

**CITY OF YORKTON**  
**REGULAR COUNCIL MEETING AGENDA**  
**Monday, May 30, 2022 - 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 – May 9, 2022
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
  - Economic Development Committee Meeting Minutes - February 10, 2022
  - Environmental Committee Meeting Minutes - March 15, 2022
  - Economic Development Committee Meeting Minutes - March 17, 2022
  - Economic Development Committee Meeting Minutes - April 14, 2022
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
9. **CORRESPONDENCE**
10. **BYLAWS**
11. **ADMINISTRATIVE REPORTS**
  - Program Services Manager
    - June is Recreation and Parks Month
  - City Controller
    - Account Write-Offs for 2021
  - Director of Public Works
    - 2022 Paving Program – Tender Award
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
  - 2 Other Items
    - Other Item A
    - Other Item B
  - 1 Property Item
14. **ADJOURNMENT**

# Economic Development Committee

## MINUTES

**FEBRUARY 10, 2022**

**7:00 A.M.**

**CITY HALL COUNCIL CHAMBERS**

Attendees	Councillor Dustin Brears, Councillor Darcy Zaharia, Marty Sveinbjornson, CV Sastry, Bob Knox, Memory Delorme-Antoine, Brian Hilderman, Don Reed, Raymond Sharp
Staff	David Balysky (Business Liaison), Shelby Miller (Administrative Assistant)
Guests	Mayor Mitch Hipsley, Juanita Polegi (Yorkton Chamber of Commerce)
Regrets	Lonnie Kaal (City Manager) , Michael Eger (Director of Planning, Building & Development), Dana Wilkins, Donna Brothwell (YBID)
Absent	
Recording	Shelby Miller
Call to order	7:03 a.m.
Adjourn	8:26 a.m.

## Agenda Topics

### Welcome and Introductions

	<ul style="list-style-type: none"><li>Administration called the meeting to order, welcomed members and introductions were made.</li></ul>
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### Nomination and Election of Chairperson and Vice-Chairperson

	<ul style="list-style-type: none"><li>Administration opened the floor for call for nominations for Committee Chairperson. Don Reed nominated CV Sastry for Chairperson. CV agreed to let his name stand. There were no further nominations. A vote was taken and carried unanimously. CV Sastry was announced as the Chairperson for 2022.</li><li>Newly-elected Chairperson – CV Sastry opened the floor for call for nominations for Committee Vice-Chairperson. Marty Sveinbjornson nominated Bob Knox for Vice-Chairperson. Bob agreed to let his name stand. There were no further nominations. A vote was taken and carried unanimously. Bob Knox was announced as Vice-Chairperson for 2022.</li></ul>
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### Adoption of Agenda

	Addition to Agenda - Round House Subdivision
Motion 01-22	<b>Sveinbjornson</b> That the Economic Development Committee Agenda be approved. CARRIED.

### Minutes of the December 16, 2021 Meeting

Discussion	Minutes from the December 16, 2021 meeting of the Committee were circulated.
Motion 02-22	<b>Sharp</b> That the minutes of the December 16, 2021 meeting be approved as presented. CARRIED.

## Residential Construction Incentive Update

Discussion	<ul style="list-style-type: none"><li>• David provided updates regarding the Residential Construction Incentive which Council approved on January 31, 2022.</li><li>• The City is moving forward and currently working on promoting the information to the public.</li><li>• A question and answer period followed the presentation and discussion amongst the Committee members. Topics discussed included tax free limits for contractors and owners during the new build and the sale date. See Sale of Residential Lots Policy 10.180 Section 5.3.2, 6.2, and 6.3.2.</li></ul>
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Councillor Zaharia enters the meeting at 7:55 a.m.

## Future Meetings

Discussion	<ul style="list-style-type: none"><li>• David opened floor for topics in future meetings.</li><li>• Committee members had a discussion about creating a less formal environment to have conversation flow better and encourage new ideas.</li><li>• Committee members have suggested to move back to Meeting Room A when able to, which would help create the above-mentioned environment.</li><li>• Industry West Magazine.</li><li>• Committee member, Raymond Sharp would like to discuss what the City is doing to prevent back taxes and the effect to standing businesses.</li></ul>
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## Round House Subdivision

Discussion	<ul style="list-style-type: none"><li>• Councillor Brears encouraged Committee members to promote the Round House Subdivision for potential development.</li><li>• Concerns were raised amongst Committee members for the Round House Subdivision, which highlighted that the area is not appealing, the history of failed attempts of potential developers, and the price.</li><li>• Councillor Brears reminded the members that Council gave Administration latitude, basically free will, to do what ever it takes to get that first client in.</li><li>• Committee members encourage Administration to expose potential buyers/investors to the dynamic business group of Committee members to help advocate.</li><li>• Committee members encourage Administration to inform investors what they "can" do rather than what they "can't" do.</li></ul>
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## Industry West Magazine

Discussion	<ul style="list-style-type: none"><li>• Yorkton Chamber of Commerce Executive Director, Juanita Polegi presented to the group the Industry West Magazine that included how the magazine had painted Moose Jaw in a very favourable light.</li><li>• Juanita suggested marketing Yorkton in a 5-page spread and cover page for \$15,000. YBID, Yorkton Chamber, City of Yorkton, and local business could be potential investors and split the cost.</li><li>• Committee members discussed to add this item to the next EDC Agenda on March 10, 2022.</li></ul>
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Motion 03-22 <b>Adjournment</b>	<b>Councillor Zaharia</b> The meeting was adjourned at 8:26 a.m.
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<b>Next Meeting</b>	Thursday, March 10, 2022 at 7:00 a.m. at City Hall.
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CV Sastry

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CHAIRPERSON  
CV Sastry

Shelby Miller

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RECORDING SECRETARY  
Shelby Miller

# Environmental Committee

## MINUTES

TUES, MAR 15, 2022 7:30 A.M.

