

**CITY OF YORKTON**  
**REGULAR COUNCIL MEETING AGENDA**  
**Monday, April 26, 2021 - 5:00 p.m.**  
**Council Chambers, City Hall**

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PUBLIC ACKNOWLEDGEMENTS**
4. **APPROVAL OF MINUTES**
  - Regular Council Meeting Minutes – March 29, 2021
  - Committee of the Whole Council Meeting Minutes – April 19, 2021
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
  - Protective Services Committee Meeting Minutes – November 10, 2020
  - Yorkton Business Improvement District Meeting Minutes – January 5, 2021
  - Yorkton Business Improvement District Meeting Minutes – February 2, 2021
  - Protective Services Committee Meeting Minutes – February 9, 2021
  - Yorkton Business Improvement District Meeting Minutes – March 2, 2021
  - Environmental Committee Meeting Minutes – March 2, 2021
  - Economic Development Committee Meeting Minutes – March 11, 2021
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
  - Community Development Manager – Presentation - Emergency Preparedness Week 2021
  - Yorkton Regional High School Activity Advisor and Student Body – Earth Day Tree Planting
  - Lee Rusnak, James Stephenson and Todd Rusnak – Presentation – Yorkton Pump Track Proposal
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
9. **CORRESPONDENCE**
  - Email dated April 7, 2021 from Katherine Forster re: Earth Day Canada Support and Partnership for Earth Day 2021
10. **BYLAWS**
11. **ADMINISTRATIVE REPORTS**
  - Land Use Planner
    - Discretionary Use DU02-2021 Bed & Breakfast in R-5 Mixed Density Residential District – 102 Third Ave North [Public Notice Authorization]
  - Director of Planning, Building & Development
    - Encroachment of Private Structures into Public Rights-of-Way – Proposed Policy No. 10.190
  - Director of Public Works
    - 2021 Water Meter Replacement – AMI Design and Installation
  - City Manager/Economic Development Officer
    - Beautification of Hwy 9 & Broadway Intersection
  - City Manager
    - RM of Wallace – Rural Road Improvements
  - Director of Legislation and Procedures (City Clerk)
    - Recommendations from the Committee of the Whole – April 19, 2021 New Deer Park Clubhouse Scope & Location, Deer Park Water & Sewer Install, and Future of Kinsmen Arena
12. **GIVING NOTICE OF MOTION**
  - Councillor Zaharia – Publication of Public Accounts and Meeting Packages
  - Councillor Brears – Investigate 3-year Tax Plan
13. **IN CAMERA SESSION**
  - 1 Other Item
  - 1 Property Item
15. **ADJOURNMENT**

# Protective Services Committee

## MINUTES

10 NOVEMBER

7:00 AM

FIRE HALL

Attendees	Andrew Sedley, Councillor Mitch Hipplesley, Councillor Ken Chyz, CN Constable Hank Neumiller, Donna Evans, Gerry Pepler, Larry Pearen, Laretta Ritchie-McInnes, Marlon Milbrandt, Michelle Goulden, Terri-Ann Lepowick, Fire Chief Trevor Morrissey, Staff Sgt Jeff Simpson
Regrets	Nicole Baptist
Absent	Kelly Prime
Recording	Chelsie Duliak
Call to order	7:03 a.m.
Adjourn	7:55 a.m.

## Agenda topics

### Approval of Agenda

<b>Motion 20-14</b>	<b>Sedley</b> The agenda be approved as circulated. Carried.
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### Declaration of Conflict of Interest

Declaration	No declaration of Conflict of Interest was made.
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### Minutes of the September 8, 2020 Meeting

Discussion	Minutes from the meeting of the Committee were circulated.
<b>Motion 20-15</b>	<b>Pearen</b> <ul style="list-style-type: none"><li>Adjust the date of the next meeting to November 10, 2020.</li><li>The minutes be approved as circulated. Carried</li></ul>

### Unfinished Business

Harm Reduction Program	<ul style="list-style-type: none"><li>The sharps drop bins have been placed in the following locations,<ul style="list-style-type: none"><li>in front of the Fire Hall</li><li>on the west side of the SIGN building</li><li>alone Bradbrooke on the North side of the hospital</li></ul></li><li>The programs is moving along well. For sharps pickup, a collaboration between Yorkton Fire/Sask Health and Yorkton Bylaw has been put in place. There will be a phone line dedicated directly to sharps pickup within the community.</li></ul>
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Supporting Voyant Alert Marketing Plan	<ul style="list-style-type: none"> <li>Fire Chief Trevor Morrissey gave an update on Voyant Alert. The implementation of this app will be on hold for now. With the ongoing pandemic, the focus is elsewhere.</li> <li>Morrissey will send out an informational video on the app in the near future.</li> </ul>
2020-21 Committee Work Plan Development <ul style="list-style-type: none"> <li>Update for committee plan</li> </ul>	<ul style="list-style-type: none"> <li>A letter will be emailed from administration, asking to see who will let their name stand for the 2021 committee.</li> <li>The newly elected Mayor will appoint two city councillors to sit on the committee.</li> <li>An inquiry was made, should the committee recommend/suggest people to join the committee. Further information from Michelle Goulden states that, only 10 members are allowed to sit on the committee. The committee is currently at the maximum.</li> </ul>
<b>Motion 20-16</b>	<b>Hippisley</b> <ul style="list-style-type: none"> <li>The information and notes are received and filed as presented. Carried.</li> </ul>

## New Business

Traumatic Events Systems/VRTA/ Mental Health	<ul style="list-style-type: none"> <li>TES is a multiple stakeholder model that focuses on understanding the aftermath of a traumatic event.</li> <li>VRTA – Violence Threat Risk Assessment protocol outlines how a school responds immediately to threatening incidents.</li> <li>Discussions were had on mental health and the importance of self-care. Churches are a place that can assist people with care and compassion.</li> <li>With the current covid-19 pandemic, it can be stressful and frustrating for people. People need to take care of their mental health and get additional help when they need it.</li> </ul>
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## Department Updates

Bylaw/Community Safety Program	The Bylaw/Community Safety Program report was given up to September. <ul style="list-style-type: none"> <li>Call SPCA or Bylaw if you know of an animal that needs help.</li> </ul>
EMS Update	No report was given, at this time.
Fire Department Update	The Fire Department report was given. <ul style="list-style-type: none"> <li>The Fire Dept had a good fall season for wildland fires.</li> <li>Working on Regional Fire practices, putting plans in place and offering training between the departments.</li> <li>Working on Covid-19 practices and adhering to guidelines with some businesses and recreation facilities.</li> </ul>
RCMP Update	The RCMP statistics report was given. <ul style="list-style-type: none"> <li>Covid-19 hasn't made a significant impact on calls. In the</li> </ul>

	beginning it was more educational discussions. Now that were 8 months in fines will be handed out when necessary.
CN Police	<p>The CN Police verbal report was given.</p> <ul style="list-style-type: none"> <li>Currently focusing on highway traffic. 25% of all accidents/serious injury are related to transport vehicles. CN is working to help reduce that percent.</li> </ul>
<b>Motion 20-17</b>	<p><b>Milbrandt</b></p> <ul style="list-style-type: none"> <li>The reports for Bylaw Services, EMS, Fire Department, RCMP, and CN Police have been received and filed as presented. Carried.</li> </ul>

### Next Meeting

	<ul style="list-style-type: none"> <li>To be determined, at a later date.</li> </ul>
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### Adjournment

<b>Motion 20-18</b>	<p><b>Peppler</b></p> <p>That the Protective Services Committee Meeting be adjourned. Carried.</p>
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**Michelle Goulden**

Michelle Goulden, Chairperson

**Chelsie Duliak**

Chelsie Duliak, Recorder



Minutes  
Yorkton Business Improvement District  
Board Members Meeting/Zoom  
Tuesday Jan. 5th 2021

Attendees: Chyz X, Pelletier X, Rae X, Thurston X, Buckle X, Kerr X, Hull X, Nussbaumer R, Syrota X, Caib-Petkau X, Ritchie-McInnes X.

Executive Director: Brothwell X

Guest:

1. **Call to Order:** Board Meeting was called to order at 7:03 am
2. **Approval of Agenda:**
  - \*Motion:** to approve agenda by Doug Hull, all carried.
3. **Adoption of Minutes from Dec. 2<sup>nd</sup> 2020**
  - \*Motion** to adopt the minutes of Dec. 2020 by Bruce Thurston, all carried.
4. **Financial Report (attached)**
  - Review of Financial report for Dec. 2020.
  - \*Motion** to accept/approve financial reports from Dec. 2020 by Bruce Thurston, all carried.
  - Budget for 2021
  - \*Motion** to approve Budget for 2021 by Gale Pelletier, all carried,
5. **Executive Director Report (attached) for Dec. 2020**
  - \*Motion** to receive and file ED report for Dec. 2020 by Ken Chyz, all carried.
6. **Old Business**
  - **BIIP program** –went up on City website on Dec. 17<sup>th</sup>. ED shared information with three different businesses waiting. Also posted on fb and will go up on website as a link to the City website.
  - **YBID Chats:** ongoing – setting up for Jan. also did the Mayor and Samuel on Let Yorkton Shine contest.

**ACTION: ED to use YBID Chats to share our year end wrap up. Please share when posted. Also ED to send out in email format. Also look for programs to help with email digital news letter.**

  - **Downtown Clock-** Still investigating on ways to keep it correct.

**ACTION: ED to contact City regarding setting it right or turning off. Andrew going to review options for simple fix if possible.**

  - **CMM advertising for year.** Working on the program with CMM. Need new copy for the ads will keep simple and readable on the Boards.

**ACTION: ED to contact CMM and get new contract in place with allotted budget.**

  - **Board Members** – New members nominated at the AGM. Will send letter to Council with information requesting appointment.

**ACTION: ED to send in letter to City with new appointments and contact information which board will be officially assigned by Mayor on Jan 11<sup>th</sup>2021.**

  - **AGM** – held Dec. 15<sup>th</sup> all went well even a Member attended.
  - **Yorkton Shines Contest:** Prizes donated ED to Judge winners of prizes and deliver prizes to City on Dec. 21<sup>st</sup>.
  - **Rent** –\_Office notification to give up was given Dec. 1<sup>st</sup>. Mike totally understood and contacted David to make him a deal to remain which he did. Office cleaned out on Dec. 18<sup>th</sup>. Phoebe has tables and garbage can for use in events. Donna has office cabinet with older documents for storage.

- **Santa Sign in the Park** –will come down end of 2020 if not frozen to the ground.

## 7. New Business

- **Election** – Nomination and Election of 2021 Chair and Vice Chair.  
-Nominations from the floor was called  
\***Motion:** Bruce Thurston motioned to nominate Doug Hull for YBID Chair for 2021.  
-Three calls for other nominations were made and none came forward.  
**Doug Hull elected YBID Chair for 2021. All Carried**  
-Nominations from the floor was called for Vice Chair. No names came forward at this time.  
-three calls for other nominations from the floor and none came forward. Board decided to table this until next month when we have had time to review and contemplate the role.
- **Gift Card Fraud** – contact was made to the YBID by RCMP to join a group of businesses in partnership with the RCMP to support the efforts made by the RCMP to stop fraudulent Gift Card scams. Press conference held on Dec. 10<sup>th</sup>. YBID was highlighted in the news as part of the group. Bruce gave an update on the program and all thought it a worthy cause to be behind. Group will grow and more will come of the partnership by sharing information on other fraudulent activity that will bring light to them and help stop the activity. This we can share with our membership as well.
- **Bulletin Board in the Park** – connection made with Lisa Washington with regards to bulletin board as well as mentioned to City Manager. Need to discuss project further with Samuel. A more simple board not digital can also be discussed.
- **Letter of support:** PHC had recently asked for a letter of support during this Covid time and to show the importance of their business in the community. YBID complied with a letter to PHC on Jan. 2<sup>nd</sup> which outlines the 24 years of business and the worth of the organization to our community. Letters of support for members are not uncommon and have been written for support for funding or as in this case to stay open.
- **City, Chamber, YBID meeting Dec. 18<sup>th</sup>.** See notes.

**ACTION: ED to meet with Chamber ED one on one to clear the air.**

- **Sponsorship support:** Film Festival, Sno A Rama

**ACTION: Policy around sponsorship support needed. Will forward information received to the Policy committee for review. For now we have given Sno A Rama a three year commitment which ended in 2020 and have not budgeted for the sponsorship. Film Festival was budgeted for but this will be reviewed at the committee level and recommendations put forward to the Board once done.**

- **Possible new Projects for 2021 – need for subcommittee for Promotion and events**
  - Bulletin Board in the Park
  - Gazebo over stage in Park
  - YBID Directory with advertising like tourism magazine
  - Membership for non district businesses -some interest to join the district.
  - Digital Walking tours of the Businesses in the District
  - Email news letter

- YBID Bucks or gift certificates
- Walks with the Mayor – meet the District (Summer)
- Winter Festival – Interest in doing skating area in the DT area for winter 2021. ED was contacted by Dustin to see if we would be interested in having a skating park in the District. Skating area to be possibly at the end of Betts. Would tie into a winter Festival if needed. YBID has been saving for winter festival for a few years and would entertain starting that conversation with a committee to move forward.
- Summer Party in the Park
- Scavenger Hunt downtown utilizing business windows – Lisa Washington is moving towards gathering art for a winter project to bring persons in the DT area. Shoppers would gather a picture of themselves and the art in the window to be entered in for prizes. Businesses would benefit with gift cards and traffic to the business. YBID would help by getting the businesses and windows needed for the art. Indigenous Art would also be used if available.

**ACTION: ED to search out funding for any of the above projects from opportunities such as Business Response Team. Laretta to send ED the link to the Site.**

**ACTION: Email to be sent out to Board to see if each will sit on a Promotions committee or Policy Committee to help decide on activity and sponsor support policy. Damon to send ED a similar policy used by his organization so we can use and format for our use.**

8. **Community Updates** – Coop has opened their Liquor store. Please remember to share fb posts and Instagram.
9. **Next Meeting Date** – Feb. 2nd 2021
10. **Adjournment:** Meeting was adjourned by Chair Doug Hull at 8:37am

#### **Upcoming Dates**

- Feb. 2<sup>nd</sup> 2021 Board meeting Zoom unless otherwise notified

**Vision:** *Downtown Yorkton: A thriving shopping investing and living destination*

**Mission:** *To Cultivate and promote Downtown Yorkton as an attractive, dynamic, and prosperous shopping, living and business destination.*

#### **Strategic Pillars:**

- *Strategy #1 – Communication is recognized as a vital part of any successful organization and making it a priority will yield far-reaching results in every aspect of YBID operations*
- *Strategy #2 – Business Support – Strengthening relationships with business owners is a priority. True to the YBID mandate supporting entrepreneurs is a main focus as it continues to strive to be a supportive partner and resource for business.*
- *Strategy #3 – Branding – Good Branding not only increases the value of an organization by establishing and building deep-rooted relationships with a targeted audience, but it provides members with direction and motivation. YBID is an incredibly active ember in the community and by focusing energy on branding efforts, it will become synonymous with community investment.*
- *Strategy #4 – Funding – The YBID Board is committed to being responsible and holding each other accountable for the prudent financial management of funds: especially in challenging times. Innovation will guide the pursuit of alternate funding sources enabling the delivery of services, YBID Stake holder, and the people of Yorkton need.*

MINUTES  
Yorkton Business Improvement District  
Board Members Meeting/Zoom  
Tuesday Feb. 2<sup>nd</sup> 2021

Attendees: Chyz X, Pelletier R, Rae X, Thurston X, Buckle X, Kerr X, Hull X, Nussbaumer R, Syrota X, Caib-Petkau X, Ritchie-McInnes X.

Executive Director: Brothwell X

Guest:

1. **Call to Order:** Meeting was called to order at 7:02 am

2. **Approval of Agenda:**

**\*Motion: to approve the Agenda by Damon Syrota, All Carried**

3. **Adoption of Minutes from Jan. 2021**

**\*Motion: to adopt the Minutes from Jan. 2021 by Lauretta Ritchie-McInnes, All Carried**

4. **Financial Report (attached)**

- Review of Financial report for Jan. 2021

-question from the floor with regards to the SEDA membership was it for 2021 or 2020. ED clarified that it is from 2020. Was a miss understanding that as it arrived so late in 2020 that it was for 2021 but was not, and was paid for 2020 in Jan. Of 2021 when this was discovered.

