

**CITY OF YORKTON**  
**REGULAR COUNCIL MEETING AGENDA**

**Monday, November 14, 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 24, 2022
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
  - Environmental Committee Meeting Minutes – June 15, 2022
  - Recreation and Community Services Committee Meeting Minutes – July 20, 2022
  - Mayor Mitch Hipsley – Parkland Regional Library Executive Member Re-appointments
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
  - Multicultural Council of Saskatchewan – Presentation – Saskatchewan Multicultural Week November 19-27, 2022
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
9. **CORRESPONDENCE**
10. **BYLAWS**
11. **ADMINISTRATIVE REPORTS**
  - Director of Legislation and Procedures (City Clerk)
    - Certificate of Achievement – Darlene Stakiw
  - Director of Recreation and Community Services
    - Waterpark Pass Structure Review
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
  - 2 Other Items
    - Other Item A
    - Other Item B
  - 1 Personnel Item
14. **ADJOURNMENT**

# Environmental Committee

## MINUTES

WED, JUNE 15, 2022 7:30 A.M.

STAFF ROOM, QUEEN ST  
WATER TREATMENT PLANT

Members Present	Chair Shannon Erickson, Malena Vroom, Dustin Brears (via speaker phone/remote), Tom Courville, Sandra Bilan, Jason Signarowski
Absent	Matt Poier, Stefan Bymak, Darcy Zaharia
City Staff	Michael Buchholzer, Aron Hershmillier, Lyndon Hicks
Presentation	
Recording	Val Fatteicher
Call to order	7:38 a.m.
Adjourn	8:52 a.m.
<b>1. Declaration of Conflict of Interest</b>	
Declaration	No declaration of conflict of interest was made.
<b>2. Approval of Agenda</b>	
Discussion	Review of agenda items for discussion.
<b>Motion 18-22</b>	<b>Tom Courville</b> That the agenda be approved as presented.
<b>Motion 19-22</b>	<b>Tom Courville</b> To amend the agenda by inserting Item #8 Sewer Discharge Bylaw and Item #10 Circular Cities and Regions Initiative. CARRIED.
	To approve the agenda as amended. CARRIED.
<b>3. Minutes of the May 3, 2022 Meeting</b>	
Discussion	Minutes from the May 3, 2022 Meeting of the Committee were circulated.
<b>Motion 20-22</b>	<b>Sandra Bilan</b> That the minutes of May 3, 2022 be approved. CARRIED.
<b>4. Spring Clean Up Week Program</b>	
Discussion	The Spring Clean Up Week Program was held on May 9 to 14. Wet weather conditions at that time, received a total of 97 qualifying loads this year or 13.85 tonnes. Comparably there was 117 loads last year and 80 loads in 2019 (program cancelled in 2020). There was less participation in community cleanup this year. More

	promotion was done. Weather may have affected participation. Positive outcome from the groups that did participate.
<b>5. Organics Program at Sask Abilities</b>	
Discussion	Continue to promote the drop off location for organics at Sask Abilities. There has been good participation, with only a few rejected loads that had tree branches or garbage with their organics. Current operating hours are Monday to Friday, 7 am to 7 pm and Saturday from 10 am until 2 pm.
<b>6. Household Hazardous Waste Collection – Recyclability Enterprises</b>	
Discussion	<p>Proposed to be situated at Sask Abilities, Recyclability Enterprises, ongoing discussions have been taking place on the building and site requirements as well as insurance needs. Sask Abilities representatives have visited another existing site in Brandon to view their facility. Brandon's location is at their landfill, within a new building with containers and site signage in place. They are funded by the provincial government. One full time employee handles their incoming products. They ship approximately 3 loads of product per year and they are three times the size of Yorkton. Steinbach also has a site in place and will review their site details also.</p> <p>Yorkton site will be within their existing cold storage shop with adequate heating and ventilation needed. Spring and fall are expected to be the busiest. Product acceptance will be similar to that of used oil products currently. Lyndon will be meeting with Sask Abilities this Friday to review setup. One-day training course will be provided to staff handling and collecting products. Will have fire extinguishers in place. ProductCare provides hazmats and bins for products.</p> <p>More public information is needed about recycling product code numbers and what items are and are not acceptable. Battery recycling information should also be posted.</p>
<b>7. Proposed Increase to the Landfill Recycling Surcharge</b>	
Discussion	<p>Currently, incoming landfill loads with excessive cardboard gets charged double their disposal cost. Surcharge may not be enough of a deterrent due to weight of this type of load. Proposing to increase the levy from 100% to 200% of the load weight. This change should encourage the diversion of cardboard to the recycling centre.</p> <p>New cell at landfill allows us to accept different levels of impacted soil. Will be dependent on the quality of that soil. Ministry of Environment has provided their acceptable soil concentration levels to help determine where products can be disposed within the landfill and whether product can be used for cover material. Also evaluating the spent bleaching clay from canola plants.</p>

