

CITY OF YORKTON
REGULAR COUNCIL MEETING AGENDA
Monday, July 11, 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 – June 20, 2022
 - Committee of the Whole Council Meeting Minutes – June 20, 2022
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
9. **CORRESPONDENCE**
10. **BYLAWS**
 - Assistant Director of Environmental Services
 - Proposed Bylaw No. 4/2022 Waterworks, Sewer and Water Management and Servicing Bylaw
11. **ADMINISTRATIVE REPORTS**
 - Planner
 - Discretionary Use DU03-2022 Warehouse and/or Sales Facility at 236 Myrtle Avenue (C-1 City Centre Commercial) [Public Notice Authorization]
 - Director of Human Resources
 - Policy Updates Requiring Council Approval
 - Director of Recreation & Community Services
 - Water Park Dehumidification Upgrade - Tender Award
 - Director Legislation & Procedures (City Clerk)
 - Recommendations from the Committee of the Whole Council Meeting of June 20, 2022 – Council Priorities Update - Quarter 2
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
 - 3 Other Items
 - Other Item A
 - Other Item B
 - Other Item C
14. **ADJOURNMENT**

TITLE: Proposed Bylaw No. 4/2022 Waterworks, Sewer and Water Management and Servicing Bylaw	DATE OF MEETING: July 11, 2022 REPORT DATE: June 30, 2022
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none"> 1. Bylaw 7/2021 Waterworks, Sewer and Water Management and Servicing Bylaw with markups 2. Bylaw No. 4/2022 Revision to Waterworks, Sewer and Water Management Servicing Bylaw
Written by: Aron Hershmiller – Assistant Director of Environmental Services <p style="text-align: right;">Aron Hershmiller</p>	
Reviewed by: Jessica Matsalla - City Clerk <p style="text-align: right;">Jessica Matsalla</p>	
Approved by: Trent Mandzuk – Acting City Manager <p style="text-align: right;">Trent Mandzuk</p>	

PURPOSE/BACKGROUND

The City has its Waterworks Sewer and Water Management Servicing Bylaw to help manage the Waterworks System and clearly outline, ownership, responsibility, limitations, expenses and penalties for all residential, commercial, and industrial customers.

DISCUSSION/ANALYSIS/IMPACT

The City recently completed the Water Meter Replacement project with Neptune Technology. Installations of over 5,850 water meters in the distribution system with the new technology were installed.

With the completion of this project, the City completed a review of the *Waterworks Sewer and Water Management and Servicing Bylaw No. 7/2021*. There were some required changes to the definitions section, and a need to add clarity of ownership of service connections (both water & sewer) and changes to Schedule A. (Attachment 1)

Changes made to the bylaw are as follows:

1. Added a table of contents.

We added a table of contents to better outline the bylaw.

Section 1.

- Additions of the following definitions:
 - **Sewage**
 - **Sewer**
 - **Sewage Collection System**
 - **Water Distribution System**

The bylaw was lacking definition on the sewage sections within the bylaw. Therefore we have now added definitions up front and provided additional clarity throughout the bylaw for both water and sewage services.

- Deletions of the following definitions:
 - **AMI**
 - **High Density Residential**

We removed the above mentioned definitions as these terms are not mentioned within the bylaw and by removing these definitions, it doesn't affect the intent of the bylaw. We have made changes within the bylaw to better define the terms of owner and customer. Although these definitions have similarities, there are some differences needed.

The following sections have changes as listed.

Section 6

- Section 6 was deleted and section 6 has been incorporated into the new bylaw in more pertinent locations

Section 7

- Section 7 was moved as new section 6

Section 8

- Section 8 was moved as new section 7

Section 9

- Section 9 was moved as new section 8

Section 10

- Section 10 was moved as new section 9

Section 11

- Added clarity to the responsibility of owner / customer section
- Section 11 was moved as new section 10

Section 12

- Section 12 was moved as new section 11

Section 13

- Section 13 was moved as new section 12

Section 14

- Section 14 was repetitive so therefore has been incorporated into section 10 of the new bylaw

Section 15

- Section 15 was moved as new section 13

Section 16

- Section 15 was moved as new section 14

Section 17

- Section 15 was moved as new section 15

Section 18

- Section 15 was moved as new section 16

Schedule A is the fee structure laid out. This is reviewed annually and changes were needed for 2022.

Schedule A

- Changes to schedule 'A' – fee structure

FINANCIAL IMPLICATIONS

The City annually reviews and assesses the fees set out in *Schedule A* of this bylaw. By enacting our bylaw, the city and its contractors have the ability to utilize the fee structure accordingly. The bylaw is also used for clarity and conflict resolution, which can save staff time and expenses. Consistency is imperative for the City to be fair and equitable with its customers.

COMMUNICATION PLAN/PUBLIC NOTICE

The bylaw and rates are available on the City's website.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

Changes were discussed at the March 15, 2022 Environmental Committee meeting with no objections from the committee.

OPTIONS

1. That with unanimous consent of Council, that Bylaw No. 4/2022 The Waterworks Sewer and Water Management Servicing Bylaw be given first, second and third readings at the July 11, 2022 meeting.
2. That Bylaw No. 4/2022 be denied for reasons as listed by Council; or
3. That Council provide Administration with alternative direction.

RECOMMENDATION

1. That Bylaw No. 4/2022 being a Bylaw of the City of Yorkton in the Province of Saskatchewan respecting installations, maintenance and servicing procedures and rates for waterworks, sewer and water services be introduced and read a first time, this 11th day of July, A.D 2022; and
2. That Bylaw No. 4/2022 be given second reading, this 11th day of July, A.D 2022; and
3. That with unanimous consent of Council, Bylaw No. 4/2022 proceed to third reading at this July 11th, 2022 meeting; and
4. That Bylaw No. 4/2022 being a Bylaw of the City of Yorkton in the Province of Saskatchewan respecting installations, maintenance and servicing procedures and rates for waterworks, sewer and water services be given third and final reading, this 11th day of July, A.D., 2022 and be entered in the City of Yorkton Bylaw Register.

CITY OF YORKTON

BYLAW NO. ~~7/2021~~ 4/2022

**A BYLAW OF THE CITY OF YORKTON IN THE
PROVINCE OF SASKATCHEWAN RESPECTING
INSTALLATIONS, MAINTENANCE AND
SERVICING PROCEDURES AND RATES FOR
WATERWORKS, SEWER AND WATER
SERVICES**

**Known as ‘The Waterworks, Sewer and Water
Management and Servicing Bylaw’**

~~07/19/2021~~ 07/11/2022

**CITY OF YORKTON
SASKATCHEWAN**

BYLAW NO. 7/2021

**A BYLAW OF THE CITY OF YORKTON IN THE PROVINCE OF
SASKATCHEWAN RESPECTING INSTALLATION, MAINTENANCE, AND
SERVICING PROCEDURES AND RATES FOR WATERWORKS, SEWER AND
WATER SERVICES**

WHEREAS, the Council of the City of Yorkton may provide for the servicing of the waterworks sewer and water services of the City and establish fees that will be charged for these services,

NOW THEREFORE, the Council of the City of Yorkton in the Province of Saskatchewan in Council assembled enacts as follows:

1. DEFINITIONS:

1.1 In this bylaw:

(a) **"Act"**: *"The Cities Act"*.

~~(b) **"AMI"** Advanced Metering Infrastructure~~

(c) **"Applicant"**: a person executing an application for, making use of or accepting the supply of water services.

(d) **"AWWA Standards"**: the current published standards of the American Waterworks Association as same may be amended, revised and replaced from time to time.

(e) **"City"** the City of Yorkton **staff or its designates** in the Province of Saskatchewan, Canada.

(f) **"City of Yorkton Engineering Standards"**: the current engineering standards of the City of Yorkton as same may be amended, revised and replaced from time to time.

(g) **"Commercial Service"**: a service connection to a premise in which a business, profession, industry, trade or commerce is carried on and includes all premises not falling within the definitions of "residential or industrial service".

~~(h) **"Corporation Stop"**: a device for control of water flow from the City's water main to a water service connection, also referred to as a main stop.~~

(i) **"Council"**: the Council of the City of Yorkton.

- (j) **"Curb Stop"**: a device for the control of water flow from the water service connection to a premise. **where water is supplied.**
- (k) **"Customer"**: a property owner, tenant, occupant or person in charge or control of a premise, accepting or using any of the customary services provided or supplied by, or in connection with the Waterworks Utility.
- ~~(l) **"High Density Residential"** means a service connection used exclusively for domestic purposes through a single meter servicing more than four living units.~~
- ~~(m)~~ **"Industrial Service"**: a service connection to a premise in which the meter size exceeds 2" and the annual consumption is greater than 54,553m³ **(12,000,000 gallons).**—Further that the occupancy or use of the building is for assembling, fabricating, manufacturing or processing raw materials into semi-finished/finished products or equipment and these products are distributed through various agencies and may be sold in other provinces and countries.
- (n) **"Meter"**: a device that meets the City of Yorkton's Engineering Standards, capable of measuring, recording and transmitting flows and volumes of water **through a service connection.**
- (o) **"Occupant"**: includes a person residing on or in lands or buildings, and the person entitled to its or their possession if there is no person residing on or in the land or buildings, and a leaseholder.
- (p) **"Owner"**: **means the registered owner of a property or the purchaser thereof who is entitled to use or occupy the property.** ~~a person who is the registered owner or purchaser of the land.~~
- (q) **"Person"**: includes **an individual**, a partnership, corporation, and any association or other body.
- (r) **"Premises"**: a house or building together with its land.
- (s) **"Property Line"**: the legal dividing line between the street and the lot or parcel to be served with water.
- (t) **"Reforestation Fee"**: a fee that is charged to property owners when a "City owned" tree must be removed during water and sewer connections or maintenance.
- (u) "Residential Service"**: a service connection used exclusively for domestic purposes through a single meter servicing no more than four living units or apartments.
- (v) "Service Connection"**: the part of the **water and sewer** system ~~or works~~ of a public utility that runs from the main lines of the public utility to a **premises**

~~building~~ or other place on a parcel of land for the purpose of providing water to ~~and the conveyance of sewage from the utility service to~~ the parcel of land, and includes the connection to the main line and couplings, ~~curb main~~ stop, meters and other ~~appurtenances apparatuses~~ inside the building or other place for the provision of the public utility ~~and will be the responsibility of the owner.~~

(w) "Sewage": is liquid waste discharged into the City's sewage collection system.

(x) "Sewage Collection System": is the part of the waterworks system that sewage is discharged into (commonly referred to as sewer).

(y) "Sewer" is the structure that sewage is discharged into (sewage collection system).

(z) "Valve": a device for control of water flow in or from the City's water main or a water service connection.

(aa) "Water Distribution System": is the part of the waterworks system that delivers water to a property and or premise.

(bb) "Waterworks System": the whole or any part of the equipment by which or through which the City conveys water ~~through its water distribution system and sewage collection system~~ its improvement, extension or replacement ~~and, not to limit the generality of the foregoing,~~ including pumps, filtration systems, ~~Water~~ treatment plants, ~~pumping stations~~, reservoirs, water mains, ~~sewer mains~~, ~~manholes~~, pipes, valves, ~~valve connections~~, ~~corporation stops~~, hydrants, ~~valves~~ and other related works, curb stops, meters ~~and related appliances, all other~~ and appurtenances. ~~as are designed to form a part thereof and the treatment processes by which water is treated before conveyance into the water mains~~

2. ADMINISTRATION:

- 2.1 The Waterworks Utility of the City of Yorkton will be under the general direction and control of the Director of Environmental Services who may establish standards, guidelines and specifications for the design, construction and maintenance of the water system.
- 2.2 The Director of Public Works or their designate will administer and interpret this bylaw.
- 2.3 The collection of revenues derived from the Waterworks Utility, the payments of all disbursements and the supervision and control of all records and accounts connected with the utility shall be under the general direction and control of the Director of Finance.
- 2.4 *The Plumbing and Drainage Regulations*, and as amended from time to time, shall apply to and govern all plumbing and drainage in the City of Yorkton, except as may be

altered or revised hereinafter. The Plumbing Inspector shall be a Public Health Officer of the Yorkton Health Region.

- 2.5 Overdue accounts for the provision of sewer and water services will be collected in accordance with *The Cities Act*.

3. **WATER SERVICE CONNECTIONS:**

3.1 A ~~sewer~~ service connection includes all piping and fittings from the City Mains to the property **and premise**. For a **residential water service connection this includes** the curb stop and water meter **(which will remain property of the City)**. Damages to the curb stop or water meter caused by the **owner customer** will be the responsibility of the **owner customer**.

3.2 Excavations on private property will be backfilled with suitable material. The City will make every reasonable effort to compact the backfill material in such a manner as to limit settlement. However, the City will not be responsible for trench settlements or damages experienced due to settlement. The City shall not be held liable for the replacement or for damage to the property such as, but not limited to the following:

- a) Landscaping materials, topsoil, sod, grass, trees, rock, shrubs or plants;
- b) driveways or private sidewalks;
- c) retaining walls or fences;
- d) buildings or their foundations; and/or
- e) underground sprinkler systems.

3.3 The City will connect to existing piping at the building, however, will not excavate under any portion of a building which includes a veranda, stairs, or other appurtenances. If piping beyond this point is unsuitable or needs replacing, this portion of the work will not be included in the quotation provided by the City or in the scope of work performed.

3.4 The Owner is responsible for all costs associated with locating or relocation of other utilities or conflicting obstacles related to the installation of the service.

3.5 It is the City's policy that each property be serviced by only one **service** connection and water meter.

- a) If a **second change in** service **size or a second service is requested** is requested and the City agrees it is necessary, cost recovery rate will apply. **Secondary water and sewer services will be considered in the following cases:**

b) The **City Owner** will determine the size and location of the **water service connection under application**.

- c) All **water** service connection
Also struck from this section pertaining to 'Secondary water and sewer services' were two subclauses: (1. Building additions that prohibit extending the existing

services, 2. An addition or a change of use of a building that requires a larger volume of water that the existing service cannot supply.)

~~3.6 The City will install a curb stop on the property line.~~

~~3.7 An isolation valve meeting the requirements of the City of Yorkton's Engineering Standards, must be installed upstream of the water meter. This valve must be in place before the water meter will be installed.~~

- 3.8 All water service connections will have a water meter installed, except approved fire service sprinklers provided with an approved backflow prevention device.
- a) Residential **and Commercial** water service connections will be supplied with one (1) water meter.
 - b) **Commercial and** industrial **water** service connections **water and sewage** meters will be at the expense of the owner. **Water meters supplied by the City remain the property of the City.**
- 3.9 No branch service will be taken from that part of the service pipe between the curb stop and the water meter except an approved fire service approved by the City.
- 3.10 A water service will not be turned on by a City representative until:
- a) Where deemed necessary, the work has been inspected.
 - b) A water meter deposit has been paid for by non-owners.
 - c) Payment is received by the City for delinquent accounts.

4. METERS AND READINGS:

4.1 **It is the responsibility of the customer to provide a suitable site for a meter for all water service connections of any size to any premise. buildings it is the customer's responsibility to provide a suitable site for a water meter.** The City shall not be required to provide **water** service if the customer fails to make available an acceptable site.

4.2 It will be the duty and responsibility of every owner to:

- a) provide a suitable facility for a horizontal meter installation and convenient accessible location;
- b) **provide an isolation valve meeting the requirements of the City of Yorkton's Engineering Standards, upstream of the water meter;**
- ~~e) provide a valve on the service pipe inside the building as close as practical to the meter at the point of entry into the building;~~
- d) protect the meter from frost or any other damage; and
- e) properly and efficiently protect the service line and fixtures leading to the meter from frost or other damage.
- f) **No person shall alter or tamper with any meter. The City shall be notified immediately whenever a water or sewage meter is not operating, operating**

incorrectly, damaged or if a seal has been broken. In the event the City is not notified of the malfunction, the City shall in addition to any other penalties as set out in this Bylaw, estimate the quantity of water consumed or discharged and charge the customer accordingly.

g) If a water meter or remote readout is removed or stolen, penalties as set out in the bylaw apply and the customer shall pay the cost of replacing the water meter including installation. If not paid, the cost may be collected in the same manner as unpaid water rates under this bylaw.

4.3 All water meters supplied by the City shall at all times be the property of the City. Payment of an installation fee or other fees does not constitute a sale.

4.4 Damaged and Frozen Water Meters:

a) If any water meter is damaged or requires replacement the owner will be charged at the cost recovery rate. This shall include all parts and labour required to replace and repair, or the cost recovery rate to replace with a new meter.

4.5 Water Meter Accuracy Check:

a) If a customer requests the City to check the meter for accuracy and it is tested and determined that the meter was registering less than or equal to 100% of actual flow quantity, a cost-recovery rate applies. If the meter is incorrect, there will be no charge.

4.6 Sewage Meter Accuracy Check:

a) All sewage meters and remote readouts shall be approved by the City, and supplied, installed, maintained, repaired, tested and replaced by the owner. The owner must authorize an individual firm or company to annually provide proof of calibration and proper operation.

b) Industrial users will be required to install a sewage meter and be responsible for maintenance and shall provide annual proof of calibration and proper operation to the Director of Environmental Services

4.7 The City or its representatives may at any time enter upon any premises and properties of any ~~customer water consumer~~ to examine the pipes, meters and fixtures to; ascertain the quantity and quality of water consumed ~~or discharged~~, the manners of its use, conducting water use surveys, sampling, pressure testing, installing, ~~reading, replacing~~ ~~or~~ repairing meters and related equipment or for any other related purpose in accordance with the provisions of this Bylaw.

4.8 If a remote readout has been installed in addition to the existing meter and there is a discrepancy between the readings, the meter shall be the official reading.

- 4.9 Where ~~water~~ consumption has not been properly recorded on the ~~water~~ meter, consumption may be determined based on an amount deemed by the City to be representative of that account's usage.

~~Water meters will be read at the discretion of the City~~

- 4.10 If a meter read cannot be obtained a card will be left requesting the customer to notify the City with the reading. The customer ~~shall~~ ~~will~~ phone in the meter reading or deliver the water meter card to City Hall within forty-eight (48) hours of receipt. Readings may be verified for any reason. If a reading is not supplied an estimate will apply ~~along with the penalty identified in Clause 4.11.~~
- 4.11 In the event that a customer refuses, or prevents in any way, to allow a water meter to be read, changed, or installed, the City shall:
- a) Add an additional fifty percent usage surcharge to the customer ~~and / or owners~~ regular water bill until the customer is compliant; or
 - b) The City may deem it appropriate to shut off the water supply to that premise
- 4.12 Every customer who contravenes clause 4.11 of this bylaw is subject to the penalties listed.
- 4.13 The City will provide 48 hours of notice prior to imposing clause 4.11(b).
- 4.14 The customer shall pay the additional costs for supplying and installing water meters where the installation requires a fire service type water meter or other special type of water meter ~~or sewage meter~~. Notwithstanding the payment of such additional costs, the ~~water~~ meters, ~~if purchased by the City,~~ shall remain the property of the City.
- 4.15 All water meters and remote readouts shall be supplied, installed, maintained, repaired, tested and replaced by the City. The City may from time to time or at any time authorize an individual firm or corporation to install, maintain, repair and replace water meters as directed by the City.

~~4.16 All sewage meters and remote readouts shall be approved by the City and supplied, installed, maintained, repaired, tested and replaced by the owner. The owner must authorize an individual firm or corporation to yearly, provide proof of calibration and proper operation to the City.~~

~~4.17 Where a water meter cannot be installed in a building, it is the customer's responsibility to provide a building to house the water meter on the premises at the customer's expense and in accordance with the City's General Design and Construction Specifications. The customer shall maintain and repair the meter building at their expense. If the customer, after receiving written notice from the City neglects to repair or improve their meter building or vault the City shall:~~

- ~~a) Authorize the necessary repairs be carried out, and the customer will be charged for the costs incurred;~~
- ~~b) Shut off the supply of water until the repairs are carried out to the City's satisfaction.~~

~~4.18 A customer shall notify the City immediately whenever a water meter or remote readout is not operating or if any part of it becomes damaged or broken.~~

4.19 If a water meter or remote readout is removed or stolen, the customer shall pay the cost of replacing the water meter including installation. If not paid, the cost may be collected in the same manner as unpaid water rates under this bylaw.

~~4.20 Sewage Meter Accuracy check:~~

~~a) All sewage meters and remote readouts shall be approved by the City and supplied, installed, maintained, repaired, tested and replaced by the property owner. The property owner must authorize an individual firm or company to annually, provide proof of calibration and proper operation to the City. (Director of environmental services?)~~

5. RELOCATION OF METERS AND/OR SERVICE CONNECTIONS

5.1 No owner shall relocate, alter or change any existing water meter without the written approval of the City. The owner or their authorized agent may submit plans and specifications for any proposed relocation of a water meter and if approved by the City, the owner shall pay the entire, cost including any costs incurred by the City in making any such relocation, alteration or change.

