

**CITY OF YORKTON**  
**REGULAR COUNCIL MEETING AGENDA**  
**Monday, October 3, 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 – September 19, 2022
  - Committee of the Whole Council Meeting Minutes – September 26, 2022
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
  - Protective Services Committee Meeting Minutes – April 12, 2022
  - Yorkton Public Library Board Meeting Minutes – June 8, 2022
  - Protective Services Committee Meeting Minutes – June 14, 2022
  - Planning and Infrastructure Commission Meeting Minutes – August 17, 2022
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
  - SIGN Youth Resiliency Project Update Presentation
  - Public Hearing Discretionary Use No. DU 04-2022 for Contractor Facility in CMI-1 Commercial – Industrial Transitional Zoning District 243 Myrtle Avenue
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
  - Planner – Discretionary Use No. DU 04-2022 for Contractor Facility at 243 Myrtle Avenue [Council Report #2 – Public Hearing]
9. **CORRESPONDENCE**
10. **BYLAWS**
11. **ADMINISTRATIVE REPORTS**
  - Planner
    - Off-Street Parking Regulations – Alternative Options – Yorkton & District Charities Bingo Association
  - Assessment and Taxation Manager
    - Stage Two Tax Enforcement Report
  - Business Systems Analyst
    - RFP for Risk Management and Insurance Brokerage Services 2023-2028
  - Director Legislation & Procedures (City Clerk)
    - Recommendations from the Committee of the Whole Council Meeting of September 26, 2022 – Council Priorities Update - Quarter 3
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
14. **ADJOURNMENT**

# Protective Services Committee

## MINUTES

12, April 2022

7:00 AM

ZOOM MEETING

Attendees	Councillor Dustin Brears, Donna Evans, Larry Pearen, Laretta Ritchie-McInnes, Nicole Baptist, Scott Robertson, Michelle Goulden, CN Constable Hank Neumiller
Regrets	Greg Klingspon, Kelly Prime, Terri-Ann Lepowick, Fire Chief Trevor Morrissey, Mayor Mitch Hipsley, Andrew Sedley, Staff Sgt. Burton Jones
Absent	
Recording	Jen Prysliak
Call to order	7:03 a.m.
Adjourn	8:05 a.m.

## Agenda Topics

### Approval of Agenda

<b>Motion 22-11</b>	<b>Pearen</b> The agenda be approved as circulated. Carried.
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### Minutes of the February 15, 2022 Meeting

Discussion	Minutes from the Committee meeting of February 15, 2022 were circulated.
<b>Motion 22-12</b>	<b>Brears</b> The minutes of February 15, 2022 Committee meeting be approved as circulated. Carried.

### Unfinished Business

Play and School Zone Review Update	<ul style="list-style-type: none"><li>Verbal report from Baptist. Traffic Bylaw was approved by Council and school zone speed times are set at 8:00 a.m. – 10:00 p.m. and 30 km/h in elementary/play zones and 40 km/h in high school zones.</li></ul>
Harm Reduction	<ul style="list-style-type: none"><li>No Verbal update was provided.</li><li>At the SUMA convention, harm reduction and mental health was the top topic.</li><li>Currently working on the Harm Reduction project.</li></ul>

Supporting Voyent Alert Marketing Plan	<ul style="list-style-type: none"> <li>• No Verbal report was provided.</li> <li>• Download the Voyent Alert App on smartphones.</li> <li>• Start the marketing plan, advertising through social media.</li> </ul>
Regionalized Fire	<ul style="list-style-type: none"> <li>• No verbal report was provided.</li> <li>• Meeting with R.M.'s on training to enhance resources, expanding out to Canora.</li> <li>• Meeting in March, will report further.</li> <li>• Everything is moving along very well, good progress.</li> </ul>
SAFC (Saskatchewan Association of Fire Chiefs) Conference Update	<ul style="list-style-type: none"> <li>• No Verbal report was provided.</li> <li>• Conference in Yorkton, in May, to bring all Fire Chiefs around the Province together for educational sessions.</li> <li>• Theme "Legal Truth"</li> <li>• Requested representation from the Committee.</li> <li>• Invites to the Committee will be coming this week.</li> </ul>
Parkland Search & Rescue	<ul style="list-style-type: none"> <li>• Committee discussed making Parkland Search &amp; Rescue a partner organization.</li> <li>• The Committee agreed Parkland Search &amp; Rescue will be an asset to have on the Protective Services Committee.</li> <li>• A Letter of Invitation to appoint a delegate will be sent to the President of Parkland Search &amp; Rescue.</li> </ul>
<b>Motion 22-13</b>	<p><b>Goulden</b></p> <p>To send a Letter of Invitation to the President of the Parkland Search &amp; Rescue Group. Carried.</p>
<b>Motion 22-14</b>	<p><b>Brears</b></p> <p>To receive and file the updates provided by Administration. Carried.</p>

## New Business

Animal Control Bylaw Amendment Review	<ul style="list-style-type: none"> <li>• Baptist reviews the Memo included in the Committee package.</li> <li>• Section 3.1- Baptist to look further into licencing the animal rescues under the Bylaw. Baptist will connect with Donna Evans and local animal rescues as the amendment progresses to work together going forward.</li> <li>• Section 46.1 – City to suggest beekeeping group or club, encourage the groups to self-regulate for the local beekeeping project.</li> <li>• Committee members cautioned allowing miniature pigs as they can become feral very quick and do a lot of damage to properties in a very short time.</li> </ul>
Award/Recognitions for Bylaw Officer/CSO	<ul style="list-style-type: none"> <li>• To recognize CSO Kevin Galbraith to be eligible to receive the Saskatchewan Protective Services Medal.</li> <li>• Committee has a discussion and gives feedback.</li> <li>• Committee suggests Mayor to write a supporting letter or memo to send to the protocol office.</li> <li>• Committee is in favour of writing a letter of support as well to send to the Protocol Office.</li> </ul>

	Scott Robertson leaves meeting at 8:05 a.m. QUORUM LOST
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## Department Updates

Fire Department	<ul style="list-style-type: none"> <li>No update was provided.</li> </ul>
RCMP	<ul style="list-style-type: none"> <li>No update was provided.</li> </ul>
Bylaw	<ul style="list-style-type: none"> <li>No update was provided.</li> </ul>
CN Police	<ul style="list-style-type: none"> <li>No update was provided.</li> </ul>
EMS	<ul style="list-style-type: none"> <li>No update was provided.</li> </ul>

## Next Meeting

June 14, 2022 @ 7 a.m.
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The Protective Services Committee Meeting discussion ended at 8:05 a.m.
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Lauretta Ritchie-McInnes

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Lauretta Ritchie-McInnes  
Chairperson

Jen Prysliak

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Jen Prysliak  
Secretary

# Yorkton Public Library Board

## MINUTES

JUNE 8, 2022

4:30 PM

YPL MEETING ROOM

Attendees	Lauretta Ritchie-McInnes, Eileen Dellow, Tami Hall, Malena Vroom, Luba Magis, Juanita Brown, Darcy McLeod (Ex-Officio), Guests: Lonnie Kaal (City Manager), Laura O'Brien (PRL Chairperson)
Regrets	Melinda Sevilla, Councillor Chris Wyatt
Staff, Recording	Amber Harvey, Branch Manager
Call to order	Called to order by Ritchie-McInnes at 4:30 pm
Adjourn	5:55 pm

### Agenda Topics

#### 1. Call to Order

#### 2. Introductions – guests

#### 3. Adoption of Agenda

<b>Motion 22-017</b>	<b>Hall</b> That the agenda be adopted as presented. CARRIED
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#### 4. Minutes of the April 27, 2022 Meeting

Minutes from April 27, 2022 meeting of the Committee were circulated.

<b>Motion 22-018</b>	<b>Vroom</b> That the minutes of April 27, 2022 meeting be approved as presented. CARRIED
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#### 5. Branch Manager Report

The Branch Manager Report submitted by Harvey was discussed.

<b>Motion 22-019</b>	<b>Dellow</b> That the Branch Manager Report is received and filed. CARRIED
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#### 6. Correspondence

None at this time.

#### 7. Financial Report

The Branch Manager distributed the April 5, 2022 Financial Report.

<b>Motion 22-020</b>	<b>Vroom</b> That the April 5, 2022 Financial Report be received and filed. CARRIED
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## 8. Business Arising/Updates

- a. PRL update, AGM – O'Brien summarized the PRL AGM noting that the meeting did not have quorum but the straw vote process was used. To date, almost all of the meeting motions have been ratified. Laura O'Brien of Melville is the new Chairperson and Pam Hall from Bredenburg is the Vice Chairperson.

O'Brien spoke to the City's boundary process and shared that she would like to see the PRL Executive Committee and the City reach an agreement on this matter as quickly and as easily as possible. She has organized tight timelines for the PRL board members to bring forward any questions or concerns regarding the staffing agreement so that matters can move forward. She offered apology that services to YPL have not been received in the past and she is confident that things will be fixed and that communication will improve. These matters, along with the needs of the Library branches and the Branch staff are of high importance. Discussion took place amongst the group regarding the status of the PRL operation.

- b. Boundary Update/City of Yorkton – Kaal thanked O'Brien for her work and the value of the improved communication going forward for the sake of reaching an agreement with the document as presented. Kaal noted that administratively, the City is open to timing and efficiency in moving the process along.

## 9. New Business

- a. Library Safety Issues – McLeod spoke to the worsening state of apparent drug related behavior on the Library premises as reported by the Building Supervisor and the Branch Manager. The facility will continue to be supported on this matter and all other building related issues. McLeod highlighted the history of communication with the RCMP over the last two years and the need for increased support. Kaal spoke to the communication within the City structure and will bring forward the matter through her channels. Harvey noted that all incidents are documented. McInnes suggested that all suspected activity be logged for a three-month period so that data can be gathered from the staff on what they believe to be happening. McLeod will set up a meeting with the RCMP Operations Manager to address what can be done to improve this matter.

## 10. In-Camera

Amber Harvey left the meeting at 5:57 pm.

<b>Motion 22-021</b>	<b>Brown</b> That this meeting begin in-camera at 5:48 pm. CARRIED
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<b>Motion 22-022</b>	<b>Hall</b> That this meeting to resume in open at 5:51 pm. CARRIED.
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## 11. Adjournment

<b>Motion 22-023</b>	<b>Magis</b> That the meeting of the Yorkton Public Library Board be adjourned at 5:55 pm. CARRIED.
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Lauretta Ritchie-McInnes

CHAIRPERSON

Lauretta Ritchie-McInnes

Amber Harvey

RECORDING SECRETARY

Amber Harvey

# Protective Services Committee

## MINUTES

14, June 2022

7:00 AM

In-Person & Zoom

Attendees	Councillor Dustin Brears, Laurretta Ritchie-McInnes, Nicole Baptist, Michelle Goulden, CN Constable Hank Neumiller, Dale Hintz, Fire Chief Trevor Morrissey, Andrew Sedley, Mayor Mitch Hipsley, Greg Klingspon, Staff Sgt. Burton Jones, Terri-Ann Lepowick
Regrets	Donna Evans, Larry Pearen, Scott Robertson
Absent	Kelly Prime
Recording	Jen Prysliak
Call to order	7:00 a.m.
Adjourn	7:58 a.m.

## Agenda Topics

### Approval of Agenda

<b>Motion 22-15</b>	<b>Brears</b> The agenda be approved as circulated. Carried.
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### Minutes of the April 12, 2022 Meeting

Discussion	Minutes from the Committee meeting of April 12, 2022 were circulated.
<b>Motion 22-16</b>	<b>Klingspon</b> The minutes of April 12, 2022 Committee meeting be approved as circulated. Carried.

### Correspondence

Bully Proof Workshop Event	Baptist passing along the event information found on Facebook. The Committee to advertise on social media for awareness.
<b>Motion 22-17</b>	<b>Mayor Hipsley</b> To receive and file the correspondence. Carried.

### Unfinished Business

Play and School Zone Review Update	<ul style="list-style-type: none"><li>Verbal report from Baptist. Traffic Bylaw was approved by Council and school zone speed times are set at 8:00 a.m. – 10:00 p.m. and 30 km/h in elementary/play zones and 40 km/h in high school zones.</li><li>Approx. 200 new signs going up in June.</li><li>School Zone Campaign, extra enforcement in school zones and 30km/h to take effect in September.</li></ul>
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Harm Reduction	<ul style="list-style-type: none"> <li>Meeting with SK Health June 14<sup>th</sup>, regarding more bins needed as there are higher needles in residences calls coming in.</li> <li>At the SUMA convention, harm reduction and mental health was the top topic.</li> <li>Currently working on the Harm Reduction project.</li> </ul>
Supporting Voyent Alert Marketing Plan	<ul style="list-style-type: none"> <li>The Voyent Alert App is on the City of Yorkton website for public.</li> <li>Positive feedback on social media.</li> <li>Hold quarterly meetings on Voyent for Administrators to discuss alerts and updates.</li> <li>Looking into monthly Voyent Alert App setup programs at the library.</li> <li>Fire Prevention Week (October 9-15) – plan to go to Senior Citizen Centers to setup the App for them.</li> </ul>
Regionalized Fire	<ul style="list-style-type: none"> <li>Working with departments/province to look for ways for the province to help.</li> <li>Meeting with R.M.'s on training to enhance resources, expanding out to Canora.</li> <li>Everything is moving along very well, good progress.</li> </ul>
Award Recognition for Bylaw Officer/CSO	<ul style="list-style-type: none"> <li>Letter of support from PSC.</li> <li>Request change to the Saskatchewan Protective Services Medal list of eligible recipients to include Bylaw Enforcement Officers.</li> <li>Mayor Hipsley agreed to send a letter of support on his behalf.</li> <li>Chairperson of the PSC Laretta Ritchie-McInnes accepts letter of support on her behalf.</li> </ul>
<b>Motion 22-18</b>	<p><b>Mayor Hipsley</b></p> <p>To send a Letter of Support directly from the Protective Services Committee to the Government of Saskatchewan Protocol Office to expand the list of eligible recipients to include Bylaw Enforcement Officers. Carried.</p>
CAA School Safety Patrollers Presentation	<ul style="list-style-type: none"> <li>The presentation was presented to Council by students.</li> <li>Discussion continues on having the Emergency Services visit each school, to support and acknowledge their contribution to the community.</li> <li>New School Zone Campaign – Incorporate the Safety Patrollers.</li> </ul> <p>Greg Klingspon leaves meeting at 7:58 a.m. QUORUM LOST</p>

## Next Meeting

September 13, 2022 @ 7 a.m.

