

CITY OF YORKTON
REGULAR COUNCIL MEETING AGENDA
Monday, May 17, 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 – April 26, 2021
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
 - Yorkton Airport Authority Meeting Minutes – October 5, 2020
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - Dr. C A Spies – Presentation – Hope Air Charity 2021 – Sponsorship Request
 - Yorkton Chamber of Commerce – Presentation – Assessment and Taxes
 - Community Development Manager – Presentation – Bike Safety Week
 - Recreation Services Manager – Presentation – June is Recreation and Parks Month
 - Allison Henderson – Presentation – Beekeeping in the City
 - Public Hearing - Discretionary Use 02-2021 Bed & Breakfast in R-5 Mixed Density Residential District - 102 Third Ave. North
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - Bylaw & Safety Supervisor – Response to Urban Beekeeping Presentation
 - Land Use Planner – Discretionary Use 02-2021 Bed & Breakfast in R-5 Mixed Density Residential District - 102 Third Ave. North
9. **CORRESPONDENCE**
 - SARM letter to SUMA dated May 3, 2021
 - Tourism Yorkton Annual Report, Working Plan, 2021 Budget and Financial Statements
10. **BYLAWS**
11. **ADMINISTRATIVE REPORTS**
 - Director of Public Works
 - 2021 Water Main Replacement Program
 - 2021 Asphalt Overlay Program
 - 2021 Curbing & Sidewalk Replacement Program
 - Director of Finance
 - Preliminary 2020 Year-End Report
 - City Wide Account Write-offs for 2020
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
 - 2 Property Items
 - Property Item A
 - Property Item B
 - 1 Budgetary Item
15. **ADJOURNMENT**

Yorkton Airport Authority Meeting Minutes
Meeting held on Monday, October 5, 2020 4:00 p.m.
City Hall Meeting Room "A"

ATTENDANCE

Present: Mayor Bob Maloney
Councillor Aaron Kienle
Councillor Darcy Zaharia
Councillor Ken Chyz
Councillor Mitch Hipsley
Councillor Quinn Haider
Councillor Randy Goulden
Samuel Twumasi (Administration)
Lonnie Kaal (Administration)

Recording: Jody Hahn (Administration)

CALL TO ORDER

Meeting is called to order at 4:01 p.m.

APPROVAL OF AGENDA

Motion: Councillor Haider

That the Agenda be approved as presented.

All In Favour; Carried.

APPROVAL OF MINUTES

Motion: Councillor Chyz

That the Minutes of the September 30, 2019 Yorkton Airport Authority meeting be approved as presented.

All In Favour; Carried.

FINANCIAL STATEMENT & AUDITORS' REPORT

- The Authority reviews the Financial Statement and Auditors' Report for the year ended December 31, 2019.
- Twumasi presents that the YAA owes money due to offsetting the reserve funding. We have two reserve accounts: one for equipment and one for overall reserve funding used for emergencies.
- Kaal discusses that the auditors think of Yorkton Municipal Airport as City operations. That is why we used up all the existing reserve before putting in a loan, just like what we would

normally do under City business. We want to pay that loan back over time but should the next council decide that we need to do more improvements before paying back the loan first there is no problem financially, as long as we get that - 400 back to zero.

- The Authority inquires if we have someone on staff at the airport looking after maintenance. Twumasi responds that the airport operations are contracted out to Miccar Aerial who operates at the airport under a Superintendent Contract. When it comes to the airport equipment, the City of Yorkton Fleet charges a fee for maintenance.
- The Authority inquires about how much money we would like to have in our reserves to feel comfortable. Twumasi responds that the airport is an extremely costly business. Just the line painting alone cost about \$40,000 and this needs to be done every 2 years. Changing the light bulbs, which is done every year costs close to \$5,000. He suggests that we should try to have as much money as possible in the airport's reserves due to the costly nature of operating an airport. Historically, we tried to transfer at least \$50,000 per year into airport reserves. Our target date to have our reserves back up to a zero balance is by 2022 and by 2024 to have, it fully built back up.
- The Authority inquires about the need to replace equipment and what would happen if it has to be done before; our reserves are built back up. The Administration responds that the benefit of having the Airport as a separate company is that it is separate from the perspective of the Financial Reports. If we should need to buy equipment, we could have a negative reserve again by borrowing from within.
- Administration discusses when we did the airport runway all at once that we thought we would have a four-year payback and currently we are ahead of schedule. This will allow us to put more money into equipment and try to get the CAP and grant funding.

Motion: Councillor Goulden

That the Yorkton Municipal Airport Authority Inc.'s Financial Statement for the Year Ended December 31, 2019 be approved as presented.

All In Favour; Carried.

MEMOS

1. Trimac Lease Agreement

- Twumasi presents Trimac's lease agreement. Trimac informed Twumasi back in 2018 that they would like to terminate their agreement with the YAA, as they are no longer operating out of their blue hangar. They have tried their best to sell the blue hangar with numerous realtors without success. In partnership with us, they have found a restoration company that will deconstruct the whole building and repurpose all the material. Administration is in favour for this.
- Kaal discusses how initially Trimac wanted to just leave us with the blue hangar so they would not have to pay lease payments or taxes anymore. We tried to implore them to be good citizens and not to do that because then we would have to pay for the cost of the demolition. Trimac even tried unsuccessfully to sell it for \$1 to try to pass it on to someone else to use. Considering Trimac is willing to look after the building, leaving the concrete behind seems like a reasonable solution.
- Twumasi discusses how Miccar Aerial has built a new hangar at the airport on an existing concrete pad.

- The Authority concludes that the concrete pad could be beneficial for a new potential lease.

Motion: Councillor Kienle

That Administration be authorized to permit Trimac to leave the concrete pad after the deconstruction of the blue hangar.

All In Favour; Carried.

CORRESPONDENCE

- Twumasi presents that YAA back in 2016 instructed him to find different forms of revenue for the airport. We implemented landing fees back on January 1, 2020, and we have a good successful system that is running so far. However, as you can see from the YAA package we have had some customers send in some information in regards to the landing fees.
- There is a letter written by Edward Shaw that says that he will not be visiting the City of Yorkton or the Yorkton airport anymore because of landing fees. Twumasi explains that he had a lengthy conversation with Shaw, trying his best to convince him that we need landing fees as part of our revenue stream in order to take care of our infrastructure.
- Twumasi is bringing correspondence from Farr Air, Edward Shaw and Yorkton Aircraft Service to YAA. If YAA has another direction that they would like Twumasi to go into, he is open, ready to hear and implement it. However, at this time he recommends that we should stay on course because we are gaining some revenue from the landing fees.
- The Authority reviews the correspondence from Farr Air, Edward Shaw and Yorkton Aircraft Service in regards to landing fees that have been implemented on January 1, 2020.
- The Authority questions how our landing fees compare to other airports of a similar size. Twumasi responds that we did a study prior to implementing the landing fees that we brought to the YAA and our landing fees are lower than all the landing fees from airports of a similar size. If you compare us to Swift Current, Prince Albert and any other airport of a similar size and scope we are cheaper.
- The Authority questions how landing fees has affected the usage of our airport. Twumasi explains that so far it has not affected the usage of the airport even with Covid-19 this summer.
- Twumasi discusses how Yorkton Aircraft Services has other aircrafts come into the Yorkton Airport to be serviced, that are being charged landing fees. Yorkton Aircraft Services would like some form of leeway for those customers. So far, Twumasi has not given them anything besides giving Yorkton Aircraft Services the ability to pay the tenant rate for their customers.
- Twumasi at this time is not recommending any changes with the fees. Tenant fees is something he would like to bring back to new YAA. Currently, our tenants pay a rate of \$83.00 per month for a total of \$996 per year to have unlimited access to the runway. That is something Twumasi wants to do a little bit more research on. According to the statistics that we keep, Miccar Aerial and Good Spirit Air Service utilize more than 75% of the tenant's landings. They also have larger and heavier planes that will ultimately do the most damage to our airport.

- Kaal recommends that we should start charging Miccar Aerial and Good Spirit Air as two separating companies instead of as one for tenant landing fees. She questions if we should be basing the tenant fee on the number of landings and/or maximum takeoff weight? The Authority questions what other airports are doing. Twumasi responds that other airports do not have separate fees for tenants. Kaal recommends that we could start charging tenants per landing but offer them a discount.
- The Authority agrees that the revenue gained from landing fees are needed for airport operations. Especially after reviewing the Financial Statements and seeing how much it costs to operate the Yorkton airport.

Motion: Councillor Haider

That the Farr Air electronic mail dated November 20, 2019, the Edward Shaw mail dated November 20, 2019 and the Yorkton Aircraft Service electronic mail dated June 23, 2020 be received and filed.

All In Favour; Carried.

ACTION ITEMS

- It is concluded that tenant rates will need to be re-evaluated. Administration will gather more data to see what option will make the most sense for the long term and bring it back to YAA in a future meeting.

DISCUSSION

- The Authority discusses the idea of returning to a separate entity, which would require separate board members. Separate board members can lead to issues where members are only looking out for themselves and their self-interests. Currently, the board has the best interest of the City at hand.

NEXT MEETING

The next meeting will be held at the call of the Chair.

ADJOURNMENT

Motion: Councillor Chyz

That the Yorkton Airport Authority meeting be adjourned at 4:49 p.m.

All In Favour; Carried.

Mitch Hipsley

CHAIRPERSON

Mayor Mitch Hipsley

Jody Hahn

RECORDING SECRETARY

Jody Hahn

Raelyn Knudson

Subject: FW: Hope Air Coming to Yorkton

From: Dr C A Spies [REDACTED]
Date: Thursday, Apr 15, 2021, 8:32 AM
To: Jessica Matsalla <jmatsalla@yorkton.ca>
Subject: Hope Air Coming to Yorkton

Redacted pursuant to Sec. 28(1) of LAFOIPP

Good morning,

I spoke to the major Mitch and councillor Dustin regarding the Hope Air charity I am involved with and the planned expedition Boundary Bay to Hudson Bay 2021.

We plan to overnight in Yorkton on August 23, 2021.

Please look on the website for more details.

Hopeair.ca

Givehopewings.ca

I would like to do a short zoom presentation if possible on May 17 council meeting.

Please advise

Thank you !

Best regards

Dr C A Spies (Basie)

[REDACTED]

Yorkton, SK, S3N0L6, Canada

[REDACTED]

“ Live a full life before your life becomes lifeless”



Expedition Supporting Pilot Opportunity

**GIVE HOPE WINGS:
BOUNDARY BAY TO HUDSON BAY EXPEDITION 2021**

Another epic flight to launch thousands of others

Contact

Dave McElroy, Chief Pilot

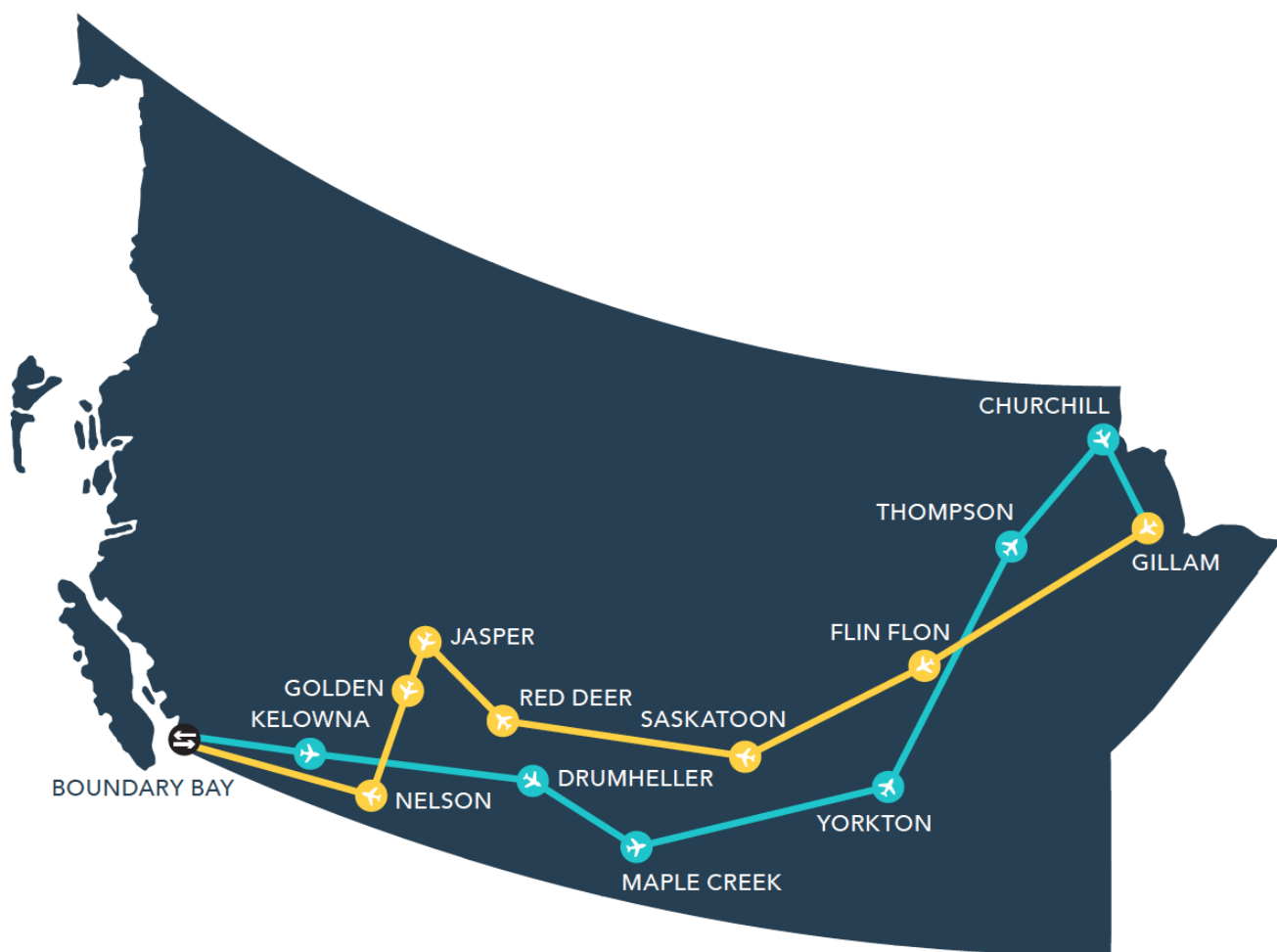
778-215-4114 | dave@givehopewings.ca

Alanna Scott, Vice President, Development

416-222-6335 ext. 225 | ascott@hopeair.ca

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Give Hope Wings: Boundary Bay to Hudson Bay Expedition Route Map



Hope Air is Canada's only national charity providing free travel and accommodations for Canadians in financial need who must access medical care far from home. Since its inception in 1986, Hope Air has provided over 155,000 travel arrangements for patients regardless of age or medical need.

Hope Air has been chosen as one of Canada's best 100 charities by Maclean's magazine, MoneySense magazine and Charity Intelligence based on efficiency, transparency and need.

An epic flying expedition across Canada to support patients in financial and medical need

Imagine you live in a small community and your doctor has told you that your daughter has a rare cancer. This is a shock for any parent, but you're also told that your child's treatments are a 12-hour drive away through winding snow-covered roads and you must travel every couple of months for her life-saving treatment. You can imagine the financial burden and the stress of travelling with a seriously ill child.

That's the reality for young people like Allie, but Hope Air helps her, and her mom reach frequent treatments for cancer a 12-hour drive away from their home community.



Hope Air patient Allie, aged 13
and mom Julie.

Give Hope Wings: Flying for Good

Give Hope Wings is the largest volunteer-led fundraiser in Hope Air history. Championed by Chief Pilot Dave McElroy, a squadron of pilots circumnavigate different parts of the world and raise funds in support of Hope Air patients who need to travel great distances to get to medical care. There have been three Give Hope Wings Expeditions to date – The Americas, The Northwest, and The Sault to Saguenay. The expeditions have raised \$900,000, allowing Hope Air to provide 3,600 flights for patients in financial need who must travel far from home for medical care.

The 4th annual Give Hope Wings: Boundary Bay to Hudson Bay Expedition 2021 is an epic, multi-aircraft, series of flights from Boundary Bay, British Columbia to Churchill, Manitoba and back. The squadron will create awareness and visit communities where patients live and travel to for medical care. The expedition will launch on August 23, 2021 and return to Boundary Bay, British Columbia on September 3, 2021. The goal of the expedition is to raise over \$400,000 – enough to provide 1,600 patient flights.

HOPE AIR'S IMPACT

- Without Hope Air, 32 per cent of Hope Air's patients would cancel or postpone their medical appointments
- Patients travel for appointments such as pediatric, cancer, musculoskeletal, nervous system and cardiovascular
- Hope Air has been chosen as one of Canada's best 100 charities by Maclean's magazine, MoneySense magazine and Charity Intelligence based on efficiency, transparency and need.

By the numbers

- Hope Air has made more than 155,000 travel arrangements across all 10 provinces since 1986
- 30% of Hope Air's travel arrangements are for children and young people's medical care
- 3.2 million Canadians live below the poverty line including 566,000 children
- 3 in 10 Canadians live outside of the larger cities and further from healthcare centres

Now more than ever, Canada's healthcare system is being stretched to its limits. Your support will provide medical care access for patients in urgent need. The pandemic has not stopped cancer, heart disease, diabetes, or any of the other serious illnesses requiring specialized medical care. Layoffs and work shortages have been widespread. As a result, many more families struggle to get to medical care due to financial hardship. Families should not have to choose between medical care, food, and rent, but many can't afford it all without your help.



FLY WITH GIVE HOPE WINGS: BOUNDARY BAY TO HUDSON BAY EXPEDITION



One-off opportunity for Canadian Pilots to join the remarkable Give Hope Wings Squadron

Pilots – here's an opportunity to fly with a unique and dedicated group of Canadian pilots this summer. You don't have to be a super-pilot, or a wealthy one, to enter this one-off aviation experience into your logbook. We expect to form up squadrons of 25 or more aircraft for many portions of this grand flying expedition across Western Canada.

Join for one leg – or many legs – or all of them. You'll become part of a select group of pilots who, when it reaches and surpasses its goal of raising \$400,000, will fund more than 1,600 flights for Canadians in financial and medical need who must travel far from home for specialized medical care. How cool is that?

The expedition will provide you with an opportunity to give back to others while experiencing the flying adventure of a lifetime.

The expedition takes flight from Boundary Bay, British Columbia on August 23, 2021 and returns 12 days later on September 3, 2021.

FLY WITH GIVE HOPE WINGS: BOUNDARY BAY TO HUDSON BAY EXPEDITION



There will be three aircraft categories which are determined by cruise speeds.

1. 90 – 120 knots
2. 120 – 150 knots
3. 150+ knots

The Expedition Supporting Pilots will:

- Fly all of or part of the expedition in support of patients in need (between 200 and 3,000 nm).
- Challenge themselves to raise a minimum of \$1 per nautical mile flown, or more, with a minimum of \$1,000 raised.
- Cover their own accommodation, meals and flight expenses (note: some flight costs will be discounted along the way).

How it works:

- Hope Air will set up a customized fundraising page for each pilot on the Hope Air website.
- Funds raised can include a combination of their own donations, donations raised from family, friends, colleagues, and corporate sponsors.
- All donations receive a charitable donation receipt.
- \$1,000 provides a return flight for a child and a parent.

Boundary Bay, B.C. to Drumheller, Alta. August 23, 2021

- Two Flights
- 420 Nautical Miles



This year Give Hope Wings, in collaboration with Hope Air, launches its 2021 fundraising expedition from Boundary Bay Airport, located on the shore of British Columbia's Salish Sea, just 10 nautical miles southeast of Vancouver International Airport.

After taking off from Boundary Bay, we head northeast to Kelowna, in the heart of the famous Okanagan wine country. Along the way we overfly the Coast Mountain range, with snow-capped peaks reaching over eight thousand feet.

The friendly folks at the Kelowna Flying Club will host a great brunch for the crew during our stopover. After fueling up, we continue our flight northeast to Drumheller, Alberta passing over the Monashee, Selkirk and Purcell Mountain ranges before tackling the Rocky Mountains, with peaks surpassing 12 thousand feet.

Weather permitting, pilots will have a choice of VFR routes through the mountains that will allow for spectacularly scenic flights through mountain passes at lower altitudes.



Drumheller to Yorkton, Sask. August 24 - 26, 2021

- Three Flights
- 440 Nautical Miles



After crossing into Alberta we'll spend two nights in Drumheller allowing for sightseeing around this area, famous its Hoodoos, unique geological formations, and many dinosaur fossils.

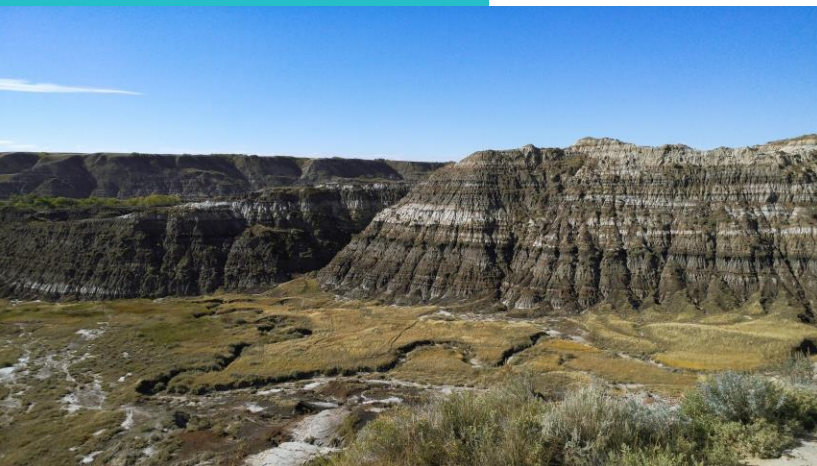
A visit to the world-renowned Royal Tyrrell Museum of Paleontology is a must-do.

On August 24th Drumheller Municipal Airport will host an event to raise awareness and funds for patients in need.

Departing Drumheller we'll fly over the unforgettable Canadian badlands to Maple Creek, Saskatchewan where we'll have lunch and take on fuel before continuing northeast to Yorkton.



A number of pilots from COPA (Canadian Owners and Pilots Association) Saskatchewan, along with their friends, will be on hand to give us a welcome reception at Yorkton Airport on our arrival. We're sure to make new friends at this overnight stop.



Yorkton to
Churchill, Man. to
Flin Flon, Man.
August 26 - 30, 2021

- Four Flights
- 940 Nautical Miles



The next morning we depart Yorkton for Northern Manitoba. We'll stay overnight in Thompson, then fly on to Churchill on the shore of Hudson Bay.

Here, we've reached our expedition's halfway point. This is a rare chance to visit one of the most remote tourist attractions in the world.

A two-night stopover will allow us to venture out to encounter polar bears, maybe some white whales, and the northern lights.

There is so much history to be seen as well. Tour a 300 year-old stone fort created by the Hudson Bay Company and admire beautiful Inuit art and culture at the Itsanitaq Museum.

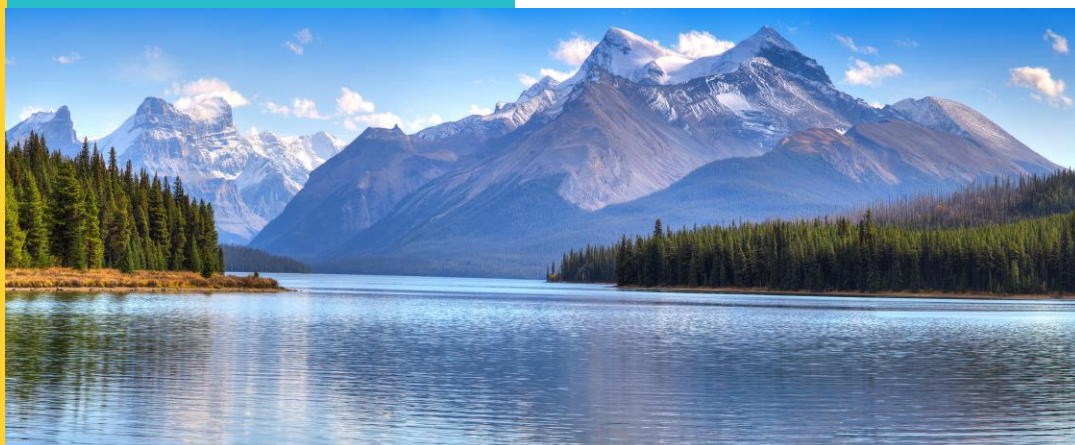
Churchill is bound to surprise us.



