



City of Prince Albert

RPT 2025-385

TITLE: Development Permit No. 31 of 2025 – Permanent Shelter

DATE: October 20, 2025

TO: City Council

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That Development Permit No. 31 of 2025 for a Shelter, to be located at 650 Exhibition Drive, legally described as a portion of Parcel A, Plan BZ4785 Ext 0, and as shown on Schedule “A” attached to Bylaw No. 25 of 2025, be approved, subject to:

- a) Review and approval of a complete set of Development Permit plans to the satisfaction of Administration;
- b) Completion of the terms and conditions outlined in the Conditional Sale Agreement between the City and Saskatchewan Housing Corporation; and,
- c) Execution of the Contract Zoning Agreement as established by Bylaw No. 25 of 2025.

EXECUTIVE SUMMARY:

Over the past few months, City Council has approved several reports in the lead up to considering the Development Permit for the Shelter. These previous reports have indicated that several permits, agreements, approvals, etc., are required for this project to proceed. To date, City Council has considered the following:

- the Conditional Sale Agreement, which is subject to successful completion of the items noted below, to the satisfaction of both parties,
- the Subdivision Application, which establishes the physical parcel that the City will sell to SHA, and
- the Contract Zoning Bylaw Amendment and related Contract Zoning Agreement, which rezones the property from M2 – Small Lot Light Industrial to C – Contract (I1 – Institutional General).

The second-to-last step to be considered by City Council is the Development Permit. As indicated by the recommendation above, SHA is required to submit a full set of development permit plans to the satisfaction of administration. In association with the development permit review, in consultation with the Prince Albert Police Service, we will be also be evaluating the plans to ensure that with Crime Prevention Through Environmental Design (CPTED) principals are considered and implemented.

Upon approval of the Development Permit, a Servicing Agreement will then be brought forward to an upcoming City Council meeting for consideration.

As with the previous reports regarding the Shelter, to proceed in a manner that is in the best interest of both parties, Administration recommends conditional approval of the Development Permit, so that SHA can proceed in planning for the development of the site.

BACKGROUND:

Previous Council Resolutions

On March 24th, 2025, the Executive Committee resolved (Resolution No. 0057),

“1. That Administration negotiate with the Provincial Ministry of Social Services and the YWCA to establish a permanent shelter on City property that is located within the vicinity of the current Stepping Stones Shelter, as has been identified during the Public Consultation process; and,

2. That a Development Permit for a permanent shelter be brought forward for consideration at an upcoming City Council meeting.”

On June 9th, 2025, the Executive Committee resolved (Resolution No.0118),

“That the City and Sask. Housing Corporation prepare the following items related to establishing an enhanced permanent emergency shelter at the southeast corner of the City Yards, located at 650 Exhibition Drive, for consideration at an upcoming City Council meeting.

- 1. Sale Agreement;*
- 2. Subdivision Application;*
- 3. Contract Zoning Agreement;*
- 4. **Development Permit;** and*
- 5. Servicing Agreement.”*

On June 23, 2025, City Council resolved (Resolution No. 0197),

- 1. That the sale of approximately one (1) acre of Parcel A, Plan No. BZ4785, Extension 0, as shown on the attached Location Plan, for one dollar (\$1), including Goods and Services Tax, to Saskatchewan Housing Corporation for the development of a permanent Shelter, be approved;*
- 2. That in consultation with the City Solicitor, a final Sale Agreement be prepared which includes the conditions outlined in RPT 2025-233;*
- 3. That the Subdivision Application for a portion of Parcel A, Plan No. BZ4785, Extension 0, to create the parcel approximately one (1) acre in size, as shown in the attached Location Plan, be approved, subject to the review and approval of the Plan of Proposed Subdivision; and,*
- 4. That the Mayor and City Clerk be authorized to execute the Plan of Proposed Subdivision and Sale Agreement on behalf of The City, once prepared.*

On September 15, 2025, the City Council resolved (Resolution No. 0271),

1. *That Bylaw No. 25 of 2025 to amend the Zoning Bylaw No. 1 of 2019, be introduced and given first reading;*
2. *That Administration prepare a report to present the Contract Zoning Agreement and next steps for consideration at the September 22, 2025, Executive Committee meeting; and,*
3. *That Administration be authorized to provide Public Notice for the Public Hearing, to be held on October 6, 2025.*

On September 22, 2025, the Executive Committee resolved (Resolution No. 0192),

That Administration proceed with finalizing Bylaw No. 25 of 2025, to include the Shelter Contract Zoning Agreement, with the following specific additions:

1. *That if the conditions outlined in the Conditional Sale Agreement are not met, other land options within the City limits be considered for a location of a permanent Shelter; and*
2. *In consultation with Prince Albert Police Service, that a Crime Prevention Through Environmental Design report be completed and reviewed prior to permit approvals and construction.*

On October 6, 2025, the City Council resolved (Resolution No. 0292)

That Bylaw No. 25 of 2025, as amended, be read a third time and passed, and that Bylaw 25 of 2025 be now adopted, sealed and signed by the Mayor and City Clerk.