The Protective Services Committee Meeting adjourned at 7:58 a.m.

Lauretta Ritchie-McInnes

Lauretta Ritchie-McInnes  
Chairperson

Jen Prysliak

Jen Prysliak  
Secretary



# Planning and Infrastructure Commission

## MINUTES

AUGUST 17, 2022

7:00 A.M.

MEETING ROOM A,  
CITY HALL

Attendees	<b>Chairperson:</b> Eugene Fedorowich <b>Councillors:</b> Councillor Quinn Haider, Councillor Randy Goulden, Mayor Mitch Hipsley <b>Members:</b> Amit Patel, Eugene Fedorowich, Eleanor Shumay, Glen Tymiak, Patricia Zaryski, Doug Forster, Isabel O'Soup (via Zoom)
Staff	René Richard – Director of Engineering and Asset Management Michael Eger – Director of Planning, Building and Development Carleen Koroluk – Land Use Planner
Regrets	<b>Councillors:</b> <b>Members:</b> Gordon Gendur, Mike Popowich <b>Staff:</b>
Absent	<b>Councillors:</b> <b>Members:</b> <b>Staff:</b>
Recording	Kateryna Gnatiuk
Call to order	7:01 a.m.

## ADOPTION OF AGENDA

Discussion	There were no additional items to add to the Agenda.
<b>Motion 14-2022</b>	<b>Tymiak</b> That the agenda be approved as presented. <b>Carried Unanimously.</b>

## DECLARATION OF CONFLICT OF INTEREST

Discussion	None.
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## APPROVAL OF MINUTES

Discussion	Minutes of the July 27, 2022 Planning and Infrastructure Commission Meeting were circulated with the agenda package.
<b>Motion 15-2022</b>	<b>Zaryski</b> That the Minutes of the July 27, 2022 Planning and Infrastructure Commission Meeting be approved. <b>Carried Unanimously.</b>

## OLD BUSINESS

Discussion	None.
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## NEW BUSINESS

<b>1. Bylaw No. 13/2022 – Amend Zoning Bylaw No. 14/2003 by Rezoning 56 South Front Street from C-1 City Centre Commercial to MI-1-CZ Light Industrial – Contract Zone</b>	
Discussion	<ul style="list-style-type: none"><li>- Koroluk presented a report about the rezoning portion of 56 South Front Street from City Centre Commercial to Light Industrial – Contract Zone. The Commission discussed the benefits of development in this area noting the positive effect that development would have on that site.</li></ul>
<b>Motion 16-2022</b>	<b>Shumay</b> <b>Bylaw No. 13/2022, to amend Zoning Bylaw No. 14/2003 by rezoning a portion of 56 South Front Street from C-1 City Centre Commercial to MI-1-CZ Light Industrial – Contract Zone, be recommended for approval to City Council.</b> <b>Carried Unanimously.</b>

## BUSINESS FROM THE FLOOR

Discussion	<ul style="list-style-type: none"><li>- Discussion success of tax abatement for new builds.</li><li>- Richard provided updates on the building site, water, and sewer in Deer Park. He also reported about the completion of construction on Smith Street and the pavement on Ball Road.</li><li>- Richard gave an update on the design for York Road.</li><li>- Members questioned about Gladstone Avenue South. Richard explained that reconstruction may be possible after the finishing of the York Road Project.</li></ul>
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	<ul style="list-style-type: none"> <li>- There was also discussion around York Lake Road. Mayor Hipsley explained the agreement details, monetary contribution, and responsibility between Yorkton Lake Authority and the City of Yorkton regarding York Lake Road.</li> </ul>
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## NEXT MEETING

	Wednesday, September 7, 2022 at 7:00 a.m. at City Hall Meeting Room A
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## ADJOURNMENT

<b>Motion 17-2022</b>	<b>Forster</b> That the meeting be adjourned at 08:03 a.m. <b>Carried Unanimously.</b>
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## SIGNATURE OF MINUTES

<b>Chairperson</b>	<u>Eugene Fedorowich</u> <b>Eugene Fedorowich</b>
<b>Recording Secretary</b>	<u>Kateryna Gnatiuk</u> <b>Kateryna Gnatiuk</b>

**From:** [Jessica Matsalla](#)  
**To:** [Darran Teneycke](#)  
**Cc:** [Amanda Dietz](#)  
**Subject:** RE: Oct 3rd City Council PowerPoint Presentation  
**Date:** Tuesday, September 20, 2022 4:47:23 PM

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Thanks so much Darran, yes October 3 should work just fine for this.  
We will be in touch.

Jessica

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**From:** Darran Teneycke [REDACTED]  
**Sent:** Tuesday, September 20, 2022 2:31 PM  
**To:** Jessica Matsalla [REDACTED]  
**Subject:** Oct 3rd City Council PowerPoint Presentation

**CAUTION: External Email**

Hi Jessica,

I have attached the PowerPoint that I would use if I can present at the October 3<sup>rd</sup> City Council Meeting.

The title of my presentation would be Youth Resiliency Project Update.

I look forward to hearing back from you on whether this date will work.

Have a great day!

Darran Teneycke  
SIGN Community Youth Worker  
Life Skills  
345 Broadway St. West  
Yorkton, Saskatchewan, S3N 0N8  
Cell: [REDACTED]  
Email [REDACTED]



Visit [www.signyorkton.ca](http://www.signyorkton.ca)

Facebook and Instagram [@signyorkton](#)

SIGN [acknowledges](#) it provides services on Treaty 4 territory and the homeland of the Metis.

# Youth Resiliency Project

## Yorkton's Developmental Asset Profile Survey Results



Support



Empowerment



Boundaries &  
Expectations



Constructive Use of Time



Commitment to Learning



Positive Values



Social Competencies



Positive Identity



# Youth Resiliency Project Objectives



Cultivate  
Community  
Readiness,  
Energy &  
Commitment



Positive Youth  
Development











Risk Reduction



Effective  
Treatment  
& Support  
for Youth  
with  
Greater  
Needs

# Progress To This Point

-  Support
-  Empowerment
-  Boundaries & Expectations
-  Constructive Use of Time
-  Commitment to Learning
-  Positive Values
-  Social Competencies
-  Positive Identity

1. **Developmental Asset Profile** Survey was completed in the spring with students in grades 6-12.
2. Received a commitment from **17 Community Based Organizations or Ministry Departments** to be part of Yorkton's Alliance of Asset Champions.
3. A number of workshops have been provided to various schools and community-based organizations called **Everyone's An Asset Builder**.
4. Facilitated community feedback sessions with Community-Based organizations, School Community Councils and school staffs.
5. Feedback sessions have started with youth discussing survey results.

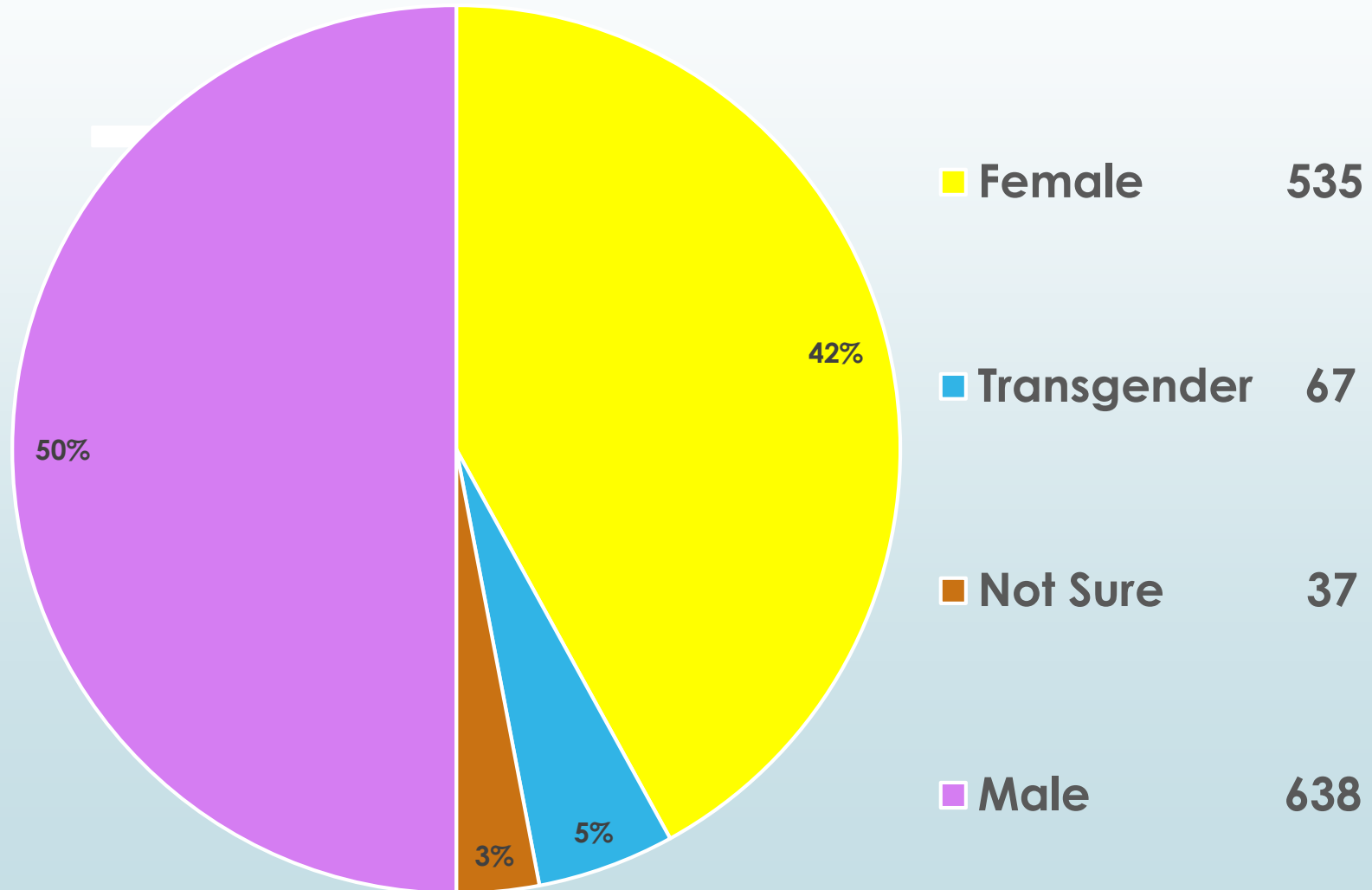
# Developmental Asset Profile Survey

- The Developmental Asset Profile survey (DAP) is a 58 question survey that asks students about their experiences with their family, school and community.
- Questions are categorized into Asset categories and contexts.
- Youth responded to the questions by checking off the following boxes:
  - Not at All or Rarely
  - Somewhat or Sometimes
  - Very or Often
  - Extremely or Almost Always
- All schools gave permission to administer the DAP.
- 1406 students were surveyed with 1280 surveys considered valid.



