

CITY OF YORKTON
REGULAR COUNCIL MEETING AGENDA
Monday, December 19, 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 – December 5, 2022
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - Yorkton Sno Riders Presentation – Proposed City Snowmobile Access Trail
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - Director of Engineering & Asset Management
 - Proposed Bylaw No. 18/2022 - Amend Bylaw No. 33/2012 Snowmobile Bylaw
9. **CORRESPONDENCE**
10. **BYLAWS**
 - Assessment & Taxation Manager
 - Proposed Bylaw No. 12/2022 – Amend Bylaw No. 23/2012 Payment of Taxes and Application of Penalties
11. **ADMINISTRATIVE REPORTS**
 - Solid Waste & Environmental Programs Manager
 - Proposal for 2023 Residential Curbside Organics Program – Pilot Project
 - City Controller
 - Infrastructure Investment Plan (IIP) Application for York Road Reconstruction
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
 - 1 Budgetary Item
 - 1 Property Item
 - 1 Other Item
 - 1 Personnel Item
14. **ADJOURNMENT**

From: popowich.jason@yorkton.ca
To: [Amanda Dietz](#)
Subject: New Response Completed for Request to Appear Before Council Form
Date: Tuesday, November 29, 2022 1:52:57 PM

CAUTION: External Email

Hello,

Please note the following response to Request to Appear Before Council Form has been submitted at Tuesday November 29th 2022 1:48 PM with reference number 2022-11-29-010.

- **First name:**
Jason
- **Last Name:**
Popowich
- **Committee/Organization name:**
Yorkton Sno Riders
- **Address:**
Box 111
- **City:**
Yorkton
- **Province:**
Saskatchewan
- **Postal code:**
S3N 2W8
- **Name:**
Jason Popowich
- **Title:**
Spokesperson
- **Daytime phone number:**
[REDACTED]
- **Email:**
[REDACTED]
- **Date of request:**
11/29/2022
- **Date of council meeting that the presenter is wishing to attend:**
12/19/2022
- **Topic being presented:**
A new City snowmobile access trail
- **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)**
Our club met earlier this year with City officials to discuss a new trail to access our clubhouse on Myrtle ave and we are ready to present our request to council for approval

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

Yorkton Sno- Riders Inc.
Box 111
Yorkton SK, S3N 2X3

December 6, 2022

City Clerk's Office
City of Yorkton, City Hall
37 Third Avenue North
Box 400
Yorkton, SK S3N 2W3

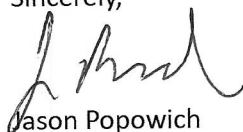
Dear Sir/Madam:

On behalf of the Yorkton Sno Riders, I would be honored to be present at the next City Council meeting to request approval for the proposed Snowmobile trail route into Yorkton labeled "Proposed Snowmobile Route Option 2." In the past few years we have experienced Myrtle Avenue and York Road to be quite busy with traffic when we are driving our trail groomers to and from our clubhouse on a busy day of grooming. A solution would be a snowmobile trail that would allow our groomer operator an alternate route to safely enter and exit the Clubhouse and avoid the busy streets during peak times.

This trail would also allow our members from out of town, travelling by snowmobile to access our new Clubhouse near Myrtle Ave for club functions such as our meetings. We have reviewed and strategically designed our trail into Yorkton on the North industrial area of the city. The trail would be signed and groomed to provincial standards. The trail would be used sparingly as the club meets once a month and only a few members of the 30 attendees travel by snowmobile.

In closing, I look forward to attending the next City Council meeting to request approval for the proposed snowmobile trail route into Yorkton.

Sincerely,



Jason Popowich

Past President

Yorkton Sno-Riders Inc



SHEET	OF
DRAWING NUMBER	
SCALE	
DRAWN	BC
DESIGNED	
CHECKED	
DATE - (YYYY-MM-DD)	2021-10-29

Proposed Snowmobile Route Option 2

NOTES:

City of
Yorkton

FILE NAME
snowmobile route_scheduled_bylaw25-2014_yorkton2 proposed

TITLE: Snowmobile Bylaw Amendment	DATE OF MEETING: December 19, 2022
	REPORT DATE: December 9, 2022
CLEARANCES:	ATTACHMENTS: 1. Bylaw 18/2022
Written by: René Richard, Director of Engineering and Asset Management Rene Richard	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

