with the following addition:*

*Add 7.(4.) The City shall appoint a liaison who will provide advice to the Board as requested. In preparation for meeting(s), the liaison shall be provided with all agenda’s in advance of the formal meetings.”*

**PROPOSED APPROACH AND RATIONALE:**

In April 2023, the Director of Planning and Development Services attended a PADBID Board meeting with the purpose of reviewing Bylaw #4 of 2005. The Bylaw was discussed in detail, line by line, and a number of amendments were requested by the Board as a result of these discussions. These DRAFT amendments were then prepared by the Director of Planning and Development Services and provided back to the Board for Review.

The Board then reviewed the proposed amendments and responded with the attached letter, dated April 25<sup>th</sup> (Attachment #2)

The letter also includes rationale for each requested amendment which is supported by administration.

Bylaw 21 of 2023, formally amends Bylaw 4 of 2005 as requested.

**CONSULTATIONS:**

The Director of Planning and Development Services has consulted with the PADBID Board, and The City Manager's office in preparation of this report.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

The Director of Planning and Development Services has regular communications with the PADBID Board and will advise them of the decision of Executive Committee.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no Financial Implications, Privacy Implications, or options to the recommendation.

**STRATEGIC PLAN:**

I Strategic Priority in the 2023-2025 Strategic Plan is to Delivery professional governance, where an being engaged can strengthen relationships with external organizations.

**OFFICIAL COMMUNITY PLAN:**

Section 4 of the Official Community Plan highlights strategies for effective decision making where early and ongoing engagement with external agencies can mean the difference between relevance and actions.

**PUBLIC NOTICE:**

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

**PRESENTATION: None**

**ATTACHMENTS:**

1. PADBID Letter to Council
2. Amendment Request
3. Bylaw 21 of 2023
4. Bylaw 4 of 2005

Written by: Craig Guidinger, Director of Planning and Development

Approved by: City Manager



November 10, 2022

City Clerk's Office

Dear Terri:

It was discussed at our last board meeting to consider changing Bylaw 4 of 2005 – and extend the Board Member's length of term.

The reason for this recommendation is the Board terms can align with City Council terms and due to turnover with the Executive Director position, it allows for continuity for the organization, especially those who have past knowledge and experience of the organization. It is difficult to attract Board members and this way, by extending the terms, those members who are currently willing to continue being an active Board member, may do so.

**Motion:**

1. That Bylaw 4 of 2005 be amended to increase the appointment term to four years and the maximum to 4 consecutive four year terms.
2. That if any member is absent for 2 meetings in a calendar year, the Executive Director forwards a written warning to the member. If the member misses 3 meetings in a calendar year, the member is removed from the Board.

The motion has passed.

Please add this to the agenda for review.

Kind regards,

Rhonda Trusty

Executive Director, PADBD



April 25, 2023

Hello Mr. Guidinger:

Thank you for your time and effort with our Prince Albert Downtown Board of Directors. We are requesting that the following amendment changes be made to Bylaw 4 of 2005:

6. (4) remove the following language “and may serve a maximum of three (3) consecutive three (3) year terms.

Rationale: Getting board members is tough. If there is a board member that is doing good work and wants to stay on beyond 3 terms, I think they should be allowed to stay on. If they are doing a bad job, there are other ways to have them removed, so I don’t think there is any risk to this change.

Add 7. (1.)(d.) Any project that meets the intent of Section 3. of this Bylaw, by improving the areas image, promoting and marketing the area, and facilitates the ongoing rejuvenation of the area.

Rationale: Section 7 is somewhat restrictive at the moment. We want a clause that is bit more of a “blanket” statement that allows flexibility in how funds are used. Reminder that all projects have to be approved by Council, so there is no risk.

That Clause 8 and Clause 9 to be reviewed by the City to ensure that the language meets current financial practice.

Kind regards,

Rhonda Trusty

Executive Director (PADBID)



# CITY OF PRINCE ALBERT BYLAW NO. 21 OF 2023

*A Bylaw of The City of Prince Albert to amend  
the City of Prince Albert Downtown Business Improvement District  
Bylaw, being Bylaw No. 4 of 2005*

**WHEREAS** it is desirable to amend the City of Prince Albert Downtown Business Improvement District Bylaw No. 4 of 2005;

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

1. That Bylaw No. 4 of 2005 be amended in the manner hereinafter set forth:

a. By Deleting the following language from Section 6(4):

“and may serve a maximum of three (3) consecutive three (3) year terms.”

b. By adding Section 7.(1.)d.) as follows:

“Undertake any project that meets the intent of Section 3. of this Bylaw, by improving the areas image, promoting and marketing the area, and facilitates the ongoing rejuvenation of the area.”

c. By adding Section 7.(4.) as follows:

“The City shall appoint a liaison who will provide advice to the Board as requested. In preparation for meeting(s), the liaison shall be provided with all agenda’s in advance of the formal meetings.”

2. This Bylaw shall come into effect on the day of its final passing.

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

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 2023 .

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

**CITY OF PRINCE ALBERT**

**BYLAW NO. 4 OF 2005**



**Disclaimer:**

**This consolidation is not an Official Copy of the Bylaw. Amendments have been incorporated solely for research convenience purposes only. Original Bylaw and amendments are available from the City Clerk's Office and must be consulted for purposes of interpretation and application of the law.**

**OFFICE CONSOLIDATION**

**DOWNTOWN BUSINESS IMPROVEMENT  
DISTRICT BYLAW**

**BYLAW NO. 4 OF 2005**

**Including the Following Amendments:**

**AMENDMENTS**

Bylaw No. 9 of 2017

**DATE PASSED**

March 6, 2017

# CITY OF PRINCE ALBERT BYLAW NO. 4 OF 2005

*A Bylaw of The City of Prince Albert to establish a Downtown  
Business Improvement District.*

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

## **STATUTORY AUTHORITY**

1. This Bylaw is passed pursuant to sections 25 and 26 of The Cities Act.

## **BUSINESS IMPROVEMENT DISTRICT ESTABLISHED**

2. The area of lands described in Schedule "A" attached hereto and forming part of this Bylaw is established as a business improvement district to be known as Prince Albert Downtown Business Improvement District.

## **PURPOSE**

3. The purpose or mandate of the business improvement district is to encourage the development of a vibrant and prosperous downtown business district by improving the area's appearance and image, promoting and marketing the area, and undertaking initiatives and projects that facilitate the ongoing rejuvenation and redevelopment of the area.