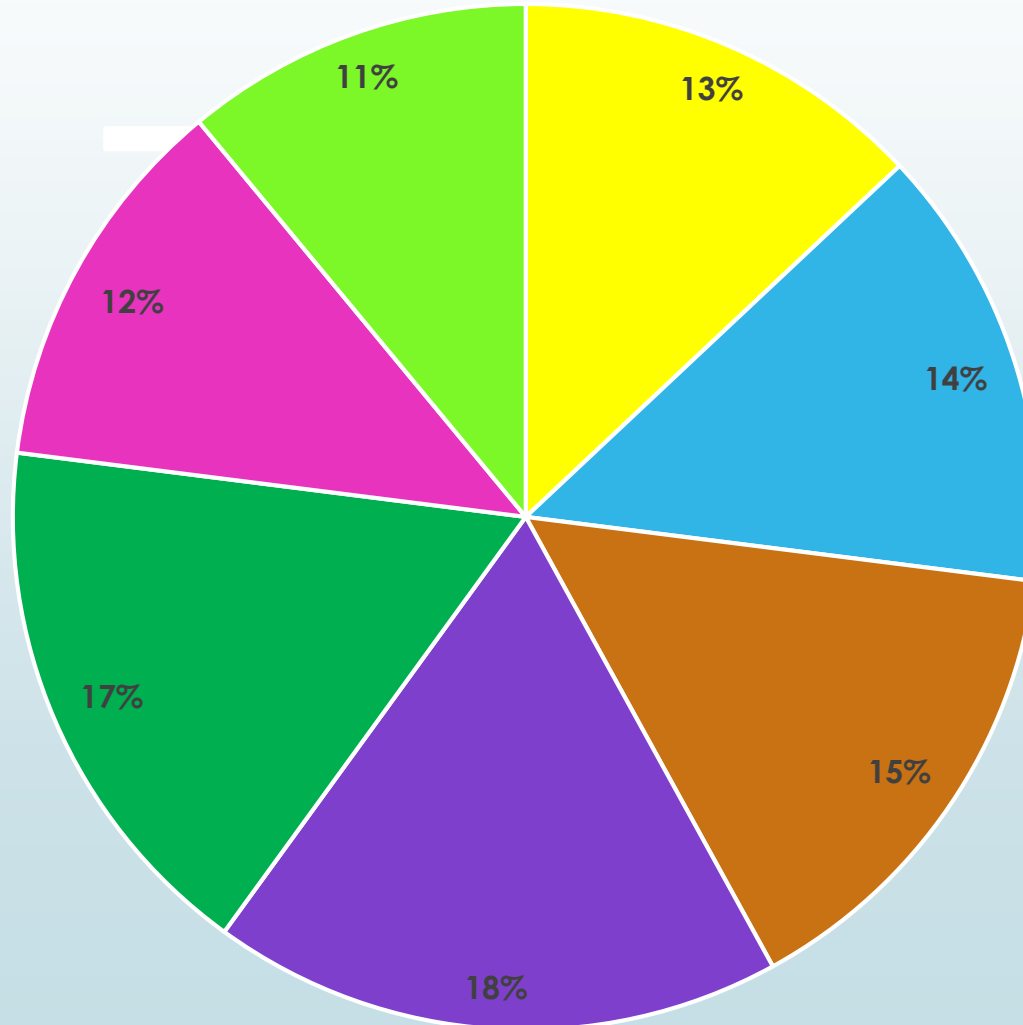
# Community Profile

Gender



# Community Profile

Percent of Students Surveyed in Each Grade

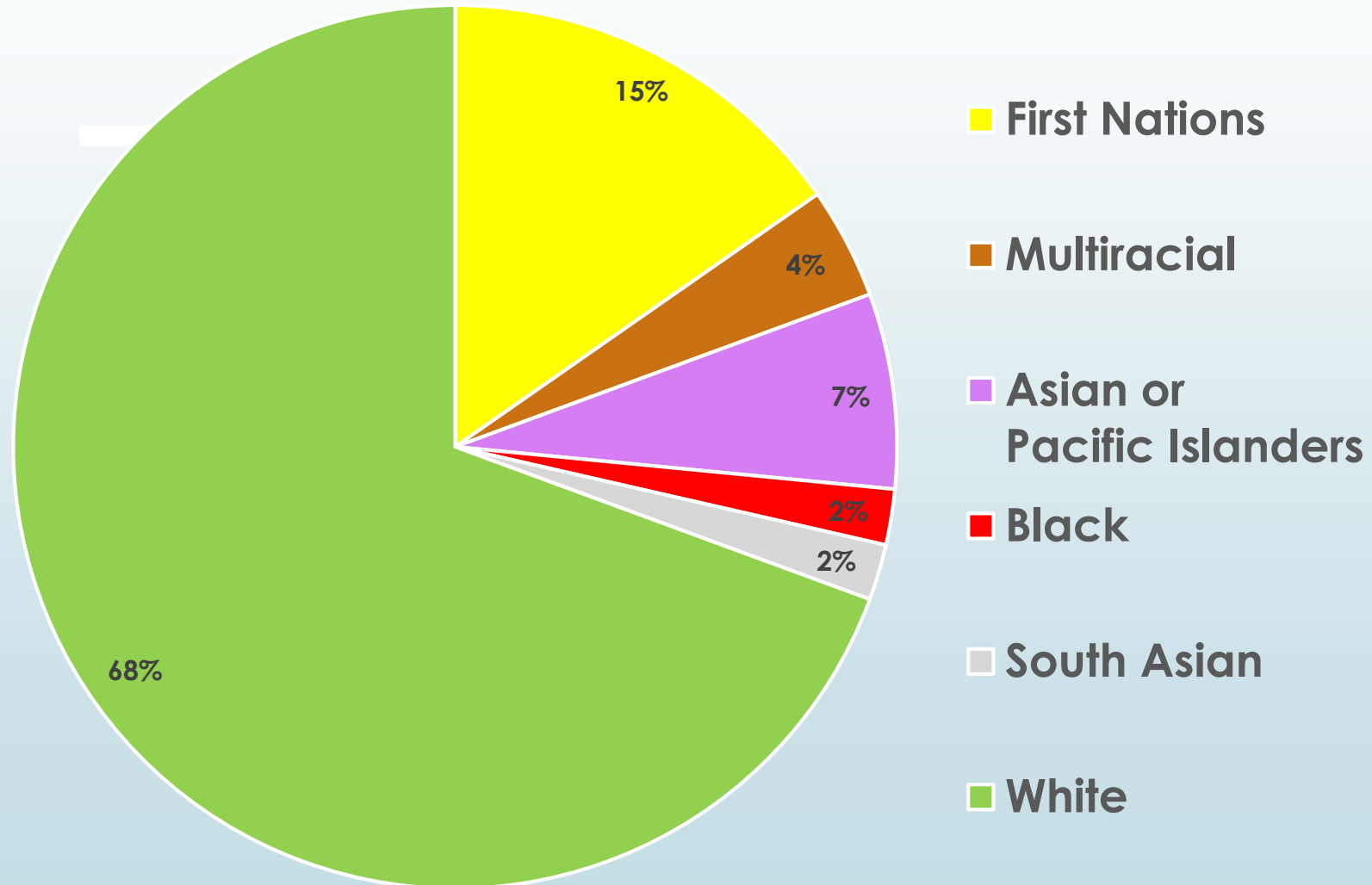


Number of Youth Surveyed

Grade 6	167
Grade 7	176
Grade 8	194
Grade 9	235
Grade 10	212
Grade 11	151
Grade 12	139

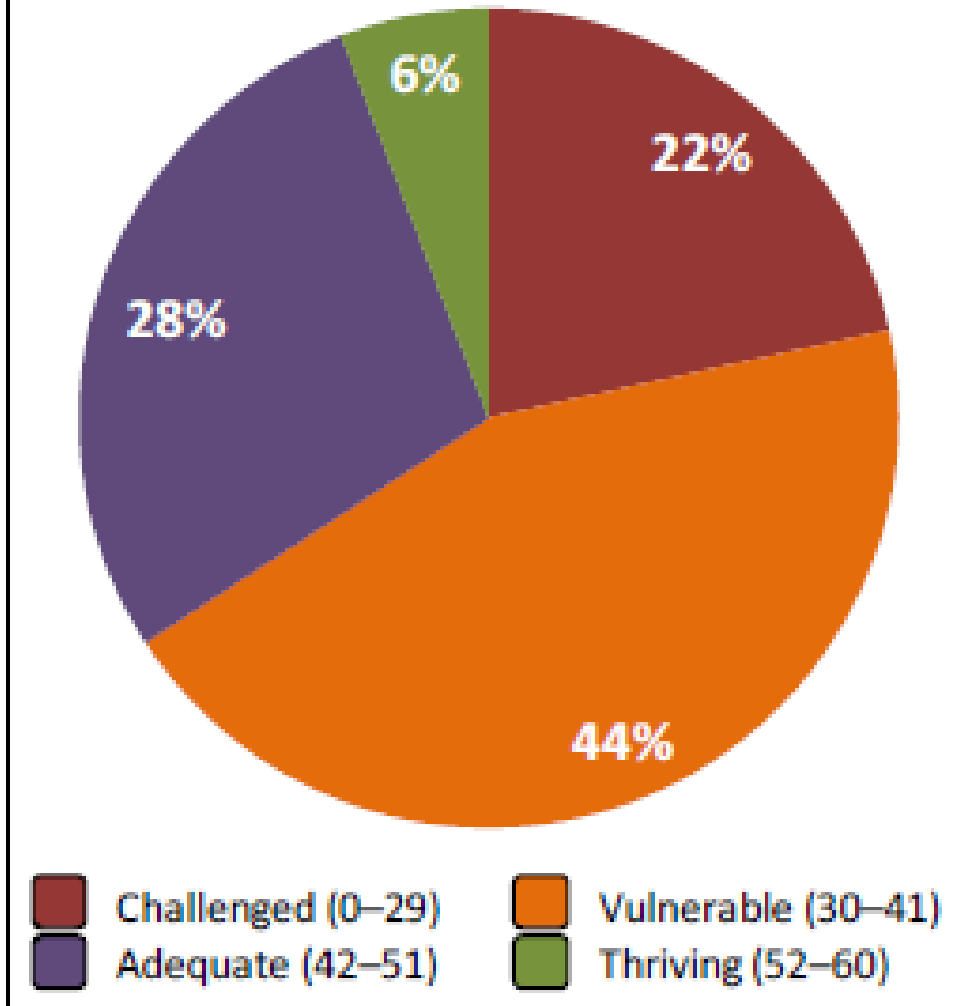
# Community Profile

Ethnic Identification



# Community DAP Composite Asset Score

**Figure 1: Your Young People's  
Composite Assets Score**



The survey reveals that 34% of youth scored in the Adequate and Thriving levels combined.

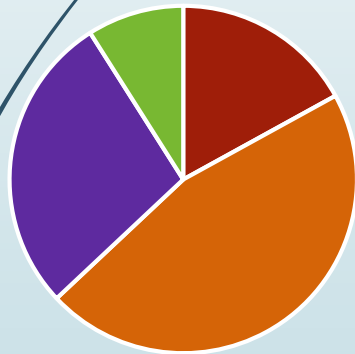
On the other end of the spectrum, 22% of our youth scored in the lowest category (Challenged).

# Community DAP Composite Asset Score According to Gender

Overall Asset Levels by Selected Demographics

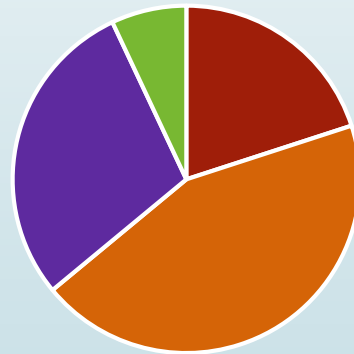
		Challenged (Range: 0-29)	Vulnerable (Range: 30-41)	Adequate (Range: 42-51)	Thriving (Range: 52-60)
Gender					
Female	535	17%	46%	28%	9%
Male	638	20%	44%	29%	7%
Transgender	67	49%	36%	15%	0%
Not Sure	37	54%	41%	3%	3%

Female



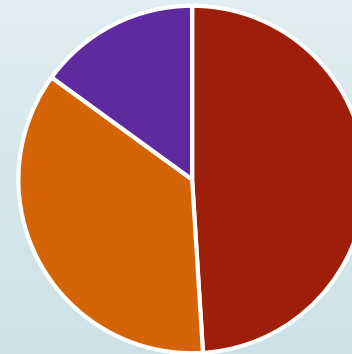
■ Challenged
 ■ Vulnerable
 ■ Adequate
 ■ Thriving

Male



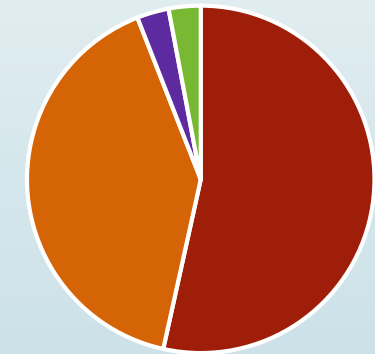
■ Challenged
 ■ Vulnerable
 ■ Adequate
 ■ Thriving

Transgender



■ Challenged
 ■ Vulnerable
 ■ Adequate
 ■ Thriving

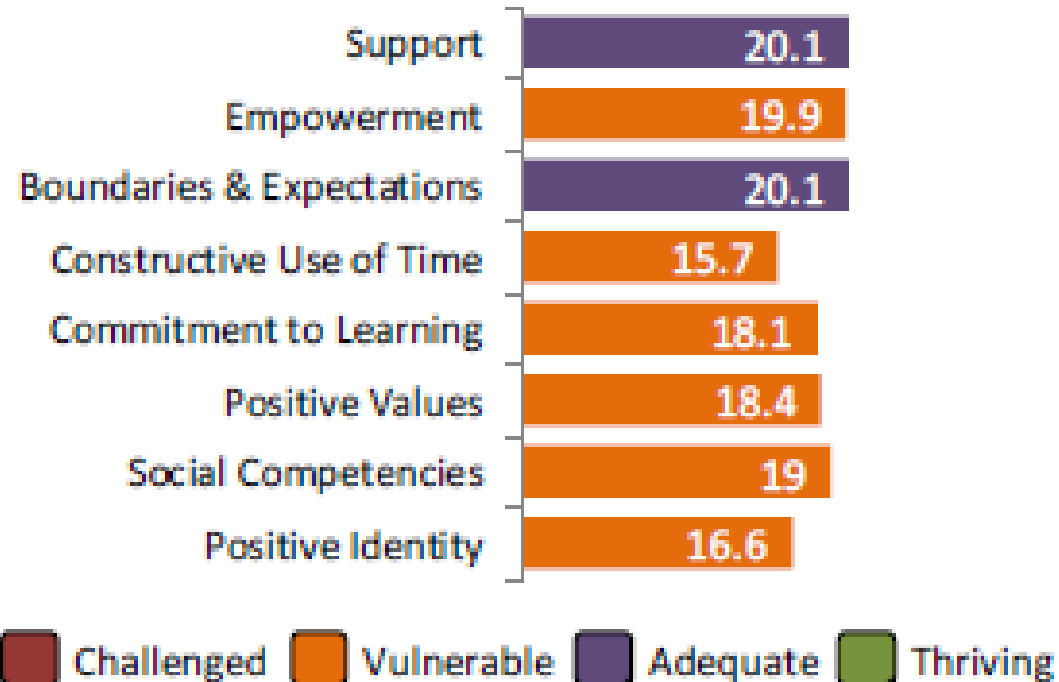
Not Sure



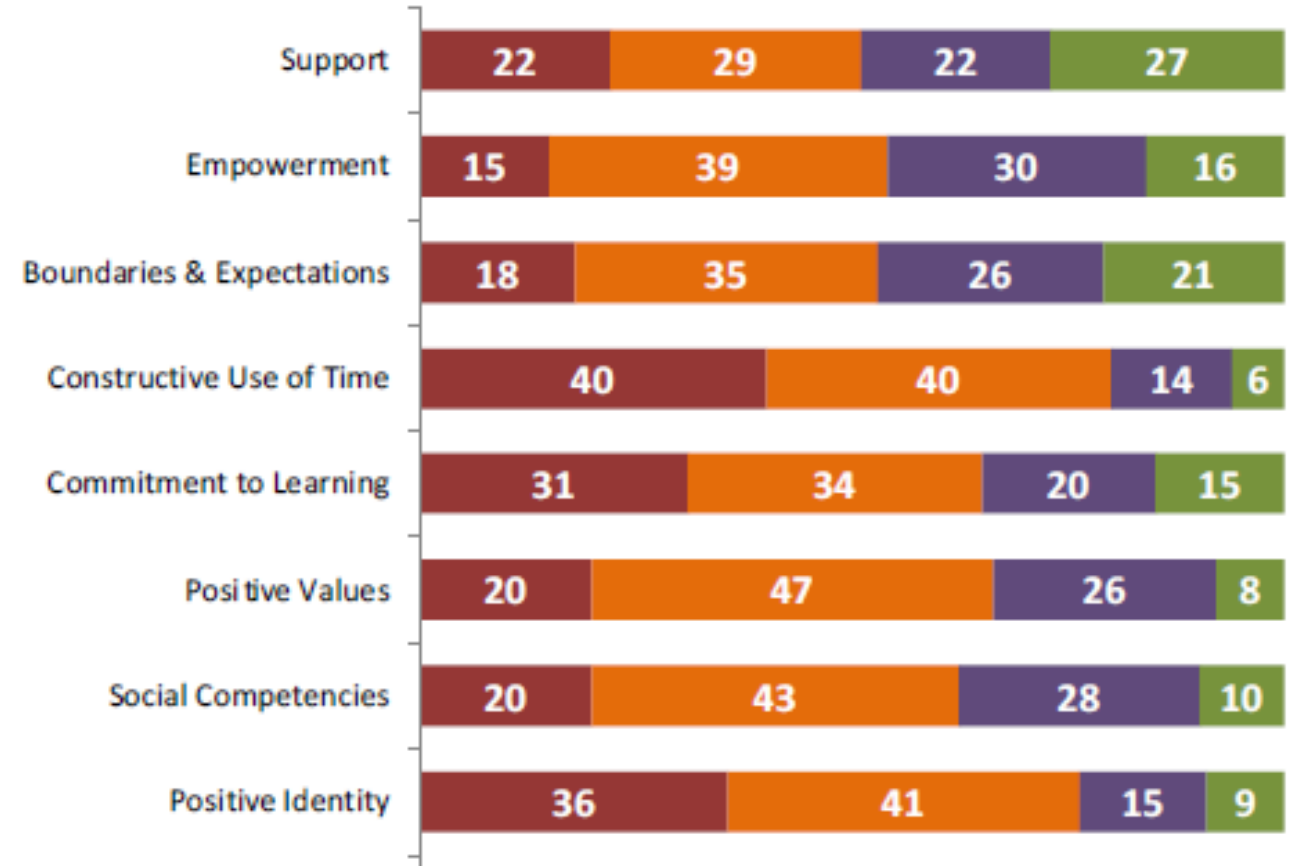
■ Challenged
 ■ Vulnerable
 ■ Adequate
 ■ Thriving