**\*Motion to accept/approve financial reports from Jan. 2021 by Bruce Thurston, All Carried**

**ACTION: ED to finish prep for 202 and send off to Baker Tilley for Year End Audit.**

5. **Executive Director Report (attached) for Jan. 2021**

**\*Motion: to accept and file the ED report for Jan. 2021 by Sandy Kerr, All Carried.**

6. **Old Business**

- **BIIP program** –Information from City Council meeting was that the program is full and some questions around the min. 10,000 for businesses to qualify. Some changes need to be made and Ken felt Samuel will be in contact for another meeting. Ken and Bruce still available and Sean also came on board for this program as consultants who will meet if/when called. The 10,000 min. was put in to engage the tax policy around improvements but is a deterrent to businesses to qualify.

**ACTION: ED to contact Samuel from the City to see what is needed and get a meeting of the committee to discuss issues and how the program is going.**

- **YBID Chats:** ongoing – Heart and Soul Healing, Big Z's, Golden Mobility and Yorkton Hearing.
- **Downtown Clock** As of Feb. 1<sup>st</sup> clock is back on and a contact was brought forward that might be able to fix the clock.

**ACTION: ED to make contact with give person to see if clock can be fixed and arrange with City to have him look at it.**

- **Scavenger Hunt downtown:** utilizing business windows – Lisa Washington is moving towards gathering art for a winter project to bring persons in the DT area. Shoppers would gather a picture of themselves and the art in the window to be entered in for prizes. Businesses would benefit with gift cards and traffic to the business. YBID would help by getting the businesses and windows needed for the art. Indigenous Art would also be used if available. Yorkton Library has been Granted money to do art work project for this initiative.

**ACTION: ED to follow up with Lisa (City) and Amber (Library) to give business names wishing to be involved and continue contact with businesses to participation in the project. Was also suggested to call in Darcy McLeod if program is not engaging businesses in the best way. Some concerns that there will be not enough engagement from the community if no incentives are given.**

- **Follow up with Chamber ED.** – see attached notes. Discussion around making it very clear we are wanting to work together with the Chamber in every way as long as it works with our Strat plan and bylaw.
- **New committees – Policy** - Doug, Bruce, Andrew, Laurretta, Ken  
**Events** – Phoebe, Dave, Damon, Sandy, Sean, Gale

## 7. New Business

- **Election** – Nomination and Election Vice Chair.  
**Nominations were called from the floor for Vice Chair.** Sean Craib-Petkau was nominated for Vice Chair by Doug Hull.  
**Second call for nominations from the floor:** None  
**Third call for nominations from the floor:** None
- \***Motion to cease nominations by Bruce Thurston, All Carried.**
- \***Motion to elect Sean Craib-Petkau for Vice Chair by Pheobe Buckle, All Carried**  
**Sean Craib-Petkau** accepted the Vice Chair position for 2021.  
**Congratulations Sean!**
- **Set dates for committee meetings.** Regina BID and Damon have good documents our Policy could adopt with changes but is a good start for the sponsor support policy we need.  
-Meeting for Policy for Thursday Feb. 11<sup>th</sup> at 5:15 pm  
-Meeting for Events for Wed. Feb. 10<sup>th</sup> at 12:30pm

**ACTION: ED to send out Zoom invites for each and agendas. Regina BID program and Damons tracking form to be distributed in the Agenda to Policy.**

- **Banners from 100 Anniversary of City.** Banners have been found in City storage and they wish to give back for our use. Suggest raffle off or sell for fund raiser. Discussion around price for selling off Banners. Suggested price/banner \$50.00. Some of the Board members interested in purchasing and the \$50.00 price is acceptable.

**ACTION: ED to contact City with regards to when the Banners will be available and proceed with the sell off.**

- **Conversation with Member** – See attached notes.
- **Passing of Gavel** – Jan. 26<sup>th</sup> Gavel passed in media promotion opportunity.
- **Rural Tech Hub** – YBID was invited to join a rural tech hub zoom meeting (see notes)  
-Discussion around keeping meeting with the Tech Hub to see what can become. Andrew and ED will continue with the meetings and ED report back to board.

## 8. Community Updates;

- Was great to hear from Ken the BIIP program is full for this year.
- Sean opened new location Congratulations.
- Laurretta also opened new office Congratulations.
- Andrew with the Yorkton Community & District Fund has been busy with donations. Congratulations.
- Legacy Coop opened new Liquor Store as an addition to current location. Congratulations.

## 9. Next Meeting Date – March 2<sup>nd</sup> 2021

## 10. Adjournment: Doug Hull Adjourned the meeting at 8:08 am

## Upcoming Dates

- March 2<sup>nd</sup> 2021 Zoom unless otherwise posted.
- Events Committee meeting Feb. 10<sup>th</sup> 12:30pm Zoom
- Policy committee meeting Feb. 11<sup>th</sup> 5:15pm Zoom

***Vision:*** *Downtown Yorkton: A thriving shopping investing and living destination*

***Mission:*** *To Cultivate and promote Downtown Yorkton as an attractive, dynamic, and prosperous shopping, living and business destination.*

***Strategic Pillars:***

- *Strategy #1 – Communication is recognized as a vital part of any successful organization and making it a priority will yield far-reaching results in every aspect of YBID operations*
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- *Strategy #4 – Funding – The YBID Board is committed to being responsible and holding each other accountable for the prudent financial management of funds: especially in challenging times. Innovation will guide the pursuit of alternate funding sources enabling the delivery of services, YBID Stake holder, and the people of Yorkton need.*

# Protective Services Committee

## MINUTES

9 FEBRUARY 2021

7:00 AM

ZOOM MEETING

Attendees	Councillor Ken Chyz, CN Constable Hank Neumiller, Larry Pearen, Laretta Ritchie-McInnes, Marlon Milbrandt, Michelle Goulden, Nicole Baptist, Terri-Ann Lepowick, Fire Chief Trevor Morrissey, Scott Sharpe
Regrets	Andrew Sedley, Mayor Mitch Hipsley, Donna Evans
Absent	Kelly Prime, Staff Sgt Jeff Simpson
Recording	Chelsie Duliak
Call to order	7:12 a.m.
Adjourn	8:06 a.m.

## Agenda topics

### Approval of Agenda

<b>Motion 21-01</b>	<b>Pearen</b> The agenda be approved as circulated. Carried.
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### Declaration of Conflict of Interest

Declaration	No declaration of Conflict of Interest was made. A discussion on potential conflicts and outcomes was reviewed.
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### Minutes of the November 10, 2020 Meeting

Discussion	Minutes from the meeting of the Committee were circulated.
<b>Motion 21-02</b>	<b>Lepowick</b> <ul style="list-style-type: none"><li>The minutes be approved as circulated. Carried</li></ul>

### Elections of Officers

Election of Chair	Called for nominations from the Floor for the position of Chair.
<b>Motion 21-03</b>	Terry-Ann nominated Laretta Ritchie-McInnes, Laretta declined. Larry Pearen nominated Michelle Goulden. Scott Sharpe seconded the decision. Michelle accepted the nomination. Carried.
Election of Vice Chair	Called for nominations from the Floor for the position of Vice-Chair.

<b>Motion 21-04</b>	Michelle Goulden nominated Terri-Ann Lepowick. Lauretta Ritchie-McInnes seconded the decision. Terri-Ann accepted the nomination. Carried.
	Note: All committee members will need to complete the confidentiality agreements for 2021 and acknowledgement form for our new member. These forms will be sent out once we have electronic copies.

## Unfinished Business

Harm Reduction Program	<ul style="list-style-type: none"> <li>Update: Health has not shifted but refocused the program for the time being to assist with covid related issues.</li> <li>Bylaw is now a part of the needle pickup program. Needle pickup within the City will be a collaboration between a few departments to effectively keep the program running smoothly. With everyone doing their part, its working well.</li> </ul>
Supporting Voyant Alert Marketing Plan	<ul style="list-style-type: none"> <li>With everything going on, Voyant Alert has been pushed back. For the next few weeks, the focus is elsewhere.</li> <li>When there is time, Fire Chief Morrissey will send out the app information.</li> </ul>
2021 Committee Work Plan Development <ul style="list-style-type: none"> <li>Update for committee plan</li> </ul>	<ul style="list-style-type: none"> <li>The 2021 committee work plan meeting has been set for March 9, 2021. This will be an extended meeting to plan the direction for the year and all 2021 meeting dates will be set.</li> <li>Fire Chief Morrissey will talk to the city IT department to figure the committees best option for meeting delivery. Which software is recommended for meetings, e.g.: Zoom or Webex.</li> <li>Michelle Goulden, Terri-Ann Lepowick and Fire Chief Morrissey will coordinate to figure out additional options for the next meeting. Goulden and Lepowick discussed directing the next meeting from one location while the rest of the committee is connected through video conferencing.</li> </ul>
Traumatic Events Systems/VRTA/ Mental Health	<ul style="list-style-type: none"> <li>Michelle Goulden will try find out if training is offered on this program. CN Constable Hank Neumiller would be interested.</li> <li>All emergency services work together where they can, Fire Chief Morrissey spoke on how Fire coordinates with RCMP and EMS when then can to be more effective. He also discussed a scenario where he would like to have more detailed plans in place in extreme circumstances, such as weather conditions.</li> </ul>
<b>Motion 21-05</b>	<b>Goulden</b> <ul style="list-style-type: none"> <li>The information and notes are received and filed as presented. Carried.</li> </ul>



## New Business

	<ul style="list-style-type: none"> <li>• None was brought forward at this meeting.</li> </ul>
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## Department Updates

Bylaw/Community Safety Program	<p>The Bylaw/Community Safety Program report was given,</p> <ul style="list-style-type: none"> <li>• CSO Anderson resigned leaving an open position in the Bylaw department.</li> <li>• Bylaw is currently teaming up with the Community Dev., Parks and Recreation to look at school zones and the related bylaw issues.</li> <li>• Response calls are a little different this year; they have stayed consistent in their downtime but are a little different in nature. With people confined at home due to covid restrictions, there has been a lot more neighbor disputes calls.</li> <li>• With their trying positions and an effort to focus on mental health wellbeing, they are discussing and listening a lot more within their department.</li> <li>• Bylaw will be reminding the public to be responsible dog owners. Looking into getting billboard sign usage to get the message out. Dog attacks have been happening more and residents need to be more mindful.</li> </ul>
EMS Update	No report was given, at this time.
Fire Department Update	<p>The Fire Department report was given.</p> <ul style="list-style-type: none"> <li>• The Fire Department got a new set of Jaws. Battery operated, portable, more useful piece of equipment.</li> <li>• General focus when not attending incidents, is on covid related issues. Low income rentals/homelessness</li> <li>• Most of the response calls recently have been for minor collisions and more serious fire calls.</li> <li>• Another issue the Fire Department is noticing more, the mental health concerns covid is creating. It's all interconnected and stemming from the pandemic.</li> </ul>
RCMP Update	The RCMP statistics report was given.
CN Police	<p>The CN Police verbal report was given.</p> <ul style="list-style-type: none"> <li>• Is currently focusing on railway crossings. They are reaching out to commercial drivers and giving them the extra support.</li> <li>• They are raising awareness and bringing attention to the associated railway crossing dangers.</li> <li>• Operation lifesaver approved some digital advertising.</li> </ul>
<b>Motion 21-06</b>	<p><b>Ritchie-McInnes</b></p> <ul style="list-style-type: none"> <li>▪ The reports for Bylaw Services, Fire Department, RCMP, and CN Police have been received and filed as presented. Carried.</li> </ul>

## Next Meeting

	<ul style="list-style-type: none"><li>March 9<sup>th</sup>, extended meeting for annual planning session, 7:00 am – 9:00 am, meeting will be held through video conferencing either via Zoom or Webex.</li></ul>
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## Adjournment

<b>Motion 21-07</b>	<b>Pearen</b> That the Protective Services Committee Meeting be adjourned. Carried.
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**Michelle Goulden**

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Michelle Goulden, Chairperson

**Chelsie Duliak**

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Chelsie Duliak, Recorder

MINUTES  
Yorkton Business Improvement District  
Board Members Meeting/Zoom  
Tuesday March 2<sup>nd</sup> 2021

Attendees: Chyz X, Pelletier R, Rae R, Thurston X, Buckle X, Kerr X, Hull X, Nussbaumer X, Syrota X, Caib-Petkau X, Ritchie-McInnes X.

Executive Director: Brothwell X

Guest: CV Sastry joining at 8am

1. **Call to Order:** Meeting was called to order at 7:02 am

2. **Approval of Agenda:**

**\*Motion: to approve the Agenda by Ken Chyz, All Carried**

3. **Adoption of Minutes from Feb. 2021**

**\*Motion: to adopt the Minutes from Feb. 2021 by Laretta Ritchie-McInnes, All Carried**

4. **Financial Report (attached)**

- Review of Financial report for Feb. 2021  
-Financials for year end sent to Baker Tilley. ED working to finalize with Sunil. CRA documents need to be updated with CRA.

**\*Motion to send letter to CRA with updated information by Doug Hull, All Carried**

**ACTION: ED to send CRA the required letter to update the information.**

-Santa Claus Parade outstanding \$800 working on cleaning up invoices

**\*Motion: to accept/approve financial reports from Feb. 2021 by Damon Syrota, All Carried**

**\*Motion: to add Sean Craib-Petkau as Vice Chairperson signing authority to the banking by Bruce Thurston, All Carried.**

**ACTION: ED to send in minutes to Bank with request to add Sean to the signing authority and send Sean notice when done so he can go into bank to be added.**

5. **Executive Director Report (attached) for Feb. 2021**

**\*Motion: to accept and file the ED report for Jan. 2021 by Sean Craib- Petkau, All Carried.**

6. **Old Business**

- **BIIP program** –City will be calling a meeting of the BIIP committee if needed after some adjustments to the programing wording around Local Business. If any changes to the Façade program we will also be contacted and can review at that meeting. Running the Façade as is for now as the program is filled.
- **YBID Chats:** ongoing – Have contacted several businesses for possible interviews
- **Downtown Clock** -ED has contacted Darcy McLeod with the City to see if we can ask our repair person identified to look at the clock. Waiting for response.
- **Banners from 100 Anniversary** – City to get to ED how many and when to pick up.
- **Brick Mill:** YBID Chats interview posted and YTW had article on the 4<sup>th</sup> installment of our commitment for 5 years. AGM was held Feb. 24<sup>th</sup>.
- **Sno A Rama** – letter sent to organization with funding request not available for this year
- **City Washrooms** – after Sean brought forward the concern Ken went to Lonnie and the washrooms have been reopened.
- **Parking Review:** A few comments sent in after a request from Nicole from the City asked.

7. **Committees:**

**Policy**

- See attached minutes and draft policy for funding sponsorship to be reviewed and adopted.

**\*Motion: to adopt the policy as written for approval of funding sponsorship requests by Dave Nussbaumer, All Carried**

**ACTION: ED to send in Policy to City for filing and approval.**

**Events: See attached minutes**

- **Yorkton Art Walk** – utilizing business windows for display for the art work or the posters. 30 packages have been sent out to community participants and will be handed back into the Library for mounting. Friday March 5<sup>th</sup> is the date that the art will be given to the participating businesses. Posters also done and advertising hits fb, YTW and website by Monday the 8<sup>th</sup> of March. Program runs March 8<sup>th</sup> to 26<sup>th</sup> and ED to purchase gift certificates for draws to be made live on fb on March 26<sup>th</sup>.

**\*Motion: to purchase \$500 in gift certificates from participating businesses for the Yorkton Art Walk to be used as prize incentives for the project by Bruce Thurston, All Carried**

**ACTION: ED to get posters and Artwork to participating businesses on or by Friday March 5<sup>th</sup>. ED to get posters and information to Andrew for website posting and to get advertising ready to go out by March 8<sup>th</sup>. ED to purchase gift cards from participating businesses by March 25<sup>th</sup> and do live fb draw on March 26<sup>th</sup> end of business day from posting on #yorktonartwak.**

## **8. New Business;**

- **City Ice Sculpture:** -text and emails coming into YBID with regards to the Ice Sculpture in the park with some concerns that a Saskatoon artist was used. Email from Lisa Washington sent to YBID and forwarded to the Board assuring us that they did the due diligence to find a local artist first. Communication to the YBID on park projects was asked for by ED to help the YBID Board members be more informed when these issues arise.
- **Access Now Show:** request from Access to do the YBID Chats as an Access show came in and was approved by Access. ED working with Geoff Auckland on the content, introduction and how the show will be produced.
- **Flower pots;** - Grant money being sot after for replacement of pots. ED will continue to look for grant money as pots are in desperate need of repair or replace.

**ACTION: ED to continue to look for grant moneys for this and other projects.**

## **9. Request for Sponsorship**

- **Yorkton Film Festival** – funding request from Yorkton Film Festival for \$1000 same as last year.