## **LEVY**

4. (1) Subject to the provisions of this Bylaw, Council shall establish an annual levy, under bylaw, on all property used or intended to be used for business purposes in the Business Improvement District, of a uniform rate that Council considers sufficient to raise the amount required for the purpose of the proposed expenditures included in the approved estimates of the Board, less any revenues received by the Board under subsection 10(2)(b).
- (2) The levy mentioned in subsection (1) is to be based on the assessment of all land and improvements used or intended to be used for business purposes in the Business Improvement District.

## **BOARD ESTABLISHED**

5. A board of management to be known as the "Prince Albert's Downtown Business Improvement District Board" is hereby established

## **MEMBERSHIP AND APPOINTMENT**

6. (1) The Board shall consist of seven (7) members appointed by resolution of Council, as follows:
  - (a) one (1) member of Council; and,
  - (b) six (6) other members of large recommended by the Board to City Council for approval.
- (2) The appointed member of Council shall be appointed for a term of two (2) years or until a successor is appointed.



- (3) Where a Board member who hold office as a member of Council loses office as a member of Council, that Board member also loses office as a Board member.
- (4) The appointed members at large recommended by the Board shall be appointed for a three (3) year term or until a successor is appointed and may serve a maximum of three (3) consecutive three (3) year terms.
- (5) Council may, by resolution, remove any member of the Board and thereafter appoint a replacement member.
- (6) The Board, will, as soon as possible after its members are appointed, elect a chair and vice-chair from its Board members for one (1) year terms.
- (7) The Executive Director of the Prince Albert Downtown Business Improvement District, shall be appointed as a non-voting Secretary-Treasurer to the Board.

*(9/2017, s.1a)*

#### **POWERS AND DUTIES OF THE BOARD**

7. (1) The Board may:
  - (a) subject to subsection (2) acquire by purchase, lease or otherwise, and real property necessary for its purposes and improve, beautify and maintain that property.
  - (b) promote the area as a business or shopping area; and
  - (c) Conduct any studies or prepare any designs that may be necessary for the purposes of the above.
- (2) The Board shall not enter into financial commitments extending beyond the current budget year or acquire real property without the consent of City Council.

- (3) The Board shall not approve any expenditures, other than those provided for in the budget approved by City Council, without prior approval of City Council.

## **RECORDS**

8. (1) The Board will keep proper minutes and records of every meeting on the Board..
  - (2) The Board will adopt and maintain banking arrangements and accounting practices acceptable to the City's Director of Financial Services
  - (3) The Board will make available or provide all books, documents, records of transaction, minutes and accounts of the Board to the City or the City's auditor for inspection on reasonable request.
  
9. The Board will, at its sole cost and expense, use the services of the City's auditor appointed pursuant to section 159 of The Cities Act.

## **BUDGET**

10. (1) The Board's fiscal year will end December 31 of each year.

- (2) Board will submit to the City the Board's revenue and expenditure estimates for the next fiscal year by September 15 with evidence of support by the majority of the membership. The budget shall set out in its estimates:
- (a) the amounts required to be raised through the levy referred to in section 4 hereof;
  - (b) the amounts and details of other revenue projected to be received by the Business Improvement District, including the amounts to be received for the disposal or conveyance of land and buildings.
  - (c) The proposed expenditure for the year, including expenditures for the acquisition of land and buildings.
  - (d) Details of any proposed financial commitments that extend beyond the current budget year; and
  - (e) A narrative description of the specific programs and activities to be undertaken, including associated revenues and expenditures.
- (3) Monies from the Council approved estimates remaining unexpended at the end of the Board's fiscal year will be carried over and applied to the Board's approved estimates for the next fiscal year.

*(9/2017, s.1b)*

## **ANNUAL REPORT**

11. The Board shall submit its annual report for the preceding year to the Financial Services Department by May 31, to be submitted in conjunction with The City's audited financial statement of its affairs. The report shall be signed as approved by the Board and include a narrative description of the initiative and projects undertaken demonstrating that the Board has been successful in achieving its objectives for the preceding year as have been approved by Council.

*(9/2017, s.1c)*

## **DISESTABLISHMENT**

12. (1) Any of the following occurrences or acts shall constitute a material event of default by the Business Improvement District or its Board, and shall constitute sufficient cause for disestablishing the Business Improvement District, specifically:

- (a) If the Business Development District fails to satisfy Council that the Business Improvement District is fulfilling its mandate or purpose described under section 3 hereof.
- (b) If the Board is unable to demonstrate to Council's Satisfaction that the Business Improvement District has the Support of the majority of its membership.
- (c) If the Board willfully fails or neglects to discharge its responsibilities as provided under sections 7, 8, 10 or 11 hereof within 30 days subsequent to notice from the City to rectify same.

- (d) If the Business Improvement District fails to comply with the terms of any municipal, provincial or federal legislation governing the operation of the Business Improvement District.
- (e) If the Business Improvement District becomes insolvent;
- (2) In the event of default as provided under subsection (1) of this section, the Business Improvement District and the Board shall be formally disestablished upon the repeal of this Bylaw, which repeal shall take effect December 31<sup>st</sup> in the year in which the repealing bylaw is passed.
- (3) Upon Disestablishment pursuant to subsection (2), all undertakings, assets and liabilities are thereupon vested in the City.

**COMING INTO FORCE**

13. This Bylaw comes into force on the day of passage.

INTRODUCED AND READ A FIRST TIME THIS 25<sup>th</sup> DAY OF April, AD 2005.

READ A SECOND TIME THIS 25<sup>th</sup> DAY OF April, AD 2005.

READ A THIRD TIME AND PASSED THIS 25<sup>th</sup> DAY OF April, AD 2005.

“Jim Stiglitz”

MAYOR

“Cliff Skauge”

CITY CLERK







**TITLE:** Digital Sign – 298 15th Street East

**DATE:** **October 4, 2023**

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the Sign Permit Application for a Digital Sign to be located at 298 15<sup>th</sup> Street East, legally described as Lot 53, Block 21, Plan 102133189, Ext 0, be approved.

**TOPIC & PURPOSE:**

The purpose of the report is to consider the Sign Permit Application for a Digital Sign at 298 15<sup>th</sup> Street East, the location of a new optometry clinic. This new clinic is opening at the former site of Farm Credit Canada.