# Community Asset Category Scores

Figure 3: Asset Category Scores



DAP Score Distribution

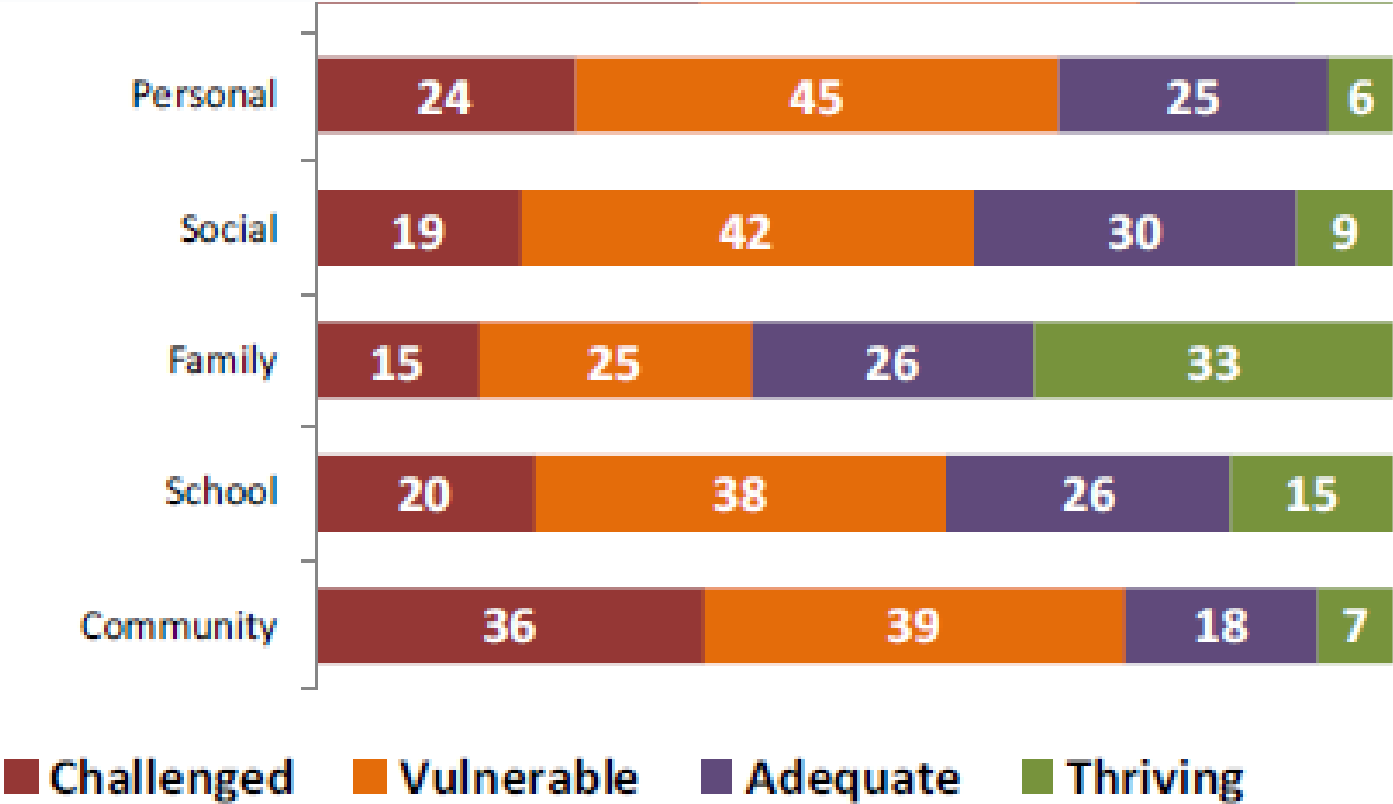
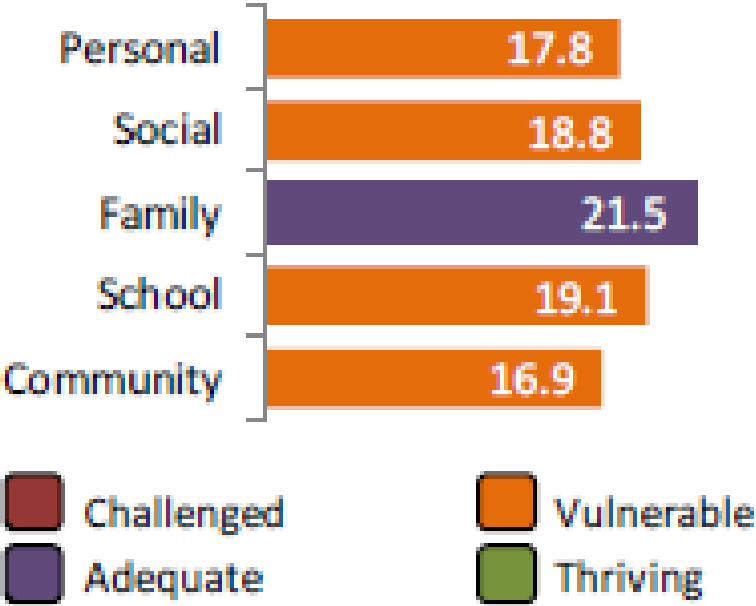


Challenged range (0-14)  
Vulnerable range (15-20)  
Adequate range (21-25)  
Thriving range (26-30)

Does the distribution of the different categories reflect what you've seen with youth in the community or your program?

# Community Asset Context Scores

**Figure 4: Mean Scores for 5 Asset-Building Contexts (Range: 0–30)**



The table shows the percentages of youth who score on each asset-building context fall into each level. SEARCH indicates that typically you would expect to see between 5 and 15 percent scoring in the “challenged” and “thriving” range.

# Plan for 2022-2023



Support



Empowerment



Boundaries &  
Expectations



Contructive Use of Time



Commitment to Learning



Positive Values



Social Competencies



Positive Identity

- 1. Gather feedback from youth on the survey results.**
- 2. Creation of the Yorkton Alliance of Asset Champions comprised of youth and adults from the community.**
- 3. Provide more community information sessions to share survey results.**
- 4. Creation of a Community Plan.**





Support



Empowerment



Boundaries &  
Expectations



Contructive Use of Time



Commitment to Learning



Positive Values



Social Competencies



Positive Identity

# Thank you

## APPENDIX 2: RESPONSES ON ALL DAP SURVEY ITEMS IN YOUR STUDY

Below are the percentages that show how youth in your study responded to each survey item in the *Developmental Assets Profile*. These items are all used to create the measures of the asset categories and asset-building contexts that are the focus of this report. Results on individual items can be useful in exploring what aspects of each category or context tended to be stronger or weaker; however, it's important to remember that the total scales are more reliable in understanding the patterns of young people's lives.

<i>Developmental Assets Profile</i> Items	Not at all or Rarely	Somewhat or Sometimes	Very or Often	Extremely or Almost Always
1. I tell other people what I believe in.	4%	34%	45%	18%
2. I feel in control of my life and future.	7%	32%	43%	19%
3. I feel good about myself.	11%	34%	39%	16%
4. I say no to things that are dangerous or unhealthy.	6%	30%	36%	27%
5. I enjoy reading or being read to.	21%	32%	28%	19%
6. I build friendships with other people.	6%	29%	43%	23%
7. I care about school.	7%	26%	39%	28%
8. I do my homework.	7%	24%	37%	31%
9. I say no to tobacco, alcohol, and other drugs.	9%	14%	11%	66%
10. I enjoy learning.	7%	41%	40%	13%
11. I express my feelings in proper ways.	10%	40%	40%	9%
12. I feel good about my future.	7%	29%	44%	21%
13. I ask my parents for advice.	14%	27%	37%	22%
14. I deal with disappointment without getting too upset.	12%	44%	35%	9%
15. I find good ways to deal with things that are hard in my life.	5%	38%	45%	12%
16. I think it is important to help other people.	3%	12%	47%	38%
17. I feel safe at home.	2%	12%	29%	57%
18. I plan ahead and make good choices.	4%	26%	48%	22%
19. I stay away from bad influences.	6%	23%	40%	31%



Indicates the questions that aligned with the community context results.

<i>Developmental Assets Profile Items</i>	<b>Not at all or Rarely</b>	<b>Somewhat or Sometimes</b>	<b>Very or Often</b>	<b>Extremely or Almost Always</b>
20. I resolve conflicts without anyone getting hurt.	4%	26%	48%	22%
21. I feel valued and appreciated by others.	9%	35%	42%	14%
22. I take responsibility for what I do.	1%	17%	56%	25%
23. I tell the truth even when it is not easy.	4%	34%	47%	15%
24. I accept people who are different from me.	2%	10%	36%	52%
25. I feel safe at school.	5%	21%	46%	27%
26. I am trying to learn new things.	4%	28%	48%	20%
27. I am thinking about what my purpose is in life.	7%	26%	47%	20%
28. I am encouraged to try things that might be good for me.	4%	23%	49%	24%
29. I am included in family tasks and decisions.	5%	22%	46%	27%
30. I am helping to make my school, neighborhood, or city a better place.	11%	39%	38%	12%
31. I am involved in a church, synagogue, mosque, or other religious group.	42%	27%	18%	13%
32. I am developing good health habits.	5%	30%	45%	19%
33. I am encouraged to help others.	3%	19%	51%	28%
34. I am involved in a sport, club, or other group.	19%	16%	23%	42%
35. I am trying to help solve world problems like hunger or disease.	15%	43%	33%	10%
36. I am given useful roles and responsibilities.	6%	28%	48%	19%
37. I am developing respect for other people.	2%	13%	52%	33%
38. I am eager to do well in school and other activities.	4%	20%	39%	37%
39. I am sensitive to the needs and feelings of others.	6%	27%	44%	22%
40. I am involved in creative things such as music, theater, or art.	28%	25%	25%	23%

<i>Developmental Assets Profile Items</i>	Not at all or Rarely	Somewhat or Sometimes	Very or Often	Extremely or Almost Always
41. I am serving others in my community.	17%	41%	33%	9%
42. I am spending quality time at home with my parent(s) when we do things together.	9%	25%	38%	28%
43. I have friends who set good examples for me.	6%	25%	44%	25%
44. I have a school that gives students clear rules.	5%	20%	49%	26%
45. I have adults who are good role models for me.	4%	14%	44%	38%
46. I have a safe neighborhood.	3%	15%	39%	43%
47. I have parent(s) who try to help me succeed.	2%	10%	31%	56%
48. I have good neighbors who care about me.	18%	25%	33%	25%
49. I have a school that cares about kids and encourages them.	6%	18%	44%	32%
50. I have teachers who urge me to develop and achieve.	4%	17%	46%	32%
51. I have support from adults other than my parent(s).	6%	23%	40%	31%
52. I have a family that provides me with clear rules.	4%	15%	42%	39%
53. I have parent(s) who urge me to do well in school.	3%	9%	34%	55%
54. I have a family that gives me love and support.	3%	11%	30%	56%
55. I have neighbors who help watch out for me.	23%	29%	29%	18%
56. I have parent(s) who are good at talking with me about things.	10%	20%	32%	38%
57. I have a school that enforces rules fairly.	8%	26%	44%	21%
58. I have a family that knows where I am and what I am doing.	3%	14%	39%	44%



**Public Notice**

**Discretionary Use Application for Contractor Facility**  
**in CMI-1 Commercial – Industrial Transitional Zoning District**  
**243 Myrtle Avenue**



**Legal Description:** Lot 76, Blk/Par 6, Plan 00Y00270  
**Civic Address:** 243 Myrtle Avenue  
**Proposed Use:** Contractor Facility

**Details:** The applicant proposes to utilize the building to store equipment and products related to the installation of residential and commercial concrete and epoxy coatings, install epoxy coatings on countertops and display countertop and flooring samples and handmade epoxy items.