From Churchill we fly southwest to Flin Flon with a stop in Gillam for fuel. Next to the Flin Flon airport is Baker's Narrows Lodge, where we'll spend two nights. Many of us will enjoy northern Manitoba lake fishing; others can choose to stay ashore and spend the day swimming, hiking and relaxing.

Flin Flon to Jasper, Alta. August 31 - September 1, 2021

- Three Flights
- 650 Nautical Miles



Our next stop is Saskatoon, where an overnight stop will give us time to enjoy the Prairie hospitality Saskatchewan is famous for.

Leaving the province's largest city, we head west into Alberta where we'll stop at Red Deer Airport for fuel and lunch. Former Air Cadets of a certain age may recall having spent time at this facility when it was known as CFB Penhold. The barracks that housed thousands of young cadets over many years are still present.

From Red Deer we fly northwest to Jasper, one of the better-known jewels of the Rocky Mountains. An overnight stop will allow for some incredible sightseeing which may well involve moose and bear sightings.

Jasper to Nelson, B.C. to Boundary Bay, B.C. September 2 - 3, 2021

- Four Flights
- 500 Nautical Miles



Leaving Alberta, we re-enter British Columbia, flying the beautiful VFR route past Valemount and down the Rocky Mountain Trench to Golden, where we'll pause for lunch and fuel.

Then it's on to scenic Nelson, Queen City of the Kootenays. The airport here is nestled on the lakefront, just steps from town. Our overnight stop will give us the chance to see enough to want to come back very soon to spend more time in this stunning, historic lakeside city on the West Arm of Kootenay Lake. Before our departure the following morning, the Nelson Pilot's Association will host a breakfast fund-raiser for Hope Air.

On the 250 nm final leg of this memorable expedition, we fly over beautiful mountain ranges, forests, rivers and lakes before landing back at Boundary Bay Airport on the Pacific Coast.



We will have experienced an unforgettable twelve days of adventure including incredible flying, breathtaking scenery and making friends and memories which will stay with us for the rest of our lives. What a trip!



Sponsorship Opportunities

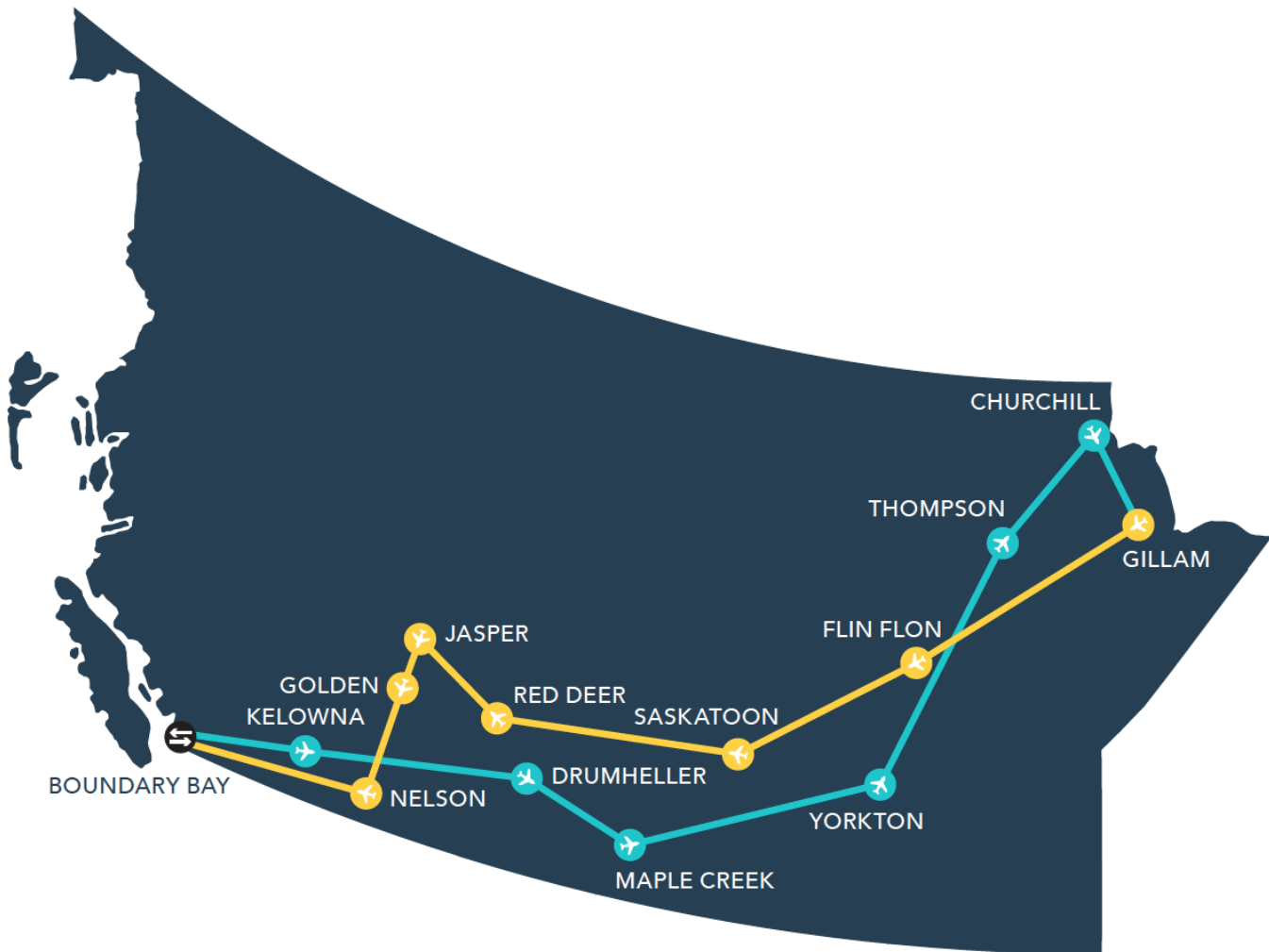
**GIVE HOPE WINGS:
BOUNDARY BAY TO HUDSON BAY
EXPEDITION 2021**

Another epic flight to launch thousands of others

Contact

Alanna Scott, Vice President, Development
416-222-6335 ext. 225 | ascott@hopeair.ca

Give Hope Wings: Boundary Bay to Hudson Bay Expedition 2021 Route Map



A fundraising expedition in support of Hope Air, Canada's only national charity providing free travel and accommodations for Canadians in financial need who must access medical care far from home.

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Hope Air patient Allie, aged 13 and mom Julie.

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How you can support

Your sponsorship can make an immediate impact on people's lives and provides an opportunity to associate your brand with achieving equal access to healthcare. In exchange for a sponsorship commitment, you have the opportunity to put your brand on Give Hope Wings communications, on the planes and at media stops along the way.

HOPE AIR IMPACT






- Without Hope Air, 30 per cent of Hope Air's patients would cancel or postpone their medical appointments
- Patients travel for specialized treatment of illnesses such as cancer, heart disease, diabetes, arthritis, joint replacement, organ transplants and many more
- Parents shorten time away from work and other caregiving responsibilities while meeting the needs of an ill child
- Healthcare becomes accessible for seniors and people with disabilities

By the numbers

- Hope Air has made more than 155,000 travel arrangements across all 10 provinces since 1986
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2021 SPONSORSHIP OPPORTUNITIES

	Presenting Sponsor	\$50,000
	Platinum Sponsor (multiple opportunities)	\$25,000
	Gold Sponsor (multiple opportunities)	\$10,000
	Silver Sponsor (multiple opportunities)	\$ 7,500
	Bronze Sponsor (multiple opportunities)	\$ 5,000
	Copper Sponsor (multiple opportunities)	\$ 3,000
	Friend Sponsor (multiple opportunities).	\$ 1,000



PRESENTING SPONSOR

\$50,000



Impact: 200 Flights for patients

Branding Benefits

- Logo emblazoned on aircraft
- Logo on banner

Hospitality Benefit

- The opportunity to have a virtual presentation about Hope Air and the expedition with your employees

Profile and Public Relations Benefits

- Name listed in Hope Air annual report
- Name listed on Hope Air website
- Recognition in social media
- Published in Hope Air newsletter
- Prominent recognition in Press release
- Corporate logo and link to your corporate website on the Hope Air website
- Special partner story featured in Hope Air newsletter and on website

PLATINUM SPONSOR

(Multiple opportunities)

\$25,000



Impact: 100 flights for patients

Branding Benefits

- Logo emblazoned on aircraft
- Logo on banner

Hospitality Benefit

- The opportunity to have a virtual presentation about Hope Air and the expedition with your employees

Profile and Public Relations Benefits

- Name listed in Hope Air annual report
- Name listed on Hope Air website
- Recognition in social media
- Published in Hope Air newsletter
- Corporate logo and link to your corporate website on the Hope Air website

GOLD SPONSOR

(Multiple opportunities)

\$10,000



Impact: 100 flights for patients

Branding Benefits

- Logo emblazoned aircraft
- Logo on banner

Hospitality Benefit

- The opportunity to have a virtual presentation about Hope Air and the expedition with your employees

Profile and Public Relations Benefits

- Name listed in Hope Air annual report
- Name listed on Hope Air website
- Recognition in social media
- Published in Hope Air newsletter

SILVER SPONSOR

(Multiple opportunities)

\$7,500



Impact: 40 flights for patients

Branding Benefits

- Logo emblazoned on aircraft
- Logo on banner

Hospitality Benefit

- The opportunity to have a virtual presentation about Hope Air and the expedition with your employees

Profile and Public Relations Benefits

- Name listed in Hope Air annual report
- Name listed on Hope Air website
- Recognition in social media
- Published in Hope Air newsletter

BRONZE SPONSOR

(Multiple opportunities)

\$5,000

Impact: 20 flights for patients

Branding Benefits

- Logo emblazoned on aircraft
- Logo on banner

Hospitality Benefits

- The opportunity to have a personal presentation on the expedition at your corporate offices

Profile and Public Relations Benefits

- Name listed in Hope Air annual report
- Name listed on Hope Air website
- Recognition in social media



COPPER SPONSOR

(Multiple opportunities)

\$3,000



Impact: 12 flights for patients

Branding Benefits

- Name emblazoned on aircraft
- Logo on Banner

Profile and Public Relations Benefits

- Name listed in Hope Air annual report
- Name listed on Hope Air website

FRIEND SPONSOR

(Multiple opportunities)

\$1,000



Impact: 4 flights for patients










































Branding Benefits

- Name emblazoned on aircraft
- Name on Banner

Profile and Public Relations Benefits

- Name listed in Hope Air annual report
- Name listed on Hope Air website

Overview of Sponsorship Levels

	PRESENTING \$50,000 200 Flights	PLATINUM \$25,000 (multiple) 100 Flights	GOLD \$10,000 (multiple) 40 Flights	SILVER \$7,500 (multiple) 30 Flights	BRONZE \$5,000 (multiple) 20 Flights	COPPER \$3,000 (multiple) 12 Flights	FRIEND \$1,000 (multiple) 4 Flights
Logo or Name emblazoned on aircraft *Name only for Copper and Friend							
Name listed in Hope Air annual report							
Name listed on Hope Air website							
Recognition in social media							
Logo or Name on banner **Name only for Friend							
Published in Hope Air newsletter							
Corporate logo and link to your corporate website on Hope Air website							
Prominent mention in Press release							
Featured story in Hope Air newsletter and website							



YORKTON

CHAMBER of COMMERCE

Junction #9 & #16 • P.O. Box 1051 Yorkton, Sask. S3N 2X3 • Phone: (306) 783-4368 Fax: (306) 786-6978
Website: www.yorktonchamber.com • email: yorktonchamber@sasktel.net

May 10, 2021

Mayor & Council
City of Yorkton

RE: Property Assessments and Taxation

Dear Mayor Hipsley and Members of Council:

The Board of Directors of the Yorkton Chamber of Commerce is greatly concerned that when the 2021 property assessment notices arrived last month, several of our business members received very large increases in their assessments. We have learned of business property assessments increasing by as much as 44%, 68%, 71%, and 86%. One of these properties underwent renovations so an increase in assessment was expected. However, a huge increase in assessment could be construed as a penalty or disincentive for trying to improve one's property! Of course, such increases will ultimately result in large increases in the annual tax bills for these properties.

Further, it's very difficult for a business to budget for property assessment increases and tax increases when the notice of the new assessment arrives after the first quarter of the fiscal year for many of these businesses.

It has also been pointed out that commercial properties carry more of the tax burden than do residential properties. Such large tax bills certainly put our Yorkton businesses at a competitive disadvantage as comparable businesses in neighbouring communities are paying much lower taxes.

The Chamber understands that properties need to be assessed to develop a tax strategy. However, the Chamber urges the city to find ways to mitigate the tax bills for these businesses who have received large increases in assessment. Some of our members are contemplating options to operating within the city limits. Do they shut their doors in Yorkton and move to the RM; or another town or city? If any of these businesses choose either of these options, it will be a blow to the city in terms of the potential loss of employees and their families and certainly, a loss of tax revenue.

Going forward, and before the next revaluation, the City must find a way to ensure these property assessments more accurately reflect the true value of commercial properties. They City must also strive to create an environment that welcomes new business and encourages existing businesses in Yorkton to thrive and prosper.

A strong business community makes for a healthy community. You must find a way to ensure our businesses are not "taxed to death".

Sincerely,


Marty Sveinbjornson
Marty Sveinbjornson, President

Voice of Business in Yorkton

TITLE: Bike Safety Week	DATE OF MEETING: May 17, 2021
	REPORT DATE: May 10, 2021
CLEARANCES: Darcy McLeod, Director Community Development, Parks and Recreation	ATTACHMENTS: 1. YATC Success Pathway 2. Resources from Sask Prevention Website 3. Part 8 of Traffic Bylaw
Written by: Lisa Washington, Community Development Manager Lisa Washington	
Reviewed by: Jessica Matsalla, City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal, City Manager Lonnie Kaal	

BACKGROUND

I am here this evening on behalf of the Yorkton Active Transportation Collaborative – YATC.

The Yorkton Active Transportation Collaborative is a partnership that grew out of the Yorkton In Motion Committee. The purpose of the YATC is to:

1. Increase awareness of the community benefits received by providing physically active modes of transportation.
2. Increase awareness of the individual benefits received by choosing physically active modes of transportation.
3. Work towards creating a community environment that provides options for residents to choose physically active modes of transport in their daily lives.

We have members from the Community Development, Parks and Recreation Department, Planning Department, Christ the Teacher School Division, Saskatchewan Health Authority and general public. We have included more information about YATC in your package.

Bicycle Safety Week 2021 is happening this week, May 16-22, 2021. It is an initiative of the Saskatchewan Prevention Institute to stop disabling conditions from occurring by eliminating or modifying risk factors. Bicycle Safety Week is a week-long event for communities across the province of Saskatchewan to participate in promoting bicycle safety for children and youth. Usually, this is the time of year the RCMP run bike rodeos for all Grade 3 students at every elementary school. YATC would host a Community Bike Rodeo at the Fire Hall. This

would be done in partnership with the RCMP, Yorkton Army Cadets and a BBQ supported in the past by Legacy Coop. This year, we are encouraging everyone to access resources at

the Saskatchewan Prevention Institute's website – www.skprevention.ca I've included some of their free, downloadable resources and information in your packages and, as you can see, this year's theme is "Ready to Ride". Resources cover topics like: rules of the road, arm signals for cyclists, bike maintenance and proper helmet fit. There is even a PowerPoint presentation for parents and other educators.

DISCUSSION/ANALYSIS/IMPACT

YATC remains committed to educating our community about the importance of bike safety and using active transportation responsibly. With the nice weather, and because people currently have limited choice for physical activity, we have noticed more people outside walking and biking on our roads, multi-use pathways and sidewalks. We would like to remind residents that safe bike usage falls under our traffic bylaw, Part 8 (found on page 32 of the Traffic Bylaw) and as such, cyclists are expected to follow the rules of the road, just like motor vehicle drivers. There is also more information under "Rules of the Road" on the Saskatchewan Prevention Institute website. We encourage everyone to get educated and ride safely.

FINANCIAL IMPLICATIONS

None

COMMUNICATION PLAN/PUBLIC NOTICE

Our social media team will be promoting the Saskatchewan Prevention Institute's online resources so residents can learn more about Bike Safety Week and how to prevent injuries while cycling.

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".

RECOMMENDATION

That Council receive and file this presentation, titled Bike Safety Week, written by the Community Development Manager, and furthermore that Council encourage all residents to make themselves aware of how to being bike safe in our community.



Our Success Pathway to Date

1. “Go For Green” – Active Transportation Workshop – September 18 & 19, 2006
2. Eleven Point Task List Developed and Vision Statement: ***Yorkton chooses Active Transportation where we live, work, learn and plan to create a safe, healthy and connected community.***
3. Saskatchewan in motion – Moving Together Workshop
4. Mark Fenton, PBS television host, author and America’s everyday expert on community health and active living, “The Power of Walking: 50km a Day” – June 18, 2008
5. Cycling Network Plan – Ambassador Ride-Along – September 26, 2008
6. Cycling Network Plan – Open House at the Parkland Mall – October 23, 2008
7. Cycling Network Plan Approved by Council
8. All eleven tasks completed with the completion of the Cycling Network Plan
9. Yorkton Cycling Network Plan is winner of the **Consulting Engineers of Saskatchewan 2009 Brian Eckel Award of Excellence in the Studies and Soft Engineering Category**
10. Project outlined in the publication “**Bringing Health to the Planning Table: A Profile of Promising Practices in Canada and Aboard**” – **Built Environment**. *Prepared for the Healthy Living Issue Group of the Pan-Canada Public Health Network* – January 2010
11. Featured in an article in the **in motion** Commotion newsletter, January 2010
12. Letter of Recognition dated January 13, 2010 from the Heart & Stroke Foundation of Saskatchewan.
13. Interview by **Reader’s Digest Canada** for an article in the April, 2010 edition
14. Bikeways Launched September 10, 2010
15. Yorkton City Council approved \$30,000 in the 2011 budget to continue the next phase of the cycling network Plan.
16. Selected to be a presenter of the International Conference on “**Improving Health for Children: What Works?**” in June, 2011 at Elk Ridge
17. Received “**Healthy Community Award**” from Heart and Stroke Foundation March 12, 2012.
18. Hosted community consultation and developed “**Moving Forward Plan**” March 22, 2012
19. Developed and promoted School Pledge Form and School Activity Plan for Bike Safety Week in elementary schools, with \$300 incentives for encouragement of daily physical activity March 2013
20. Invited to present at “**Sustainable Community 2013**” in April at SIAST Palliser Campus by Moose Jaw Environmental Advisory Committee.
21. Bike Route signage has been placed along some of the bike routes using Community Grant Dollars for the signs March 2014

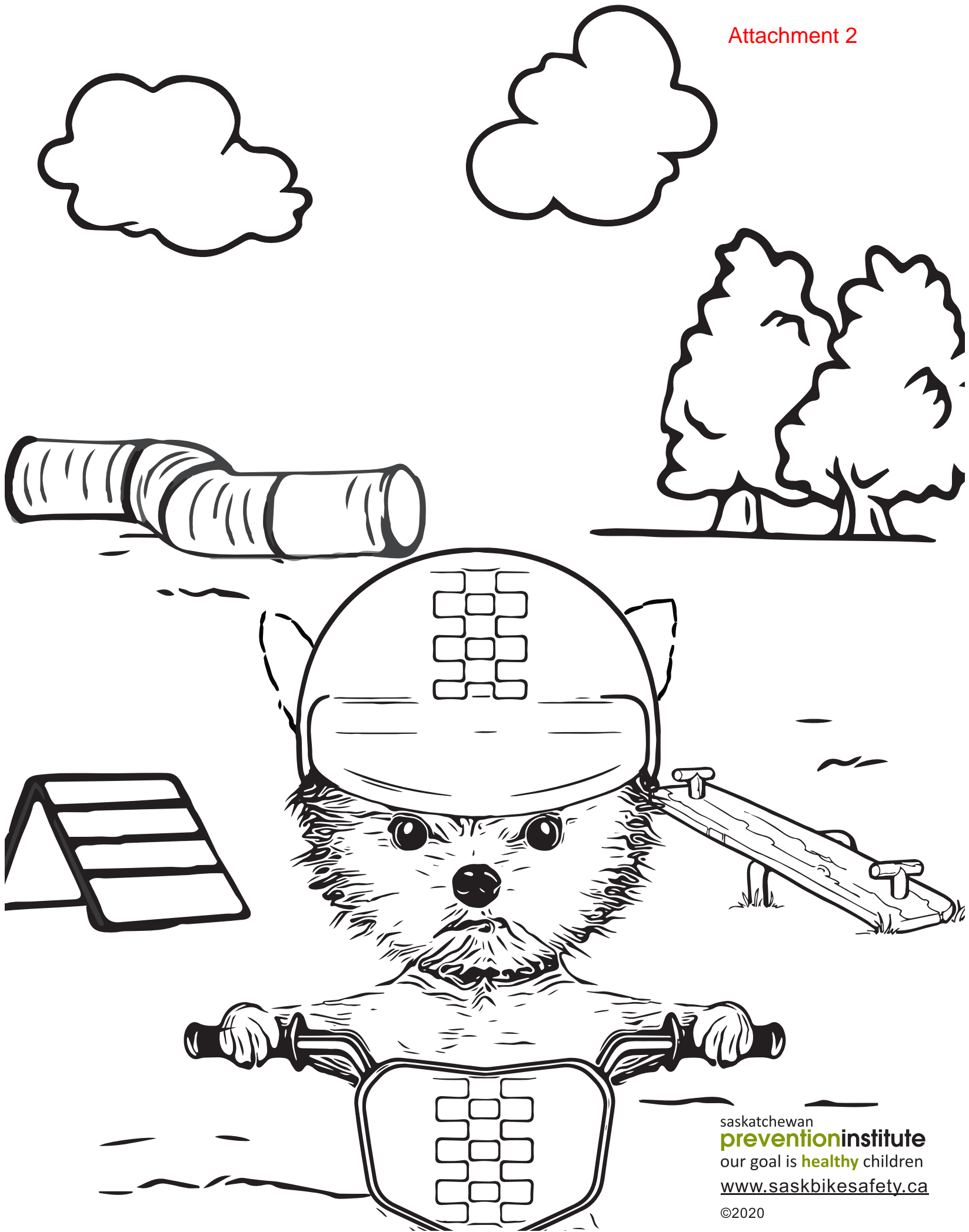
22. Purchased five bike locks and attached them to meter posts downtown June 2015
 23. St. Mary's and Columbia Schools have signed on to School Travel Planning with **in motion**, June, 2015
 24. Collaborative assisted both schools with the Traffic counts and Observations to collect data at each school
 25. Interviewed April, 2016 for article in the **Urban Voice, SUMA Publication** – *Walkable, Bikeable, Do-able: Active Transportation Beyond Recreation pg. 18*
 26. Both schools & the Collaborative have developed Action Plans regarding School Travel Planning
 27. St. Paul's School has joined School Travel Planning - December 2016
 28. Dr. Brass School has joined School Travel Planning – April 2017
 29. All schools & the Collaborative have developed Actions Plans regarding School Travel Planning
 30. Inaugural Community Bike Rodeo – May 16, 2018
 31. Interviewed for “Leaders’ Series” of **in motion Radio** – September 24, 2020
-

GOVERNMENT DOCUMENTS SUPPORTING BUILT ENVIRONMENTS

1. Ministry of Education in partnership with Ministries of Health and Tourism, Parks, Culture and Sport – *Inspiring Movement – Play Well Learn Well, Live Well towards comprehensive school community health: Guidelines for physical activity in Saskatchewan Schools, February, 2010*
2. Ministry of Health – *Sooner, Safer, Smarter: A Plan to Transform a Surgical Patient Experience, March 2010, pg. 18*

OTHER RESOURCES

1. *YATC Terms of Reference*

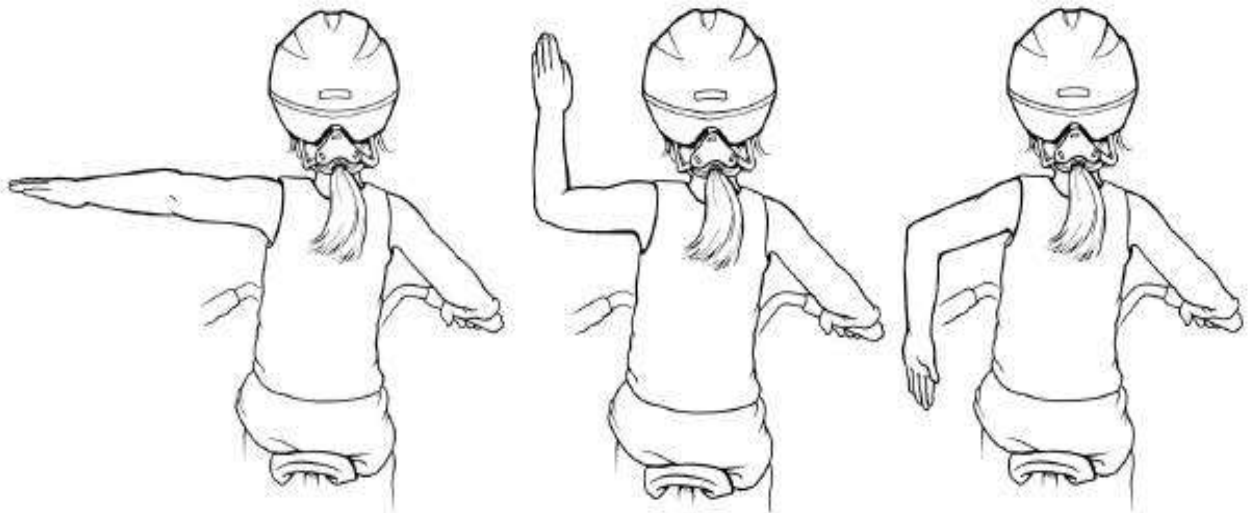


Arm Signals for Cyclists

Use arm signals to show others where you are going and when you are going to stop. Signal the move while getting close to a corner or intersection. Use your **left** arm to signal. Hold on to the handlebar with your right hand.