<b>Motion 21-22</b>	<p><b>Sandra Bilan</b></p> <p>The Environmental Committee supports the proposed surcharge increase in the Landfill Entrance Fees Bylaw from 100% to 200% of the total disposal charge for incoming loads containing excessive recycling materials. CARRIED.</p>
<b>8. Sewer Discharge Bylaw</b>	
Discussion	<p>Proposing changes to the Sewer Discharge Bylaw as a result of increasing wet weather and the effects of weeping tile systems and sump pump installations that directly drain into the sanitary sewer system. The wastewater plant is then forced to handle these higher water volumes placing strain on the plant. Flow meters have been installed in different areas of the city to try and determine source of these higher flows. Sewer lines at the canola plants have been investigated for any infiltration into the manholes. This bylaw change would provide for the proper placement of drain hoses and where the water is discharged to. Revisions will be completed and brought back to the committee before going to council for approval.</p>
<b>9. Depot Disposal Controls of Commercial Products</b>	
Discussion	<p>There has been previous committee meeting discussion about the Residential Depot bins as well as the residential recycling cages at Recyclability Enterprises. Ongoing concern over commercial use and contamination of improper disposals. Planning to improve the signage at the community depot bins as well as the recycling centre site. Coordinate placement of information on the depot bins with OSS and increase communication to the public, highlighting that commercial entities are to deliver their products directly to Recyclability Enterprises rather than use the residential depot bins.</p> <p>Information could be from Sask Abilities with support from the City of Yorkton. May be able to coordinate the circulation of this information with business license renewals from the City. Opportunity to educate businesses about recycling programs available to them.</p> <p>This information could also be channeled through both the Chamber and YBID, with follow up visits to businesses where needed.</p>
<b>10. Circular Cities &amp; Regions Initiatives</b>	
Discussion	<p>Program application information provided by Sask Waste Reduction Council yesterday from the Recycling Council of Alberta. They will be accepting applications for providing educational support to municipalities and other regions to create circular use initiative programs. These programs are focused on developing circular economies for recycling of products that we accept and look for other uses other than shipping of these products to other recycling brokers. The end sources of our shipped recycling products is unknown. Twelve local governments will be selected to participate in the CCRI P2P Network (Circular Cities &amp; Regions Initiative, Peer-to-Peer Network) The program is being collaborated by National Zero Waste Council, Federation of Canadian</p>

	Municipalities, the Recycling Council of Alberta and Recyc-Quebec. Application deadline is June 24 <sup>th</sup> .
<b>Motion 22-22</b>	<b>Jason Signarowski</b> The Environmental Committee supports the City of Yorkton's application to the Peer-to-Peer Network for the Circular Cities and Regions Initiative. CARRIED.
<b>11. Strategic Plan</b>	
Discussion	Carry forward to next meeting.
<b>12. Next Meeting Date</b>	
Next meeting date pending results of poll. Proposed for September.	
<b>13. Next Meeting Agenda Items</b>	
<ul style="list-style-type: none"> <li>○ Strategic Plan</li> <li>○ Definitions of Soil Criteria – SEQ guidelines</li> </ul>	
<b>14. Adjournment 8:52 am</b>	
<b>Motion 23-22</b>	<b>Sandra Bilan</b> That the Environmental Committee Meeting be adjourned. CARRIED.

These minutes have been approved by members of the Environmental Committee on October 20, 2022, 2022.

Sandra Bilan

Chair

Val Fatteicher

Recording Secretary

## Recreation & Community Services Committee

### MINUTES

**JULY 20, 2022**

**5:00 P.M.**

**GALLAGHER CENTRE  
National Bank Convention  
Place C**

Attendees	Chairperson: Delmar Zwirsky, Councillor Randy Goulden, Tonia Vermette, Donna Brothwell, Tamara Hall, Katie Ecklund, Scott Sharpe
Regrets	Councillor Ken Chyz
Absent	Melinda Sevilla, Yuri Forbes-Petrovich
Staff	Darcy McLeod, Lisa Washington, Julia Schofer
Recording	Julia Schofer
Guests	Chief Isabel O'Soup, Cory Cadotte, Ajay Tandi, Alex Krupnov, Trevor Acoose, Morgan (ck electric)
Call to order	5:05pm
Adjourn	6:41pm

### Agenda topics

#### 1. CALL TO ORDER

#### 2. ADOPTION OF AGENDA

##### Motion 22-011

**Donna Brothwell**

That the agenda be approved as presented. CARRIED.