**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, October 3, 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, September 28, 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](mailto: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](mailto:ckoroluk@yorkton.ca)

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Location: Yorkton Fire Hall  
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- NFPA 472  
- ICS 100

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**Course Start Date**  
November 14, 2022

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**GENERAL INQUIRIES: 306-786-1700**

Mayor's Office.....306-786-1701	City Cemetery.....306-786-1750	Parks, Playgrounds, trees,
After Hours Emergency.....306-786-1760	City Manager.....306-786-1703	Outdoor Spaces.....306-786-1750
Access Communication	City RCMP.....306-786-2400	Program Registrations.....306-786-1740
Water Park.....306-786-1740	Engineering Department.....306-786-1710	Property Sales.....306-786-1730
Yorkton Airport.....306-786-1730	Environmental Services.....306-828-2470	Public Works.....306-786-1760
Building Services.....306-786-1710	Fire Hall.....306-786-1795	Recreation & Community
Bylaw Control.....306-786-1725	Gallagher Centre.....306-786-1740	Service.....306-786-1750
Central Bookings; Indoor & Outdoor	Gloria Hayden	Tax Department.....306-786-1736
Facility Rentals.....306-786-1740	Community Centre.....306-786-1750	Water Billing Department.....306-786-1726
City Clerk.....306-786-1717		



<b>TITLE: Discretionary Use - DU04-2022</b> <b>Contractor Facility at 243 Myrtle Avenue</b> <b>(CMI-1 Commercial-Industrial Transitional)</b> <b>Council Report #2 – Public Hearing</b>	DATE OF MEETING: October 3, 2022
	REPORT DATE: September 27, 2022
CLEARANCES:  <b>Michael Eger</b>  Michael Eger - Director of Planning, Building & Development	ATTACHMENTS: 1. Council Report from September 19, 2022
Written by: Carleen Koroluk - Planner <b>Carleen Koroluk</b>	
Reviewed by: Jessica Matsalla - City Clerk <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager <b>Lonnie Kaal</b>	

### **Summary of History/Discussion:**

This report is in response to a Development Permit application for a Contractor Facility use at 243 Myrtle Avenue. The business proposes to utilize the building and site to store equipment and products related to the installation of residential and commercial concrete and epoxy coatings, install epoxy coatings on countertops and display countertop and flooring samples and handmade epoxy items. Review and analysis of the request was presented to Council on September 19, 2022 and a copy of the report is attached for reference (see Attachment 1).

### **Administrative Review:**

Contractor Facilities are listed as a Discretionary Use in the CMI-1 Commercial-Industrial Transitional zoning district and, under *The Planning and Development Act, 2007*, requires Council authorization following the Discretionary Use process for Administration to issue a Development Permit

The proposed development has not given rise to any safety concerns and due to the small number of employees on site and limited delivery and client traffic, Administration is supportive of the application.

### **Public Notice:**

Council authorized Administration to proceed with the Public Notice process at the September 19, 2022 meeting. As such, the proposed discretionary use was advertised and circulated in accordance with the public notification requirements of the City of Yorkton, including

advertisement in the local newspaper, at City Hall and on the City website. In addition, pursuant to *The Planning and Development Act, 2007*, a direct mail-out was sent to twenty-nine (29) owners of property within 75 metres (250ft) of the subject property.

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

### **Planning & Infrastructure Commission**

The application was referred to the Planning and Infrastructure Commission at the September 21, 2022 meeting and the Commission carried a resolution recommending Council approval of the application.

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

1. That Discretionary Use application DU04-2022 which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003 at 243 Myrtle Avenue, legally described as Lot 76; Block 6; Plan 00Y00270, be approved and that the Development Officer be authorized to issue a Development Permit;
2. That Discretionary Use application DU04-2022 which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003 at 243 Myrtle Avenue, legally described as Lot 76; Block 6; Plan 00Y00270, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

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

1. That Discretionary Use application DU04-2022 which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003 at 243 Myrtle Avenue, legally described as Lot 76; Block 6; Plan 00Y00270, be approved and that the Development Officer be authorized to issue a Development Permit.

## Attachment 1 – Council Report from September 19, 2022



### REPORT TO COUNCIL

<b>TITLE: Discretionary Use DU04-2022 – Contractor Facility at 243 Myrtle Avenue (CMI-1 Commercial – Light Industrial Transitional)</b>  <b>Public Notice Authorization</b>	DATE OF MEETING: September 19, 2022
	REPORT DATE: September 14, 2022
	ATTACHMENTS: 1. Key Plan 2. Zoning District 3. Summary of Discretionary Use Process 4. Description of Use Letter 5. Site Plan 6. Public Notice
CLEARANCES: <b>Michael Eger</b> Michael Eger – Director of Planning, Building & Development	
Written by: Carleen Koroluk <b>Carleen Koroluk</b>	
Reviewed by: Jessica Matsalla - City Clerk <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager <b>Lonnie Kaal</b>	

#### **Summary of History/Discussion:**

This report is in response to a Development Permit application for a Contractor Facility use at 243 Myrtle Avenue (see Attachment 1).

The subject property is zoned CMI-1 Commercial – Light Industrial Transitional (see Attachment 2) and Contractor 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).

#### **Administrative Review:**

The applicant, Immortal Concrete Ltd, is an existing business who has recently relocated to the subject property from a previous leased location in the Light Industrial zoning district. The Applicant was unaware of the Development Permit requirement before entering into a lease and relocating to the subject property. Submission of a Business Licence application drew attention to the relocation and the Applicant was advised of the Discretionary Use Development Permit requirement.

The Zoning Bylaw defines Contractor Facilities as:

*“A development used for the provision of building construction, landscaping, concrete, electrical, excavation, drilling, heating, plumbing, paving, road construction, sewer or similar services of a construction nature which require on-site storage space for materials construction equipment or*

Discretionary Use DU04-2022 - 243 Myrtle Ave – Contractor Facility in CMI-1  
Page 1 of 9



## Attachment 1 – Council Report from September 19, 2022 – Continued

*vehicles normally associated with the contractor service. Any sales area shall be accessory to the principal general contractor service use only. This use class does not include professional, financial and office support services."*

While the Zoning Bylaw does not contain specific Discretionary Use requirements for Contractor Facilities, applications are typically more favourably considered where it can be demonstrated that their location is appropriate to the site 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.

The Applicant has provided a Description of Use Letter (see Attachment 4) explaining that the business predominantly provides concrete installation services at specific job sites and that concrete is supplied by other manufacturers. They do not manufacture or produce concrete.

Business carried out at this location primarily consists of storage space for products and equipment with minimal counter top coatings performed indoors. The rear of the site is partially fenced and provides adequate room for trailer storage and off street parking (see Attachment 5).

The applicant has advised that epoxy products used on site do not emit odors, are non toxic and are compliant with Canadian VOC (Volatile Organic Compound) codes. Countertop construction produces minimal noise while utilizing skill saws and drills.

Currently, the business employs two full time employees and one part-time employee.

As reported to Council on previous occasions, Myrtle Avenue is a mixed-use area and the long term objective would be to transition the street to Commercial uses. However, the proposed light industrial use will have a low impact and will generate very little noise, traffic movements or heavy traffic.

### **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 (see Attachment 6).

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.

Discretionary Use DU04-2022 - 243 Myrtle Ave – Contractor Facility in CMI-1  
Page 2 of 9

## **Attachment 1 – Council Report from September 19, 2022 – Continued**

### **Council Options:**

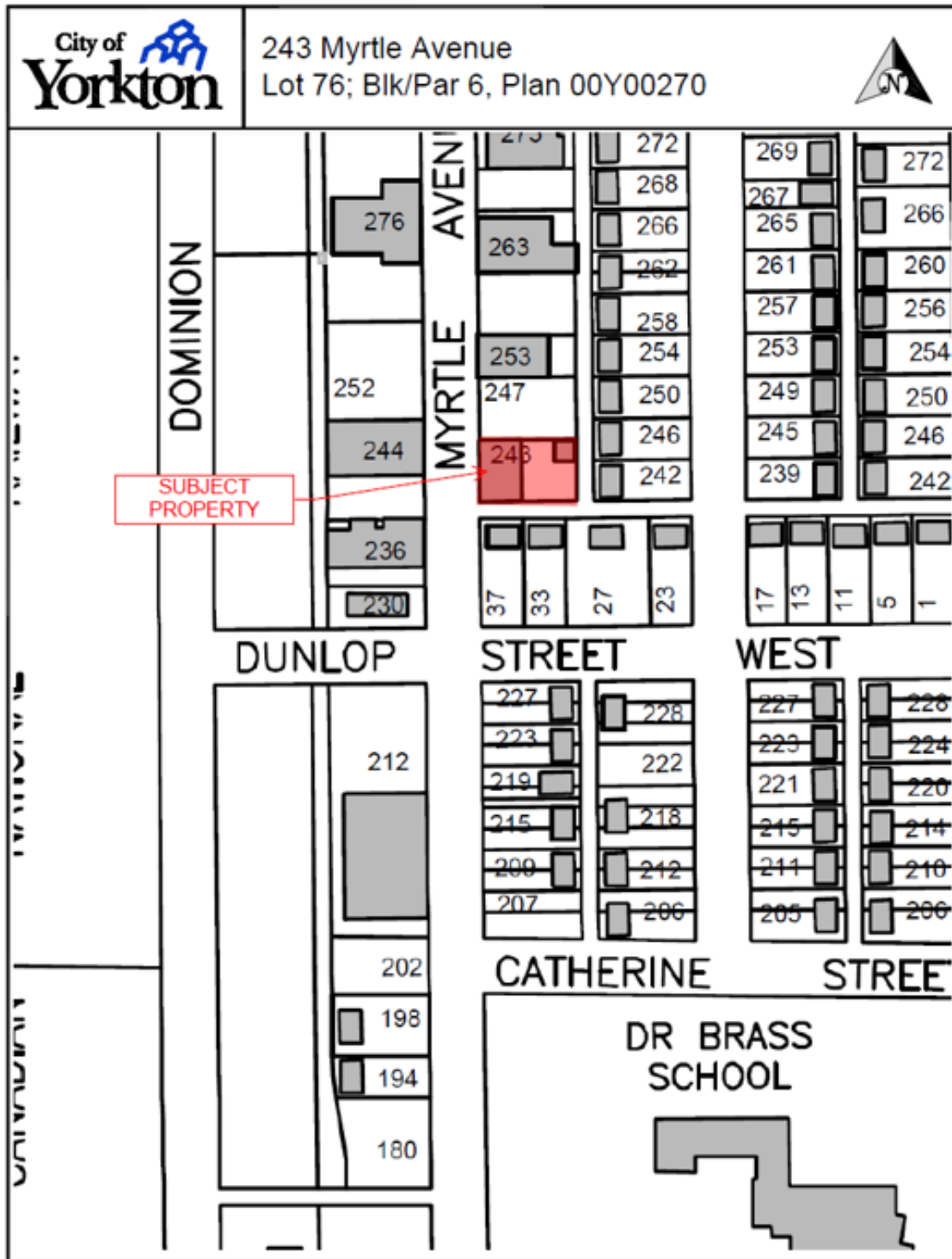
1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU04-2022 which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003, at 243 Myrtle Avenue, and that the application be brought back to Council for its review and decision;
2. That Public Notification for Discretionary Use application DU04-2022, which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003 at 243 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 DU04-2022 which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003 at 243 Myrtle Avenue, legally described as Lot 76; Block 6; Plan 00Y00270, and that the application be brought back to Council for its review and decision.

Attachment 1 – Council Report from September 19, 2022 – Continued

Attachment 1 – Key Plan



Discretionary Use DU04-2022 - 243 Myrtle Ave – Contractor Facility in CMI-1  
Page 4 of 9

Attachment 1 – Council Report from September 19, 2022 – Continued

Attachment 2 – Zoning District



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

Discretionary Use DU04-2022 - 243 Myrtle Ave – Contractor Facility in CMI-1  
Page 5 of 9



## Attachment 1 – Council Report from September 19, 2022 – Continued

### 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 1 – Council Report from September 19, 2022 – Continued

### Attachment 4 – Description of Use Letter

Here at Immortal Concrete Ltd we specialize in the installation of residential and commercial flat work and epoxy coatings. We do preparations to the job sites, followed by the placement of the concrete supplied by a localized concrete manufacturing plant and the concrete is later finished. We offer different finishes that require different machines and tools. Including hand float, broom finish, stamp patterns, and power trowel. Aside from the concrete services we offer we also offer epoxy coatings to counter tops, and commercial and residential floorings. Some of the counter top coatings are done in an area located in the shop, as the process to do these can become quite messy. Aside from the area in the shop that is designated to creating the epoxy countertops, there is also ample storage space for multiple trailers, hand tools, an industrial wood planer, power trowels, tampers, floor grinding machines and heavy-duty vacuums (used for epoxy coatings), epoxy product, epoxy color pods, epoxy supplies, PH balanced cleaning agents, 99% isopropanol, concrete sealers, concrete powdered color, release agents and powdered anti-slip grip agents. Secondary to the shop area itself are two office spaced areas. One is used as an office space for secretarial work and the other that is used as a display room for countertop and flooring samples as well as small epoxy handmade hobby items.

East of the building there is smaller garage/shed. This is used for the storage of concrete screed boards, concrete forms and lumber to create forms. To the west of the shed there is a designated area for staff parking along the north side of the existing fence. The existing fence runs along the north and east sides of the property.

At this time there are no additional plans to make any proposed site improvements.

Attachment 1 – Council Report from September 19, 2022 – Continued

Attachment 5 – Site Plan




Discretionary Use DU04-2022 - 243 Myrtle Ave – Contractor Facility in CMI-1  
Page 8 of 9

Attachment 6 – Public Notice

## Public Notice

**Discretionary Use Application for Contractor Facility  
in CMI-1 Commercial – Industrial Transitional Zoning District  
243 Myrtle Avenue**



**Legal Description:** Lot 76, Blk/Par 6, Plan 00Y00270  
**Civic Address:** 243 Myrtle Avenue  
**Proposed Use:** Contractor Facility

**Details:** The applicant proposes to utilize the building to store equipment and products related to the installation of residential and commercial concrete and epoxy coatings, install epoxy coatings on countertops and display countertop and flooring samples and handmade epoxy items.