~~5.2 In the event that an owner refuses, or prevents in any way, to allow a water meter to be read, changed, or installed, the City shall:~~

~~a) add an additional fifty percent usage surcharge to the owners regular water bill until the owner is compliant~~

~~b) or, the City may deem it appropriate to shut off the water supply to that premise.~~

~~5.3 Every customer who contravenes clause 5.2 of this bylaw is subject to the penalties listed.~~

~~5.4 The City will provide 48 hours of notice prior to imposing clause 5.2.(b).~~

6. COMMERCIAL/INDUSTRIAL WATER & SEWER CONNECTIONS

~~6.1 Each building shall be serviced by a maximum of one water service connection of a size sufficient in the opinion of the City to deliver an adequate supply of water. Where an application is made for a larger service pipe or for a change in the location of an existing~~

~~service pipe, a new service pipe will be installed by the City to the property line only upon all costs thereof being paid in advance by the owner.~~

~~6.2 All installations, including water meters, replacements, and repairs of services will be charged at the cost recovery rate.~~

7. RESIDENTIAL COSTS OF SERVICE CONNECTIONS:

7.1 Each building shall be serviced by a maximum of one water service connection of a size sufficient in the opinion of the City to deliver an adequate supply of water. Where an application is made for a larger service pipe or for a change in the location of an existing service pipe, a new service pipe will be installed by the City to the property line only upon all costs thereof being paid in advance by the ~~customer~~ owner.

7.2 The ~~home~~ owner is responsible for the total cost of their service connections from the City main to the premise, including the cost of construction, maintenance, repair and replacement of the ~~water~~ service connection, except for installation of the water meter. Cost to install is based on amounts identified in Schedule "A" to this Bylaw. All rates and charges are subject to applicable taxes.

~~7.3 All rates and charges are subject to applicable taxes.~~

7.4 All rates and charges are for work undertaken during normal working hours of 7:00 a.m. to 3:30 p.m. on any work day, unless specified otherwise.

7.5 The normal work period for installation or replacement of service connections is from May 1st – November 1st, except in emergency situations.

7.6 All ~~sewer and water~~ service connection installation rates apply during frost-free ground conditions, unless otherwise specified. A cold weather premium of \$2,500 (as identified in Schedule "A") will be applied to any service connection installed outside the time frame identified in clause 7.5.

7.7 All work on City property must be completed by the City of Yorkton or a City approved contractor.

7.8 The City may recommend or allow all work on private property to be completed by a qualified contractor approved by the City. All costs associated with this work will be negotiated between the owner and the qualified ~~company~~ contractor. The City takes no responsibility for this work and the associated costs.

7.9 Every person wanting, ~~repairing, or replacing~~ a ~~water~~ service connection shall complete an application from the City.

7.10 Once the City of Yorkton agrees to undertake the replacement or the installation of new ~~service residential water and sewer~~ connection ~~the Water and Sewer Systems Manager (or designate)~~, a site investigation will be conducted to provide the property owner with

a cost to perform the work. ~~after conducting a thorough~~ A site investigation, ~~will be conducted to~~ provide the ~~property~~ owner with a cost to perform the work. This work includes:

- a) Infrastructure from the City mains up to the building footings or at a setback of one (1) meter.
- b) Consideration for the length of service, time of year installed, and unique challenges related to that particular site, but will assume a standard depth of three (3) meters.

7.11 The cost identified will be considered firm, and there will be no additional charges to the ~~property~~ owner. The ~~property~~ owner has the option of monthly payments over a four-year period (48 payments). No interest will be incurred on amounts owed over the four-year period. Any unpaid accounts after four years will be forwarded to the property tax account. The costs identified are due following the completion of work.

8. GENERAL SERVICE CONNECTION REGULATIONS:

- 8.1 Every ~~owner~~ ~~customer~~ shall keep the ~~water~~ service connection accessible and protected from freezing at their own risk and expense.
- 8.2 When a water service freezes between the premises and the water main, such service may be thawed by making application to the City. The City will thaw the service free of charge for the first freeze-up of the season during normal working hours. Costs for additional freeze-ups or requests for work outside normal working hours will be paid at a cost recovery rate by the applicant. ~~Refer to clauses 7.5 and 7.6 of this Bylaw.~~
- 8.3 A temporary water service may be provided upon written approval of the City. Such service will not be turned on until fees established by the City are paid.
- 8.4 Non-metered water usage from any fire hydrant is prohibited without first obtaining written consent from the City and all requirements of such application being met.
- 8.5 No booster pump or device will be connected to a main or service line without the written approval of the City.
- 8.6 ~~Pursuant to section 18 of The Cities Act (or any amendments thereto),~~ City Council may enter into agreement with customers for the provision of services to properties located outside City limits. Such agreements shall provide for the appropriate rates and any other charges deemed appropriate. In addition, all costs of connecting the utilities and maintaining connections will be paid by the customer.
- 8.7 No person shall alter or tamper with any water service connection. ~~The City shall be notified immediately whenever a water meter is not operating, damaged or if a seal has been broken. In the event the City is not notified of the malfunction, the City shall in addition to any other penalties as set out in this Bylaw, estimate the quantity of water consumed and charge the customer for the water in accordance to City Bylaws.~~

- 8.8 No **person owner** shall use any alternate source of water supply other than the City water system without first obtaining the written consent of the City. Private wells **cannot be used in conjunction with City water and within the City** are not permitted.
- 8.9 The City may consent to the use of an alternate supply subject to the terms and conditions deemed necessary and may set a limit on the time period it may be used.

9. MAINTENANCE AND SERVICES FOR WATER & SEWER OF SERVICE CONNECTIONS

- 9.1 Localized repairs to services on private property will be charged at the cost recovery rate. If the repair requires replacement of the entire service, then conditions outlined in **Schedule A Sections 7** of this Bylaw apply.
- 9.2 Blocked **Sanitary** Sewer ~~Connection~~ **Service** (Residential Properties Only):
- a) Upon notification of a **sanitary** sewer connection back-up City staff will inspect the main attached to the connection for blockage. If the main is free of obstruction, the owner is requested to call a licensed plumber to clear the **sanitary** sewer service connection. Any other obstruction in the service connection removed by a plumber will be the responsibility of the owner.

b)The owner can request the City to inspect their sanitary sewer service with a camera for a flat rate as identified in Schedule “A”.
 - b) If the sanitary sewer service is susceptible to tree root infiltration at pipe joints but in otherwise good condition, relining the service may be possible. This is an alternative to replacement but is dependent on pipe condition. If the existing sewer service is a candidate for relining the owner may apply for relining at a flat rate as identified in Schedule “A”. Relining will then be installed by a City approved contractor. Relining will be performed the same year, as long as the application is made between May 1st to October 31st (dependent on Contractor availability).
 - c) An owner can employ the City of Yorkton to replace sanitary service connection at a flat rate as defined in Schedule “A”. Sanitary sewer connections installed by the City have a 15-year warranty period from the date of install.
- 9.3 Sanitary Sewer Service Camera Inspections:
- a) The owner can request the City to inspect their sanitary sewer service with a camera for a flat rate as identified in Schedule “A”. Requests for camera inspection will require 2 days notification for scheduling purposes. When a request is made for inspections other than sanitary sewer pipes or for inspections out of City limits, cost recovery rates apply.

9.4 Lead Water Service Connection Replacement:

- a) The City will subsidize the replacement of lead water service connections. Cost to replace lead water service will be at a flat rate identified in Schedule “A”.

9.5 Frozen Water Connection Thawing Service:

- a) When a water connection freezes underground for the **first** time, the City will thaw free of charge during normal working hours 7:00 a.m. - 3:30 p.m. on any work day. If the **customer occupant** requests the connection be thawed on the first freeze after these hours, there will be a flat rate charge of as outlined in Schedule “A”. At this time, the **customer occupant** is asked to run the water continuously so that the connection will not freeze again. Billing will be based on an estimate reading until such time as they are taken off the continuous run list.
- b) If the connection freezes a **second or subsequent** time, it is the **customer's occupant's** responsibility and they will be charged on a cost recovery basis.
- c) If a water line is frozen inside of a premise, the **customer occupant/owner** will be requested to call a plumber.
- d) Heat tapes and all piping in the hook-up culvert for trailers are considered part of the **home** owner's internal plumbing and are the responsibility of the owner. It is the **home** owner's responsibility to ensure proper access to the meter valve under the trailer for the City's representative.

9.6 Water Service Connection Off and On:

If a **customer occupant** requests a water connection to be turned off and on during normal working hours of 7:00 a.m. to 3:30 p.m. on any work day, a flat rate as identified in Schedule “A” will apply. Any requests made outside normal working hours will be charged at a cost recovery rate. The City of Yorkton will require 24 hours (one working day's) notification prior to performing an off/on. Exception will be made for emergencies only.

10. WATER ACCOUNTS:

- 10.1 All bills, charges and accounts are due and payable upon receipt and shall be based on the general rates and charges as set out in City Bylaws and any related amendments.
- 10.2 Notice of non-payment, a water shut off will occur if payment is not received after thirty (30) days of being issued.
- 10.3 Money collected under the provisions of this bylaw are credited to the Water Utility revenue account and will be used solely for payment of capital, operational, reserve and maintenance costs of the utility.
- 10.4 Where a security deposit is required, the deposit shall be included in the customer's initial bill.
- 10.5 Fees ~~Money~~ collected for ~~water-meter~~ security deposits are credited to the "Utility Deposit Trust Account."
- 10.6 When an ~~an owner~~ customer ceases use of the utility and all ~~water rates and~~ charges are paid in full the ~~security water-meter~~ deposit will be refunded.
- 10.7 When an ~~an owner~~ customer ceases use of the utility and any charges remain unpaid, the City has the right to apply the amount of the ~~water-meter~~ security deposit against the unpaid account, and the remaining balance if any will be refunded.
- 10.8 In case of default of payment, the City may enforce payment by:
- shutting off the ~~service connection water;~~
 - action in court of competent jurisdiction;
 - distress and sale of goods and chattels of the owner or as authorized under *The Cities Act*; and/or
 - under provisions of *The Cities Act*, apply the charges against the owner.
- 10.9 In the event ~~the a~~ service water has been disconnected due to default in payment, the ~~owner~~ customer shall, in addition to payment of the overdue account, pay to the City a ~~flat rate fee charged~~ cost recovery rate ~~(as noted in Schedule "A")~~ for turning the ~~water~~ service off. Prior to the City returning to turn the ~~water~~ service on, the customer shall make suitable arrangements with the City: ~~s Water Billing Department.~~ If it is requested that the ~~service water~~ be reconnected ~~after normal working hours~~, cost recovery rates ~~apply and (as noted in Schedule "A") to turn the water on~~ will be added to the water bill.
- 10.10 Costs associated with the collection of delinquent accounts shall be added to the outstanding balance.
- 10.11 If a customer detects an internal plumbing leakage problem and a billing adjustment is warranted, the City is to be notified immediately. ~~It is the customer's responsibility for all plumbing within the premises.~~

- 10.12 The City shall perform a consumption test to ascertain if the problem is fixed. If an adjustment is warranted, only the most recent bill will be adjusted. The City shall only adjust an account one (1) time as an incentive for water conservation. In the event the adjustment is disputed, the City will conduct a review and the City's decision is final. Adjustments are available for all accounts.

11. TERMINATION, ~~RESTRICTED USE~~ OR INTERRUPTION OF SERVICE

- 11.1 Wherever practical, reasonable notice of the intention to shut off a water service will be given.

11.2 The City reserves the right to restrict the use of water for fountains, jets, hoses, sprinklers or any other purpose and to restrict, limit and regulate the hours and use of same.

11.3 ~~The Director of Environmental Services City~~ may limit, restrict, regulate and invoke emergency measures for water conservation and the hours which water may be used for any purpose whatsoever upon written request of the City Manager. The City Clerk will cause notice to be given by publishing such notice in a newspaper published and circulated in the City. Such notice will advise that during the periods specified no person will use water for the purpose set out in the notice and that any person who violates the regulations as set out in the notice will be subject to the penalties hereinafter provided.

11.4 The City maintains the right to restrict the use of water and/or limit the amount of water to any owner although no limit may be stated in the application for such use.

11.5 In cases of emergency or water shortage, the City may shut off the water for any manufacturing, processing or any other uses.

11.2 The City may declare mandatory water use restrictions when they determine that, for any reason, the City is not or may not be able to maintain a sufficient supply of water to meet the health and safety needs of the citizens without imposing such restrictions.

11.3 Mandatory water use restrictions may include any or all of the following:

- a) ~~Prohibiting or limitings upon~~ the hours ~~and days~~ during which lawns or gardens may be watered;
- b) ~~limits upon the days upon which lawns or gardens may be watered;~~
- c) ~~prohibiting the watering of lawns or gardens;~~
- d) prohibiting the washing of motor vehicles outdoors; and
- e) such further or other water use restrictions as may be necessary in the circumstances.

- 11.4 A declaration announcing mandatory water use restrictions shall remain in effect for the period of time set out in the declaration, unless sooner terminated or extended by the Director of Environmental Services **Department**, such period of time to commence and be effective from the time specified in the declaration. The City shall inform the general public of the existence of a declaration of mandatory water use restriction using whatever means the City may deem advisable.
- 11.5 The Director of Environment Services shall report each such declaration of mandatory water use restriction to the next City Council meeting following the declaration.
- 11.6 A person who contravenes the mandatory water use restriction is guilty of an offence **is guilty of an offence punishable by Section 13 of this bylaw**.

12. RESPONSIBILITY OF **PROPERTY-OWNER / CUSTOMER**

This Section applies to the owner, **customer** or occupant of any property.

- 12.1 An owner intending to vacate a premise supplied with water and wishing to disconnect water service must give reasonable notice by contacting the Director of Finance (or designate).
- 12.2 Whenever a premise supplied by water is vacated, the owner will turn off the isolation valve on the inside of the building.
- 12.3 The owner shall be liable and responsible for payment of all charges up to and including the date upon which said notice has been filed with the Director of Finance (or designate).
- 12.4 ~~The City may, at its discretion, shut the water off for unnecessary waste of water. Refusal to allow entry in accordance with this bylaw or fraudulent misrepresentations on the part of the owner shall be subject to any applicable service charges~~
- 12.5 When a water service has been disconnected for any reason, service will not be reconnected without prior authorization by the Director of Finance (or designate). The City reserves the right to disconnect the supply of the water for any reason including, but not limited to, the following:
- a) failure to open an account
 - b) refusal of entry**
 - c) fraudulent misrepresentation on behalf of the owner**
 - d) non-payment of a bill
 - e) failure to provide access
 - f) excess leakage or wastage of water
 - g) contamination or potential contamination
 - h) theft of water or tampering with the meter or seal

- i) contravention of any legislation, section of this Bylaw, policies, code or regulations as amended from time to time.
- 12.6 In cases of an emergency, as determined by the City, or on constructing new works or repairing existing works, the City has the right to shut off the **service water** for as long as deemed necessary. The City will make every reasonable effort to supply temporary potable water **and sewer services** to affected customers.
- 12.7 Customers affected by a maintenance shut off will be notified of the impending shut off. **to enable the owner to draw and store water.**
- 12.8 In the case of **a water**-service being shut off for any reason and an owner requires uninterrupted service, the owner shall make arrangements with the City for an alternate supply if practical, and any costs will be paid by the owner.
- 12.9 **Mandatory water use restrictions may include any or all of the following: (a) limits upon the hours during which lawns or gardens may be watered; (b) limits upon the days upon which lawns or gardens may be watered; (c) prohibiting the watering of lawns or gardens; (d) prohibiting the washing of motor vehicles outdoors; and (e) such further or other water use restrictions as may be necessary in the circumstances.**

13. **LIMITATION OF LIABILITY**

- 13.1 The City does not guarantee the quantity, quality, pressure, or uninterrupted supply of the water and the owner undertakes to hold the City harmless from all claims, losses and damages therefrom.
- 13.2 Any water supplied by the City from the waterworks system to an applicant shall only be supplied on the condition that the applicant shall make no claim against the City, its officials, employees or agents except with respect to damage caused by the negligence of the City, its officials, employees or agents acting within the scope of their employment, as the case may be. It is a further condition of supply that the applicant shall make no claim for any indirect, incidental or consequential damages, including but not limited to, lost profits. Not to limit the generality of the foregoing, neither the City, its officials, employees nor agents shall be liable for:
 - a) actions based on nuisance;
 - b) actions in respect of personal injury, death or property damage related to the presence of any substance or material in the water or the waterworks system; or
 - c) actions in respect of damages related to the interruption or termination of **water** services or failure or refusal to provide **water** services, for any reason whatsoever, whether or not notice was provided.
- 13.3 **Water-S**ervices shall only be supplied on the condition that the applicant shall indemnify and save harmless the City, its officials, employees and agents from and against all claims arising by reason of the supply of water services, excepting those claims caused by negligence as described in clause **12.2**. Not to limit the generality of

the foregoing, as a condition of service, the applicant shall indemnify and save harmless the City, its officials, employees and agents from and against claims for personal injury, death or other types of claims whatsoever brought by the applicant or any third party arising directly or indirectly from:

- a) the use by any person of the applicant's **water** services;
- b) the provision of **water** services at any premises owned or occupied by the applicant or any person to whom the applicant is an agent;
- c) the failure of the waterworks system, the **water** services connection, the meter, or any part of such service, system or meter or any appurtenance thereto affecting the applicants **water** service; or
- d) the interruption or termination of **water** services or the failure or refusal to provide services to the applicant for any reason whatsoever, whether or not notice was provided.

13.4 In all places where the waterworks system is connected with hot water boilers or heating, cooling or other such equipment, the owner and the applicant shall ensure that suitable and sufficient devices are utilized to prevent damage to such equipment and to remove danger from collapse, explosion or otherwise if water services are interrupted, terminated or there is any variation in pressure.

13.5 In all places where steam, hot water or any material foreign to that for which the waterworks system was designed to convey may be forced backwards through a water services connection, the owner and applicant shall install a backflow preventer and keep same in a well maintained operable condition. A plan describing the backflow preventer and installation of same shall be filed with the City within thirty (30) days of the installation.

13.6 In the event the owner neglects or fails to comply with clauses **13.4 and 13.5-11.4** and damage to any City property results, the owner shall be liable for personal injury, death or other types of claims whatsoever.

13.7 The City or its representatives will not be liable for any damages resulting from the loss of supply, pressure or suddenly shutting off the supply of water from any premise, building, boiler, processor or manufacturer deriving its supply from the City, either with or without notice.

13.8 All backflow preventers, required in accordance with this Bylaw, shall be inspected and tested at the expense of the owner upon installation and annually thereafter **with certification submitted to the City**. If a device is defective, it shall be replaced. All repairs, testing and replacement are at the owner's expense. Failure to comply may result in discontinuation of service.

13.9 All building sprinkler systems must be installed and inspected in compliance with all codes and regulations such as the National Fire and Building Codes or its designate.

13.10 The City shall not be liable for damages:

- a) Caused by the break of any water main, service, meter, private service, attachment or the breaching of any ditch in the repair or installation thereof.
- b) Caused by the interference or cessation of water supply necessary in connection with the repair or proper maintenance of the systems.
- c) For any accident due to the operation of the City waterworks system unless such costs or damages have been shown to be directly due to the negligence of the City or its employees.

14. RESTRICTED USE

~~14.1 The City reserves the right to restrict the use of water for fountains, jets, hoses, sprinklers or any other purpose and to restrict, limit and regulate the hours and use of same~~

~~14.2 The Director of Public Works may limit, restrict, regulate and invoke emergency measures for water conservation and the hours which water may be used for any purpose whatsoever upon written request of the City Manager. The City Clerk will cause notice to be given by publishing such notice in a newspaper published and circulated in the City. Such notice will advise that during the periods specified no person will use water for the purpose set out in the notice and that any person who violates the regulations as set out in the notice will be subject to the penalties hereinafter provided.~~

~~14.3 The City maintains the right to restrict the use of water and/or limit the amount of water to any owner although no limit may be stated in the application for such use.~~

~~14.4 In cases of emergency or water shortage, the City may shut off the water for any manufacturing, processing or any other uses.~~

15. OFFENCES AND PENALTIES

15.1 No person shall:

- a) place any harmful, poisonous, offensive or deleterious matter within 185 metres from any reservoir, well, or test hole;
- b) bathe, swim or discharge any sewage or in any way foul or contaminate the City water supply, storage and treatment;
- c) connect anything to the waterworks system which may cause the City's water **or sewage** supply to become contaminated.

15.2 No person other than the City shall turn on water to a premise or open a curb stop and no person will turn on water that has been turned off for any purpose.

15.3 No person except the City, those having written permission or members of the Yorkton Fire Protective Services, in case of fire or approved training and testing, shall open, close, interfere, place any obstruction close to any hydrant, gate valve or any type of service connected to the waterworks system.

15.4 No person except the City or those acting with written permission granted by the City, will tap or make any connection whatsoever with any of the public water mains or private pipes in the City.

15.5 A person shall not:

- a) damage, deface, tamper or interfere with any structure, building equipment or any other part of the City's waterworks;
- b) willfully or maliciously hinder or interrupt, the City, its contractors, servants, agents, or employees in the exercise of any of the powers and duties related to the water utility and authorized or contained in this bylaw;
- c) break, cause or permit the breaking of any seal on any hydrant, meter, pipe, valve or other appurtenance of the waterworks system;
- d) fail to notify the City of a broken seal on a meter, pipe or appurtenance thereto;
- e) fail to protect a meter from frost or any other damage;
- f) remove or cause the removal of ground cover above any part of the waterworks system or a water service connection which reduces coverage to less than 2.5 metres from the grade;
- g) install or cause the installation of a pump to increase water pressure on a water service connection other than with the written approval of the City;
- h) waste water or supply water for the use or benefit of others or for dilution;
- i) hinder, obstruct or interfere with persons acting under the instructions of either in the lawful exercise of their duties under this Bylaw or *The Cities Act*.
- j) make a fraudulent misrepresentation; or
- k) use water contrary to the "Restricted Use" provisions as established.