**\*Motion: to grant Yorkton Film Festival the\$1000 dollars as a partner with them and YBID for 2021 as outlined in request by Dave Nussbaumer, All Carried**

- **CV Sastry request for support** – Presentation by CV on Get in the Loop
  - More information needed and ED to contact other BIDs or Chambers on the program.
  - Tabled for this meeting until further information is gathered.

**ACTION: ED to contact Chambers and BIDs involved in this program for more information. ED to clarify with CV the options and send to Board.**

## **10. Community Updates;**

-MLA has sent out information on new programs for Covid relief to be shared with members. ED will post and send link in next email updates.

## **11. Next Meeting Date – April 6th 2021**

## **12. Adjournment: Doug Hull Adjourned the meeting at 8:39 am**

## **Upcoming Dates**

- April 6<sup>th</sup> 2021 Zoom unless otherwise posted.
- Yorkton Art Walk March 8<sup>th</sup> to 26<sup>th</sup>
- Yorkton Art Walk draws live fb March 26<sup>th</sup>

***Vision:*** *Downtown Yorkton: A thriving shopping investing and living destination*

***Mission:*** *To Cultivate and promote Downtown Yorkton as an attractive, dynamic, and prosperous shopping, living and business destination.*

***Strategic Pillars:***

- *Strategy #1 – Communication is recognized as a vital part of any successful organization and making it a priority will yield far-reaching results in every aspect of YBID operations*
- *Strategy #2 – Business Support – Strengthening relationships with business owners is a priority. True to the YBID mandate supporting entrepreneurs is a main focus as it continues to strive to be a supportive partner and resource for business.*
- *Strategy #3 – Branding – Good Branding not only increases the value of an organization by establishing and building deep-rooted relationships with a targeted audience, but it provides members with direction and motivation. YBID is an incredibly active ember in the community and by focusing energy on branding efforts, it will become synonymous with community investment.*
- *Strategy #4 – Funding – The YBID Board is committed to being responsible and holding each other accountable for the prudent financial management of funds: especially in challenging times. Innovation will guide the pursuit of alternate funding sources enabling the delivery of services, YBID Stake holder, and the people of Yorkton need.*

# Environmental Committee

## MINUTES

TUES, MAR 2, 2021

7:30 A.M.

CITY HALL, COUNCIL CHAMBERS

Members Present	Chair Shannon Erickson, Dustin Brears, Matt Poier, Jason Signarowski, Stefan Bymak, Sandra Bilan, Malena Vroom, Darcy Zaharia
Absent	Tom Courville
City Staff	Michael Buchholzer, Aron Hershmiller, Lyndon Hicks
Presentation	
Recording	Val Fatteicher
Call to order	7:32 a.m.
Adjourn	8:53 a.m.

### 1. Declaration of Conflict of Interest

Declaration	No declaration of conflict of interest was made.
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### 2. Approval of Agenda

Discussion	Review of agenda items for discussion.
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<b>Motion 4-21</b>	<b>Sandra Bilan</b> To approve the agenda as presented. CARRIED
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### 3. Minutes of the February 27, 2020 Meeting

Discussion	Minutes from the January 26, 2021 Meeting of the Committee were circulated.
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<b>Motion 5-21</b>	<b>Darcy Zaharia</b> That the minutes of January 26, 2021 be approved. CARRIED.
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### 4. Programs

Discussion	<p>a. Spring Yard Waste Clean Up – May</p> <ul style="list-style-type: none"><li>• Annual program was cancelled last May due to COVID. The annual program promotes residential yard waste cleanup of leaves, grass clippings, broken tree branches and winter debris. The program was expanded to a joint program with City Parks Division to include community cleanup of public green spaces and ditches in the city. Schools and other community groups and businesses were also invited to participate through a registration process that provided for monitoring of areas where cleanup occurred and could also be used on social media.</li><li>• With cancellation of the program last May, we continued to promote free landfill disposal of yard waste items like leaves and grass clippings. 163 qualifying loads were permitted free entry at</li></ul>
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	<p>the landfill compared to the average 107 qualifying free loads during the cleanup week promotion. The annual program does increase the traffic flow during that week and close monitoring of loads is needed to ensure contents fulfill the program restrictions.</p> <ul style="list-style-type: none"> <li>• Consideration for expanding acceptable items to include pruned tree branches.</li> <li>• Will be presenting the Spring Clean Up Week Program to Council for their approval this year.</li> </ul> <p>b. Household Hazardous Waste Day – tentative for Oct</p> <ul style="list-style-type: none"> <li>• Have tentatively planned for a collection day in October using the services of GFL for product collection, handling and disposal.</li> <li>• Recyclability Enterprises has expressed interest in providing an expanded daily option for collection and temporary storage of these materials. Collection and disposal would be contracted out to a third party (Product Care) from the local site. This program would be proposed for 2022.</li> <li>• About 100 participants used the one-day collection program each year during 2018 and again in 2019.</li> </ul>
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## 5. Marketing Plan RFP

Discussion	<ul style="list-style-type: none"> <li>• Grant funding provided through MMSW provides for education, programs and communication to residents. This grant funding is used for Sask Abilities residential recycling services, which includes the Prairie Harvest curbside collection program. When reporting back to MMSW, the marketing plan will provide confirmation that grant funding is being utilized to educate residents and promote our programs.</li> <li>• Sask Abilities has resources in Saskatoon that can also assist with design criteria and information distribution channels.</li> </ul>
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## 6. Electrical Vehicle Charging Station

Discussion	<ul style="list-style-type: none"> <li>• Inquiry sent to Yorkton Tourism respecting access to Level 3 charging station for electric vehicles travelling through the city.</li> <li>• Charging stations currently located at Royal Ford and Peavey Mart.</li> <li>• Level 3 chargers provide for a shorter charging time of 30-40 minutes while a level 2 is 3-4 hours.</li> <li>• Downtown had been proposed for possible charging station location.</li> <li>• Discussion at city committees to gather support for establishing charging station location.</li> <li>• Committee could provide a letter to YBID and the Chamber endorsing this form of service in the city's business district.</li> <li>• Estimated cost for a level 3 station is \$50,000-\$100,000 while a level 2 station costs approximately \$2500 - \$10,000. Users would pay the appropriate rate for use at the station.</li> </ul>
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<b>Motion 6-21</b>	<b>Jason Signarowski</b> Letter of support on behalf of the Environmental Committee to be prepared and sent to the Chamber of Commerce and Yorkton Business Improvement District endorsing the establishment of electrical charging stations within the City's business core. Carried.

## 7. Next Meeting Date

Proposed for first week of April pending results of Doodle Poll from committee members.

## 8. Next Meeting Agenda Items

- Spring Clean Up Week
- DUIS Update
- Communication Plan RFP
- Strategic Plan

## 9. Adjournment 8:53 am

<b>Motion 7-21</b>	<b>Sandra Bilan</b> That the Environmental Committee Meeting be adjourned. CARRIED.
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These minutes have been approved by members of the Environmental Committee on April 1, 2021.

Shannon Erickson

Chair

Val Fatteicher

Recording Secretary



# Economic Development Committee

MINUTES

MARCH 11, 2021

7:00 A.M.

CITY HALL COUNCIL CHAMBERS

Attendees	Councillor Darcy Zaharia, Councillor Dustin Brears, Marty Sveinbjornson, CV Sastry, Gaurav Thakur, Don Reed, Connie Brown (via Zoom), Charles Ryder (via Zoom)
Staff	Lonnie Kaal (City Manager), Michael Eger (Director of Planning, Building & Development), Samuel Twumasi (Economic Development Officer), Jody Hahn (Administrative Assistant)
Guests	Mayor Mitch Hipsley, Raelyn Knudson (via Zoom), Jessica Matsalla (via Zoom)
Regrets	Sarah Jakubiec
Absent	
Recording	Jody Hahn
Call to order	7:04 a.m.
Adjourn	8:27 a.m.

## Agenda Topics

### Adoption of Agenda

Motion 05-21	<b>BREARS</b> That the topic of Roundhouse subdivision be added as a discussion item. CARRIED.
Motion 06-21	<b>SVEINBJORNSON</b> That the Economic Development Committee Agenda be approved as amended. CARRIED.

## Minutes of the February 11, 2021 Meeting

Discussion	Minutes from the February 11, 2021 meeting of the Committee were circulated.
Motion 07-21	<b>ZAHARIA</b> That the minutes of the February 11, 2021 meeting be approved as presented. CARRIED.

**CV Sastry** recused himself as Chair. **Charles Ryder** the Vice-Chair took over as Chair at 7:08 a.m.

## Get in the Loop

Discussion	<ul style="list-style-type: none"><li>CV Sastry presented to the group a presentation for Get in the Loop. The presentation highlighted a shop local initiative through a platform called Get in the Loop. Get in the Loop offers customizable marketing based on location and target audience. Advantages to Get in the Loop include affordability (one flat fee), retention of 100% of revenues, real-time tracking progress, target marketing, reinforcement of business loyalty (vs. loyalty to the app), website integration, consumer insights and marketing support.</li><li>CV explains how Get in the Loop could also be utilized by the City to push out their information. For example, if snow removal was canceled you could notify participants in real-time. It could also be used as a social platform displaying things to do in the City.</li></ul>
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	<ul style="list-style-type: none"> <li>• A question and answer period followed the presentation and discussion amongst the Committee members. Topics discussed included real-time tracking and stats, posting information on the app, other Cities that are already utilizing the app, price point, notifications, City branding, competitive apps, online shopping and app loyalty.</li> <li>• Administration explains to the committee that the City is in progress with Council on a communication strategy. Therefore, we want to separate the City from this App, Get in the Loop. Instead, look at how the Economic Development Committee can support local businesses and shopping local.</li> </ul>
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**CV Sastry** took back the Chair at 8:00 a.m.

## Discussion

### Economic Development Committee Package Explanation

Discussion	<ul style="list-style-type: none"> <li>• Samuel Twumasi informed the group about the Economic Development Committee Package.</li> <li>• Economic Development Committee Package topics discussed included comparable statistics with other communities in Sask. and Real Estate statistics.</li> <li>• Samuel inquired if it is helpful to include building services and airport statistics in the EDC Agenda Package. The committee's consensus was yes to the continuance of including stats.</li> </ul>
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### Saskatchewan Government Programs

Discussion	<ul style="list-style-type: none"> <li>• Samuel Twumasi informed the group about business support programs being offered by the Government of Saskatchewan. Currently the following programs are being offered: <ul style="list-style-type: none"> <li>◦ Strong Recovery Adaptation Rebate (SRAR),</li> <li>◦ Saskatchewan Small Business Emergency Payment Program No. 2 (SSBEP 2),</li> <li>◦ Saskatchewan Tourism Sector Support Program No. 2 (STSSP2) and</li> <li>◦ Re-Open Saskatchewan Training Subsidy (RSTS) Program</li> </ul> </li> <li>• A question and answer period followed the presentation and discussion amongst the Committee members. Topics discussed included: <ul style="list-style-type: none"> <li>◦ Program information available through the City of Yorkton's Facebook, Instagram and website,</li> <li>◦ Training available through the Parkland College that qualifies for the program, and</li> <li>◦ Ease of applying to the program.</li> </ul> </li> <li>• Connie Brown informed the group that she could be a contact for the Re-Open Saskatchewan Program if we want.</li> </ul>
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### Roundhouse Subdivision

Discussion	<ul style="list-style-type: none"> <li>• Dustin Brears suggests to the group to place Roundhouse Subdivisions on the agenda for the next meeting. He would like to plant the seed today. How can we get some activity out in the Roundhouse Subdivision? The goal is to sell the first lot. Dustin would like to push it to the committee to generate some ideas. There are many vacant commercial lots. Therefore there is no reason for someone to build unless they want something custom, which does not help sell</li> </ul>
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	<p>lots in the Roundhouse Subdivision. Could the committee brainstorm ideas for the next meeting?</p> <ul style="list-style-type: none"> <li>Samuel explained to the committee that although we want to sell vacant lots, the City of Yorkton needs to be very aware that we do not directly compete with private businesses. We want private businesses to be in our municipality and to thrive.</li> </ul>
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<p>Motion 08-21 <b>Adjournment</b></p>	<p><b>ZAHARIA</b> The meeting was adjourned at 8:27 a.m.</p>
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<p><b>Next Meeting</b></p>	<p>Thursday, April 8, 2021 at 7:00 a.m. at City Hall.</p>
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CV Sastry  
CHAIRPERSON  
CV Sastry

Jody Hahn  
RECORDING SECRETARY  
Jody Hahn

TITLE: <b>Emergency Preparedness Week 2021</b>	DATE OF MEETING: <b>April 26, 2021</b>
	REPORT DATE: April 22, 2021
CLEARANCES:	ATTACHMENTS:
Written by: Lisa Washington - Community Development Manager  <b>Lisa Washington</b>	
Reviewed by: Jessica Matsalla - City Clerk  <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager  <b>Lonnie Kaal</b>	

## **BACKGROUND**

Although our current attention has been, and continues to be on responding to the COVID 19 pandemic, we still need to be prepared for weather events that are becoming a more regular occurrence each year. Therefore, as part of my Emergency Social Services (ESS) involvement in emergency preparedness, I'd like to remind our community that National Emergency Preparedness Week is coming up May 2<sup>nd</sup> to 8<sup>th</sup>, 2021. This annual, national public awareness campaign reminds Canadians to be prepared for emergencies at all times and that, in emergencies, families should be able to survive - shelter in place - without assistance for three full days. According to Public Safety Canada, "if an emergency happens in your community, it may take emergency workers some time to reach you. You should be prepared to take care of yourself and your family for a minimum of 72 hours." However, that takes planning, which is what Emergency Preparedness is all about - being ready for nearly anything.

There are three steps to Emergency Preparedness: knowing the risks, making emergency plans, getting emergency kits ready. For the first step towards knowing the risks, you can download SaskAlert to receive alerts of emergencies happening in your location. An emergency alert issued through SaskAlert will let you know four things: what the emergency is; where it is happening; provide instructions for you to follow to stay safe, and advise you when the incident is over. The alerts are broadcast on the radio, the television, and on mobile devices, all residents need information to make decisions so, during Emergency Preparedness Week, everyone is encouraged to download the SaskAlert app on their mobile device, if they haven't done so already. <http://www.saskatchewan.ca/residents/emergency/saskalert>.

For the second step – making emergency plans – there is information online to help you through all that needs to be considered in an emergency plan. For example, by definition, emergencies happen when we don't expect them, and often when families are not together. Suddenly, you need to think about kids at school or elderly parents across town. If phones don't work, or some neighbours aren't accessible, what will you do? Having discussions about "what if" scenarios helps develop emergency plans and prepare households for the unexpected.

For the third step – making an emergency preparedness kit – there are many considerations for being safe in your home for 72 hours. How many people are in your home? Any pets? Any necessary medications/food requirements?

The Government of Canada has a website at [www.getprepared.gc.ca](http://www.getprepared.gc.ca) which has great information for these two steps of making an emergency plan and an emergency preparedness kit. I urge everyone to know the risks, make a plan and put together a kit. Also, keep an eye on our social media – our Facebook page, Twitter and Instagram – for more information starting May 2<sup>nd</sup>.

### **COMMUNICATION PLAN/PUBLIC NOTICE**

A social media campaign is being developed for our Yorkton Parks and Recreation social media channels for Emergency Preparedness Week.

### **STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)**

This speaks to one of our goals, which is to: “Promote and build a healthy Community Encouraging Healthy Lifestyles personal wellness and quality healthcare”. More specifically through the identified objective to: “Provide a safe community by maintaining public safety and security through a focus on strategic prevention activities and timely emergency services”.

### **OPTIONS**

1. Receive and file the presentation.
2. Other direction as Council sees fit.

### **RECOMMENDATION**

That Council receive and file the presentation on Emergency Preparedness Week 2021 as information.

**Raelyn Knudson**

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**Subject:** FW: Email

**Importance:** High

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**From:** Roby Sharpe <[Roby.Sharpe@gssd.ca](mailto:Roby.Sharpe@gssd.ca)>  
**Sent:** Wednesday, April 21, 2021 10:40 AM  
**To:** Jessica Matsalla <[jmatsalla@yorkton.ca](mailto:jmatsalla@yorkton.ca)>  
**Subject:** Re: Email

Hey Jessica,

We will be attending Monday's council meeting. My self Roby Sharpe Student Activity Advisor YRHS along with Student Body Vice President Anaswara Reghu-Puthuparambil.

We are asking council to support our school initiative of planting 400 seedling trees in amongst forested areas within our city (Kinsmen Arena, Tennis Courts, Museum, Ducks Unlimited, Ravine Ecological). We will be doing this in conjunction with earth day which was April 22, we have been sponsored for the purchase of the trees by the company, "Pela". Who's founder Jeremy Lang is an alumni of the YRHS.