#### 3. APPROVAL OF MINUTES – MARCH 16, 2022

Minutes from the March 16, 2022 meeting of the committee were circulated.

##### Motion 22-012

**Tonia Vermette**

That the minutes of the March 16, 2022 meeting of the Recreation and Community Services Committee be approved as circulated. CARRIED.

#### 4. BUSINESS ARISING

Nothing at this time.

#### 5. NEW BUSINESS – Yorkton Tribal Council Presentation

- Darcy provided explanation of the purpose of the RCS Advisory committee and provides recommendations to City Council.
- Chief O'Soup provided background on how the project idea came to light
- Chief O'Soup shared the responsibilities of each guest
- Chief O'Soup shared that partnerships are welcome when it comes to funding
- YTC members shared City Council presentation
- Keep the teepee as culturally significant as possible and to include interpretive signage for education purposes.
- Include history and how to move forward.
- Discussion on the design of the teepee including height, maintenance and stage use.
- The purpose is for YTC to invite everyone into the home. Flags can be changed and no issues of items being hung for events.
- Small scale teepee at the Tourism Building. YTC wants to see both locations receive a teepee.

- If this project goes ahead, everyone must ensure it is done right the first time. Safety is the top priority for both groups.
- Maintenance and partnership agreements moving forward.

**Motion 22-013**

**Donna Brothwell**

Support of a permanent steel structure at City Centre Park and for a wood structure to be installed at the Tourism Building. CARRIED.

**6. Consultant Verbal Updates**

- **Parks & Rec Master Plan**
- **Columbia Park Development**
- **Municipal Cultural Plan**
- **Dehumidification for Water Park**
- **Ice Plant Upgrades (Westland & Kinsmen)**

**7. NEXT MEETING**

September 21, 2022 at 5:00 pm.

**8. ADJOURNMENT**

**Motion 22-014**

**Scott Sharpe**

That the Recreation and Community Services Committee Meeting be adjourned at 6:42 p.m. CARRIED.

Delmar Zwirsky

Chairperson, Delmar Zwirsky

Julia Schofer

Recording, Julia Schofer



November 8, 2022

Memorandum To: Yorkton City Council

Re: Parkland Regional Library Appointments

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Correspondence was received at the Mayor's Office on November 7, 2022 from the Parkland Regional Library (PRL) regarding the election for the new executive held at the Semi-Annual General Meeting on October 29, 2022, in Wadena, Saskatchewan. The correspondence requests ratification from Council to approve re-appointing Ms. Juanita Brown and Ms. Lauretta Ritchie-McInnes as executive board members of the Parkland Regional Library effective until the next PRL Board executive election. Ms. Brown and Ms. Ritchie-McInnes were previously approved by Council for these positions in January of this year, however there was a new election of the PRL Board Executive.

**RECOMMENDATION:**

That Council of the City of Yorkton approve to re-appointing Ms. Juanita Brown and Ms. Lauretta Ritchie-McInnes as executive board members of the Parkland Regional Library Board effective November 14, 2022 until such time that new appointments are made.

Respectfully Submitted,  
CITY OF YORKTON

  
Mitch Hipsley

Mayor Mitch Hipsley



**Amanda Dietz**

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Hello,

Please note the following response to Request to Appear Before Council Form has been submitted at Wednesday November 2nd 2022 9:17 AM with reference number 2022-11-02-004.

- **First name:**  
Ali
- **Last Name:**  
Thompson
- **Committee/Organization name:**  
Multicultural Council of Saskatchewan
- **Address:**  
452 Albert Street North
- **City:**  
Regina
- **Province:**  
Saskatchewan
- **Postal code:**  
S4R 3C1
- **Name:**  
Darlene Stakiw
- **Title:**  
Volunteer
- **Daytime phone number:**  
[REDACTED]
- **Email:**  
[REDACTED]
- **Date of request:**  
11/2/2022
- **Date of council meeting that the presenter is wishing to attend:**  
11/14/2022
- **Topic being presented:**  
Saskatchewan Multicultural Week

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

The Multicultural Council of Saskatchewan (MCoS) wishes to make a short presentation on Saskatchewan Multicultural Week and its importance to help raise public awareness of our event and the importance of Multiculturalism in Saskatchewan.