**BACKGROUND:**

The Department of Planning & Development Services is in receipt of a Sign Permit Application for a Digital Sign to be located at 298 15<sup>th</sup> Street East. There are currently no freestanding signs, digital or otherwise, on this site.

**PROPOSED APPROACH AND RATIONALE:**

The proposed sign contains a double-sided LED screen that will be facing east-west. The sign meets all required setbacks, size requirements and minimum clearance standards as outlined in Bylaw No. 1 of 2019, the Zoning Bylaw. In addition, the proposed sign has already been designed by a professional engineer.

As there were no issues identified during the plan review, Administration recommends approval of the permit application.

**CONSULTATIONS:**

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

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

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

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

**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:**

Throughout the permit process, Administration has supported the area of focus of Economic Diversity and Stability by working to accommodate the needs of new and existing businesses.

**OFFICIAL COMMUNITY PLAN:**

Section 17.7 of the Official Community Plan states that "All signage shall comply with the Zoning Bylaw or the Portable Sign Bylaw and the design guidelines set out therein."

**PUBLIC NOTICE:**

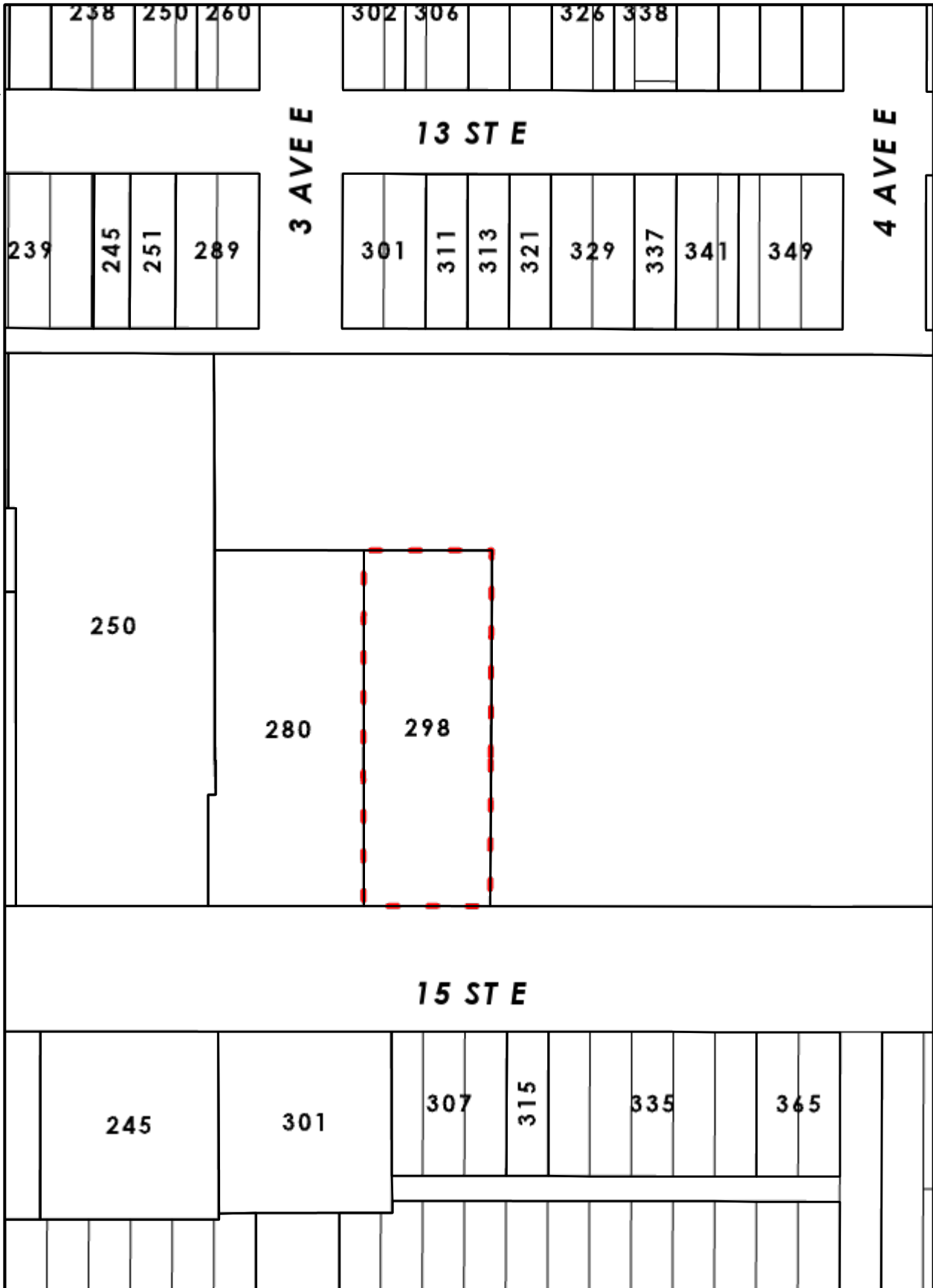
Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