COUNCIL CHAMBERS, CITY HALL

Members Present	Chair Shannon Erickson, Sandra Bilan, Stefan Bymak, Malena Vroom, Jason Signarowski
Absent	Dustin Brears, Tom Courville, Matt Poier, Darcy Zaharia
City Staff	Michael Buchholzer, Aron Hershmillier, Lyndon Hicks
Presentation	
Recording	Val Fatteicher
Call to order	7:35 a.m.
Adjourn	9:10 a.m.
<b>1. Declaration of Conflict of Interest</b>	
Declaration	No declaration of conflict of interest was made.
<b>2. Approval of Agenda</b>	
Discussion	Review of agenda items for discussion. Spring Clean Up Week Program was added as discussion item number 5.
<b>Motion 10-22</b>	<b>Malena Vroom</b> To approve the agenda as presented. CARRIED
<b>Motion 11-22</b>	<b>Stefan Bymak</b> To approve the agenda by inserting 5. Spring Clean Up Week Program. CARRIED
	To approve the agenda as amended. CARRIED
<b>3. Minutes of the February 8, 2022 Meeting</b>	
Discussion	Minutes from the February 8, 2022 Meeting of the Committee were circulated.
<b>Motion 12-22</b>	<b>Jason Signarowski</b> That the minutes of February 8, 2022 be approved. CARRIED.
<b>4. Curbside Organics Collection Program</b>	
Discussion	Curbside organics pilot project will be initiated to residents in 2023. Work on program preparation and initiation of public education materials will begin in 2022.  City's strategic plan includes focus on the environment with specific objectives. The Environmental Committee strategic plan includes the goal to reduce organics being disposed in the lined landfill cell. This

program will not only support extending the life of the cell but will also aid in reducing methane production. The finished compost will provide a valuable end use product.

Key action items were reviewed and discussed.

- Date selection was considered from other existing city programs (Regina and Saskatoon)
- Pilot program would target approximately 7% of residential homes. Waste hauler is able to accommodate collection of 200 bins in a single truckload.
- Compost collection carts would be a different color to identify them.
- Other active city organics collection programs have shown 80% participation. 80% of 529 responses from the organics survey supported an organics collection program.
- Organics collection would occur on the same day as garbage collection.
- Target areas for the pilot will need to be carefully selected to ensure the program has resident participation but also provides realistic data on volumes collected. Once collection area is determined for the pilot program, will need to consider options for those residences that may reject or not want the cart. Public education to inform these residents would be needed as well as alternative options to redeploy the cart while still documenting this data as part of the program.
- Should residential participation not be adequate, may need to work with waste collection contractor to offer organics collection program to interested residents at their own cost.
- Multi units would not be included in the pilot program but would be considered should the program be expanded city-wide.
- Refine options for waste collection to offset costs for adding a city-wide organics collection program.
- Public education information to be developed on cart placement, acceptable product disposal, collection timeframes, etc.
- Coordination of cart inspection prior to collection to inspect contents and prevent waste contamination. Seasonal summer staff would be utilized for this task.
- Products to be collected to be limited to leaves, grass and garden waste. Household organics will be excluded at this time. Compost materials are not covered daily like waste materials. These products may provide food sources for pests (rodents, ravens, skunks, etc) on the site. Tree branches and trimmings would also not be accepted. Grass, leaves and garden waste make up the larger volume of seasonal waste and the collection period focuses on this applicable timeframe.
- Carts provided by OSS would be strictly for use during the pilot program only. New carts would be provided should the city expand the program to all households. It is expected that carts would remain on the homeowners property outside the seasonal collection program period.

	<ul style="list-style-type: none"> <li>- Report to be presented to Council and public information to be sent through water bills, website, social media utilizing the city's marketing sources. Program information expected to start this fall.</li> <li>- Spring Clean Up Week Program would continue with some revisions and maintain the cleanup of public and green spaces by volunteer groups.</li> <li>- Seasonal organics residential drop-off site at Sask Abilities would be maintained during the pilot program period for other residents use.</li> </ul>
<b>5. Spring Clean Up Week Program</b>	
Discussion	The annual Spring Clean Up Program is tentatively scheduled for the week of May 9 to 14, following similar program content as last year. Community clean up volunteer groups will once again be invited to participate in the clean-up of public and green spaces within the city. Environmental Services will work cooperatively with Recreation and Community Services in the promotion of this community program. This will include promotion of the acceptance of yard clean up waste (leaves, grass, accumulated litter) from residential yards for free disposal at the landfill that week.
<b>Motion 13-22</b>	<b>Stefan Bymak</b> That the Environmental Committee supports the week of May 9 to 14 for the Spring Clean Up Week Program. CARRIED.
<b>6. Next Meeting Date</b>	
Next meeting date pending results of the poll. Proposed for third week of April or first week of May.	
<b>7. Next Meeting Agenda Items</b>	
<ul style="list-style-type: none"> <li>o Environmental Committee Objectives/Goals – Quarterly Review</li> <li>o Waste and Recycling Volumes – Quarterly Data for Jan to Mar 2022</li> <li>o Curbside Organics Collection Pilot Program</li> <li>o Curbside Organics Drop Off Site at Sask Abilities</li> <li>o Spring Clean Up Week</li> <li>o Light Up the Water Tower proposal</li> </ul>	
<b>8. Adjournment 9:10 am</b>	
<b>Motion 14-22</b>	<b>Sandra Bilan</b> That the Environmental Committee Meeting be adjourned. CARRIED.