PURPOSE/BACKGROUND

The Yorkton Sno Riders Club have recently located their new clubhouse to 263 Myrtle Avenue. The trail groomers are stored at the new clubhouse and are currently driving along Myrtle Avenue and York Road to connect to the existing trail system. Additionally, some members utilize there snowmobiles to attend club meeting with no trail access to the new clubhouse. The Club has requested an amendment to the bylaw to allow for a safe trail for snowmobilers to access an area near the new clubhouse across the street to attend meetings and for the groomers to have a trail access not located along the street. The Sno Riders and the City of Yorkton (City) have had a long-standing gentleman's agreement that the Sno Riders, as main users of the trails, will take responsibility to mark, and maintain their trail including applicable signage.

DISCUSSION/ANALYSIS/IMPACT

The proposed new access is located mostly on either legal right-of-ways (undeveloped roadways) or City property. However there is one location where it would cross a CN spur line. The groomed trail system already crosses many rail lines. It is assumed that the Sno Riders will obtain any necessary approvals for such crossings.

The proposed access would also cross York Road, which would considered a high traffic area. Again, groomed trails already cross several highway in and around Yorkton so it is assumed snowmobilers are accustomed to crossing roadways in a highway scenario.

There is a section of Myrtle Avenue where residential properties could be affected by noise. This would be dependent on the amount of snowmobilers that utilize the new access and the speed by which they travel.

FINANCIAL IMPLICATIONS

N/A

COMMUNICATION PLAN/PUBLIC NOTICE

N/A

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

N/A

OPTIONS

1. Approve Bylaw No. 18/2022 A Bylaw to amend Bylaw No. 33/2012, a Bylaw to Regulate the Operation of Snowmobiles within the Corporate Boundaries of the City of Yorkton.
2. Do not approve Bylaw No. 18/2022 A Bylaw to amend Bylaw No. 33/2012, a Bylaw to Regulate the Operation of Snowmobiles within the Corporate Boundaries of the City of Yorkton.
3. Other Direction as provided by Council.

**City of Yorkton
Saskatchewan**

Bylaw No. 18/2022

**A Bylaw of the City of Yorkton in the Province of Saskatchewan to amend
Bylaw No. 33/2012, a Bylaw to Regulate the Operation of Snowmobiles
within the Corporate Boundaries of the City of Yorkton**

WHEREAS, it is deemed advisable for the Council of the City of Yorkton to amend Bylaw No. 33/2012 known as ‘The Snowmobile Bylaw’.

THEREFORE, the Council of the City of Yorkton enacts as follows:

1. That Schedule ‘A’ which is attached to and forms a part of Bylaw No. 33/2012 be replaced with ‘Schedule A’ as attached to this amending Bylaw.
2. That Bylaw No. 2/2015, a bylaw to amend Bylaw No. 33/2012, a Bylaw to Regulate the Operation of Snowmobiles within the Corporate Boundaries of the City of Yorkton be repealed.
3. This bylaw amendment shall come into force and take effect on the date of final passage.

