

CITY OF YORKTON
REGULAR COUNCIL MEETING AGENDA
Monday, October 24, 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 – October 3, 2022
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - Royal Canadian Legion Branch #77 – Presentation – Veteran’s Week November 5-11, 2022
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
9. **CORRESPONDENCE**
10. **BYLAWS**
11. **ADMINISTRATIVE REPORTS**
 - Marketing Coordinator
 - Community Engagement Platform – ‘Shape Your City’
 - Assessment & Taxation Manager
 - Final Stage of Tax Enforcement – Request for Transfer of Title
 - Human Resources Advisor
 - Meritorious Service Awards 2023 SUMA Convention
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
 - 2 Personnel Items
 - Personnel Item A
 - Personnel Item B
 - 1 Other Item
14. **ADJOURNMENT**

Amanda Dietz

From: Yorkton Legion Br #77

Sent: Wednesday, September 21, 2022 10:01:11 AM (UTC-06:00) Saskatchewan

To: Cindy Gottschall

Subject: Veterans' Week November 5 - 11, 2022

CAUTION: External Email

A Yorkton Legion representative would like to attend your October 24th council meeting to announce Veterans' Week.

Your consideration and approval would be much appreciated by the branch.

Ken Gordon

Branch President

TITLE: Community Engagement Platform – ‘Shape Your City’	DATE OF MEETING: October 24, 2022 REPORT DATE: October 14, 2022
CLEARANCES: Michael Eger, Director of Planning, Building & Development Michael Eger Ashley Stradeski, Director of Finance Ashley Stradeski	ATTACHMENTS: 1. PowerPoint Presentation
Prepared by: Jody MacDonald, Marketing Coordinator Jody MacDonald	
Reviewed by: Jessica Matsalla, City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal, City Manager Lonnie Kaal	

PURPOSE/BACKGROUND

City Council previously directed Administration to implement new ways to help inform and engage our community with decisions related to City projects, plans and programs.

In 2020, we revealed the City’s website redesign, which provided several new options for ratepayers and clients to make online submissions. These included modules that allows the public to pay for utilities and City services online by credit card, to submit community events to our online community calendar, to subscribe to our News and Notices, to submit complaints with supporting photos, and for business license holders, to post details and photos of their business to our online Business Directory. We have also used our online form builder to conduct surveys and to carry out contests.

We have additionally increased social media activity through Facebook and Instagram, and more recently implemented the Voyent Alert app, which provides residents with notices for emergencies, vehicle accidents, water service disruptions and temporary street closures.

Even though we have increased our community engagement through our website and social media, we were still missing an effective way to keep the public informed while also allowing them to communicate and engage with us on the progress of specific projects. So in spring of 2022, staff reviewed a variety of engagement strategies, tools and techniques utilized by other municipalities. The search was narrowed down to one community engagement platform, *Bang The Table EngagementHQ*. *Bang The Table* already works with over 900 municipalities and government agencies across Canada and the United States, providing an all-in-one digital engagement platform that collects and connects community feedback. *Bang The Table* has been successfully used by other Saskatchewan cities such as the Regina, Lloydminster, and Swift Current.

DISCUSSION/ANALYSIS/IMPACT

At this time, we would like to present ‘Shape Your City’, which is the City of Yorkton’s new version of the *Bang The Table* platform. This will provide both City and neighbouring residents, as well as local business owners, an online forum for engagement activities including polls, surveys, discussion forums, idea boards, and more. ‘Shape Your City’ seamlessly connects to the City website, establishing a convenient touchpoint for information, feedback and updates on current and upcoming City projects, plans, programs and contests. This tool will allow public information meetings to be held online and will generally augment our existing engagement practices (such as committee meetings, mail outs, etc.).

The goal of ‘Shape Your City’ is to provide a respectful space for residents to interact with each other and increase the depth and breadth of public involvement in City processes. With the convenience and flexibility of the platform, we hope to increase participation rates in our public engagement process, and to include the voices of those who may have been missing from the conversation.