15.6 Every person who contravenes **any** clauses **~~15.2 — 15.5~~** of this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding Five Hundred (\$500) Dollars.

- 15.7 Every person that contravenes clause 5.2 of this bylaw is guilty of an offence and the City shall add a fifty percent surcharge to the customer's regular ongoing water bill until they are compliant or the City may deem it appropriate to shut off the water supply to that premise.
- 15.8 The following procedure shall apply for offences committed under clauses 13.2 - 13.5 of this bylaw:
- a) When the City has reason to believe that a person has contravened clauses 13.2 - 13.5 of this bylaw, the Bylaw Enforcement Officer, Community Safety Officer, or the R.C.M.P. may issue a Notice of Violation to every person committing an offence. This notice shall require the person to pay to the Director of Finance.
 - b) If payment of the fine as provided for in this section is made prior to the date when the person contravening the bylaw is required to appear in court to answer the charge, the person shall not be liable for prosecution of the offence;
 - c) No person who is convicted of an offence for non-compliance is relieved from compliance with an order, and the convicting Judge shall, in addition to any fine, order that person to do, within a specified period of time, any act or work necessary to remedy the non-compliance;
 - d) Where damage is done to property by an unlawful act under this bylaw, the presiding Judge may adjudge payment of all damages occasioned by the unlawful act and the same shall be applied for the reparation and reconstruction of the property damaged or destroyed.
- 15.9 Every person who contravenes any other provision of this bylaw is guilty of an offence and liable on summary conviction to a fine of:
- a) In the case of an individual, to a fine of not less than \$1,200 and not more than \$10,000.00 or imprisonment for not more than one (1) year or both; and
 - b) In the case of a corporation, to a fine of not less than \$2,000 and not more than \$25,000.00; and
 - c) In the case of a continuing offence by an individual or corporation, to a maximum daily fine of not more than \$2,500 for each day or part of a day during which the offence continues.
- 15.10 If a person is found guilty of an offence against this bylaw, the court may, in addition to any other penalty imposed, order the person to comply with this bylaw or a license, permit or other authorization issued under this bylaw, or a term or condition of any of them.

16. **SEVERABILITY**

- 16.1 If any section, subsection, sentence, clause, phrase or other portion of this bylaw is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions.

17. **REPEAL OF OTHER BYLAWS**

Bylaw No. ~~14/2018~~ 7/2021, is hereby repealed.

18. **EFFECTIVE DATE OF BYLAW**

This Bylaw shall come into force and take effect on the day of final passing thereof.

MAYOR

CITY CLERK

Introduced and read a first time this day of, A.D., 2022.

Read a second time this day of, A.D., 2022.

Read a third time and adopted this day of, A.D., 2022.

SCHEDULE "A"

Item Description	Fee
¾" PVC water service and 4" PVC sanitary service	\$8,000 9,000 (plus \$500 550 reforestation fee if applicable)
¾" PVC water service	\$6,500 7,200 (plus \$500 550 reforestation fee if applicable)
4" PVC sanitary service	\$6,500 7,200 (plus \$500 550 reforestation fee if applicable)
Reline existing sanitary service (City must camera to determine if sewer line is suitable to reline)	\$5,000 5,500 *Cost to camera is extra
Replace existing lead water service with ¾" PVC	\$3,250 3,600 (plus \$500 550 reforestation fee if applicable)
Replace existing lead water service with ¾" PVC and replace existing sanitary sewer service with 4" PVC	\$4,750 \$5300 (plus \$500 550 reforestation fee if applicable)
Off/on of water service connection – during regular working hours with 24 hour notice provided	\$150 170
Off/on of water service connection – outside of regular working hours	Cost recovery
Thaw frozen service – *first thaw during regular working hours	*Free
Thaw frozen service – second thaw and/or thaw outside regular normal working hours	Cost recovery
Frozen water meter	Cost recovery
Camera residential sanitary sewer	\$200 220
Camera commercial/industrial sanitary sewer	Cost recovery
Commercial or industrial water and/or sewer service connections	Cost recovery
Outside City surcharge	Cost recovery + 50% outside city surcharge
Cold weather premium for connections installed outside of November 1 - May 1	\$2,500 2,800
Water Meter Accuracy Check (if meter is correct)	Cost recovery
Water Meter Accuracy Check (if meter is incorrect)	Free

CITY OF YORKTON

BYLAW NO. 4/2022

**A BYLAW OF THE CITY OF YORKTON IN THE
PROVINCE OF SASKATCHEWAN RESPECTING
INSTALLATIONS, MAINTENANCE AND
SERVICING PROCEDURES AND RATES FOR
WATERWORKS, SEWER AND WATER
SERVICES**

**Known as ‘The Waterworks, Sewer and Water
Management and Servicing Bylaw’**

07/11/2022

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**CITY OF YORKTON
SASKATCHEWAN**

BYLAW NO. 4/2022

**A BYLAW OF THE CITY OF YORKTON IN THE PROVINCE OF
SASKATCHEWAN RESPECTING INSTALLATION, MAINTENANCE, AND
SERVICING PROCEDURES AND RATES FOR WATERWORKS, SEWER AND
WATER SERVICES**

WHEREAS, the Council of the City of Yorkton may provide for the servicing of the waterworks sewer and water services of the City and establish fees that will be charged for these services,

NOW THEREFORE, the Council of the City of Yorkton in the Province of Saskatchewan in Council assembled enacts as follows:

1. DEFINITIONS:

1.1 In this bylaw:

- (a) **"Act"**: *"The Cities Act"*.
- (b) **"Applicant"**: a person executing an application for, making use of or accepting the supply of water services.
- (c) **"AWWA Standards"**: the current published standards of the American Waterworks Association as same may be amended, revised and replaced from time to time.
- (d) **"City"** the City of Yorkton staff or it's designates in the Province of Saskatchewan, Canada.
- (e) **"City of Yorkton Engineering Standards"**: the current engineering standards of the City of Yorkton as same may be amended, revised and replaced from time to time.
- (f) **"Commercial Service"**: a service connection to a premise in which a business, profession, industry, trade or commerce is carried on and includes all premises not falling within the definitions of "residential or industrial service".
- (g) **"Council"**: the Council of the City of Yorkton.
- (h) **"Curb Stop"**: a device that controls water flow from the water service connection to a premise.

- (i) **"Customer"**: a property owner, tenant, occupant or person in charge or control of a premise, accepting or using any of the customary services provided or supplied by, or in connection with the Waterworks Utility.
- (j) **"Industrial Service"**: a service connection to a premise in which the meter size exceeds 2" and the annual consumption is greater than 54,553m³. Further that the occupancy or use of the building is for assembling, fabricating, manufacturing or processing raw materials into semi-finished/finished products or equipment and these products are distributed through various agencies and may be sold in other provinces and countries.
- (k) **"Meter"**: a device that meets the City of Yorkton's Engineering Standards, capable of measuring, recording and transmitting flows and volumes through a service connection.
- (l) **"Occupant"**: includes a person residing on or in lands or buildings, and the person entitled to its or their possession if there is no person residing on or in the land or buildings, and a leaseholder.
- (m) **"Owner"**: means the registered owner of a property or the purchaser thereof who is entitled to use or occupy the property.
- (n) **"Person"**: includes an individual, partnership, corporation, and any association or other body.
- (o) **"Premises"**: a house or building together with its land.
- (p) **"Property Line"**: the legal dividing line between the street and the lot or parcel to be served with service connections.
- (q) **"Reforestation Fee"**: a fee that is charged to property owner when a "City owned" tree must be removed during service connections or maintenance.
- (r) **"Residential Service"**: a service connection used exclusively for domestic purposes through a single meter servicing no more than four living units or apartments.
- (s) **"Service Connection"**: the part of the water and sewer system of a public utility that runs from the main lines of the public utility to a premises or other place on a parcel of land for the purpose of providing water to and the conveyance of sewage from the parcel of land, and includes the connection to the main line and couplings, curb stop, meters and other appurtenances inside the building or other place for the provision of the public utility and will be the responsibility of the owner.
- (t) **"Sewage"**: is liquid waste discharged into the City's sewage collection system.

- (u) **"Sewage Collection System"**: is the part of the waterworks system that sewage is discharged into (commonly referred to as sewer).
- (v) **"Sewer"**: is the structure that sewage is discharged into (sewage collection system).
- (w) **"Valve"**: a device for control of water flow in or from the City's water main or a water service connection.
- (x) **"Water Distribution System"**: is the part of the waterworks system that delivers water to a property and or premise.
- (y) **"Waterworks System"**: the whole or any part of the equipment by which or through which the City conveys water through its water distribution system and sewage collection system, its improvement, extension or replacement, including pumps, filtration systems, treatment plants, pumping stations, reservoirs, water mains, sewer mains, manholes, pipes, valves, valve connections, hydrants, and other related works, curb stops, meters, and appurtenances.

2. **ADMINISTRATION:**

- 2.1 The Waterworks Utility of the City of Yorkton will be under the general direction and control of the Director of Environmental Services who may establish standards, guidelines and specifications for the design, construction and maintenance of the water system.
- 2.2 The Director of Public Works or their designate will administer and interpret this bylaw.
- 2.3 The collection of revenues derived from the Waterworks Utility, the payments of all disbursements and the supervision and control of all records and accounts connected with the utility shall be under the general direction and control of the Director of Finance.
- 2.4 *The Plumbing and Drainage Regulations*, and as amended from time to time, shall apply to and govern all plumbing and drainage in the City of Yorkton, except as may be altered or revised hereinafter. The Plumbing Inspector shall be a Public Health Officer of the Yorkton Health Region.
- 2.5 Overdue accounts for the provision of water and sewage services will be collected in accordance with *The Cities Act*.

3. **SERVICE CONNECTIONS:**

- 3.1 A service connection includes all piping and fittings from the City mains to the property and or premise. For a residential service connection the curb stop and

water meter will remain property of the City. Damages to the curb stop or water meter caused by the customer will be the responsibility of the customer.

- 3.2 Excavations on private property will be backfilled with suitable material. The City will make every reasonable effort to compact the backfill material in such a manner as to limit settlement. However, the City will not be responsible for trench settlements or damages experienced due to settlement. The City shall not be held liable for the replacement or for damage to the property such as, but not limited to the following:
- a) Landscaping materials, topsoil, sod, grass, trees, rocks, shrubs or plants;
 - b) driveways or private sidewalks;
 - c) retaining walls or fences;
 - d) buildings or their foundations; and/or
 - e) underground sprinkler systems.
- 3.3 The City will connect to existing piping at the building, however, will not excavate under any portion of a building which includes a veranda, stairs, or other appurtenances. If piping beyond this point is unsuitable or needs replacing, this portion of the work will not be included in the quotation provided by the City or in the scope of work performed.
- 3.4 The Owner is responsible for all costs associated with locating or relocation of other utilities or conflicting obstacles related to the installation of the service.
- 3.5 It is the City's policy that each property be serviced by only one service connection and water meter.
- a) If a change in service size or a second service is requested and the City agrees it is necessary, cost recovery rate will apply.
 - b) The owner will determine the size and location of the service connection under application.
 - c) All service connection materials and installation practices shall conform to the City of Yorkton's Engineering Standards.
- 3.6 All water service connections will have a water meter installed, except approved fire service sprinklers provided with an approved backflow prevention device.
- a) Residential and Commercial water service connections will be supplied with one (1) water meter.
 - b) Industrial service connections water and sewage meters will be at the expense of the owner.
- 3.7 No branch service will be taken from that part of the service pipe between the curb stop and the water meter except an approved fire service approved by the City.
- 3.8 A water service will not be turned on by a City representative until:
- a) Where deemed necessary, the work has been inspected.

- b) A water meter deposit has been paid for by non-owners.
- c) Payment is received by the City for delinquent accounts.

4. **METERS AND READINGS:**

- 4.1 It's the customer's responsibility to provide a suitable site for a meter for all service connections of any size to any premise. The City shall not be required to provide service if the customer fails to make available an acceptable site.
- 4.2 It will be the duty and responsibility of every customer to:
 - a) provide a suitable facility for a horizontal water meter installation and convenient accessible location
 - b) provide an isolation valve meeting the requirements of the City of Yorkton's Engineering Standards, upstream and downstream of the water meter
 - c) protect the meter from frost or any other damage; and
 - d) properly and efficiently protect the service line and fixtures leading to the meter from frost or other damage
 - e) No person shall alter or tamper with any service connection. The City shall be notified immediately whenever a water or sewage meter is not operating, operating incorrectly, damaged or if a seal has been broken. In the event the City is not notified of the malfunction, the City shall in addition to any other penalties as set out in this Bylaw, estimate the quantity of water consumed or discharged and charge the customer for the water
 - f) If a water meter or remote readout is removed or stolen, penalties as set out in the bylaw apply and the customer shall pay the cost of replacing the water meter including installation. If not paid, the cost may be collected in the same manner as unpaid water rates under this bylaw
- 4.3 All water meters and remote readouts shall be supplied, installed, maintained, repaired, tested and replaced by the City. The City may from time to time or at any time authorize an individual firm or corporation to install, maintain, repair and replace water meters as directed by the City.
- 4.4 All water meters supplied by the City shall at all times be the property of the City. Payment of an installation fee or other fees does not constitute a sale.
- 4.5 Damaged and Frozen Water Meters:
 - a) If any water meter is damaged or requires replacement, the customer will be charged at the cost recovery rate. This shall include all parts and labor required to replace and repair, or the cost recovery rate to replace with a new water meter.
- 4.6 Water Meter Accuracy Check:
 - a) If a customer requests the City to check the meter for accuracy and it is tested and determined that the meter was registering less than or equal to 100% of

actual flow quantity, a cost-recovery rate applies. If the meter is incorrect, there will be no charge.

4.7 Sewage Meter Accuracy check:

- a) All sewage meters and remote readouts shall be approved by the City and supplied, installed, maintained, repaired, tested and replaced by the owner. The owner must authorize an individual firm or company to annually, provide proof of calibration and proper operation to the City.
- b) Industrial users will be required to install a sewage meter and be responsible for maintenance and shall provide annual proof of calibration and proper operation to the Director of Environmental Services

4.8 The City or its representatives may at any time enter upon any premises and properties of any customer to examine the pipes, meters and fixtures to; ascertain the quantity and quality of water consumed, the manners of its use, conducting water use surveys, sampling, pressure testing, installing, reading, replacing or repairing meters and related equipment or for any other related purpose in accordance with the provisions of this Bylaw.

4.9 If a remote readout has been installed in addition to the existing meter and there is a discrepancy between the readings, the meter shall be the official reading.

4.10 Where consumption has not been properly recorded on the meter, consumption may be determined based on an amount deemed by the City to be representative of that account's usage.

4.11 If a meter read cannot be obtained by the city, a card will be left requesting the customer to notify the City with the reading. The customer shall phone in the meter reading or deliver the water meter card to City Hall within forty-eight (48) hours of receipt. Readings may be verified for any reason. If a reading is not supplied an estimate will apply along with the penalty identified in Clause 4.12.

4.12 In the event that a customer refuses, or prevents in any way, to allow a water meter to be read, changed, or installed, the City shall:

- a) add an additional fifty percent usage surcharge to the customers regular water bill until the customer is compliant
- b) or, the City may deem it appropriate to shut off the water supply to that premise

4.13 Every customer who contravenes clause 4.12 of this bylaw is subject to the penalties listed

4.14 The City will provide 48 hours of notice prior to imposing clause 4.12.(b).

4.15 The customer shall pay the additional costs for supplying and installing water meters where the installation requires a fire service type water meter or other special type of water meter or sewage meter. Notwithstanding the payment of such additional costs, the meters, if purchased by the City, shall remain the property of the City.

- 4.16 If a water meter or remote readout is removed or stolen, the customer shall pay the cost of replacing the water meter including installation. If not paid, the cost may be collected in the same manner as unpaid water rates under this bylaw.

5. RELOCATION OF METERS AND/OR SERVICE CONNECTIONS:

- 5.1 No customer shall relocate, alter or change any existing water meter or service connection without the written approval of the City.
- 5.2 The customer or their authorized agent may submit plans and specifications for any proposed relocation of a water meter or service connection and if approved by the City, the customer shall pay the entire, cost including any costs incurred by the City in making any such relocation, alteration or change.

6. COSTS OF SERVICE CONNECTIONS:

- 6.1 Each building shall be serviced by a maximum of one service connection of a size sufficient in the opinion of the City to deliver an adequate supply of water. Where an application is made for a larger service pipe or for a change in the location of an existing service pipe, a new service pipe will be installed by the City to the property line only upon all costs thereof being paid in advance by the owner.
- 6.2 The owner is responsible for the total cost of their service connections from the City main to the premise, including the cost of construction, maintenance, repair and replacement of the service connection, except for installation of the water meter. Cost to install is based on amounts identified in Schedule "A" of this Bylaw. All rates and charges are subject to applicable taxes.
- 6.3 All rates and charges are for work undertaken during normal working hours of 7:00 a.m. to 3:30 p.m. on any work day, unless specified otherwise.
- 6.4 The normal work period for installation or replacement of service connections is from May 1st – November 1st, except in emergency situations.
- 6.5 All service connection installation rates apply during frost-free ground conditions, unless otherwise specified. A cold weather premium (as identified in Schedule "A") will be applied to any service connection installed outside the time frame identified in clause 6.3.
- 6.6 All work on City property must be completed by the City of Yorkton or a City approved contractor.
- 6.7 The City may recommend or allow all work on private property to be completed by a qualified contractor approved by the City. All costs associated with this work will be

negotiated between the owner and the qualified contractor. The City takes no responsibility for this work and the associated costs.

- 6.8 Every person wanting, repairing, or replacing a service connection shall complete an application from the City.
- 6.9 Once the City of Yorkton agrees to undertake the replacement or the installation of new service connection, a site investigation will be conducted to provide the property owner with a cost to perform the work. This work includes:
- a) Infrastructure from the City mains up to the building footings or at a setback of one (1) meter.
 - b) Consideration for the length of service, time of year installed, and unique challenges related to that particular site, but will assume a standard depth of three (3) meters.
- 6.10 The cost identified will be considered firm, and there will be no additional charges to the owner. The owner has the option of monthly payments over a four-year period (48 payments). No interest will be incurred on amounts owed over the four-year period. Any unpaid accounts after four years will be forwarded to the property tax account. The costs identified are due following the completion of work.

7. GENERAL SERVICE CONNECTION REGULATIONS:

- 7.1 Every customer shall keep the service connection accessible and protected from freezing at their own risk and expense.
- 7.2 When a water service freezes between the premises and the water main, such service may be thawed by making application to the City. The City will thaw the service free of charge for the first freeze-up of the season during normal working hours. Costs for additional freeze-ups or requests for work outside normal working hours will be paid at a cost recovery rate by the applicant.
- 7.3 A temporary water service may be provided upon written approval of the City. Such service will not be turned on until fees established by the City are paid.
- 7.4 Non-metered water usage from any fire hydrant is prohibited without first obtaining written consent from the City and all requirements of such application being met.
- 7.5 No booster pump or device will be connected to a main or service connection without the written approval of the City.
- 7.6 Pursuant to section 18 of *The Cities Act* (or any amendments thereto), City Council may enter into agreement with customers for the provision of services to properties located outside City limits. Such agreements shall provide for the appropriate rates and any other charges deemed appropriate. In addition, all costs of connecting the utilities and maintaining connections will be paid by the customer.

- 7.7 No customer shall alter or tamper with any service connection.
- 7.8 No customer shall use any alternate source of water supply other than the City water system without first obtaining the written consent of the City. Private wells cannot be used in conjunction with City water and are not permitted.
- 7.9 The City may consent to the use of an alternate supply subject to the terms and conditions deemed necessary and may set a limit on the time period it may be used.

8. **MAINTENANCE OF SERVICE CONNECTIONS:**

- 8.1 Localized repairs to services on private property will be charged at the cost recovery rate. If the repair requires replacement of the entire service, then conditions outlined in Sections 6 of this Bylaw apply.
- 8.2 **Blocked Sanitary Sewer Service (Residential Properties Only):**
- a) Upon notification of a sanitary sewer service back-up City staff will inspect the main attached to the connection for blockage. If the main is free of obstruction, the owner is requested to call a licensed plumber to clear the sanitary sewer service connection. Any other obstruction in the service connection removed by a plumber will be the responsibility of the owner.
 - b) If the sanitary sewer service is susceptible to tree root infiltration at pipe joints but in otherwise good condition, relining the service may be possible. This is an alternative to replacement but is dependent on pipe condition. If the existing sanitary sewer service is a candidate for relining, the owner may apply for relining at a flat rate as identified in Schedule “A”. Relining will then be installed by a City approved contractor. Relining will be performed the same year, as long as the application is made between May 1st to October 31st (dependent on Contractor availability).
 - c) An owner can employ the City of Yorkton to replace sanitary service connection at a flat rate as defined in Schedule “A”. Sanitary sewer service installed by the City have a 15-year warranty period from the date of install.