Print the correct number of the arm signal on the shirt of the cyclist.

1. Left Turn
2. Right Turn
3. Stop

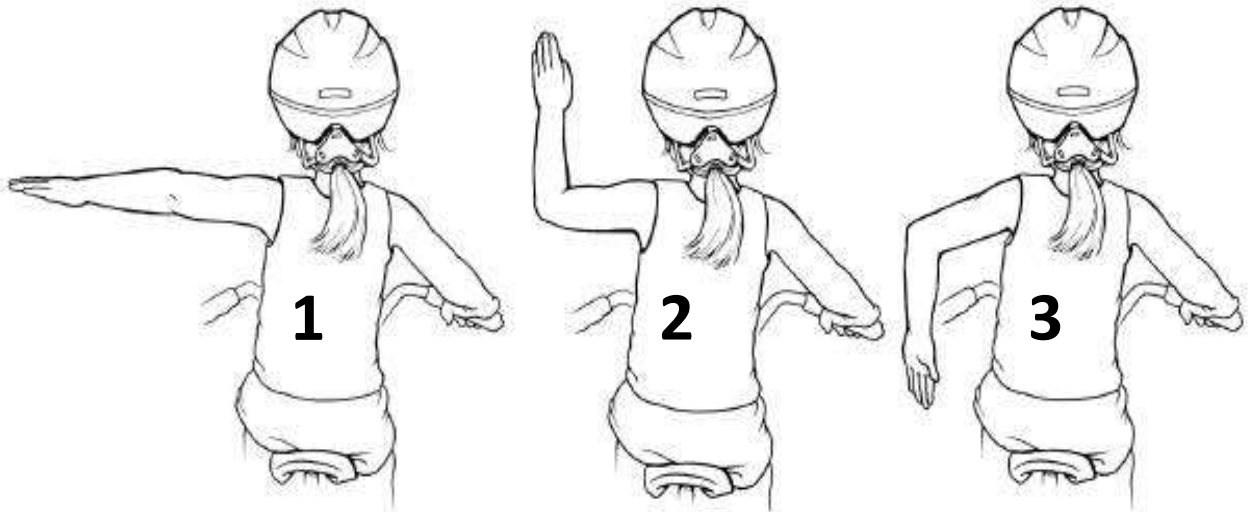


Arm Signals for Cyclists – Answer Key

Use arm signals to show others where you are going and when you are going to stop. Signal the move while getting close to a corner or intersection. Use your **left** arm to signal. Hold on to the handlebar with your right hand.

Print the correct number of the arm signal on the shirt of the cyclist.

1. Left Turn
2. Right Turn
3. Stop



Helmet Fit

To properly fit your bicycle helmet:

Place the helmet squarely on top of your head.

It should fit snugly; add or remove the padding to get a snug fit.

Always do up the chin strap and follow the three simple tests below every time you ride.



**2 fingers above
your eyebrow**

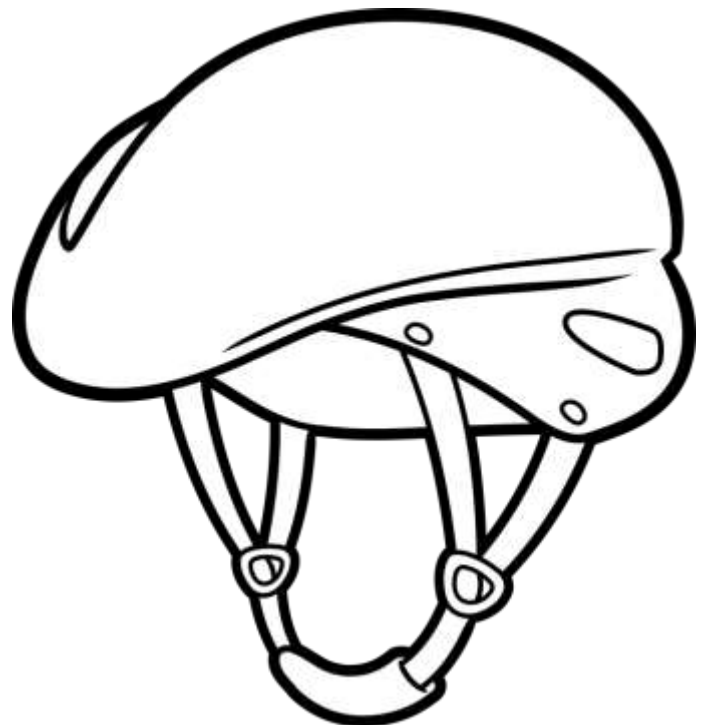


**V shape or a peace
sign around your ear**



**1 finger between the
strap and your chin**

Design your own helmet



saskatchewan
preventioninstitute
our goal is **healthy** children

www.saskbikesafety.ca

©2020

Bicycle Safety True or False

Read each sentence carefully, and then decide if it is true or false. Put your answer, T (true) or F (false) on the line next to the sentence.

1. ____ The front of the helmet should be 2 fingers above the eyebrows.
2. ____ A toque can be worn under the helmet.
3. ____ Check inside the helmet for a sticker that says the helmet meets the proper safety standards.
4. ____ If you think something is broken on your bike, you should fix it yourself without an adult's help.
5. ____ When you are riding your bike, stay alert and aware of what is around you.
6. ____ Ride your bike in the same direction as cars.
7. ____ If you are cycling on the sidewalk, you must yield to pedestrians.
8. ____ Children must be taught how to safely enter a roadway from the sidewalk.
9. ____ Drive your bike quickly across a crosswalk.
10. ____ Drivers of cars backing out of driveways may not see cyclists on sidewalks and streets.
11. ____ Bikes are designed to carry more than one rider.
12. ____ Obey all traffic lights, signs, and lane markings.

Bicycle Safety True or False – Answer Key

Read each question carefully, and then write T (true) or F (false) on the line next to the question.

1. T The front of the helmet should be 2 fingers above the eyebrows.
2. F A toque can be worn under the helmet.
3. T Check inside the helmet for a sticker that says the helmet meets the proper safety standards.
4. F If you think something is broken on your bike, you should fix it yourself without an adult's help.
5. T When you are riding your bike, stay alert and aware of what is around you.
6. T Ride your bike in the same direction as cars.
7. T If you are cycling on the sidewalk, you must yield to pedestrians.
8. T Children must be taught how to safely enter a roadway from the sidewalk.
9. F Drive your bike quickly across a crosswalk.
10. T Drivers of cars backing out of driveways may not see cyclists on sidewalks and streets.
11. F Bikes are designed to carry more than one rider.
12. T Obey all traffic lights, signs, and lane markings.

Bicycle Safety Word Search

Find and circle the 20 words from the list below. The words may be hidden in any direction.

- | | | | |
|-------------|---------------|----------------|----------------|
| 1. BRAIN | 6. HANDLEBARS | 11. PEDESTRIAN | 16. STOP |
| 2. BRAKES | 7. HELMET | 12. REFLECTORS | 17. BELL |
| 3. RIGHT | 8. LISTEN | 13. PATH | 18. FUN |
| 4. SIGNAL | 9. ROAD | 14. SAFE | 19. VISIBLE |
| 5. LEFT ARM | 10. LOOK | 15. WHEEL | 20. CHIN STRAP |

P	O	T	S	R	H	D	X	O	H	N	C	N	R	L
Y	E	W	N	B	I	L	S	A	F	E	X	E	O	O
V	N	D	G	C	A	G	N	Y	U	S	F	A	K	E
I	E	A	E	N	M	D	H	W	N	L	J	V	B	S
S	B	X	G	S	L	R	P	T	E	W	H	E	E	L
I	R	I	L	E	T	X	N	C	F	G	R	V	I	K
B	S	R	B	F	C	R	T	E	M	L	E	H	O	J
L	K	A	V	G	F	O	I	G	F	H	Q	O	P	U
E	R	S	P	B	R	R	N	A	T	A	L	O	Z	D
S	T	R	A	S	R	F	I	C	N	P	I	X	B	G
P	N	Y	V	E	B	R	A	K	E	S	S	M	Z	R
A	L	L	E	F	T	A	R	M	E	G	T	R	X	O
T	T	Z	H	L	L	E	B	E	J	R	E	C	E	A
H	C	H	I	N	S	T	R	A	P	G	N	P	H	D

Bicycle Safety Word Search Answer Key

- | | | | |
|-------------|---------------|----------------|----------------|
| 1. BRAIN | 6. HANDLEBARS | 11. PEDESTRIAN | 16. STOP |
| 2. BRAKES | 7. HELMET | 12. REFLECTORS | 17. BELL |
| 3. RIGHT | 8. LISTEN | 13. PATH | 18. FUN |
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P	O	T	S	R	H	D	X	O	H	N	C	N	R	L
Y	E	W	N	B	I	L	S	A	F	E	X	E	O	O
V	N	D	G	C	A	G	N	Y	U	S	F	A	K	E
I	E	A	E	N	M	D	H	W	N	L	J	V	B	S
S	B	X	G	S	L	R	P	T	E	W	H	E	E	L
I	R	I	L	E	T	X	N	C	F	G	R	V	I	K
B	S	R	B	F	C	R	T	E	M	L	E	H	O	J
L	K	A	V	G	F	O	I	G	F	H	Q	O	P	U
E	R	S	P	B	R	R	N	A	T	A	L	O	Z	D
S	T	R	A	S	R	F	I	C	N	P	I	X	B	G
P	N	Y	V	E	B	R	A	K	E	S	S	M	Z	R
A	L	L	E	F	T	A	R	M	E	G	T	R	X	O
T	T	Z	H	L	L	E	B	E	J	R	E	C	E	A
H	C	H	I	N	S	T	R	A	P	G	N	P	H	D

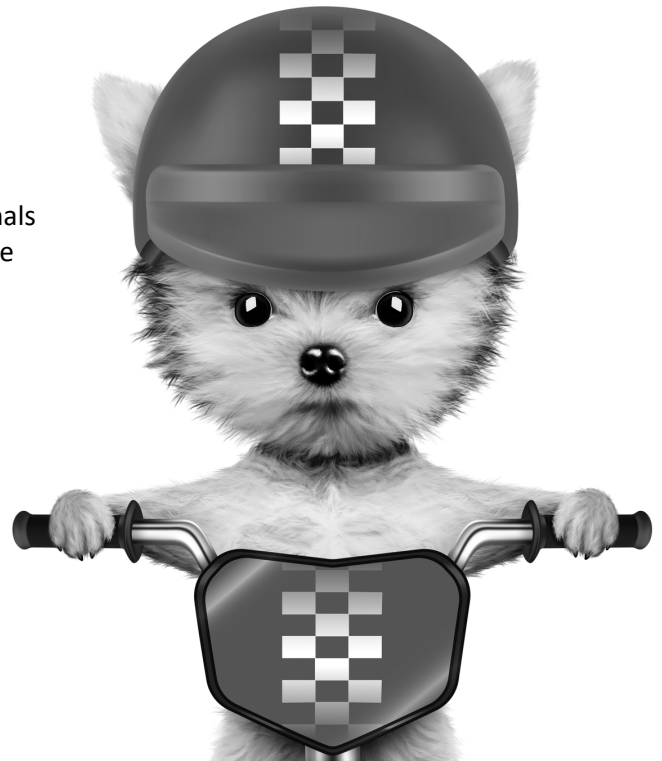
Rules of the Road

Fill in the blanks

1. It is _____ to use headphones while riding a bike.
2. When riding a bicycle, use all of your _____ to stay alert and aware of what's around you.
3. Use _____ to show others when you are turning and stopping.
4. Young children may ride their bikes on the _____ until they develop the skills to ride safely on the road.
5. When riding your bike on a _____ use a _____ to let others know you are passing.
6. Ride single file on the _____, in the same direction as traffic.
7. When riding a bike, watch for cars _____ out of driveways.
8. When riding on the road, ride _____ away from parked cars.
9. Obey all traffic _____, signs, and lane markings.
10. Always stop, listen, and look _____ ways before entering a street or crossing an intersection.
11. Be _____. Wear bright clothing while biking and use reflector lights on your bike.
12. _____ hazards such as potholes, other road users, and _____
_____ before going around the hazard.

WORD BANK

avoid	backing
bell	bike path
both	hand signals
lights	one metre
right	senses
shoulder check	sidewalk
unsafe	visible



Rules of the Road – Fill in the blanks – Answer Key

1. It is unsafe to use headphones while riding a bike.
2. When riding a bicycle, use all of your senses to stay alert and aware of what's around you.
3. Use hand signals to show others where you are going, or turning and stopping.
4. Young children may ride their bikes on the sidewalk until they develop the skills to ride safely on the road.
5. When riding your bike on a bike path use a bell to let others know you are passing.
6. Ride single file on the right, in the same direction as traffic.
7. When riding a bike, watch for cars backing out of driveways.
8. When riding on the road, ride one metre away from parked cars.
9. Obey all traffic lights, signs, and lane markings.
10. Always stop, listen, and look both ways before entering a street or crossing an intersection.
11. Be visible. Wear bright clothing while biking and use reflector lights on your bike.
12. Avoid hazards such as potholes, other road users, and shoulder check before going around the hazard.

PART 8: BICYCLES

Rules of Road Prevail

66. Every cyclist shall operate a bicycle in accordance with the applicable rules of the road as set out in *The Traffic Safety Act*.

Restrictions

67. (1) No person shall operate a bicycle:
- (a) on any sidewalk or boulevard, or through a crosswalk, unless just learning to ride a bike.
 - (b) in a reckless or negligent manner.
 - (c) carrying a load in excess of that for which the bicycle is designed.
 - (d) carrying more persons than the bicycle is designed to carry.
 - (e) without a helmet.

Night Riding Restrictions

68. (1) No person shall operate a bicycle between one half hour before sunset to one half hour after sunrise unless the bicycle is equipped with:
- (a) a lighted headlamp or reflector which is visible from the front of the bicycle;
and
 - (b) a red tail light or reflector that is visible from the rear of the bicycle.

Bicycle Parking Restrictions

69. (1) No person shall:
- (a) chain or secure a bicycle to a pole, tree or other structure on any street, sidewalk, or City owned property if it interferes with pedestrian traffic unless it has been designated for bicycle parking; or
 - (b) leave a bicycle in a reclining position on any street, sidewalk or City owned property.

TITLE: June is Recreation & Parks Month	DATE OF MEETING: May 17, 2021
	REPORT DATE: May 10, 2021
CLEARANCES: Darcy McLeod, Director of Community Development, Parks & Recreation Darcy McLeod	ATTACHMENTS:
Written by: Julia Schofer, Recreation Services Manager Julia Schofer	
Reviewed by: Jessica Matsalla, City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal, City Manager Lonnie Kaal	

BACKGROUND

June is just around the corner, and with that comes the national initiative, June is Recreation and Parks Month (JRPM). In conjunction with the Saskatchewan Parks and Recreation Association (SPRA), the City of Yorkton has been promoting JRPM for many years.

DISCUSSION/ANALYSIS/IMPACT

COVID-19 has put society in a state that we could have never predicted. It has left many in a vulnerable state. If this pandemic has shown us one thing, it is a reminder to not take anything for granted. Activities and opportunities are reduced, the rules we are to follow are firm, and social interaction has never been so desirable. COVID-19 has affected us all, in some way. This is the time, and now more than ever, to celebrate the return of summer and to promote safe outdoor physical activities, outdoor recreation facilities and park spaces. JRPM is not only to showcase what park and recreational opportunities are available, but to highlight an important message that parks, recreation and leisure activities can improve our mental health and, overall, our general wellbeing. More information can be found on SPRA's website (www.spra.sk.ca/jrpm)

By promoting June is Recreation and Parks Month, Yorkton will help acknowledge the impact that employees and volunteers have on the many recreation and parks opportunities that we all use and enjoy. Elected officials, recreation and parks professionals, and community members can all promote the vital contributions of recreation and park services to our people, community, environment, and for the economic well-being of our province.

Some of the benefits as outlined by the Saskatchewan Parks and Recreation Association include:

- Generating economic activity through social growth and community pride.
- Promote personal development and social activity throughout the community.
- Grow strong families and healthy communities.
- Reduce the cost of health care by promoting healthy, active lifestyles.
- Improve the quality of life for residents through recreation and parks events and services.
- Support ecological environments by promoting the importance of parks and greenspaces.
- Connect people to nature and the outdoors.
- Attract tourists and new residents to the community.
- Enhance a sense of community by bringing people together, safely.

While following guidelines provided to us in the Re-Open Saskatchewan Plan, along with guidance from our local Public Health Officials, The Community Development, Parks & Recreation department has several activities and projects planned for this year:

- Program planning for the S-CAPE (Summer Program filled with Culture, Arts and Physically active Experiences) takes place in June, and the S-CAPE program runs through July and August. Registration is open and can be done online. Those wanting more information or want to register can visit www.yorkton.ca.
- A six-week outdoor Fitness Boot Camp occurring at Patrick Park. Classes begin tomorrow evening and, once again, registration can be done online by visiting www.yorkton.ca.
- Pending restrictions, outdoor movies in our parks or outdoor facility spaces.
- Offering pickleball and disc golf equipment to borrow from Guest Services at the Gallagher Centre.
- Construction of a new Outdoor Basketball Court.
- Continuing the paving of our pathway network, which includes a stretch of paving at Logan Green.
- Backstop and lighting improvements at Lion's Ball Park

COMMUNICATION PLAN/PUBLIC NOTICE

Throughout the month of June, we will promote the benefits of recreation and park spaces and the opportunities available to our residents on our social media channels and newsletters.

OPTIONS & RECOMMENDATION

That Council receive and file the presentation, titled June is Recreation and Parks Month, and furthermore that Council encourage all residents to participate and enjoy the many benefits that recreation and parks have to offer in our community.

Raelyn Knudson

From: noreply@esolutionsgroup.ca
Sent: Tuesday, May 04, 2021 2:45 PM
To: Raelyn Knudson
Subject: New Response Completed for Request to Appear Before Council Form

Hello,

Please note the following response to Request to Appear Before Council Form has been submitted at Tuesday May 4th 2021 2:44 PM with reference number 2021-05-04-010.

- **First name:**
Allison
- **Last Name:**
Henderson Redacted pursuant to Sec. 28(1) of LAFOIPP
- **Address:**
[REDACTED]
- **City:**
Yorkton
- **Province:**
Saskatchewan
- **Postal code:**
S3N 0V7
- **Name:**
Allison Henderson
- **Title:**
Dr.
- **Daytime phone number:**
[REDACTED]
- **Email:**
[REDACTED]
- **Date of request:**
5/4/2021
- **Date of council meeting that the presenter is wishing to attend:**
5/17/2021

- **Topic being presented:**
Urban beekeeping
- **Description of request: (Clearly state what is being asked of Council. Provide detailed information about why the information is being presented and the importance to the community)**

We propose that Yorkton's Animal Control Bylaw Urban be revised to permit beekeeping within City limits under set conditions. We are presenting information to the Mayor and Council to highlight resources that we feel will be valuable in revising the Bylaw. We propose we be permitted to keep one hobby hive of bees in our backyard in 2021, under a set of guidelines, as a pilot prior to the Animal Control Bylaw coming up for review in the next year. With recommendation by Geoff Wilson, the Provincial Specialist in Apiculture, we are attaching a document that highlights those guidelines.

Why keep bees in cities? Urban beekeeping can help improve regional pollination for residential plants, which supports the maintenance of overall biodiversity and resilience of urban spaces. Our interest in beekeeping started with our son Ewan's passion for learning about bees and the delicious honey they make. By allowing beekeeping in backyards, Yorkton can join other communities in providing valuable educational and recreational opportunities to help families connect with nature and learn about food systems...and enjoy some honey. As other communities attest to, beekeeping is a completely safe activity in residential areas with good management practices and proper training. We will highlight those management practices and training in our presentation.

We look forward to presenting to Council and to learning more about decision making at the Municipal level.

[This is an automated email notification -- please do not respond]

The background of the slide is a close-up photograph of a honeycomb. The hexagonal cells are filled with a golden-yellow substance, likely honey or bee larvae. Several bees, with their characteristic black and yellow striped abdomens and translucent wings, are visible on the right side of the frame, appearing to be working on the honeycomb. The lighting is warm, highlighting the texture of the honey and the details of the bees.

Urban Beekeeping

A Safe, Sweet Way to Learn about Nature and Food

The background of the slide is a close-up photograph of a honeycomb. The hexagonal cells are filled with a golden-yellow substance, likely honey or bee larvae. Several bees are visible, some on the honeycomb and others in the foreground, their bodies showing characteristic black and yellow stripes. The lighting is warm, highlighting the texture of the honey and the details of the bees.