**ATTACHMENTS:**

1. Location Plan
2. Location Plan with Aerial
3. Site Plan
4. Sign Elevation

Written by: Ellen Pearson, Planner

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



S-HZ

S-HZ

PLANNING & DEVELOPMENT

September 28, 2023

Subject Property Identified With A Bold Dashed Line



S-N

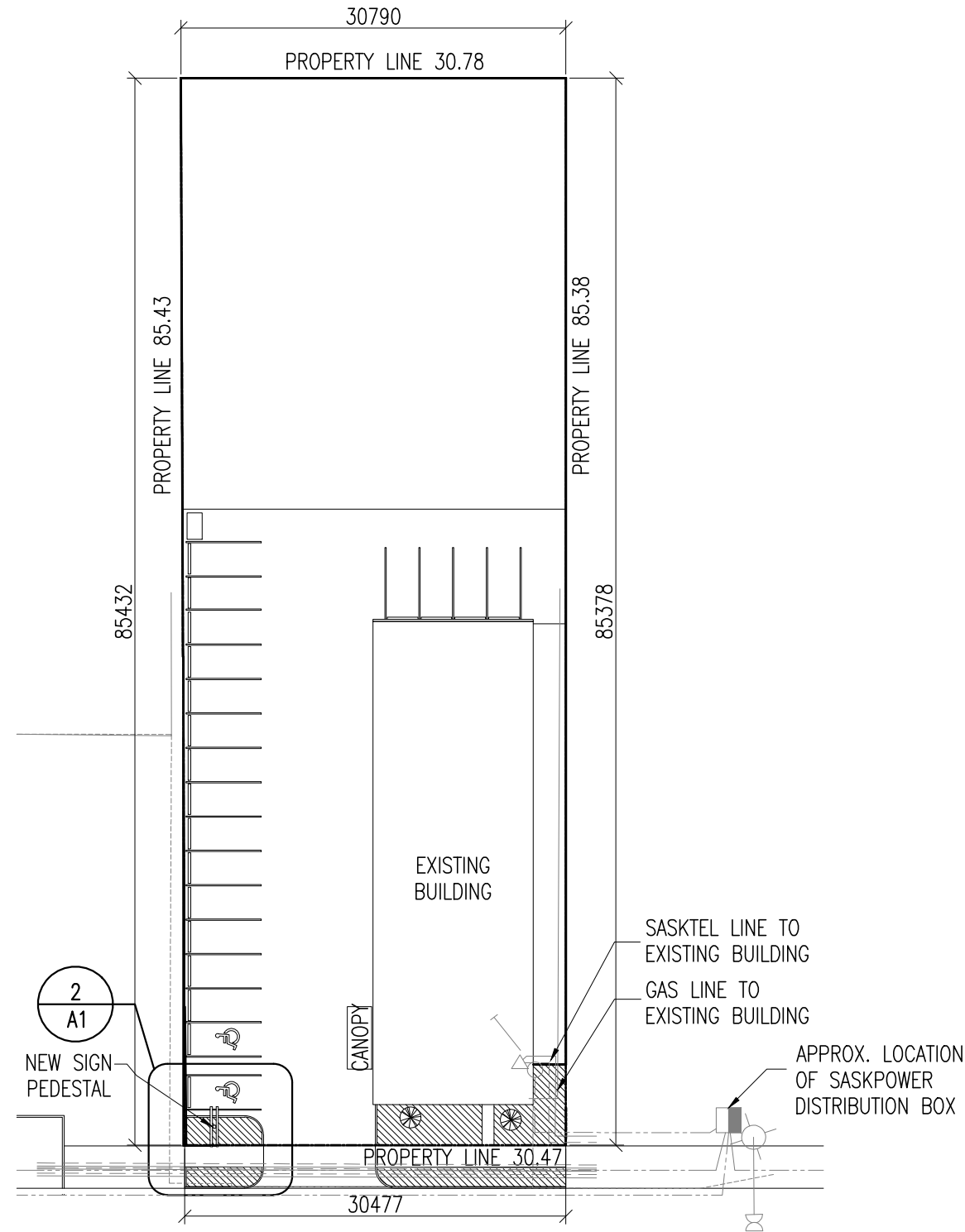
S-N

PLANNING & DEVELOPMENT

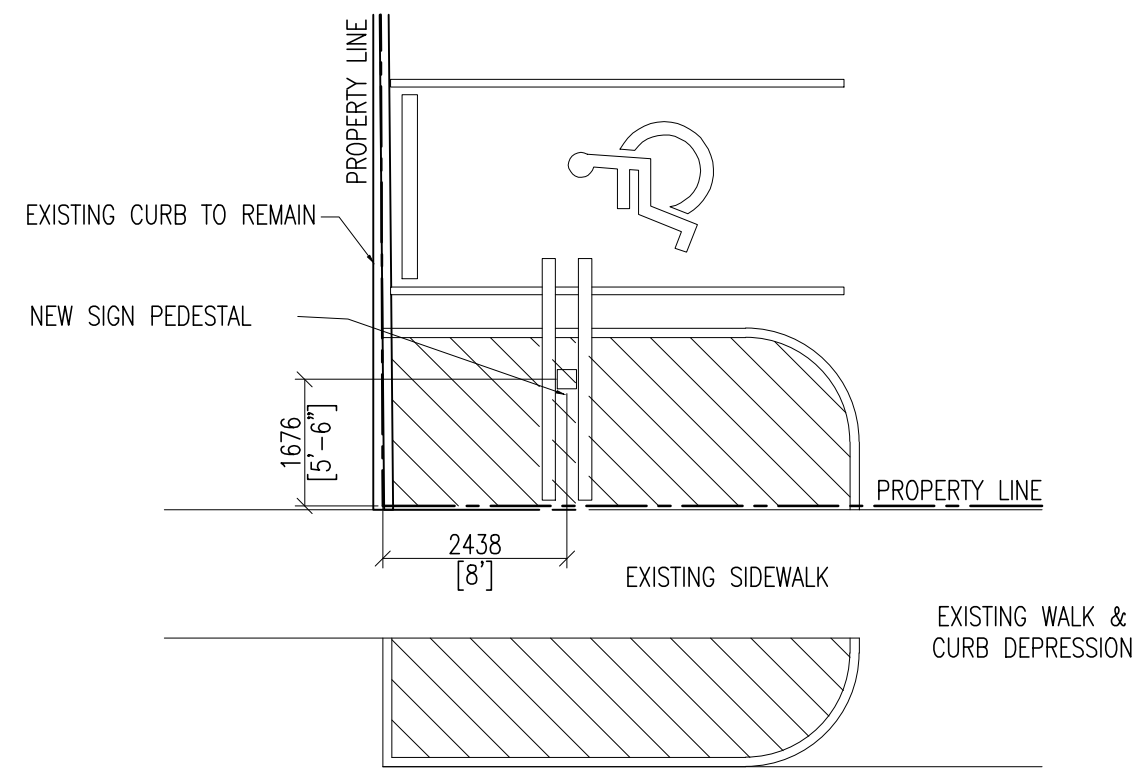
September 28, 2023

Subject Property Identified With A Bold Dashed Line

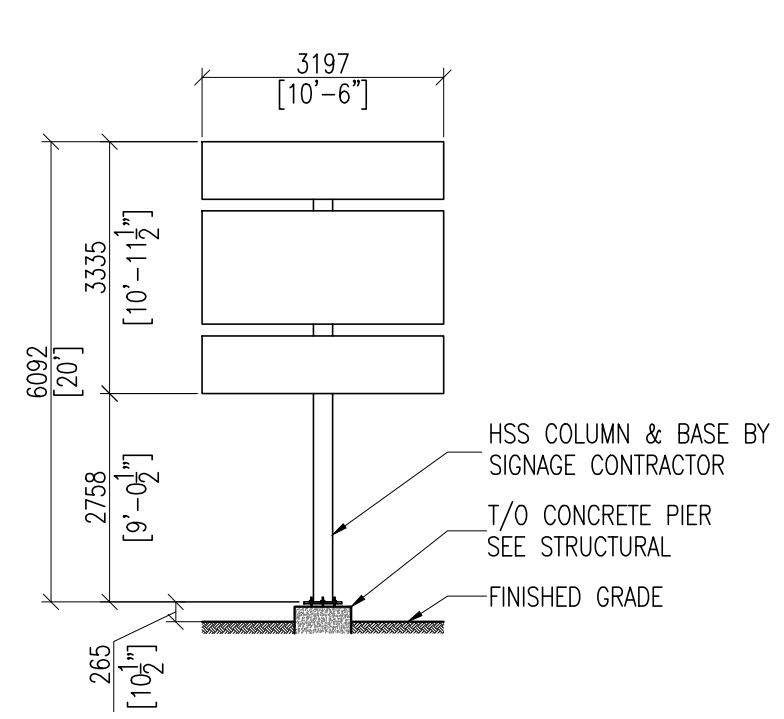