8.3 **Sanitary Sewer Service Camera Inspections:**

The owner can request the City to inspect their sanitary sewer service with a camera for a flat rate as identified in Schedule “A”. Requests for camera inspection will require 2 days notification for scheduling purposes. When a request is made for inspections other than sanitary sewer pipes or for inspections out of City limits, cost recovery rates apply.

8.4 **Lead Water Service Connection Replacement:**

The City will subsidize the replacement of lead water service connections. Cost to replace lead water service will be at a flat rate identified in Schedule “A”.

8.5 Frozen Water Connection Thawing Service:

- a) When a water connection freezes underground for the **first** time, the City will thaw free of charge any time during the hours 7:00 a.m. - 3:30 p.m. any day of the week, including weekends. If the occupant requests the connection be thawed on the first freeze after these hours, there will be a flat rate charge of as outlined in Schedule "A". At this time, the occupant is asked to run the water continuously so that the connection will not freeze again. Billing will be based on an estimate reading until such time as they are taken off the continuous run list.
- b) If the connection freezes a **second or subsequent** time, it is the occupant's responsibility and they will be charged on a cost recovery basis.
- c) If a water line is frozen inside of a premise, the customer will be requested to call a plumber.
- d) Heat tapes and all piping in the hook-up culvert for trailers are considered part of the home owner's internal plumbing and are the responsibility of the owner. It is the homeowner's responsibility to ensure proper accessibility to the meter valve located under the trailer.

8.6 Water Service Connection Off and On:

If an occupant requests a water connection to be turned off and on during normal working hours of 7:00 a.m. to 3:30 p.m. on any work day, a flat rate as identified in Schedule "A" will apply. Any requests made outside normal working hours will be charged at a cost recovery rate. The City of Yorkton will require 24 hours (one working day's) notification prior to performing an off/on. Exception will be made for emergencies only.

9. **WATER ACCOUNTS:**

- 9.1 All bills, charges and accounts are due and payable upon receipt and shall be based on the general rates and charges as set out in City Bylaws and any related amendments.
- 9.2 Notice of non-payment, a water shut off will occur if payment is not received after thirty (30) days of being issued.
- 9.3 Fees collected under the provisions of this bylaw are credited to the Water Utility revenue account and will be used solely for payment of capital, operational, reserve and maintenance costs of the utility.
- 9.4 Where a security deposit is required, the deposit shall be included in the customer's initial bill.

- 9.5 Fees collected for security deposits are credited to the "Utility Deposit Trust Account."
- 9.6 When a customer ceases use of the utility and all water rates and charges are paid in full the water meter deposit will be refunded.
- 9.7 When a customer ceases use of the utility and any charges remain unpaid, the City has the right to apply the amount of the water meter deposit against the unpaid account, and the remaining balance if any will be refunded.
- 9.8 In case of default of payment, the City may enforce payment by:
- a) shutting off the service connection;
 - b) action in court of competent jurisdiction;
 - c) distress and sale of goods and chattels of the owner or as authorized under *The Cities Act*; and/or
 - d) under provisions of *The Cities Act*, apply the charges against the owner.
- 9.9 In the event a service has been disconnected due to default in payment, the customer shall, in addition to payment of the overdue account, pay to the City a cost recovery rate for turning the service off. Prior to the City returning to turn the service on, the customer shall make suitable arrangements with the City. If it is requested that the service be reconnected, cost recovery rates apply and will be added to the water bill.
- 9.10 Costs associated with the collection of delinquent accounts shall be added to the outstanding balance.
- 9.11 If a customer detects an internal plumbing leakage problem and a billing adjustment is warranted, the City is to be notified immediately. It is the customer's responsibility for all plumbing within the premise.
- 9.12 The City shall perform a consumption test to ascertain if the problem is fixed. If an adjustment is warranted, only the most recent bill will be adjusted. The City shall only adjust an account one (1) time as an incentive for water conservation. In the event the adjustment is disputed, the City will conduct a review and the City's decision is final. Adjustments are available for all accounts.

10. TERMINATION, RESTRICTED USE OR INTERRUPTION OF SERVICE:

- 10.1 Wherever practical, reasonable notice of the intention to shut off a water service will be given.
- 10.2 The City may limit, restrict, regulate and invoke emergency measures for water conservation and the hours which water may be used for any purpose whatsoever upon written request of the City Manager. The City Clerk will cause notice to be given by publishing such notice in a newspaper published and circulated in the City. Such notice will advise that during the periods specified no person will use water for the purpose set

out in the notice and that any person who violates the regulations as set out in the notice will be subject to the penalties hereinafter provided.

- 10.3 The City maintains the right to restrict the use of water and/or limit the amount of water to any customer although no limit may be stated in the application for such use.
- 10.4 In cases of emergency or water shortage, the City may shut off the water for any manufacturing, processing or any other uses.
- 10.5 The City may declare mandatory water use restrictions when they determine that, for any reason, the City is not or may not be able to maintain a sufficient supply of water to meet the health and safety needs of the citizens without imposing such restrictions.
- 10.6 Mandatory water use restrictions may include any or all of the following:
 - a) Prohibiting or limiting the hours and days during which lawns or gardens may be watered;
 - b) prohibiting the washing of motor vehicles outdoors; and
 - c) such further or other water use restrictions as may be necessary in the circumstances.
- 10.7 A declaration announcing mandatory water use restrictions shall remain in effect for the period of time set out in the declaration, unless sooner terminated or extended by the Director of Environmental Services, such period of time to commence and be effective from the time specified in the declaration. The City shall inform the general public of the existence of a declaration of mandatory water use restriction using whatever means the City may deem advisable.
- 10.8 The Director of Environment Services shall report each such declaration of mandatory water use restriction to the next City Council meeting following the declaration.
- 10.9 A person who contravenes the mandatory water use restriction is guilty of an offence punishable by section 13 of this bylaw.

11. RESPONSIBILITY OF OWNER / CUSTOMER:

This Section applies to the owner or customer of any property.

- 11.1 A customer intending to vacate a premise supplied with water and wishing to disconnect water service must give reasonable notice by contacting the Director of Finance (or designate).
- 11.2 Whenever a premise supplied by water is vacated, the owner will turn off the isolation valve on the inside of the building.

- 11.3 The Customer shall be liable and responsible for payment of all charges up to and including the date upon which said notice has been filed with the Director of Finance (or designate).
- 11.4 When a water service has been disconnected for any reason, service will not be reconnected without prior authorization by the Director of Finance (or designate). The City reserves the right to disconnect the supply of the water for any reason including, but not limited to, the following:
- a) failure to open an account
 - b) refusal of entry
 - c) fraudulent misrepresentation on behalf of the customer
 - d) non-payment of a bill
 - e) excess leakage or wastage of water
 - f) contamination or potential contamination
 - g) theft of water or tampering with the meter or seal
 - h) contravention of any legislation, section of this Bylaw, policies, code or regulations as amended from time to time.
- 11.5 In cases of an emergency, as determined by the City, or on constructing new works or repairing existing works, the City has the right to shut off the service for as long as deemed necessary. The City will make every reasonable effort to supply temporary potable water and sewage services to affected customers.
- 11.6 Customers affected by a maintenance shut off will be notified of the impending shut off.
- 11.7 In the case of a service being shut off for any reason and an owner requires uninterrupted service, the owner shall make arrangements with the City for an alternate supply if practical, and any costs will be paid by the owner.

12. LIMITATION OF LIABILITY:

- 12.1 The City does not guarantee the quantity, quality, pressure, or uninterrupted supply of the water and the customer undertakes to hold the City harmless from all claims, losses and damages therefrom.
- 12.2 Any water supplied by the City from the waterworks system to an applicant shall only be supplied on the condition that the applicant shall make no claim against the City, its officials, employees or agents except with respect to damage caused by the negligence of the City, its officials, employees or agents acting within the scope of their employment, as the case may be. It is a further condition of supply that the applicant shall make no claim for any indirect, incidental or consequential damages, including but not limited to, lost profits. Not to limit the generality of the foregoing, neither the City, its officials, employees nor agents shall be liable for:
- a) actions based on nuisance;
 - b) actions in respect of personal injury, death or property damage related to the

- c) presence of any substance or material in the water or the waterworks system; or actions in respect of damages related to the interruption or termination of services or failure or refusal to provide services, for any reason whatsoever, whether or not notice was provided.

12.3 Services shall only be supplied on the condition that the applicant shall indemnify and save harmless the City, its officials, employees and agents from and against all claims arising by reason of the supply of water services, excepting those claims caused by negligence as described in clause 12.2. Not to limit the generality of the foregoing, as a condition of service, the applicant shall indemnify and save harmless the City, its officials, employees and agents from and against claims for personal injury, death or other types of claims whatsoever brought by the applicant or any third party arising directly or indirectly from:

- a) the use by any person of the applicant's services;
- b) the provision of services at any premises owned or occupied by the applicant or any person to whom the applicant is an agent;
- c) the failure of the waterworks system, the services connection, the meter, or any part of such service, system or meter or any appurtenance thereto affecting the applicants service; or
- d) the interruption or termination of services or the failure or refusal to provide services to the applicant for any reason whatsoever, whether or not notice was provided.

12.4 In all places where the waterworks system is connected with hot water boilers or heating, cooling or other such equipment, the customer and the applicant shall ensure that suitable and sufficient devices are utilized to prevent damage to such equipment and to remove danger from collapse, explosion or otherwise if water services are interrupted, terminated or there is any variation in pressure.

12.5 In all places where steam, hot water or any material foreign to that for which the waterworks system was designed to convey may be forced backwards through a water services connection, the customer and applicant shall install a backflow preventer and keep same in a well maintained operable condition. A plan describing the backflow preventer and installation of same shall be filed with the City within thirty (30) days of the installation.

12.6 In the event the customer neglects or fails to comply with clauses 12.4 and 12.5 and damage to any City property results, the customer shall be liable for personal injury, death or other types of claims whatsoever.

12.7 The City or its representatives will not be liable for any damages resulting from the loss of supply, pressure or suddenly shutting off the supply of water from any premise, building, boiler, processor or manufacturer deriving its supply from the City, either with or without notice.

12.8 All backflow preventers, required in accordance with this Bylaw, shall be inspected and tested at the expense of the customer upon installation and annually thereafter with

certification submitted to the City. If a device is defective, it shall be replaced. All repairs, testing and replacement are at the customer's expense. Failure to comply may result in discontinuation of service.

12.9 All building sprinkler systems must be installed and inspected in compliance with all codes and regulations such as the National Fire and Building Codes or its designate.

12.10 The City shall not be liable for damages:

- a) Caused by the break of any water main, service, meter, private service, attachment or the breaching of any ditch in the repair or installation thereof.
- b) Caused by the interference or cessation of water supply necessary in connection with the repair or proper maintenance of the systems.
- c) For any accident due to the operation of the City waterworks system unless such costs or damages have been shown to be directly due to the negligence of the City or its employees.

13. OFFENCES AND PENALTIES:

13.1 No person shall:

- a) place any harmful, poisonous, offensive or deleterious matter within 185 metres from any reservoir, well, or test hole;
- b) bathe, swim or discharge any sewage or in any way foul or contaminate the City water supply, storage and treatment;
- c) connect anything to the waterworks system which may cause the City's water or sewage supply to become contaminated.

13.2 No person other than the City shall turn on a service connection to a premise or operate a curb stop.

13.3 No person except the City, those having written permission or members of the Yorkton Fire Protective Services, in case of fire or approved training and testing, shall open, close, interfere, place any obstruction close to any hydrant, gate valve or any type of service connected to the waterworks system.

13.4 No person except the City or those acting with written permission granted by the City, will tap or make any connection whatsoever with any of the public water mains or private pipes in the City.

13.5 A person shall not:

- a) damage, deface, tamper or interfere with any structure, building equipment or any other part of the City's waterworks system;
- b) willfully or maliciously hinder or interrupt, the City, its contractors, servants, agents, or employees in the exercise of any of the powers and duties related to the waterworks system and authorized or contained in this bylaw;

- c) break, cause or permit the breaking of any seal on any hydrant, meter, pipe, valve or other appurtenance of the waterworks system;
- d) fail to notify the City of a broken seal on a meter, pipe or appurtenance thereto;
- e) fail to protect a meter from frost or any other damage;
- f) remove or cause the removal of ground cover above any part of the waterworks system or a water service connection which reduces coverage to less than 2.5 metres from the grade;
- g) install or cause the installation of a pump to increase water pressure on a water service connection other than with the written approval of the City;
- h) waste water or supply water for the use or benefit of others or for dilution;
- i) hinder, obstruct or interfere with persons acting under the instructions of either in the lawful exercise of their duties under this Bylaw or *The Cities Act*.
- j) make a fraudulent misrepresentation; or
- k) use water contrary to the "Restricted Use" provisions as established.

13.6 Every person who contravenes any clauses of this bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding Five Hundred (\$500) Dollars.

13.7 The following procedure shall apply for offences committed under clauses 13.2 - 13.5 of this bylaw:

- a) When the City has reason to believe that a person has contravened clauses 13.2 - 13.5 of this bylaw, the Bylaw Enforcement Officer, Community Safety Officer, or the R.C.M.P. may issue a Notice of Violation to every person committing an offence. This notice shall require the person to pay to the Director of Finance.
- b) If payment of the fine as provided for in this section is made prior to the date when the person contravening the bylaw is required to appear in court to answer the charge, the person shall not be liable for prosecution of the offence;
- c) No person who is convicted of an offence for non-compliance is relieved from compliance with an order, and the convicting Judge shall, in addition to any fine, order that person to do, within a specified period of time, any act or work necessary to remedy the non-compliance;
- d) Where damage is done to property by an unlawful act under this bylaw, the presiding Judge may adjudge payment of all damages occasioned by the unlawful act and the same shall be applied for the reparation and reconstruction of the property damaged or destroyed.

13.8 Every person who contravenes any other provision of this bylaw is guilty of an offence and liable on summary conviction to a fine of:

- a) In the case of an individual, to a fine of not less than \$1,200 and not more than \$10,000.00 or imprisonment for not more than one (1) year or both; and
- b) In the case of a corporation, to a fine of not less than \$2,000 and not more than \$25,000.00; and
- c) In the case of a continuing offence by an individual or corporation, to a maximum daily fine of not more than \$2,500 for each day or part of a day during which the offence continues.

- 13.9 If a person is found guilty of an offence against this bylaw, the court may, in addition to any other penalty imposed, order the person to comply with this bylaw or a license, permit or other authorization issued under this bylaw, or a term or condition of any of them.

14. **SEVERABILITY:**

- a) If any section, subsection, sentence, clause, phrase or other portion of this bylaw is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions.

15. **REPEAL OF OTHER BYLAWS**

Bylaw No. 7/2021, is hereby repealed.

16. **EFFECTIVE DATE OF BYLAW**

This Bylaw shall come into force and take effect on the day of final passing thereof.

MAYOR

CITY CLERK

Introduced and read a first time this ____ day of _____, A.D., 2022.

Read a second time this ____ day of _____, A.D., 2022.

Read a third time and adopted this ____ day of _____, A.D., 2022.

SCHEDULE “A”

Item Description	Fee
¾” PVC water service and 4” PVC sanitary service	\$9,000 (plus \$550 reforestation fee if applicable)
¾” PVC water service	\$7,200 (plus \$550 reforestation fee if applicable)
4” PVC sanitary service	\$7,200 (plus \$550 reforestation fee if applicable)
Reline existing sanitary service (City must camera to determine if sanitary sewer line is suitable to reline)	\$5,500 *Cost to camera is extra
Replace existing lead water service with ¾” PVC	\$3,600 (plus \$550 reforestation fee if applicable)
Replace existing lead water service with ¾” PVC and replace existing sanitary sewer service with 4” PVC	\$5,300 (plus \$550 reforestation fee if applicable)
Off/on of water service connection – during regular working hours with 24 hour notice provided	\$170
Off/on of water service connection – outside of regular working hours	Cost recovery
Thaw frozen service – *first thaw during regular working hours	*Free
Thaw frozen service – second thaw and/or thaw outside regular normal working hours	Cost recovery
Frozen water meter	Cost recovery
Camera residential sanitary sewer	\$220
Camera commercial/industrial sanitary sewer	Cost recovery
Commercial or industrial water and/or sewer service connections	Cost recovery
Cold weather premium for connections installed outside of November 1 - May 1	\$2,800
Water Meter Accuracy Check (if meter is correct)	Cost recovery
Water Meter Accuracy Check (if meter is incorrect)	Free

TITLE: Discretionary Use DU03-2022 – Warehouse and/or Sales Facility at 236 Myrtle Avenue (C-1 City Centre Commercial) Public Notice Authorization	DATE OF MEETING: July 11, 2022
CLEARANCES: Michael Eger – Director of Planning, Building & Development Michael Eger	REPORT DATE: July 6, 2022 ATTACHMENTS: 1. Key Plan 2. Zoning District 3. Summary of Discretionary Use Process 4. Site Plan/Floor Plan 5. Public Notice
Written by: Carleen Koroluk – Land Use 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 Warehouse and Sales Facility use at 236 Myrtle Avenue (see Attachment 1).

The subject property is zoned C-1 City Centre Commercial (see Attachment 2) and Warehouse and/or Sales Facilities are listed as a Discretionary Use in this zone. Under *The Planning and Development Act, 2007*, discretionary use applications require Council authorization to proceed (see Attachment 3).

The applicant, Yorkton Distributors 1976 Ltd, is owned by Farmer's Business Network Canada, Inc. (FBN) and is a digital and technical farm input sales business with transactions processed through an online digital platform. The business utilizes multiple locations in the city and has recently given up a lease at one of their current locations. As such, they have entered into a new lease for the subject property and are currently using the front portion of the building for office use under a separate Development Permit. The property owner is using the back section of the building for personal storage and the applicant is proposing to use the middle portion for warehousing of oil and related products (see Attachment 4).

Administrative Review:

While the Zoning Bylaw does not contain specific Discretionary Use requirements for Warehouse and/or Sales Facilities in the C-1 City Centre Zoning District, applications are typically more favourably considered where it can be demonstrated that their location is appropriate to the site

Discretionary Use DU03-2022 – Warehouse and/or Sales Facility at 236 Myrtle Avenue (C-1 City Centre Commercial)

and that it will have a minimal impact on the surrounding adjacent areas, including, but not limited to:

- the anticipated levels of noise and odours created by the use;
- the anticipated increased level or types of vehicle traffic, unsafe conditions or situations for vehicles, cyclists or pedestrians ;
- the use will have a minimal impact on the amenity of the surrounding zoning district and adjacent areas and that these areas will not be reasonably compromised;
- the character of adjacent residential uses, if applicable, shall be protected and maintained through the provision of buffer areas, separation distances and screening.

Myrtle Avenue is a mixed-use area (see Attachment 2) – the long term objective would be to transition the street to Commercial uses. However, the proposed use will have a low impact and generate very little noise, traffic movements and heavy traffic.

Business carried out at this location is part of FBN's input direct sales and logistics operations. The bulk of activities are coordination of the logistics for products being supplied from the warehouses on Ball Road to the farmer members.

The Myrtle location will also store and sell packaged oil products (jugs and small containers), vehicle and farm equipment batteries and oil filters. Planning Services has consulted both Building Services and Fire Services with regards to specific oil products being warehoused and they have confirmed that these products are not classified as dangerous goods under the National Fire Code. As such, the departments do not have any safety concerns with the proposed use.

The delivery of packaged oil products arrives to the warehouses on Ball road and employees transfer products to the Myrtle Avenue via half ton trucks. Twice a month batteries are delivered via semi-truck. The annual sales of products is minimal and on average the business may see 20 clients per week during the peak season (April – September) and five clients per week in the off season (October – March).

Throughout the year, approximately four employees work in the office and warehouse and travel between the warehouses on Ball Road and the Myrtle location intermittently. Often this is at the start of day and at the end of the day.

With regards to off-street parking requirements, under the Zoning Bylaw, the current office use requires one (1) space and addition of the warehouse and sales facility use requires an additional four (4) off-street spaces. Due to the size and layout of the building, the site can legally accommodate only one (1) on-site space (see Attachment 4) leaving a deficiency of four (4) spaces.

Due to the small number of employees on site, combined with limited delivery and client traffic, the applicant is confident that street parking will satisfy parking needs without creating a disruption to the area. If the Discretionary Use is approved (after the Public Hearing), the applicant is also requesting that Council exempt the requirement of four (4) off-street parking spaces in exchange for a payment in lieu of \$3,000.00 per space (\$12,000.00) pursuant to Section 5.6.2 of the Zoning Bylaw,

Council-approved payments in lieu of off-street parking are held by the City for the acquisition, construction, operation or maintenance of parking facilities within the C-1 and C-2 zoning districts and/or the capital costs of the transit system.

Conclusion:

At this time, Administration has no objections to the Discretionary Use and would like to initiate the public notice process including advertisement in the local newspaper, at City Hall and on the City website, as well as circulation to property owners within 75 metres of the subject property.

If authorization for Public Notice is granted, the application will also be referred to the Planning and Infrastructure Commission for their input. The Commission's recommendations will be brought back to Council, for their review and decision, in conjunction with the Public Hearing.