Urban Beekeeping

- The Benefits of Bees
- Proposed Guidelines and Training
- Application Requirements
- 2021 Pilot Project

The Benefits of Bees

- Improve regional pollination
- Support urban biodiversity and resilience
- Learn about food systems
- Connect with nature
- Promote apiculture and agriculture



Proposed Guidelines for Safe Residential Bees

- City of Edmonton guidelines:

https://www.edmonton.ca/city_government/initiatives_innovation/food_and_agriculture/urban-beekeeping-guidelines.aspx

- Setback requirements

- Only in rear of property
- 25 metres from any public space, 3 m from property lines or 6 foot hedge/fence

- Number and size of hives

- One active hive with six supers

- Standards of care

- maintain bees to prevent disease, swarms



Proposed Guidelines

- Inspections
 - Approved beekeepers make their hives available for inspection
- Neighbour notifications
 - Notify all surrounding neighbours of intent to keep bees
- Training
 - Saskatchewan Beekeeping Development Commission Introductory Course
 - New beekeepers must have a local mentor
- Registration
 - Saskatchewan Ministry of Agriculture

Application Requirements

- Name, address, and contact information for site owner
- Confirmation of location of hive in relation to the property
- Proof of success in an accepted beekeeping course

<https://saskbeekeepers.com/>

- Membership in Regina and District Bee Club

<https://reginabeeclub.ca/>

- Registered with Saskatchewan Ministry of Agriculture
- Proof (and date) of neighbour notification

The background of the slide is a close-up photograph of a honeycomb. The hexagonal cells of the honeycomb are filled with a golden-yellow substance, likely honey. Several bees are visible on the right side of the image, their bodies and wings partially obscured by the honeycomb structure. The overall color palette is warm, dominated by yellows and oranges.

2021 Pilot - A Sweet Win-Win

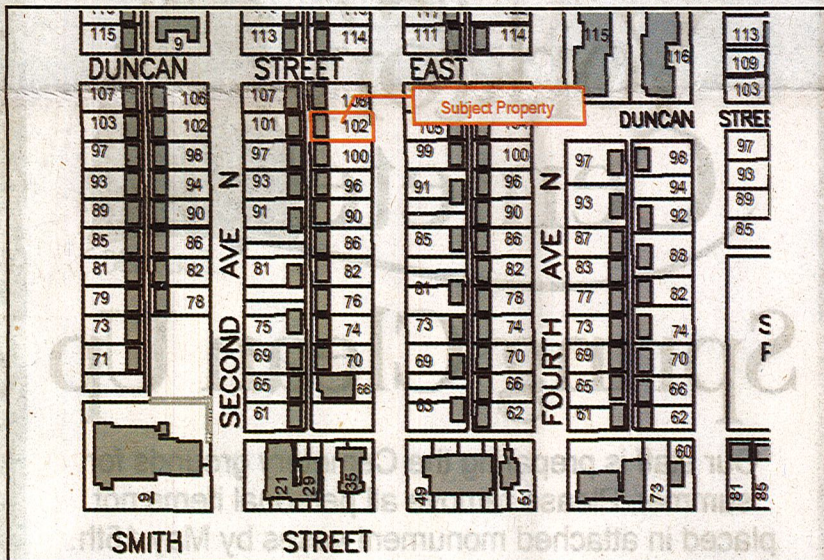
- We follow proposed guidelines, and achieve the required training, memberships and registration
 - Our neighbour Beth says:
“ I have no problem with that...that'll be neat for Ewan and maybe I'll get better flowers.”
- City learns whether urban beekeeping is feasible under these guidelines and inform Bylaw review
- Ewan learns about beekeeping and honey production



Questions ?

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 16, 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 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

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

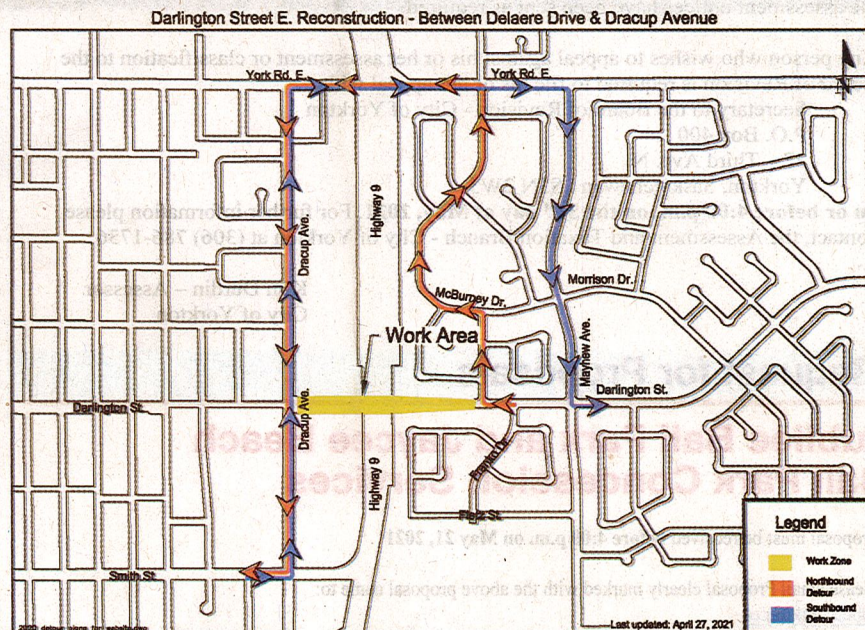
Via Mail: Box 400, Yorkton, SK S3N 2W3

Via Email: jmatsalla@yorkton.ca

Construction Detour

• Darlington East Reconstruction

Reconstruction of Darlington Street East from the roundabout at Mayhew Ave to Dracup Avenue is under way. Road closures went into effect Sunday May 2, but initially the intersections at both Franco Drive and Delaere Drive will be open while the old roadbed from Delaere to Dracup Avenue is removed. The project is expected to be completed in June. A new pathway will be constructed from Mayhew to Dracup as part of this project.



Garbage, Recycling and Organics Survey



The volume of residential garbage spikes annually in summer months. Finding a way to divert this product will extend the life of the current landfill. Extending the life of the landfill saves us money in capital expenditures.

Let your opinions be heard by filling out our survey to help guide future solid waste management decisions!

Fill out our survey at www.yorkton.ca/environmentalsurvey

Paper copies available upon request. Please call 306-786-1775.



Yorkton Spring Clean Up

Winter Debris Clean Up Week
- May 10th to 15th, 2021 -

Yorkton residents & schools can dispose of their winter debris at the Yorkton Landfill for FREE during Spring Clean Up Week!

Landfill hours are Monday to Friday from 8 am to 7 pm & Saturday from 8 am to 6 pm CST

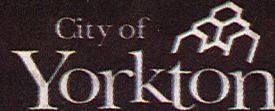
- Open to City of Yorkton residents and schools within the City of Yorkton.
- Driver's license must be presented with a Yorkton street address upon entry to landfill. Post office box address will not qualify for entry under this program.
- School division loads should have identifiable vehicles & staff hauling.
- Entry for car, 1/2 ton, sport utility &/or utility trailer.
- Winter debris consists of leaves, grass clippings, broken tree branches & debris that has collected on the above mentioned properties over the winter months.

LANDFILL



SAVE LIVES

PLEASE PRACTICE PHYSICAL DISTANCING



GENERAL INQUIRIES: 306-786-1700

Mayor's Office.....306-786-1701
After Hours.....306-786-1760
Emergency.....306-786-1760
Building Services.....306-786-1710
Bylaw Control.....306-786-1725
City Clerk.....306-786-1717
City Manager.....306-786-1703
City Parks & Green.....306-786-1780
City RCMP.....306-786-2400
Communications.....306-828-2424
Community Development, Parks & Recreation.....306-786-1750

Economic Development.....306-786-1747
Engineering Department.....306-786-1710
Farrell Agencies Arena.....306-786-1740
Booking.....306-786-1795
Gallagher Centre Water Park & Meeting Rooms/Convention Centre Booking.....306-786-1740
Gloria Hayden Community Centre.....306-786-1776
Godfrey Dean Meeting Rooms Booking.....306-786-1780

Kinsmen Arena & Blue Room Booking.....306-786-1780
Library Rooms Booking.....306-786-1780
Property Sales.....306-786-1747
Public Works.....306-786-1760
Sports Fields & City Centre Park Bookings.....306-786-1780
Tax Department.....306-786-1736
Water Billing Department.....306-786-1726

Did you know.....all City News is also accessible on the City of Yorkton website. Just go to our website at www.yorkton.ca and scroll down to view the "City News" links.



Raelyn Knudson

Subject: FW: Application for Bed and Breakfast 102 Third Avenue North

-----Original Message-----

From: Gina [REDACTED]
Sent: Wednesday, May 12, 2021 11:51 AM
To: Jessica Matsalla <jmatsalla@yorkton.ca>
Subject: Application for Bed and Breakfast 102 Third Avenue North

Redacted pursuant to Sec. 28(1) of LAFOIPP

Attention: Jessica Matsalla
Director of Legislation & Procedures

Dear Ms. Matsalla,

I am writing in regard to a recent notice I received regarding the intention of opening a Bed and breakfast on Third Avenue North. Please be advised that I am strongly opposed to this action.

This is a well established historic , residential neighbourhood, and many of us prefer to keep it this way. I feel that the addition of a bed and breakfast would have a negative effect on property values, and also increase the traffic flow and parking congestion. If you check back over the past few years, you will discover that there have been several accidents on this block as it is.

In addition, the person who owns the subject property at 102 Third Avenue, also owns the property next door at 108. I have been advised that she plans on renting this property out to college students. Again, a bed and breakfast combined with a rental property would have a negative effect on the area. This would effect traffic, parking , and property values. Recent rental properties in this area have proven to be disastrous.

I sincerely hope that your office will consider the aforementioned points, and decline the request for a bed and breakfast.

Please acknowledge receipt of this email. Thank you for your attention to this matter.

Yours truly,
Gina Bremner

[REDACTED]
[REDACTED]

Sent from my iPad

TITLE: Response to Urban Beekeeping Presentation	DATE OF MEETING: May 17, 2021
	REPORT DATE: May 11, 2021
CLEARANCES: Michael Eger - Director of Planning, Building & Development Michael Eger	ATTACHMENTS: 1. Draft Letter of Understanding between Dr. Allison Henderson and the City of Yorkton
Written by: Nicole Baptist - Bylaw & Safety Supervisor Nicole Baptist	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

BACKGROUND

Currently the City of Yorkton's Animal Control Bylaw prohibits urban beekeeping. Although Administration cannot be fully aware of the reasons that beekeeping was originally prohibited, it can be speculated that because beekeeping is seen as a form of agriculture and the keeping of other agriculture animals such as chickens or goats is prohibited, that it too would be prohibited. However, it is acknowledged by Administration that there are many differences between keeping chickens and keeping bees; and by properly looking into this, it may be possible to successfully permit urban hobby beekeeping. Over the past few years, the City has had at least two incidents of bee swarms occurring in the community, which create panic among nearby residents. Because of the City's history with swarms, Administration will be cautious in ensuring that the risk of swarms can be managed or dealt with easily.

It's important to clarify that this report is only addressing hobby urban beekeeping on personal residential properties, as beekeeping for business purposes would need to be looked into much further from the Planning perspective and Business Licence perspective.

DISCUSSION/ANALYSIS/IMPACT

Administration has researched how other communities in the Province handle urban beekeeping and identified that most communities do not prohibit or regulate urban beekeeping. Bylaws are often a means of restricting actions that are detrimental to the function of a community and are also a way of managing a City's liability. Some communities that are choosing not to regulate beekeeping may be handling it that way because they have not had any issues along the way or they may not have the resources to appropriately manage it.

A handful of communities such as Warman, Saskatoon, Prince Albert, Moose Jaw and Martensville permit bees with a varying degree of requirements or parameters established in the Bylaws or policies. Comparing the guidelines proposed by the presenter versus other communities Bylaws, the proposed guidelines align with the strictest Bylaw or policy.

From Administration's perspective, the two biggest concerns with urban beekeeping is swarming, when the queen leaves the hive to find a new home and bees becoming overly aggressive and territorial of their hive. Should Council wish to move forward with the proposed pilot project, Administration will have the presenter sign a Letter of Understanding (LOU) to address the above noted concerns and ensure that the proposed guidelines are followed. The draft LOU includes the proposed guidelines that the presenter suggested, as well as a statement that should the bees become aggressive or a nuisance in the community, they will be removed in the stated amount of time. It is important to note that beekeeping as a home based business would not be permitted under the Zoning Bylaw as the business practices would largely take place outdoors and home based businesses currently must take place entirely indoors. Parameters are also included in the LOU, clearly identifying that the pilot is only available for hobby beekeeping and therefore honey must not be sold if it's produced and collected. The draft LOU is also included as Attachment 1 of this report.

FINANCIAL IMPLICATIONS

Aside from employee hours to develop the Letter of Understanding and work with the applicant to ensure compliance with the proposed restrictions, there are no financial implications.

COMMUNICATION PLAN/PUBLIC NOTICE

Administration will work with the applicant to notify neighbours that they will be piloting an urban beekeeping project in conjunction with the City.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

At the end of the beekeeping season, if it is determined that the pilot project was successful and Administration intended to move forward with recommending changes to the Animal Control Bylaw to permit urban beekeeping, Administration would seek feedback from Protective Services Committee and any other committee desired by Council prior to bringing the Bylaw forward to City Council.

The OCP talks about the importance of Agriculture for our community and also goes on to discuss the importance of food security and diverse ecosystems. As was mentioned in Dr. Henderson and Ewan's presentation, urban beekeeping has many benefits for the community, including improving regional pollination for residential plants, supports biodiversity, etc. The pilot project will also be an educational experience for Ewan that will provide him hands on experience in local food production.

OPTIONS

1. That Council direct administration to complete a Letter of Understanding with the presenter to permit urban hobby beekeeping for 2021 and further direct Administration to evaluate the success of the pilot program to determine if urban hobby beekeeping should be permitted under the Animal Control Bylaw.
2. That Council direct Administration to distribute notification to property owners within 25 meters of the property that is proposing to keep bees and direct Administration to bring back a report to Council Meeting on June 7, 2021, including any concerns received by neighbouring residents.
3. That Council deny the proposed pilot urban hobby beekeeping for reasons provided by Council.
4. That Administration be provided with alternative direction.

RECOMMENDATION

1. That Council direct administration to complete a Letter of Understanding with the presenter to permit urban hobby beekeeping for 2021 and further direct Administration to evaluate the success of the pilot program to determine if urban hobby beekeeping should be permitted under the Animal Control Bylaw.



Date

Dr. Allison Henderson and Ewan

Redacted pursuant to Sec. 28(1) of LAFOIPP

RE: Pilot Urban Hobby Beekeeping Project

Dear Allison and Ewan,

This letter shall act as a Letter of Understanding between the City of Yorkton and yourselves related to your proposed pilot urban hobby beekeeping project at 61 Logan Crescent East. The following items outline the details of the agreement.

General Conditions

All parties agree and understand that:

1. For purposes of this agreement:
 - a. Nicole Baptist, Bylaw & Safety Supervisor or Jessica Matsalla, Director of Legislation and Procedures at the City of Yorkton shall be the City's representative.
2. The City of Yorkton shall permit Dr. Allison Henderson and Ewan to keep one active hive with six supers at the above noted address for the duration of 2021 to act as a Pilot Project to determine if urban hobby beekeeping shall be permitted permanently under the Animal Control Bylaw.
3. The following conditions must be followed:
 - a. Must adhere to *The Apiaries Act* and *The Apiaries Regulations*.
 - b. The hive shall only be set up in the rear of the property and must be 3 metres from all property lines or a 6 foot hedge/fence between neighbouring property lines.
 - c. The hive entrance also must be directed away from adjacent residential properties.
 - d. The hive shall not be within 25 metres from any public space.
 - e. Must provide a water source within the backyard for the bees.
 - f. Must provide a standard of care to prevent disease and swarms.
 - g. Must make the hive available for inspection when requested. City Administration will contact to arrange a time for inspection if need be.
 - h. Must work with the Bylaw & Safety Supervisor to notify all surrounding neighbours within a 25 metre radius of your property.
 - i. Must take the Saskatchewan Beekeeping Development Commission Introductory Course and provide documentation to the Bylaw & Safety Supervisor that this was completed successfully.
 - j. Register as a beekeeper, as per *The Apiaries Act and Regulations*, with the Saskatchewan Ministry of Agriculture.

4. As per the Zoning Bylaw, the hive is not permitted to be used to provide an educational experience for others outside your household.
5. As per the Zoning Bylaw, no honey that is produced from the hive may be sold.
6. The City agrees to provide two weeks written notice to Dr. Allison Henderson and Ewan if the bees become aggressive or a nuisance that is deemed to be detrimental to the community and this LOU terminated.

If you are in agreement with the terms and conditions above, please indicate your acceptance by signing and dating this letter in the space provided below and in the presence of a Commissioner for Oaths, then return this letter to our office. You may use a Commission for Oaths of your choosing, or alternatively use the City's Commissioner for Oaths at City Hall office located at 37 Third Ave. North. Once signed, a copy will be retained on file with the City, and one copy will be forwarded to you for your files.

Please do not hesitate to contact me if you have any questions regarding this Letter of Understanding.

Sincerely,

Nicole Baptist
Bylaw & Safety Supervisor
City of Yorkton

By signing below, I affirm that I am in agreement with the terms and conditions identified above.

SWORN before me at the City of Yorkton, in)	_____
the Province of Saskatchewan, this _____ day)	Dr. Allison Henderson
of _____, 20____.)	
)	
)	
_____)	
A COMMISSIONER FOR OATHS for the)	
Province of Saskatchewan.)	_____
)	Date
My Commission expires _____)	

TITLE: Discretionary Use - DU02-2021 Bed & Breakfast in R-5 Mixed Density Residential District – 102 Third Ave North Council Report #2 – Public Hearing	DATE OF MEETING: May 17, 2021
	REPORT DATE: May 11, 2021
CLEARANCES: Michael Eger - Director of Planning, Building & Development Michael Eger	ATTACHMENTS: 1. Council Report from April 26, 2021 Meeting
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 is the second report to Council in response to a Development Permit application for a Bed and Breakfast use at 102 Third Avenue North which is a Discretionary Use in the R-5 Mixed Density Residential zoning district. Review and analysis of the request was presented to Council at the April 26, 2021 Council Meeting and a copy of the report is attached for reference (see Attachment 1).

Administrative Review:

Under *The Planning and Development Act, 2007*, Council authorization following the Discretionary Use process is required in order for Administration to issue a Development Permit (see page 8 of 10 in Attachment 1).

Public Notice:

Council authorized Administration to proceed with the Public Notice process at their April 26, 2021 meeting. As such, the proposed discretionary use was advertised and circulated in accordance with the public notification requirements of the City of Yorkton, including advertisement in the local newspaper, at City Hall and on the City website. In addition, pursuant to *The Planning and Development Act, 2007*, a direct mail-out was sent to thirty-nine (39) property owners within 75 metres (250ft) of the subject property.

As of the date of this report, no inquiries were received and individuals wishing to speak to the proposed Discretionary Use had the opportunity to present to Council during the Public Hearing.

Planning & Infrastructure Commission

The application was referred to the Planning and Infrastructure Commission at their May 5, 2021 meeting. The Commission reviewed the proposal, discussing the current lack of Bed and Breakfast options in the City compared to their popularity of a few years ago. Noting that the scope of the proposal and the limited number of rooms being offered would have little impact on the area, the Commission carried a resolution recommending approval of the application.

Council's Options:

1. That 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 approved and that the Development Officer be authorized to issue a Development Permit.
2. That, 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:

That 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 approved and that the Development Officer be authorized to issue a Development Permit.

Attachment 1 – Council Report from April 26, 2021 Meeting



REPORT TO COUNCIL

TITLE: Discretionary Use - DU02-2021 Bed & Breakfast in R-5 Mixed Density Residential District – 102 Third Ave North Council Report #1 – Public Notice Authorization	DATE OF MEETING: April 26, 2021
	REPORT DATE: April 22, 2021
CLEARANCES: Michael Eger - Director of Planning, Building & Development Michael Eger	ATTACHMENTS: 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).

Attachment 1 Continued – Council Report from April 26, 2021 Meeting

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:

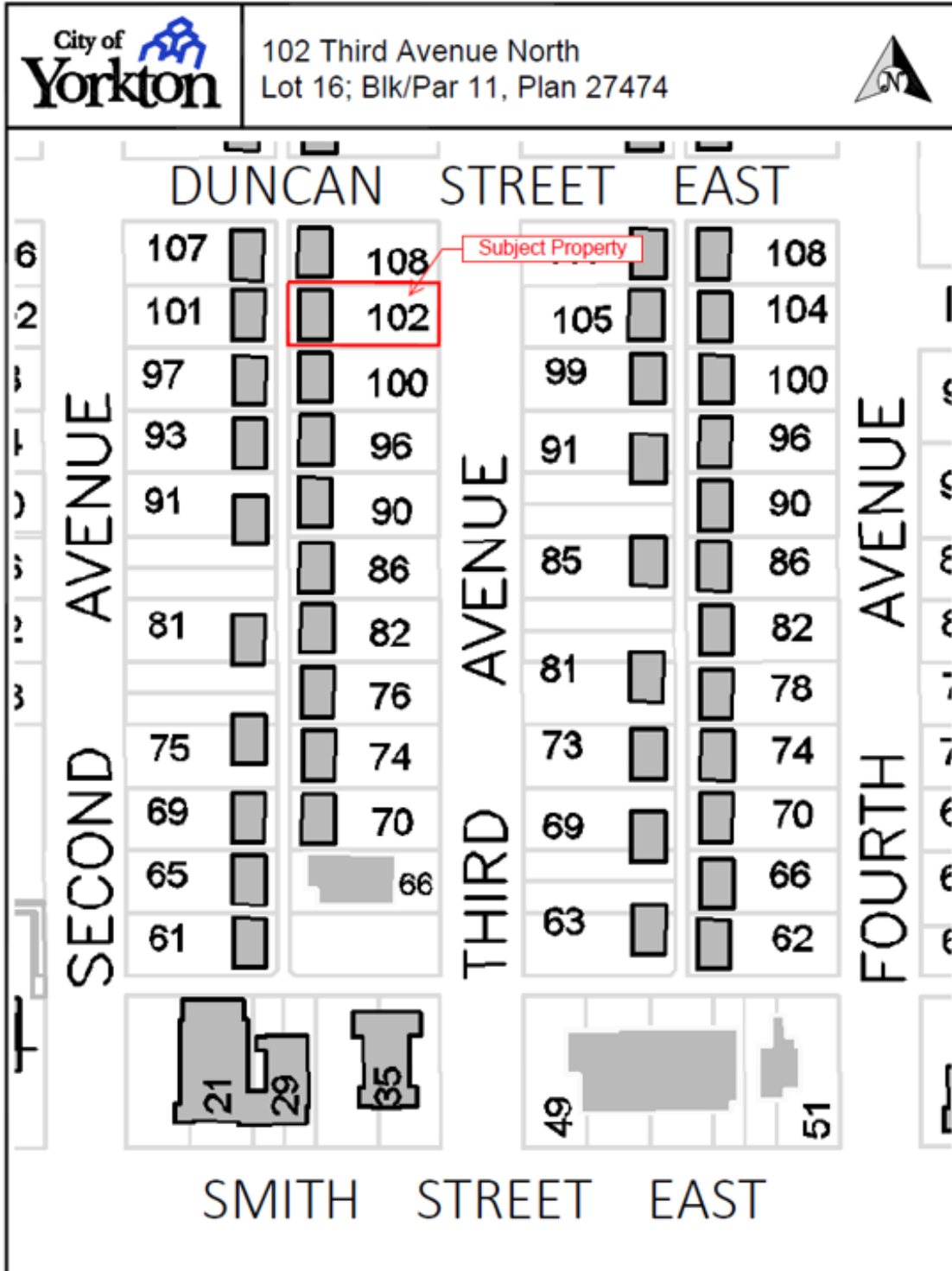
1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU02-2021 which proposes a Bed and Breakfast use as defined in the City of Yorkton Zoning Bylaw No 14/2003, at 102 Third Avenue North, legally described as Lot 16, Blk/Par 11, Plan 27474, and that 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 Continued – Council Report from April 26, 2021 Meeting

Attachment 1 – Key Plan



Attachment 1 Continued – Council Report from April 26, 2021 Meeting

Attachment 2 – Aerial Views



Attachment 1 Continued – Council Report from April 26, 2021 Meeting

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 1 Continued – Council Report from April 26, 2021 Meeting

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.² 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.