MAYOR

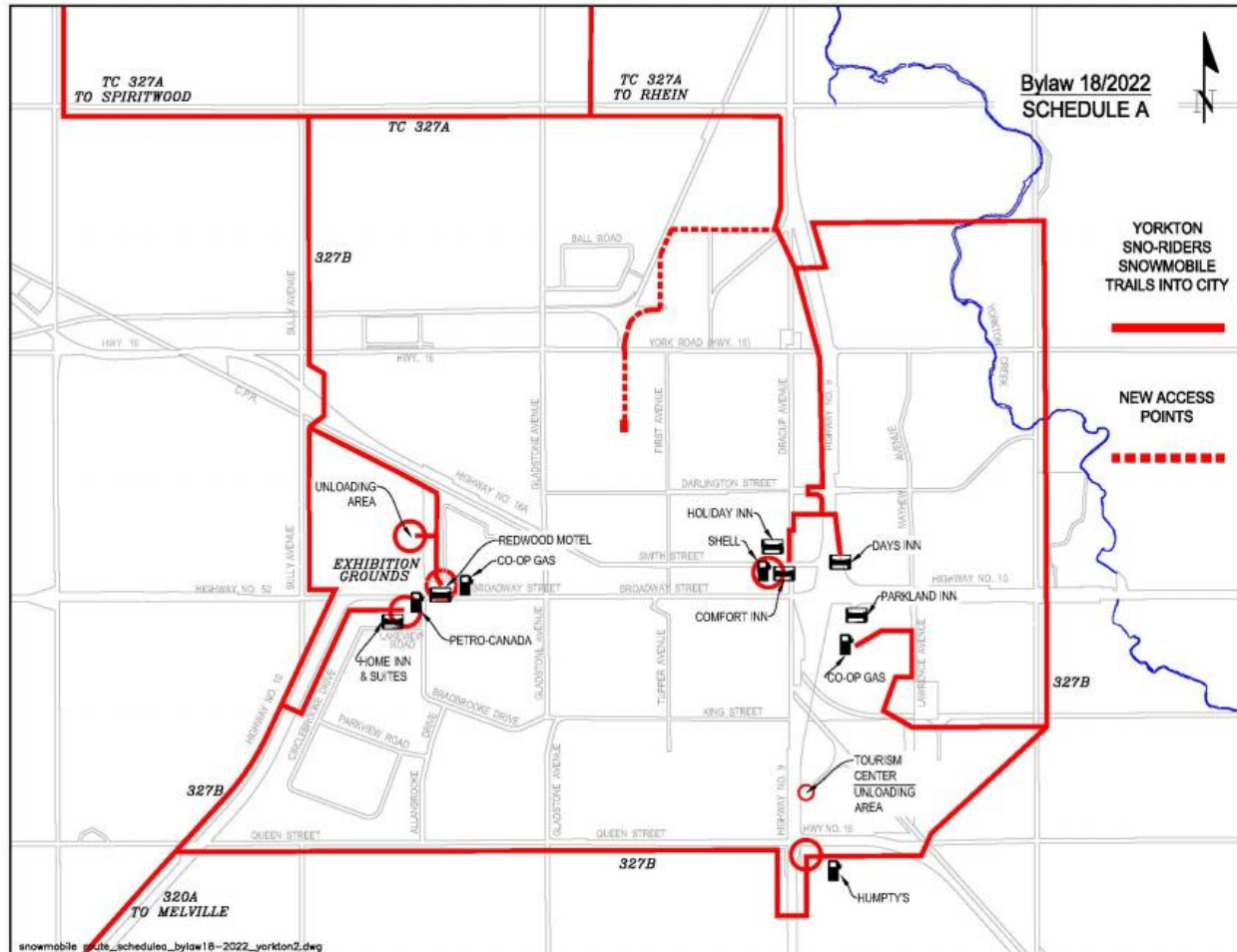
CITY CLERK

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

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

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

Schedule 'A'



TITLE: Proposed Bylaw No. 12/2022 – Amend Bylaw No. 23/2012 Payment of Taxes and Application of Penalties	DATE OF MEETING: December 19, 2022
	REPORT DATE: December 8, 2022
CLEARANCES: Ashley Stradeski - Director of Finance Ashley Stradeski	ATTACHMENTS: 1. Bylaw No. 23/2012 2. List of Saskatchewan Cities' Penalty Rates 3. Proposed Amending Bylaw No. 12/2022
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

In May, 2012 Council passed Bylaw No. 23/2012 to Provide for the Prompt Payment of Taxes and the Application of Discounts and Penalties Thereto (Attachment 1).

Tax penalties are put in place for the following reasons:

- a. As an incentive for property owners to pay us. The penalties motivate payment, or encourage communication with us if they are unable to pay;
- b. They establish that we are a business that needs the tax revenue to operate. The majority of our income comes from the collection of property tax. Without it, we have to borrow funds to pay for our projects and the cost of borrowing has risen.

Penalties are currently charged at the rate of 0.5% on balances remaining unpaid as of July 1st (current), and 0.5% on each of the succeeding months. If the balance remains unpaid after December 31st of the year the taxes are levied (arrears), a penalty of 1% is added on the first day of each month.

According to a list of Saskatchewan City penalty rates (Attachment 2) compiled by the City of Weyburn earlier this year, Yorkton is listed as having the lowest rates in both categories. The average current tax penalty rate in Saskatchewan cities is 1.46% and the average arrears penalty rate is 3.14%. Estevan has the highest, with a current rate of 3.5% and arrears rate of 10%.