Let me know if you need anything else Jessica, thanks  
robby

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CONFIDENTIALITY NOTICE: This email and any attachment(s) are intended for a specific person(s). It may contain privileged or confidential information. If you are not the intended recipient, do not distribute or copy it. Please delete and advise me by return email or telephone. Thank you.  
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**Roby Sharpe**

**Teacher, YRH**

**p:** (306) 786-5560 | **m:**

Located Within Treaty 4 Territory and the Traditional Homeland of the Métis



# YORKTON PUMP TRACK







A pump track is a 1-3 metre wide track that can be used for bicycle, skateboard, in-line skates and scooter riders to practice skills on a series of features, such as berms and rollers placed in quick succession. Essentially they are scaled down BMX tracks which do not require pedaling. 'Pump' refers to the action made by riders pushing down with their arms and legs to manoeuvre the bike or board over features to maintain momentum without pedaling or pushing-off the ground. Typically, tracks can be ridden continuously, and different combinations of features can be linked to provide a varied challenge. Bike handling skills can be transferred to other mountain bike tracks. Well designed pump tracks cater for all abilities, with all features being roll-able for beginners, and allowing for progression to pumping, and even jumping for more advanced riders. Riding a pump track is easy and children are typically comfortable using them within 10-20 minutes.



A well designed pump track provides enough challenges to stay attractive for years, because the rollers and berms can be combined and transitioned in different directions, creating opportunity for skilled riders to do jumps and maneuvers. Pump tracks can be made from natural soil, hardened surfaces, wood, fibreglass, concrete or asphalt. Historically pump tracks were constructed from natural soil blends and required significant ongoing maintenance. More recently, world's best practice is tending toward lower maintenance surfacing techniques and materials, such as asphalt, which are inclusive for a larger user base of wheeled-sports including skateboarding, scooters, in-line skates and non-off road bikes.









**Young one on a balance bike**



**Inline skaters**



**Mum and son on BMX bikes**



**Scooters**



**Skaters get a flow sensation closer to surfing than plaza or street typically give**



**Mountain bikes**

Pump Tracks appeal to all wheeled sports and when design well provide features for the beginner through to the advanced. They are a lot of fun and promote fitness through having a good time.

Wheel sport users would include balance bikes, scooters, bmx bikes, mountain bikes, skateboarders and inline skaters.

The approach to a successful pump track design have all of the users and abilities in mind:

For the beginners section this would include having the beginner loop be small in loop distance, small vertical sized features, be adjacent a track platform to allow supervisors to be close by, make entry and exit from the beginner loop be at a highly visible spot and allow the beginner area to be adjacent intermediate and advanced feature for the 'watch and learn' factor.

The intermediate will include a series of larger features on a longer loop than that of the beginner loop, however it still needs to accommodate progression. This loop can be ridden without the rubber leaving asphalt, but as soon as the user is ready then the features will accommodate that bit more speed and some air time

The advanced features are larger in scale and often require a higher level of speed to correctly ride them. Features become more complex and may offer differing approaches or landings. Progression is still paramount.

Typically a pump track will have transfer lines which may only be evident to an experienced user. These often make up the most advanced features for very competent users.





Roller



Timber and steel features



Tabletop



Pump bowl / flower berm



Berm and berm roller



Berm to berm

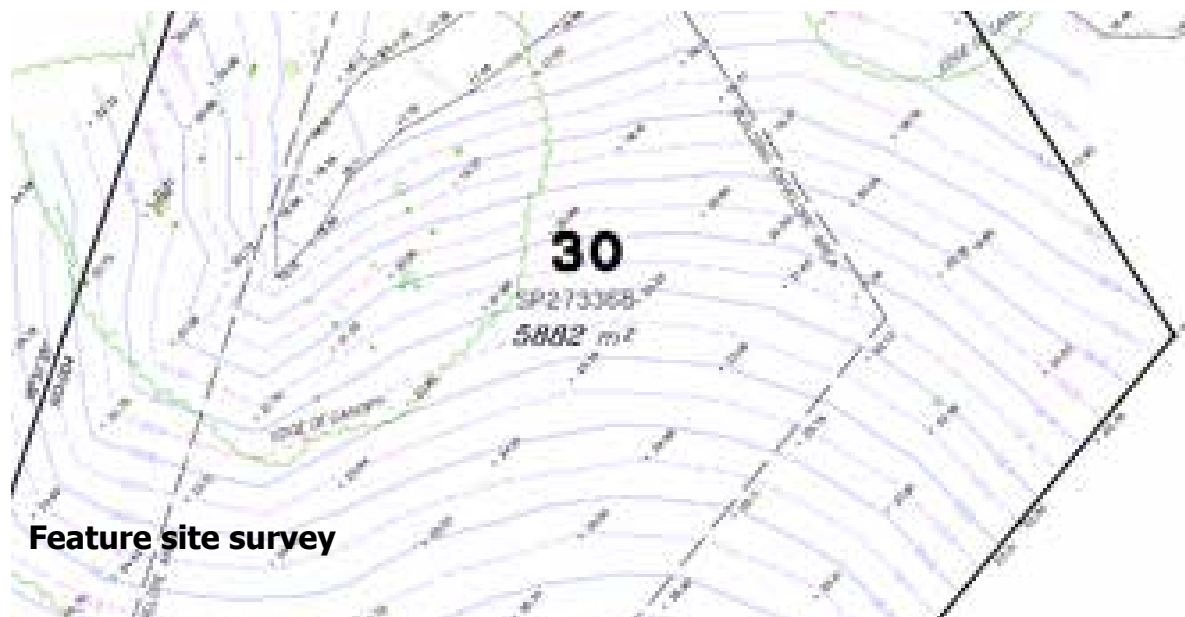




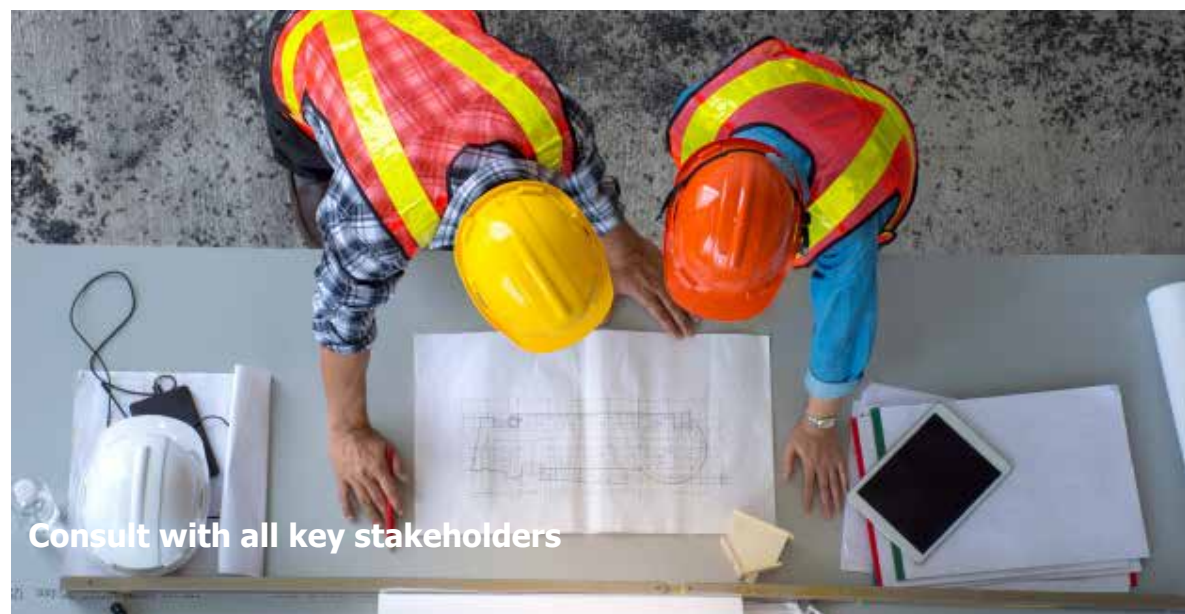
**Geotechnical analysis**



**Suitably finished landscape surfaces**



**Feature site survey**



**Consult with all key stakeholders**



**Drainage**

There is a series of items to get correct in the design and construction of a pump track to ensure a long lasting and low maintenance asset.

Geotechnical study is required to allow custom and adequate civil analysis is achieved which determines compaction rates of all sub-materials of the track

Yorkton is flat, however a feature survey of the site is required so water gets pushed in the correct direction and connect to a system if required to have no detrimental effects

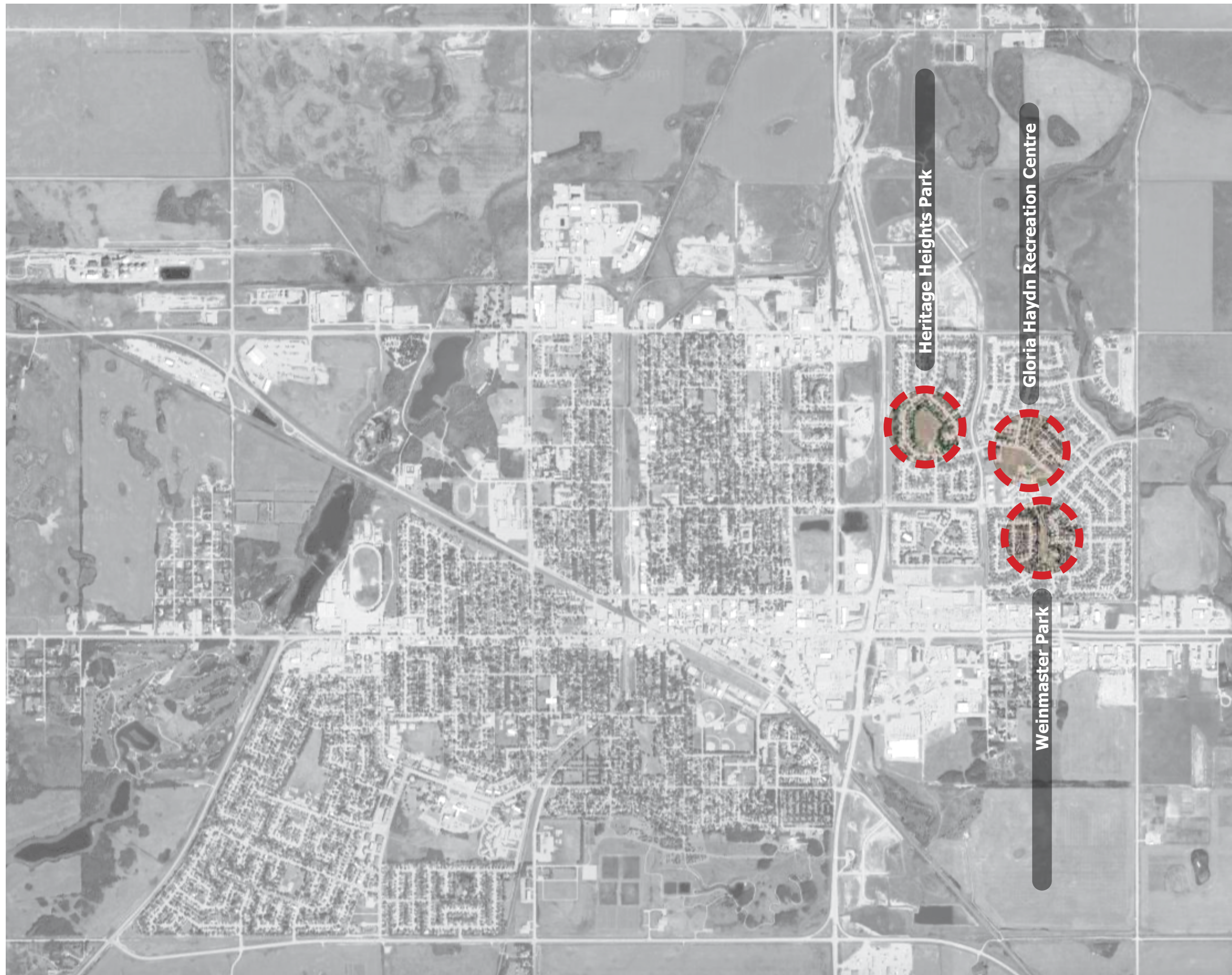
A drainage system with civil engineer certification to ensure water does not sit around the site or create erosion issues to the track or surrounding landscape

Fit for purpose adjacent landscape finish which will be required to provide erosion control of the shapes created by the track shapes and not generate any wash over the track which a finish like wood chip mulch may create. And of course to look good

The asset owner is involved with the design process to ensure maintenance requirements are met for ongoing ease of maintenance. This may include standard grades of grass for machine mowing etc

Maintenance of an asphalt pump track is a minimal affair. The track itself will require inspections for failures, but no require maintenance besides the occasional sweep or blow. Asphalt pump tracks are fairly new so the life span is a little unknown however there are plenty of examples at 6 years old with no signs of severe degradation. Drainage pits will require regular inspection/clearing and the grass will need a mow. Much easier than most outdoor public facilities





Three sites have been selected for the purposes of demonstrating pump track possibilities within the City of Yorkton only.

Heritage Heights Park has an enormous amount of grass area and would easily accommodate a pump track of a variety of size and shape. This site will accommodate future expansions of the pump track or additional bike park facilities like jump lines, bike playgrounds, skill courses, learn to ride courses etc.

Gloria Haydn Recreation Centre has existing carparking and a large amount of unused grass in front of it that would easily accommodate a pump track. Services will be easily connected to with both the street and Gloria Haydn on adjacent boundaries. Facilities and shelter are available at the Gloria Haydn.

Weinmaster Park is a hive of activity that is well connected to adjacent neighbourhoods with a high ratio of young families. The site identified is to the north of the toboggan hill in a long slim section of the park. A smaller track could be accommodated but will be a very popular location given the visitation the park already gets



# LEGEND

- 1 EXISTING PARK FACILITIES
- 2 EXISTING PATH
- 3 PROPOSED PATH TO MATCH EXISTING
- 4 EXTENT OF EARTH FORM BATTERS
- 5 PRIMARY PLATFORM AND ACCESS PATH
- 6 SECONDARY PLATFORM AND ACCESS PATH
- 7 PUMP BOWL
- 8 TYPICAL ROLLER
- 9 DOUBLE ROLLER
- 10 OVER ROLLER
- 11 ROLL-ABLE DOUBLE JUMP
- 12 BERM TO BERM
- 13 HIPPED ROLLER
- 14 HIPPED JUMP

- GRASS TO ALL DISTURBED AREAS
- ASPHALT PUMP TRACK (VARYING SHAPES)
- ASPHALT PUMP TRACK PLATRORMS (FLAT)

- BEGINNER FEATURES
- INTERMEDIATE FEATURES
- ADVANCED TRANSFER FEATURES
- JUMP LINE
- TRANSFER OPTIONS

## DESIGN NOTES

- THE TRACK IS SET ON NGS TO BEST ACCOMODATE DRAINAGE
- BATTERS SHOWN AT 1:5 GRADE SUITABLE FOR MACHINE MOWING OF GRASS
- TWO ENTRY POINTS
- PRIMARY PLATFORM COULD COMFORTABLY ACCOMODATE A SHELTER AND FURNITURE IF REQUIERD

0m 20m  
SCALE 1:400 @A3





LEGEND

- 1 GLORIA HAYDEN CARPARK
- 2 EXTENT OF EARTH FORM BATTERS
- 3 PRIMARY PLATFORM AND ACCESS PATH
- 4 TYPICAL ROLLER
- 5 DOUBLE ROLLER
- 6 HIPPED ROLLER
- 7 ROLL-ABLE TABLETOP
- 8 STEP-UP JUMP
- 9 FALLING BERM
- 10 BERM TO BERM

- GRASS TO ALL DISTURBED AREAS
- ASPHALT PUMP TRACK (VARYING SHAPES)
- ASPHALT PUMP TRACK PLATFORMS (FLAT)

- BEGINNER FEATURES
- INTERMEDIATE FEATURES
- ADVANCED TRANSFER FEATURES
- TRANSFER OPTIONS

DESIGN NOTES

- THE TRACK IS SET ON NGS TO BEST ACCOMODATE DRAINAGE
- BATTERS SHOWN AT 1:5 GRADE SUITABLE FOR MACHINE MOWING OF GRASS
- PRIMARY PLATFORM COULD COMFORTABLY ACCOMODATE A SHELTER AND FURNITURE IF REQUIERD