These minutes have been approved by members of the Environmental Committee on May 3, 2022.

Shannon Erickson

Chair

Val Fatteicher

Recording Secretary

# Economic Development Committee

**MINUTES**

**MARCH 17, 2022**

**7:00 A.M.**

**CIVIC OPERATIONS CENTER**

Attendees	Marty Sveinbjornson, Gwen Machnee, Ray Sharp, CV Sastry, Bob Knox, Don Reed, Councillor Dustin Brears (via Zoom), Councillor Darcy Zaharia (arrived 7:53 am)
Invited Guests	Mayor Mitch Hipsley, Juanita Polegi, Donna Brothwell
Staff	Michael Eger (Director of Planning, Building & Development), David Balysky (Business Liaison), Lonnie Kaal (City Manager), Aron Hershmiller (Assistant Director of Environmental Services)
Regrets	Memory Delorme-Antoine, Brian Hilderman
Absent	
Recording	Michael Eger
Call to order	7:02 a.m.
Adjourn	8:38 a.m.

## Agenda Topics

### Adoption of Agenda

	Additions to Agenda <b>Sveinbjornson</b> Downtown Parking
Motion 04-22	<b>Sveinbjornson</b> That the Economic Development Committee Agenda for March 17, 2022, as amended, be approved. CARRIED.

## Minutes of the February 10, 2022 Meeting

Discussion	Minutes from the February 10, 2022 meeting of the Committee were circulated electronically as part of agenda package, and available in hard copy at the meeting.
Motion 05-22	<b>Sveinbjornson</b> That the minutes of the February 10, 2022 meeting be approved as presented. CARRIED.

## Light up the Water Tower

Discussion	<ul style="list-style-type: none"><li>Aron Hershmiller provides background as to why this item is in front of EDC. Ultimately referred through Economic Development as this does not align with strategic plan or priorities of Environmental Services Department/Committee.</li><li>Aron and Lonnie explain that Committees represent the community and help to identify priorities and define scope before seeking broader public input.</li><li>Discussion from group around alternative locations, funding, next steps and how to manage project.</li><li>Lonnie advises that maintenance scheduled on Water Tower for 2023 so likely that is when work would take place.</li><li>Group seems to agree that this would be best suited to a smaller number of members, working as a sub-committee.</li></ul>
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Motion 06-22	<p><b>Reed</b> That Mayor Mitch Hipsley Chair a “Light Up the Water Tower” sub-committee, and that Economic Development Committee members Don Reed, CV Sastry, Dustin Brears be appointed to the sub-committee, with staff members Aron Hershmillier and David Balysky to provide support as needed. CARRIED.</p>
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### Electric Vehicle Chargers in Yorkton

Discussion	<ul style="list-style-type: none"> <li>David provides update on \$2 million in SaskPower funding that is available for Level 3 electric vehicle chargers.</li> <li>David has had discussions with a local business that is interested in pursuing, subject to further evaluation.</li> <li>Group discusses business model and comments are made that it seems most appropriate as a business venture (rather than public), and that stations would be best located in built-up commercial areas so that travelers have convenient access to amenities.</li> <li>CV advises that the Chamber of Commerce previously approached businesses about installing fast chargers, and that despite interest, it seems that timing and funding were not aligned in order for anyone to move forward; thinks there will be interest in this.</li> </ul>
Motion	<ul style="list-style-type: none"> <li>No motion put forward by the Committee</li> </ul>

### Industry West Magazine

Discussion	<ul style="list-style-type: none"> <li>Juanita Polegi advises that the selected business for feature in the Industry West Magazine declined selection; Chamber is looking for another candidate but due to current priorities, this will not be immediate.</li> </ul>
Motion	<ul style="list-style-type: none"> <li>No motion put forward by the Committee</li> </ul>

### Roundhouse Subdivision

Discussion	<ul style="list-style-type: none"> <li>Councillor Brears wanted to follow-up on discussion from previous meeting</li> </ul>
	Councillor Zaharia enters meeting at 7:53 am
	<ul style="list-style-type: none"> <li>Don suggests opening recent residential lot sales promotions to all properties; particularly 10% down payment for two years that was made available to contractors.</li> <li>Dustin inquires about funding lot price discounts – can the City redirect taxes directly to its land fund account in order to recover costs? <ul style="list-style-type: none"> <li>Lonnie will have to look into this further</li> </ul> </li> <li>Ray asks about costs for the City for maintenance in the context of only having one or a few rate payers within the subdivision <ul style="list-style-type: none"> <li>Lonnie advises this is difficult to quantify but it is entirely possible that the City’s costs could exceed annual tax revenue for one ratepayer. Lonnie also advises that it would take a significant amount of time to pay off a steep lot discount – for example, it would take 20 years for a business paying \$50,000 in annual taxes to refund a \$1 million discount.</li> </ul> </li> <li>Darcy advises that the City of Saskatoon does not require payment on industrial lots for 10 years; he will follow up with information about this.</li> <li>Darcy questions what the City is doing to market lots? If we are only using website and signage, why would we not consider hiring a Realtor? The group</li> </ul>