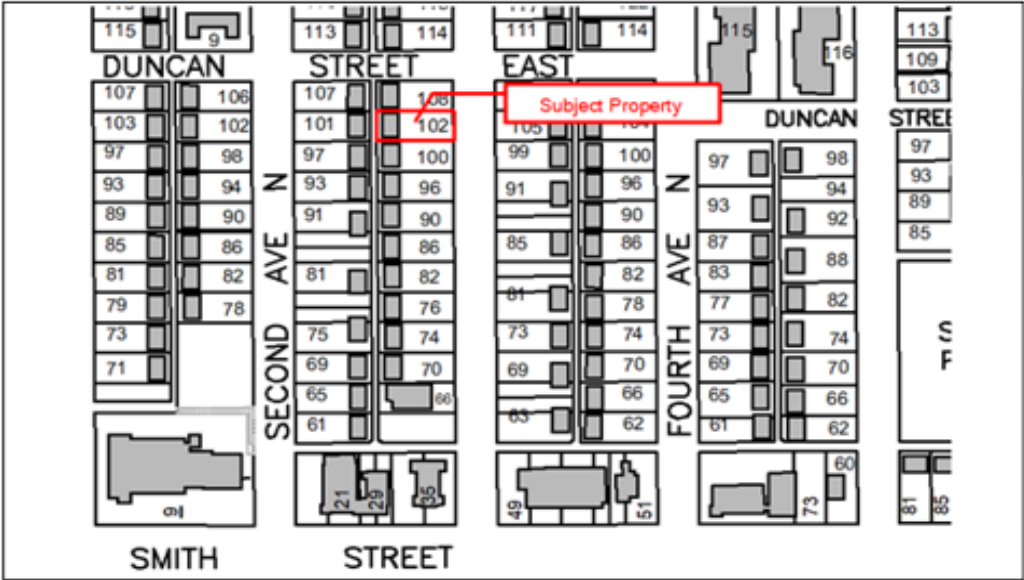
Sincerely,
Rhonda Rowe

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 16, 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 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

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



May 3rd, 2021

Dear Saskatchewan Urban Municipality:

Re: Membership vote for SUMA name change to “Municipalities of Saskatchewan”

I am writing to you on behalf of the SARM Board of Directors and our members to convey our continued concerns respecting the use by the Saskatchewan Urban Municipalities Association (SUMA) of the name “Municipalities of Saskatchewan” prior to SUMA receiving direction from its membership on a name change as stated at the 2021 SUMA Annual Convention.

One of SARM’s concerns is the perception of the name change when it comes to amalgamation. We continue to field questions around whether the associations have amalgamated. The SUMA membership defeated a resolution at their 2020 SUMA Annual Convention to have SUMA and SARM discuss the formation of one association. The SARM passed a resolution at their 2020 Annual Convention that stated the SARM membership had no interest in any such discussion around the amalgamation of the two associations and has requested that Premier Moe not permit the amendment of the SUMA Act to allow a name change to Municipalities of Saskatchewan. Both memberships are not wishing to amalgamate while the name “Municipalities of Saskatchewan” implies this has already happened.

Late February an article related to a resolution that was passed at the SUMA Annual Convention had the public questioning SARM around our support for the resolution as the article stated Municipalities of Saskatchewan supported the initiative. At the 2021 SARM Annual Convention, the SARM membership passed a resolution asking SUMA to put an immediate stop the misuse of the term “Municipalities of Saskatchewan” as their legal entity. Our membership was in favor of the resolution by 98%.

Over the past year, SARM has received communications from both rural and urban municipalities regarding the confusion within the marketplace, among members of both SARM and SUMA, suppliers, government officials and others. The name “Municipalities of Saskatchewan” implies that SUMA represents all municipalities in the Province. We were also notified that at a meeting amongst municipalities that a local Mayor was stating that SARM now falls under Municipalities of Saskatchewan. This is concerning to SARM as it is important our name and brand are protected.

It is critical that both associations continue to provide the programs and services we do to our respective memberships while working together to support all municipalities in our province. SARM agrees with President Hayward’s comments at the 2021 SUMA Convention stating the importance of a strong relationship between the two associations. The name change has only divided our memberships and our associations.

We understand that it is SUMA's intention to have a vote amongst the membership soon. We ask that you vote against the name change to "Municipalities of Saskatchewan". If the SUMA Board of Directors wishes to change the name of their Association, we encourage a name that does not imply the rural and urban associations have amalgamated and reflects the membership to whom they represent.

Sincerely,

A handwritten signature in black ink that reads "Ray Orb". The signature is stylized, with the first name "Ray" written in a cursive script and the last name "Orb" in a more blocky, capital-letter style.

Ray Orb
President



December 11, 2020

RECEIVED

City of Yorkton
Jessica Matsalla
PO Box 400
Yorkton, SK S3N 2W3

**CITY CLERK'S OFFICE
CITY OF YORKTON**

Ms. Matsalla

On behalf of the Board of Directors and members of Tourism Yorkton, thank you for the continued support provided by the City of Yorkton to the tourism industry in our city.

Enclosed please find the required reporting, including: annual report, working plan, 2021 budget and financial statements.

With the reporting we ask that the 2021 fee for service be forwarded.

Thank you.

Regards,


Randy Goulden

Ms. Randy Goulden
Executive Director
Tourism Yorkton

2020 BUDGET - TOURISM YORKTON

REVENUE			
INCOME			
Sales Income		\$1,500.00	
Membership Income		\$26,000.00	
Marketing/Event Income		\$11,500.00	
City of Yorkton Contract Fee		\$62,000.00	
Support Income (summer students)		\$9,300.00	
Interest Income		\$300.00	
TOTAL		\$110,600.00	
EXPENSES			
COST OF SALES			
Cost of Goods Sold		\$700.00	
TOTAL INVENTORY EXPENSE		\$700.00	
ADMINISTRATION EXPENSE			
Salaries and wages (2 full time & Summer Staff)	\$76,500.00		
UIC Expenses	\$2,400.00		
CPP Expenses	\$3,200.00		
Workers Compensation	\$150.00		
Employee Health Benefits	\$2,100.00		
PAYROLL COST - SUB-TOTAL			\$84,350.00
Accounting and Legal			\$5,000.00
Bank Service Charges			\$200.00
Travel/Accommodation/Meals			\$400.00
Meetings and Registrations			\$700.00
Vehicle Allowance			\$1,500.00
Subscriptions			\$50.00
Membership Dues			\$320.00
Operating Supplies			\$1,800.00
Contracted Services			\$2,000.00
Telephone/Internet			\$2,800.00
Postage and Courier			\$1,700.00
Insurance			\$500.00
Photocopies			\$1,800.00
Miscellaneous			\$400.00
Rent			\$3,300.00
TOTAL ADMINISTRATION EXPENSES			\$106,820.00
MARKETING EXPENSE			
Marketing - Print (Mini Map, Tent Cards)			\$2,500.00
Marketing - Ad Placement			\$200.00
Marketing - Special Events			\$300.00
TOTAL MARKETING EXPENSE			\$3,000.00
TOTAL EXPENSES			\$110,520.00

YORKTON CONVENTION AND VISITOR'S BUREAU INC.

FINANCIAL STATEMENTS

For the year ended December 31, 2019

YORKTON CONVENTION AND VISITOR'S BUREAU INC.
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For the year ended December 31, 2019

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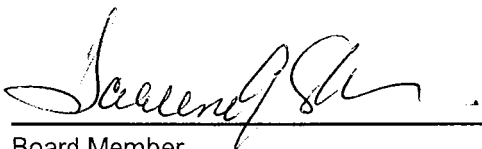
STATEMENT OF RESPONSIBILITY

The accompanying financial statements are the responsibility of the Board Members of Yorkton Convention and Visitor's Bureau Inc. and have been prepared in compliance with legislation, and in accordance with Canadian accounting standards for not-for-profit organizations.

In carrying out its responsibilities, the Board Members maintain appropriate systems of internal and administrative controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

The Board Members of the organization met with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

Sensus Chartered Professional Accountants Ltd., as the organization's appointed external auditors, have audited the financial statements. The Auditor's Report is addressed to the Board Members and appears on the following page. Their opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the financial statements are free of material misstatement and present fairly the financial position and results of the organization in accordance with Canadian accounting standards for not-for-profit organizations.



Board Member

Darlene Stakiw - President

INDEPENDENT AUDITOR'S REPORT

To the Board Members of:
Yorkton Convention and Visitor's Bureau Inc.
Yorkton, Saskatchewan

Qualified Opinion

We have audited the financial statements of Yorkton Convention and Visitor's Bureau Inc., which comprise the statement of financial position as at December 31, 2019 and the statement of operations and changes in net assets and statement of cash flows for the year then ended, and notes to the financial statements including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Yorkton Convention and Visitor's Bureau Inc. as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

Yorkton Convention and Visitor's Bureau Inc. derives some of its revenue from souvenir sales, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of Yorkton Convention and Visitor's Bureau Inc. Therefore, we were not able to determine whether any adjustments might be necessary to revenue, excess (deficiency) of revenues over expenses, and assets and unrestricted net assets.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the audit of the financial statements section of our report. We are independent of Yorkton Convention and Visitor's Bureau Inc. in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing Yorkton Convention and Visitor's Bureau Inc.'s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate Yorkton Convention and Visitor's Bureau Inc. or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Yorkton Convention and Visitor's Bureau Inc.'s financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian auditing standards, we exercise our professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Yorkton Convention and Visitor's Bureau Inc.'s internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Yorkton Convention and Visitor's Bureau Inc.'s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Yorkton Convention and Visitor's Bureau Inc. to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Yorkton, Saskatchewan
March 25, 2020



Chartered Professional Accountants Ltd.

YORKTON CONVENTION AND VISITOR'S BUREAU INC.
STATEMENT OF FINANCIAL POSITION
December 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 8,522	\$ 18,342
Short-term investments (Note 2)	55,700	40,516
Accounts receivable (Note 3)	1,194	
Inventories (Note 2)		23
Prepaid expenses		417
	65,416	59,298
CAPITAL ASSETS (Notes 2 and 4)	1,402	1,619
	\$ 66,818	\$ 60,917
LIABILITIES		
CURRENT		
Accounts payable (Note 5)	\$ 3,977	\$ 7,985
Deferred revenue (Notes 2 and 9)	5,948	1,191
	9,925	9,176
NET ASSETS		
UNRESTRICTED NET ASSETS	56,893	51,741
	\$ 66,818	\$ 60,917

YORKTON CONVENTION AND VISITOR'S BUREAU INC.
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
For the year ended December 31, 2019

	2019 Budget Unaudited (Note 8)	2019 Actual	2018 Actual
REVENUE			
City of Yorkton service contract	\$ 62,000	\$ 62,000	\$ 62,000
Membership	28,000	22,689	21,232
Marketing	12,200	10,859	13,011
Grants - City of Yorkton - lease		10,521	10,521
- Employment	10,000	7,137	6,663
- Canada Day	3,000	500	3,900
Interest	200	1,075	203
Souvenir sales	1,500	219	407
Miscellaneous	300	50	
	<u>117,200</u>	<u>115,050</u>	<u>117,937</u>
EXPENSES			
Accounting and legal	6,180	6,820	6,649
Administration	3,150	2,926	1,610
Amortization		217	268
Canada Day	3,000	530	3,900
Cost of sales			143
Insurance	500	425	451
Interest and bank charges	300	488	125
Marketing	5,000	2,999	7,497
Miscellaneous	700		
Office supplies	6,900	4,300	3,850
Rent	3,300	10,020	10,020
Salaries and wages	82,900	76,162	79,095
Telephone	3,500	3,661	3,396
Vehicle expense	1,500	1,350	1,374
	<u>116,930</u>	<u>109,898</u>	<u>118,378</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ 270</u>	<u>5,152</u>	<u>(441)</u>
UNRESTRICTED NET ASSETS, BEGINNING OF YEAR		<u>51,741</u>	<u>52,182</u>
UNRESTRICTED NET ASSETS, END OF YEAR		<u>\$ 56,893</u>	<u>\$ 51,741</u>

YORKTON CONVENTION AND VISITOR'S BUREAU INC.
STATEMENT OF CASH FLOWS
 For the year ended December 31, 2019

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash receipts from customers	\$ 99,380	\$ 98,216
Cash paid to suppliers and employees	(112,761)	(115,571)
Interest received	1,075	203
Grants received	18,158	21,084
Interest paid	(488)	(125)
	<u>5,364</u>	<u>3,807</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
(Purchase) disposal of investments	(15,184)	8,803
CHANGE IN CASH	<u>(9,820)</u>	<u>12,610</u>
CASH, BEGINNING OF YEAR	<u>18,342</u>	<u>5,732</u>
CASH, END OF YEAR	<u>\$ 8,522</u>	<u>\$ 18,342</u>

YORKTON CONVENTION AND VISITOR'S BUREAU INC.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

1. DESCRIPTION OF ORGANIZATION

Yorkton Convention and Visitor's Bureau Inc. was incorporated on April 18, 1996 under the Business Corporations Act of Saskatchewan. The organization is currently engaged in promoting tourism for the City of Yorkton.

The organization is exempt from income taxes under *the Income Tax Act*.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with the Canadian accounting standards for not-for-profit organizations. The following are considered to be the more significant accounting policies:

Inventories

Inventory is valued at the lower of cost and net realizable value determined by the first-in, first-out method.

Short-term investments

Short-term investments represent a cashable GIC held with the Royal Bank of Canada, recorded at the lower of cost and market value, earning interest at a rate of 1.50% (2018 - 0.50%) annually.

Capital Assets

Yorkton Convention and Visitor's Bureau Inc. records capital asset additions or disposals at cost.

Amortization is calculated using straight-line basis at rates intended to amortize the cost of the assets over their estimated useful lives. The amortization rates for the capital assets are as follows:

Furniture & fixtures	- 10.00 years
Computer equipment	- 3.33 years

In the year of acquisition, one-half of the applicable rate is applied.

Deferred revenue

Deferred revenue consists of prepaid membership revenue received during the year. Revenue will be recognized in the year that the membership pertains to.

Revenue recognition

The organization follows the deferral method of accounting for revenues. Grants and service contracts are recognized when the related expenses are incurred. Interest is recorded as it is earned. Membership income, marketing income and sales income are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

YORKTON CONVENTION AND VISITOR'S BUREAU INC.
NOTES TO THE FINANCIAL STATEMENTS
For the year ended December 31, 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of estimates

The preparation of these financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. Significant estimates include those used when accounting for amortization of capital assets. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known.

Financial instruments

The organization initially measures its financial assets and financial liabilities at fair value. The organization subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, short-term investments, and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable.

3. ACCOUNTS RECEIVABLE

	2019	2018
Accrued interest	\$ 717	\$
GST	477	
	<u>\$ 1,194</u>	<u>\$</u>

4. CAPITAL ASSETS

	Balance, Beginning of Year	Additions	Disposals	Balance, End of Year
Furniture & fixtures	\$ 16,335			\$ 16,335
Computer equipment	3,758			3,758
	<u>20,093</u>			<u>20,093</u>

ACCUMULATED AMORTIZATION

Furniture & fixtures	14,993	134	15,127
Computer equipment	3,481	83	3,564
	<u>18,474</u>	<u>217</u>	<u>18,691</u>

NET BOOK VALUE

	<u>\$ 1,619</u>	<u>\$ 1,402</u>
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YORKTON CONVENTION AND VISITOR'S BUREAU INC. **NOTES TO THE FINANCIAL STATEMENTS** **For the year ended December 31, 2019**

5. ACCOUNTS PAYABLE

	2019	2018
Accrued audit fees	\$ 3,500	\$ 3,000
Payroll deductions	477	1,315
Trade		3,670
	<u>\$ 3,977</u>	<u>\$ 7,985</u>

6. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments.

Credit risk

Yorkton Convention & Visitor's Bureau Inc. provides credit to its clients in the normal course of operations and virtually never has any bad debts.

Liquidity risk

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due. It stems from the possibility of delay in realizing the fair value of financial instruments. At this time, the organization has more than adequate current assets to cover its current liabilities, therefore liquidity risk is minimal.

The organization manages its liquidity risk by constantly monitoring cash flows and financial liability maturities, and by holding assets that can be readily converted into cash.

Accounts payable are generally paid within 30 days.

Interest rate risk

The organization is exposed to interest rate risk on its fixed interest rate financial instruments. Fixed-rate financial instruments subject the organization to a fair value risk. The organization is exposed to this type of risk as a result of an investment in a cashable GIC. However, the risk associated with investments is reduced to a minimum since the organizations financial instruments are primarily short-term in nature.

7. ECONOMIC DEPENDENCE

The Yorkton Convention and Visitor's Bureau Inc. receives a substantial amount of its revenue from the City of Yorkton and is financially dependant on the City of Yorkton for funding. During the 2019 year, the organization received approximately 63% (2018 - 61%) of total revenues in funding from the City of Yorkton. All of these amounts have been included in revenue.

8. BUDGET

The budget figures presented for comparative purposes are unaudited and are those approved by the board members.

TOURISM YORKTON

Where Good Things Happen

2021 Working Plan

Tourism Yorkton will continue promoting the Yorkton area as a premier four-season destination, to realize economic benefit for the Yorkton area through Tourism.

Due to current Covid 19 restrictions, the visitor information centre was closed (March 16) to visitors for several months. Tourism Yorkton reopened for curbside service on May 11 and opened to the public on June 8. Respecting and following all hygiene and social distancing guidelines required by Saskatchewan Health Authority.

Tourism Yorkton Vision

The Yorkton area is recognized as a progressive four season destination located on the TransCanada Yellowhead Highway and is known for:

- Hospitality
- Attractions
- Conventions/meetings/hosting facilities/services
- Customer service
- Commitment to unique natural heritage, community values and vibrant lifestyles

Defining Our Mission

To fulfill our vision, Tourism Yorkton will:

Work together with our members, Tourism Saskatchewan, the City of Yorkton and community to increase tourism resulting in economic benefits through utilization of recreational, cultural, commercial and person resources.

MISSION STATEMENT

To realize economic benefit for the Yorkton area through tourism.

In the successful tourism promotion of Yorkton as a destination area, the following key factors must be considered:

- The Canadian Tourism Commission's vision statement focuses on the principles of authenticity, partnership, and research-based marketing, complementing Tourism Saskatchewan's promotions.
- Engaging participation has replaced passive observation.
- Competition for tourism markets is becoming increasingly intense as governments within Canada and abroad recognizes the economic contribution of the tourism industry.
- Continue to position Yorkton and area as a safe, friendly, clean and family oriented destination.
- Distribution of the message (promotion and fulfillment) is as important as the message itself.
- Dual income families are becoming the norm, further challenging travel planners to accommodate schedules for both partners.
- Heightened environmental consciousness is moving concepts such as ecotourism into the mainstream of travel experience.
- Increasing importance of the Internet in overall message strategy.
- Increasing importance of social media marketing.
- Increasing interest in authenticity and education-based experiences.
- Perception of value is more important than perception of price (i.e. differentiation on a price basis is not sustainable).
- The aging of North Americans and implications for tourism.

- The increasing challenge of “time” is encouraging an increase in short-term travel experiences, which are more flexible.

MARKETING STATEMENT AND INITIATIVES

Tourism Yorkton will work and plan respecting the Province of Saskatchewan Covid 19 recover regulations, implementing the 2021 Working Plan

Consumer behavior is moving toward more learning-based experiences, increasing interest in soft adventure, and interesting new locations. Implications are for increasing interest and demand for agricultural, aboriginal and cultural tourism, and for ecotourism experiences.

Yorkton is positioned and product ready to become a key destination for this new kind of consumer.

Improved packaging and promotion of travel experiences that are responsive to the individual needs of consumers will continue to be a major focus for Yorkton’s tourism industry. Improving the positioning of Yorkton in all markets will continue to be a priority.

1. Tourism Saskatchewan and Destination Canada Marketing Support Program – partner to implement the Canada Nice program, to support the recovery of the visitor economy at the local and regional level. (Attached).
2. Convention and Events Planning Guide – continue to implement an effective strategy to identify and become proactive in working with groups and organizations to bring meetings/conventions/events to our city. Planning guide is enclosed.
3. Wedding Planner Guide – continue to implement an effective strategy to promote wedding, anniversaries, reunions.
4. Yorkton Business Improvement District – continue to work collaboratively on business development, retention and marketing.
5. Education and Training – Tourism Yorkton will continue to work with industry partners in making significant strides toward addressing the issues identified by its sector members. The industry’s collective objective has been to raise the level of professionalism across the industry by developing products, programs, and services to:
 - Improve human resource management and training practices
 - Improve the image of tourism as a viable career choice
 - Increase training and educational levels
 - Reduce turnover
 - Enhance self-esteem of tourism workers
 - Encourage greater relevance of existing post-secondary and technical training for tourism
6. Event Calendar/Database – continue to implement/update the on-line, searchable event database.
7. Event Tent Cards – produce and distribute twice a year – spring/summer and fall/winter, promoting Yorkton events; distributed to restaurants, hotels, malls, doctor/dentist offices, waiting rooms, etc; 1500 each run.
8. Community Tourism Action Plan – implement and monitor the comprehensive action plan developed by the planning committee.
9. Marketing Activities (where partnerships and funding allows) – Tourism Yorkton recognizes that effective penetration of the marketplace will depend on an integrated, sustained effort. Target markets will continue to be developed through a combination of advertising, direct sales, and unpaid media support. Trade and consumer shows will be complimented with direct sales calls and familiarization tours. Within Canada, primary emphasis will be on Saskatchewan, Alberta and Manitoba. The short haul U.S. markets are the nearby states of North Dakota, South Dakota, Montana and Minnesota. The long haul U.S. markets are the states of California, Colorado, Florida, Illinois, Iowa, Michigan, Ohio, Oregon, Texas, Washington, Wisconsin and Alaska. Europe, Germany, Asia and U.S. long haul states will be the responsibility of Tourism Saskatchewan.