**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, October 3, 2022 at 5:00 pm in City Hall Council Chambers, Yorkton, SK.**

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Jessica Matsalla, Director of Legislation & Procedures  
In Person: 37 Third Avenue North, Yorkton, SK  
Via Mail: Box 400, Yorkton, SK S3N 2W3  
Via Email: [jmatsalla@yorkton.ca](mailto:jmatsalla@yorkton.ca)

**Information:** Questions regarding the application may be directed to:

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



<p>TITLE: Off-Street Parking Regulations – Alternative Options</p> <p>Yorkton &amp; District Charities Bingo Association</p>	<p>DATE OF MEETING: October 3, 2022</p>
<p>CLEARANCES:</p> <p><b>Michael Eger</b></p> <p>Michael Eger, Director of Planning, Building &amp; Development</p>	<p>REPORT DATE: September 27, 2022, 10:05 AM</p> <p>ATTACHMENTS:</p> <p>1. Aerial View</p>
<p>Prepared by: Carleen Koroluk, Land Use Planner</p> <p><b>Carleen Koroluk</b></p>	
<p>Reviewed by: Jessica Matsalla – City Clerk</p> <p><b>Jessica Matsalla</b></p>	
<p>Approved by: Lonnie Kaal, City Manager</p> <p><b>Lonnie Kaal</b></p>	

**Summary of History/Discussion:**

This report is in response to a Development Permit application for an “Amusement Establishment – Indoors” use at 22 Betts Avenue. “Amusement Establishments – Indoors” is a permitted use in the C-1 City Centre Commercial zoning district and, based on the size of the development, requires a minimum of four (4) off-street parking spaces. As the property cannot accommodate any legal parking spaces on site, the Property Owner and Applicant are requesting that Council authorize leasing City-owned parking spaces within 120 metres of the subject property pursuant to Section 5.6.1 of Zoning Bylaw No. 14/2003:

*Upon approval by Council, on-site parking requirements may be met through the following alternative methods:*

***5.6.1 – Off-Site Parking:***

*Where a business or person(s) is deficient in the required number of on-site parking spaces, the number of parking spaces needed to meet the requirement may be purchased or leased within 120 metres of the business operation, under the following conditions:*

- A. The owner of the land used for off-site parking shall agree to covenant with the City by an agreement that the site on which the parking spaces are located shall be used for such purposes as long as it is required under the current Bylaw;*
- B. The land purchased or leased must be in the C-1 Zoning District; and*
- C. The Applicant can demonstrate that the walking route to the remote parking is considered to be pedestrian friendly and within a reasonable distance to the principle use and building.*

## **Administrative Review**

The Applicant, Yorkton and District Charities Bingo Association, is a long standing charitable organization who previously operated at another location in the City. Due to unforeseen circumstances in early 2022, a new location was required for the operation. Finding few locations that suited their needs and limited budget, they subsequently entered into a lease agreement with the property owner of 22 Betts Avenue.

The subject property has been vacant for some time (since 2018) and despite the lack of on-site parking, it provides adequate indoor space for the proposed use with relatively few building code upgrades being required, which is a financial benefit to the charitable organization.

The location's close proximity to the City-owned parking lot across the back alley is also noted as a benefit and, as identified in the 2021 City of Yorkton Downtown Parking Review<sup>1</sup>, participation in the City's Leased Parking Space Program would fulfill Zoning Bylaw parking requirements under Section 5.6.1.

In addition to securing the required parking spaces off-site, the Applicant also proposes adjusting their scheduled events to Wednesday – Friday evenings from 5:00pm – 10:00pm, and Saturday and Sunday from 12:00pm – 4:00pm and 5:00pm – 10:00pm, closing on Mondays and Tuesdays, to limit the impact to existing businesses during typical business hours.

City of Yorkton *Our City: Our Future Official Community Plan*<sup>2</sup> (the OCP) Section 1.3 states:

*“Yorkton is large enough to offer visitors opportunities to spend money on goods and services, and is small enough to avoid traffic congestions and to find parking and key businesses easily.”*

Section 4.2.1 with respect to downtown commercial development, states that the following policies address city centre development and future uses:

*“Develop a parking strategy in cooperation with the YBID and review parking standards for the city centre to identify existing and future needs and capacity, problem areas, and options including the feasibility of an elevated off-street parking facility.”*

The OCP further states that *“maximization of parking areas, including joint-use parking arrangements is encouraged.”*

The Downtown Parking Review<sup>1</sup> includes an inventory of public parking options including 363 on-street parking spaces and approximately 183 parking spaces in City owned parking lots.

The City currently has lease agreements with two downtown businesses to secure parking spaces in City owned lots (Speedy Glass – 2 spaces in the Myrtle Avenue lot and The Plum Tree – 4 spaces in the Betts Avenue lot). The lease agreement stipulates that the business is responsible for obtaining and installing signage to identify the leased spaces, as well as enforcement related to the utilization of the spaces.

<sup>1</sup> <https://www.yorkton.ca/en/your-city/resources/Documents/Downtown%20Parking%20Review%20-%20August%202021%20-%20WEB%20READY.pdf>

<sup>2</sup> [https://www.yorkton.ca/en/build-invest-and-grow/resources/Documents/Our-City-Our-Future-OCP\\_package.pdf](https://www.yorkton.ca/en/build-invest-and-grow/resources/Documents/Our-City-Our-Future-OCP_package.pdf)

Higher volume amusement and entertainment establishments such as movie theatres, bowling alleys and bingo halls are permitted uses in the C-1 City Centre zoning district and typically increase the presence and movement of people in the area. From a planning perspective, the higher the number of people in an area, the more chance of visits to other retail spaces and the more possibility of higher sales for these businesses.

Off-street parking is intended to provide patrons and employees with adequate space to park so to conveniently accommodate their use of the development and further so that streets and properties do not become congested with the vehicles of non-patrons. Administration reviews the Zoning Bylaw on an on-going basis and changes are being considered to reduce the number of off-street parking spaces required in various districts. Due to a lack of on-site parking availability in the established downtown area, proposed requirements for redevelopment of existing buildings within the City Centre zoning district may significantly reduce or eliminate the requirement for off-street parking for certain uses.

It is important to note that parking requirements for any development may be appealed to the Development Appeals Board and that an appeal was originally filed requesting that the required parking be waived in its entirety. After further researching the C-1 Parking Alternatives and receiving confirmation that spaces are available for lease in the Myrtle Avenue parking lot, the Property Owner and Applicant are agreeable to providing the required parking spaces off-site to limit the impact to existing businesses during typical business hours and have withdrawn the appeal.

**Options:**

1. That Council approve the provision for the alternative option of required parking spaces being leased within 120 metres of the subject property;
2. That Administration be provided with alternative direction.

**Recommendation:**

That Council approve the alternative option of off-site parking within 120 metres of the business for parking required by Yorkton and District Charities Bingo at 22 Betts Avenue, legally described as Lot 22, Blk/Par 2, Plan 00Y11400 with the required parking spaces being situated at 15 Myrtle Avenue, legally described as Lot 33, Blk/Par 2, Plan 99Y11400 and FURTHERMORE that the Mayor and City Clerk be authorized to enter into the required Parking Agreements with the Property Owner and Developer.

Attachment 1 – Aerial View



TITLE: <b>Stage Two Tax Enforcement – Proceedings for Title</b>	DATE OF MEETING: <b>October 3, 2022</b>
	REPORT DATE: September 23, 2022
CLEARANCES: Ashley Stradeski – Director of Finance <b>Ashley Stradeski</b>	ATTACHMENTS:  1. <b>List of lands eligible for stage two tax enforcement</b>
Written by: Raelyn Knudson – Assessment & Taxation Manager <b>Raelyn Knudson</b>	
Reviewed by: Jessica Matsalla - City Clerk <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager <b>Lonnie Kaal</b>	

## **BACKGROUND**

Each year Administration prepares a List of Lands in Arrears to present to Council. After Council authorization, the list is advertised. After the required time, tax liens are registered against all properties which remain in arrears. This is stage one of the municipal tax enforcement process.

Attachment 1 contains a list of lands in arrears that had tax liens registered in November, 2021. Because the lien has been in effect for longer than six months, they are eligible to be moved to the second stage of enforcement. To proceed, Administration requires Council approval.

## **DISCUSSION/ANALYSIS/IMPACT**

Stage two tax enforcement involves a number of steps that can eventually lead to transferring title of properties to the City of Yorkton. The process works like this:

1. The six month notice is served on the property owners, and anyone with a registered interest in the land that would be affected by transfer of the title to the municipality (ex. Mortgage company). The notice contains information about contesting the claim by the municipality and redeeming the land.
2. After the required six-month waiting period, the City requests consent from the Provincial Mediation Board to make final application for title.
3. When consent is issued by the Provincial Mediation Board, it is registered on title. The 30-day final notice is served on the property owner, and any parties with a registered interest in the land that would be affected by transfer of the title to the municipality.
4. If the land is not redeemed within the 30 days, Administration will bring a report back to Council requesting approval to apply for transfer of title.

Procedures are strictly followed in order to protect the rights of both property owners and the municipality.

The market values of the properties listed exceeds the value of tax arrears. This often prompts the owner or a financial institution with an interest in the property to pay the tax arrears prior to the City of Yorkton taking title.

Administration encourages property owners to contact us and have open conversations about their tax files. Agreements for payment of taxes within a reasonable time can be made. Considering the agreements are honoured, the City will refrain from pursuing further enforcement. If payments default and alternative arrangements are not made, the City has the authority to resume the tax enforcement process.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications as a result of stage two tax enforcement. Allowances are established at the end of each year for outstanding taxes. The allowances are reflected in year-end results and audited financial statements.

Tax enforcement costs are added to the tax roll according to *The Tax Enforcement Act* and *City of Yorkton Tax Enforcement Fees & Timelines Policy No. 40.80*.

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

Administration has an active process of communicating with property owners with respect to outstanding taxes. Correspondence was sent to the property owners in July, 2022 advising them of the consequences of non-payment of arrears. We will continue to notify them as required by legislation.

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

Under provincial legislation, the City of Yorkton is responsible for providing services to its residents, such as protective services, engineering services, roads, administration, parks and recreation, and culture. We rely on property taxes as a major source of revenue to fund these services. Proper administration of the tax system fairly distributes the costs of local services and programs throughout the municipality.

### **OPTIONS & RECOMMENDATION**

Options are:

1. That pursuant to Section 22(1) of *The Tax Enforcement Act*, Council authorize Administration to proceed with Stage Two of Tax Enforcement – Proceedings for Title, on the parcels of land listed by roll number below, and further, direct Administration to



refrain from proceeding with any step of Stage Two on any properties where a reasonable effort is being made to pay arrears of taxes.

494926750	514703500	495004900
494931900	514707000	504809400
495023750	514802650	505229850
495023850	514823900	514803350
504919900	514903750	514903700
504921300	515000450	524803900
505001500	515005550	524812450
505004000	524903050	524814950
505004100	494925550	525003850
	495004850	

2. Stay (delay) Stage Two Tax Enforcement proceedings until a future date.

RECOMMENDATION:

That pursuant to Section 22(1) of *The Tax Enforcement Act*, Council authorize Administration to proceed with Stage Two of Tax Enforcement – Proceedings for Title (properties in arrears with tax liens registered longer than 6 months), on the parcels of land listed by roll number below, and further, direct Administration to refrain from proceeding with any step of Stage Two on any properties where a reasonable effort is being made to pay arrears of taxes.

494926750	514703500	495004900
494931900	514707000	504809400
495023750	514802650	505229850
495023850	514823900	514803350
504919900	514903750	514903700
504921300	515000450	524803900
505001500	515005550	524812450
505004000	524903050	524814950
505004100	494925550	525003850
	495004850	

# Attachment 1

List of lands eligible for stage two tax enforcement (properties in arrears with tax liens registered longer than six months)

Roll No.	Lot	Blk	Plan	Ext	Arrears	Current	Assessment
494926750	11&12	2	Z4037	0	5260.64	3603.65	289,100
494931900	23&24	1	Z4037	0	1933.53	2102.24	125,900
495023750	15-17	19	Z2171	0	19751.19	7528.00	277,700
495023850	4-10	19	Z2171	0	10664.16	7337.62	275,100
504919900	70	21	99Y04947		4620.15	1952.28	109,600
504921300	48	25	99Y04947		5678.91	2533.70	172,800
505001500	1/29	2	9913/101740441 Ext. 1		68458.77	24191.06	670,800
505004000	27&28	5	00Y05677		3402.85	1326.08	32,700
505004100	26	5	00Y05677		81604.64	34514.43	1,379,200
514703500	17	31	63Y00274		6199.84	2806.02	202,400
514707000	12	36	63Y00274		2107.71	3463.24	248,800
514802650	8	4	99Y00657		1635.64	1851.98	98,700
514823900	21/22	F	61Y05009	20/21	9222.90	4110.62	241,600
514903750	19	3	AS367		3859.92	3333.18	259,700
515000450	1	E	C4805		5278.68	1819.78	95,200
515005550	26&27	2	W1884		2629.92	1964.24	110,900
524903050	5	C	CE6408		2291.19	2840.07	206,100
494925550	83	1	00Y00270		3103.32	2054.38	120,700
495004850	3,4,10	14	P2307		1048.76	1858.41	99,400
495004900	1&2	14	P2307		1312.59	2054.38	120,700
504809400	4	6	AA6142		6021.50	2213.54	138,000
505229850	2	93	87Y08562		3456.11	3947.75	326,500
514803350	24	1	99Y00657		4972.65	4166.49	99,000
514903700	20	3	AS367		2111.49	1946.75	109,000
524803900	19	1	79Y07074		639.92	3260.50	251,800
524812450	2	3	76Y07074		1988.66	3098.56	234,200
524814950	8	5	79Y09101		1596.61	5302.88	473,800
525003850	36/37	25	101698566	13/14	1932.16	2080.15	123,500



TITLE: <b>RFP for Risk Management and Insurance Brokerage Services 2023 - 2028</b>	DATE OF MEETING: <b>October 3, 2022</b>
	REPORT DATE: September 26 <sup>th</sup> , 2022 @ 8:00 am
CLEARANCES: Ashley Stradeski – Director of Finance <b>Ashley Stradeski</b>	ATTACHMENTS:  1. Five (5) year insurance premium comparison (2018 to 2022)
Written by: Marlene Hauser – Business Systems Analyst <b>Marlene Hauser</b>	
Reviewed by: Jessica Matsalla – City Clerk <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal – City Manager <b>Lonnie Kaal</b>	

## **BACKGROUND:**

The City of Yorkton Insurance premiums for property & liability have risen by 50% since 2018 and coverage availability has become more limited and difficult to obtain. These changes are due, in large part, to the insurance marketplace entering a “hard market” cycle in late 2020. During a “hard market”, positive financial results become more difficult for insurance companies. Insurers have less desire for growth and place more restrictions in the marketplace as they embark on re-evaluating their book of business, risk appetites, and the capacity they are willing or able to provide. To correct adverse loss ratios developed during a “soft market” period, underwriters impose and adhere to much stricter standards.