	<p>then discusses potential fees, how the City could better serve themselves by specifying terms through a Request for Proposals (RFP). It is suggested that the potential for higher fees would typically create more motivation for Realtors.</p>
	Don Reed exits meeting at 8:04 am
Motion	<ul style="list-style-type: none"> <li>No motion put forward by the Committee</li> </ul>

### Airport Economic Development

Discussion	<ul style="list-style-type: none"> <li>Councillor Brears wants Committee input about commercial development at the Airport, particularly near the southeast corner where Airport Road intersects Highway 9; he acknowledges that the lack of servicing could be a small hurdle, but not an impediment to development.</li> <li>Juanita suggests that we consider the existing Airport Plan and further recommends having an airport management board that is separate from Council, as they would have most expertise to evaluate.</li> <li>Group discusses Highway 9 north as a high traffic route and that it seems under-served for fuel and convenience items.</li> <li>Lonnie explains that the City would not want to sell land at the Airport and that leasing might limit interest.</li> <li>Juanita suggests we look at other airports like Regina and Saskatoon, and how they operate.</li> <li>Michael explains that developers typically want to identify costs when they enter a market, and the City would have expensive due diligence (topographic survey, geotechnical, engineering) just to create a preliminary design; road and site work alone could cost a few million dollars.</li> <li>Group agrees that we should put something forward that could at least indicate the size of a possible development parcel, and that we should do so without moving yet to next steps that would incur costs.</li> </ul>
Motion 07-22	<p><b>Brears</b> That the Economic Development Committee asks City Administration to prepare a preliminary lot layout as a first step to determining feasibility of commercial land development at the Yorkton Regional Airport. CARRIED</p>

### Downtown Parking

Discussion	<ul style="list-style-type: none"> <li>Marty outlines issues with downtown parking availability that are affecting and potentially limiting expansion of businesses in the downtown; this is a pressing issue that is affecting a business right now. Can we look at options around one-way streets and angled parking, or other things that could increase parking availability?</li> <li>Ray emphasizes that lack of parking is a significant problem for downtown businesses and that creating more parking availability would be welcomed.</li> <li>Group discusses public parking lots, fees for permits, and enforcement; the parking lot at Second and Smith, in particular, always seems to have cars in it which indicates some are storing their vehicles there, rather than using it as intended.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Group discusses possible advantages and limitations of one-way streets and angled parking.</li> <li>• Group discusses YBID's role and agrees that this issue affects most of their members, and that it would be more productive if it could be looked at more holistically, by them.</li> </ul>
Motion 07-22	<b>Sveinbjornson</b> That the Economic Development Committee ask the Yorkton Business Improvement District to formally investigate ways to create access to more parking spaces in the downtown. CARRIED

<b>Next Meeting</b>	Thursday, April 14, 2022 at 7:00 a.m. at Civic Operations Centre.
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<b>Adjournment</b>	
Motion 08-22	<b>Zaharia</b> That the Economic Development Committee Meeting be adjourned at 8:38 a.m.

CV Sastry

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CHAIRPERSON  
CV Sastry

Michael Eger

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RECORDING SECRETARY  
Michael Eger

# Economic Development Committee

**MINUTES**

**APRIL 14, 2022**

**7:00 A.M.**

**CIVIC OPERATIONS CENTER**

Attendees	Marty Sveinbjornson, Don Reed, Brian Hilderman, CV Sastry (Via Zoom), Bob Knox (arrived 7:21 am), , Councillor Dustin Brears, Councillor Darcy Zaharia (arrived 7:10 am) Memory Delorme-Antoine (Via Zoom),
Invited Guests	Gwen Machnee, Mayor Mitch Hipsley, Donna Brothwell (Via Zoom),
Staff	David Balysky (Business Liaison), Lonnie Kaal (City Manager)
Regrets	Ray Sharp, Juanita Polegi
Absent	
Recording	Shelby Miller
Call to order	7:05 a.m.
Adjourn	8:50 a.m.

## **Agenda Topics**

### **Adoption of Agenda**

	Additions to Agenda <b>Mayor Mitch Hipsley</b> 10% down on commercial property.
Motion 09-22	<b>Brears</b> That the Economic Development Committee Agenda for April 14, 2022, as amended, be approved. CARRIED.

## **Minutes of the March 17, 2022 Meeting**

Discussion	Minutes from the March 17, 2022 meeting of the Committee were circulated electronically as part of agenda package, and available in hard copy at the meeting.
Motion 10-22	<b>Reed</b> That the minutes of the March 17, 2022 meeting be approved as presented. CARRIED.