With the adoption of Bylaw No. 25 of 2025 the Contract Zoning Agreement has now been approved.

PROPOSED APPROACH AND RATIONALE:

Development Permit - Shelter

Based on the list of requirements provided in the June 9th report, see above, the Development Permit is the second-to-last step in the overall Council approval process for the Shelter.

The Development Permit and the related plans (site plan, servicing plan and landscape plan) decide what the physical development of the site will look like; where the building, parking, green space, outdoor storage, lighting, landscaping, servicing, etc., will be placed.

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;"

As it fits into the overall planning and development process, with the land conditionally sold, subdivided and rezoned, the physical development of the site can now be designed, and the Servicing Agreement can be negotiated.

To move this forward, Administration will work with SHA and PAPS on the design/layout of the site to ensure that the development meets the Zoning Bylaw, any specific regulations contained in the Contract Zoning Agreement, and CPTED design standards.

Therefore, to proceed in planning the site and negotiating the Servicing Agreement, both requirements of the Conditional Sale Agreement, Administration recommends approval of the Development Permit per the conditions noted in the recommendation section.

CONSULTATIONS:

As it pertains to the physical development of the site, the Contract Zoning Agreement has been developed, in partnership with the SHA and with legal guidance from the City Solicitor, to ensure the resulting development meets City expectations. These expectations have been established through the following:

- Over 25 hours of public meetings that have been held over the past two years, which include city-wide consultations conducted in January 2025;
- More than 1,500 community survey responses from Prince Albert residents; and
- Numerous emails and direct feedback submitted to Administration and Council.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Subject to approval of the Development Permit, Administration will advise SHA, and they will prepare the development plans for review and approval. Throughout this process, Administration will also consult with PAPS to ensure the resulting site design is CPTED-compliant.

Administration will continue to work with SHA to negotiate and finalize the Servicing Agreement, which will be brought forward for formal consideration at a later date.

BUDGET/FINANCIAL IMPLICATIONS:

At the present time, there are no cost implications that have been specifically identified for the City. It is expected however, that the costs for servicing and subdividing the land will come at a cost, which may be requested to be shared with the City. The proposed development will generate direct municipal revenue through various application and permit fees, including \$600 from the Subdivision Application, \$1,500 from the Contract Zoning Agreement, and \$500 from the Development Permit Application. Additionally, Building Permit fees will amount to \$7.50 for every \$1,000 of construction value.

OTHER CONSIDERATIONS/IMPLICATIONS:

Once again, it is worth noting that the current temporary shelter and any location “within the vicinity of the current stepping stones shelter” was one of the top locations that resulted from our extensive public engagement exercise. Approving any of these

locations, specifically the site recommended, would uphold that consultation process and validate our findings. This is an important communication piece for the public to consider to uphold public confidence in the decision of City Council.

OPTIONS TO RECOMMENDATION:

There are no options to the recommendation to consider for this report.

STRATEGIC PLAN:

An area of focus in the Strategic Plan 2023-2025 is “Social Equity” where the City will examine options for stimulating shared problem ownership and collaborative solution building for Prince Albert’s social issues.

OFFICIAL COMMUNITY PLAN:

Taken from Section 6, Land Use,

“Prince Albert functions as both the gateway to the north and to the south. For this reason, it is a regional hub for a range of services in health, education, social services and justice and as such has need for transitional and supportive housing. Notwithstanding the recent expansion in emergency shelter beds, there will be a need to monitor the need in this area as well. As a community, Prince Albert wants to stimulate independence of its citizens but realizes that some will require support to function optimally. It is a goal of this Plan to create the context where all citizens can have safe, secure, affordable housing that meets their needs.”

PUBLIC NOTICE:

Public Notice is required for consideration of this matter, pursuant to Section 10(2) of Public Notice Bylaw No. 24 of 2015:

- Public Notice was first issued September 24, 2025, to all property owners located within 150 metres of the subject property;
- **Due to the postal strike, public notice letters were not delivered to the majority of residents owning property within 150 metres of the subject property. Therefore, the Development Permit was pulled from the October 6th, 2025, City Council agenda, and public notice was hand delivered and couriered to all property owners located within 150 metres of the subject property on October 8th through 10th, 2025, for the October 27, 2025 City Council meeting.**

ATTACHMENTS:

1. Public Notice – 650 Exhibition Drive
2. Location Plan

Written by: Kristina Karpluk, Planning Manager

Approved by: Director, Community Development, City Manager