Over the last two years, the pandemic and the war have affected us all greatly. We have experienced demand running ahead of supply, supply bottlenecks and labour shortages, all of

which resulted in increased inflation, and with inflation, there always comes a higher cost of borrowing.

In an effort to recover some of the City's increased costs, Administration has proposed Bylaw No. 12/2022 to Amend Bylaw No. 23/2012 to Provide for the Prompt Payment of Taxes and the Application of Discounts and Penalties Thereto (Attachment 3). This Bylaw sets out an amendment to increase each of our penalties by one quarter of a percent. This will make the current penalty 0.75% (applied in the months July to December, for a cumulative amount of 4.5%). The arrears penalty will increase to 1.25% (15% annually). Even with the proposed increase the City will remain at the low end of the penalty list.

FINANCIAL IMPLICATIONS

The proposed amending bylaw is not meant to increase tax revenue. The intent of the penalty increase is to motivate timely payment of property taxes.

If we do not receive tax payments by the due date, we have to borrow the money to operate. Currently, the City's borrowing rate is in the 5 – 5.5% range. Revenue from the current penalties (0.75%/month) will be used to pay for our cost of borrowing.

The objective of the increased arrears penalty is to motivate people to borrow through a financial institution to pay their tax arrears, rather than leave their taxes unpaid. The current average consumer lending rate is 7% compared to the 15% annual (1.25%/month) arrears penalty. We are not in the position to offer credit for services, which is essentially what is happening when taxes are left unpaid. We offer the same services to everyone, on the assumption that everyone is paying their taxes on time.

An example comparison of the impact the penalty increase will have on an average residential property:

	Total levy	Current penalty	Total	Difference
1. Penalty of 0.5%/month	3177.87	15.89	3193.76	
2. Proposed Penalty of 0.75%/month	3177.87	23.83	3201.70	+\$7.94/month

If this property account remains unpaid after December 31st, it will move to arrears and have the arrears penalty applied:

	Total arrears	Arrears penalty	Total	Difference
1. Penalty of 1%/month	3273.21 (includes penalties from July – December at 0.5% rate)	32.73	3305.94	
2. Proposed penalty of 1.25%/month	3273.21	40.92	3314.13	+\$8.19/month

COMMUNICATION PLAN/PUBLIC NOTICE

The proposed bylaw would take effect July 1, 2023. This ensures that Administration has ample time to communicate the increase by updating correspondence, statements, payment reminders, tax notices and our website. On July 1, 2023 properties with unpaid current tax balances will have the 0.75% penalty applied.

STRATEGIC PRIORITIES

One of the sustainability pillars in the Yorkton 2020 Strategic Plan is Governance: “Maintaining a fiscally sustainable government focused on strategic decision-making, transparency and inclusiveness.”

Part of good governance is reviewing our bylaws, policies and procedures to ensure we are operating effectively and efficiently.

OPTIONS

1. That Council approve Bylaw No. 12/2022, a bylaw to amend Bylaw No. 23/2012 to provide for the prompt payment of taxes and the application of discounts and penalties thereto, and give all three readings this evening.
2. To deny the approval of Bylaw No. 12/2022 to amend Bylaw No. 23/2012.
3. Other direction as Council deems appropriate.

RECOMMENDATION

1. **That Bylaw No. 12/2022, A Bylaw of the City of Yorkton, in the Province of Saskatchewan, to Amend Bylaw No. 23/2012 to provide for the prompt payment of taxes and the application of discounts and penalties thereto be introduced and given first reading this 19th day of December, A.D. 2022.**
2. **That Bylaw No. 12/2022 be given second reading this 19th day of December, A.D. 2022.**
3. **That with unanimous consent of Council, Bylaw No. 12/2022 proceed to third reading this 19th day of December, A.D. 2022.**
4. **That Bylaw No. 12/2022, A Bylaw of the City of Yorkton, in the Province of Saskatchewan, A Bylaw of the City of Yorkton, in the Province of Saskatchewan, to Amend Bylaw No. 23/2012 to provide for the prompt payment of taxes and the application of discounts and penalties thereto be given third and final reading this 19th day of December, A.D. 2022 and be entered in the Bylaw Register of the City of Yorkton.**

City of Yorkton
Saskatchewan

Bylaw No. 23/2012

A Bylaw of the City of Yorkton in the Province of Saskatchewan to provide for the prompt payment of taxes and the application of discounts and penalties thereto.