Additionally joint and several liability, in some cases, can leave a municipality paying a much greater share of a court ordered award than is reflective of their percentage of responsibility. These higher award settlements coupled with the effects of climate change, Covid-19, and the trend towards a more litigious society are putting an undo strain on municipal insurers.

These factors have driven insurance rates higher and, as well, the number of insurance companies willing to offer coverage has dropped as the actuarial data shows municipalities as an unprofitable line of business.

The City’s current contract for insurance brokerage services is set to expire on December 31, 2022 with renewal of the City’s insurance portfolio to follow immediately on January 1, 2023.

Given the complexity of the products and services required as part of our insurance brokerage services and the time needed to market the City’s portfolio prior to the January 1, 2023 expiry date, a comprehensive Request for Proposal for Risk Management and Insurance Brokerage Services was issued on August 15, 2022.

Based on excellent past performance and customer service provided by Westland Insurance Group Ltd., Yorkton Branch (formerly Farrell Agencies Ltd.), in the area of Commercial Auto extension insurance services and Motor Licensing support, these services were not part of the Request for Proposal.

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

Managing of the City of Yorkton's Insurance portfolio requires a high level of technical expertise, industry experience, excellent business relationships with a wide range of markets and innovative negotiation skills. These strengths combine to allow a broker to obtain optimal pricing, adequate policy limits and comprehensive coverage tailored to the risk.

The existence and continual evaluation of internal risk management practices, along with well-managed maintenance programs for City assets are valuable tools when preparing a market proposal that will place our risk in the best possible light with insurance underwriters.

Implementation and monitoring of targeted risk management, loss control procedures and training lowers our exposure to loss by protecting our residents and staff from injury, the City, Mayor and Council from liability suits and City assets from damage. Risk Management expertise to assist with the ongoing improvements and evolution of our Risk Management framework was therefore an essential part of the Request for Proposal.

Similarly, when emergencies happen we must be confident and trust that our insurance coverage will respond quickly to restore services within our community and provide protection from financial hardship.

The City of Yorkton received six (6) proposal packages from insurance firms throughout the Province which included:

Lakeview Insurance Brokers (Yorkton) Ltd. in partnership with EQUA Specialty Risk Partners  
Galon Insurance Brokers, a HUB International Company  
SUMAssure Insurance Reciprocal, Regina, SK.  
Marsh Canada Limited, Saskatoon, SK  
BFL CANADA Risk and Insurance Services Inc., Saskatoon, SK  
Westland Insurance Group Ltd., Yorkton, SK.

The proposals were evaluated based on the following factors:

- Brokerage qualifications and expertise, financial strength, reputation and available resources including adequacy and technical depth of personnel assigned to the account
- Demonstration of successful prior performance of comparable services including corporate client references
- Concept and proposed solutions, including responsiveness to terms and conditions, completeness and thoroughness of documentation
- Evidence of good organization and management practices including their approach to an implementation plan for the first year and beyond

- Response to Service Requirements including:
  - Insurance Review and Placement
  - Risk Management
  - Claims Management
  - Loss Control
- Pricing

The evaluation team consisted of:

Lonnie Kaal, City Manager  
Ashley Stradeski, Director of Finance  
Jessica Matsalla, Director of Legislation & Procedures (City Clerk)  
Nicole Baptist, Bylaw & Safety Supervisor  
Shelby Miller, Systems & Project Coordinator  
Marlene Hauser, Business Systems Analyst

The insurance portfolio is and will continue to be managed by the Director of Finance and the City's Business Systems Analyst.

At the end of the evaluation process Lakeview Insurance Brokers (Yorkton) Ltd. in partnership with EQUA Specialty Risk Partners Corporation had the highest score and is being recommended as the successful proposal.

The Evaluation team would like to commend all submitting brokers for the professional and comprehensive proposals received. The depth of industry experience, technical expertise and innovative insurance and risk management options demonstrated within each submission made this decision very challenging. Having a City staff member on the evaluation team with an extensive background in the insurance industry assisted in providing prospective and understanding of how the various service options in each proposal would provide best value to the City of Yorkton.

Letters will be sent out to the firms that were not successful in this process thanking them for their proposal and interest in the City of Yorkton's insurance needs.

The evaluation team is prepared to review the proposal evaluation process with any of the submitting firms to discuss the strengths and the weaknesses of their proposal in relation to the others. Disclosure of specific information contained in proposals submitted by the other firms will not be released.

#### **OPTIONS:**

1. To award Lakeview Insurance Brokers (Yorkton) Ltd. in partnership with EQUA Specialty Risk Partners Corporation; the Risk Management and Insurance Brokerage Services contract for the City of Yorkton based on the Request for Proposal issued August 15, 2022 for a five (5) year term beginning January 1, 2023 through to December 31, 2027; AND

2. To award Westland Insurance Group Ltd. a contract for commercial auto extension insurance services and Motor Licensing support for a five (5) year term from January 1, 2023 through to December 31, 2027.
3. To award the Risk Management and Insurance Brokerage Services for the City of Yorkton for a five (5) year term beginning January 1, 2023 – December 31, 2027 to an alternate bidder for reasons given by Council.
4. To issue a Request for Proposal to award a contract for commercial auto extension insurance services and Motor Licensing support for a five (5) year term from January 1, 2023 through to December 31, 2027 for reasons given by Council.
5. Other direction as Council deems appropriate.

**RECOMMENDATION of the ADMINISTRATIVE EVALUATION COMMITTEE:**

1. That Council award Lakeview Insurance Brokers (Yorkton) Ltd. in partnership with EQUA Specialty Risk Partners Corporation; the Risk Management and Insurance Brokerage Services contract for the City of Yorkton based on the Request for Proposal issued August 15, 2022 for a five (5) year term beginning January 1, 2023 through to December 31, 2027.  
and
2. To award Westland Insurance Group Ltd. a contract for commercial auto extension insurance services and Motor Licensing support for a five (5) year term from January 1, 2023 through to December 31, 2027.

<b>City of Yorkton Complete Insurance Portfolio</b>					
<b>5 Year Insurance Premium Comparison</b>					
<b>Description</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021 TOTAL</b>	<b>2022</b>
City Facilities & Business Interruption Coverage	\$ 111,530.00	\$ 107,485.00	\$ 121,225.00	\$ 202,147.00	\$ 248,988.00
Mobile Equipment (unlicensed)	\$ 18,781.00	\$ 21,679.00	\$ 25,272.00	\$ 20,951.00	\$ 19,269.00
Equipment Breakdown Coverage	\$ 9,977.00	\$ 10,407.00	\$ 9,773.00	\$ 10,806.00	\$ 11,675.00
Commercial General Liability	\$ 91,403.00	\$ 98,666.00	\$ 111,525.00	\$ 72,508.00	\$ 63,883.00
Excess Liability	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 10,438.00	\$ 12,297.00
Municipal Errors & Omissions Coverage	\$ 13,599.00	\$ 13,599.00	\$ 13,599.00	\$ 17,483.00	\$ 18,234.00
Environmental Liability	\$ 16,783.00	\$ 16,783.00	\$ 16,783.00	\$ 15,086.00	\$ 15,158.00
Crime Coverage	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ 2,377.00	\$ 2,500.00
Municipal Board Member Accident Coverage	\$ 259.00	\$ 259.00	\$ 259.00	\$ 213.00	\$ 210.00
Legal Expense Coverage	\$ 900.00	\$ 900.00	\$ 900.00	\$ 167.00	\$ 25.00
Cyber Expense & Liability Coverage	\$ 8,900.00	\$ 8,900.00	\$ 9,345.00	\$ 11,311.00	\$ 25,000.00
Commercial Auto Extension Policy	\$ 43,455.00	\$ 43,054.00	\$ 41,029.00	\$ 42,857.00	\$ 49,591.00
<b>SUB-TOTAL PREMIUM COSTS:</b>	<b>\$ 319,837.00</b>	<b>\$ 325,982.00</b>	<b>\$ 353,960.00</b>	<b>\$ 406,344.00</b>	<b>\$ 466,830.00</b>
6% PST	\$ 19,190.22	\$ 19,558.92	\$ 21,237.60	\$ 24,380.64	\$ 28,009.80
<b>TOTAL ANNUAL INSURANCE COSTS</b>	<b>\$ 339,027.22</b>	<b>\$ 345,540.92</b>	<b>\$ 375,197.60</b>	<b>\$ 430,724.64</b>	<b>\$ 494,839.80</b>

<b>City of Yorkton Insurance Portfolio excluding Commercial Auto</b>					
5 Year Insurance Premium Comparison					
<b>Description</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021 TOTAL</b>	<b>2022</b>
<b>SUB-TOTAL PREMIUM COSTS:</b>	\$ 276,382.00	\$ 282,928.00	\$ 312,931.00	\$ 363,487.00	\$ 417,239.00
6% PST	\$ 16,582.92	\$ 16,975.68	\$ 18,775.86	\$ 21,809.22	\$ 25,034.34
<b>TOTAL ANNUAL INSURANCE COSTS</b>	<b>\$ 292,964.92</b>	<b>\$ 299,903.68</b>	<b>\$ 331,706.86</b>	<b>\$ 385,296.22</b>	<b>\$ 442,273.34</b>

<p>TITLE: Recommendations from the Committee of the Whole Council Meeting – September 26, 2022 – 2022 Q3 Update, Deer Park Clubhouse Amenities &amp; Harvest Meats – Charges for Sewage Effluent</p>	<p>DATE OF MEETING: October 3, 2022</p>
<p>CLEARANCES:</p> <p>Darcy McLeod, Director of Recreation and Community Services</p> <p><b>Darcy McLeod</b></p> <hr/> <p>Aron Hershmillier, Assistant Director of Environmental Services</p> <p><b>Aron Hershmillier</b></p>	<p>REPORT DATE: September 27, 2022</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> <li>1. Committee of the Whole Memo and Package from September 26, 2022</li> <li>2. Council Priorities Chart as of September 27, 2022 (Updated)</li> </ol>
<p>Written by: Jessica Matsalla - City Clerk</p> <p><b>Jessica Matsalla</b></p>	
<p>Approved by: Lonnie Kaal - City Manager</p> <p><b>Lonnie Kaal</b></p>	

### **PURPOSE/BACKGROUND**

The Committee of the Whole Council has convened regularly since November 2020, to receive updates on quarterly progress and completion of the priorities set by Council for Administration, and to further deliberate and vote on the assignment of new priorities going forward. The Committee of the Whole Council met on Monday, September 26, 2022 where they discussed three (3) items as described below. The purpose of this report is for Council to formally vote on the recommendations as set forth by the Committee of the Whole Council.

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

#### **Council Priorities Q3 Update**

The City Manager reported that there was one space to fill in the current priority section of the chart (report found in Attachment 1). The IT review item was completed and presented to Council earlier in the year, and thus was added to the completed items chart. This resulted in the one vacancy on the current priority section of the chart, and the following item was added at the meeting of September 26: *Explore an external operations audit – Phase I – Mayor’s report (information from discussions with other cities)*. This item is expected to have distinct phases depending on goals for the review. Upon further review, the City Manager has updated the chart with two potential phases for this item that would be appropriate to add to the “Next Priorities” section of the Chart (as shown in Attachment 2). They are as follows:

- **EXPLORE EXTERNAL OPERATIONS AUDIT: Phase II** Determine what areas to delve into – Human Resources (productivity in certain departments), Service Delivery (which functions or departments), Best Practices (what specific areas)

- EXPLORE EXTERNAL OPERATIONS AUDIT: Phase III (Determine process to hire a consultant – RFP or specific firm based on expertise)

#### Deer Park Clubhouse Amenities

Administration is in the planning stages for the operation of the new clubhouse, and was seeking Council direction for planning for the future of certain amenities, not included in the new build, which include the cart shelter, driving range net, turf mats, and a plan for ensuring that the golf course always has access to a golf cart fleet.

#### Harvest Meats Sewage Effluent Charges Arrangement

Council was presented with a request from Harvest Meats for a one year extension to pay industrial sewer effluent surcharges (per Bylaw No. 2125, *The Sewage Works Control Bylaw*). In response, Council offered an alternate “phased-in/rebate” arrangement for the upcoming year, which included a caveat that the phase-in/rebate would only apply if certified substantial completion of the installation of Harvest Meats’ effluent monitoring system occurred by December 31, 2023.

### **FINANCIAL IMPLICATIONS**

Financial implications for the above items are as follows:

1. Council Priorities Q3 Update - External Operations Audit – Phase I – Mayor’s report.  
This phase is not anticipated to have any financial implications. Future costs will be dependent on the goals for the review.
2. Deer Park Clubhouse Amenities – particulars for cost for golf course amenities not included in the new clubhouse build, as cited above in the report, require more research, and will be provided for Council’s consideration during Capital budget deliberations.
3. Harvest Meats Sewage Effluent Charges Arrangement – According to the arrangement offered by the City to Harvest Meats; the City will be recouping half the penalty for 2023 for sewage effluent overages incurred by Harvest Meats.

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

Upon Council’s approval of the Council Priorities Chart, it will be published on the City of Yorkton’s website.

### **OPTIONS**

1. That Council accept recommendation C00016-2022, as contained in the Committee of the Whole Council meeting minutes of September 26, 2022 to “Add the following item to the “Current” Council/CAO Priorities Section of the Council Priorities Chart:  
*Explore an external operations audit – Phase I – Mayor’s report (information from discussions with other cities)*  
and further that Council approve the following phases as additions to the “Next Priorities” section of the priorities chart:



*Explore External Operations Audit: Phase II (Determine what areas to delve into – Human Resources (productivity in certain departments), Service Delivery (which functions or departments), and Best Practices (what specific areas)*

And

*Explore External Operations Audit: Phase III (Determine process to hire a consultant – RFP or specific firm based on expertise)*

And further that the updated Council Priorities Chart dated September 27, 2022 be adopted as presented, and that Council authorize the publication of the chart on the City's website.