0m 20m  
SCALE 1:400 @A3

N



YORKTON PUMP TRACK



CONCEPT LAYOUT B  
LOCATION: GLORIA HAYDEN REC CENTRE  
SCALE: 520sqm



## LEGEND

- ① TOP OF WEINMASTER PARK HILL
- ② BOTTOM OF WEINMASTER PARK HILL
- ③ EXISTING PATH
- ④ EXTENSION OF PATH TO MATCH EXISTING
- ⑤ EXTENT OF EARTH FORM BATTERS
- ⑥ PRIMARY PLATFORM AND ACCESS PATH
- ⑦ SECONDARY PLATFORM AND OPTIONAL ENTRY PATH
- ⑧ TYPICAL ROLLER
- ⑨ DOUBLE ROLLER
- ⑩ ROLL-ABLE TABLETOP
- ⑪ S - BERMS
- ⑫ FALLING BERM
- ⑬ CENTRAL DYNAMIC COMPLEX

- GRASS TO ALL DISTURBED AREAS
- ASPHALT PUMP TRACK (VARYING SHAPES)
- ASPHALT PUMP TRACK PLATFORMS (FLAT)

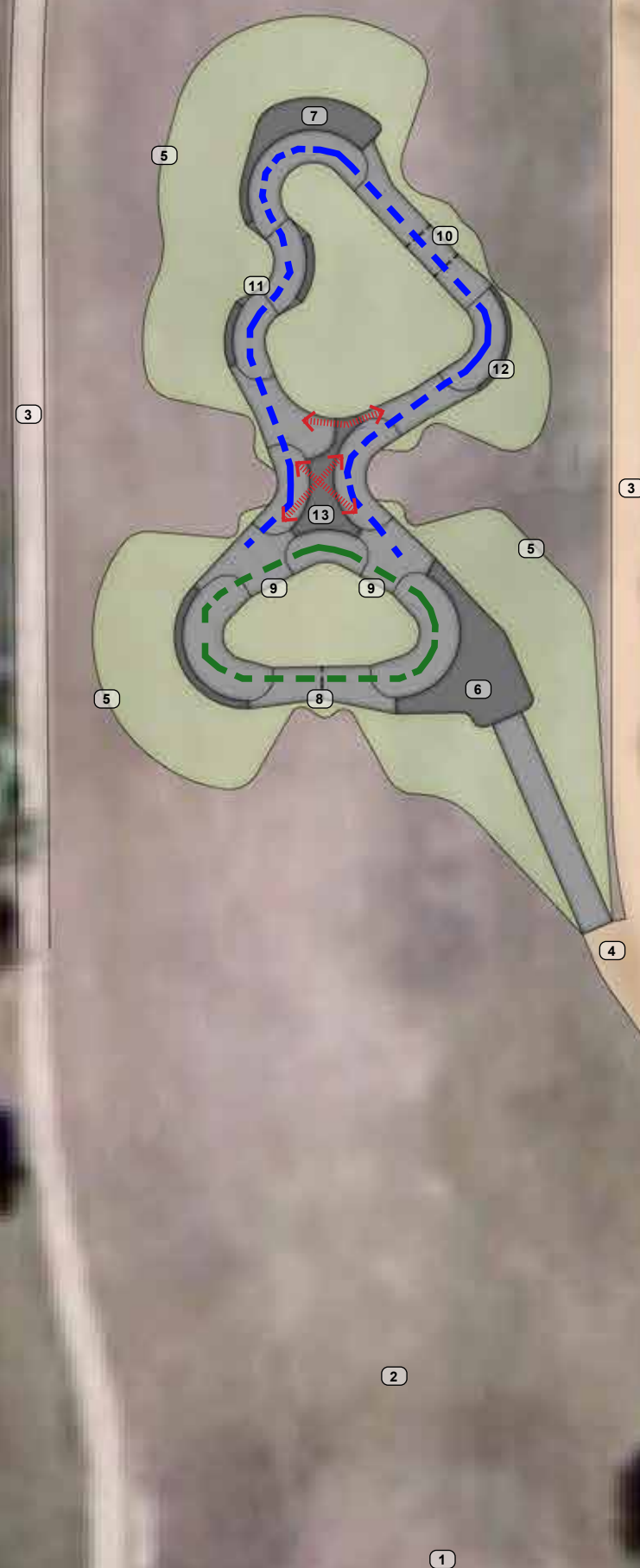
- BEGINNER FEATURES
- INTERMEDIATE FEATURES
- TRANSFER OPTIONS

## DESIGN NOTES

- THE TRACK IS SET ON NGS TO BEST ACCOMMODATE DRAINAGE
- BATTERS SHOWN AT 1:5 GRADE SUITABLE FOR MACHINE MOWING OF GRASS
- PRIMARY PLATFORM COULD COMFORTABLY ACCOMMODATE A SHELTER AND FURNITURE IF REQUIRED
- AN ADDITIONAL ACCESS PATH AT THE NORTHERN END COULD BE ACCOMMODATED IF DESIREABLE
- TRANSFER OPTIONS ARE TYPICALLY ADVANCED FEATURES IN NATURE

0m 20m  
SCALE 1:400 @A3

N



YORKTON PUMP TRACK



CONCEPT LAYOUT C  
LOCATION: WEINMASTER PARK  
SCALE: 350sqm



THANK YOU





## Raelyn Knudson

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**Subject:** FW: City of Yorkton - Earth Day Canada Support and Partnership for Earth Day 2021

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**From:** Katherine Forster <[kforster@earthday.ca](mailto:kforster@earthday.ca)>

**Sent:** Wednesday, April 7, 2021 11:09 AM

**To:** Raelyn Knudson <[rknudson@yorkton.ca](mailto:rknudson@yorkton.ca)>

**Cc:** Jessica Matsalla <[jmatsalla@yorkton.ca](mailto:jmatsalla@yorkton.ca)>

**Subject:** FW: City of Yorkton - Earth Day Canada Support and Partnership for Earth Day 2021

Dear Mayor Hipsley,

Please allow me to introduce myself. My name is Katherine Forster and I am the Canadian Outreach Officer at the non-profit organization Earth Day Canada, based in Montreal.

I am contacting you on behalf of our organization and the Chairman of our Board of Directors, Thomas Mulcair, a letter from whom is enclosed.

Let me explain a bit about who we are and what we do.

In 1995, Earth Day Canada set up shop in the Montreal, celebrating Earth Day with a wide array of awareness-raising activities on environmental issues. With its ability to mobilize local stakeholders, Earth Day has continued to grow, developing numerous initiatives for April 22nd and every day. Following years of dedicated service and effective initiatives locally, it expanded July 2019 to become the renewed Earth Day Canada, assuming operations from coast to coast. We aim to use Earth Day, April 22nd, as a catalyst for rallying engaged citizens and supporting organizations and municipalities trying to reduce their impact on the environment, all across Canada, on Earth Day and every day.

As we enter this exciting new phase, our vision includes partnering with municipalities that have demonstrated the will to make bold strides in sustainable development. In the run-up to the launch of our 2021 campaign to celebrate Earth Day, we are contacting municipalities to let them know about our [Municipalities Mobilizing](#) initiative that they can join. This campaign provides a communications tool box that will serve as a resource for partner municipalities who are seeking support for Earth Day and for their sustainability goals.

This tool box includes:

- Access to our large social media audience to communicate about your events
- Earth Day campaign materials and logos
- Public recognition as a city/town leading the sustainability charge
- An online calendar of activities to promote your local initiatives
- Ideas for Earth Day activities and local events

We would love to discuss the possibility of joining forces to amplify the impact of your environmental action and ours, as well as highlight all the positive steps you have already taken. As described in the letter, you may also simply reply “I want to be part of Earth Day 2021” and c.c. the staff members responsible for follow-up. We will then get back to you with the next steps.

I am here for all your questions, concerns, and if you desire, to schedule a call or meeting.

Kindest regards,

Katherine Forster

**Katherine L. Forster – Canadian Outreach Officer (she/her)**

Phone: (514) 728-0116 ext 215 | 1-800-424-8758 ext 215

5818-5824, boulevard Saint-Laurent, Montréal (QC) H2T 1T3

Mission : To help people and organizations reduce their environmental impact.



Celebration through action, on Earth Day - April 22 - and Every Day!

[earthday.ca](http://earthday.ca)

[jourdelaterre.org](http://jourdelaterre.org)



April 7, 2021

Dear Mayor Hipsley,

Earth Day 2021 is on the horizon. We may still find ourselves in the thick of this global pandemic, but there remains a strong need to continue to push forward on environmental action and a green recovery for all. The opportunity is here for a green revolution that can help us chart a way forward and provide a beacon into a brighter future.

We at Earth Day Canada believe that these solutions can only be effective when people, organizations, and governments align their efforts. It has become abundantly clear that cities are at the frontline of the fight against climate change, and that local government will play an essential role. Earth Day Canada has a renewed mission and is reaching out to municipalities to support local environmental programs from coast to coast to coast. With bold new ambition, we aim to use Earth Day, April 22nd, as a catalyst for rallying action-oriented citizens and bringing together engaged organizations and municipalities to promote and participate in environmental programs and activities year-round.

This is where we see an opportunity for collaboration with municipalities that want to make a difference for the environment. We have developed a free communications toolbox for use by local governments to promote Earth Day, call on local citizens to participate in environmental actions and be a leader in healthy, vibrant communities. If you intend to celebrate Earth Day 2021 on April 22nd, we would be thrilled to work with you and provide all the communication and implementation resources contained in our toolbox.

Participation is easy. Simply reply "I want to be part of Earth Day 2021" and c.c. the members of your staff responsible for follow-up. Our Canadian Outreach officer, Katherine Forster will be standing by to support you every step of the way. Please do not hesitate to contact her at [kforster@earthday.ca](mailto:kforster@earthday.ca) if you require further information.

Together, we can make great strides toward a more sustainable world. Let us join forces to create a network of communities, towns, and cities of every size. Let us share our successes and make the connections that will lead to real progress.

Sincerely,

Thomas Mulcair  
Chairman of the Board of Directors, Earth Day Canada



<b>TITLE: Discretionary Use - DU02-2021 Bed &amp; Breakfast in R-5 Mixed Density Residential District – 102 Third Ave North Council Report #1 – Public Notice Authorization</b>	DATE OF MEETING: April 26, 2021
	REPORT DATE: April 22, 2021
<b>CLEARANCES:</b> Michael Eger - Director of Planning, Building & Development  Michael Eger	<b>ATTACHMENTS:</b> 1. Key Plan 2. Aerial View 3. Street View 4. Summary of Discretionary Use Process 5. Business Proposal 6. Public Notice
Written by: Carleen Koroluk - Planner  Carleen Koroluk	
Reviewed by: Jessica Matsalla - City Clerk  Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager  Lonnie Kaal	

**Summary of History/Discussion:**

This report is in response to a Development Permit application for a Bed and Breakfast use at 102 Third Avenue North (see Attachments 1, 2 & 3).

A Bed and Breakfast use is a Discretionary Use in the R-5 Mixed Density Residential zoning district and, under *The Planning and Development Act, 2007*, requires Council authorization to proceed (see Attachment 4).

**Administrative Review:**

The Zoning Bylaw defines Bed and Breakfast as:

“A dwelling in which the proprietor supplies room and a breakfast meal for compensation to one or more persons, as distinct from a hotel, motel or apartment building.”

The applicant has recently purchased the property which is a quaint character home in a well established neighbourhood and is looking to open the home as a Bed and Breakfast dwelling offering two rooms for accommodations as outlined in the attached business proposal (Attachment 5).

As per Zoning Bylaw requirements, the proposed rooms meet the minimum floor area dimensions, on-site parking is currently sufficient for two rooms and a fire and building inspection has been done to identify outstanding requirements to ensure compliance with the National Building Code and the City of Yorkton Building Bylaw. If the use is approved by Council, a follow up inspection will be performed to ensure compliance prior to granting occupancy.

Additionally, while the Applicant's business proposal indicates minimal bookings ("maybe a couple of weekends a month"), if the use is approved by Council, the number and frequency of stays could potentially increase to full time use.

### **Conclusion:**

At this time, Administration would like to initiate the public notice process, including advertisement in the local newspaper, at City Hall and on the City website, and circulation to property owners within 75 m of the subject property. The proposed public notice is attached (see Attachment 6) for Council's consideration.

If authorization to proceed is granted, the application will also be referred to the Planning and Infrastructure Commission for their review and comments before it is brought back to Council for its review and final decision in conjunction with the Public Hearing.

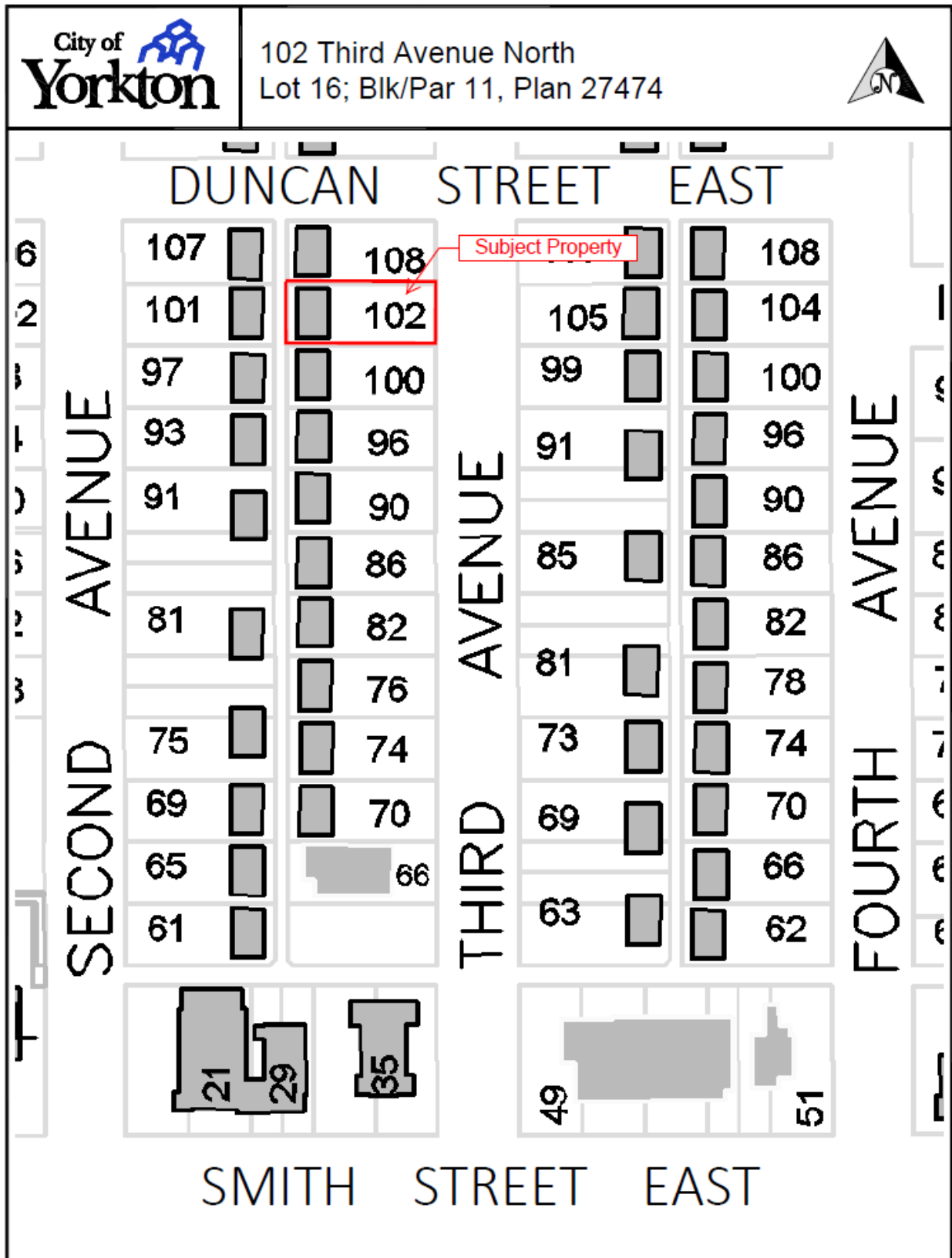
### **Council's Options:**

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU02-2021 which proposes a Bed and Breakfast use as defined in the City of Yorkton Zoning Bylaw No 14/2003, at 102 Third Avenue North, legally described as Lot 16, Blk/Par 11, Plan 27474, and that the application be brought back to Council for its review and decision.
2. That Public Notification for Discretionary Use application DU02-2021 which proposes a Bed and Breakfast use as defined in City of Yorkton Zoning Bylaw No 14/2003, at 102 Third Avenue North, legally described as Lot 16, Blk/Par 11, Plan 27474, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

### **Administration's Recommendation:**

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU02-2021 which proposes a Bed and Breakfast use as defined in City of Yorkton Zoning Bylaw No 14/2003, at 102 Third Avenue North, legally described as Lot 16, Blk/Par 11, Plan 27474, and that the application be brought back to Council for its review and decision.