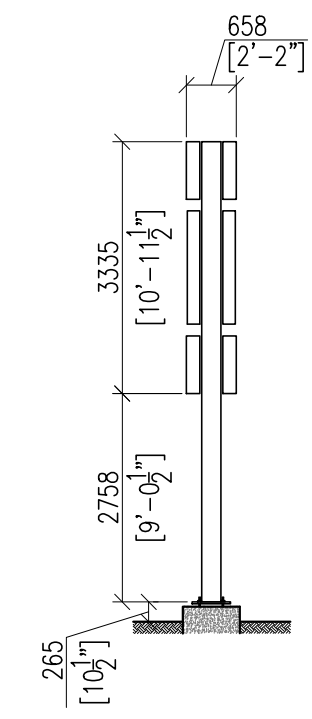
**1 SITE PLAN**  
 NTS



**2 SIGNAGE PLAN**  
 1:100



**3 SIGNAGE EAST ELEVATION**  
 1:100



**4 SIGNAGE SOUTH ELEVATION**  
 1:100

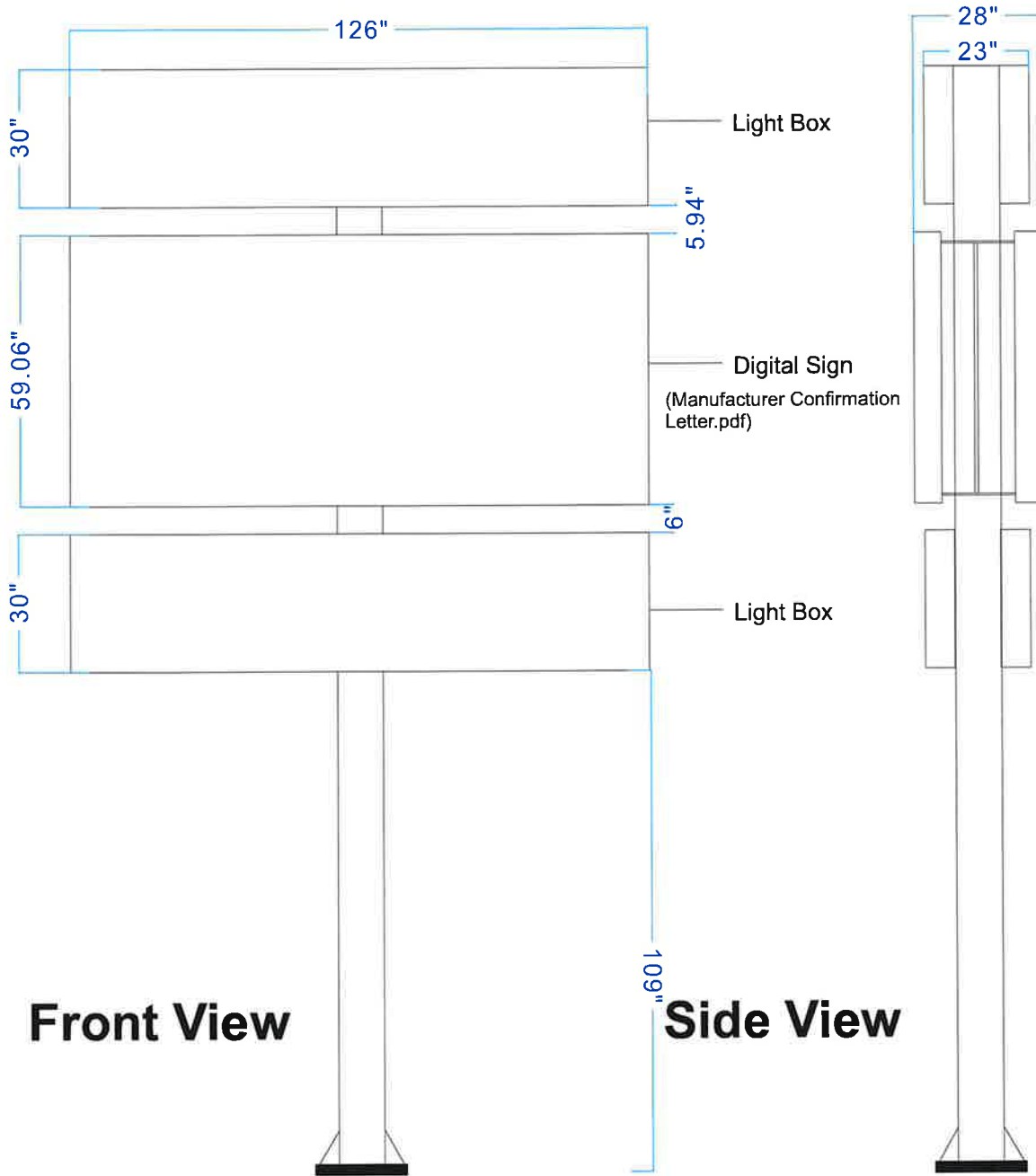
**NORTHERN LIGHTS**  
**EYECARE YXE VISION**  
**298 15 STREET EAST**  
**PRINCE ALBERT, SK**

No.	Revision/Issue	Date
01	ISSUED FOR REVIEW	8/23/23

**SITE PLAN,  
 SIGNAGE PLAN  
 & ELEVATION**

Project 2022-181	Drawn by ELD	Check by MAK
Date AUG. 29, 2023	Sheet No. <b>A1</b>	
Scale AS SHOWN		