- a) Marketplaces – partner with Tourism Saskatchewan and local members
 - Family Motorcoach Association
 - Saskatchewan Snowmobile Association – Saskatoon
 - Calgary Stampede
 - Spring Expo, Yorkton
 - Parkland Outdoor Show, Yorkton
- b) Print Advertising
 - Yellowhead Literature Rack Program
 - CAA Magazine
 - Edmonton Journal
 - Tourism Saskatchewan internet opportunities
 - Woodall's Camping & RV Directory
 - Direct Mail
 - Good SAM
 - Saskatchewan and Alberta Senior Clubs
 - American RV
 - Destination Saskatchewan
 - Summer Guide
 - Winter Guide
 - American RV Direct Mail
 - Directwest telephone Directories
 - Scenic Saskatchewan – Western Producer
 - Canadian Bus Association
 - Canadian Tour Planning and Operators Guide
 - Yellowhead Travel Guide
 - Opportunities within the Tourism Saskatchewan Marketing Program
- c) Programs and Services – continue to promote the City of Yorkton through:
 - Visitor guides
 - Geocaching
 - Clubs and organization listings
 - Coffee campground program
 - Promoting the benefits of tourism
 - School tours
 - Caravan tours
 - Partnering in hospitality training
 - Welcome packages
 - Familiarization tours
 - Bus tours
 - Planning assistance
 - Canada Day program
 - Internet
 - Calendar of events
 - Wiki Travel
 - Facebook
 - Twitter
- d) Marketing and Conventions
 - Meetings Buyers' Guide
 - Conventions Meeting Canada Guide
 - Tour and Travel Canada
 - Canadian Tour Planner and Operation Guide

10. Mini-maps – develop, promote and distribute mini-maps to visitors that promote member businesses, services, sport facilities and attractions. 15,000 mini-maps printed annually.
11. Other Initiatives – proactively working with all orders of government, partners and stakeholders to grow the tourism industry.
12. Photo/Image Bank – partner with Tourism Saskatchewan in maintaining a photo/image bank.
13. Promotional Pieces – Tourism Yorkton will cost out developing a promotional piece that will promote the attractions, services, events, and operators in the Yorkton area.
14. Unpaid Media – continue to develop working relationships with media to realize unpaid marketing opportunities.
15. Visitor Guide – develop and distribute spring/summer and fall/winter guides to promote Yorkton and area services, attractions, events, facilities, businesses. 50,00 copies are printed each season
16. Visitor Services – through direct contact with the visitors to Yorkton, Tourism Yorkton strives to meet and exceed customer expectations through quality service. Tourism Yorkton provides travel counseling and information services to visitors through the visitor information centre. The visitor information centre is open Monday to Friday during the shoulder and winter period, and seven days a week throughout the summer period with extended hours. Requests for information are received and processed through mail, telephone, fax and email.
17. Year 2021 Activities – Tourism Yorkton will promote and support the many sporting events, reunions, festivals, shows, etc. occurring in 2021.
18. Relocation Package – will continue to promote and enhance the new electronic relocation package along with fulfillment of hard copy.
19. Compass and Refine Magazines – provide weekly events.
20. Hotel Bulletins – develop and distribute monthly event calendar for placement in all accommodation rooms and campgrounds, 860 distributed monthly.
21. Electronic/Internet Marketing – provide timely information on Wiki Travel, Facebook, Instagram, Twitter and the Tourism Yorkton website.
22. Postcards – developed two new images for sale to promote the activities, outdoors and canola.

Tourism Yorkton

2020



www.tourismyorkton.com

306.783.8707

TOURISM YORKTON

Where Good Things Happen.

- Travel and tourism generated an estimated \$42.2million in travel receipts in the Yorkton Constituency.
- There were approximately 1,718 people employed in tourism related industries living in Yorkton
- Enhanced Tourism Yorkton website www.tourismyorkton.com
- Second largest membership (after Saskatoon) of a destination marketing organization in Saskatchewan

WHO WE ARE

Tourism Yorkton is a non-profit membership based organization founded in 1985 and governed by a Board of Directors. We operate with two full time staff and summer information councillors.

Tourism Yorkton is one of four stand-alone visitor information centres in Saskatchewan. The only year round visitor information centre open on the Yellowhead highway between Winnipeg and Saskatoon and in the eastern portion of Saskatchewan.

BOARD OF DIRECTORS

Darlene Stakiw **President**
Robert Ashcroft
Barb Lang
Paul Keys
Charles Ryder
Samuel Twumasi
Susan Mandziuk
Janet Thomas
Randy Goulden

Avalon Studios & Gallery
Custom Microsystems
Marlin Travel
Gallagher Centre
Painted Hand Casino
City of Yorkton, Economic Development
Western Development Museum
Home Inn and Suites
Executive Director

Mission Statement

To realize economic benefit for the Yorkton area through tourism.

OBJECTIVES

- To establish, maintain, and manage an office for the transacting and coordination of conventions, tourism information distribution and special event business for the City of Yorkton area
- To assist members and interested groups with convention or visitor meeting plans and preparations
- To provide a liaison between convention, tourism, visitor and special event planners and organizers and the services and facilities located in the City of Yorkton area
- To promote the services, attractions and facilities of the City of Yorkton and area
- To promote and encourage tourism related training and education programs
- To distribute information directly through advertising, mail, internet and personal contact.
- To promote, advance and encourage the convention, tourism, visitor and special event industry in general for Yorkton and area members
- To be the provider of information services to tourists/visitors while in Yorkton
- To be a coordinator of available services and organizations involved in tourism
- To be an advocate for the tourism industry

TOURISM REVENUE

Local Revenues: Travel and tourism generated an estimated \$42.2 million in travel receipts in the Yorkton Constituency.

Local Employment: Out of the 71,800 people employed within Saskatchewan, there were 1,718 people employed in the tourism related industries in the Yorkton Constituency

Training: Over the past three years, 238 individuals in Yorkton Constituency have participated in training through the Saskatchewan Tourism Education council, a division of Tourism Saskatchewan

TOURISM SASKATCHEWAN

Provincial Employment: Saskatchewan employs 67,600 people in tourism related industries

Provincial Business Events: There are 4,200 tourism products and services in Saskatchewan

Provincial Revenue: Travel and tourism generate an estimated \$2.37 billion in travel receipts annually in Saskatchewan.

Education: The Saskatchewan Tourism Education Council, a division of Tourism Saskatchewan, delivered a variety of training programs to 10,000 people, in 200 communities, across the province.

Do you know someone we should contact?

Tourism Yorkton is always looking for new members.

Call us at 306.783.8707

All leads are appreciated.

VISITOR INFORMATION CENTRE

Visitors at the information centre provide economic spin-off and funnelling effect to the city of Yorkton and area. The visitor information centre offers visitor services including: travel literature, maps, events, attractions, highway conditions, crop information, souvenirs, telephone, washrooms, water supply, sewer dumping station and more.

Due to current Covid 19 restrictions, the visitor information centre was closed (March 16) to visitors for several months. Tourism Yorkton reopened for curbside service on May 11 and opened to the public on June 8. Respecting and following all hygiene and social distancing guidelines required by Saskatchewan Health Authority.

EXTENDED HOURS

Summer extended hours – July 6 to August 27

Daily 8:00am – 6:00pm

Weekends and holidays 8:00am – 5:00pm

SERVICES AND PROGRAMS

Access Communications: Participated in reports promoting services, attractions and programs available within the Yorkton area.

Advocacy: Developed and lobbied on behalf of the members of Tourism Yorkton - Provincial Parks, funding levels for the industry, signage.

American Bus Association: Continue to work with the travel trade.

Awards/Recognition Programs: Encouraged/ developed nominations of Yorkton and area businesses and organizations: Tourism Saskatchewan, Attractions Canada, Tourism Industry of Canada.

Bid Yorkton: Proactively working with groups and organizations to host meetings/conventions/events to our city. Implemented the Bid to Host Package for community groups/organizations and distributed (community) information on the package and process. Successful bids: SUN Conference, Tourism Saskatchewan Golf Classic, Good SAM Samboree, Yellowhead Highway Conference, Lutheran Synog, Theatrefest, Grand Slam of Curling, Saskatchewan Country Music Awards, Saskatchewan Snowmobile Association Provincial Festival

CTC Branding: Continue to provide input into branding process with Canadian Tourism Commission.

Canada Day Program: Develop application for annual provincial grant. Partnered with Western Development Museum to plan and implement the event. Attendance, approximately 1500 people.

Cemetery Walking Tours: Worked with City of Yorkton Municipal Heritage Committee in developing and selling the self-guided walking tour of the Yorkton Cemetery.

Clubs and Organization Listings: All clubs and organizations are contacted twice yearly for updated contact information. This information is compiled into our database and is available to the general public.

Coffee Campground Program: Organize and implement the coffee campground program at the Yorkton city campground each June, July and August. This program offers free coffee, cookies and juice to visitors three evenings a week, with community volunteers providing first hand

community information. This program continues to receive many complementary comments from visitors.

Community Attraction Signs: Developed and implemented with Community Development, Parks and Recreation, a program that saw the installation of twenty-four community attraction signs. The signs promote attractions and special events. They are on the six major highway entries to the city. Signage updated in 2019.

Compass and Reference Magazines: Provided monthly event calendar.

Conventions Meeting Canada: Provided information for manual on facilities that cater to corporate and non-profit for special events, product launches, meetings, etc.

Crops of the Parkland Walking Tour: Self guided tour, promoting information on the local agriculture sector. Partnered with City of Yorkton, Parkland College, Ducks Unlimited and the Chamber of Commerce.

Electronic Media: Tourism Yorkton participated in the following electronic media interviews:

- 94.1 FM The Fox Yorkton – ongoing interviews

- CJGX 940AM Yorkton – ongoing interviews

- CTV/CBC Yorkton – ongoing interviews

- SaskTel Max - features

- 100.5 FM The Rock Yorkton – ongoing interviews

- Access Communications – ongoing reports, tourism feature

Events On-Line: Continue to implement partnership with the Gallagher Centre, City of Yorkton, Yorkton On-Line event database. Update in real time, with new events, available immediately. Inquiries can search for events by product, date and location.

Familiarization Tours: Conduct tours of the city, attractions and businesses for groups, media, writers, tour operators, caravans as well as the Foam Lake visitor information centres.

Hub and Spoke Tours: Market six tours.

Internet Website: Links to Tourism Saskatchewan, City of Yorkton, Yellowhead Highway.

Tourism Yorkton members are listed in the appropriate sectors and this website has an e-mail address which is used extensively for information requests.

Marketing: Research material from Tourism Saskatchewan is consulted and forms the basis of the marketing initiatives.

Maps: Tourism Yorkton developed and distributed mini-maps that promote member businesses, services, sport facilities and attractions. 15,000 maps printed annually.

Moving to Yorkton Packages: Developed welcome/information kits with website application online, for people relocating to the City of Yorkton.

Murals, Monuments and More Public Art: Market the self-guided walking tours.

Partnerships: Tourism Yorkton maximizes the use of marketing and product development dollars by forming partnerships with national, provincial, regional and local governments, groups and organizations.

Presentations: Tourism Yorkton continues to make presentations at community and local groups and organizations advocating the benefits of the tourism industry.

School Tours: For schools both within the city and from rural Saskatchewan and Manitoba, information is distributed to school districts on tours available in Yorkton. Tourism Yorkton has developed a database of products available for school tours, available electronically and on the website.

SK History and Folklore Society: Provided tour opportunities both for meetings and interested members.

Tourism Awareness Week: May 26 – June 1, 2020 – developed and implemented activities to highlight and recognize the benefit of the tourism industry.

Tourism Saskatchewan Travel Trade Strategy: Work with Tourism SK on the strategy to bring more travel trade business to SK.

Tourism Signing Study: In collaboration with the City of Yorkton and SK Ministry of Highways on a study to evaluate existing and identify tourism signage – entrance to city.

Visitor Guides: Summer (50,000) and Winter (50,000) guides are published and delivered to subscribers of the Yorkton/Community Review and mailed to Manitoba residents. The visitor guides are also used as fulfillment pieces and as information resource in local accommodations.

Visitor Information Centre Theme Decorations: Recognized and promoting Yorkton area events and ethnic backgrounds, decorated: Film Festival, Exhibition, Thresherman's Show and Seniors' Festival, Sunflower Craft Show.

Volunteers: Tourism Yorkton utilizes volunteers in the following tasks: coffee campground, packaging welcome kits, tour guides, reception, delivering tourism information, delivering Canada flag posters to businesses and providing leadership to the board of directors.

Walking Tours: Showcasing some of Yorkton's most stunning locales! Downtown Walk with Kathy Morrell; St. Mary's Ukrainian Catholic Church Tour; Relaxation in Sonja's Healing and Meditation Garden; Ravine Ecological Preserve Walk; Promise and Potential: Yorkton in the Early 1900s; Pokemon Come & Go.

Wedding Package: develop and implement information for hosting weddings and anniversaries.

Welcome Bags: Developed and printed 25,000 9" x 12", printed on both sides. Purpose: Welcome packages, information fulfillment, marketplaces, etc.

Welcome Banner: Available to groups, organizations or businesses when hosting special events.

Welcome Conference Delegates: Tourism Yorkton welcomed and supported delegates to the City of Yorkton through welcome packages.

Yorkton Airport: Promoted the usage of the regional airport and charter service.

100 Must See In Saskatchewan: Provided information, including Yorkton Film Festival.

PRINT ADVERTISING

CAA Direct Mail: Participated in direct mail to 126 CAA offices throughout western Canada.

Canadian Bus Association: Quarterly Magazine with circulation of 100,000. Fall Trans Expo Edition circulation of 20,000.

Deer Park Golf Course: Distributed high resolution images.

Destination Saskatchewan Summer Guide: May 2020.

Destination Saskatchewan Winter Guide: October 2020 – 100,000 distributed to major markets: Leader Post, Star Phoenix, Moose Jaw Times Herald, Yorkton This Week, Prince Albert Herald and Lloydminster Times.

Direct Mail: Seniors Club – 400 throughout Saskatchewan.

Direct Mail RV: Circulation 95,000 – February. Active motor home, trailer and fifth wheel vehicle owners of Western and Southern U.S. long-haul states received a personalized direct mail package. These RV'rs are active members of the Good Sam Club. The package consisted of a personalized letter, response card, and a full colour 8.5" x 17" brochure.

Hotel Bulletin: 850 produced monthly, newsletter of services, programs and events; available in every accommodation room in Yorkton.

National Tour Association: Courier magazine – monthly publication, circulation 5500, movers and shakers of the motor coach industry. Featuring Saskatchewan as a destination snapshot.

Saskatchewan Discovery Guide: Distribution 300,000 worldwide.

Scenic Saskatchewan: Western Producer – circulation 55,000 – timing May – comprehensive magazine that promotes Saskatchewan tourism to farm households. An additional 7,500+ copies available at visitor reception centres.

Social Media

Promote attraction, services and event, including: Facebook, Twitter, Instagram

ELECTRONIC MEDIA

Instagram: tourismyorkton

Internet Banner Ads: mysask.com

Access Communications: Programming

Sasktel Max: Destination Yorkton and ongoing programming

Facebook: Social utility connecting Yorkton to people from around the world, up-dated regularly

Twitter: Free social messaging that now keeps people informed of local events, up-dated regularly

Wikitravel: Up-to-date travel guide now promoting Yorkton

VISITOR INFORMATION SERVICES

Tourism Yorkton is open to the public on a year round basis, providing complimentary information for the Yorkton area and Saskatchewan. Information is also available on British Columbia, Alberta, Manitoba, Ontario, northern US and Alaska. We provide tourism information to hotels, motels, service stations, campgrounds, offices (doctors, dentists, lawyers) and many local businesses.

Through direct contact with visitors, Tourism Yorkton strives to meet and exceed customer expectations through quality service and products. Tourism Yorkton provides travel counseling using the information series produced by our organization and Tourism Saskatchewan and Yorkton information.

Visitors can take home memories of Yorkton and Saskatchewan by purchasing unique; Saskatchewan made crafts, clothing, postcards and souvenirs.

Crop information and displays have been developed, to answer the many questions relating to crops seen while driving through Saskatchewan. This information is available on our website. Tourism SK now uses the crop information handout developed by Tourism Yorkton.

“**Little Traveler**” packages are prepared for visitors traveling with children. Package includes: crayons, “Where Good Things Happen” colouring sheets and Tourism Yorkton’s members’ complimentary gifts.

Postcards developed two new images, canola and indoors.

INFORMATION REQUESTS

We received 1316 information requests by telephone, e-mail, website and mail. Information was sent out to:

Canada: Quebec, Ontario, Saskatchewan, Manitoba, British Columbia, Nova Scotia, Alberta, Newfoundland, Prince Edward Island, Northwest Territories, New Brunswick, Yukon, Nunavut

YELLOWHEAD HIGHWAY TRAVEL CORRIDOR

Tourism Yorkton is one of the partners and board members of Team Yellowhead Tourism Marketing Consortium. The membership allows Tourism Yorkton to participate in Yellowhead Information Rack Program. Yorkton information is distributed in all communities on the Yellowhead travel guide from the market of interest. Ads promoting the Yellowhead Travel Guides have been placed in twenty publications (17 U.S. and Canada). We have participated in the Yellowhead Guide with a full page ad, page of editorial and listing of attractions and events.

EDUCATION AND TRAINING

Tourism Yorkton continues to take a lead role in tourism education and training opportunities.

- Business Skills Development Program for Tourism Operators – partnering with STEC, Parkland College, Community Futures. To develop and implement a strategy for delivering business skills training to exciting small businesses.
- Hospitality Advisory Committee – Playing a lead role in developing and implementing the advisory committee. The committee oversaw a provincial pilot project to support communities, employers and employees to expand the local employment base and develop initiatives to respond to the employment needs of their community.
- Hospitality Training – In partnership with the Parkland College, identifies offers and promotes customer service training.
- STEC Certification Exams – Tourism Yorkton continues to provide services to facilitate examinations.

TITLE: 2021 Water Main Replacement Program – Distribution System Update	DATE OF MEETING: May 17, 2021
	REPORT DATE: May 11, 2021
CLEARANCES: Michael Buchholzer – Director of Environmental Services and Capital Projects Michael Buchholzer Ashley Stradeski – Director of Finance Ashley Stradeski	ATTACHMENTS: <ol style="list-style-type: none"> 1. 2021 – 2026 Water Main Replacement Program 2. 2021 Water Main Replacement Program Project Map
Written by: Trent Mandzuk – Director of Public Works Trent Mandzuk	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

BACKGROUND

A critical component to Public Health and economic well-being is our City's drinking water which is distributed to users through a vast underground piping system. Since most of this network is underground it is out of sight and often overlooked in comparison to other infrastructure such as roads and sidewalks.

A 2018 study conducted by the Utah State University Buried Structures Laboratory indicated that water main breaks across North America have increased by an average of 27% in the last 6 years. Cast iron (CI) pipes represent the largest pipe material inventory in North America. 82% of all CI pipe is over 50 years old and their break rates have increased significantly by 43% since 2012 and are expected to continue to increase. Factors such as climate, pipe material, installation practices and soil types can greatly affect failure rates. Economic impacts from water main breaks include loss of treated water, increased maintenance budgets, overtime for service personnel and damage to City and private property.

The City of Yorkton has experienced an increase of 150% in water main breaks and a 363% increase in service connection breaks over the past 5 years. The average water main break costs approximately \$15,000 to repair and around \$10,000 for a service connection leak. The tables below illustrate break frequency, pipe material and age of the water distribution network.

Water Break History:

Year	Service Connection Leaks	Water Main Breaks
2015	8	8
2016	7	13
2017	29	5
2018	36	21
2019	37	20
2020	10	45

Material Types:

Pipe Material	Length (km)	Percentage
Cast Iron	40.4	26.0 %
Asbestos Cement	21.3	13.7 %
PVC	90.5	58.2%
Other: HDPE, DI, Steel, Unknown	3.3	2.1%
Totals	155.5	100.0 %

Age of Network:

Age	Length (km)	Percentage
50 + years	39.7	25.6
0 – 50 years	115.2	74.1
Unknown	4.6	0.3
Totals	155.5	100

DISCUSSION/ANALYSIS/IMPACT

The objective of the City's water main replacement programs is to reduce operating costs, service level impacts and to protect the safety of the distribution system. The most important factor used to quantify the condition and occurrences of failing underground pipe networks is water main break rates. Water main break rates can vary year to year and even seasonally. Break rates tell a compelling story which can aid in asset management decision making as it relates to defining pipe criticality and costs of repairing our underground water pipes.

The City of Yorkton currently uses water main break frequency as the most heavily weighted factor to determine which water mains are scheduled for replacement. Pipes with the highest number of breaks per 500 meter sections are prioritized. If two water mains have the same break frequency the larger diameter and/or larger user group takes precedence.

In 2019, the average lineal meter cost of water main replacement was \$1,493.48 making the replacement value of the network \$200 M in today's dollars. The main replacement budget for 2020 has been increased 17% from \$545,000 in 2019 to \$635,000. With this funding the distribution network is replaced once every 315 years. Cast iron water mains account for 100% of the failures in the past 5 years.

The average age of cast iron pipe in Yorkton's distribution system is 75 years old. There is 40.4 km currently in the system which will take 95 years to replace based on current operational budget funding levels. This means that the last bit of cast iron pipe within the distribution network will be 170 years old before it is replaced.

FINANCIAL IMPLICATIONS

The 2021 Water Main Replacement tender was advertised on SaskTenders and the City website on March 30, 2021. The scope of work for this project includes water main and service replacements, adjacent sanitary and storm replacements, and roadway improvements over a combined length of approximately 520 meters on Henderson Street East, Elizabeth Avenue, Independent Street and Haultain Avenue. Two Contractors submitted bids for the project. Tender results are in the table below.

Bidders	Bid Amount
KMS Construction Ltd.	\$1,114,000
Wyonzek Bros. Cont. Ltd.	\$1,331,053

Project Funding:

2021 Water Main Replacement - \$709,000
2021 Sanitary Sewer Replacement - \$278,000
2021 Water Works MEEP - \$500,000

Total - \$1,487,000

COMMUNICATION PLAN/PUBLIC NOTICE

Advertisements will be put on City website and radio two weeks prior to project start up. The Contractor is required to advise Citizens via letter notification of dates for temporary water supply installation. Further, the Contractor is also responsible for making arrangements with residents and OSS for garbage collection. Completion date deadline for the contract is October 15, 2021.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

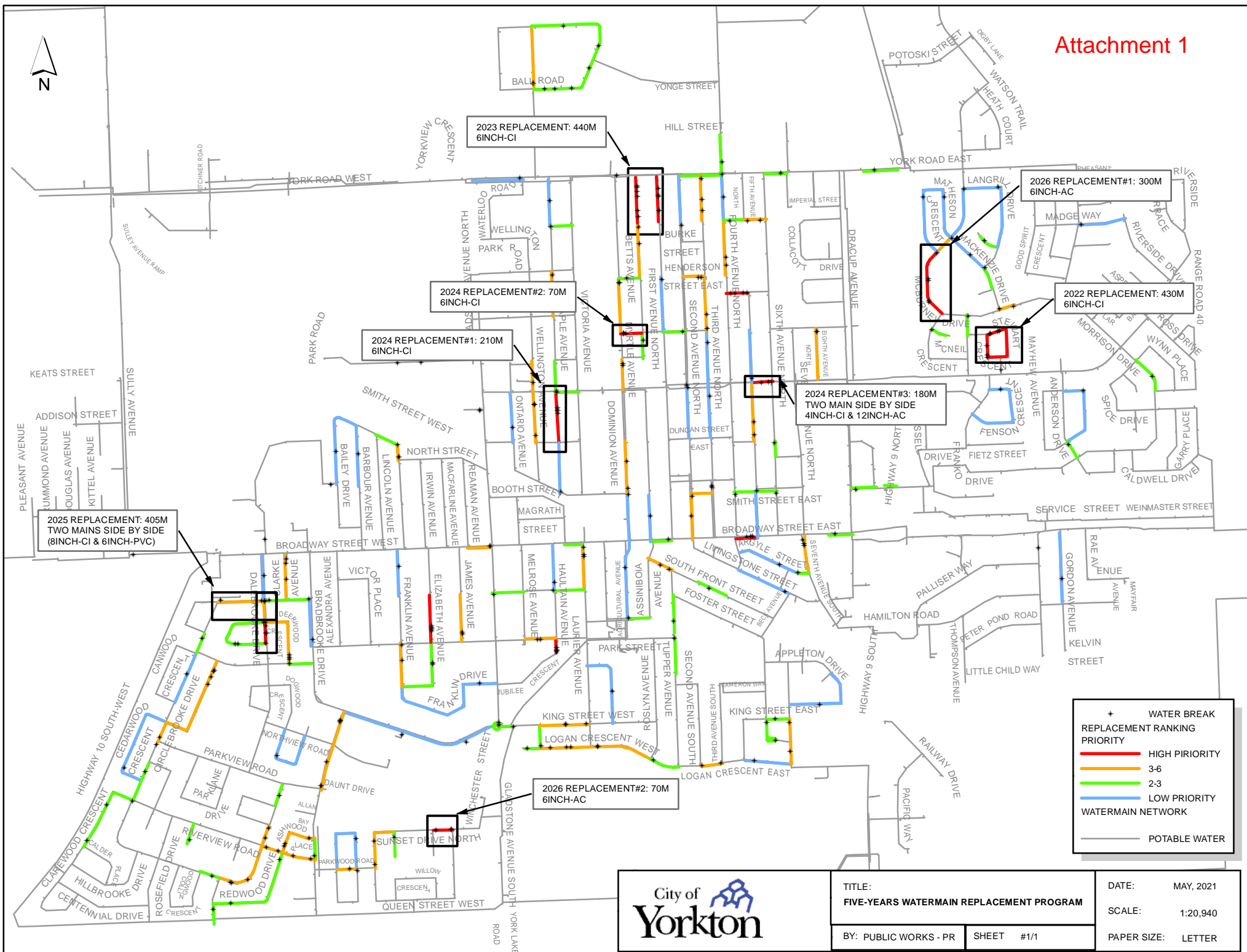
Develop a long term infrastructure plan that includes Water, Sewer, Roads, Sidewalks, Walking-trails, Bike-paths, Facilities, Transit and future development.