## **Parkland College Tech Hub and Smart Farm**

Discussion	<ul style="list-style-type: none"><li>• Gwen Machnee on behalf of Parkland College presents on the development of the Yorkton Rural Tech Hub and the Smart Farm project.</li><li>• Interested business groups are Parkland College, City of Yorkton, Grain Millers, Cornerstone Credit Union, Chamber of Commerce, YBID, East Central Research Foundation, and SaskTel.</li><li>• The benefits to the region are to generate economic activity, to provide a wider range of employment opportunities, to draw highly qualified people by increasing immigration, to reduce the out-migration of young people, to diversify the local economy, and to educate youth, investors, budding enterprises and existing companies about entrepreneurship</li><li>• Stages in developing a tech hub consists of three phases, which are activation, incubation, and acceleration.</li></ul>
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- There are three necessary structures involved in a rural tech hub that provide outcomes like local wealth creation by startups and quality digital employment. These involve:
  - Foundation elements which include housing, Public Health and Safety, public-sector leadership and support, post-secondary education partnerships (such as, coding classes, web-developer, full-stack developer, etc.), Culture and entertainment (Film festival, Gallagher Centre, etc.), Private and nonprofit Sector engagement, Quality Pre-K to 12 education, available childcare, Attractive “live-work” downtown, and lifestyle opportunities.
  - Necessary structure that involves broadband infrastructure, local leadership capacity, and co-working and entrepreneurship spaces.
  - Lastly, direct drivers that includes scalable tech entrepreneur support and incubation.
- Cornerstone Credit Union has employed two summer students to develop a plan and to survey the AgriFood Ecosystem in Eastern Saskatchewan, which is funded by Mitacs with Parkland College. This will help look at Ag Tech opportunities within the area, as agriculture is one of the best options for success.
- Parkland Collage approached Innovation Saskatchewan for funding, which they requested a project to fund rather than a business plan. Therefore, Parkland College is developing a Smart Farm with Keeseekoose First Nation.
- A Smart Farm is a farm focusing on digital tech. Keeseekoose First Nation will begin farming with help from Parkland College. In return, they are contributing 14 quarters of land.
- SaskTel is also partnering with Parkland College to ensure connections are in place.
- The tech part of the Smart Farm is developing an Automatic Program Interface (API) Integrator Technician program so that all brands of farm equipment can “talk” to each other.
- Gwen suggests developing a maker space may be the next step to move forward with the project. This space provides support to repair tech equipment, not just drop off for repair. Members see this space occupying a downtown vacant space.
- Gwen fields questions from the committee members involving the development of a Rural Tech Hub.
- Councillor Brears recommends Parkland College backing the agriculture side of the tech hub if Saskatchewan becomes a provincial tech hub with Regina and Saskatoon.
- Gwen states this would employ not only tech careers, but also financing, marketing, coding, etc.
- Members put focus on growing the youth for interest within high schools and elementary students to peak interest for tech opportunities. Gwen wants to go to the business program to start up events like, hack-a-thons and 24 startup competitions.
- Gwen requests assistance with creating a business plan and providing people to support a business plan.
- Members discuss a sub-committee that lays out support, funding, and focuses on long-term success.

	<ul style="list-style-type: none"> <li>• Gwen reminds members that Cornerstone Credit Union has invested in a job description to work entirely on this plan.</li> <li>• The group recommends names for a potential sub-committee: <ul style="list-style-type: none"> <li>○ Gerry Smishchuk</li> <li>○ Rick Kozachenko</li> <li>○ Eugene Fedorowich</li> <li>○ Nathan Penner</li> <li>○ Councillor Brears</li> <li>○ CV Sastry</li> </ul> </li> <li>• That the Economic Development Committee will recommend a sub-committee and follow up with Gwen Machnee.</li> </ul>
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## **Downtown Vacancies/Business Incentive**

Discussion	<ul style="list-style-type: none"> <li>• David presents on home-based business pop-up shops in downtown commercial property in hopes to address the vacancy issues.</li> <li>• YBID is collaborating with the City in marketing this program.</li> <li>• Members discuss larger chain companies doing a pop-up shop for a couple days. This could potentially take away from local businesses or attract more attention downtown.</li> <li>• Members question if there is a market for home-based businesses wanting to expand expenses, overhead, etc. with Social Media readily available.</li> <li>• Donna mentioned Studio Ro is currently a downtown business that provides a space for pop-up shops. Donna will talk with business owner and see the success behind this program, as we do not want to step on her toes. The City would promote drawing attention to downtown businesses.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Don Reed leaves the meeting at 8:20 a.m.</i></p> </div> <ul style="list-style-type: none"> <li>• An Interior Tax Incentive Program was mentioned to promote new leases for privately owned spaces that may need building code updates, tenant improvement renovations. However, it would be difficult to know what each potential tenant would require.</li> <li>• CV advises a previous business, Yorkton Handmade provided a space to home-based business. Unfortunately, this business closed, but the desire was there.</li> <li>• Members discuss a farmer's market downtown during summer months in City Park or old Ramada vacant lot to attract business downtown.</li> <li>• David will make arrangements and plan to implement the market.</li> <li>• The farmers market would provide a free opportunity for local vendors to sell their products.</li> <li>• Members discuss the differences of providing opportunities for outdoor and indoor spaces</li> </ul>
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## **Business From the Floor**