# Signage Elevation



## Light Box Specific Details:

**Body:** aluminum frame, coroplast backer and poly-carbonate face.

**Design:** printed vinyl(Final design of the art is not yet decided)

**Illumination:** LED light with a temperature color range of 4500~6000K

**Power:** UL/CL Approved power supply



Drawing name: NORTHERN LIGHTS EYECARE Elevation
Specific details: Pylon Sign
Notes:

LED Pros Ltd.  
6739 50St NW  
Edmonton, Alberta

**TITLE:** Bylaw No. 22 of 2023 - Addition of Funeral Homes as a Discretionary Use in the M3 Zoning District

**DATE:** **October 6, 2023**

**TO:** City Council

**PUBLIC: X**

**INCAMERA:**

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**RECOMMENDATION:**

1. That Bylaw No. 22 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 request the 1<sup>st</sup> reading of Bylaw No. 22 of 2023, which is an amendment to the *City of Prince Albert Zoning Bylaw No. 1 of 2019*. This amendment proposes the inclusion of “Funeral Homes” as a Discretionary Use – Development Officer in the M3 - Large Lot Light Industrial Zoning District. This report also requests permission to provide public notice.

**BACKGROUND:**

The Department of Planning and Development Services received an application to add Funeral Homes as a Discretionary Use – Development Officer in the M3 Zoning District. The *City of Prince Albert Zoning Bylaw No. 1 of 2019* defines Funeral Homes as:

“the use of a building, or a portion thereof, for organizing and conducting funeral services, where the deceased may be prepared for burial or cremation and which may include a columbarium. This use may also include on site cremation services, which cannot emit any noxious or offensive gasses, smells or smoke;”

Funeral Homes are a Discretionary Use – Development Officer in all Commercial Zoning Districts and Discretionary Use – Council in Mixed Use Zoning Districts.

In addition to this application and subject to approval, the City expects to receive a Development Permit application for a Funeral Home in the M3 Zoning District in the short term.

**PROPOSED APPROACH AND RATIONALE:**

Funeral Homes are typically considered a commercial/industrial land use. There is no current rationale that prohibits Funeral Homes from the M3 Zoning District, as it fits within the Zoning Bylaw's definition of Large Lot Light Industrial:

“... land for a diverse mixture of medium scale, light industrial and commercial uses. The intention of this zoning district is to establish corridors within the city where uses are served regularly by large vehicles, and expected to create a moderate amount of noise, smoke, smells, dust, light or other similar nuisances.”

It is anticipated that the introduction of Funeral Homes in the M3 Zoning District would have a minimal impact on the surrounding neighbourhood. Funeral Homes may generate large amounts of traffic when funeral services are being held; however, the large lots provided in M3 will ensure there is adequate parking provided on site. In addition, the existing development standards for uses in M3 will be extended to Funeral Homes to ensure consistency in the area.

If the proposed amendment to include Funeral Homes in M3 is approved, the use would be Discretionary Use – Development Officer, and would require a Development Permit application to be submitted and reviewed by administration for conformance with the Zoning Bylaw, along with public notice. Council approval would not be required.

For the above reasons, Administration recommends adding Funeral Homes as a Discretionary Use – Development Officer in the M3 – Large Lot Light Industrial Zoning District.

**CONSULTATIONS:**

The applicant has been consulted throughout the application process.

**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 options to recommendations, policy, privacy, or financial implications.

**STRATEGIC PLAN:**

Administration has followed the City's Strategic Priority of Delivering Professional Governance with a focus on Organizational Effectiveness to ensure the City's bylaws are reviewed and amended in a timely manner, while providing the highest level of service to the public.

**OFFICIAL COMMUNITY PLAN:**

As per Section 6 of the Official Community Plan, this Zoning Bylaw amendment is 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 1<sup>st</sup> reading of this bylaw.

Upon approval of 1<sup>st</sup> reading of this bylaw, Administration will proceed with issuing the following public notice to include:

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

**ATTACHMENTS:**

1. Bylaw No. 22 of 2023
2. M3 Zoning Map

Written by: Darien Frantik, Planner

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

# CITY OF PRINCE ALBERT BYLAW NO. 22 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 adding “Funeral Home” to the Discretionary Uses – Development Officer section of the table in Subsection 8.4.2:

<b>M3 – LARGE LOT LIGHT INDUSTRIAL</b>											
	<b>Minimum Development Standards</b>								<b>Parking Standards <sup>3</sup></b>		
	Site Area (m <sup>2</sup> )	Site Width (m)	Front Yard (m)	Side Yard (m)	Rear Yard (m)	Maximum Building Height (m)	Maximum Site Coverage (%)	Landscaped Area <sup>4</sup> (%)	Regular (Cat.)	Visitor (%)	Loading (#)
<b>Discretionary Uses – Development Officer</b>											
Funeral Home	1,260	22	7.5	6	7.5	14.3	-	-	9 or 13	-	1