WHEREAS the Council of the City of Yorkton in Council assembled hereby enacts as follows:

1. In this Bylaw, unless the context otherwise requires, the expression:
 - (a) “Taxes” shall mean taxes imposed on property, business, or special franchises subject to assessment, or the taxes imposed thereon for municipal, school or any other purposes, all service taxes or rental taxes and includes local improvement rates and taxes.
2.
 - (1) The Treasurer of the City of Yorkton is hereby authorized to receive, in any year, payments on account of taxes and to issue prepayment receipts, notwithstanding that the taxes for such year have not been levied or that the Assessment Roll has not been adopted by the Council.
 - (2) All prepayments received shall be applied firstly to arrears of taxes and any penalties due thereon and the balance over and above the amount paid for arrears and any penalties thereon shall be applied on the current year’s taxes.
 - (3) No refund shall be made on any prepayment unless requested by the taxpayer and any amount prepaid in excess of the levy for the current year’s taxes shall be applied to payment of the taxes levied in the next following year and shall be treated as a prepayment on the said taxes levied in the next following year.
3. All taxes shall be paid on or before the 30th day of June in the year in which taxes are levied.
4.
 - (1) An additional percentage charge shall be paid by way of penalty for default in payment on any portion of taxes remaining unpaid after the 1st day of July, in the year in which the taxes are imposed, such charges to be based on a sliding scale corresponding with the length of time default is made, as follows:
 - (a) A charge of **One Half Percent (.50%)** on any taxes remaining unpaid on the 1st day of July, and;

- (b) An additional charge of **One Half Percent (.50%)** on the 1st day of each of the succeeding months of August, September, October, November and December, of the year in which the taxes are imposed on any taxes remaining unpaid thereon.
- (2) The penalties provided in Subsection 3(1) hereof shall be added to and form part of the taxes remaining unpaid after the 31st day of December, in the year in which they are imposed.
- (3) If the whole or any portion of the combined amount of arrears of taxes and penalty remains unpaid after December 31st of any year in which the taxes are imposed, a penalty of **Twelve Percent (12%) per annum (1% per month)**, shall be added to and thereby form part of the arrears of taxes and penalty on the 1st day of each month thereafter.
- (4) The provisions of Subsection 3(1) hereof shall not apply to any taxes levied pursuant to the supplemental Tax Roll.
- 5. Bylaw No. 46/96 passed on the 2nd day of December, 1996 and any revisions thereto is hereby repealed effective the 31st day of December 2012.
- 6. This Bylaw shall come into force and take effect the 1st day of January 2013.

MAYOR

CITY CLERK

Introduced and read a first time this 14th day of May A.D. 2012.

Read a second time this 14th day of May A.D. 2012.

Read a third time and adopted this 14th day of May A.D. 2012.



CITY OF WEYBURN
 157 3rd Street NE | PO Box 370
 Weyburn, SK | S4H 2K6
 P: (306) 848-3200 | F: (306) 842-2001