This year's Multicultural Week is set to take place from November 19th-27th.

MCoS is constantly looking for and creating opportunities to support the five streams of multicultural work: cultural continuity, celebration of diversity, anti-racism, intercultural connections, and integration. As part of the development and promotion of multicultural values, we celebrate Saskatchewan Multicultural Week every year. The theme for this year's celebration is 'Together We Make Saskatchewan Strong' – allowing the people of Saskatchewan to share successful examples of various communities and cultures that reside here and make Saskatchewan Strong through their values, contributions, beliefs, and actions

Throughout the pandemic we have become increasingly aware of our common humanity, the collective efforts of those from many cultures, and the costs of ongoing inequities. Individuals and organizations have started conversations about racism and oppression that will allow us to build a solid foundation for working toward equitable and inclusive communities and we wish to encourage everyone all to join in that.

-Darlene's speaking points can be made available if required as well.

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

TITLE: Certificate of Achievement – Darlene Stakiw	DATE OF MEETING: November 14, 2022
	REPORT DATE: November 7, 2022
CLEARANCES:	ATTACHMENTS:  <b>1. Nomination Submission</b>  <b>2. Photos from the Government House – Sovereign Volunteer Medal Ceremony 2021</b>
Written by: Jessica Matsalla - City Clerk  <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager  <b>Lonnie Kaal</b>	

### **PURPOSE/BACKGROUND**

The Certification of Achievement is developed to provide the Mayor and City Council with a meaningful and enduring way to recognize citizens of extraordinary achievement. Yorkton residents who achieve international, national or provincial excellence in business, education, academics, science and technology, community service, the arts, or sports may be considered for this very special honour.

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

The Civic Recognition Awards Committee received a nomination for Ms. Darlene Stakiw to be awarded with the City of Yorkton – Certificate of Achievement earlier this Year (Attachment 1). It was reviewed and the Committee proudly recommends to Council to present Ms. Darlene Stakiw with the Certificate of Achievement on her excellent and dedicated community service to Yorkton over many decades, and for her National recognition on her volunteerism, as in October 2021, she received the Sovereign’s Medal for Volunteers (SMV) at Government House. The SMV is a national award that recognizes the volunteer achievements of Canadians from across the country in a wide range of fields. It is the highest honour for volunteer services that an individual can receive within the Canadian Honours System. The eligibility for the Medal is any living Canadian citizen who has made unpaid, sustained and significant volunteer contributions to their community in Canada or abroad. Darlene has tirelessly volunteered for organizations including Parkland Valley Sport, Culture and Recreation District, the Multicultural Council of Saskatchewan, and has advocated for people dealing with mental health issues.

Below are excerpts from the [website of The Governor General of Canada](#), Her Excellency the Right Honourable Mary Simon for the 2021 Sovereign’s Medal for Volunteers – 2021 recipients page:

#### **Description of the Medal**

The Medal for Volunteers consists of a silver circular medal that is 36 mm in diameter with a suspension ring. The obverse depicts a contemporary effigy of the Sovereign, circumscribed with

the inscription in capital letters of the Canadian Royal Title and the word “CANADA”, separated by two maple leaves.

The reverse indicates the ideas of caring and generosity, represented by two interlaced hearts. The sunburst pattern of the rim symbolizes the time that volunteers are giving and their actions. The ribbon uses the viceregal colours of blue and gold. The five gold stripes evoke the fingers of a hand, present in the Caring Canadian Award emblem, while the deep red colour is associated with royalty.

The design of medal was created by the Canadian Heraldic Authority, based on a concept by Darcy DeMarsico of the Chancellery of Honours. The medal is manufactured by the Royal Canadian Mint at its Ottawa facility.



### ***Darlene Stakiw***

*Yorkton, Saskatchewan*

*For five decades, Darlene Stakiw has been contributing to culture, health and recreation initiatives in her community through several local and provincial organizations, including the Yorkton Mental Health Drop-in Centre, and the Multicultural Council of Saskatchewan. Her contributions enhanced recreational programming, provided safe health care to those suffering from mental illness, and promoted multiculturalism.*

### **COMMUNICATION PLAN**

The City of Yorkton would like to publish this item on our social media platforms, and through the Mayor's weekly Radio Message.

### **FINANCIAL IMPLICATIONS**

There are nominal financial implications for the preparation of the certificate.