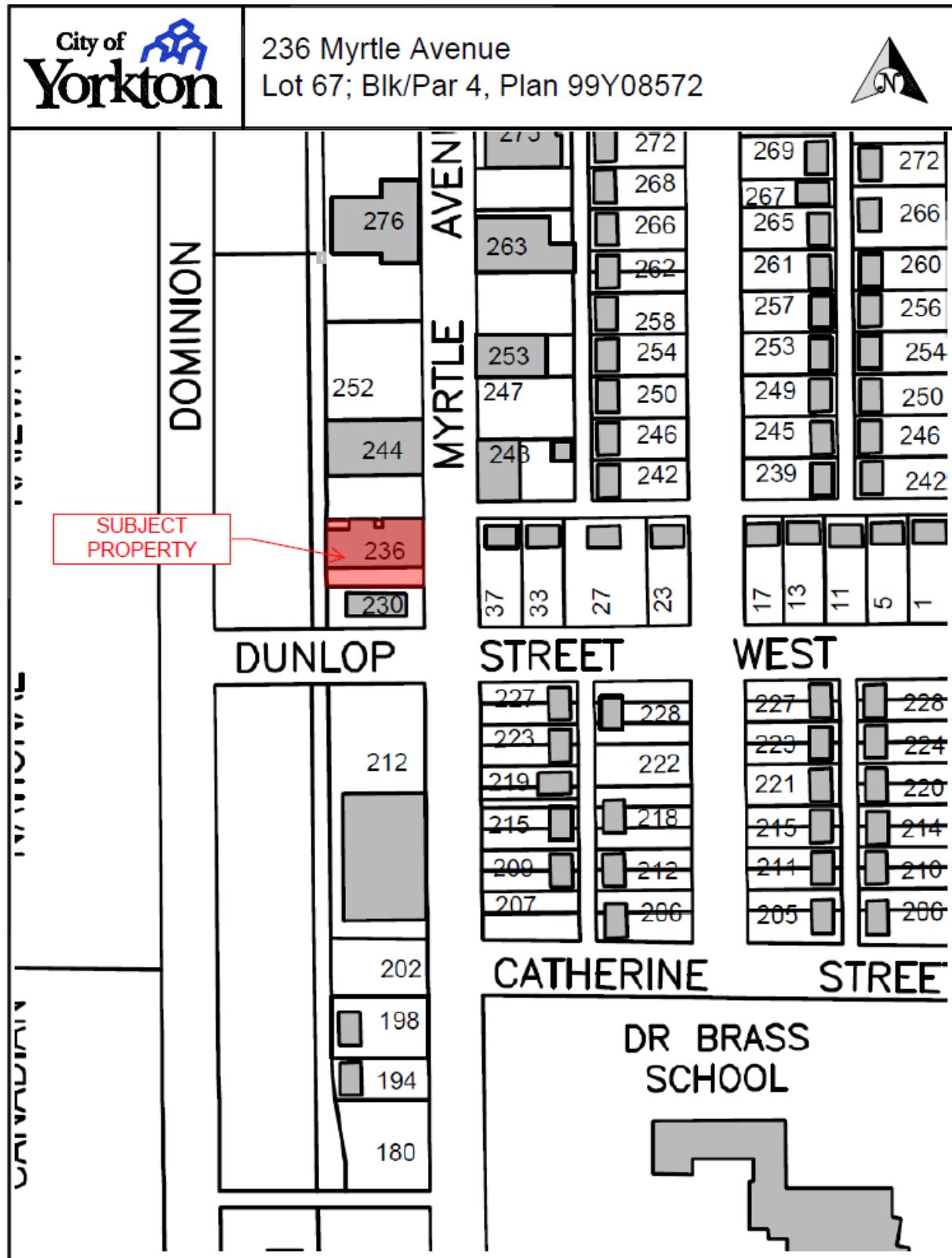
Council Options:

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU03-2022 which proposes a Warehouse and Sales Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003, at 236 Myrtle Avenue, and that the application be brought back to Council for its review and decision;
2. That Public Notification for Discretionary Use application DU03-2022, which proposes a Warehouse and Sales Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003 at 236 Myrtle Avenue, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

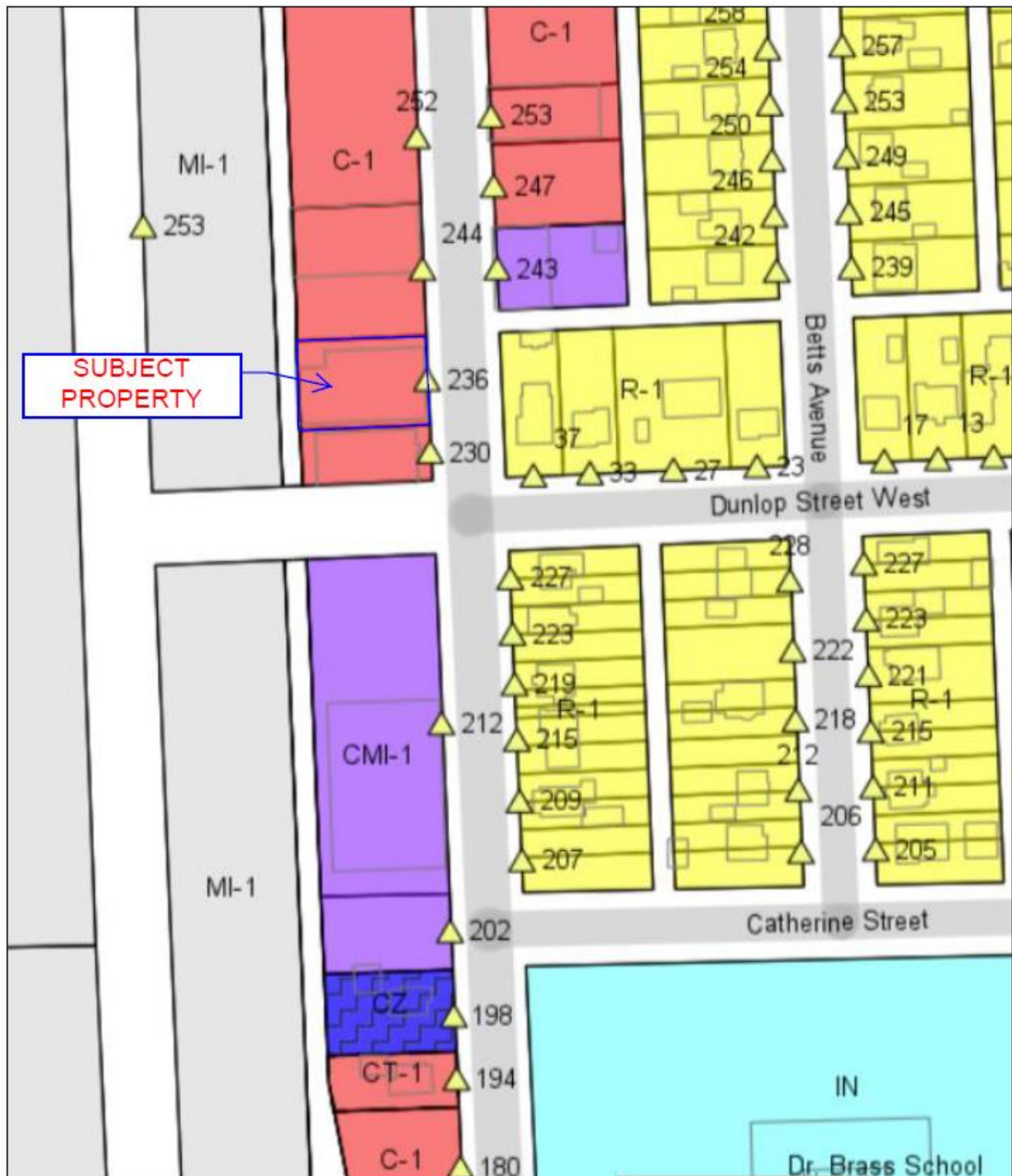
Administrative Recommendation:

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU03-2022 which proposes a Warehouse and Sales Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003 at 236 Myrtle Avenue, legally described as Lot 67; Block 4; Plan 99Y08572, and that the application be brought back to Council for its review and decision.

Attachment 1 – Key Plan



Attachment 2 – Zoning District



- | | |
|---|---|
| C-1 City Centre Commercial | CT-1 City Centre Commercial Transitional |
| CMI-1 Commercial-Industrial Transitional | R-1 General Residential |
| CZ Contract Zone – R-5 Mixed Use Residential | IN Institutional |

Attachment 3 – 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.

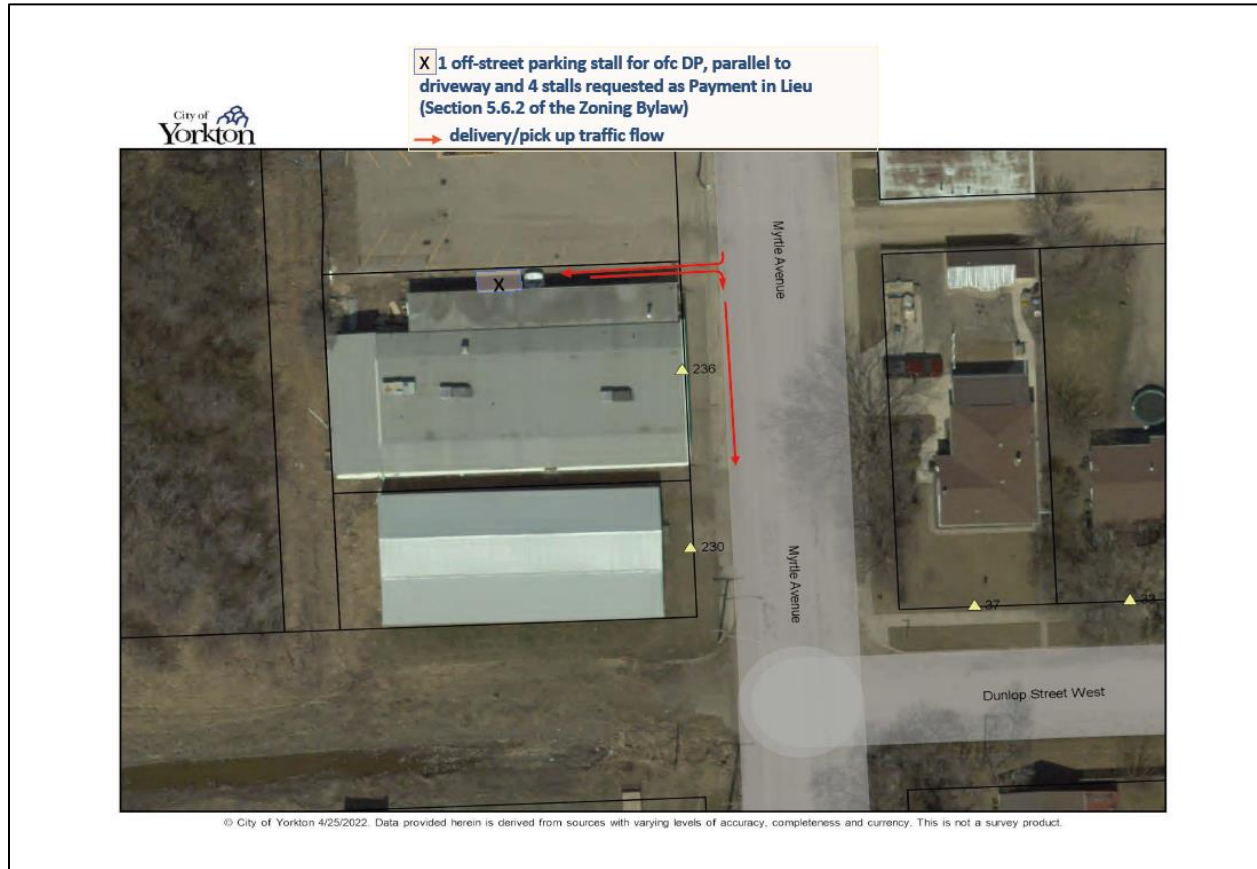
In approving a discretionary use, a council may prescribe specific development standards or conditions with respect to that use, but only if those standards or conditions:

- (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.

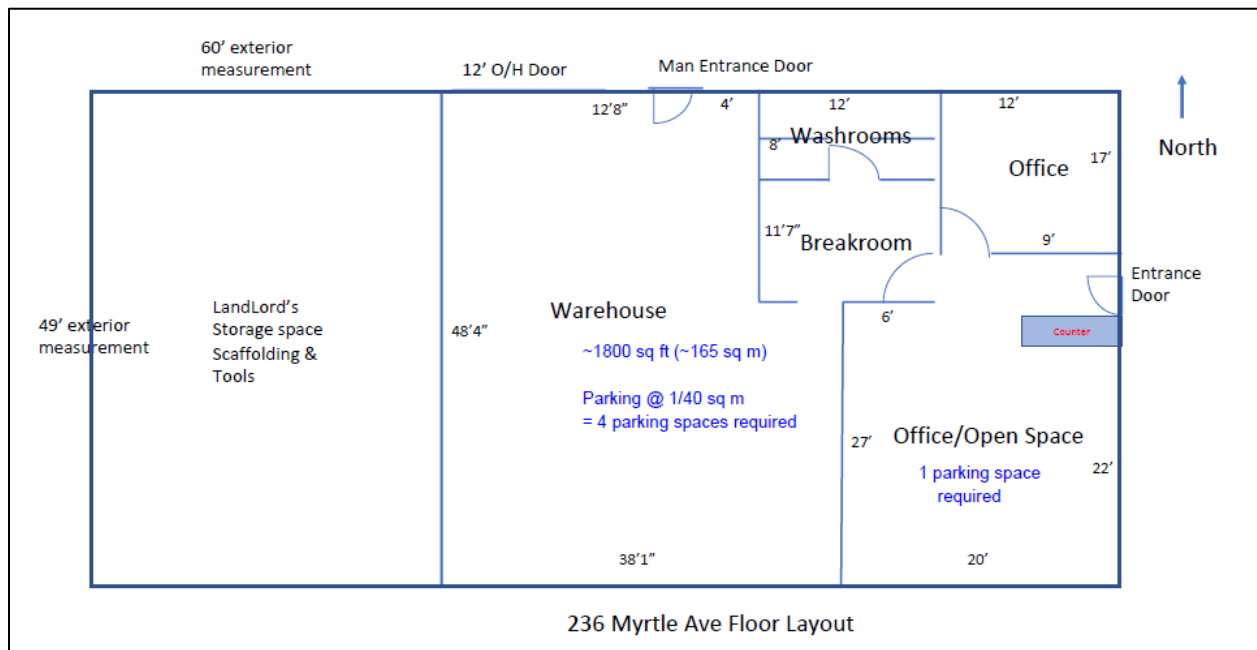
If an application for a discretionary use has been approved by a council with prescribed standards or conditions, the applicant may appeal to the Development Appeals Board, however a Discretionary Use application that is denied by a council may not be appealed.

Attachment 4 - Site Plan/Floor Plan

Site Plan Submission



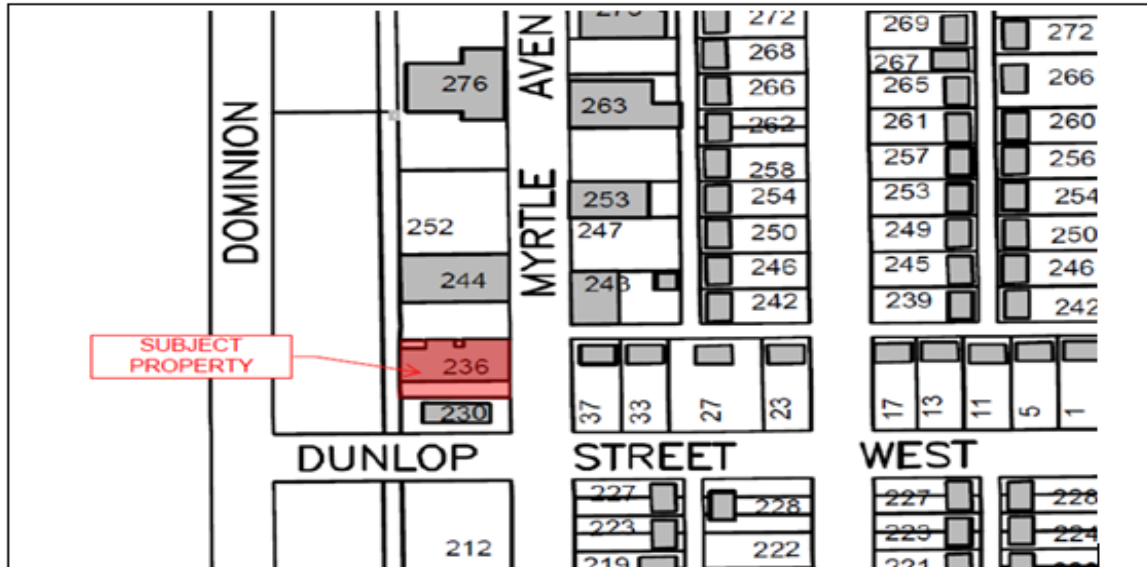
Floor Plan Submission



Attachment 5 – Public Notice

Public Notice

Discretionary Use Application for Warehouse Facility in C-1 City Centre Commercial Zoning District 236 Myrtle Avenue



Legal Description: Lot 67, Blk/Par 4, Plan 99Y08572

Civic Address: 236 Myrtle Avenue

Proposed Use: Warehouse and Sales Facility

Details: The applicant proposes to utilize the building to store and sell packaged oil products (jugs and small containers), vehicle and farm equipment batteries and oil filters to farmer members.

Warehouse and Sales Facility uses are Discretionary Uses in the C-1 City Centre Commercial zoning district and all Discretionary Uses must be publicly advertised before Council can make a decision on the application.

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, August 8, 2022 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 Wednesday, August 3, 2022.** 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

Information: Questions regarding the application may be directed to:

Carleen Koroluk, Land Use Planner
Phone: (306) 786-1727
Email: ckoroluk@yorkton.ca

TITLE: Policy Updates requiring Council Approval	DATE OF MEETING: July 11 2022
	REPORT DATE: June 28, 2022
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none"> 1. Travel and Training Expenses – Members of Council Policy No. 10.175 – Tracked Changes 2. Employee Code of Conduct Policy No. 10.35 – Tracked Changes 3. Bylaw No. 1/2017 – Council Code of Ethics
Written by: Gord Kennedy – Director of Human Resources <div>Gord Kennedy</div>	
Reviewed by: Jessica Matsalla - City Clerk <div>Jessica Matsalla</div>	
Approved by: Lonnie Kaal - City Manager <div>Lonnie Kaal</div>	

PURPOSE/BACKGROUND

Following the SUMA conference, the City Manager was asked to review the “Travel and Training Expenses – Members of Council” policy to ensure the City is reimbursing elected officials who travel on city business appropriately.

Additionally a periodic review of the “Employee Code of Conduct” policy resulted in suggested updates for consistency to mirror the *Council Code of Ethics Policy and Bylaw No. 1/2017*.

Council is listed within the policy as being responsible for approving amendments / changes to these policies.

DISCUSSION/ANALYSIS/IMPACT

The documents have been attached to this report in “tracked changes” format.

Given the increasing costs associated with travel, the “Travel and Training Expenses – Members of Council” policy the Meals and Miscellaneous Expense section would be updated to the following:

	Previous Allowance	New Allowance
Breakfast	\$10	\$15
Lunch	\$15	\$20
Supper	\$25	\$30
Total	\$50 / day	\$65 / day

The private vehicle usage rate in Appendix B was also updated to 51 cents / km (\$0.51) (up from 20 cents/km (\$0.20), to be consistent with the Government of Saskatchewan Allowance provided to employees.

In the “Employee Code of Conduct” policy the value of a gift from a vendor was updated to \$300 from the \$100 currently specified by the policy. This now provides consistency in the policies which council and employees are subject to.

FINANCIAL IMPLICATIONS


There is minimal financial impact to these changes.

OPTIONS

1. That Council approve of the update of the Travel and Training Expenses – Members of Council and Policy No. 10.175 to increase daily meal allowances and mileage amounts.
2. That in order to align with the Council Code of Ethics Bylaw No. 1/2017, Council approve amendments to the Employee Code of Conduct Policy No. 10.35 to increase the value of gifts permissible from a vendor from \$100 to \$300.
3. That Administration be provided with alternative direction.

ADMINISTRATIVE RECOMMENDATION(S)

1. That Council approve of the amendments of the Travel and Training Expenses – Members of Council Policy No. 10.175 as presented.
2. That in order to align with the *Council Code of Ethics Bylaw No. 1/2017* Council approve the amendment to the Employee Code of Conduct Policy No. 10.35 as presented.

 City of Yorkton			
POLICY TITLE TRAVEL AND TRAINING EXPENSES - MEMBERS OF COUNCIL		ADOPTED BY City Council	POLICY NO. 10.175
ORIGIN/AUTHORITY City Council	JURISDICTION City Council	EFFECTIVE DATE January 1, 2005 Amended April 14, 2021	PAGE # 1 of 6

1. PURPOSE

To enable City Councillors to attend appropriate meetings, conferences, seminars and training sessions which will facilitate them in the performance of their duties.

2. POLICY

The City Manager will administer and process all travel and training for Councillors in accordance with this policy. The City Manager is entitled to seek further explanation or documentation of any expense statement submitted pursuant to this policy.