Fees	Tax Enforcement	Liens	Acquisition Fee	Title Search	Residential Appeal	Commercial Appeal	Monthly PT Interest Rates	Tax Certificates	AR Interest Rates	NSF Fee (All Depts)
Weyburn	6 month notice: \$100 admin+\$10 ISC PMB: \$300 30 day notice: \$100	\$50 flat fee+\$25 ISC/parcel	\$500.00		\$50.00	\$100-500 (based on assessed value)	1.5% to Dec. 31 10% beginning Jan 1	\$25.00	n/a	\$15.00
Estevan	\$120/title	\$50/title	\$250/title in addition to ISC fees	Included in \$120 fee	\$50.00	\$150-750 (based on assessed value)	Aug-Dec (increase by 0.5-3.5%), Jan 1 10%	\$25.00	n/a	\$45.00
Humboldt		\$25/title+\$50 admin	\$100+ISC costs	No cost	\$100.00	\$250.00	1%	\$30/roll	n/a	\$40 (looking at reduction to 25)
Kindersley	Actual cost incurred	\$25.00	Actual cost charged by ISC	\$10.00	\$100.00	\$150-450 (based on assessed value)	1.5% current, 2% arrears	\$20.00	1.50%	\$25.00
Lloydminster	Cost of expenses incurred	Cost of expenses incurred	No cost	No cost	\$50-600 (depending on property type)	\$50-600 (depending on property type)	current 3% (Jul), 4% (Sept) & 5% (Nov) & arrears 5% (Jan, Apr, Sept)	\$15 online or \$25 staff-assisted	No response	No response
Martensville	List of lands \$10/title registered letters \$25/letter	\$50/title	6 month notice: \$120 30 day notice: \$250	No cost	\$100.00	200-750 (based on assessed value)	1%	\$20.00	n/a	\$30.00
Meadow Lake	Post to roll, register mail cost	\$25.00	\$102.60 as per ISC	\$12.00	\$100.00	150-750 (based on assessed value)	1% (Aug 1-Dec 1), 9% Jan 1	\$20.00	n/a	\$40.00
Melville	\$50/hour	\$50.00	\$100.00	No cost	Base fee of \$100, then \$30 per \$200,000 assessment	Base fee of \$100, then \$30 per \$200,000 assessment	1.25% for current, 1.5% for arrears	\$50/roll	5% compounded monthly	\$15.00
Melfort	\$5.00/advertisement	\$50.00	no cost	\$10.00	Based on assessed value	Based on assessed value	1.50%	\$20.00	1.50%	\$20.00
Moose Jaw	6 month notice: \$175 PMB: \$130+\$20 PMB 30 day notice: \$130	\$65 city fee +ISC	\$200(residential) \$300 (vacant commercial) \$500 (commercial)	\$12.00	\$30.00	\$50-600 (based on assessed value)	1% current 1.1% on arrears	\$20.00	n/a	\$20.00
Prince Albert	6 month notice: \$250 PMB: \$130	\$150/title	\$230.00	\$5.00	Based on assessed value	Based on assessed value	1.90%	\$25.00	1.50%	\$30.00
Regina	6 month notice: \$11 mail, \$12/title, \$50 admin PMB: \$12/title, \$20/address PMB fee, \$80/address admin fee Consent: No admin, ISC varies 30 day notice: mail, ad cost, \$40 admin	\$25/lien registered+\$65/address admin	Minimum \$50+\$30/address admin	\$12.00	\$30.00	\$150-750 (based on assessed value)	Past due 1.5% arrears 1/75%	Tax searches \$15 tax certificate \$35	n/a	\$25.00
Saskatoon	6 month notice & PMB: \$350+pst+gst+legal	\$90.00	Final Notice+Application to ISC to take title-\$1000+pst+gst+legal		\$30.00	\$150-750 (based on assessed value)	1.25% current 1.50% arrears	\$25.00	Bank prime+2%	\$20.00
Swift Current	As per land titles	As per land titles	As per land titles	\$12.00	\$25.00	\$25.00	1.00%	\$25.00	1.00%	\$20.00
Warman	\$300 (6 month notice)	\$75.00	\$500.00	\$15.00	\$100.00	\$250.00	1%	\$15.00	1.50%	\$20.00
Yorkton	\$2/title newspaper \$50/roll admin 6 month notice: \$12/title ISC \$15 letter \$250 admin	\$25/title ISC+\$100/roll admin	\$55/title ISC+650/roll admin	\$12.00	\$100.00	\$300-600 (based on assessed value)	0.5% on current 1% on arrears	\$20.00	1.50%	\$15.00



**City of Yorkton
Saskatchewan**

Bylaw No. 12/2022

**A Bylaw of the City of Yorkton in the Province of Saskatchewan
to Amend Bylaw No. 23/2012 – To Provide for the Prompt Payment of Taxes and the
Application of Discounts and Penalties Thereto**

WHEREAS, pursuant to Sections 249 and 250 of *The Cities Act*, Council may impose penalties to be applied to taxes that remain unpaid after the date shown on the tax notice, and after December 31 of the year the taxes were imposed;

AND WHEREAS, Bylaw No. 23/2012 that provides for penalties to be applied to taxes that has been approved by Council, requires certain amendments to be made;

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

1. That subsection 4(1) be amended to read:
 - (a) “A charge of Three Quarters Percent (.75%) on any taxes remaining unpaid on the first day of July., and
 - (b) An additional charge of Three Quarters Percent (.75%) on the 1st day of each of the succeeding months...”
2. That section 3 be amended to read:
 - (a) “If the whole or any portion of the combined amount of arrears of taxes and penalty remains unpaid after December 31st of any year in which taxes are imposed, a penalty of Fifteen Percent (15%) per annum (1.25%) per month) shall be added...”