Shape Your City will also help staff to provide clear and effective reporting to Council regarding community feedback on key issues and projects, affording Council the opportunity to make decisions with a better understanding of community implications. Input from the community can be tailored to the needs of the project and all feedback submitted through the platform is constantly monitored by *Bang The Table* and City of Yorkton admins to ensure inappropriate or objectionable comments are removed quickly.

Projects submitted through ‘Shape Your City’ are considered live documents that will continuously be updated by the project management team, while the projects are in progress. Once complete, the project page will be archived and live on the site for public reference.

The Marketing Coordinator will lead the implementation of ‘Shape Your City’ with technical support from the Information Technology branch. Each department will have access to the software to coordinate their own projects and initiatives.

The City of Yorkton’s first online engagement through ‘Shape Your City’ is the 2023 Budget. This project will feature an online survey and the ability to ask administration questions about the budget process. An open budget process offers citizens an opportunity to learn about the municipal budget process, provide input on priorities and the allocation of public resources. Transparent and inclusive budgeting facilitates citizen understanding of issues and government processes, ensures transparency and accountability, improves the quality of decisions made and increases support for the decisions made.

FINANCIAL IMPLICATIONS

Financial Implications – The ‘Shape Your City’ platform carries an annual cost of approximately \$12,000 and is funded from the existing operating budget.

COMMUNICATION PLAN/PUBLIC NOTICE

Residents can find the link to ‘Shape Your City’ from our website’s home page, as well as in the drop down under “Your City”.

Administration will continue to promote ‘Shape Your City’ through our City Facebook and Instagram pages, as well as through the digital billboards around the city, on our local news media outlets such as CTV Yorkton, Yorkton This Week, and in our Mayor’s weekly radio chats for GX94, Fox FM and The Rock 98.5. The public can search for specific projects through *Google Search*, and Shape Your City project pages will show up within the top five search results.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

‘Shape Your City’ supports the Council Priorities Chart, specifically current priority number three: Communication – Community, Public Awareness and Engagement.

OPTIONS

1. That Council adopt the new ‘Shape Your City’ platform as the official City of Yorkton online forum for community engagement activities in order to improve communication through increased public awareness and engagement as described in this report.
2. That Council provide Administration with additional/alternative direction.

ADMINISTRATIVE RECOMMENDATION(S)

1. That Council adopt the new ‘Shape Your City’ platform as the official City of Yorkton online forum for community engagement activities in order to improve communication through increased public awareness and engagement as described in this report.

YORKTON

Share Your Voice

**SHAPE
YOUR CITY**

shapeyourcity.yorkton.ca

EngagementHQ:
Proven technology

12,000+

practitioners across
5 countries

11 million

participants

1,000+

public sector customers
around the world

14 years

of experience partnering
with governments to
engage communities

EngagementHQ helps you...

- ✓ **Make informed decisions** – Purpose-built analytics let you see who is informed, aware of, or engaged with your project. You can categorize responses, identify areas of interest, determine critical issues and missing demographics, and tailor outreach accordingly.
- ✓ **Get more people involved** – Go beyond talking to the same ten people and meet participants where they are with embeddable and purpose-built tools, social sharing, SMS, YouTube streaming, smart search, and private and public participation modes.
- ✓ **Report back to your community** – EngagementHQ doesn't just organize your community engagements – it delivers what you need to execute them end-to-end. With real-time visibility, email, and SMS for closed-loop communications and project update subscriptions.
- ✓ **Save time and resources** – Compile a unified view of your community and streamline internal review and approvals processes with draft sharing, templates, and project previews. Access best-practice guides, dedicated helpdesk, 24/7 support, and trained moderators.
- ✓ **Fast-track moderation and security** – Real human moderators protect you, your team, and your community against inappropriate behavior. Our unwavering commitment to accessibility and security means you can focus on building connections while we focus on compliance.

EngagementHQ Tools Spectrum

Managing your project communications



Open environment

Participants can engage with each other. Comments, images and ideas are visible to the community



Forum

The Forums tool creates a space for discussion, dialogue and debate. People share their experiences with others, ask questions and have conversations in a safe and interactive environment.