2.1 Common Travel and Training Budget

- a) Budgetary provision will be allocated for Council Members Common Travel and Training, such amount to be determined annually through the budget process. Each member of Council shall be entitled to utilize up to a maximum of \$1,800 per annum unless alternate arrangements for allocation sharing are made with other Members of Council.
- b) Council Members are entitled to use this fund in order to attend or participate in any board, committee or other type of meeting of Municipalities of Saskatchewan (formerly SUMA) or the FCM, where the Council Member is a director or has been appointed by City Council as Council's representative on a particular committee or task force.
- c) Council Members are entitled to use this fund to attend or participate in annual conferences, training or board meetings of any organization on which he or she sits as an official representative of the City of Yorkton, or conferences where the City of Yorkton is entitled to voting delegates through its membership (e.g. Yellowhead Highway Association).
- d) Council Members are entitled to use this fund to attend or participate or facilitate training that pertains to municipal leadership development.
- e) Council Members wishing to access this fund must, if possible, submit travel plans to the City Manager by November 1 of each year for the succeeding year's budget. The annual travel plan and any additional requests from this budget will be approved by the Mayor.
- f) No spousal expenses will be paid.
- g) Out-of-town events attended by a Council Member on behalf of the Mayor will be covered under the Mayor's expenses.
- h) The amount of this budget will be pro-rated during an election year in order to ensure sufficient funds remain for newly-elected Council Members.
- i) Where the funds are used for travel, Council Members will follow the guidelines set out in this policy, and will be reimbursed in accordance with this policy. The City Manager will ensure that travel and expenses are reimbursed in accordance with this policy.

2.2 Other Allowable Expenses

- a) Each member of Council will receive an IPAD or tablet device at the beginning of their 4-year term which will allow them to receive electronic copies of the Council package. The City will provide training on how to retrieve Council packages and email. Security features are in place and Council is to advise IT immediately if lost.

POLICY TITLE	POLICY NO.	PAGE #
TRAVEL AND TRAINING EXPENSES - MEMBERS OF COUNCIL	10.175	2 of 6

- b) Any devices assigned to City Council will only be done so in accordance with the Mobile Device Guidelines Policy No. 20.130.

3. PROCEDURES

Council's Executive Assistant may make all travel arrangements, including airfare, hotel reservations, registrations, etc. The Council Member may use his or her personal credit card, however, the City of Yorkton's corporate credit card may also be used to book airfare, car rentals and accommodation.

3.1 Authorization

Travel by Council Members within the Province on City business shall require authorization of the Mayor in order to claim expenses. Travel by Council Members out of the Province while on City business requires authorization by resolution of Council in order to claim expenses. Council members must complete the "City Council Request for Education & Professional Development" form for any training requests (see attached Appendix A) and submit the form to the City Clerk's office.

Travel Expense Claim Forms must be submitted within 14 days of return, accompanied by original receipts (see attached Appendix B). If there are monies owing to the City, these must be reimbursed within 30 days, or the outstanding amount will be deducted from the next paycheque. No claims will be refunded until all monies owing to the City have been received.

Within 14 days of return, the Council Member shall prepare an Executive Summary Report highlighting the conference or training opportunity and shall submit a copy of same to the Director of Legislation & Procedures (City Clerk) for circulation in the Council Information Packages.

3.2 Per Diem:

Councillors attending contract negotiations or meetings taking the better part of a day and directly related to the affairs of the City of Yorkton shall be entitled to claim \$150.00 per day. The Mayor shall not be entitled to claim per diems.

3.3 Accommodation

The best government, corporate or conference rate will be requested when reserving rooms. Only the single room rate will be paid by the City. The original hotel bill must be provided with the expense statement. Any personal charges on hotel bills will be deducted prior to submission for reimbursement. For Council Members who wish to stay with friends or family, an allowance of \$45.00 for each night is allowed.

3.4 Meals and Miscellaneous Expenses

Council Members will be reimbursed for actual and reasonable expenses for meals and miscellaneous expenses up to the following maximum:

	<u>Allowance</u>
Breakfast	\$10.00 15.00
Lunch	\$15.00 20.00
Supper	\$25.00 30.00
Total	\$65.00 65.00/day

* Please note that if you leave at 8:00 a.m. or later, or are home by 5:00 p.m., or if your course provides any meals, then meal allowances cannot be claimed.

Any meal reimbursement over and above the allowable amount must be supported by a receipt with a reasonable explanation. Meals reimbursements are only for any meals not provided at the meeting or conference.

POLICY TITLE	POLICY NO.	PAGE #
TRAVEL AND TRAINING EXPENSES - MEMBERS OF COUNCIL	10.175	3 of 6

The miscellaneous expenses claim of \$10.00 (maximum) is allowed only for those days requiring an overnight stay. It is intended to cover miscellaneous out-of-pocket costs such as telephone calls, tips, etc. Any expenses over and above this rate will be reimbursed if reasonable.

Examples of reasonable expenses include up to two personal long distance phone calls (one upon arrival and one upon departure).

3.5 Transportation

A Council Member may choose his or her own means of travel, keeping in mind the most direct economical route. Council Members are encouraged to car-pool whenever possible. If a Council Member chooses to drive his or her own private vehicle, expenses will be reimbursed as follows:

In-Province Travel - In accordance with Policy 20.110, "Travel Allowance Policy".

Out-of-Province Travel - An allowance equal to the equivalent return economy airfare, plus any other costs such as airport limousines which would be incurred if the Council Member traveled by air.

Car rentals may be used where it is more cost effective than the use of taxis, limousine services, etc.

A Council Member will be reimbursed for actual and reasonable costs incurred for taxis, airport limousines or equivalent, for transportation between home or workplace and the designated airport or rail or bus station required for his or her travel. A Council Member will also be reimbursed for any actual and reasonable costs incurred for taxi or equivalent transportation on necessary official business at the destination.

3.6 Expense Reports

The City Manager will, on an annual basis, prepare a report listing:

- a) the total cost of Council Members travel and training from the Council Travel and Training Budget; along with a
- b) total cost allocated for each Council Member individual travel and training.

Upon approval of the Council Member, the report will be submitted as information to a City Council meeting.

If a request for detailed information regarding Council Members travel expenses is made pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act*, the Director of Legislation & Procedures (City Clerk) will advise the affected Council Member.

4. RESPONSIBILITIES

- 4.1 The City Manager is responsible for administering this policy as outlined above and for recommending updates to this policy as necessary.
- 4.2 Council Members are responsible for providing the necessary information to the City Manager and for following the guidelines as noted in Sections 2 and 3 above
- 4.3 City Council is responsible for approving amendments to this policy.

POLICY TITLE	POLICY NO.	PAGE #
TRAVEL AND TRAINING EXPENSES - MEMBERS OF COUNCIL	10.175	4 of 6

Appendix A



City Council Request for Education & Professional Development

Today's Date: April 12, 2021

Please refer to the **Travel and Training Expenses – Members of Council policy #10.175** for additional information.
This form must be completed for **ALL** education and professional development requests
including conferences, workshops, seminars, and on-line / correspondence courses.



SECTION A: INFORMATION & COURSE DETAILS

Name:

Course/Program Title:

Location/Education Institution:

Date(s) of Course:

SECTION B: ESTIMATED TOTAL COST

Course/Program/Conference Fee: _____ Attach additional Information / Registration if possible

Books: _____

Examination Fee: _____

Travel: _____

Accommodations: _____

Other: _____

TOTAL: _____

SECTION C: SIGNATURE

Date:

SECTION D: APPROVAL

City Manager:

Mayor:



POLICY TITLE	POLICY NO.	PAGE #
TRAVEL AND TRAINING EXPENSES - MEMBERS OF COUNCIL	10.175	5 of 6

Appendix B



TODAY'S DATE:

COUNCIL EXPENSE ACCOUNT CLAIM FORM

NAME:

EVENT DETAILS

Dates of Event:		TOTAL COST:	\$0.00
Location:			
Reason:			

TRAVEL DETAILS

				TOTAL COST
CAR ALLOWANCE:	# of Days	Amount/Day		
	0.00	\$65.00		
	# of Km	Amount / Km		
<i>*Only if using personal vehicle</i>	0.00	\$0.20	\$0.51	\$0.00
Cost of Fuel: - Receipt attached when using rental car				\$0.00
<i>Note: Expenses related to rental car services are to be submitted to the Executive Assistant to Mayor/City Manager</i>				
Other Transportation Expenses (Taxi, Parking fees) <i>* attach receipts</i>				\$0.00

MEALS:	Dates	# of Days	Allowance / Meal	
- Breakfast		0	\$15.00 \$10.00	\$0.00
- Lunch		0	\$20.00 \$15.00	\$0.00
- Dinner		0	\$30.00 \$25.00	\$0.00

ACCOMMODATIONS: **attach receipts*

PRIVATE ACCOMMODATIONS:	Date(s)	# of Nights	Allowance / Night	
		0	\$45.00	\$0.00
		# of Days	Allowance / Meal	
Miscellaneous Allowance: Maximum \$10.00/day <i>*includes telephone calls, tips, etc.</i>		0	\$10.00	\$0.00
Sub-Total (TRAVEL)	G.L. # 920-101-305			\$0.00

PER DIEM

PER DIEM	# of Days	Amount / Day	
	0.00	\$150.00	\$0.00
Sub-Total (PER DIEM)	G.L. # 920-101-101		\$0.00

TOTAL AMOUNT OF CLAIM

\$0.00

Fiscal Year:

POLICY TITLE	POLICY NO.	PAGE #
TRAVEL AND TRAINING EXPENSES - MEMBERS OF COUNCIL	10.175	6 of 6

Appendix B (continued)

AUTHORIZATIONS		
CLAIMANT:		

Typed Name

Signature

I hereby authorize the City of Yorkton to pay amounts owing to me personally by Electronic Funds Transfer to my bank account as currently on file with the Human Resources Department


APPROVAL		
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Typed Name

Signature

*Pursuant to Section 25 of The Local Authority Freedom of Information and Protection of Privacy Act a local authority collecting personal information from an individual shall inform the individual of the purpose for which the information is being collected.
The information you are providing is secure and confidential, and is required for creation and management of your account with the City of Yorkton. The information provided will only be used for the administration of your account.*

FOR ACCOUNTS PAYABLE DEPARTMENT USE ONLY		SUPPLIER CODE:			
		Net Expense (Excel Tax)	GST	PST	DMF
Mileage	\$0.00	\$0.00	\$0.00	n/a	n/a
Meals	\$0.00	\$0.00	\$0.00	\$0.00	n/a
Hotel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Private Accommodation	\$0.00	\$0.00	\$0.00	n/a	n/a
Miscellaneous Charges	\$0.00	\$0.00	\$0.00	\$0.00	n/a

 <h1 style="text-align: center;">City of Yorkton</h1>			
POLICY TITLE		ADOPTED BY	POLICY NO.
EMPLOYEE CODE OF CONDUCT		City Council	10.35
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE	PAGE #
City Council	City of Yorkton Employees	December 14, 2015 June 23, 2022	1 of 6

1. **PURPOSE:**

This code is intended to:

- provide an understanding of the fundamental rights, privileges and obligations of City of Yorkton employees;
- protect the public interest;
- promote high ethical standards among City of Yorkton employees;
- provide a means for City of Yorkton employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- set out the corrective measures for unethical conduct.

2. **POLICY:**

All employees of the City of Yorkton are to act in accordance with the Code of Conduct.

3. **PRINCIPLES:**

City of Yorkton employees must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with their interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.

Employees must not engage in any conduct or activity that contravenes the City of Yorkton's bylaws or any law in force in the Province of Saskatchewan that might:

- Detrimentially affect the City of Yorkton's reputation;
- Make the employee unable to properly perform his or her employment responsibilities;
- Cause other employees to refuse or be reluctant to work with the employee; or
- Otherwise inhibit the City of Yorkton's ability to efficiently manage and direct its operations.

4. **CONFIDENTIALITY:**

Every City of Yorkton employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the City of Yorkton. Confidential information means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

- Further, or seek to further, his or her private interests or those of his or her family; or
- Seek to improperly further another person's private interests.

POLICY TITLE	POLICY NO.	PAGE #
EMPLOYEE CODE OF CONDUCT	10.35	2 of 6

5. **USE OF INFLUENCE:**

The City of Yorkton strives to ensure fairness and objectivity and in its decision-making process.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use his or her position to seek to influence a decision of another person so as to:

- Further, or seek to further, his or her private interests or those of his or her family; or
- Seek to improperly further another person's private interests.

6. **PROCEDURES:**

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code of Conduct from the City Manager or City Clerk if they are unsure whether their behaviour, circumstances, or interests contravene the Code.

Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- His or her direct supervisor, in the case of any employee; or
 - The supervisor must immediately advise the City Manager.
- Council in the case of the City Manager.

The disclosure should include a detailed description of the conflict or potential conflict.

Where a disclosure is made, the matter will be treated seriously and in confidence. The supervisor must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

7. **EXAMPLES OF CONDUCT THAT ILLUSTRATE CONTRAVENTION OF THE CODE:**

(1) **Conduct Generally**

Employees are agents for public purposes and are employed for the benefit of the citizens. In that regard, they are to uphold and carry out the laws of the City, as well as applicable federal and provincial laws, so as to foster and enhance respect for government. As public servants, they are to observe in their employment a high standard of ethics and to discharge faithfully the duties of their position regardless of personal considerations and interests. Their conduct in their employment should be above reproach at all times.

(2) **Dedicated Service**

All employees of the City shall be loyal to the objectives established by City Council and the programs developed to attain those objectives. Employees should adhere to the rules of work and performance and ethical standards established as the standard for their positions by the appropriate authority. All employees shall not in their employment, either privately or publicly, contradict or fail to present the official policy established by City Council or the City Manager.

POLICY TITLE	POLICY NO.	PAGE #
EMPLOYEE CODE OF CONDUCT	10.35	3 of 6

Employees must not exceed their authority or breach the law or ask others to do so, and they shall work in full cooperation with other public officials and employees unless prohibited from doing so by law or by officially recognized confidentiality of their work.

(3) Use of Public Property

No employee shall request or permit the use of City owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided as City policy for the use of such official or employee in the conduct of official business.

(4) Obligation to Citizens

No employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

(5) Conflict of Interest

No employee shall engage in any business or transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independence of judgment or action in the performance of their official duties. Personal, as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or political association. Specific conflicts of interest are enumerated, as follows, for the guidance of officials and employees:

(a) Incompatible Employment

No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his or her duties.

(b) Disclosure of Confidential Information

No employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the City. Nor shall he or she use such information to advance the financial or other private interest of himself or herself or others.

(c) Gifts and Favours

Personal integrity and sound business practices require that relationships with vendors, contractors, or others doing business with the City, be such that no employee can be accused of showing favoritism or bias toward the vendor. Consequently, all employees are prohibited from accepting gifts with a value in excess of ~~\$100.00~~ \$300.00 or favours from vendors. No employee shall accept any gift valued in excess of \$100.00 from any person, firm or corporation which to their knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the City.

(d) Contracts with the City

To ensure we are consistent with Council
Code of Ethics Policy and Bylaw

No employee of the City shall have any interest in any contract made by he or she in their official capacity or by any Committee, Board or Commission, established by the Council, or Department for which he or she is a member, agent or employee, except that an officer, agent or employee of the City may contract with the City, or any agency thereof, for the sale and purchase of supplies, material or equipment or for the rental thereof or for the construction of public improvements if:

POLICY TITLE	POLICY NO.	PAGE #
EMPLOYEE CODE OF CONDUCT	10.35	4 of 6

- (i) he or she is not authorized by law to participate on behalf of the City or any agent thereof, in the awarding of the contract; and
- (ii) the contract is made upon a competitive bid in writing, publicly invited and publicly opened; and,
- (iii) all bids received and all documents pertaining to the award of the contract are available for public inspection in accordance with *The Cities Act*.
- (iv) he or she refrains from participating in any decisions made in relation to the contract.

(e) Disclosure of Private Interests

All City Department Heads, Managers, and other employees who have authority to manage and direct work projects shall furnish the City Clerk with a list of all private interests as indicated on the "Disclosure of Private Interests by Municipal Employees" form before entering the duties of his or her office and shall keep it updated on an ongoing as needed basis. See attached Schedule "A".

(f) Political Activity

Any employee of the City may seek nomination and election to the Council, subject to compliance with the provisions of *The Local Government Election Act*, and *The Saskatchewan Employment Act*, provided that such employees are not otherwise disqualified by *The Local Government Election Act* from being nominated or elected, or to hold office as a member of the Council. No employee, whether elected or appointed, shall promise an appointment of any City position as a reward for any political activity.

8. **OTHER CODES OF CONDUCT OR ETHICS:**

This Code of Conduct policy shall be in addition to any other codes of ethics, or rules of conduct, which may govern the conduct of City employees.

Where any employee is required to be a member of a professional organization or association by the nature of his or her occupation and the employee is bound to observe the professional organization's or association's Code of Conduct or Ethics, a breach of such code of ethics shall also be considered a breach of this code of ethics policy.

9. **SANCTIONS:**

Violation of any provisions of this code shall raise conscientious questions for the employee concerned. Violations will be subject to disciplinary action in accordance with Corrective Counseling Policy #30.140. Any reported incidence of violation of these rules shall be subject to investigation by the City Manager in accordance with Bylaw 17/2017, who may refer the matter to Council. Sanctions or any disciplinary action shall be decided upon investigation and shall depend upon the specific circumstances of the case. The application of any sanctions and the Code of Conduct are subject to the provisions of all applicable employee collective bargaining agreements, and related legislation, including *The Cities Act*, where such agreements and legislation relate to standards of conduct, performance, suspensions, dismissals or other disciplinary action.

10. **REVISION:**

This Code of Conduct Policy shall be reviewed, amended, deleted or augmented from time to time as necessary by City Council in consultation with the City Manager.

11. **RESPONSIBILITY:**

The Director of Human Resources is responsible for the review and update of this policy and City Council shall approve all changes.

POLICY TITLE	POLICY NO.	PAGE #
EMPLOYEE CODE OF CONDUCT	10.35	5 of 6

Schedule "A"

CITY OF YORKTON DISCLOSURE OF PRIVATE INTERESTS BY MUNICIPAL EMPLOYEES

Name: _____

Address: _____

Disclosure of Employer, etc.:

I hereby disclose the name of every employer, person, corporation, organization, association, or other body from which I or someone in my family (defined as spouse and dependent children) receives remuneration for services performed as an employee, director, manager, operator, contractor, or agent:

My Name or Name of Family Member	Payee	Nature of Relationship

Disclosure of Corporate Interests:

I hereby disclose the name of each corporation in which I or someone in my family has a controlling interest, or of which I or someone in my family is a director or a senior officer:

My Name or Name of Family Member	Name of Corporation

Disclosure of Partnerships:

I hereby disclose the name of each partnership or firm of which I or someone in my family is a member:

My Name or Name of Family Member	Name of Partnership or Firm

POLICY TITLE	POLICY NO.	PAGE #
EMPLOYEE CODE OF CONDUCT	10.35	6 of 6

Disclosure of Business Arrangements:

I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that I or someone in my family directs, manages, operates or is otherwise involved in that:

- (a) transacts business with the municipality;
- (b) the council considers appropriate or necessary to disclose¹; or
- (c) is prescribed:

My Name or Name of Family Member	Name of Corporation, Enterprise, Firm, Partnership, Organization, Association, or Body

Disclosure of Property Holdings:

I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- (i) me or someone in my family; or
- (ii) a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which I or someone in my family is a director or senior officer or in which I or someone in my family has a controlling interest:

Owner(s)	Municipal Address or Legal Description	Municipality

Disclosure of Contracts and Agreements:

I hereby disclose the general nature and any material details of any contract or agreement involving me or someone in my family that could reasonably be perceived to be affected by a decision, recommendation or action of the council and to affect my impartiality in the exercise of my office:

My Name or Name of Family Member	General Nature and Any Material Details of Any Contract or Agreement

DECLARATION

I, _____, of the City of Yorkton, in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this ____ day of _____, 20____.