Discussion	<ul style="list-style-type: none"> <li>• Mayor Mitch Hipsley suggests offering the lender a "gesture/opportunity" 10% incentive on commercial property</li> <li>• Members discuss the intent to promote growth and opportunities within the community by offering this incentive.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Although lenders requests the title being in the purchasers name to continue progress, hook up utilities, etc., this could provide an opportunity for conversation.</li> <li>• A discussion with public lenders should take place, keeping in mind the private sector.</li> <li>• Members discuss doing more research, including discussion with City of Saskatoon regarding this method and bring back to the Economic Development Committee.</li> </ul>
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<b>Next Meeting</b>	Thursday, May 12, 2022 at 7:00 a.m. at Civic Operations Centre.
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<b>Adjournment</b>	
Motion 11-22	<b>Brears</b> That the Economic Development Committee Meeting be adjourned at 8:50 a.m.

**CV Sastry**  


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CHAIRPERSON  
CV Sastry

**Shelby Miller**  


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RECORDING SECRETARY  
Shelby Miller

TITLE: <b>June is Recreation &amp; Parks Month</b>	DATE OF MEETING: <b>May 30, 2022</b>
	REPORT DATE: May 13, 2022
CLEARANCES:  Darcy McLeod, Director of Recreation and Community Services <b>Darcy McLeod</b>	ATTACHMENTS:
Written by: Julia Schofer - Program Services Manager <b>Julia Schofer</b>	
Reviewed by: Jessica Matsalla - City Clerk <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager <b>Lonnie Kaal</b>	

## **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 June is Recreation and Parks Month for many years.

## **DISCUSSION/ANALYSIS/IMPACT**

Summer has returned! After the long, cold winter we had, and with the province coming out of the COVID-19 pandemic, residents have been anxious to get back to doing activities they love but also to try out something new.

June is Recreation and Parks Month is a great way for the residents of Yorkton to learn about what opportunities are available to them. Some activities includes the growing Pickleball programming in the community and new activities like Chair Yoga at the Yorkton Public Library and Mom and Tot Aquacize at the Access Communications Water Park. Park spaces, pathways and outdoor recreation facilities can be accessed at almost any time and seeing residents utilizing them, and in some cases through all four seasons, shows that residents have been eager to Get Out, Get Active and Re-Connect with their community that they have been isolated from.

June is Recreation and Parks Month not only showcases what park and recreational opportunities are available, but highlights an important message that parks, recreation and leisure activities can improve our mental health and, overall, our general wellbeing.



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 National Benefits Hub and 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.

The Recreation and Community Services department has several activities and projects planned, or are currently underway, for this year:

- In collaboration with the Yorkton Active Transportation Collaborative, there will be a Community Bike Rodeo on Thursday, June 9<sup>th</sup> from 6:30pm – 8:00pm at the Yorkton Public Library. This is a great opportunity for our youngest residents to come by with their families and get a bike safety check, make sure their bike helmet is fitting properly and a review of bike safety while out on the roads this summer with the popular obstacle course.
- Park Parties will be making their return and will be held at two locations. The first location will be at Tupper Park on Thursday, June 16<sup>th</sup> from 5 – 7pm and on Wednesday, June 22<sup>nd</sup> at Ukrainian Pioneer Park from 5 – 7pm; weather permitting.
- Planning for S-CAPE (Summer Program filled with Culture, Arts and Physically active Experiences) takes place in June, with the program running through July and August.
- There are three, 6-week, Outdoor Yoga Programs occurring at Logan Green. Classes have already started, but there are still spaces available for late registration for residents who are interested.
- Urban Poling Clinics, also referred to as Nordic Walking, was a programming request by the community, and because of its popularity, Learn to Urban Pole clinics are being offered every Wednesday until June 15<sup>th</sup> at the Gallagher Centre Flexihall. There are two sessions each day. The afternoon session is from 1:00pm – 2:30pm and the evening session is from 7:00pm – 8:30pm.
- All programs mentioned this evening are available for registration using our online portal through the newly branded Xplor Recreation platform (formerly known as PerfectMind). Registration links are available at [www.yorkton.ca](http://www.yorkton.ca).
- We continue to loan pickleball and disc golf equipment from Guest Services at the Gallagher Centre.
- Working with stakeholders and the community, planning is underway to develop a new park in the South-central area of the City, which we are referring to as the Columbia Park Development. This future park space will host two outdoor basketball courts and a pump bike track.
- Concrete tee pads are also planned at the city's two Disc Golf Courses at Rodney Ridge and Patrick 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, radio advertising and newsletters. Updates on special projects are also provided through project web pages on the City's website.