Ideas

Ideas provides "virtual" post it notes for individuals to add their ideas to a collective board. People like the ideas that inspire them most, helping align your priorities with what matters most to the community.

Places

Places is a simple way to gather community feedback and ideas directly on a map. Participants drop a "pin" in the area of concern, add photos and then fill in a quick survey.

Mixed environment

Participants can see other participant contributions. However, there is little peer-to-peer interaction. Some data may be visible to the public, other data is just accessible by admin.

Commenting Disabled | Commenting Enabled



Pre Moderated | Post Moderated



Answered Privately | Answered Publicly



Stories

When we tell or hear a story, neuroscience tells us that we experience things on a higher and more resonant level. Stories helps your community better understand, empathize and relate to others as well as your project goals.

Guestbook

Guestbook keeps things simple; people are only able to upload comments, which are moderated to manage what appears publicly. No other interaction is enabled.

Questions

Questions is an issues management and communications risk mitigation tool. It is a managed space for your community to ask you questions and for you to respond either publicly or privately.

Controlled environment

Participants cannot engage with each other. Data is stored in the backend and only accessible by admin.



Polls

Polls encourage people to give a quick answer on one question, selecting from multiple choice answers. They are able to instantly see the Poll results, piquing their interest and giving you real time insight.

Surveys

The Surveys tool gives people an opportunity to voice their opinion in a convenient and guided way, which has historically shown higher response rates than other formats.



Move beyond transactional engagement

EngagementHQ is designed to allow you to engage throughout the life of the project using different tools that are appropriate to the project stage. If you rely on your traditional static website and deploy plugin tools for engagement, there will likely be no way for the community to engage directly with you for large phases of the project.

We know that the community does not just switch on to a project while you happen to be in an engagement phase. There are many factors external to your project that can lead to spikes of community interest when you are not expecting them. Most people will not go and dutifully read your corporate website and email you with any questions. They expect interaction. If you do not provide this they will go looking for it elsewhere, most likely in social media where they might be influenced by others and by non-factual information.

Practice tip: The EngagementHQ Questions tool is designed specifically for use in between active engagement phases of projects. It is routinely used to monitor and address rumours.

A scenic landscape at sunset. The sun is low on the horizon, casting a warm, golden glow across the sky and reflecting on the calm water. In the foreground, a paved path curves through a grassy area towards the water. Two people are standing on a small wooden dock in the water. The background is filled with lush greenery and trees.

Let's Take a Look

Shape Your City

TITLE: Final Stage of Tax Enforcement – Request for Transfer of Title	DATE OF MEETING: October 24, 2022
	REPORT DATE: October 13, 2022
CLEARANCES: Ashley Stradeski – Director of Finance Ashley Stradeski	ATTACHMENTS: 1. Property details and tax enforcement timeline
Written by: Raelyn Knudson – Assessment & Taxation Manager Raelyn Knudson	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

BACKGROUND

The tax enforcement process for Lot 1 Blk/Par F Plan No. 61Y05009 Ext. 0 began on January 14, 2019 when Administration registered a tax lien on the property.

The property moved to the second stage of tax enforcement by Council resolution on October 21, 2019. An application for consent to take title was made to the Provincial Mediation Board (PMB) in September, 2020. The PMB was able to communicate with the owner, and entered them into a payment agreement. The owners defaulted on the payment arrangement and ceased communicating with PMB. This resulted in a letter of consent from PMB to take title to the property in August, 2022.

After registration of PMB consent on the property title, the 30-day final notice was served on September 20, 2022. The notice period has since expired. The owner did not respond, and the property was not redeemed. Attachment 1 contains property details and a tax enforcement timeline.

This brings us to the final stage of tax enforcement. The City of Yorkton *Tax Fees & Timelines Policy No. 40.80* requires a resolution from Council to apply for transfer of title.

DISCUSSION/ANALYSIS/IMPACT

Following authorization from Council, Administration will complete Form H: Request Transfer of Title and submit to the Land Titles Registry for processing. *The Tax Enforcement Act* prevents the current owners from setting any claim to, or in respect of this property.