### **OPTIONS**

- 1. That Council accept the recommendation from the Civic Recognition Awards Committee that Darlene Stakiw be presented the City of Yorkton Certificate of Achievement for her decades of excellent and dedicated community service and volunteerism and furthermore, offer special congratulations and recognition for Darlene's national recognition from The Governor General of Canada, Her Excellency the Right Honourable Mary Simon with the Sovereign Medal for Volunteers.**
- 2. Other direction of Council.**

### **COMMITTEE RECOMMENDATION**

- 1. That Council accept the recommendation from the Civic Recognition Awards Committee that Darlene Stakiw be presented the City of Yorkton Certificate of Achievement for her decades of excellent and dedicated community service and volunteerism and furthermore, offer special congratulations and recognition for Darlene's recognition from The Governor General of Canada, Her Excellency the Right Honourable Mary Simon with the Medal for Volunteers.**

**Jessica Matsalla**

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**From:** noreply@esolutionsgroup.ca  
**Sent:** Saturday, May 7, 2022 10:48 AM  
**To:** Jessica Matsalla  
**Subject:** New Response Completed for Certificate of Achievement Nomination Form

**CAUTION: External Email**

Hello,

Please note the following response to Certificate of Achievement Nomination Form has been submitted at Saturday May 7th 2022 10:44 AM with reference number 2022-05-07-004.

- **Date:**  
5/7/2022
- **First name:**  
Tom
- **Last Name:**  
Seeley
- **Address:**  
[REDACTED]
- **City:**  
Yorkton
- **Province:**  
Saskatchewan
- **Postal code:**  
[REDACTED]
- **Contact phone number:**  
[REDACTED]
- **Email:**  
[REDACTED]
- **First name:**  
Darlene
- **Last Name:**  
Stakiw

- **Address:**

[REDACTED]

- **City:**

Yorkton

- **Province:**

Saskatchewan

- **Postal code:**

[REDACTED]

- **Contact phone number:**

[REDACTED]

- **Email:**

[REDACTED]

- **Please describe the details of the nominee's achievement (in 2000 words or less):**

On October 17, 2021, Lieutenant Governor Russ Mirasty presented the Sovereign's Medal for Volunteers to 4 multiculturalism leaders, including Darlene Stakiw of Yorkton. Darlene was singled out for her decades of volunteer service to organizations including Parkland Valley Sport, Culture and Recreation District, the Multicultural Council of Saskatchewan where she supported community development, multiculturalism and anti-racism strategies as a board members and/or community coordinator. Darlene has also been a strong supporter and advocate for people dealing with Mental Health issues, having served on the local Mental Health organization for many years. Darlene has been tireless in ensuring the City of Yorkton has approved a cultural plan for the city.

Citizens of Yorkton should be extremely proud of Darlene's achievements over the decades, particularly after the presentation of the award by the Lieutenant Governor. It is only fitting that she be awarded A Certificate of Achievement under the criteria outlined in the Civic Recognition Awards.

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



Darlene Stakiw receiving the Sovereign's Medal for Volunteers from Lieutenant Governor Russ Mirasty on behalf of Her Excellency the Governor General at Government House in Regina, SK, on October 17, 2021.



TITLE: <b>Water Park Pass Structure Review</b>	DATE OF MEETING: November 14, 2022
	REPORT DATE: November 9, 2022 3:37 PM
CLEARANCES:  <b>Darcy McLeod</b> Darcy McLeod, Director of Recreation & Community Services	ATTACHMENTS:
Written by: Taylor Morrison, Gallagher Centre General Manager  <b>Taylor Morrison</b>	
Reviewed by: Jessica Matsalla, City Clerk  <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal, City Manager  <b>Lonnie Kaal</b>	

**PURPOSE/BACKGROUND**

The Access Communications Water Park offers many different programs and services to Yorkton and area residents year round. This includes structured programs such as swimming lessons and aquatic leadership courses, as well as drop in programs for Aquacize, lane swimming, and public swimming. The Water Park can also be rented for private, semi-private, sport organization and school use, as well as for birthday parties, water rescue training, scuba diving, and many other aquatic-style programs and events.

Recreational programs and services were severely impacted by COVID-19, starting with the closure of recreation facilities on March 17, 2020, followed by a slow and incremental opening up of programs and services as the year progressed. The Water Park reopened on September 1, 2020 under new restrictions set by the Re-Open Saskatchewan Plan, which resulted in changes made to program and service delivery. Those changes included:

1. A capacity of eight persons for fitness programs, including Aquacize and lane swimming.
2. A capacity of eight persons for organized sport training, including speed and synchronized swimming.
3. Contact tracing for all attendees.
4. Enhanced cleaning of commonly touched surfaces.