Witness

Signature of Declarant

Date Received: _____

¹ Described in a municipal policy or bylaw

CITY OF YORKTON

BYLAW NO. 1/2017

**A BYLAW OF THE CITY OF YORKTON IN THE PROVINCE OF SASKATCHEWAN
TO ADOPT A CODE OF ETHICS FOR MEMBERS OF COUNCIL AND MEMBERS
APPOINTED TO BOARDS, COMMITTEES, CONTROLLED CORPORATIONS AND
OTHER BODIES ESTABLISHED BY COUNCIL OF THE CITY OF YORKTON**

=====

WHEREAS, Section 66.1 (1) of *The Cities Act*, requires that a Council shall, by bylaw, adopt a code of ethics that applies to all Members of the Council;

AND WHEREAS, Section 66.1(2) of *The Cities Act*, requires that the code of ethics must define the standards and values that the Council expects Members of Council to comply with in their dealings with each other, employees of the city and the public;

AND WHEREAS, Section 66.1(3) states that, no Member of Council shall fail to comply with the city's code of ethics;

AND WHEREAS, as Members of Council, it is recognized that Council Members' actions have an impact on the lives of all residents and property owners in the community and fulfilling the obligations and in discharging duties as Council Members, there is a responsibility requiring a commitment to the highest ethical standards;

AND WHEREAS, the quality of the public administration and governance of the City of Yorkton, as well as its reputation and integrity, depends on the conduct of elected officials;

AND WHEREAS, Section 66.1(5) of *The Cities Act*, requires that the Code of Ethics must include the prescribed model code of ethics; comply with any prescribed requirements regarding adoption, updating and public accessibility; and, set out the process for dealing with contraventions of the Code of Ethics;

AND WHEREAS the Council of the City of Yorkton deems it desirable to adopt certain principles and guidelines for the conduct of all public officials, including Members of Boards, Committees, Controlled Corporations and other bodies established by Council of the City of Yorkton;

NOW THEREFORE, the Council of the City of Yorkton in Council assembled enacts as follows:

1. In this bylaw:
 - a) a reference to a Member of Council shall include Members of Boards, Committees, Controlled Corporations and other bodies established by Council, unless specifically referenced as an elected official;
 - b) Words importing male persons include female persons and singular reference includes plural reference;
 - c) A reference in this Bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.
2. Elected Officials and Officials appointed to Boards, Committees, Controlled Corporations and other bodies established by Council shall adhere to the basic ethical standards and values set out herein, acknowledging that this code is not to be interpreted as exhaustive, and there will be occasions on which Council may find it necessary to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government. It is the responsibility of each Member of Council to uphold the standards and values set out in this code, which are:
 - a) *Honesty* – Members of Council shall be truthful and open in their roles as Council Members and as Members of the community they serve.
 - b) *Objectivity* - Members of Council shall make decisions carefully, fairly and impartially.
 - c) *Respect* – Members of Council shall treat every person, including other Members of Council, municipal employees and the public, with dignity, understanding and respect. Members of Council shall not engage in discrimination, bullying or harassment in their roles as Members of Council. They shall not use derogatory language towards others, shall respect the rights of other people and groups, shall treat people with courtesy and shall recognize the importance of the different roles others play in local government decision making.
 - d) *Transparency and Accountability* – Members of Council shall endeavor to conduct and convey Council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions. Members of Council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

- e) *Confidentiality* – Members of Council shall refrain from disclosing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so. Members shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as Members of Council of a local authority.
- f) *Leadership and Public Interest* – Members of Council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the municipality. A Member shall strive, by focusing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in local government. Members of Council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct. Members of Council shall be loyal to the objectives established by City Council and the programs developed to attain those objectives. No elected/appointed official shall in their official capacity, either privately or publicly, contradict or fail to present the official policy established by City Council.
- g) *Responsibility* – Members of Council shall act responsibly and in accordance with the Act of the Parliament of Canada and the Legislature of Saskatchewan, including *The Cities Act*. This duty includes disclosing actual and potential conflicts of interest, either financial or otherwise relating to their responsibilities as Members of Council, following policies and procedures of the municipality, and exercising all conferred powers strictly for the purpose for which the powers have been conferred. Every Member of Council is individually responsible for preventing potential and actual conflicts of interest. In addition to the prescribed conflicts of interest set out in Section 115(1) of *The Cities Act*, specific conflicts of interest would also include:
 - i) *Incompatible Employment* – No elected/appointed official shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independence of judgement.
 - ii) *Gifts and Favours* -Personal integrity and sound business practices require that relationships with vendors, contractors, or others doing business with the City, be such that no Member of Council can be accused of showing favoritism or bias toward the vendor. Consequently, all Members of Council are prohibited from accepting gifts with a value in excess of \$300.00 or favours from vendors. No Member of Council shall accept any gift valued in excess of \$100.00 from any person, firm or corporation which to their knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the City.

- iii) *Contracts with the City* – No elected or appointed official shall have any interest in any contract made by the City, Board, Committee, Controlled Corporation or Other Body established by Council for which he is a Member, except that such contract is for the sale and purchase of supplies, materials or equipment and for the rental thereof or for the construction of public improvements, if:
 - a) He is not authorized by law to participate on behalf of the City or any agent thereof, in the awarding of the contract; and
 - b) The contract is made upon a competitive bid in writing, publicly invited and publicly opened; and
 - c) All bids received and all documents pertaining to the award of the contract are available for public inspection in accordance with *The Cities Act*; and
 - d) He refrains from participating in any decisions made in relation to the contract.
- h) *Obligation to Citizens* – Members of Council are agents for public purposes and hold office for the benefit of citizens. They are to uphold and carry out the laws of the City, as well as applicable federal and provincial laws, so as to foster and enhance respect for government. In regard to discharging their duties of office, no Member of Council shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen, such as:
 - (i) *Use of Public Property* – No Member of Council shall request or permit the use of City owned vehicles, equipment, materials or property for personal convenience or profit.
 - (ii) *Political Activity* – No Member of Council shall promise an appointment to any City position as a reward for any political activity
- i) *Other Affiliation* – Where any elected/appointed official is required to be a Member of a professional organization or association by nature of his occupation and the official is bound to observe the professional organization's or association's code of ethics or rules of conduct, a breach of such code of ethics shall also be considered a breach of this code of ethics bylaw.

3. The procedures for handling contraventions of the Code of Ethics:

- a) An individual, organization or Member of Council may submit a Formal Complaint Form (see Appendix A attached hereto), by sending the form directly to the City

- Clerk, either by mail, e-mail, fax or courier. The City Clerk shall present the completed and signed form to Council at the next 'Committee of the Whole Council Meeting (In-Camera session).
- b) Upon receipt of a complaint, Council shall discuss the complaint and take all necessary steps to ensure the complaint is valid.
 - c) All discussions surrounding alleged and substantiated contraventions of this Code of Ethics shall be conducted in an In-Camera Committee of the Whole Council Meeting session.
 - d) If the claim is found to be substantiated, Council may, by resolution, impose an appropriate penalty detailed in Section 4(a) to (h) based on the severity of the contravention of the Code of Ethics.
 - (i) Any action taken by Council shall include a time frame to complete the expected remedial action.
 - e) Council shall inform the claimant, Member of Council, and any other relevant party of Council's decision, which includes:
 - (i) Informing the complainant and Member of Council that the complaint is dismissed,
Or
 - (ii) Informing the complainant and Member of Council of the corrective action and/or the measures taken to ensure the behavior or activity does not continue.
 - 4. If Council is of the opinion that a Member has violated the Code of Ethics during a Council meeting, Council may require the Member to remove themselves for the remainder of the Council meeting. Council may apply additional penalties based on the severity of the contravention.
 - 5. Should a Member of Council breach any of the principles outlined in this Code of Ethics, the possible courses of action that are available to Council include but are not limited to:
 - (a) an apology, either written and/or verbal, by the Member of Council to the impacted individual(s), Council, and/or the general public;
 - (b) educational training on ethical and respectful conduct;
 - (c) repayment of money/gifts received;
 - (d) removal of the Member from Council Committees and/or bodies;

- (e) dismissal of the Member from a position of Chairperson of the Committee;
 - (f) reprimand.
6. Acknowledgement of the requirement of Council Members and Members of Boards, Committees, Controlled Corporations and Other Bodies appointed by Council to comply with the Council Code of Ethics, shall be affirmed by the following forms being completed:
- a) in the case of a Council Member, the signed ‘Oath or Affirmation – Member of Council’, identified in Appendix B hereto; or
 - b) in the case of a Member of a Board, Committee, Controlled Corporation or Other Body appointed by Council, the signed ‘Acknowledgement Form’ identified in Appendix C hereto.
7. Bylaw No. 44/2003 is hereby repealed.
8. This bylaw shall come into force and effect upon the passage thereof.

MAYOR

CITY CLERK

Introduced and read a first time this 9th day of January, A.D., 2017.

Read a second time this 9th day of January, A.D., 2017.

Read a third time and adopted this 9th day of January, A.D. 2017

APPENDIX A

FORMAL COMPLAINT FORM

Please note that knowingly signing a false affidavit may expose you to prosecution under the Criminal Code of Canada.

I _____ of _____
(First and Last Name) (Full Mailing Address)

Do solemnly swear (affirm and declare) that the following contents of this statement are true and correct and hereby request the Council of the City of Yorkton to conduct an investigation whether or not the following Member(s) of the City of Yorkton

(Council/Board/Committee/Controlled Corporation/Other Body Established by Council (please specify))

Has (have) contravened the Code of Ethics:

(Member(s) of Council, Board, Committee, Controlled Corporation or other Body Established By Council Name(s))

I have reasonable and probable grounds to believe that the above Member(s) has (have) contravened the Code of Ethics by reason of the following:

1. Date: _____, Time: _____, Location of Conduct _____
2. Specific clauses of Bylaw No. 1/2017, that have been contravened: _____

3. The particulars of names and addresses of all persons involved, and all of the witnesses:
 - i) _____
 - ii) _____
 - iii) _____
 - iv) _____(use back side for additional information)
4. Any exhibits – list and attach:
 - i) _____
 - ii) _____
 - iii) _____(use back side for additional information)

Name, Signature and Address of Complainant

Date

APPENDIX B

Oath or Affirmation – Member of Council

I, _____, having been elected to the office of _____ in
the _____ of _____,

DO SOLEMNLY PROMISE AND DECLARE THAT:

1. I will truly, faithfully and impartially, to the best of my knowledge and ability, perform the duties of this office;
2. I am qualified to hold the office to which I have been elected;
3. I have not received and will not receive any payment or reward, or promise of payment or reward, for the exercise of any corrupt practice or other undue execution or influence of this office;
4. I have read, understand and agree to abide by the code of ethics, rules of conduct and procedures applicable to my position as a Member of Council required of me by *The Cities Act* and any other Act and by the Council;
5. I will:
 - (a) perform the duties of office imposed by *The Cities Act* and any other Act or law and by the Council;
 - (b) disclose any conflict of interest within the meaning of Part VII of *The Cities Act*; and
 - (c) comply with the code of ethics, rules of conduct and procedures applicable to the office I now hold that are imposed by *The Cities Act* and any other Act and by the Council.

DECLARED before me at

_____, Saskatchewan

this _____ day of _____, 20_____.

Signature of Declarant

*A Commissioner for Oaths for Saskatchewan,
a Notary Public, a City Clerk, etc.
(as the case may be)*

My commission expires _____

APPENDIX C

ACKNOWLEDGEMENT FORM

I have read and understand the 'Code of Ethics – Council and Committee Members Policy' No. 10.30 for the City of Yorkton and acknowledge that it is my responsibility to comply with all of the policy requirements contained therein and any revisions made to it.

MEMBER OF THE BOARD, COMMITTEE,
CONTROLLED CORPORATION OR
OTHER BODY ESTABLISHED BY COUNCIL:

NAME (PRINTED): _____

SIGNATURE: _____

DATE: _____

TITLE: Water Park Dehumidification Upgrade – Tender Award	DATE OF MEETING: July 11, 2022
	REPORT DATE: July 6, 2022 1:58 PM
CLEARANCES: Darcy McLeod, Director of Recreation and Community Services Ashley Stradeski, Director of Finance 	ATTACHMENTS:
Presented by: Taylor Morrison, Gallagher Centre General Manager 	
Reviewed by: Jessica Matsalla, City Clerk 	
Approved by: Lonnie Kaal, City Manager 	

BACKGROUND

The Access Communications Water Park at the Gallagher Centre uses a dehumidification system to either remove warm, humid air and replace it with fresh air, or mix the warm humid air with fresh air, depending on the outside temperature. Without this system the conditions inside the facility would become uncomfortable for users and, if left unchecked, would cause deterioration of the structure. \$600,000 was approved as part of the City's capital budget for this project and the City was successful in receiving a grant through the Canada Community Revitalization Fund in the amount of \$400,000 in addition to the approved budget amount.

The project involves numerous aspects including structural design, system controls and related electrical design as well as the dehumidification design, supply and installation. This tender only deals with the dehumidification supply and installation.

DISCUSSION/ANALYSIS/IMPACT

On May 30, 2022, the Invitation to Tender for the Water Park Dehumidification Upgrade was advertised on Biddingo.com/yorkton as well as SaskTenders for a tender period of four weeks and a closing date of June 23, 2022, in which time a bidder's mandatory site meeting was held June 17, 2022. Three (3) bids were received.

A summary of the Dehumidification supply and installation bids are as follows:

Bidder	Bid Amount (Excluding Taxes)
Ainsworth Inc.	\$560,000.00
Suer & Pollon Mechanical	\$568,000.00
Westridge Construction Ltd	\$670,300.00

Three (3) bids were complete, and the bid received from Ainsworth Inc. was deemed to be best value as it was the lowest submitted bid.

FINANCIAL IMPLICATIONS

Some pre-tender work has been completed, and has already been put through the project budget, including structural and dehumidification design totaling \$22,465. This leaves \$577,535.00 remaining in the project budget. However, the \$400,000.00 Canada Community Revitalization Fund grant is provided to assist with project costs, leaving 977,535.00 available for the project.

After taxes, all of the dehumidification supply and install bids would be over the remaining \$577,535.00 available City funds. This is not surprising given that the preliminary design and cost estimating was provided prior to final design and the recent hikes in inflation. Further, there are some other project costs that are not part of the scope of this tender, including approximately \$25,000.00 in electrical and controls costs as well as the remaining consultant fees of \$5,000.00.

The total remaining costs is anticipated as follows:

Dehumidification Tender:	\$621,000.00 (\$560,000 plus taxes of \$51,600)
Controls & Electrical:	\$25,000.00
Consultant Fees:	<u>\$5,000.00</u>
Total Remaining Costs:	\$651,000.00

Design Fees Previously Spent: \$22,465.00

Total Anticipated Project Costs: \$673,465.00

After using the Canada Community Revitalization funding, there would be approximately \$304,070 of City funding that could be returned to reserves and used on other projects.

COMMUNICATION PLAN/PUBLIC NOTICE

All bidders will receive a letter indicating who the successful bidder is. Also, the identity of the successful bidder along with the total bid amount will be posted on Biddingo.com/yorkton and Sask Tenders for a period of two (2) weeks.

Any notice required to inform the public of disruptions in service will be done in advance using our newsletter, social media platforms, facility posters, and direct mail in some specific cases.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

This project meets the Infrastructure priority identified in the 2020 Strategic Plan, which states that Yorkton will be “A community with a comprehensive, integrated and sustainable infrastructure plan and programs that meet current and future needs.”

This project also speaks to the Community Development priority of the 2020 strategic Plan which includes the objective that the City will “Develop and maintain facilities that offer a diverse range of sports and recreational opportunities for youth to seniors including, spray parks, playgrounds, bike trails, walkingpaths and organized sports.”

OPTIONS

1. That Council direct Administration to award the tender for the Water Park Dehumidification Upgrade, to Ainsworth Inc. for \$560,000.00 plus applicable taxes, and further that the Mayor and City Clerk be authorized to execute said contract.
2. That Administration be provided with alternative direction.

RECOMMENDATION

That Council direct Administration to award the tender for the Water Park Dehumidification Upgrade, to Ainsworth Inc. for \$560,000.00 plus applicable taxes, and further that the Mayor and City Clerk be authorized to execute said contract.

TITLE: Recommendations from the Committee of the Whole Council Meeting – June 20, 2022 – Council Priorities Update – Quarter 2	DATE OF MEETING: July 11, 2022
	REPORT DATE: July 4, 2022
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none"> 1. Committee of the Whole Memo and Package from June 20, 2022 2. Council Priorities Chart as of June 21, 2022 (Updated)
Written by: Jessica Matsalla - City Clerk	Jessica Matsalla
Approved by: Trent Mandzuk - Acting City Manager	Trent Mandzuk

PURPOSE/BACKGROUND

On June 20, 2022 the Committee of the Whole Council met to review the Council Priorities Chart after completion of the second Quarter of 2022. The last update provided for Council Priorities was at the May 2, 2022 Committee of the Whole Council Meeting, which covered 2022 Q1 Updates.

The purpose of this report is to provide Council with the recommendations from the Committee of the Whole Council Meeting of June 20, 2022 to consider for approval. The minutes of the June 20, 2022 Committee of the Whole Meeting are subject for approval at the July 11, 2022 Council Meeting.

DISCUSSION/ANALYSIS/IMPACT

A list of all items completed in 2022 was included in the June 20, 2022 Committee of the Whole Meeting package. At the time of the update, there was opportunity to transfer two (2) items from the “Next Priorities” list to the “Current Priorities” list, as there was completion of certain phases of the following items: ‘Rec Master Plan – Indoor and Outdoor Facilities Priority Plan’ and the ‘Library – Proceed with next steps including Saskatchewan Municipal Board’.

As was discussed at the May 2, 2022 Q1 Update meeting, the ‘Long Term (5 year) Capital Plan – Draft’ item is an item of importance, and so was added to the “Current” priorities list. Of late, there has been concern regarding rural roads which are of mutual interest to the City and surrounding Rural Municipalities. Thus, the Committee of the Whole Council determined that the second item added to the “Current Priorities” list, be a meeting with the R.M.s of Orkney and Wallace to discuss a plan for rural roads of mutual interest.

Other additions and suggested revisions to the ‘Next Priorities’ List are as follows:

1. The Rec Master Plan – Phase II (Community Engagement) – is the next step of this multi-phase project. Recently completed was Phase I, which included retaining a consultant.
2. Access (Abilities) Transit Review – resulted from Council direction of May 30, 2022.
3. Remove the ‘Light up the tower’ item from the list, as it has been turned over to a committee to work on.

4. Revise the ‘Partnership with Yorkton Business Improvement District (YBID) on Downtown Parking’ item to read ‘Explore Angle Parking Downtown’. The YBID declined the city’s earlier proposal to take on the operation of downtown parking, however angle parking in some downtown areas has been discussed at the Economic Development Advisory Committee level.
5. It was suggested that the ‘Community ‘Vibe’’: Strategy’ item be removed with the understanding that it be incorporated into the “Marketing” items on the list.
6. A request to add an ‘Internal gravel road analysis’ (including a status update, list, cost estimates and traffic counts for roads within city limits) to the priorities chart was managed by adding this as an item under the Engineering Department’s operational strategies list

FINANCIAL IMPLICATIONS

At this point, there are no known financial implications for the additions and revisions to the chart.

COMMUNICATION PLAN/PUBLIC NOTICE

Upon Council’s approval, the updated Council Priorities Chart (Attachment 2) will be posted on the city website.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

As identified in the March 28, 2022 Canada Community Building Fund (Gas Tax Program) Council report from the Director of Finance, the provision of an annually updated five year capital plan is a condition of our Municipal Gas Tax Fund Agreement. It was noted that those plans are a general guideline at this point, but will tie into the development of a more concrete five year capital budget.

Additionally, subsection 8.7 of our Official Community Plan states: *“The implementation of **Our City: Our Future** must be achieved in a fiscally efficient and effective manner. Our residents are interested in knowing that our long-term financial strategies are in place and monitored on an ongoing basis. The city has a key role in ensuring service delivery occurs in a timely and effective manner that maximizes the resources available to it.”*

The ‘Meet with both RM’s to determine plans for rural roads’ item supports objectives listed in our Strategic Plan 2020, under the Infrastructure goal to “Develop a long term infrastructure plan that includes water, sewer, roads sidewalks, walking trails, bike paths, facilities, transit and future development.”

Additionally, subsection 2.11 ‘Our Vision’ of our Official Community Plan states: *“In 2036....The city will continue to place a premium on the value of maintaining productive and respectful relations with neighbouring rural municipalities and other regional partners.” And 2.12 ‘Our Goals’ Support to the Region – collaborating with neighboring municipalities, First Nations and regional partners.”*

OPTIONS

1. That Council accept recommendation C00013-2022, as contained in the Committee of the Whole Council meeting minutes of June 20, 2022; and further that Council priorities chart dated June 21, 2022 be adopted as presented, including the revisions and additions made to the “Next” items and further that Council authorize the publication of the chart on the City’s website.
2. That Council accept recommendation C00013-2022, as contained in the Committee of the Whole Council meeting minutes of June 20, 2022, with amendments; and further that the revisions and additions (as presented or with amendments) be adopted as part of the Council priorities chart

dated June 21, 2022, and further that Council authorize the publication of the chart on the City's website.

3. That Council provide alternate direction.

COMMITTEE OF THE WHOLE RECOMMENDATIONS:

1. That Council accept recommendation C00013-2022, as contained in the Committee of the Whole Council meeting minutes of June 20, 2022;

“Transfer the following item to the “Current” Council/CAO Priorities Section of the Council Priorities Chart:

- 1. Long Term (5 Year) Capital Plan - Draft**
- 2. Meet with the Rural Municipalities of Orkney and Wallace to discuss rural roads plans for roads of mutual interest**

and further that Council priorities chart dated June 21, 2022 be adopted as presented, including the revisions and additions made to the “Next” items and further that Council authorize the publication of the chart on the City's website.

MEMORANDUM

TO: Yorkton City Council

FROM: Lonnie Kaal, City Manager

DATE: June 13th, 2022

TOPIC: Council Priorities Chart – Dashboard update

Re: What to expect process-wise – June 20th, 2022 Committee of the Whole - Update Meeting

As a follow up to our strategic planning session from November, 2020 we committed to reviewing our Council priority chart on a quarterly basis. This allows Administration the opportunity to provide Council with an update on progress from the strategic objectives assigned. More importantly, **it gives Council the opportunity to provide further direction to administration on the objectives that are deemed a priority.**

The framework has been set up to make progress in each quarter such that priorities and objectives can be accomplished. As such, a limit was established to the number of NOW priorities for each grouping.