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

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

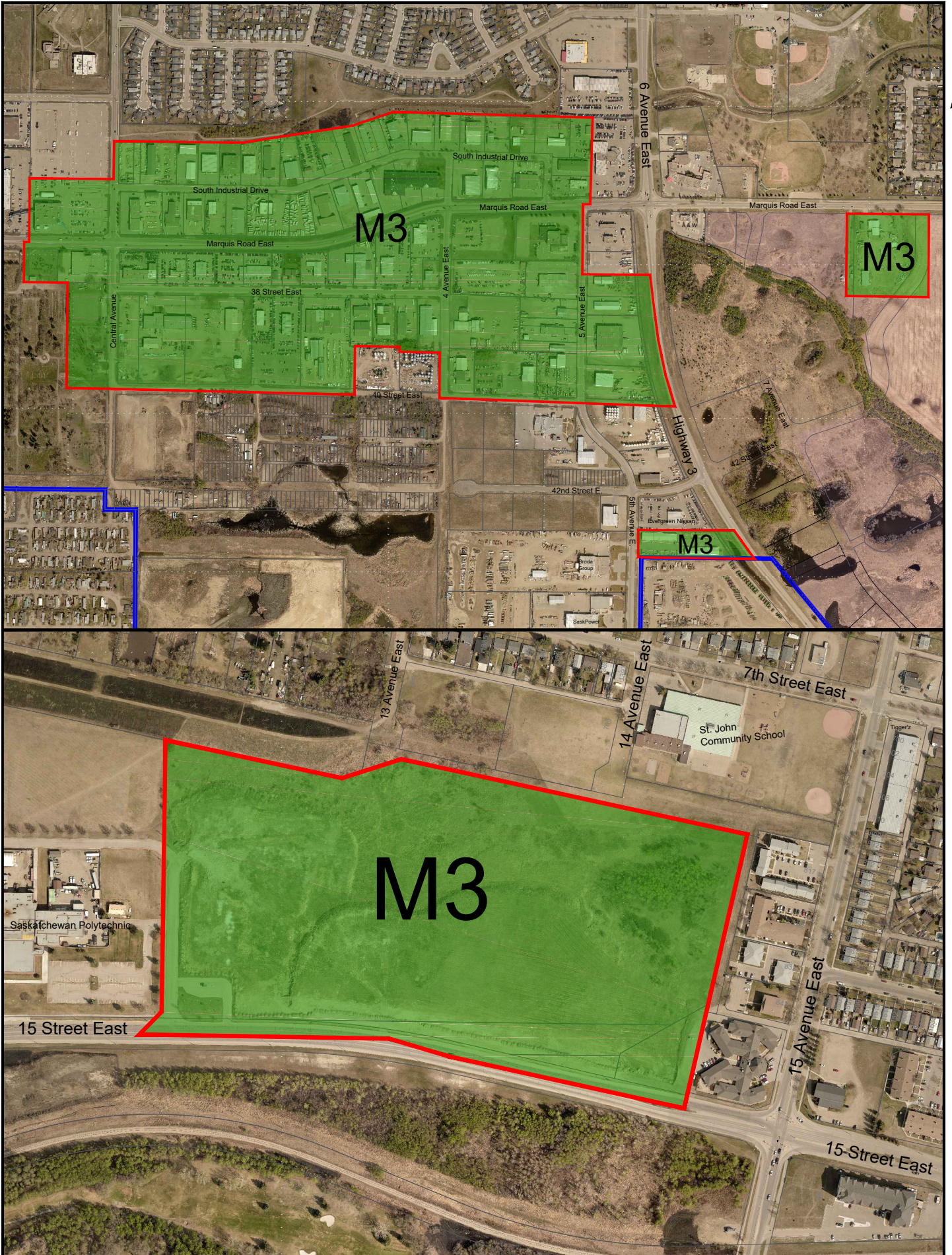
READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 2023.

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK









City of  
**Prince Albert**

*INQ 23-10*

**MOTION:**

Be received as information and filed.

**ATTACHMENTS:**

1. September 25, 2023 City Council Inquiry Responses

Written by: Sherry Person, City Manager

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Kilmer	INQ#23-16	Can Administration check with Prince Albert Police Services to find out how new priority system for calls affects dangerous animal calls and to make sure our communication reflects those changes if it has.	Prince Albert Police Service & Planning & Development Services	6-Oct	Please see the attached response from the Prince Albert Police Service and Administration.
Councillor Lennox-Zepp	INQ#23-17	What can be done to assist a number of residents of Nordale who are concerned that the landfill has a drastically increased odour in the last two months?	Public Works	27-Sep	<p>The Director of Public Works:</p> <p>We reviewed our operations and there have been no significant differences in waste, cover or any other practices in the last few months. During late summer, ongoing warm weather can contribute to increased odours generally due to increased temperatures.</p> <p>However, we suspect that unusual weather patterns that create winds from the north and air that will settle towards the ground would increase the odours in surrounding areas. This would be similar weather conditions that would bring the smoke from Northwest Territories down to this area. The predominant weather pattern is for the wind direction to be from the west.</p>
Councillor Lennox-Zepp	INQ#23-18	What is Administration's position on placing speed limit signs in Nordale, as residents would like to decrease the number of speeding vehicles.	Public Works	11-Oct	<p>The Director of Public Works:</p> <p>Administration reviewed the speed signage present and found that Nordale is signed adequately to display the maximum speed of 40km/hr. There is 40km/hr signage installed at all three (3) entrances to the subdivision as well as multiple speed signs within the neighbourhood. For this reason, all motorists driving within Nordale are properly informed of the speed limit.</p> <p>Administration is recommending to deploy a speed display board in Nordale from October – December (Q4) this year in order to alert motorists of the speed that they are travelling.</p>

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Head	INQ#23-19	Why is there no resolution, why are negotiation talks breaking down, what are the barriers and what are we to tell the public regarding the ongoing CUPE 882 Strike?	Corporate Services	6-Oct	<p>The Director of Corporate Services:</p> <p>Negotiations resumed the week of September 25 with CUPE 882. A tentative agreement was reached and set to be voted on Friday, September 29, 2023. The parties met Friday morning to discuss the terms of a return to work. At 4:50 p.m. on Friday, management was informed that CUPE 882 halted the ratification vote and destroyed the ballots that were cast Friday. The union suggested that it was due to sweeping changes that were proposed. The single proposed change shared with them Friday, and shared previously, was the creation of a call centre. This model was used during the strike to answer phones and it was found it to be very effective at improving customer service to residents. The change will result in no job loss, no wage loss, no change to hours of work and no change to job classifications or job descriptions. Further, any changes to terms and conditions of employment following the implementation will naturally be discussed with the union in accordance with the provisions in the Collective Bargaining Agreement. The City remains willing to share more information on the implementation of the Call Centre, however there are no changes to the terms and conditions of employment and therefore no reason to delay the vote on the tentative agreement. The City continues to wait for a decision from the CUPE 882 membership on the tentative agreement that was reached.</p> <p>Updates on the strike are released to the public regularly through the media and updated on the City's website. Please see <a href="https://www.citypa.ca/en/living-in-our-community/strike-update.aspx">https://www.citypa.ca/en/living-in-our-community/strike-update.aspx</a></p>
Councillor Miller	INQ#23-20	Could we use buses parked at the New City Yards as a warming shelter and place those buses, preferably one downtown and one at the shelter.	Public Works & Planning & Development Services	11-Oct	<p>The Director of Planning &amp; Development Services, in consultation with the Director of Public Works and the City Solicitor:</p> <p>The buses are currently the subject of ongoing litigation regarding inherent structural defects to the frames of the vehicles discovered. The City has legally rejected the buses for being unfit for the purpose purchased, the legal result of which is that property and ownership of the inoperable buses have reverted to the sued supplier, Grand West, giving rise to the City's claim for damages based on return of the purchase price and other financial implications resulting. Any further City use of the buses not yet removed by Grand West from City premises would be inconsistent with the City's legal position.</p>