During the 2021 Operating Budget process, Council directed:

**That the Committee of the Whole Council recommend to Council to direct Administration to use Option 1 for the 2021 Water Park operating budget, in addition to further reducing programming.**

Option 1 - 12 months of operation.

Water park operates as budgeted and currently programmed. Operations are reduced from 2020 with 50-person capacity for public swims and 8-person capacity for fitness programs. Provides for reduced staffing costs as only one tank open at a time for programming. Little savings in other operational costs (utilities, chemical, equipment maintenance, etc). Swimming lessons temporarily suspended.



**Other options presented:**

Option 2 - 12 months of operations. 50-person COVID capacity.  
Operate with wave pool only; drain lap pool.

Option 3 - 6 months of operations. 50-person COVID capacity.  
Operate with both pools open and available at the same time.

Option 4 - 6 months of operations. 50-person COVID capacity.  
Operate with wave pool only; drain lap pool.

Options 5 - 4 months of operations 90-person projected COVID capacity.  
Operate with both pools open and available at the same time.

Option 6 - 4 months of operations. 90-person projected COVID capacity.  
Operate with wave pool only; drain lap pool.

This direction was based on three primary factors:

1. The provincial restrictions and guidelines in place for pool operations.
2. That the Water Park provides recreational activities essential for mental and physical well being.
3. The budget impact on the Gallagher Centre related to Covid-19 and the need to provide recreation programs and services that generate adequate revenue to minimize the negative impact to the operating budget.

**DISCUSSION/ANALYSIS/IMPACT**

A review of programming took place in order to provide Council with options to determine the level of service required at the Water Park. The options were developed:

1. To obtain budget direction from Council,
2. To meet the requirements of the Re-Open Saskatchewan Plan, and
3. To ensure a basic level of recreation services are available to the public to contribute to the mental and physical well-being of our community.

During this review, it was identified that the reduction in available individual opportunities had created stress for people trying to access the Aquacize programs. People were not able to access programs in the times that they were used to, or their desired timeslot was full. At the time, the City could not increase the number of participants per session until permitted by provincial restrictions, and the established budget would not accommodate increased sessions, without recovering costs. It was found that recovering additional costs would be difficult due to the time-based pass system, where the holder could access the Water Park as much as they want during the term of their pass. The majority of program participants made use of the time-based pass option, and therefore had no drawback for not attending the program they had registered for, compared to those who had paid the admission fee or utilized one of the punch passes, who would not have been refunded their pass. This resulted in empty slots being available that could have been sold.

The then existing time-based pass system had shown that it was difficult to ensure access to as many people as possible, while trying to obtain revenue required to sustain programs. An access inequity is created when a time-based pass holder does not show up to a registered program. This impacts the City's ability to generate revenue required to run the program as it does not cost the

pass holder anything, but limits the City's ability to sell that program spot and allow another person access to the program.

Through a review of attendance and pass data, it was found that some monthly pass holders were booking into two or more events per day, thereby reducing their overall cost per visit to less than \$2.00 per attendance. Effectively, some pass holders were monopolizing access to the Water Park by booking into multiple programs per day and per week. Further, some attendees did not show up to participate in the program, but also did not cancel their registration, thereby leaving an empty spot that other users were actively trying to fill, and with no recourse on their time based pass.

At the Feb 22, 2021 Council Meeting, Council directed:

**That Council authorize Administration to permanently discontinue all time-based pass system for all programs at the Access Water Park, in favour of a pay-per-use system which includes the sale of a variety of punch/bulk pass options, effective March 1, 2021.**

Shifting the structure of passes and memberships to punch pass options provided the City with increased opportunity to generate revenue and ensured that every program offered is provided with adequate revenue to operate the program. This also addressed the issue of ghost (no-show) registrations by time-based pass holders, and provided equitable access to programs to ensure revenue was generated with every registration.

The public were still able to see savings when they purchased a punch/bulk pass, as the more you buy the less expensive they are. This pass style matches other existing programs offered by the City in other facilities such as drop in sports and walking track passes.

#### Post Pandemic Capacity Limits

While Covid-19 capacity limits for aquatic programming were removed by the provincial government in February 2022, Council had also provided direction on the January 12, 2022 Strategic Planning meeting on keeping lifeguard cost low, which meant that some capacity limits remained in effect for public swim programs. This ensured that the number participants allowed would match the number of lifeguards required for the public swim, resulting in a more efficient and effective use of the Lifeguard budget. By knowing the maximum number of people permitted in advance, over-scheduling of lifeguards could be avoided thereby minimizing lifeguard costs.