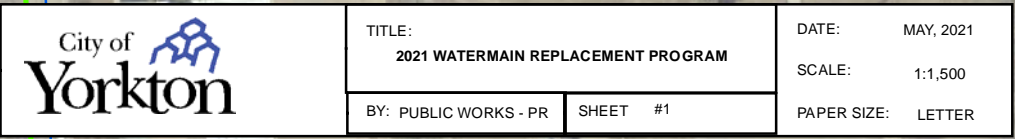
OPTIONS

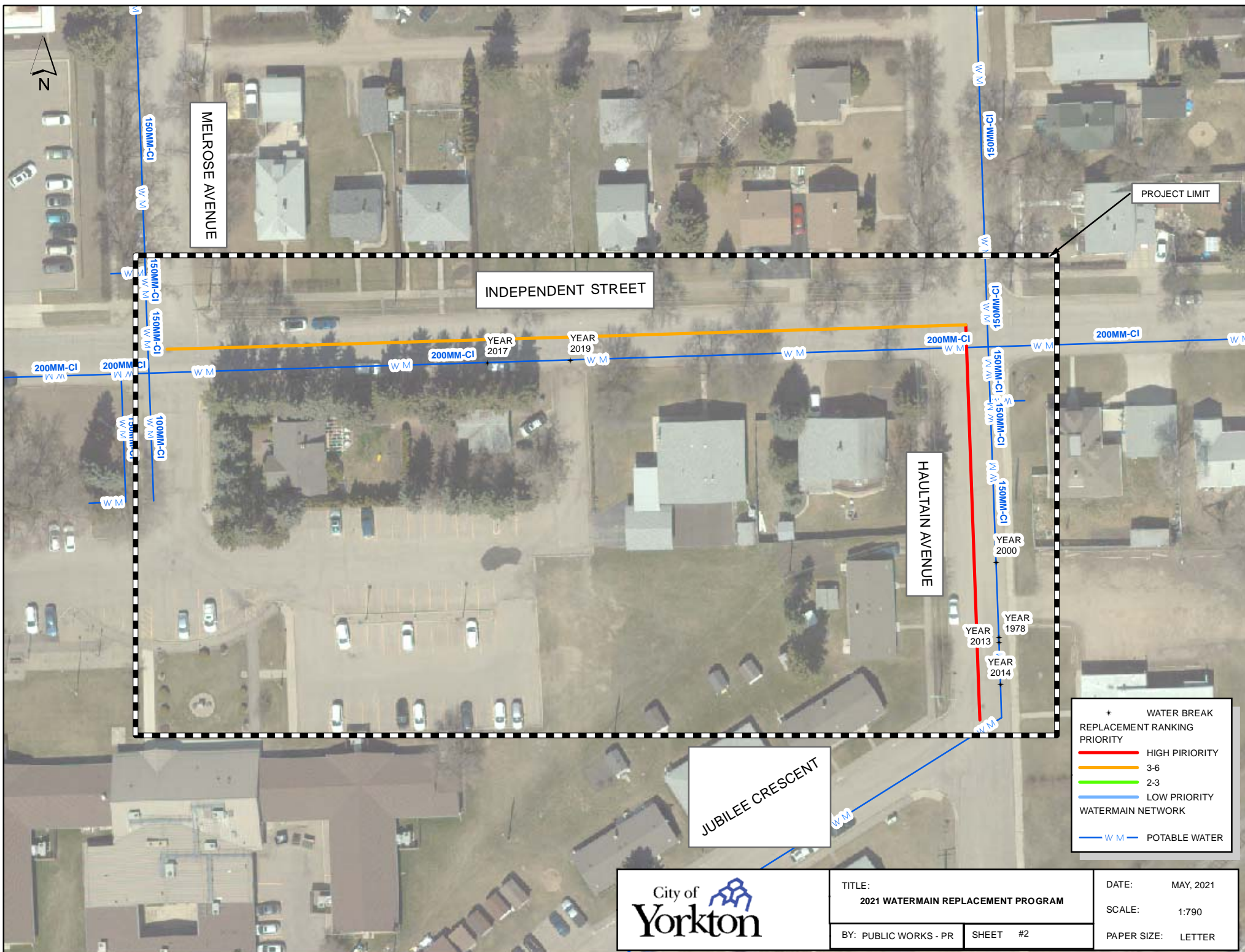
1. Award the 2021 Water Main Replacement tender to KMS Construction Ltd. for \$1,114,000 (plus taxes)
2. Award the 2021 Water Main Replacement tender to Wyonzek Bros. Const. Ltd. for \$1,331,053 (plus taxes)

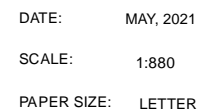
RECOMMENDATION

That Council award the 2021 Water Main Replacement tender to KMS Construction Ltd. for \$1,114,000 (plus taxes), and further authorize the Mayor and City Clerk to execute the agreement.









TITLE: 2021 Asphalt Paving Program – Roadway Update	DATE OF MEETING: May 17, 2021
	REPORT DATE: May 11, 2021
CLEARANCES: Ashley Stradeski – Director of Finance Ashley Stradeski	ATTACHMENTS: 1. 2021 Asphalt Paving Program Map 2. 2022 to 2026 Asphalt Paving Program List 3. 2022 to 2026 Asphalt Paving Program Map
Written by: Trent Mandzuk – Director of Public Works Trent Mandzuk	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

BACKGROUND

The City of Yorkton has approximately 140 kilometers of paved roads within its jurisdiction having a total surface area of approximately 1.72 million square meters. These lengths and areas include all lanes and both directions of travel but do not include back lanes and alleyways. The table below depicts the amount of roadways in accordance to road class and respective percentages of the total network.

Description	Road Class (Paved)					Total
	Highway	Arterial	Major Collector	Minor Collector	Residential	
Length (m)	21,162	6,802	13,085	20,943	73,791	135,783
Area (m2)	317,875	138,903	165,329	262,160	835,704	1,719,971
Percentage of Network Area	18%	8%	10%	15%	49%	100%

Ongoing condition assessments of our City's roadways are based on ASTM international 6433-99 Standard Practice for Roads and Parking Lots Pavement Condition Index surveys. This standardized method rates the surface condition of each roadway segment by evaluating the type, extent and severity of pavement surface distresses, as well as smoothness and ride comfort of the road. At the end of the assessment, a Pavement Condition Index (PCI) value is determined providing a numerical rating for the condition of a road segment where 0 is the worst possible condition and 100 is the best. The following table provides a general description of the PCI ranges.

Pavement Condition Index (PCI) Descriptions

PCI	Condition	General Description
90-100	Very Good	Sound physical condition. Asset likely to perform adequately without any major work well into long-term.
80-89	Good	Acceptable physical condition. Minimal short-term failure risk. Only minor work required.
65-79	Fair	Deterioration evident. Failure unlikely in the short-term but further deterioration may start to accelerate. Minor components or isolated sections need replacement. The asset still functions safely at an adequate service level of service. Work required but asset is still serviceable.
55-64	Poor	Failure likely in the near-term. Likely need to replace most of the asset. Substantial maintenance work need in the short-term.
<55	Acceptable	Failure imminent or failed. Immediate need to replace most of the asset. Major work or replacement required.

Best practice suggests the collection of PCI ratings at regular intervals (3-5 years) to best monitor roadway network performance and to determine the rate of deterioration. This helps evaluate the effectiveness of pavement materials and designs, as well as the effectiveness of maintenance strategies.

DISCUSSION/ANALYSIS/IMPACT

Over the past 10 years, the City of Yorkton has conducted two roadway assessments with the most recent being completed in 2018. The table below illustrates condition of Yorkton's roadways based on road class and percentage of total network area.

PCI/Condition Statement

Road Class	Very Good	Good	Fair	Poor	Very Poor
	90 - 100	80 - 89	65 - 79	55 - 64	< 55
Highway	16%	46%	33%	5%	0%
Arterial	8%	39%	49%	4%	0%
Major Collector	17%	20%	37%	15%	8%
Minor Collector	18%	23%	51%	7%	2%
Residential	12%	12%	62%	11%	3%
Total % of Area	14%	23%	52%	9%	3%

A large percentage of City's roadways currently fall under the "fair" condition rating. It should be noted that over the next 10 years all of these roads will shift to "poor" condition. At that time over 70% of residential roadways will become problematic as will 60% of the entire roadway network.

These statistics become more concerning when we recognize the replacement value of our City's roadway network is \$89,921,037 (based on 2019 pricing). The existing operational budget for the City's overlay program is \$560,000 which provides for a 160 year replacement cycle.

In the last couple years, aggressive overlay programs have increased the scope of historical programs by more than double in efforts to tackle poor roadway conditions in high traffic areas. However, caution needs to be exercised to avoid overinvesting in future asphalt overlay programs prematurely. 2022 and 2023 underground inspection programs need to be fully executed prior to future asphalt overlay programs commencing. Priority streets designated to receive asphalt overlays have been identified for the next 5 years and beyond but underground assessments are failing to keep pace with recent paving programs. There is a considerable scope of preparation work to be completed prior to a 2024 asphalt program being initiated. Adjustments to these accounts will be required in future operating budgets.

2021 roadway improvements includes 50,500 m2 of asphalt milling and resurfacing at various locations throughout the City. Tenders for this year's paving program were advertised on SaskTenders and the City website on April 15, 2021. Four Bidders submitted pricing:

Bidders	Bid Price
Fedorowich Construction Ltd.	\$1,286,280
Acadia Paving Ltd.	\$1,438,970
H.J.R. Asphalt LP	\$1,490,465
DM Trucking	\$2,718,244

FINANCIAL IMPLICATIONS

In 2020 the City of Yorkton received \$2M in funding from the Municipal Economic Enhancement Program (MEEP) intended for investment in municipal infrastructure. \$1.5M of the MEEP funding and \$560,000 from the City's operational budget (surfaced streets contracted services) has been allocated to roadway improvements for 2021. This will allow the City to triple the size of its annual paving for the 2021 construction season.

COMMUNICATION PLAN/PUBLIC NOTICE

Advertisements will be put on City website and radio two weeks prior to project start up. The Contractor is required to advise Citizens via letter notification of dates for street closures prior to paving. Further, the Contractor is also responsible for making arrangements with residents and OSS for garbage collection. Completion date deadline for the contract is September 30, 2021.

Longer term, communication plans should endeavor to increase Yorkton Citizens and Road User's awareness of the forthcoming "Roadway Problem" to proactively inform residents on realistic service levels expectations in years to come.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

Develop a long term infrastructure plan that includes Water, Sewer, Roads, Sidewalks, Walking-trails, Bike-paths, Facilities, Transit and future development.

OPTIONS

1. Award the 2021 Asphalt Paving Program tender to Fedorowich Construction for \$1,286,280 (plus taxes).
2. Other direction as provided by Council.

RECOMMENDATION:

That Council award the 2021 Water Main Replacement tender to Fedorowich Construction Ltd. for \$1,286,280 (plus taxes), and further authorize the Mayor and City Clerk to execute the agreement.



Gladsone Avenue North-RDS40434

Industrial Avenue-RDS40432

Collacott Street West-RDS41492

Burke Burke Street-RDS41499

Street-RDS41498

Victoria Avenue-RDS41524

Victoria Avenue-RDS41557

Dunlop Street

Dunlop Street West-RDS41545

West-RDS41544

Catherine

Catherine Street-RDS41566

Street-RDS41565

Seawall Avenue North-RDS41575

Fietz Street-RDS40806

Bailey Drive-RDS40962

North Street-RDS41061

North Street-RDS40921

Magrath Street-RDS41096

Simpson Street-RDS40927

Simpson Street-RDS40705

Bradbrooke Drive-RDS40215

Northview Road-RDS41081

Place-RDS41082

Parkview Road-RDS40542

King Street West-RDS40954

Roslyn Avenue-RDS40994

King Street East-RDS41181


NOTE:
ONLY OVER APPROX. 100M
FROM HIGH ST. & ROSLYN AVE.

Legend

 Paving_2021

 City Limit

0 0.5 1 Km

	TITLE: 2021 ASPHALTING PROGRAM		DATE: MAY 2021
	BY: PUBLIC WORKS - PR		SCALE: 1:16,000
			PAPER SIZE: LEDGER

Asset_ID	PCI	Road Type	Street Name	From Street	To Street	Pipe Inspect Status	Has Lead?	YearToRecap
RDS41079	62	Local Road	Reaman Avenue	North Street	Broadway Street West	Done San, No Stm	no lead	2022
RDS41506	62	Local Road	Henderson Street East	Third Avenue North	Fourth Avenue North	No San, Stm	no lead	2022
RDS41474	63	Highway	York Road East	Fourth Avenue North	Fifth Avenue North	San, Stm	0	2022
RDS40758	63	Major Collector	Beck Avenue	Foster Street	South Front Street	Done San, Done Stm	no lead	2022
RDS40403	63	Minor Collector	Morrison Drive	Anderson Drive	Blackwell Crescent	Done San, Done Stm	no lead	2022
RDS40387	63	Local Road	Borden Street	Agricultural Avenue	Assiniboia Avenue	No San, No Stm	no lead	2022
RDS40466	63	Local Road	Ontario Avenue	Booth Street	Magrath Street	Done San, No Stm	no lead	2022
RDS40830	63	Local Road	Simpson Street	Gladstone Avenue South	Melrose Avenue	No San, No Stm	no lead or infrastructure	2022
RDS41537	63	Local Road	Betts Avenue	Dunlop Street West	Catherine Street	Done San, No Stm	no lead	2022
RDS41295	63	Local Road	North Street	Wallace Avenue	Irwin Avenue	Done San, Done Stm	no lead	2023
RDS40963	63	Local Road	Green Street	Lincoln Avenue	Wallace Avenue	No San, Done Stm	no lead	2023
RDS40979	63	Local Road	Maple Avenue	Magrath Street	Broadway Street West	Done San, Stm	no lead	2023
RDS41022	63	Local Road	Simpson Street	Melrose Avenue	Haultain Avenue	Done San, Done Stm	140 lead	2023
RDS41080	63	Local Road	Irwin Avenue	North Street	Broadway Street West	Done San, No Stm	no lead	2023
RDS41247	63	Local Road	Sunset Gate	Sunset Drive South	Queen Street West	No San, No Stm	no lead	2023
RDS41475	64	Highway	York Road East	Third Avenue North	Fourth Avenue North	San, No Stm	no lead	2023
RDS40483	64	Local Road	Haultain Avenue	Broadway Street West	Simpson Street	Done San, Done Stm	14,15,19,37,41 lead	2023
RDS40767	64	Local Road	Duncan Street East	First Avenue North	Second Avenue North	No San, Done Stm	no lead	2023
RDS40849	64	Local Road	Bailey Drive	Green Street	Barbour Avenue	Done San, Stm	no lead	2024
RDS40947	64	Local Road	Caldwell Drive	Laird Bay	Garry Place	Done San, Done Stm	no lead	2024
RDS41078	64	Local Road	MacFarlane Avenue	North Street	Broadway Street West	Done San, No Stm	no lead	2024
RDS41535	64	Local Road	Henderson Street East	Second Avenue North	Third Avenue North	San, Stm	no lead	2024
RDS41528	64	Local Road	Henderson Street West	Myrtle Avenue	Betts Avenue	Done San, Stm	no lead	2024
RDS41491	64	Local Road	Collacott Street West	Myrtle Avenue	Betts Avenue	No San, No Stm	no lead	2024
RDS41477	65	Highway	York Road East (Highway 16a)	First Avenue	Second Avenue North	San, No Stm	TBD	2024
RDS41478	65	Highway	York Road East (Highway 16a)	Betts Avenue	First Avenue	San, Stm	TBD	2025
RDS40262	65	Minor Collector	Parkview Road	Circlebrooke Drive	Parklane Drive	San, No Stm	TBD	2025
RDS40076	65	Residential	Anderson Drive	Biggs Crescent	Morrison Drive	San, Done Stm	TBD	2025
RDS40408	65	Residential	Manitoba Avenue	Appleton Drive	King Street	No San, No Stm	TBD	2025
RDS40455	65	Residential	Duncan Street West	Betts Avenue	First Avenue	No San, No Stm	TBD	2025

Asset_ID	PCI	Road Type	Street Name	From Street	To Street	Pipe Inspect Status	Has Lead?	YearToRecap
RDS40488	65	Residential	James Avenue	BroadWay Street West	Simpson Street	Done San, No Stm	TBD	2025
RDS40826	65	Residential	Booth Street	Gladstone Avenue North	Ontario Avenue	San, No Stm	TBD	2025
RDS40862	65	Residential	Simpson Street	Haultain Avenue	Laurier Avenue	No San, No Stm	TBD	2025
RDS40892	65	Residential	Tupper Avenue	High Street	Cameron Street	San, No Stm	TBD	2025
RDS40894	65	Residential	Rosyln Avenue	High Street	King Street	Done San, No Stm	TBD	2025
RDS40983	65	Residential	Appleton Drive	Manitoba Avenue	Kilborn Bay	Done San, Stm	TBD	2025
RDS41094	65	Residential	Booth Street	Ontario Avenue	Maple Avenue	San, No Stm	TBD	2025
RDS41159	65	Residential	Erichsen Drive	Russell Drive	Russell Drive	Done San, No Stm	TBD	2026
RDS41521	65	Residential	Henderson Street West	Maple Avenue	Victoria Avenue	San, Stm	TBD	2026
RDS41540	65	Residential	Henderson Street East	Fourth Avenue North	Fifth Avenue North	No San, Done Stm	TBD	2026
RDS41550	65	Residential	Dunlop Street East	Fifth Avenue North	Sixth Avenue North	San, Stm	TBD	2026
RDS41571	65	Residential	Fifth Avenue North	Dunlop Street East	Darlington Street East	San, No Stm	TBD	2026
RDS41803	65	Residential	Cedarwood Crescent	Circlebrooke Drive	Circlebrooke Drive	San, Stm	TBD	2026
RDS40748	66	Highway	York Road East (Highway 16a)	Fifth Avenue North	Sixth Avenue North	San, Stm	TBD	2026



Attachment 3

Legend
Roadway With PCI
YearToRecap

2022

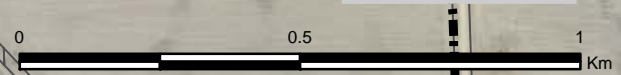
2023


2024

2025

2026

City Limit



	TITLE: FIVE-YEARS ASPHALTING PROGRAM - 2022 TO 2026		DATE: MAY 2021
	BY: PUBLIC WORKS - PR		SCALE: 1:13,485
			PAPER SIZE: LEDGER

File: H:\My Documents\ArcGIS\Print_Ledger.mxd(Print_Ledger)

TITLE: 2021 Curb and Sidewalk Replacement Program – Concrete Infrastructure Update	DATE OF MEETING: May 17, 2021
	REPORT DATE: May 11, 2021
CLEARANCES: Ashley Stradeski – Director of Finance Ashley Stradeski	ATTACHMENTS:
Written by: Trent Mandzuk – Director of Public Works Trent Mandzuk	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

BACKGROUND

The City of Yorkton owns and operates 141 kilometers or 213,000 square meters of sidewalk. The City's first comprehensive sidewalk inspection program was implemented in 2008. At that time condition assessment criteria were established to help accurately quantify the sidewalk networks condition. In 2017, the program was improved adding a risk valuation component which also added location of sidewalks as a factor when determining their risk to users. These criteria helped establish a system to prioritize repairs based on severity of hazard (6 types) and location throughout the City.

Priority	Defect	Panels	Description
1	Major Vertical Displacement	534	Greater than ¾ inch; displacement over entire width of the block
2	Minor Vertical Displacement	1142	Less than ¾ inch; displacement over any portion of the width of the block
3	Missing or Broken Sections	351	Any portion of sidewalk section, cracked or missing, creating trip hazards
4	Cracking	1654	Sidewalk sections with severe cracking. (3 or more cracks that are ½ inch wide per section)
5	Spalling	3353	Chipped overlays or severe spalling creating trip hazards
6	Depression	225	Depressed sections of sidewalk, which trap water, potentially creating slippery areas or inconvenience

At present Yorkton's sidewalk network has a replacement value of approximately \$51M (based on 2019 pricing). The City's annual operating budget for its annual concrete program is \$240,000 which provides for a 214 year replacement cycle.

Curb and gutter remains a section of our City's infrastructure that is commonly overlooked as it is less tangible to user groups in comparison to roadways and sidewalks. There is however 226 kilometers of curb and gutter throughout the city with a replacement value of \$40M. At present curb and gutter replacement is significantly underfunded with less than \$90,000/year spent on renewal. Curb and gutter replacement lifecycles are 470 years based on current funding levels.

DICUSSION/ANALYSIS/IMPACT

The scope of work includes for the 2021 Curb and Sidewalk Replacement Program consists of approximately 415 meters of standard curb and gutter replacement, 1135 square meters of separate monolithic sidewalk replacement, 90 square meters of commercial driveway crossing replacement and 6 pedestrian ramps. The Tender was advertised on SaskTenders and City website on April 15, 2021. Only one bidder submitted a package.

Bidder	Bid Price
North Star Concrete	\$423,725

FINANCIAL IMPLICATIONS

Much of the year's curb and sidewalk program is tied to other 2021 infrastructure replacement programs and all need to be coordinated accordingly. This project will be funded from \$240,000 from Curb and Sidewalk Maintenance contracted services and \$200,000 from the City's Drainage and Storm Sewer Accounts. It should be noted that there is a drainage replacement component to the other renewal programs scheduled for construction therefore using drainage funds is justified for this purpose.

COMMUNICATION PLAN/PUBLIC NOTICE

Advertisements will be put on City website and radio two weeks prior to project start up.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

Develop a long term infrastructure plan that includes Water, Sewer, Roads, Sidewalks, Walking-trails, Bike-paths, Facilities, Transit and future development.

OPTIONS

1. Award the 2021 Curb and Sidewalk Replacement tender to North Star Concrete for \$423,725 (plus taxes).
2. Other direction as provided by Council.

RECOMMENDATION

That Council award the 2021 Curb and Sidewalk Replacement tender to North Star Concrete for \$423,725 (plus taxes), and further authorize the Mayor and City Clerk to execute the agreement.

TITLE: Preliminary 2020 Year-End Report	DATE OF MEETING: May 17, 2021
	REPORT DATE: May 13, 2021
CLEARANCES:	ATTACHMENTS: 1. December 2020 Exceptions to Budget
Written by: Ashley Stradeski - Director of Finance Ashley Stradeski	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

BACKGROUND

Audit work on the 2020 year end is still progressing, with our auditors working both on premises and remotely. We are hoping to have our audited Financial Statements for Council's review within the next few Council meetings. With that, however, we have come to our preliminary estimate of our 2020 year-end departmental surplus / deficits.