Attachment 1 – Key Plan

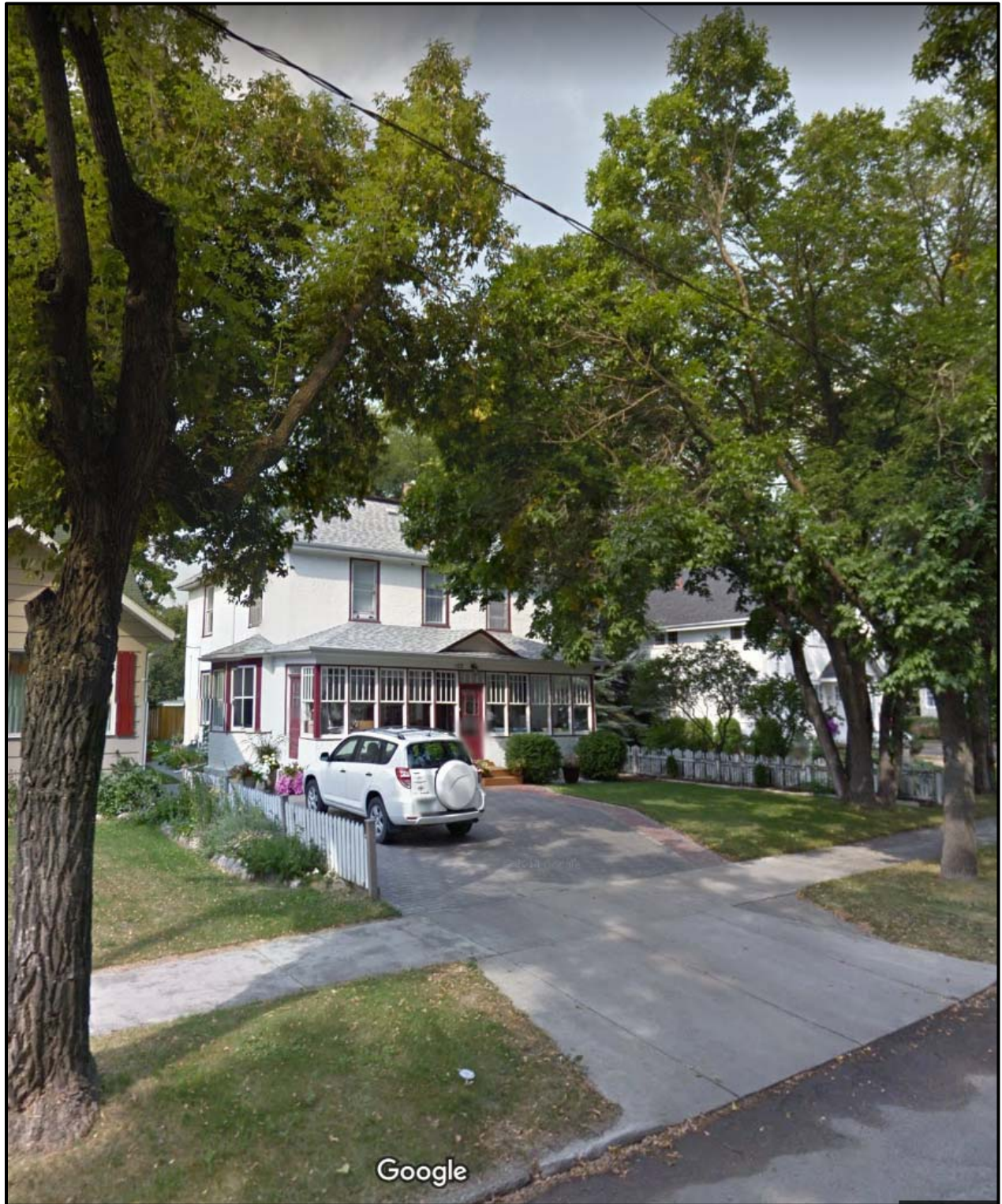


## Attachment 2 – Aerial Views





### Attachment 3 – Street View



## Attachment 4 – Summary of Discretionary Use Process

### Summary of Discretionary Use Application Process:

*The Planning and Development Act, 2007 ('The Act')* allows a zoning bylaw to contain provisions for "Permitted Uses" and "Discretionary Uses" within specified land use zones. Any use that is not listed as "Permitted" or "Discretionary" is considered prohibited. *The Act* allows "Permitted Uses" to be approved by Administration, however, "Discretionary Use" applications require the approval of a council and must follow *The Act's* prescribed process. The process includes the requirement of giving Public Notice to property owners within 75 metres (250 feet) of the subject property, as well as the provision of a Public Hearing.

Pursuant to *The Act*, a council shall exercise its discretion respecting a Discretionary Use application to:

- (a) Reject the application;
- (b) Approve the discretionary use in accordance with the provisions of the zoning bylaw;
- (c) Approve the discretionary use subject to development standards or conditions in accordance with the zoning bylaw; or
- (d) Approve the discretionary use for a limited time, if a time limit is authorized in the bylaw.

A council may approve a discretionary use if the facts presented establish that the proposed discretionary use will:

- (a) Comply with provisions of the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
- (b) Be consistent with the criteria in the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
- (c) In the opinion of the council, be compatible with development in the district in the immediate area of the proposal; and
- (d) Be consistent with provincial land use policies and statements of provincial interest.

In approving a discretionary use, a council may prescribe specific development standards or conditions with respect to that use, but only if those standards or conditions:

- (a) Are based on and are consistent with general development standards or conditions made applicable to discretionary uses by the zoning bylaw; and
- (b) Are, in the opinion of the council, necessary to secure the objectives of the zoning bylaw with respect to:
  - (i) The nature of the proposed site, including its size and shape and the proposed size, shape and arrangement of buildings;
  - (ii) The accessibility and traffic patterns for persons and vehicles, the type and volume of that traffic and the adequacy of proposed off-street parking and loading;
  - (iii) The safeguards afforded to minimize noxious or offensive emissions including noise, glare, dust and odour; or
  - (iv) Any treatment given, as determined by the council, to aspects including landscaping, screening, open spaces, parking and loading areas, lighting and signs, but not including the colour, texture or type of materials and architectural detail.

If an application for a discretionary use has been approved by a council with prescribed standards or conditions, the applicant may appeal to the Development Appeals Board, however a Discretionary Use application that is denied by a council may not be appealed.

## Attachment 5 – Business Proposal

**From:** Rhonda Rowe <swedish-rose-cottage@hotmail.com>

**Sent:** Friday, April 9, 2021 3:39 PM

**To:** Carleen Koroluk <ckoroluk@yorkton.ca>

**Subject:** Bed and Breakfast

Hi Carleen

Here's my proposal~ if you need more information, please let me know.□

I recently acquired a beautiful, old home (built in 1908)

that's been fully renovated, located at 102 3rd Ave. North in Yorkton.

I would like to open my home, maybe a couple of weekends a month, as a bed-and-breakfast.

Yorkton is a place "where good things happen" and I believe that a wonderful

B & B is an asset to any thriving community.

I have always loved creating a cozy, welcoming atmosphere~ no matter where I've lived and

I've always enjoyed having people in my home and cooking for both family and friends.

Now that I'm in Yorkton, and especially during this Covid time of transitioning, it would be nice for people to be able to have a place to stay "a home away from home" when they are visiting the Yorkton area.

My home is 1703 ft.<sup>2</sup>

not including the large front sun porch.

There's also a large deck, as you walk out the back door, off the kitchen.

I'm sure my guests would enjoy morning coffee in the sun porch and relaxing on the back deck in the evening.

I've also created a "tea room" out of the den, that includes many family heirlooms, quilts, vintage tea sets, a tea cart and antique furniture that belonged to family and friends.

There is a wonderful mix of old and new in this home and when I finish setting up, there will be two rooms to accommodate either a single traveller, a couple or a couple (or single person) with a child.

I hope you will consider allowing me the privilege of offering these services within the community of Yorkton.

It's not only a place "where good things happen"~it's a great place, with wonderful people and Yorkton is a community that I love.

Sincerely,  
Rhonda Rowe

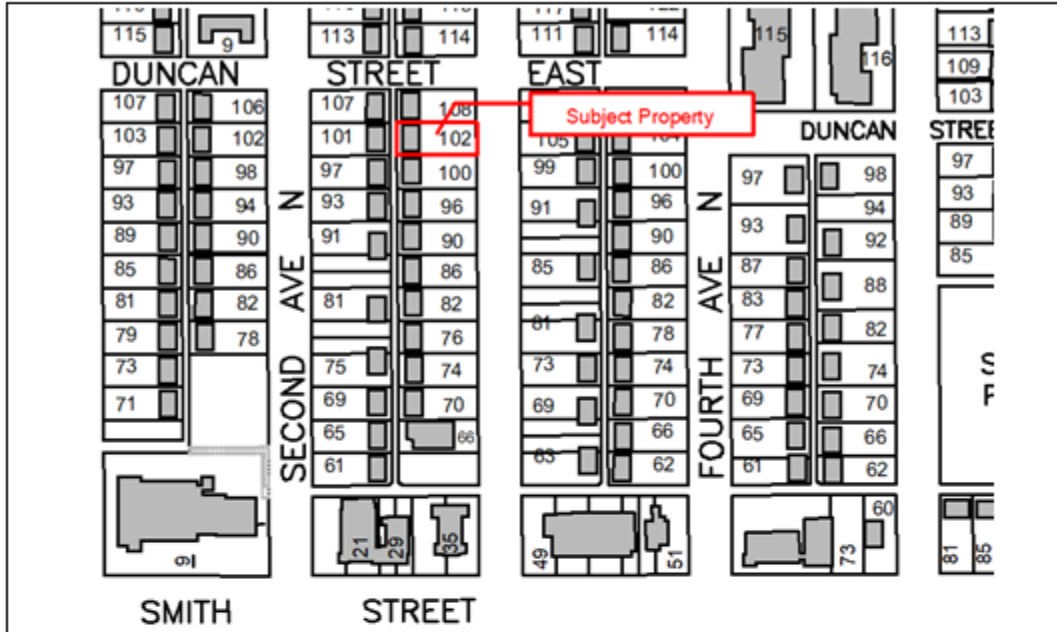
Sent from my iPhone



## Attachment 6 – Public Notice

### Public Notice

#### Discretionary Use Application for Bed and Breakfast Use in R-5 Mixed Density Residential Zoning District – 102 Third Avenue North



**Legal Description:** Lot 15, Blk/Par 11, Plan 27474

**Civic Address:** 102 Third Avenue North

**Proposed Use:** Bed and Breakfast

**Details:** The applicant proposes to operate an **Bed and Breakfast** use at the proposed location in an R-5 Mixed Density Residential zoning district. Bed and Breakfast uses within a Mixed Density Residential zoning district are Discretionary Uses under Zoning Bylaw No. 14/2003 and must be publicly advertised before Council can make a decision on the application.

**Information:** You can also view this notice online at [www.yorkton.ca](http://www.yorkton.ca) under the New and Notices section on the home page. Questions regarding the application may be directed to:

Carleen Koroluk, Land Use Planner

Phone: (306) 786-1727

Email: [ckoroluk@yorkton.ca](mailto:ckoroluk@yorkton.ca)

**Public Hearing:** City Council will hear all persons who are present and wish to speak to the application and all written submissions will be read verbatim unless the submitter is in attendance to speak on the submission, on **Monday, May 17, 2021 at 5:00 pm in City Hall Council Chambers, Yorkton, SK.**

If you wish to provide written comments for Council's consideration, they must be submitted by 9:00 a.m. on Thursday, May 13, 2021. Written submissions must be directed to:

Jessica Matsalla, Director of Legislation & Procedures

In Person: 37 Third Avenue North, Yorkton, SK

Via Mail: Box 400, Yorkton, SK S3N 2W3

Via Email: [jmatsalla@yorkton.ca](mailto:jmatsalla@yorkton.ca)

<b>TITLE:</b> <b>Encroachment of Private Structures into Public Rights-of-Way – Proposed Policy 10.190</b>	<b>DATE OF MEETING:</b> April 26, 2021
	<b>REPORT DATE:</b> April 22, 2021
<b>CLEARANCES:</b>	<b>ATTACHMENTS:</b> 1. Draft Policy 10.190
Written by: Michael Eger - Director of Planning, Building & Development  <b>Michael Eger</b>	
Reviewed by: Jessica Matsalla - City Clerk  <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager  <b>Lonnie Kaal</b>	

## **BACKGROUND**

The City has received two recent requests for encroachments of private structures into the City sidewalk on Broadway Street East, between Fourth and Fifth Avenues. The City sidewalks are constructed within Crown street right-of-way, which the City administers on behalf of the Province.

The first request is to allow for a canopy/awning to cover an existing barrier-free ramp that encroaches the sidewalk at 91 Broadway Street East. The second request is to accommodate a new barrier-free ramp that would help the owner of 95 Broadway Street East achieve compliance with current accessibility legislation as part of their renovation.

There are other instances of private structures encroaching City sidewalks, and those were dealt with on a case-by-case basis. Given the volume of both existing structures and current requests, it is prudent to look at a broader strategy in order to create a more consistent and efficient process for City officials and property owners alike.

## **DISCUSSION/ANALYSIS/IMPACT**

Building accessibility is regulated by the *Uniform Building & Accessibility Standards (UBAS) Act/Regulations* and National Building Code of Canada. The intent of these regulations is to provide barrier-free access to commercial and multi-unit residential buildings for persons with a physical disability, whether or not the disability requires the use of a wheelchair. In a general sense, barrier-free access is required when an owner constructs a new building, changes the occupancy of a building or renovates it to change the way it is occupied. For many businesses, accessibility is not required, but is desirable in order to serve patrons.

Retrofitting accessibility into an existing building is sometimes difficult and expensive. This is especially so for older buildings that are built to the extent of their property, with little or no setbacks. This means that any ramp or lift that is needed to create barrier-free access cannot be constructed on the private property without major renovations.

There are also instances where older buildings were constructed without setback from the property line, and those buildings at some point are discovered to encroach the right-of-way. It is assumed that these structures were built in good faith, meaning that the builder did everything that would have been required or expected of them at the time, and that the encroachment came about by error, or perhaps through exterior modifications, such as placing insulation and brick on a building face, making it encroach. This type of encroachment is generally small, and rarely would impact the City right-of-way. Having a policy would allow for these to continue (only if already existing), formalize responsibilities of the private property owner, and transfer liability away from the City.

### **OFFICIAL COMMUNITY PLAN**

The proposed policy is consistent with the Official Community Plan, which broadly supports the implementation of barrier-free accessibility into the built environment.

### **FINANCIAL IMPLICATIONS**

The intent of the policy is to transfer all costs, including any future remediation of the sidewalks, back to the private property owner. The policy proposes a modest fee (\$375) to help recover labour costs related to review, inspection and document preparation time.

### **COMMITTEE RECOMMENDATIONS**

Past community consultations (for various other policy documents) would indicate that the community is supportive of barrier-free accommodations. As such, Administration did not seek specific committee input for this policy.

### **STRATEGIC PRIORITIES**

This item does not fit into the current strategic priorities chart.

### **COMMUNICATION PLAN**

The policy is not intended to be broadcast for public consumption, but rather as a tool for reviewing specific instances/requests.


## **OPTIONS**

Alternative consideration would create delays in both projects that could cause hardship to the property owners. Specifically, the re-design and impending occupancy of the building at 95 Broadway Street is dependent on a timely decision whether or not to allow for a barrier-free encroachment.

## **RECOMMENDATION**

That the proposed “Encroachment of Private Structures into Public Rights-of-Way” Policy #10.190, dated April 26, 2021, be approved.

## Attachment 1 – Draft Policy

 <b>City of Yorkton</b>			
<b>POLICY TITLE</b> <b>ENCROACHMENT OF PRIVATE STRUCTURES INTO PUBLIC RIGHTS-OF-WAY</b>		<b>ADOPTED BY</b> City Council	<b>POLICY NO.</b> 10.190
<b>ORIGIN/AUTHORITY</b> Planning, Building & Development	<b>JURISDICTION</b> City of Yorkton	<b>EFFECTIVE DATE</b> DD/MM/YYYY	<b>PAGE #</b> 1 of 2

### PURPOSE:

To establish criteria and procedures for allowing permanent encroachment of private structures into public rights-of-way.

### PREAMBLE:

There are circumstances, particularly in the City's downtown, where there are zero setbacks for buildings and where either existing encroachments may be identified, or where it may be desirable to create a new encroachment which would allow a property owner to create or improve barrier-free access to their building.