When the title is transferred to the City, any businesses leasing space in this property will become tenants of the City of Yorkton. Lease payments from these businesses will offset the tax arrears.

FINANCIAL IMPLICATIONS

The property will be offered for sale within one year of taking title, as is legislated. If a sale agreement is reached, the proceeds will be distributed firstly to the City for payment of taxes, penalties, costs and expenses of the property. Additional proceeds will be refunded to the previous owner, as ordered by the Provincial Mediation Board.

COMMUNICATIONS/PUBLIC NOTICE

This property has been in tax enforcement for three years. Administration has sent numerous letters and made several attempts to contact the owners via telephone. All required tax enforcement notices were sent to the property owner via registered mail.

Public notice is not required for this final stage of the tax enforcement process.

OPTIONS

1. Authorize Administration, per Section 26.1 of *The Tax Enforcement Act*, to proceed with Form H to obtain title of Lot 1 Blk/Par F Plan No. 61Y05009 Ext. 0, and further, offer the property for sale within one year of obtaining title.
2. Postpone authorization to proceed with Form H to obtain title of Lot 1 Blk/Par F Plan No. 61Y05009 Ext. 0.
3. Provide Administration with alternative direction.

RECOMMENDATION

1. **That Council authorize Administration, per Section 26.1 of *The Tax Enforcement Act*, to proceed with Form H to obtain title of Lot 1 Blk/Par F Plan No. 61Y05009 Ext. 0, and further, offer the property for sale within one year of obtaining title.**

Attachment 1
Property Details and Tax Enforcement Timeline

Roll no.	Civic address	Lien Date	Six Month Notice	PMB Consent Reg'd	Final Notice	Assessed value	Current taxes	Arrears	Total Owing
514800050		January 14, 2019	31-Oct-2019	19-Sep-2022	20-Sep-2022	1,887,100	\$45,854.99	\$181,578.16	\$227,433.15

Comments:

- 1
- 2

All redactions done are pursuant to Section 23 of LAFOIPP

TITLE: Meritorious Service Awards 2023 SUMA Convention	DATE OF MEETING: October 24, 2022
	REPORT DATE: October 12, 2022
CLEARANCES: Gord Kennedy, Director of Human Resources Gord Kennedy	ATTACHMENTS: None
Written By: Kaylee Diduck, Human Resources Advisor Kaylee Diduck	
Reviewed By: Jessica Matsalla, Director of Legislation and Procedures (City Clerk) Jessica Matsalla	
Approved By: Lonnie Kaal, City Manager Lonnie Kaal	

SUMMARY OF HISTORY/DISCUSSION & FUNDING:

The SUMA Awards Banquet will be held on or around April 18, 2023 in Saskatoon. As in previous years, the City has endeavoured to recognize employees who have in excess of twenty (20) years of service with the City of Yorkton.

Traditionally Council has approved up to four (4) employees to attend the SUMA Banquet. In 2022 we have one (1) employee who is interested in being put forward for nomination.

Neal Matechuk has 20 years of service with the City of Yorkton. He began his career in April of 2002 as a probationary fire fighter, in April of 2003 he moved into a full time position and in March of 2022 he became Captain. In his new role as Captain, Neal is responsible for such tasks as running the day-to-day operations of his platoon, required to run incident command at scene and provide leadership to his crew.

Administration feels that it is appropriate to recognize this employee.

OPTIONS:

1. That Council approves nominating Neal Matechuk as the recipient of the 2023 SUMA Meritorious Service Awards and to compensate their banquet and accommodation expenses as per Policy 30.60 *'Recognition of City Employees'*.
2. That Council does not submit any City of Yorkton employee names with excess of twenty (20) years of Municipal Administration service for the SUMA Meritorious Awards Banquet in April 2023

3. Provide Administration with other direction on this matter.

RECOMMENDATION:

That Council approves nominating Neal Matechuk as a recipient of the 2023 SUMA Meritorious Service Awards, and to compensate their banquet and accommodation expenses as per Policy 30.60 *'Recognition of City Employees'*.