2. That Council accept recommendation C00019-2022, as contained in the Committee of the Whole Council meeting minutes of September 26, 2022, that Council direct Administration to include the following Deer Park Golf Course items for consideration in the upcoming Capital budget process and remaining within the continuing care and control of the City, for:
  - a. Cart shelter reparations and/or replacement
  - b. Driving range pole and net replacement/installation
  - c. Driving range artificial turf mats replacement
  - d. Develop options to ensure that the golf course will have access to a power cart fleet in the future
3. The Council accept recommendation C00020-2022 as contained in the Committee of the Whole Council meeting minutes of September 26, 2022; to offer Harvest Meats an arrangement whereby fifty percent (50%) of the sewer effluent charges, pursuant to Bylaw No. 2125, *The Sewage Works Control Bylaw*, are charged for 2023 and should certified substantial completion of Harvest Meats' sewer effluent upgrade project not occur by December 31, 2023, the remaining fifty percent (50%) of the penalty will be invoiced.
4. Other direction as Council deems appropriate, including any amendments to the above recommendations from the Committee of the Whole.

#### **COMMITTEE OF THE WHOLE RECOMMENDATIONS:**

1. That Council accept recommendation C00016-2022, as contained in the Committee of the Whole Council meeting minutes of September 26, 2022 to "Add the following item to the "Current" Council/CAO Priorities Section of the Council Priorities Chart:

*Explore an external operations audit – Phase I – Mayor's report (information from discussions with other cities)*

and further that Council approve the following phases as additions to the "Next Priorities" section of the priorities chart:

*Explore External Operations Audit: Phase II (Determine what areas to delve into – Human Resources (productivity in certain departments), Service Delivery (which functions or departments), and Best Practices (what specific areas)*

And

*Explore External Operations Audit: Phase III (Determine process to hire a consultant – RFP or specific firm based on expertise)*

And further that the updated Council Priorities Chart dated September 27, 2022 be adopted as presented, and that Council authorize the publication of the chart on the City's website.

2. That Council accept recommendation C00019-2022, as contained in the Committee of the Whole Council meeting minutes of September 26, 2022, that Council direct Administration to include the following Deer Park Golf Course items for consideration in the upcoming Capital budget process and remaining within the continuing care and control of the City, for:
  - a. Cart shelter reparations and/or replacement
  - b. Driving range pole and net replacement/installation
  - c. Driving range artificial turf mats replacement
  - d. Develop options to ensure that the golf course will have access to a power cart fleet in the future
3. The Council accept recommendation C00020-2022 as contained in the Committee of the Whole Council meeting minutes of September 26, 2022; to offer Harvest Meats an arrangement whereby fifty percent (50%) of the sewer effluent charges, pursuant to Bylaw No. 2125, *The Sewage Works Control Bylaw*, are charged for 2023 and should certified substantial completion of Harvest Meats' sewer effluent upgrade project not occur by December 31, 2023, the remaining fifty percent (50%) of the penalty will be invoiced.

## MEMORANDUM

TO: Yorkton City Council

FROM: Lonnie Kaal, City Manager

DATE: September 21<sup>st</sup>, 2022

TOPIC: Council Priorities Chart – Dashboard update

**Re:** What to expect process-wise – September 21<sup>st</sup>, 2022 Committee of the Whole - Update Meeting

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In conjunction with our strategic planning session in 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 third 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 June 21<sup>st</sup> 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 June 21st, 2022 Council Strategic Priorities Chart shows what has been completed (in orange) and could come off the list.

- 3) The September 26th, 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. June 21st, 2022 Council Priorities Chart (Includes updates on completion)
3. September 26th, 2022 Council Priorities Chart (Determine “Now” Green)

# COUNCIL PRIORITIES CHART

## Jan 2022 to Sept 2022

Completed (Third Quarter)

### 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. EVALUTATE 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)
10. CONSULTANT REVIEW OF I.T. SERVICES
11. TAX ASSESSMENT – Advocacy – City Mayor's Caucus

**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
- 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 III (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
- Draft "Green Policy"
- Drainage Program: Update
- Apply for Green Municipal Funds Grant

#### 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
- 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
- Provide analysis on gravel roadways
- 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
- Consultation on the re-use of wastewater effluent
- Complete conceptual and detailed design of WWTP 2023

# COUNCIL PRIORITIES CHART

June 21st, 2022 (Completed)

COUNCIL	(Green is Now)	CORPORATE PRIORITIES (Council/CAO)	(Council Priorities are CAPITALIZED)
<b>Current Priorities</b> 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		<b>Next Priorities</b> <ul style="list-style-type: none"><li>EXPLORE ANGLED PARKING DOWNTOWN</li><li>ACCESS (ABILITIES) TRANSIT REVIEW (add from June 3/2022 Council Meeting)</li><li>DOWNTOWN PLAN: Review (longer term strategic planning on what the downtown should look like in the future)</li><li>YORK LANDING SUBDIVISION - review</li><li>MARKETING - development of Roundhouse Subdivision</li><li>TRUTH AND RECONCILIATION – Phase II</li><li>FACILITIES MAINTENANCE PLAN/REVIEW</li><li>COMMUNITY 'VIBE': Strategy (possibly incorporate in the Business Marketing item)</li><li>REC MASTER PLAN - Phase 3 (Community Engagement) - Sept</li><li>REC MASTER PLAN – Phase 4 (Reporting) – Dec</li><li>REC MASTER PLAN – Phase 5 (Direction setting) Feb/2023</li><li>REC MASTER PLAN – Phase 6 (Plan Development) April/2023</li></ul>	
<b>ADVOCACY / PARTNERSHIPS</b> (Council to initiate these discussions in 2022 with appropriate politicians and organizations) <ul style="list-style-type: none"><li>Division 'F' Liaison</li><li>Rural Municipality: Joint Priorities</li><li>York Road Funding (R2R)</li><li>Grain Miller Road Funding (UCF)</li><li>Hospital Contribution Formula</li><li>Tax Assessment Formula (SUMA)</li></ul>			
STAFF	OPERATIONAL STRATEGIES (CAO/Staff)		(Staff Priorities are not Capitalized)
<b>CHIEF ADMINISTRATIVE OFFICER</b> 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 - Sept 4. COMMUNITY: COMMUNICATION/PUBLIC AWARENESS & ENGAGEMENT: Define terms & desired outcomes <ul style="list-style-type: none"><li>LIBRARY – Proceed with executing an agreement</li><li>REC MASTER PLAN – Phase II (Community Engagement)</li><li>FACILITIES MAINTENANCE plan/review</li></ul>		<b>COMMUNITY SERVICES</b> 1. REC MASTER PLAN – Phase 3 (Community Engagement) 2. Columbia Park Development – Community Engagement Phase 3. Arena Ice Improvements – Control Installed at GC (in design phase) 4. Construction of Deer Park Clubhouse – Building underway <ul style="list-style-type: none"><li>ACCESS (ABILITIES) TRANSIT REVIEW – Info &amp; Data Collection Phase</li><li>Develop strategies to reduce net operating costs at the GC</li><li>Review CDPR User Fees</li><li>Community Event Support – Review Process</li><li>Facility Utilization Strategy – Terms of Reference</li></ul>	
<b>CORPORATE</b> 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"><li>EXPLORE ANGLED PARKING DOWNTOWN</li><li>Council Committee Review – Phase 1 (Assessment)</li><li>Succession Planning for all departments</li><li>Provide City Wide Training on LAFOIP process</li></ul>		<b>PLANNING</b> 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"><li>YORK LANDING SUBDIVISION - review</li><li>DOWNTOWN PLAN: Review (use consultant)</li><li>MARKETING – DEVELOPMENT OF ROUNDHOUSE SUBDIVISION</li><li>Development Fees Review</li><li>Consider SOTI fines for non-compliant businesses</li></ul>	
<b>ENVIRONMENT</b> 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"><li>Compost Program Assessment – draft a pilot program for 2023</li><li>Wastewater Renewal Project – Consultation, Development of business case, conceptual design</li><li>Green strategy initiatives/action items</li></ul>		<b>ENGINEERING</b> 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"><li>Cross train staff and improve service delivery and coverage</li><li>Determine a realistic 5 year plan for drainage/storm system.</li><li>Facility Asset Management</li></ul>	
<b>PROTECTIVE SERVICES</b> 1. Regionalized Fire: Approach 2. Fee for Service: Scope 3. EMS Support: Position (Province) <ul style="list-style-type: none"><li>Mass Alert: Launch</li><li>Fire Underwriter Certification</li></ul>		<b>PUBLIC WORKS</b> 1. Inventory Management System Implementation – 2022 2. Re-direct focus on operational programs for 2022 <ul style="list-style-type: none"><li>Infrastructure Renewal Programs Review</li><li>Underground Inspections Update</li></ul>	

# COUNCIL PRIORITIES CHART

September 26<sup>th</sup>, 2022

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



## COUNCIL PRIORITIES CHART

September 27<sup>th</sup>, 2022

COUNCIL (Green is Now)	CORPORATE PRIORITIES (Council/CAO) (Council Priorities are CAPITALIZED)
<p><b>Current Priorities</b></p> <ol style="list-style-type: none"> <li>EXPLORE EXTERNAL OPERATIONS AUDIT: Phase I – Mayor’s Report (info from discussions with other cities)</li> <li>BUSINESS MARKETING: Yorkton Advantage Gaps &amp; Targets (Nov)</li> <li>COMMUNICATION: Community, Public Awareness &amp; Engagement: Define Terms &amp; Desired Outcomes (Oct)</li> <li>Meet with both RM’s to DETERMINE PLANS FOR RURAL ROADS</li> <li>LONG TERM (5 year) CAPITAL PLAN: Draft (Dec)</li> <li>Info: Report on Cost Savings (past budgets) &amp; possible future considerations (Nov)</li> </ol> <p><b>ADVOCACY / PARTNERSHIPS</b> (Council to initiate these discussions in 2022 with appropriate politicians and organizations)</p> <ul style="list-style-type: none"> <li>Division ‘F’ Liaison</li> <li>Rural Municipality: Joint Priorities</li> <li>York Road Funding (R2R)</li> <li>Grain Miller Road Funding (UCF)</li> <li>Hospital Contribution Formula</li> <li>Tax Assessment Formula (SUMA)</li> </ul>	<p><b>Next Priorities</b></p> <ul style="list-style-type: none"> <li>EXPLORE ANGLED PARKING DOWNTOWN</li> <li>DOWNTOWN PLAN: Review (longer term strategic planning on what the downtown should look like in the future)</li> <li>YORK LANDING SUBDIVISION - review</li> <li>MARKETING - development of Roundhouse Subdivision – review entire subdivision and determine estimated costs to complete so as to consider possible pricing changes</li> <li>TRUTH AND RECONCILIATION – Phase II</li> <li>FACILITIES MAINTENANCE PLAN/REVIEW</li> <li>COMMUNITY ‘VIBE’: Strategy (possibly incorporate in the Business Marketing item)</li> <li>REC MASTER PLAN - Phase II (Community Engagement)</li> <li>ACCESS (ABILITIES) TRANSIT REVIEW (add from June 3/2022 Council Meeting)</li> <li>EXPLORE EXTERNAL OPERATIONS AUDIT: Phase II Determine what areas to delve into – Human Resources (productivity in certain departments), Service Delivery (which functions or departments), Best Practices (what specific areas)</li> <li>EXPLORE EXTERNAL OPERATIONS AUDIT: Phase III (Determine process to hire a consultant – RFP or specific firm based on expertise)</li> </ul>
STAFF	OPERATIONAL STRATEGIES (CAO/Staff) (Staff Priorities are not Capitalized)
<p><b>CHIEF ADMINISTRATIVE OFFICER</b></p> <ol style="list-style-type: none"> <li>BUSINESS MARKETING: Yorkton Advantage Gaps &amp; Targets (Nov)</li> <li>Meet with both RM’s to DETERMINE PLANS FOR RURAL ROADS</li> <li>COMMUNITY: COMMUNICATION/PUBLIC AWARENESS &amp; ENGAGEMENT: Define terms &amp; desired outcomes (Oct 2022)</li> </ol> <ul style="list-style-type: none"> <li>LIBRARY – Proceed with executing an agreement</li> <li>REC MASTER PLAN – Phase III (Community Engagement)</li> <li>FACILITIES MAINTENANCE plan/review</li> </ul>	<p><b>COMMUNITY SERVICES</b></p> <ol style="list-style-type: none"> <li>REC MASTER PLAN – Phase III (Community Engagement)</li> <li>Columbia Park Development – Community Engagement Phase</li> <li>Arena Ice Improvements – Controls installed at GC (in design phase)</li> <li>Construction of Deer Park Clubhouse – building underway</li> </ol> <ul style="list-style-type: none"> <li>ACCESS (ABILITIES) TRANSIT REVIEW</li> <li>Develop strategies to reduce net operating costs at the GC</li> <li>Review CDPR User Fees</li> <li>Community Event Support – Review Process</li> <li>Facility Utilization Strategy – Terms of Reference</li> </ul>
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<p><b>ENVIRONMENT</b></p> <ol style="list-style-type: none"> <li>LIGHT UP THE TOWER – Report back to Council with Recommendations</li> <li>Well Building construction (underground piping completed)</li> </ol> <ul style="list-style-type: none"> <li>Compost Program Assessment</li> <li>Wastewater Renewal Project – Consultation, Development of business case, conceptual design</li> </ul>	<p><b>ENGINEERING</b></p> <ol style="list-style-type: none"> <li>Gravel Roads – status update (list, cost estimate and traffic counts)</li> <li>York Road Options</li> <li>Cross train staff and improve service delivery &amp; coverage</li> </ol> <ul style="list-style-type: none"> <li>Determine a realistic 5 year plan for drainage/storm system.</li> <li>Facility Asset Management</li> </ul>
<p><b>PROTECTIVE SERVICES</b></p> <ol style="list-style-type: none"> <li>Regionalized Fire: Approach</li> <li>Fee for Service: Scope</li> <li>EMS Support: Position (Province)</li> </ol> <ul style="list-style-type: none"> <li>Mass Alert: Launch</li> <li>Fire Underwriter Certification</li> </ul>	<p><b>PUBLIC WORKS</b></p> <ol style="list-style-type: none"> <li>Inventory Management System Implementation – 2022</li> <li>Re-direct focus on operational programs for 2022</li> </ol> <ul style="list-style-type: none"> <li>Infrastructure Renewal Programs Review</li> <li>Underground Inspections Update</li> </ul>