### **OPTIONS & RECOMMENDATION**

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

TITLE: <b>Account Write-offs for 2021</b>	DATE OF MEETING: <b>May 30, 2022</b>
	REPORT DATE: May 20, 2022, 9:51 AM
CLEARANCES:	ATTACHMENTS: 1) <b>Write-off Summary 2021</b> 2) <b>Memo Regarding Outstanding Utility Accounts</b>
Written by: Amber Matechuk - City Controller	<b>Amber Matechuk</b>
Reviewed by: Jessica Matsalla - City Clerk	<b>Jessica Matsalla</b>
Approved by: Lonnie Kaal - City Manager	<b>Lonnie Kaal</b>

## PURPOSE/BACKGROUND

Annually, Administration is required to bring a report to Council detailing all City account write-offs incurred during the fiscal year which can include:

- a) *Building permits, Business licenses, and Planning and Engineering accounts*
- b) *Leisure accounts including Deer Park and facility leases*
- c) *Gallagher Centre accounts for all services and rentals*
- d) *Public Works and Waterworks accounts regarding custom work*
- e) *Utility Billing and Tax accounts*
- f) *Administration accounts including Mobile Home Park and all general losses*
- g) *Land Fund accounts including leases*

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

## DISCUSSION/ANALYSIS/IMPACT

For the 2021 year, all write-offs related to unpaid utility bills and were below the \$7,500 limit. However, there is one account that requires council approval. An accounts receivable account #FLAS002 in the amount of \$7,714.49.

This account was for a mobile home demolition and disposal. The mobile home suffered from structural disrepair and was issued a violation notice from our City's Fire and Building Departments. After the repairs were not remedied by the owner, the property was deemed unlivable. Administration sent this account to the Office of Residential Tenancies where we were

granted a writ of possession for the mobile home and eventual permission to dispose of the property. The building was demolished in spring of 2021. Total demolition and landfill fees cost \$5,135.30; plus additional fees for levelling the lot, filing the appropriate applications and general admin fees. These fees were charged back to the mobile home account and eventually sent to our collections agency.

Given that the mobile home was deemed abandoned by the owner, and Administration has exhausted all attempts to get in contact with the owner, it is likely these funds will not be recovered. Administration seeks approval to write-off the balance on this account. If funds are ever 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:

### 2021 Write-offs by Dept

Department	Revenues	Bad Debts	%
Taxes (excluding tax title)	25,708,024		0.000%
Grants, Surcharges, Other	8,741,760		0.000%
Administration	110,603	\$ 7,714	6.975%
Protective Services (inc grants)	973,793		0.000%
Parks, Recreation, Deer Park	1,555,835		0.000%
Gallagher Centre	1,132,681		0.000%
Airport/Planning/Engineering	2,782,873		0.000%
Public Works	661,034		0.000%
Environmental (Landfill)	2,622,756		0.000%
Waterworks/Garbage/Recycling	11,352,003	\$ 18,269	0.161%
	<b>\$ 55,641,362</b>	<b>\$ 25,983</b>	<b>0.047%</b>

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

Considering the total revenues are in excess of \$55 million, the 0.047% of uncollectible amounts is considered extremely reasonable.

For comparison purposes, the following is a summary for 2020 write-offs.

### 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%
	<b>\$ 53,637,838</b>	<b>\$ 19,351</b>	<b>0.036%</b>

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

<b>Total 2021 write-offs:</b>		<b>Total 2020 write-offs:</b>	
Accounts > \$7,500	\$7,714	Accounts > \$7,500	\$8,260
Accounts < \$7,500	<u>\$18,269</u>	Accounts < \$7,500	<u>\$11,091</u>
Total	\$25,983	Total	\$19,351

For the water utility write-offs, we maintain these records for at least 7 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.

### **FINANCIAL IMPLICATIONS**

The annual budget allows \$40,000 for account write-offs which historically is not used in full. The low write-off volume 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 use of a collection agency. Unfortunately, some losses are unavoidable.

In 2021, 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.

### **OPTIONS**

1. To approve the write-off of AR account #FLAS002 in the amount of \$7,714.49 and further to receive and file the summary of write-offs for 2021 as presented.
2. To deny the write-off of AR account #FLAS002 and request a revised summary of write-offs for 2021.
3. Other direction as provided by Council.

### **ADMINISTRATIVE RECOMMENDATION(S)**

**That Council approve the write-off of AR account #FLAS002 in the amount of \$7,714.49 and further to receive and file the summary of write-offs for 2021 as presented.**

## Write-off Summary 2021

**Admin - Mobile Home Park**

Account #FLAS002 (per report)

\$ 7,714.49**\$ 7,714.49****Utility Billing**

Various Accounts (memo dated January 7, 2022)

\$18,268.55**\$ 18,268.55****Total 2021 Write-offs****\$ 25,983.04**



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## Finance Department

To: Ms. Lonnie Kaal, City Manager

From: Water Billing Department

Date: January 7, 2022

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 \$18,268.55. With estimated water revenues of \$11,097,966.19 a 1% loss would be \$110,979.66 the total to write off is less than 16/100 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 \$18,852.44 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:

2014	\$ 8,495.46
2015	\$ 9,100.07
2016	\$ 8,657.32
2017	\$ 6,207.85
2018	\$ 9,000.09
2019	\$10,350.46
2020	\$ 8,851.71

RECOMMENDATION: That the City Manager Grants Administration authority to write-off the attached list of outstanding utility accounts totaling \$18,268.55.