To: City Council  
 From: City Manager

September 25, 2023 - City Council Inquiries

Councillor	Inquiry #	Inquiry	Dep't Sent to	Date Responded	Response
Councillor Solomon	INQ#23-21	Is there something the City can do to work with the landowner to clear up the large parcel of land along the Marquis Road Expansion that has not been kept tidy over the last two years and many residents has expressed concerns with weeds going to seed and making their way into their gardens and flower beds.	Community Services	4-Oct	<p>The Parks and Open Spaces Manager:</p> <p>I spoke with the developers on September 29, 2023 at 12:40 p.m. and they apologized for the delay on getting the requested work completed. The farmer contracted to complete the work on the 25 acre parcel is just wrapping up harvest and once complete, he will begin work (2-3 week time) to spray and prep the ground for seeding in the spring of 2024.</p> <p>The Community Services and Planning and Development Services Departments have a well-established relationship with the developers and we understand that some of this work can take time and will continue to work to bring timely and professional resolutions while trying to manage the expectations of community. We hope once the property is seeded that this should reduce any further concerns moving forward.</p>
Councillor Miller	INQ#23-22	How much money in total is it costing the City on Homelessness and City resources?	Fire Services & Planning & Development Services	11-Oct	Please see the attached response from Administration.

## **RESPONSE TO INQUIRY #23-16**

***Can Administration check with Prince Albert Police Services to find out how new priority system for calls affects dangerous animal calls and to make sure our communication reflects those changes if it has.***

Response from the Prince Albert Police Service:

**Bylaw Enforcement** operates under the City of Prince Albert Planning and Development Department. Bylaw Enforcement is responsible for the enforcement of bylaws: Noise Bylaw, Animal Services Bylaw, Waste Collection & Disposal Bylaw, Traffic Bylaw, Property Amenities Bylaw, and Property Maintenance Bylaw. Bylaw Enforcement can only issue warnings.

Bylaw Calls for Service are generally categorized as follows: The response to the occurrence is not time sensitive and the occurrence is minor in nature. In the event of a dangerous dog, dog bite, if a person is in immediate danger, the priority level and police response is elevated accordingly.

Calls received during business hours will be transferred to Bylaw Enforcement. Calls received after business hours that are non-emergent can leave a voicemail. PAPS will continue to assist with emergent bylaw calls after business hours (i.e. dangerous dog, dog bite, etc).

### **Domestic Animal Calls**

The Prince Albert SPCA has been contracted by the City of Prince Albert to provide Animal Control Services.

If the public apprehends an animal during the following days/times, the animal can be taken directly to the SPCA.

Monday – Friday: 11:00am – 5:00pm

Saturday – Sunday: Closed

If the public apprehends an animal outside of SPCA hours, the calltaker will advise them to contact Animal Control.

The Animal Control Officer is on duty Monday to Friday from 8:00am – 5:00pm.

1. If a call is missed during business hours, it is because they are out on a call. They will respond to a voicemail within an hour.
2. On weekends, the phone is checked intermittently dependent on staff availability, and will be responded to if there is an immediate need.
3. During the evening there is a messaging system available. This is checked and responded to at 8:00am the next weekday morning.

### **Dog and Cat Wellness**

The caller will be directed to contact Bylaw Enforcement.

If the call is an emergency and Bylaw Enforcement is unavailable, the call will be dispatched accordingly i.e. dangerous dog at large, dog bite, dog/cat is in immediate danger.

PAPS will only attend for emergency calls that are after hours. If the call is received during business hours, the caller will be transferred to Bylaw Enforcement.



Response from Bylaw Enforcement:

The above information is accurate and outlines the procedure, which is also found on the City's website.

## RESPONSE TO INQUIRY #23-22

### ***How much money in total is it costing the City on Homelessness and City resources?***

Response:

Administration can provide the following estimated breakdown for Homelessness Encampment Clean-ups:

#### **SMALL CAMP**

1 Bylaw Officer \$31.85  
1 CSO \$38.96  
2 Sanitation Workers with 2 pick-up trucks 27.38 x 2

Time: Prep – 0 min; Bylaw Eviction – 30 min; Clean-up – 30 min

$\$125.57 \times 30 \text{ minutes} = \mathbf{\$62.80}$

$\$62.80 \times 3 \text{ per week} = \mathbf{\$188.40}$

#### **MEDIUM CAMP**

2 Bylaw Officers \$31.85  
1 CSO \$38.96  
1 Uniform Officer \$51.94  
2 Sanitation Workers with a pick-up truck and trailer \$27.38 x 2

Time: Prep – 1 hr; Bylaw Eviction – 30 min; Clean-up – 1 hr

$\$241.21 \times 1.5 \text{ hours} = \mathbf{\$361.82}$

$\$361.82 \times 2 \text{ per week} = \mathbf{\$723.64}$

#### **LARGE CAMP**

3 Bylaw Officers \$31.85  
1 CSO \$38.96  
1 or 2 Uniform Officers \$51.84  
4 to 5 Sanitation Workers with Garbage Truck, Pick-up Truck and Trailer \$27.38

Time: Prep – 2 hrs; Bylaw Eviction – 30 min; Clean-up – 3 hrs

$\$438.79 \times 3.5 \text{ hours} = \mathbf{\$1,535.75}$

$\$1,535.75 \times 2 \text{ per week} = \mathbf{\$3,071.50}$

In summary, The City expends a minimum of **\$3,983.54** on the clean-up of homeless camps **every week**. This would come out to **\$207,144.08 per year on average**. During the summer months those numbers go up; whereas, the winter months they go down slightly. Landfill fees are not included in this calculation.

In addition, there are likely costs related to vandalism, graffiti, garbage clean-up, etc.; however, it is difficult to specifically attribute those costs to homelessness.



City of  
**Prince Albert**

*MOT 23-10*

**MOTION:**

“That Administration provide the ongoing total cost of the CUPE 882 Strike.”

Written by: Councillor Head

***MOT 23-11***

**MOTION:**

“That Administration work the Legion and Anavets to name the following green spaces or parks after Veterans:

1. The Park that backs onto Attree Bay and Helme Crescent;
2. The Green Space between Cowan Drive and Baker Place; and,
3. The Green Space between McKay Drive and Cook Drive.”

Written by: Councillor Ogrodnick