- a) Council priorities should be limited to 5
- b) Staffing priorities should be limited to 3

In other words, it is the top five (5) Council priorities that Administration is working on NOW and once these are completed; priorities labelled as NEXT would move into the NOW category

We are now looking towards updating the second quarter in 2022.

- 1) The first attachment includes a list of all priorities that have been put forward for 2022. The first section indicates what has been completed and the second sections shows what is on the list to be done. The left hand column notes Council priorities, and the right hand column notes internal priorities.
- 2) The May 2nd Council Priorities Chart shows what was on the list last quarter.
 - a. Council Priorities are noted on the top half of the chart.
 - Capitalized – denotes a Council priority
 - Green – denotes this priority is in the NOW category
 - The top 5 priorities are noted under Council in Green
 - The remaining priorities are noted under NEXT and ADDITIONS TO
 - b. Staff Priorities are noted on the bottom half of the chart
 - Capitalized – denotes a Council priority

- Normal type (text) – denotes an administrative objective/priority
- Green – denotes a Council priority in the NOW category
- The top three (3) priorities are noted under each operational function.

c. The May 2nd, 2022 Council Strategic Priorities Chart shows what has been completed (in orange) and could come off the list.

- 3) The June 20th, 2022 Council Priorities Chart shows what has been added since the last quarter and possible additions to the top priorities are noted in green.

The intent of this meeting is for Council to determine what priorities in the NEXT grouping should be moved into the NOW grouping.

Once this is completed, an update to the chart will be provided for adoption at the next Regular Council meeting as part of the Committee of the Whole recommended updates.

ENCLOSURES:

1. 2022 list of All Priorities
2. May 2nd, 2022 Council Priorities Chart (Includes updates on completion)
3. June 20th, 2022 Council Priorities Chart (Determine “Now” Green)

LK

COUNCIL PRIORITIES CHART

Completed (Second Quarter)

Jan 2022 to June 2022

CORPORATE PRIORITIES (Council/CAO)

COMPLETED

1. RESIDENTIAL LOT REVIEW (all lots for sale)
2. MARKETING/INCENTIVE STRATEGY (residential and commercial tax incentives)
3. FLEET – Provide info on replacement of assets (hours, age etc).
4. STAFF SARGENT UPDATE
5. DECISION ON RCMP DETACHMENT BUILDING
6. DETERMINE ICE ARENA PLAN (Kinsmen Replacement, Gallagher Centre Renewal)
7. EVALUATE the success of Urban Hobby Beekeeping
8. REC MASTER PLAN (Indoor and Outdoor Facilities Priority Plan (hire consultant)
9. LIBRARY – PROCEED WITH NEXT STEPS INCL SMB (approved letter of understanding agreement)

ADVOCACY / PARTNERSHIPS (Council to initiate these discussions in 2022 with appropriate politicians and organizations)

- Division 'F' Liaison
- Rural Municipality: Joint Priorities
- York Road Funding (R2R)
- Grain Miller Road Funding (UCF)
- Hospital Contribution Formula
- Tax Assessment Formulae (SUMA)

NEXT:

- COMMUNITY "VIBE" Strategy
- BUSINESS MARKETING: Yorkton Advantage & Targets
- COMMUNITY ENGAGEMENT: Methods Review
- DOWNTOWN PLAN: Review (consultant)
- YORK LANDING SUBDIVISION - review
- LONG TERM (5 year) CAPITAL PLAN: Draft
- COMMUNICATION: Community, Public Awareness & Engagement: Define Terms & Desired Outcomes
- CONSULTANT REVIEW OF I.T. SERVICES
- FACILITIES MAINTENANCE PLAN/REVIEW
- MARKETING - development of Roundhouse Subdivision
- PARTNERSHIP WITH YBID ON DOWNTOWN PARKING
- CONTINUE WITH NEXT STEPS TO SEPARATE FROM PARKLAND REGIONAL LIBRARY
- RECREATION MASTER PLAN – Phase II (Community Engagement)
- REC INDOOR/OUTDOOR FACILITIES PRIORITY PLAN
- TRUTH AND RECONCILIATION – Phase II
- LIGHT UP THE TOWER
- ACCESS (ABILITIES) TRANSIT REVIEW

Departmental Priorities (completed)

- Review training requirements for CUPE and Deer Park Staff
- Implement a learning strategy for all OOS staff
- Re-align systems for better temp coverage
- Streamline training across the organization
- Determine a realistic 5 year plan for water, sewer and roads

NEXT:

- Community Event Support – Review Process
- Facility Utilization Strategy – determine terms of reference
- Review Recreation and Community Services Fees
- Regionalized Fire: Approach
- Fee for Service: Fire
- EMS Support
- Mass Alert: Launch
- Fire Underwriter Certification
- Streamline Business Licensing Process
- Offsite Development Fees: Review
- Development Fees Review
- Consider SOTI fines for non-compliant businesses
- Compliance Inventory: review
- York Road Options
- Drainage Program: Update
- Determine 5 year plan for drainage and storm
- Facility Asset Management
- Inventory Management System: Implement
- Infrastructure Renewal Programs Review
- Underground Inspection Update
- Focus on operation programs
- Cross Train Staff and improve service delivery and coverage
- Council Committee Review
- IAFF negotiations
- Succession planning for all departments
- Provide City wide Training on LAFOIP process
- Well Construction underground piping
- Compost Program Assessment
- Apply for Green Municipal Funds Grant
- Consultation on the re-use of wastewater effluent
- Complete conceptual and detailed design of WWTP 2023

COUNCIL PRIORITIES CHART

May 2nd, 2022 (Completed)

COUNCIL	(Green is Now)	CORPORATE PRIORITIES (Council/CAO)	(Council Priorities are CAPITALIZED)
<p>Current Priorities</p> <ol style="list-style-type: none"> 1. CONSULTANT REVIEW OF I.T. SERVICES 2. BUSINESS MARKETING: Yorkton Advantage Gaps & Targets 3. REC MASTER PLAN – Indoor & Outdoor Facilities Priority Plan 4. LIBRARY – PROCEED WITH NEXT STEPS INCL SMB 5. COMMUNICATION: Community, Public Awareness & Engagement: Define Terms & Desired Outcomes 6. Info: Report on Cost Savings (past budgets) & possible future considerations <p>ADVOCACY / PARTNERSHIPS (Council to initiate these discussions in 2022 with appropriate politicians and organizations)</p> <ul style="list-style-type: none"> • Division 'F' Liaison • Rural Municipality: Joint Priorities • York Road Funding (R2R) • Grain Miller Road Funding (UCF) • Hospital Contribution Formula • Tax Assessment Formula (SUMA) 		<p>Next Priorities</p> <ul style="list-style-type: none"> • LONG TERM (5 year) CAPITAL PLAN: Draft • PARTNERSHIP WITH YBID ON DOWNTOWN PARKING • DOWNTOWN PLAN: Review • YORK LANDING SUBDIVISION - review • MARKETING - development of Roundhouse Subdivision • TRUTH AND RECONCILIATION – Phase II • FACILITIES MAINTENANCE PLAN/REVIEW • LIGHT UP THE TOWER • COMMUNITY 'VIBE': Strategy 	
STAFF	OPERATIONAL STRATEGIES (CAO/Staff)	(Staff Priorities are not Capitalized)	
<p>CHIEF ADMINISTRATIVE OFFICER</p> <ol style="list-style-type: none"> 1. TAX ASSESSMENT – Advocacy – City Mayors Caucus 2. LIBRARY – PROCEED WITH NEXT STEPS INCL SMB 3. BUSINESS MARKETING: Yorkton Advantage Gaps & Targets 4. REC MASTER PLAN – Indoor and Outdoor Facilities Priority Plan 5. UPDATE COUNCIL on MINISTRY'S RCMP building plans 6. COMMUNITY: COMMUNICATION/PUBLIC AWARENESS & ENGAGEMENT: Define terms & desired outcomes <ul style="list-style-type: none"> • FACILITIES MAINTENANCE plan/review 		<p>COMMUNITY SERVICES</p> <ol style="list-style-type: none"> 1. REC MASTER PLAN – Indoor and Outdoor Facilities Priority Plan 2. Develop strategies to reduce net operating costs at the GC 3. Review CDPR User Fees <ul style="list-style-type: none"> • Community Event Support – Review Process • Facility Utilization Strategy – Terms of Reference 	
<p>CORPORATE</p> <ol style="list-style-type: none"> 1. CONSULTANT REPORT – I.T. EXTERNAL REVIEW 2. REPORT ON COST SAVINGS (past budgets) & Possible future considerations. 3. Council Committee: Review – Phase I (Assessment) <ul style="list-style-type: none"> • FIVE YEAR CAPITAL PLAN • PARTNERSHIP WITH YBID ON DOWNTOWN PARKING • IAFF Negotiations • Succession Planning for all departments • Provide City Wide Training on LAFOIP process 		<p>PLANNING</p> <ol style="list-style-type: none"> 1. BUSINESS MARKETING: Yorkton Advantage, Gaps & Targets 2. COMMUNITY: COMMUNICATION/PUBLIC AWARENESS & ENGAGEMENT: Define terms & desired outcomes 3. Streamline business licensing process <ul style="list-style-type: none"> • YORK LANDING SUBDIVISION - review • DOWNTOWN PLAN: Review (use consultant) • MARKETING – DEVELOPMENT OF ROUNDHOUSE SUBDIVISION • Development Fees Review • Consider SOTI fines for non-compliant businesses 	
<p>ENVIRONMENT</p> <ol style="list-style-type: none"> 1. Draft "Green Policy" 2. LIGHT UP THE TOWER – meet user groups/info to Enviro Committee 3. Well Building construction and underground piping <ul style="list-style-type: none"> • Compost Program Assessment • Wastewater Renewal Project – Consultation, Development of business case, conceptual design 		<p>ENGINEERING</p> <ol style="list-style-type: none"> 1. Drainage Program: Update 2. Determine a realistic 5 year plan for drainage 3. York Road Options <ul style="list-style-type: none"> • Cross train staff and improve service delivery and coverage • Facility Asset Management 	
<p>PROTECTIVE SERVICES</p> <ol style="list-style-type: none"> 1. Regionalized Fire: Approach 2. Fee for Service: Scope 3. EMS Support: Position (Province) <ul style="list-style-type: none"> • Mass Alert: Launch • Fire Underwriter Certification 		<p>PUBLIC WORKS</p> <ol style="list-style-type: none"> 1. Inventory Management System Implementation – July 2022 2. Determine a realistic 5 year plan for water, sewer, storm and roads 3. Underground Inspection Update – August 2022 <ul style="list-style-type: none"> • Re-direct focus on operational programs for 2022 • Infrastructure Renewal Programs Review 	

COUNCIL PRIORITIES CHART

June 20th, 2022

COUNCIL (Green is Now)	CORPORATE PRIORITIES (Council/CAO) (Council Priorities are CAPITALIZED)
<p>Current Priorities</p> <ol style="list-style-type: none"> 1. CONSULTANT REVIEW OF I.T. SERVICES 2. BUSINESS MARKETING: Yorkton Advantage Gaps & Targets 3. COMMUNICATION: Community, Public Awareness & Engagement: Define Terms & Desired Outcomes 4. 5. 6. Info: Report on Cost Savings (past budgets) & possible future considerations <p>ADVOCACY / PARTNERSHIPS (Council to initiate these discussions in 2022 with appropriate politicians and organizations)</p> <ul style="list-style-type: none"> • Division 'F' Liaison • Rural Municipality: Joint Priorities • York Road Funding (R2R) • Grain Miller Road Funding (UCF) • Hospital Contribution Formula • Tax Assessment Formula (SUMA) 	<p>Next Priorities</p> <ul style="list-style-type: none"> • LONG TERM (5 year) CAPITAL PLAN: Draft • PARTNERSHIP WITH YBID ON DOWNTOWN PARKING • DOWNTOWN PLAN: Review (longer term strategic planning on what the downtown should look like in the future) • YORK LANDING SUBDIVISION - review • MARKETING - development of Roundhouse Subdivision • TRUTH AND RECONCILIATION – Phase II • FACILITIES MAINTENANCE PLAN/REVIEW • LIGHT UP THE TOWER • COMMUNITY 'VIBE': Strategy • REC MASTER PLAN - Phase II (Community Engagement) • ACCESS (ABILITIES) TRANSIT REVIEW (add from May 30/2022 Council Meeting)
STAFF	OPERATIONAL STRATEGIES (CAO/Staff) (Staff Priorities are not Capitalized)
<p>CHIEF ADMINISTRATIVE OFFICER</p> <ol style="list-style-type: none"> 1. TAX ASSESSMENT – Advocacy – City Mayors Caucus 2. BUSINESS MARKETING: Yorkton Advantage Gaps & Targets 3. UPDATE COUNCIL on MINISTRY'S RCMP building plans 4. COMMUNITY: COMMUNICATION/PUBLIC AWARENESS & ENGAGEMENT: Define terms & desired outcomes <ul style="list-style-type: none"> • LIBRARY – Proceed with executing an agreement • REC MASTER PLAN – Phase II (Community Engagement) • FACILITIES MAINTENANCE plan/review 	<p>COMMUNITY SERVICES</p> <ol style="list-style-type: none"> 1. REC MASTER PLAN – Phase II (Community Engagement) 2. Develop strategies to reduce net operating costs at the GC 3. Review CDPR User Fees <ul style="list-style-type: none"> • Community Event Support – Review Process • Facility Utilization Strategy – Terms of Reference
<p>CORPORATE</p> <ol style="list-style-type: none"> 1. CONSULTANT REPORT – I.T. EXTERNAL REVIEW 2. REPORT ON COST SAVINGS (past budgets) & Possible future considerations. 3. Council Committee: Review – Phase I (Assessment) <ul style="list-style-type: none"> • FIVE YEAR CAPITAL PLAN • PARTNERSHIP WITH YBID ON DOWNTOWN PARKING • Succession Planning for all departments • Provide City Wide Training on LAFOIP process 	<p>PLANNING</p> <ol style="list-style-type: none"> 1. BUSINESS MARKETING: Yorkton Advantage, Gaps & Targets 2. COMMUNITY: COMMUNICATION/PUBLIC AWARENESS & ENGAGEMENT: Define terms & desired outcomes 3. Streamline business licensing process <ul style="list-style-type: none"> • YORK LANDING SUBDIVISION - review • DOWNTOWN PLAN: Review (use consultant) • MARKETING – DEVELOPMENT OF ROUNDHOUSE SUBDIVISION • Development Fees Review • Consider SOTI fines for non-compliant businesses
<p>ENVIRONMENT</p> <ol style="list-style-type: none"> 1. Draft "Green Policy" 2. LIGHT UP THE TOWER – meet user groups/info to Enviro Committee 3. Well Building construction and underground piping <ul style="list-style-type: none"> • Compost Program Assessment • Wastewater Renewal Project – Consultation, Development of business case, conceptual design 	<p>ENGINEERING</p> <ol style="list-style-type: none"> 1. Drainage Program: Update 2. Determine a realistic 5 year plan for drainage and storm system 3. York Road Options <ul style="list-style-type: none"> • Cross train staff and improve service delivery and coverage • Facility Asset Management
<p>PROTECTIVE SERVICES</p> <ol style="list-style-type: none"> 1. Regionalized Fire: Approach 2. Fee for Service: Scope 3. EMS Support: Position (Province) <ul style="list-style-type: none"> • Mass Alert: Launch • Fire Underwriter Certification 	<p>PUBLIC WORKS</p> <ol style="list-style-type: none"> 1. Inventory Management System Implementation – 2022 2. Underground Inspection Update – 2023 3. Re-direct focus on operational programs for 2022 <ul style="list-style-type: none"> • Infrastructure Renewal Programs Review

COUNCIL PRIORITIES CHART

June 21st, 2022

COUNCIL (Green is Now)	CORPORATE PRIORITIES (Council/CAO) (Council Priorities are CAPITALIZED)
<p>Current Priorities</p> <ol style="list-style-type: none"> 1. CONSULTANT REVIEW OF I.T. SERVICES 2. BUSINESS MARKETING: Yorkton Advantage Gaps & Targets 3. COMMUNICATION: Community, Public Awareness & Engagement: Define Terms & Desired Outcomes 4. Meet with both RM's to DETERMINE PLANS FOR RURAL ROADS 5. LONG TERM (5 year) CAPITAL PLAN: Draft 6. Info: Report on Cost Savings (past budgets) & possible future considerations <p>ADVOCACY / PARTNERSHIPS (Council to initiate these discussions in 2022 with appropriate politicians and organizations)</p> <ul style="list-style-type: none"> • Division 'F' Liaison • Rural Municipality: Joint Priorities • York Road Funding (R2R) • Grain Miller Road Funding (UCF) • Hospital Contribution Formula • Tax Assessment Formula (SUMA) 	<p>Next Priorities</p> <ul style="list-style-type: none"> • EXPLORE ANGLED PARKING DOWNTOWN • DOWNTOWN PLAN: Review (longer term strategic planning on what the downtown should look like in the future) • YORK LANDING SUBDIVISION - review • MARKETING - development of Roundhouse Subdivision • TRUTH AND RECONCILIATION – Phase II • FACILITIES MAINTENANCE PLAN/REVIEW • COMMUNITY 'VIBE': Strategy (possibly incorporate in the Business Marketing item) • REC MASTER PLAN - Phase II (Community Engagement) • ACCESS (ABILITIES) TRANSIT REVIEW (add from June 3/2022 Council Meeting)
STAFF	OPERATIONAL STRATEGIES (CAO/Staff) (Staff Priorities are not Capitalized)
<p>CHIEF ADMINISTRATIVE OFFICER</p> <ol style="list-style-type: none"> 1. TAX ASSESSMENT – Advocacy – City Mayors Caucus 2. BUSINESS MARKETING: Yorkton Advantage Gaps & Targets 3. Meet with both RM's to DETERMINE PLANS FOR RURAL ROADS 4. COMMUNITY: COMMUNICATION/PUBLIC AWARENESS & ENGAGEMENT: Define terms & desired outcomes <ul style="list-style-type: none"> • LIBRARY – Proceed with executing an agreement • REC MASTER PLAN – Phase II (Community Engagement) • FACILITIES MAINTENANCE plan/review 	<p>COMMUNITY SERVICES</p> <ol style="list-style-type: none"> 1. REC MASTER PLAN – Phase II (Community Engagement) 2. Columbia Park Development 3. Arena Ice Improvements 4. Construction of Deer Park Clubhouse <ul style="list-style-type: none"> • ACCESS (ABILITIES) TRANSIT REVIEW • Develop strategies to reduce net operating costs at the GC • Review CDPR User Fees • Community Event Support – Review Process • Facility Utilization Strategy – Terms of Reference
<p>CORPORATE</p> <ol style="list-style-type: none"> 1. CONSULTANT REPORT – I.T. EXTERNAL REVIEW 2. REPORT ON COST SAVINGS (past budgets) & Possible future considerations. 3. LONG TERM (FIVE YEAR CAPITAL PLAN): Draft <ul style="list-style-type: none"> • EXPLORE ANGLED PARKING DOWNTOWN • Council Committee Review – Phase 1 (Assessment) • Succession Planning for all departments • Provide City Wide Training on LAFOIP process 	<p>PLANNING</p> <ol style="list-style-type: none"> 1. BUSINESS MARKETING: Yorkton Advantage, Gaps & Targets 2. COMMUNITY: COMMUNICATION/PUBLIC AWARENESS & ENGAGEMENT: Define terms & desired outcomes 3. Streamline business licensing process <ul style="list-style-type: none"> • YORK LANDING SUBDIVISION - review • DOWNTOWN PLAN: Review (use consultant) • MARKETING – DEVELOPMENT OF ROUNDHOUSE SUBDIVISION • Development Fees Review • Consider SOTI fines for non-compliant businesses
<p>ENVIRONMENT</p> <ol style="list-style-type: none"> 1. Draft "Green Policy" 2. LIGHT UP THE TOWER – Report back to Council with Recommendations 3. Well Building construction and underground piping <ul style="list-style-type: none"> • Compost Program Assessment • Wastewater Renewal Project – Consultation, Development of business case, conceptual design 	<p>ENGINEERING</p> <ol style="list-style-type: none"> 1. Drainage Program: Update 2. Gravel Roads – status update (list, cost estimate and traffic counts) 3. York Road Options <ul style="list-style-type: none"> • Cross train staff and improve service delivery and coverage • Determine a realistic 5 year plan for drainage/storm system. • Facility Asset Management
<p>PROTECTIVE SERVICES</p> <ol style="list-style-type: none"> 1. Regionalized Fire: Approach 2. Fee for Service: Scope 3. EMS Support: Position (Province) <ul style="list-style-type: none"> • Mass Alert: Launch • Fire Underwriter Certification 	<p>PUBLIC WORKS</p> <ol style="list-style-type: none"> 1. Inventory Management System Implementation – 2022 2. Re-direct focus on operational programs for 2022 <ul style="list-style-type: none"> • Infrastructure Renewal Programs Review • Underground Inspections Update