  
Director of Finance Concurrence

  
City Manager's Approval

2021-06-25	002-0000490-005	[REDACTED]	\$72.10
<del>2021-06-25</del>	<del>002-0000490-005</del>	<del>[REDACTED]</del>	<del>[REDACTED]</del>
2020-10-30	008-0000590-006	[REDACTED]	\$105.39
2021-01-22	009-0000190-007	[REDACTED]	\$244.85
2021-09-13	009-0001080-006	[REDACTED]	\$64.33
2021-06-02	010-0000810-002	[REDACTED]	\$372.48
2020-11-27	012-0000180-004	[REDACTED]	\$190.24
2021-03-23	012-0000430-007	[REDACTED]	\$417.72
2021-06-08	013-0000370-011	[REDACTED]	\$909.83
2021-10-15	013-0000850-005	[REDACTED]	\$525.10
2021-05-27	015-0001450-003	[REDACTED]	\$396.67
2021-10-19	016-0000390-007	[REDACTED]	\$989.86
2021-06-16	017-0000390-005	[REDACTED]	\$239.93
2020-12-23	017-0000750-009	[REDACTED]	\$337.56
2021-09-30	018-0001110-011	[REDACTED]	\$345.21
2021-05-17	018-0001220-004	[REDACTED]	\$22.96
2021-09-30	019-0000010-006	[REDACTED]	\$459.39
2020-12-02	019-0000720-008	[REDACTED]	\$381.93
2021-03-22	019-0000960-015	[REDACTED]	\$124.82
2020-12-18	019-0001495-009	[REDACTED]	\$114.24
2021-03-15	019-0001790-009	[REDACTED]	\$661.53
2021-06-30	020-0000070-012	[REDACTED]	\$1,227.98
2021-09-09	020-0000730-003	[REDACTED]	\$64.14
2021-06-02	021-0000040-009	[REDACTED]	\$196.25
2021-07-20	024-0000380-005	[REDACTED]	\$799.34
2020-12-14	025-0000460-007	[REDACTED]	\$245.23
2021-07-15	026-0000390-009	[REDACTED]	\$209.86

Pa.



2020-10-01	026-0000510-004	[REDACTED]	\$17.53
2021-08-03	027-0000140-005	[REDACTED]	\$806.49
2021-02-03	028-0000620-007	[REDACTED]	\$35.72
2021-05-19	028-0001070-005	[REDACTED]	\$317.10
2021-05-31	030-0000530-016	[REDACTED]	\$288.42
2020-12-07	030-0000740-010	[REDACTED]	\$433.80
2021-02-28	030-0000770-009	[REDACTED]	\$455.35
2021-09-03	030-0000800-012	[REDACTED]	\$327.81
2021-09-30	030-0000970-009	[REDACTED]	\$122.35
2021-10-15	030-0001290-007	[REDACTED]	\$488.07
2020-11-09	030-0001660-014	[REDACTED]	\$61.68
2021-08-05	030-0001680-010	[REDACTED]	\$443.82
2021-03-05	030-0001720-008	[REDACTED]	\$350.80
2021-05-27	033-0000250-010	[REDACTED]	\$887.70
2021-10-14	033-0000810-006	[REDACTED]	\$790.62
2021-06-01	038-0000210-007	[REDACTED]	\$23.31
2020-12-02	051-0000040-005	[REDACTED]	\$931.10
2020-10-01	090-0000830-001	[REDACTED]	\$235.55
2021-04-23	091-0000210-006	[REDACTED]	\$141.23
2021-01-13	091-0000370-005	[REDACTED]	\$421.72
2021-04-30	093-0000030-011	[REDACTED]	\$314.18
2021-08-20	093-0000230-008	[REDACTED]	\$313.02
2021-04-30	093-0000650-008	[REDACTED]	\$342.24
Account Termination Date	UB Customer Account Number	Address	Balance Owning
			\$18,329.12

18268.55 ✓

TITLE: 2022 Paving Program – Tender Award	DATE OF MEETING: May 30, 2022
	REPORT DATE: May 20, 2022
CLEARANCES:	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

## **PURPOSE/BACKGROUND**

The 2022 Paving Program includes concrete repairs, asphalt resurfacing and patching operations throughout various sections of Smith Street and Gladstone Avenue.

## **DISCUSSION/ANALYSIS/IMPACT**

Many sections of Gladstone Avenue and Smith Street require immediate attention. For 2022 the majority of Gladstone Avenue South from the roundabout to Broadway Street will receive a surface patch to improve ride-ability over the short term. The eastern portion of Smith from First Avenue to Sixth Avenue will receive a full width mill/fill asphalt overlay with curb and sidewalk improvements.

## **FINANCIAL IMPLICATIONS**

The 2022 paving program will be funded through a combination of roadway and concrete funds from the operating budget. Fedorowich Construction was the only bidder for the project at \$712,060 (plus taxes). This amount is within the allocated budget.

## **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, 2022.

Longer term, communication plans should endeavor to increase Yorkton Citizens and Road Users' 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)**

Within the City of Yorkton Strategic Plan 2020, one of the objectives under the "Infrastructure" goal is "Develop a long term infrastructure plan that includes Water, Sewer, Roads, Sidewalks, Walking-trails, Bike-paths, Facilities, Transit and future development."

### **OPTIONS**

1. That Council award the 2022 Paving Program to Fedorowich Construction Ltd. for \$712,060 (plus taxes).
2. Other direction from Council.

### **ADMINISTRATIVE RECOMMENDATION(S)**

That Council award the 2022 Paving Program, which includes concrete repairs, asphalt resurfacing and patching operations throughout various sections of Smith Street and Gladstone Avenue to Fedorowich Construction Ltd. for \$712,060 (plus taxes) and further that the Mayor and City Clerk be authorized to executed said contract..