Capacity limits remain in place for public swim programs to ensure that adequate lifeguards are available and that lifeguard salaries remain on target, and that the budget expectation set for the Water Park are met. There are no capacity limits in place for lane swimming or Aquacize.

#### **FINANCIAL IMPLICATIONS**

Pass sales and tracked pass holder visits were compiled from January 2019 through October 2022. In April 2019, the recreation software transitioned to Xplor Recreation (formally PerfectMind), which allowed for improved tracking of pass sales and attendance.

Data shows that prior to April 2019 the adult pass sales averaged 100 monthly passes per month. In the previous recreation software system, passes were sold without confirming personal details of the participant and therefore demographic tracking was not effective. The new software system requires personal information in order to create a customer account. As a result, pass

sales dropped off when the new software system was implemented as some customers expressed that they would not be renewing passes if they were required to provide this information. Adult pass sales averaged 86 monthly passes per month from January to March 2020, prior to closing due to the pandemic.

In October of 2022 another review of pass sales and attendance was completed. This provided insight to the effect of eliminating the time based passes in February 2021. The overall review concluded:

1. Declines in pass sales began with changes to the registration software, but were rebounding immediately prior to the pandemic.
2. Monthly pass activations continued to decline after the Water Park reopened in September 2020. Average monthly activations dropped to 50 passes per month between September 2020 and February 2021, resulting from the limited access to programs and opportunities, given the Covid-19 operations and affiliated provincial restrictions.
3. Admission revenue continues to increase post pandemic.
4. Pass sale revenue has remained level when comparing time-based passes to punch passes. In addition, program attendance has also remained level; however, the number of different customers accessing programs has increased. This is because program access is more equitable under the punch pass style, and not being dominated solely by time-based pass holders.
5. Program attendance continues to climb post-pandemic.
6. The change from time-based passes to punch passes did force the most active members to pay more to access programs at a similar frequency to what they were used to. In effect, those visiting the facility are, on average, paying \$4.00 per visit, compared to the \$1.50-\$2.00 that they had been used to. As a point of reference, the regular admission rate to the Water Park is \$7.50.
7. Pass activations continue to rise as we transition from summer to winter months. As an example, September 2022 had 50% more pass activations than the previous five months.

### Comparison to Other Pools

Administration is aware of recent comparisons of Yorkton to other pools in the province, and specifically that Yorkton is the only community that does not offer time-based passes. Several different factors need to be reviewed when comparing pools and the programming offered between communities. The population (and therefore the tax base), the number of facilities available to a pass holder in their community, the amenities of those facilities (such as wave pools, water slides, hot areas, spray features, etc.), and the programming that is offered that comes included with the pass. All of these items factor into a community's decision to charge what they charge for their passes.

Aquatic facility operating costs are significant with salaries and utilities alone making up the majority of operating costs. Other costs include pool chemicals, parts, and equipment (pumps, motors, filters, etc.), lesson/programming supplies, janitorial supplies, and other contracted services to ensure a safe and accessible facility. The size and composition of a water park will greatly influence the operational costs of the facility, and the revenue being collected should be done in a way that helps ease the burden on the tax base. Comparing the admission or pass rates alone paints only a small portion of water park operations.

Administration has completed a review of similar sized communities and the pools that they operate. These communities include Price Albert, Swift Current, Moose Jaw, Estevan, and North

Battleford. Regina and Saskatoon are also included as a benchmark for larger communities with a greater population/tax base, and additional facility options.

This comparison concluded that:

1. Yorkton was among the least expensive when comparing daily adult, youth, and child admission rates (\$7.50, \$6.50, \$4.25 respectively)
2. Daily adult admission rates ranged from \$7.00 at the low end to \$10.00 at the high end.
3. Every community offered some form of punch pass option, with the most common being 5 and 10 punch passes.
4. Yorkton is the only community that had shifted to a pay-per-use type system.
5. Monthly adult pass rates ranged from \$40.00 to \$58.00.
6. The number of times a monthly pass customer would need to use their pass in order for the pass to “pay for itself” ranged from five to eight visits per month.
7. Age ranges for admissions varied from community to community (pre-school, child, youth, adult, senior).