### CRITERIA:

1. Encroachments under this policy may be considered for:
  - 1.1. Existing permanent structures which have been previously constructed with City approval, and are known or believed to encroach a public right-of-way;
  - 1.2. Ramps, lifts and landings, and any required foundations thereof, which allow for barrier-free access to an existing building, whether required or desirable for occupancy of the building, and where creating said encroachment would:
    - 1.2.1. Not be possible within the extent of the private property without major structural alterations to the building and a significant loss of leasable floor area;
    - 1.2.2. Minimize the extent of the encroachment while still complying with specifications set out in the *Universal Building Standards and Accessibility (UBAS) Act* and/or National Building Code; and
    - 1.2.3. Otherwise be permitted in the Zoning Bylaw;
  - 1.3. Canopies/awnings that provide weather protection for an approved structure mentioned in articles 1.1 and 1.2, provided said canopies/awnings:
    - 1.3.1. Can be structurally affixed to the face of a building wall;
    - 1.3.2. Do not exceed the width of the approved structure;
    - 1.3.3. Do not create a visual obstruction to a neighbouring property's identifying signage; and
    - 1.3.4. Do not require vertical structures that would be affixed to grade at any point within the right-of-way.
2. No encroachment shall be permitted that:



## Attachment 1, continued

POLICY TITLE	POLICY NO.	PAGE #
<b>ENCROACHMENT OF PRIVATE STRUCTURES INTO PUBLIC RIGHTS-OF-WAY</b>		2 of 2

- 2.1. Obstructs pedestrian or vehicle movement within the right-of-way, or obstructs existing access from the right-of-way to another privately-owned property;
- 2.2. Interferes with the ability to clear snow as required by the current snow removal policy; or
- 2.3. Encroaches a utility line or service connection, or would potentially interfere with maintenance thereof.
3. Encroachments for the other uses, such as temporary structures, events, parking, product display/storage, signage, banners, flags, lighting and landscaping, shall be otherwise considered on a case-by-case basis, and typically administered through other City bylaws and policies.

### **OBLIGATIONS OF THE PRIVATE PROPERTY OWNER:**

4. Any property owner who is granted an encroachment shall:
  - 4.1. Where applicable, obtain a Building Permit;
  - 4.2. Pay a one-time fee to the City in the amount of \$375 and, in addition, pay for any costs incurred by the City to register the agreement on the affected title.
  - 4.3. Carry general liability insurance in the amount of \$2,000,000 (two million dollars), and provide proof of insurance to the City as required;
  - 4.4. Maintain the structure(s) within the encroachment to the City's satisfaction, and where applicable, ensure that barrier-free access is available on an ongoing basis; and
  - 4.5. Upon alteration or removal of any approved encroachment, reinstate/repair any damage to public infrastructure.

### **PROCEDURES:**

5. Encroachment requests will typically be made by a property owner through a direct inquiry, or through a Building Permit application.
6. Where location of a property line is not agreed upon by the City and owner, the City may require the owner to provide a drawing (Real Property Report) from a Saskatchewan Land Surveyor, showing the exact location of the property line relative to existing building walls or other features;
7. The Director of Planning, Building and Development, or other City Manager designate, shall review encroachment requests and, upon meeting eligibility, generate an encroachment agreement and forward to the office of the City Clerk for corporate approval.
8. An Encroachment Agreement will be registered by the City on the title of the owner's (benefitting) property.
9. The City reserves the right to withdraw from the Agreement, effectively revoking approval of the encroachment, if, at any time:
  - 9.1. The encroachment is no longer required to ensure barrier-free access; or
  - 9.2. The private property does not fulfill requirements of the encroachment agreement.

TITLE: 2021 Water Meter Replacement – AMI Design and Installation	DATE OF MEETING: April 26, 2021
	REPORT DATE: April 22, 2021
CLEARANCES: Michael Buchholzer – Director of Environmental Services  <b>Michael Buchholzer</b> Ashley Stradeski – Director of Finance  <b>Ashley Stradeski</b>	ATTACHMENTS:
Written by: Trent Mandzuk – Director of Public Works  <b>Trent Mandzuk</b>	
Reviewed by: Jessica Matsalla - City Clerk  <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager  <b>Lonnie Kaal</b>	

## **BACKGROUND**

Water metering is the practice of measuring water use. Water meters measure the volume of water used by residential and commercial building units that are supplied with water by a public water supply system. Water meters are generally owned, read and maintained by a public water provider. Some types of meters become less accurate as they age, and under-registering consumption leads to lower revenues if defective meters are not regularly replaced. Over the past 4 years, we have been evaluating a City-wide water replacement program in attempt to modernize our metering system and take advantage of the many advanced technologies now available. This project was officially approved in the 2020/2021 capital budget.

The City of Yorkton currently has 6,472 Neptune water meters in the distribution system. Water meters range in size from 5/8”, the standard size found in residential homes, up to 10” required by larger industry. The age of the City’s water meter system is identified below.

Number of Water Meters	Age in Years
471	1 - 5
588	6 - 9
5413	10 (+)*

\*70% 15 years and older

The recommended replacement cycle for water meters is typically 20 years. With 80% of Yorkton's meters being over 10 years old, a City-wide change out is the preferred replacement option in comparison to a multi-year program. This project is a huge undertaking requiring coordination with Yorkton residents, vendors and multiple City departments. The communication plan alone will take 4 to 6 weeks to deliver to residents. The remainder of the project is expected to take 8 to 10 months to complete. For this purpose it is more efficient and economical to replace all water meters in one interval.

Our current system is very inefficient in comparison to the automated capabilities of present day Advanced Metering Infrastructure (AMI) technologies. We currently have 1 full-time employee dedicated to meter services and 1 employee 6 months per year exclusively for meter reads. Both employees require fleet vehicles. Only 1,775 of the 6,475 meters in the system are radio equipped. To download water usage from 4,700 meters, an electronic handheld device has to be hooked up to a dock station located on the outside of the building. This requires the individual collecting meter reads to physically visit every building. It takes two weeks for employees to read all the non-radio equipped meters in a single cycle. For this reason, water billing is bi-monthly. New radio transmitter equipped water meters will upload individual meter readings every 15 minutes.

The new system will be fully automated with water usage being transmitted via radio frequency to a number of data collectors located throughout the City. These collectors will then transfer this data to a cloud based data management platform. The data is then downloaded directly to the City's billing system. Moving towards an automated network will allow us to reallocate human resources (\$60,000 + /year) and fleet equipment required to read meters (\$10,000/year) to other areas for improved use of time and resources. It will also allow for more accurate billing via low-flow metering technologies, the potential for more frequent billing cycles (monthly versus every two months), leak detection on the user side of the meter (ex. leaking toilets) and the ability for end users to track usage with real-time updates available through remote software applications. These enhanced services can all be effectively managed by our billing staff which consists of 1 full-time position and 1 part-time position.

In February 2021, a Request for Proposal (RFP) was advertised on SaskTenders and the City webpage for the supply, installation and calibration of an AMI system. An RFP was favored over a tender to allow Vendors more flexibility in their proposals. This project includes the supply of water meters, related infrastructure and all necessary training and support, including ongoing access to a web-based customer portal allowing customers to see information specific to their water account such as trends, actual usage and leak detection notifications.

To avoid replacing newer meters prematurely, the RFP included an option to upgrade existing residential and commercial water meters that can be retrofitted to AMI technology. This was only applicable to 471 water meters that are less than 5 years old and sizes ranging from 5/8" – 2".

Request for proposal results are identified below.



Description	Option 1	Option 2	Option 1	Option 2	Option 1	Option 2
Capital Expenditure Total	\$2,076,680.50	\$2,543,330.50	\$2,474,164.72	\$2,764,598.17	\$2,789,229.96	\$3,085,817.61

Option 1: Utilize current water meters less than 5 years old

Option 2: Replace all water meters

The water meter replacement program includes the full cost of ownership over the next 20 years. The City currently uses Neptune water meters and Neptune 360 water meter software. As a result, Neptune has an advantage with respect to overall pricing. Neptune items such as meter software and 5 year old and under meters are already in place.

One of the most crucial factors in upgrading to a new AMI system is its integration with the City's existing utility billing software (Vadim). Both KTI Limited and Iconix would require approximately 3 months to complete this integration. As the City presently uses Neptune 360 significant time and financial resources have already been invested into the integration process which is currently running smoothly. Pricing aside, KTI Limited and Iconix would require that the City run existing Neptune 360 software alongside their own platform during the implementation phase. This would significantly complicate billing processes during the transition period.

Public education is one of the most important aspects of any water meter replacement program. A comprehensive, multi-approach public communication plan will inform Yorkton residents of everything there is to know about the program prior to startup. This will include all the COVID protocols used by the Vendor to ensure public safety awareness.

The City-wide water meter replacement program is expected to require 12 months for completion. The project will be funded by Water Works reserves as identified in the 2020/2021 Capital budget.

The City of Yorkton's purchasing policy is based on best value. An evaluation committee made up of members from Finance, Environmental Services and Public Works evaluated RFP submittals based on criteria identified to Vendors. As a follow up, each Vendor was interviewed to provide an opportunity for further discussion. The committee made the recommendation below.



## **OPTIONS**

1. That Council award the 2021 Water Meter Replacement bid to Neptune Technology Group for Option 1 for \$2,076,680.50, and further authorize the Mayor and City Clerk to execute the formalized contract for the project.
2. That Council award the 2021 Water Meter Replacement bid to Neptune Technology Group for Option 1 for \$2,543,330.50, and further authorize the Mayor and City Clerk to execute the formalized contract for the project.
3. Other direction as advised by Council.

## **RECOMMENDATION**

**That Council award the 2021 Water Meter Replacement bid to Neptune Technology Group for Option 1 for \$2,076,680.50, and further authorize the Mayor and City Clerk to execute the formalized contract for the project.**

<b>TITLE: Beautification at Hwy #9 &amp; Broadway Intersection</b>	<b>DATE OF MEETING: April 26, 2021</b>
	<b>REPORT DATE: April 22, 2021</b>
<b>CLEARANCES:</b> Ashley Stradeski – Director of Finance  <b>Ashley Stradeski</b>  Darcy McLeod – Director of Community Development, Parks & Recreation  <b>Darcy McLeod</b>	<b>ATTACHMENTS:</b>  1) Updated Conceptual Drawings of Quadrant Improvements at Broadway & Highway #9  2) Examples of Gabion Walls and Material
Written by: Samuel Twumasi - Economic Development Officer <b>Samuel Twumasi</b> and Lonnie Kaal – City Manager <b>Lonnie Kaal</b>	
Reviewed by: Jessica Matsalla - City Clerk  <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager  <b>Lonnie Kaal</b>	

## **BACKGROUND**

In June 2020, Council approved budget for the beautification of Hwy#9 and Broadway. This project would improve the aesthetic value of the City of Yorkton’s highest-trafficked intersection. It was recommended by the Economic Development Committee and was endorsed by YBID with a monetary contribution.

This project is set to commence this spring with a budget of \$900,000 that came from the following:

MEEP grants	\$350,000
YBID contribution	\$150,000
City 2021 Budget	<u>\$400,000</u>
Total	<u><b>\$900,000</b></u>

## **DISCUSSION/ANALYSIS/IMPACT**

The project will feature gabion walls with City of Yorkton signage and lighting on the South West (SW) and South East (SE) corners to welcome inbound traffic. The project will also

include pathways, concrete planters, native grass planting, berms and landscaping. Please see the attached drawings for the proposed enhancements.

During the winter months we have been looking at the designs for this project in conjunction with Parks, Engineering and the consultants at Scatliff Miller Murray (SMM). As we dove deeper into detailed design, we realized that in-order for us to build close to the conceptual drawings that were presented to Council in June 2020, we needed to either refocus our funds on two sides of the intersection or come back to Council for further direction.

Working with SMM, we have an estimated budget of \$1,515,000 to be able to complete the full intersection. At this time, we would like to postpone the development of the NW quadrant due to potential redevelopment of the Howard Johnson. However, our consultants have proposed some minor work on that quadrant which would tie the full beautification of the development together. Therefore, the amount that we would potentially spend this year would be, \$1,325,000 and the rest of the funds would be saved until the NW quadrant is redeveloped.

It is recommended that funds be allocated to complete the NW quadrant even though the work will be completed at a later date. Historically, if funds are not allocated at the beginning of the project, it becomes difficult to find additional dollars at a later date. Further, additional funds are coming from departmental reserves. These funds have accumulated over 5+ years wherein the department has been careful to reduce spending and have accomplished year end surpluses. The City provides an incentive to manage operations (rather than a “use it or lose it” approach) and 50% of the departmental surplus is placed in reserves at year end. This enables the director to put forward a capital project that is important as it can be funded from reserves. Collectively, the Planning, Building and Development Department has saved \$150,000 and are willing to allocate these funds to this project. The other \$150,000 is coming from economic development reserves.

Council can choose to proceed with the development of three (3) quadrants of the intersection at this time with minor work being done on the NW, which would cost the estimated \$1,325,000. In order to accomplish this, an extra \$425,000 in funding is required. (\$1,325,000 - \$900,000 budget) in 2021.

### **FINANCIAL IMPLICATIONS**

The full updated designed will cost an estimated total of \$1,515,000, requiring an extra \$615,000 from our current budgeted amount of \$900,000. This would provide for the completion of all 4 quadrants with funds being reserved for the future development of the NW quadrant.

If approved the extra allocation to budget would come from:

Departmental reserves	\$300,000
Rainy day fund	<u>\$315,000</u>
Total	<u><b>\$615,000</b></u>

The rainy day fund has \$415,000 in reserves after the allocation of \$300,000 to the Brick Mill Project. The COVID funds of \$974,000 are also in reserves but approximately \$350,000 will be used in the 2021 operating budget given reduced revenues because of COVID. We prefer to save

the balance of COVID funds for future unforeseen circumstances.

The requirement in receiving the Municipal Economic Enhancement Program (MEEP) grant, is that we must spend grant money of \$350,000 by the end of 2021. In other words, this project needs to start as soon as possible in order to have it completed by October 2021.

If the project does not receive additional dollars, the previous conceptual plan/rendering that was provided during budget will not be able to be completed. Significant reductions in scope would be required which likely means that signage on the east side, lighting, pathways and some planting would be deleted.

### **COMMUNICATION PLAN/PUBLIC NOTICE**

After Council approved the budget for this project in June 2020 the conceptual drawings were posted on our website and social media. Once Council gives direction, we will post the updated design and thereafter this project will be tendered and posted on SaskTenders and our web site.

### **STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)**

#### **OPTIONS**

1. That Council approve the allocation of an additional \$615,000 for the beautification of 4 quadrants on the Hwy #9 & Broadway intersection project.
2. That Council reduce the scope of the project, to the original budgeted amount.
3. That Council approve an additional \$422,000 for the beautification of three (3) quadrants on the Hwy #9 & Broadway intersection project and fund the NW quadrant in the future.
4. Other direction.

#### **RECOMMENDATIONS**

1. **That Council increase the budget from \$900,000 to \$1,515,000 to complete the revitalization/beautification of all four Quadrants at the intersection of Broadway and Highway #9 with the additional funds of \$615,000 to come from Economic and Planning Reserves (\$300,000) and Rainy Day Reserves (\$315,000).**

















<b>TITLE:</b> <b>RM of Wallace – Rural Road Improvements</b>	<b>DATE OF MEETING:</b> April 26, 2021
<b>CLEARANCES:</b> Michael Buchholzer – Director of Environmental Services  Michael Buchholzer	<b>REPORT DATE:</b> April 22, 2021  <b>ATTACHMENTS:</b> 1. Map of RM of Wallace road improvements
Written & Approved by: Lonnie Kaal – City Manager  Lonnie Kaal	
Reviewed by: Jessica Matsalla - City Clerk  Jessica Matsalla	

### **BACKGROUND**

The bridge on Husky Road, which is on the east side of Riverside Terrace has been reduced to a 3 ton limit and the City has received complaints from local farmers who cannot drive their heavy machinery from one field to another since this bridge has a reduced capacity.

The cost of retrofitting this bridge is significant with a price tag well over the \$1,000,000 range and this road is a low priority for the City. In essence, there are no plans to upgrade the road or the bridge and the neighbouring RM and farmers have been advised of this.

### **DISCUSSION/ANALYSIS/IMPACT**

Recently the Mayor and City Manager met with the Reeve and Councillors of the RM of Wallace to discuss their plans and their request. They are proposing improvements to rural roads which are detailed in red on the attached map. Currently these roadways are not much more than a dirt trail and they expect to spend \$80,000 on clay and aggregate such that farmers can drive their equipment and connect to existing roadways. They have requested that the City contribute \$40,000 to this project.

Discussions ensued where we determined that the RM would also be willing to improve the section of road (noted in blue on the map) that goes to the City's well house. This would provide us with better access. We further asked if they could remove the snow on this roadway in the winter and they indicated that was possible.