DISCUSSION

The City of Yorkton had a surplus in 2020 of \$801,247, as seen below:

Revenue:	Surplus (Deficit) to Budget	
Taxes	\$	23,560
Crown Surcharges less Incentives		86,414
Interest Income and Tax Penalties	(103,837)
Municipal Operating Grant	12,807	\$ 18,944
Net Departmental Operating Budgets:		
Council/Admin/HR/Finance/Bylaw	\$(16,473)
Fire/RCMP		27,685
Community Development, Parks & Recreation		78,314
Water Park & Gallagher Centre	(158,600)
Engineering & Asset Management		86,598
Planning, Building & Development		117,420
Public Works		169,866
Environmental Services (Water & Landfill)	<u>0</u>	\$304,809
Capital & Debt		<u>\$475,966</u>

Net Surplus (Deficit) to Budget	\$ 799,719
Budgeted Surplus	<u>\$ 1,528</u>
2019 Surplus Realized	\$ 801,247
Less: Bonus Gas Tax Funding / Capital variances	<u>(\$475,966)</u>
Operating Surplus:	\$ 325,281
	=====

The City's operating surplus is **\$325,281**. The reason for the capital surplus was due to the timing of the Gas Tax payments with regards to the doubling of 2019's Gas Tax amount – one payment of \$465,477 was received after the 2019 year-end, and thus is recorded in 2020. This amount was applied to our approved Gas Tax funded projects and is not available as part of the operating surplus.

Highlighted Budget Variance Explanations

1. Tax & Grant Revenue - \$18,944 surplus

- Crown Surcharges – these had a surplus of \$86,000 to budget, and is based upon electricity and gas usage within the city.
- Interest and penalties had a shortfall to budget of \$104,000; interest was not charged on City accounts as COVID-19 relief for six months, as well as a lower interest rate on our interest-bearing accounts for part of the year.

2. Council / Corporate Services / Finance / Human Resources / City Hall Building / Bylaw – (\$16,473) deficit

- Election expenses exceeded budget by \$35,000; this election was vastly more costly due to COVID-19, with numerous additional advance polls, mail-in polls, and accessible polls for the care homes during the pandemic. Further to this, both school divisions' elections were won by acclamation, meaning they did not participate in the polls and thus did not reimburse the City for the election costs, of which they would normally be required to pay half.
- Savings in Corporate Services of \$35,000 to budget; this is composed of numerous small savings across all departments including supplies, legal services, advisory services and software.
- Bylaw services had a deficit to budget of \$26,254; this was a culmination of many things related to COVID-19, from waiving parking fees and fines to lower levels of enforcement of traffic items during the pandemic.

3. Protective Services - \$27,685 surplus - Recommend add \$13,000 to fire reserves

- Increased costs related to Fire budget due to COVID-19 (PPE, emergency measures and supplies) however this was offset by decreasing overtime costs from prior year as well as an increase in charged out services (calls outside of the City).
- RCMP contract costs under budget, with some remaining to reserves to cover potential future costs with relation to contract cost uncertainty.

- 4. Community Development, Parks & Recreation - \$78,314 surplus - Recommend deposit \$25,000 to Deer Park reserve, \$18,000 to Recreation Facility reserve**
 - Cemetery, Library and Administration & Programs, and Parks were very close to budget, despite some revenue decreases which were offset by lower program spending.
 - Deer Park had a \$50,000 surplus to budget; this was due to increased green fee revenue as well as savings on salaries.
 - Recreation Facilities had a surplus to budget of \$37,000; our recreation facilities such as the Kinsmen Arena do have a net cost to the City despite drawing in some revenue. As such, wage, utility and contractor savings due to COVID-19 closures amounted to more than the revenue losses after costs were cut as much as possible while closed.
 - Transit was another area that had a deficit, nearly \$29,000. This was entirely due to decreased ridership during the pandemic.
- 5. Water Park & Gallagher Centre - (\$158,600) deficit**
 - Virtually all operations at the Gallagher Centre were affected by closures due to COVID-19.
 - Revenues in the water park were down by 67% and while costs were cut as much as possible, operating a water park is costly and this is compounded when it has a reduced capacity, resulting in a deficit to budget of \$45,000.
 - At the Gallagher Centre aside from the Water Park, revenues were down by \$435,000 due to closures and reduced capacity. Cost savings were seen across the board, with costs being cut to match the adjusted service levels, resulting in an overall deficit to budget of \$113,000.
- 6. Engineering & Asset Management – \$86,598 surplus - Recommend deposit \$38,000 to reserves (\$17,000 Engineering reserve and \$21,000 Facilities reserve)**
 - Engineering had some savings due to a partial vacancy in a position.
 - Traffic & Street Lighting on budget
 - Fleet services underspent compared to budget by approximately \$23,000, reducing costs in some areas to offset increased rent costs of their temporary workspace.
 - Facilities has a surplus to budget of \$42,000; this was savings in numerous areas, the largest being that 2020 is the first full year savings from switching out janitorial contract services, and costs were lower than anticipated.
- 7. Planning, Building & Development - \$117,420 surplus – Recommend deposit \$58,000 to reserves (\$18,500 to Planning reserves and \$39,500 to Airport reserves)**
 - Planning & Building Services had a surplus of \$37,000; much of this was due to a partial vacancy in a position.
 - Airport had a surplus of nearly \$79,000; this was due to higher than anticipated lease revenues, and lower operating costs particularly with regards to maintenance such as crack sealing – a benefit of having the newer runway.
- 8. Public Works - \$169,866 surplus – Recommend deposit \$85,000 to reserves (snow removal)**
 - Public Works operational budgets were by and large on track for 2020, with some areas being over and some under, as resources are allocated on a best estimate in the budget but actual conditions and work may vary.

- For example, ice control was over budget by \$70,000, while snow removal was under budget by nearly \$40,000.
- Less was spent on streets and lanes and drainage / storm sewer maintenance, with more being spent on inspections and other maintenance items
- Drainage maintenance and inspections will remain a focus for future years as our ability to do work above ground is beginning to outpace our ability to inspect and design the work below ground

9. Environmental Services - \$0 – self-sufficient operations

- **Landfill** – Revenues exceeded budget by nearly \$1.2 million – this is in large part due to the revenue from the contaminated soil removed from the Public Works construction site. The remainder is general landfill earnings that were up by \$400,000 due to increased compost and general usage.
- **Garbage Collection/Recycling** – Garbage collection and Recycling had slightly lower costs compared to budget (approximately \$100,000.) This was the result of lower costs of collection, and any surplus in either of this goes into reserve to offset years where the costs are higher than budget.
- **Water & Sewer**
 - Water sales revenues were higher than budget by \$758,000, despite the budget being increased by 7.6% from prior year. Water use was particularly higher in our industrial users, utilizing \$500,000 more than estimated. Behaviors of commercial and residential consumers also likely changed with COVID-19, with certain businesses using far less water and residential using more as more people were home. An additional \$230,000 was brought in as charges under our Sewage Bylaw enforcement.
 - On the cost side of things, more was spent on water main breaks in the amount of \$250,000 due to ever increasing amounts of breaks; the budget for this type of work has nearly doubled over 3 years and still lags behind
 - Overall, expenditures were higher than budget by \$350,000 due to the increased usage and water main breaks.
 - All net surpluses from Water and Sewer works go towards reserves within the utility, funding main replacements, plant upgrades and all other capital with regards to our utility.

As in previous years, we are recommending to transfer 50% of any departmental surpluses to reserves depending upon which departments had net savings. Typically we would recommend that any departments that had deficits would do the reverse – pull 50% of the deficit from reserves. This strategy aids in encouraging accountability for all departments, hoping to avoid the “use it or lose it” philosophy by incentivizing positive outcomes to budget.

Our recommendations for these transfers are included in the department comments above, however I have not recommended pulling from reserves to cover the deficits related to the Gallagher Centre; our overall surplus is enough to offset these, and these reserves have been depleted over the past few years.

For estimation purposes, as of the date of this report and based on the above recommended amounts, we are forecasting the following transfers:

Estimated Net Departmental Surplus	\$325,281
Deposit to reserves:	
Fire	(13,000)
Community Development; Parks & Rec	(43,000)
Engineering & Asset Management	(38,000)
Planning Services / Airport	(58,000)
Public Works	<u>(85,000)</u>
Net to “Rainy Day” reserves	\$ 88,281

FINANCIAL IMPLICATIONS

This surplus would add to the existing “Rainy Day” surplus of \$716,000, for a total of \$804,000 in the reserve. This does NOT include the \$300,000 that Council has earmarked for the Brick Mill project out of the Rainy Day reserves, nor does it include the \$974,000 COVID Safe Restart Funding.

The entire COVID Safe Restart funding will be, separate from these operations, recorded into the Rainy Day reserve. The net result, factoring out the funds allocated to the Brick Mill and including the COVID Safe Restart amount is \$1,478,000, some of which has been allocated to the 2021 budget.

When excluding COVID Safe Restart and funds previously allocated, the rainy day reserve fund will have \$504,000 available.

OPTIONS & RECOMMENDATION

1. That Council authorize Administration to make the 2020 year-end transfers to reserves in conjunction with net departmental results depicted as follows:

Estimated Net Departmental Surplus	\$325,281
Deposit to reserves:	
Fire	(13,000)
Community Development; Parks & Rec	(43,000)
Engineering & Asset Management	(38,000)
Planning Services / Airport	(58,000)
Public Works	<u>(85,000)</u>
Net to “Rainy Day” reserves	\$ 88,281

And further that Administration bring a final report back to Council noting the transfers and the remaining surplus for Council's consideration in conjunction with the year-end audit results.

2. Other direction as Council deems appropriate.

Recommendation

That Council authorize Administration to make the 2020 year-end transfers to reserves in conjunction with net departmental results depicted as follows:

Estimated Net Departmental Surplus	\$325,281
Deposit to reserves:	
Fire	(13,000)
Community Development; Parks & Rec	(43,000)
Engineering & Asset Management	(38,000)
Planning Services / Airport	(58,000)
Public Works	<u>(85,000)</u>
Net to "Rainy Day" reserves	\$ 88,281

And further that Administration bring a final report back to Council noting the transfers and the remaining surplus for Council's consideration in conjunction with the year-end audit results.

December 2020 Exceptions to Budget

Attachment 1

Revenue	Actual 2020	Budget 2020	Difference surplus(deficit)
Taxes including GIL properties	25,024,458	25,007,000	17,458
YBID Levy & Grant	(107,898)	(114,000)	6,102
Crown Surcharges - Incentives	3,036,414	2,950,000	86,414
Interest and Penalties	248,163	352,000	(103,837)
Municipal Operating Grant	3,295,807	3,283,000	12,807
Other	-	-	-
Total Tax & Grant Revenue	31,496,944	31,478,000	18,944

Department General	Actual 2020	Budget 2020	Difference surplus(deficit)
Legislative/Council	690,621	664,975	(25,646)
YBID Grant	100,000	100,000	-
Corporate Services	3,042,971	3,078,398	35,427
Bylaw	277,535	251,281	(26,254)
Subtotal	4,111,127	4,094,654	(16,473)

Protective Services			
Fire	2,554,405	2,580,970	26,565
RCMP	4,403,610	4,404,729	1,119
Subtotal	6,958,014	6,985,699	27,685

Community Development - Parks & Rec			
Cemetery	61,325	52,580	(8,745)
Deer Park	205,864	255,500	49,636
Library	571,393	579,075	7,682
Recreation Admin & Programs	462,740	472,627	9,887
Recreation Facilities	396,179	433,150	36,971
Recreation Outdoor & Parks	1,563,239	1,574,984	11,745
Transit	357,862	329,000	(28,862)
Subtotal	3,618,602	3,696,916	78,314

WaterPark	770,642	725,420	(45,222)
Gallagher Centre	1,339,078	1,225,700	(113,378)
Subtotal	2,109,720	1,951,120	(158,600)

Engineering			
Engineering & Asset Mgt	701,960	736,016	34,056
Facilities	162,136	204,709	42,573
Fleet	-	-	-
Traffic & Street Lighting	615,963	625,931	9,968
Subtotal	1,480,058	1,566,656	86,598

Planning, Building & Development			
Planning & Building Services	263,528	301,330	37,802
Economic Development	362,220	362,931	711
Airport	52,823	131,731	78,908
Subtotal	678,572	795,992	117,420

Public Works			
PW - snow removal/drainage	4,128,684	4,298,550	169,866
Subtotal	4,128,684	4,298,550	169,866

Environmental Services			
Landfill/Garbage	-	-	-
Refuse Collection	-	-	-
Water	-	-	-
Subtotal	-	-	-

TOTAL ALL DEPARTMENTS	23,084,778	23,389,587	304,809	NET DEPARTMENTAL SURPLUS (LOSS)
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NET BEFORE DEBT/CAPITAL	8,412,166	8,088,413	323,753	SURPLUS (DEFICIT)
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Debt			
Gallagher Centre -debt	1,151,254	1,151,254	-
Fire Hall debt	638,846	648,789	9,943
Dracup	695,651	696,198	547

Capital & Reserves			
All Other Capital & Reserves	4,390,000	4,390,000	-
City Operations Center	1,476,523	1,476,523	-
To Reserves	705,000	705,000	-
Grants - New Deal	(1,446,356)	(980,879)	465,477
TOTAL DEBT/CAPITAL	7,610,919	8,086,885	475,966

NET SURPLUS/(DEFICIT)	801,247	1,528	799,719
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TITLE: City Wide Account Write-offs for 2020	DATE OF MEETING: May 17, 2021
	REPORT DATE: May 11, 2021
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none"> Write-off Summary 2020 Memo regarding Outstanding Utility Accounts
Written by: Amber Matechuk - City Controller Amber Matechuk Presented by: Ashley Stradeski - Director of Finance Ashley Stradeski	
Reviewed by: Jessica Matsalla – City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal – City Manager Lonnie Kaal	

SUMMARY OF HISTORY/DISCUSSION & FUNDING:

Annually, a report is to be brought to Council which details all City account write-offs incurred during the fiscal year including:

- Building permits, Business licenses, and Planning and Engineering accounts.*
- Leisure accounts including Deer Park and Facility leases.*
- Gallagher Centre accounts for all services and rentals.*
- Public Works and Waterworks accounts regarding custom work.*
- Utility Billing and Tax accounts.*
- Administration accounts including Mobile Home Park and all general losses.*
- Land Fund accounts including leases.*

Under the City Administration Bylaw No. 17/2017, the City Manager has discretion to write-off any uncollectible accounts receivable not exceeding \$7,500. Any account in excess of this limit requires Council approval. For the 2020 year, majority of accounts were below the \$7,500 limit.

However, there is one account that requires council approval. An accounts receivable account #AIKL001 in the amount of \$8,259.93. This account was for damage to a parks planter box in 2018 plus some interest charges. After exhausted attempts by administration to collect the invoice, the account was sent to our collections agency where it will remain until paid. The approval is requested to remove the account from our accounts receivable given that the account has been stagnant for a couple years. If/when the funds are retrieved from the collection agency, it would be added back to City revenue in the year received.

For the purposes of this report, this account write-off (pending approval) has been included in the summary of write-offs by department below:

2020 Write-offs by Dept

Department	Revenues	Bad Debts	%
Taxes (excluding tax title)	25,372,621		0.000%
Grants, Surcharges, Other	7,307,146		0.000%
Administration	110,260		0.000%
Protective Services (inc grants)	986,487		0.000%
Parks, Recreation, Deer Park	1,342,719	\$ 8,566	0.638%
Gallagher Centre	1,101,764	\$ 1,934	0.176%
Airport/Planning/Engineering	2,674,090		0.000%
Public Works	283,057		0.000%
Environmental (Landfill)	3,112,162		0.000%
Waterworks & Recycling	11,347,532	\$ 8,852	0.078%
	<u>\$ 53,637,838</u>	<u>\$ 19,351</u>	<u>0.036%</u>

* Total is less than 1/10th of 1%

Considering the total revenues are in excess of \$53 million the 0.036% of uncollectible amounts is considered extremely reasonable.

For comparison purposes, the following is the summary for 2019 write-offs.

2019 Write-offs by Dept

Department	Revenues	Bad Debts	%
Taxes (excluding tax title)	25,215,064		0.000%
Grants, Surcharges, Other	7,271,632		0.000%
Administration	249,624	\$ 10,245	4.104%
Protective Services (inc grants)	1,101,737		0.000%
Parks, Recreation, Deer Park	1,294,846	\$ 907	0.070%
Gallagher Centre	1,440,702		0.000%
Airport/Planning/Engineering	2,743,716		0.000%
Public Works	658,533		0.000%
Environmental (Landfill)	2,275,997		0.000%
Waterworks & Recycling	10,297,627	\$ 10,350	0.101%
	<u>\$ 52,549,478</u>	<u>\$ 21,502</u>	<u>0.041%</u>

Total 2020 write-offs include:		Total 2019 write-offs include:	
Accounts greater than \$7,500	\$8,260	Accounts greater than \$7,500	\$0
Accounts less than \$7,500	<u>\$11,091</u>	Accounts less than \$7,500	<u>\$21,502</u>
Total	<u>\$19,351</u>	Total	<u>\$21,502</u>

For the waterworks write offs, we maintain these records for at least 5 years. Our current policy stipulates that if any of these individuals request water service in the future, service will not be provided until their outstanding balance is paid. Therefore, while the accounts are written off, the debts are not forgotten.

Historically, the annual budget allows \$40,000 for write-offs including losses on tax title property. This is less than ¼ of 1% of annual revenues. The low percentage is indicative of active follow-up of accounts by all departments. Accounts are only written off after all means of collection have been exhausted including using a collection agency. Unfortunately, some losses are unavoidable.

In 2020, write-offs are less than the \$40,000 budgeted. The remaining amount stays in the allowances for bad debts for future years. All allowance accounts are reviewed on an annual basis in conjunction with our auditors to ensure any potential large losses will be covered.

The only losses that would not appear in this report are those related to tax title property. As per the *Tax Enforcement Act* if a loss is incurred upon the sale, both the City and School Division share respectively in these losses.

OPTIONS:

1. To approve the write-off of AR account #AIKL001 in the amount of \$8,259.93, and further receive and file the summary of write-offs for 2020 as presented.
2. To deny the write-off of AR account #AIKL001 and request a revised summary of write-offs for 2020.
3. Other direction as provided by Council.

RECOMMENDATIONS:

That council approve the write-off of AR account #AIKL001 in the amount of \$8,259.93, and further receive and file the summary of write-offs for 2020 as presented.

Write-off Summary 2020***Community Development, Parks & Recreation***

After School Program - Rental #FA-0522

\$ 305.64

AR #AIKL001 - Damage to Broadway Planter Box - Invoice #77013

*Pending Council Approval

\$ 8,259.93

\$ 8,565.57***Gallagher Centre***

System Error Invoice #25471

\$ 1,398.60

Various Rentals from old rec software (6 accounts)

\$ 535.25

\$ 1,933.85***Utility Billing***

Various Accounts (memo dated December 15, 2020)

\$ 8,851.71

\$ 8,851.71***Total 2020 Write-offs***

\$ 19,351.13



Finance Department

To: Ms. Lonnie Kaal, City Manager

From: Water Billing Department

Date: December 15, 2020

Re: Outstanding Utility Accounts

The attached list of outstanding utility accounts was referred to the Credit Bureau for collection with no results. Administration requests your permission to write off these outstanding amounts totaling \$8,851.71. With estimated water revenues of \$11,251,686.79 a 1% loss would be \$112,516.87 the total to write off is less than 08/100 of 1% of that amount.

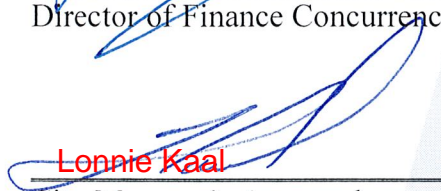
Our current policy stipulates if any of these individuals request water service in the future, service will not be provided until their outstanding balance is paid. Although the amounts are written off, we keep them on file for 7 years. In the last year, we collected over \$17,449.92 from connection fees, reconnection fees and collecting credit bureau accounts, which more than offset the amount to be written off.

For comparison purposes, the previous year's write-offs are as follows:

2012	\$ 7,109.10
2013	\$ 5,499.40
2014	\$ 8,495.46
2015	\$ 9,100.07
2016	\$ 8,657.32
2017	\$ 6,207.85
2018	\$ 9,000.09
2019	\$10,350.46

RECOMMENDATION: That the City Manager Grants Administration authority to write-off the attached list of outstanding utility accounts totaling \$8,851.71.


Ashley Stradeski
Director of Finance Concurrence


Lonnie Kaal
City Manager's Approval

*Redacted pursuant to Sec. 28(1) of LAFOIPP



Termination	Account Number	Address	Owing
2020-04-08	024-0000080-004	*	\$40.25
	009-0001080-005		\$115.04
2020-08-21	013-0000010-001		\$24.14
2019-10-31	091-0000530-006		\$377.19
2020-03-16	030-0001740-014		\$198.76
2020-09-30	038-0000480-005		\$169.60
2020-09-30	028-0000420-010		\$92.35
2020-04-14	041-0001780-001		\$67.06
2020-08-11	004-0000420-001		\$44.02
2020-09-30	003-0000540-009		\$511.61
2020-01-14	028-0000605-010		\$466.86
2020-09-28	035-0000290-011		\$222.78
2020-09-04	030-0001830-006		\$36.34
2020-04-14	030-0000920-005		\$28.76
2020-03-06	030-0000770-007		\$87.79
2019-11-05	019-0001050-006		\$131.05
2020-08-28	002-0000340-004		\$159.03
2020-03-05	093-0000220-009		\$285.84
2020-07-31	014-0000850-005		\$665.95
2020-03-13	005-0000770-006		\$86.80
2019-11-29	002-0000110-007		\$146.64
2019-12-19	014-0000390-012		\$14.77
2020-08-14	030-0001710-013		\$720.37
2019-10-31	003-0000950-006		\$28.31
2020-03-31	016-0000390-006		\$210.05
2020-03-10	013-0000990-012		\$322.70
2020-07-17	002-0001120-001		\$60.71
2020-06-12	030-0001770-017		\$156.56
2019-10-31	014-0000640-002		\$154.35
2020-07-16	016-0000910-009		\$76.65
2020-04-01	005-0000900-002		\$217.77
2019-12-31	004-0000910-007		\$86.37
2019-11-15	024-0000660-007		\$83.65
2020-03-01	012-0000830-007		\$132.85
2020-03-31	030-0000870-010		\$200.89
2020-09-24	093-0000630-001		\$119.06
2019-12-09	019-0001800-009		\$24.76
2020-04-01	091-0000340-010		\$197.14

2020-04-23	<u>022-0000330-003</u>	*	\$68.58
2020-04-23	<u>022-0000350-003</u>		\$25.34
2019-12-31	<u>031-0000220-002</u>		\$16.68
2020-07-13	<u>090-0000340-002</u>		\$70.64
2019-12-12	<u>017-0000160-003</u>		\$336.82
2020-07-24	<u>030-0001660-013</u>		\$81.59
2020-02-28	<u>013-0000120-012</u>		\$83.63
2020-10-06	<u>019-0001700-008</u>		\$186.33
2020-06-19	<u>011-0000130-005</u>		\$228.58
2019-12-31	<u>091-0000120-006</u>		\$91.27
2020-07-07	<u>091-0000120-007</u>		\$355.56
2020-05-21	<u>018-0000240-007</u>		\$183.07
2019-11-27	<u>014-0001230-002</u>		\$116.63
2020-06-19	<u>033-0001980-001</u>		\$135.26
2019-10-23	<u>014-0000460-005</u>		\$26.08
2020-04-15	<u>030-0001290-006</u>		\$61.17
2020-02-28	<u>033-0001930-008</u>		\$19.66
			\$8,851.71