#### Pass Option Considerations

Although Yorkton appears to be the outlier when it comes to Water Park passes and options, the decision to transition to a pay-per-use pass system has not negatively impacted Water Park operations. It is acknowledged that some users, those who visit the pool three or more times per week, did see an increase to their per visit price, which was anticipated when the change to punch passes was made in February 2021. We recognize that not all users will be satisfied with the direction that is executed.

As pandemic related restrictions are no longer in place, and operations continue to return to pre-pandemic levels, it has been noted that a return to pre-pandemic pass systems could be re-implemented. If time-based passes are to be re-introduced, it should be done with the following understanding:

1. Time-based passes provide unlimited access to the Water Park, and as such may have an impact on revenue generation. Therefore, the monthly pass rate should be set at an achievable and realistic purchase price that factors in the customers required amount of visits before the pass becomes “paid for”.
  - a. For example, if the adult monthly pass purchase price is \$70.00, plus applicable taxes, the customer would need to visit the Water Park 9.3 times before the pass is paid for, using the regular admission rate of \$7.50. This equates to 2.3 times per week, which would be very attainable for regular, weekly users.
  - b. Those who find the cost of the monthly passes to be too high are able to purchase the punch passes, which they can use at their discretion and with no expiration.
2. Monthly Passes would be per individual user, and is not transferable. It cannot be used by anyone other than the pass holder.
3. The pass holder must provide relevant personal information to create an account in order to purchase and use the pass.
4. Monthly passes will be activated for 30 days per activation.
5. If someone wants to purchase more than one Monthly pass, multiple monthly passes can be purchased for those wanting more than one month, however since the Monthly pass is already provided at a discount, no further discount would be applied regardless of how many Monthly passes were purchased. This will ensure a minimum cost recovery in exchange for unlimited use.

6. Pass freezing would be available in extenuating circumstances including medical condition (prolonged sickness/injury, surgery, etc. and must provide a medical doctor's note) and for facility maintenance shutdowns implemented by the Water Park.

If Council chooses not to implement a time-based pass system for all users they could choose to implement one for seniors. A Senior Monthly Pass alone could be implemented, using the same rational as the time-based pass system. The benefit to the community for investing in seniors is that the more active they are, the more independent and healthy they can remain.

If time-based passes are not re-implemented, a payment plan option could be considered to support the purchase of the 100 punch pass option. If this were to occur a higher up front cost, rather than an even split across a number of months, would be appropriate to ensure that the City receives a minimum amount of revenue in the event a customer becomes delinquent in their account. If a customer became delinquent, their punch pass would be frozen until payment is made.

Consideration could be given for a 20% down payment of the total pass price (\$91.45) is paid at the time of activation, with the remaining 80% (\$365.80) paid over the following six months (\$60.97 per month). If the customer uses their 100 passes prior to the six-month period, payment in full would be required before purchasing the next set of 100 punch passes. These fees are plus applicable taxes.

Regardless of the pass structure, a customer account, along with the appropriate personal information is required for any pass management or payment plan. This personal information includes items such as credit card details, name, address, date of birth, etc., which would be collected and stored on the Xplor Recreation software server.

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

Any changes to Water Park passes would be communicated directly to those active users of our Xplor Recreation software who have consented to receive email communications. Information on pass changes would also be shared on the Recreation & Community Services social media platforms, the City's overall social media platforms, and on the City's website.

### **OPTIONS**

1. That the current Water Park pass structure be maintained as a pay-per-use punch pass system, and further, that a payment plan be offered for the 100 punch purchases.
2. That a hybrid pass structure be implemented at the Water Park, where pay-per-use punch passes and monthly time-based passes are offered to all users. Time-based passes would be implemented with the terms and conditions previously mentioned in this report.
3. That a hybrid pass structure be implemented at the Water Park, where pay-per-use punch passes are available for all users, and time-based monthly passes are available for seniors only. Time-based passes would be implemented with the terms and conditions previously mentioned in this report.
4. That any Water Park pass structure changes be deferred until the completion of the Parks and Recreation Master Plan, where a recommendation on a Department fee structure will be discussed, including recommendations driven by direct user feedback, collected survey responses, and usage data.
5. Other direction provided by Council.

### **ADMINISTRATIVE RECOMMENDATION**

That a hybrid pass structure be implemented at the Water Park, where pay-per-use punch passes and monthly time-based passes are offered to all users. Time-based passes would be implemented with the terms and conditions previously mentioned in this report. Further, that a Senior rate on all City of Yorkton admissions and passes be reviewed as part of the Parks and Recreation Master Plan process currently underway.