While the City does not normally contribute to roads outside of City limits, the proposed improvements do provide a benefit and the waterworks division is prepared to contribute \$20,000 for these improvements.



### **FINANCIAL IMPLICATIONS**

The waterworks utility has funds to provide for their share, and the remaining \$20,000 could be funded from an old annexation reserve, the same reserve account that was used to fund improvements on York Lake Road.

### **COMMUNICATION PLAN/PUBLIC NOTICE**

None required

### **STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)**

Goal 3: A City that is open for business, providing an economic environment that embraces innovation and growth.

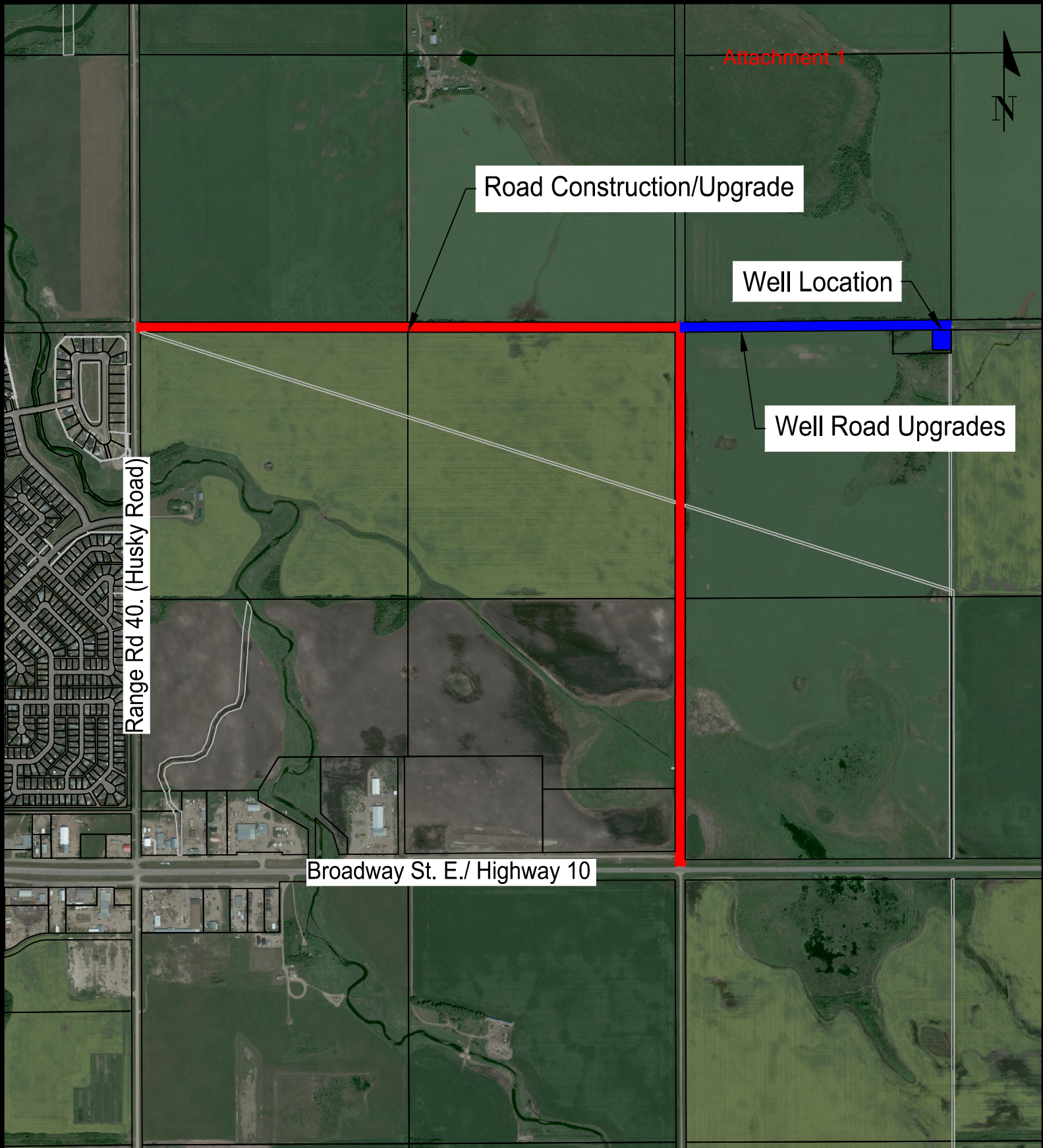
More specifically section 3.3 within that goal that has a desired outcome of “open communicative and working relationship with the RM of Orkney, the RM of Wallace and Yorkville Public Utility Board.”

### **OPTIONS**

1. Provide a grant of \$40,000 to the RM of Wallace to make improvements to rural roads including the road to the City’s well location on the premise that the RM agrees to provide grading and snow removal on the well line road for a minimum of 10 years.
2. Deny the request by the RM of Wallace to contribute to rural road improvements.
3. Other direction of Council

### **RECOMMENDATIONS**


**That Council agree to provide a grant of \$40,000 to the RM of Wallace to make improvements to rural roads as depicted on the map attached to the April 20<sup>th</sup> report, subject to the RM agreeing to provide grading and snow removal on the road that goes to the city’s well house (as depicted in blue on the map).**



SHEET	OF
DRAWING NUMBER	
SCALE	NTS
DRAWN	BC
DESIGNED	
CHECKED	
DATE - (YYYY-MM-DD)	2021-04-13

Proposed Road Construction and Upgrades	
NOTES:	

City of

  
Yorkton

FILE NAME  
proposed rm road construction.dwg

<b>TITLE:</b>  <b>Recommendations from the Committee of the Whole of April 19, 2021 – New Deer Park Clubhouse Scope &amp; Location, Deer Park Water &amp; Sewer Install and Future of Kinsmen Arena</b>	<b>DATE OF MEETING: April 26, 2021</b>  <b>REPORT DATE: April 22, 2021</b>
<b>CLEARANCES:</b> Darcy McLeod – Director of Community Development Parks & Recreation  <b>Darcy McLeod</b>  René Richard – Director of Engineering & Asset Management  <b>Rene Richard</b>	<b>ATTACHMENTS:</b>  1. <i>Excerpt from Deer Park Clubhouse Presentation dated October 2020</i>  - <i>Concept Plan Number 2 – ‘Reduced Food Services’</i>  - <i>Location Option No. 1.</i>
Written by: Jessica Matsalla – Director of Legislation & Procedures (City Clerk)  <b>Jessica Matsall</b>	
Approved by: Lonnie Kaal – City Manager  <b>Lonnie Kaal</b>	

## **BACKGROUND**

At the Regular Council Meeting of March 29, 2021, Council adopted the updated Strategic Priorities Chart after 2021 1<sup>st</sup> Quarter completion. An excerpt from that report describes the progress on establishing recreational priorities to date as: *“Recreation priorities were established that include buildings that are nearing the end of their useful life. Work will continue and information will be provided in an effort to determine the scope of what needs to be built to replace the Deer Park Clubhouse. Further information will be provided on both the Kinsmen and Westland ice arenas to clearly identify deficiencies. Consultants will be engaged to determine next steps in an effort to make decisions regarding future plans.”*

In order to formally update the Strategic Priorities Chart, Council accepted the recommendation from the Committee of the Whole as follows:

**“That Council accept recommendation C00016-2021 as contained in the Committee of the Whole Council meeting minutes of March 22, 2021 to:**

**Transfer the following items to the “Current” Council/CAO Priorities:**

- **Explore Kinsmen Arena Options**
- **Determine the scope of the Deer Park Clubhouse**
- **Decide on an option for Deer Park Water and Sewer**
- **Explore compatible future development at Deer Park**
- **Policing: Analysis of Facilities and RCMP Services**

- **Business Marketing: Yorkton Advantage, Gaps & Targets**
- **Improve/Increase Public Information”**

## **DISCUSSION/ANALYSIS/IMPACT**

The purpose of the April 19, 2021 meeting was to address the three (3) current priorities as updated (highlighted above). City Council has been contemplating the futures of two City of Yorkton recreational facilities (the Deer Park Club House and the Kinsmen Arena) over the past couple of years, and after much deliberation, at the April 19, 2021 meeting, the Committee of the Whole Council voted on the next planning phases of each facility as follows:

### **New Deer Park Clubhouse**

The requested decisions were regarding the scope & location of a new build as well as installation of water and sewer.

Council had various options as prepared by aodbt Architecture & Design (Scope & Location) and the Engineering Division (water and Sewer install) and recommendations were passed as follows:

**That the Committee of the Whole Council recommend to Council to proceed with detailed design on *Concept Plan Number 2 – ‘Reduced Food Services’* for the Scope of the New Deer Park Clubhouse and Location Option No 1. as indicated in the October 26, 2020 City of Yorkton Council presentation prepared by aodbt Architecture and Design (with no underground cart parking); and**

**That the Committee of the Whole Council recommend to Council to direct Administration to proceed with detailed design of installation of water and sewer services to the Deer Park Golf Course, as presented in Option 2, as contained in the Committee of the Whole Meeting Package of April 19 2021, with the condition that both lines be directionally bored, and a gravity-fed sewer option be installed.”**

In summary:

1. The direction is to move forward to 100% design on design Concept Plan #2 (Reduced Food Services) which is the smaller capacity of the options provided (Attachment 1)
2. The preferred site is located just south of the current clubhouse location. (Attachment 1)
3. No underground cart storage – other storage options will be determined.
4. Water and sewer design to consider minimal disruption to course requiring related repairs.

For clubhouse scope and location, Aodbt will act on behalf of the City to obtain pre-design consultants for survey, geo-tech, haz mat/demo plan and other pre-design work required (except civil at this point). The project budget is \$185,000 (as directed by Council in October 2020) and includes \$40,000 for these pre-design requirements.

A report for clubhouse design and location is anticipated to be ready for the 4<sup>th</sup> Quarter of 2021, whereby Council could consider approval of the project during budget deliberations.

For water and sewer install at Deer Park Clubhouse, the total project cost is estimated at \$1,200,000.



### **Future of the Kinsmen Arena**

The requested decision was regarding the future of the Kinsmen Arena, keeping in mind the work done to date on the concept plans for a new ice surface at the Gallagher Centre. The goal is to ensure that two (2) ice surfaces are available for Yorkton, and therefore it was recommended that an assessment of three (3) components of the Kinsmen Arena be done to assist Council in determining whether to extend the life of the Kinsmen, or focus the investment on a second ice surface at the Gallagher Centre. The following recommendation was passed as follows:

**That the Committee of the Whole Council recommend to Council to proceed with more detailed assessment and costing on repairing mechanical/building systems for the Kinsmen Arena with a ‘consulting’ budget of up to \$50,000 to come out of the Recreation Facility Reserve account, and further report back to Council in the fourth quarter of 2021 with this information for further contemplation on the future of the Kinsmen Arena.**

In summary:

Council authorized a budget of \$50,000 to conduct assessments of the following and provide recommendation and related costs by the 4<sup>th</sup> quarter of 2021.

1. Conduct a condition assessment of the ice plant and refrigeration system (including tower, header trench and brine lines in slab) and provide recommendations and estimated costs for upgrades/replacement to ensure it remains viable for the next 5-15 yrs.
2. Conduct a condition assessment of the arena concrete floor slab and provide recommendations and estimated costs for repairs/replacement to ensure it remains viable for the next 5-15 years.
3. Conduct an assessment of the requirements/upgrades/etc. needed to provide dehumidification in the arena and provide recommendations and estimated costs to complete the required work.

### **COMMUNICATION PLAN**

Feedback will be gathered by the Deer Park Clubhouse Design Steering Committee from the public, as required and any other affected stakeholders identified, including member clubs and users, throughout the process. Communication strategies will emerge, and concept plans posted on the City’s website when appropriate and as the Project progresses.

### **OPTIONS:**

1. **That Council accept recommendations C00019-2021, C00022-2021 and C00023-2021 as contained in the Committee of the Whole Council meeting minutes of April 19, 2021.**
2. **That Council accept the recommendations as contained in the Committee of the Whole Council meeting minutes of April 19, 2021, with amendments as determined by City Council.**
3. **That Council provide further direction.**

## **RECOMMENDATIONS:**

- 1. That Council accept recommendations C00019-2021, as contained in the Committee of the Whole Council meeting minutes of April 19, 2021 to:**

**“ Proceed with detailed design on *Concept Plan Number 2 – ‘Reduced Food Services’* for the Scope of the New Deer Park Clubhouse and Location Option No 1. as indicated in the October 26, 2020 City of Yorkton Council presentation prepared by aodbt Architecture and Design (with no underground cart parking feature).”**

- 2. That Council accept recommendations C00022-2021, as contained in the Committee of the Whole Council meeting minutes of April 19, 2021 to:**

**“Direct Administration to proceed with detailed design of installation of water and sewer services to the Deer Park Golf Course, as presented in Option 2, as contained in the Committee of the Whole Meeting Package of April 19 2021, with the condition that both lines be directionally bored, and a gravity-fed sewer option be installed.”**

- 3. That Council accept recommendations C00023-2021, as contained in the Committee of the Whole Council meeting minutes of April 19, 2021 to:**

**“That the Committee of the Whole Council recommend to Council to proceed with more detailed assessment and costing on repairing mechanical/building systems for the Kinsmen Arena with a ‘consulting’ budget of up to \$50,000 to come out of the Recreation Facility Reserve account, and further report back to Council in the fourth quarter of 2021 with this information for further contemplation on the future of the Kinsmen Arena.”**

# Option 1 - User Flow



— User Entry

— Pro-Shop Sightline

— Halfway Hut

— End of Round

# Concept Plan 2 – Reduced Food Services





**NOTICE OF MOTION**

April 7, 2021

Memorandum to: Yorkton City Council

From: Councillor Darcy Zaharia

Re: Publication of Public Accounts and Meeting Packages

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I would like for Council to consider supporting a motion that the City of Yorkton Public Accounts be posted online to the City of Yorkton website immediately and further that meeting packages be published online to promote transparency.

**OPTIONS:**

1. **Support Councillor Zaharia's motion.**
2. **Other Direction as per Council.**

**RECOMMENDATION:**

That Council authorize that the City of Yorkton Public Accounts be posted online to the City of Yorkton website immediately and further that meeting packages be published online to promote transparency.

Respectfully,

**Darcy Zaharia**

Councillor Darcy Zaharia





**NOTICE OF MOTION**

Date April 14, 2021

Memorandum to: Yorkton City Council

From: Councillor Dustin Brears

Re: Investigate 3-year Tax Plan

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**Description/Summary/Reasoning:**

I want to bring a motion forward to get administration to generate a report showing the impact on financials if we lay out a 3% tax increase for the next 3 years, with an increasing amount going toward capital each year. It is anticipated that taxes will need to rise modestly to account for inflation, outside government funding and other items beyond our control – but if taxes are going to rise, I want to make sure we do it in a responsible way and get the best bang for our buck out of tax dollars.

Example

2022 - 1.33% to capital, 1.67% to operations  
2023 - 1.66% to capital, 1.34% to operations  
2024 - 2.00% to capital, 1.00% to operations  
Total 4.99% to capital, 4.01% to operations

I want to see how this impacts financials in regards to salary grid, operational expenses, etc. The idea would be to generate savings within operations to ultimately fund the shortfall year to year. This shouldn't be translated into a decrease in services or service levels, but a decrease in expenditures (they aren't the same thing). It should stimulate creativity, lean principles, etc. to find every possible opportunity for savings and efficiency within our ranks.

I have 3 Goals with this concept:

1. Publish a multi-year tax plan to residents to allow them to plan their budgets and decisions around it.
2. Increase capital spending year over year. This would begin the multi-decade process of "future-proofing" our capital plans and work towards proper funding of critical items.
3. Find savings within Operations without compromising service levels.

Hypothetically - Long term - this process could reset every 4 years. Example:

2025 - 1.00% to capital, 2.00% to operations

2026 - 1.33% to capital, 1.67% to operations

2027 - 1.66% to capital, 1.34% to operations

2028 - 2.00% to capital, 1.00% to operations

### **OPTIONS:**

**1. Support Councillor Brears' motion.**

**2. Other Direction as per Council.**

### **RECOMMENDATION:**

That Council supports the long term objective of a combined 3% increase in taxes over the next 3 years (2022, 2023, 2024), on the premise that additional dollars are put towards the capital budget on an annual basis to address the significant infrastructure deficit; and operating increases are reduced as able; such that a combined 5% increase in tax dollars would be directed towards capital projects by the year 2024. Council further directs Administration to provide a report noting the implications of the conceptual 3-year tax plan as described (while recognizing that a more detailed analysis will transpire each year during budget deliberations).

Respectfully,

**Dustin Brears**

Councillor Dustin Brears