EFFECTIVE DATE OF BYLAW

This bylaw shall come into force and take effect on July 1, 2023.

MAYOR

CITY CLERK

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

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

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

TITLE: Proposal for 2023 Residential Curbside Organics Program – Pilot Project	DATE OF MEETING: December 19, 2022
	REPORT DATE:
CLEARANCES: Aron Hershmiller – Assistant Director of Env. Services Aron Hershmiller	ATTACHMENTS: 1. 2023 Pilot Project Overview
Written by: Lyndon Hicks – Solid Waste and Environmental Programs Manager Lyndon Hicks	
Reviewed by: Jessica Matsalla, City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal, City Manager Lonnie Kaal	

PURPOSE/BACKGROUND

Environmental Services are continually evaluating the programs and services they offer and Solid Waste Management is one of those programs. As part of this evaluation a trend in landfill tonnage volumes has been observed. From 2011 to 2021 the city observed a 57% increase of in-city refuse during the months of May to October relative to the rest of the year. During the summer of 2022 multiple waste audits were completed of in-city refuse and found that organic material (yard and food waste) made up 52% of the total refuse by weight.

This trend is of concern for 3 main reasons:

- 1) The material is taking up valuable space in a landfill cell which has a replacement cost of approximately \$5 million dollars.
- 2) Methane is produced when organic materials decompose in a landfill. Without oxygen, decomposition happens anaerobically which means that methane is produced. Methane is a greenhouse gas 25 times more potent than carbon dioxide and contributes to climate change.
- 3) With proper management organics can be turned into compost which is a usable product.

A residential refuse survey was conducted in the spring of 2021 with questions pertaining to a potential organics program. Of the respondents, 64% voted in favor of an organics collection program with an additional 26% responding ‘maybe depending on cost.’ The city has also received several resident inquiries regarding interest in a curbside organics program.

DISCUSSION/ANALYSIS/IMPACT

Currently, the city offers a free yard waste organics drop off service at two locations within the city (RecyclAbility Enterprises and the city Landfill). We have observed increasing uptake in this program with grass and leaves tonnage increasing by 280% since 2019. From a tonnage perspective; since 2019 free grass and leaves drop-off volumes have increased substantially. In 2022, volumes increased from 57 tonnes to 161 tonnes for such. While this progress is encouraging we are still witnessing landfill tonnages in May-October increasing drastically, much of which remains residential organics

Total Residential Organics Tonnage Scaled at Landfill	
Year	Tonnage
2019	57.28
2020	99.68
2021	106.41
2022	160.76

The proposed pilot project will operate as follows:

Scope of the project: Weekly curbside organics collection (green rollout cart)

- Weekly garbage pickup will also still occur (black rollout cart)

Duration: April 13th – November 3rd of 2023 (30 weeks)

Number of homes: 400 (200 in 2 zones)

- Waste haulers have requested a minimum of 200 bins per collection zone for collection efficiency purposes.

Zones selected: Thursday (200) and Friday (200) collection zones (exact streets are TBD)

- Multi-units will be excluded from the pilot program

Accepted products: Leaves, grass clippings, garden waste, and household food waste (“scrape the plate”)

- “Scrape the plate”- An easy to understand approach which will hopefully result in reduced contamination. Simply put, if it can be eaten, grown or composted, it can be disposed of in the organic cart.
- Compostable bags will be allowed
- Excludes: diapers, tree branches, plastic packaging or plastic bags,

Cart Size: 95 Gallon/360 Liter (same as our current black refuse bins)

Many jurisdictions across that country have been implementing organics programs for over 10 years. In Saskatchewan, the majority of larger municipalities have implemented some form of residential organics programs, primarily in the form of voluntary drop-off sites. Regina and Saskatoon are the first sites in the province to launch a city-wide mandatory organics program which will occur in 2023.

The introduction of this curbside organics pilot project will allow Environmental Services to test, evaluate, and adjust any service details prior to the implementation of any potential city-wide program changes.

FINANCIAL IMPLICATIONS

There will be no costs to the 400 residents that participate in the pilot project study. The participants will have organic carts provided with weekly collection from April 13 to November 3rd. Environmental Services will incur a cost of approximately \$30,000 for the pilot project program delivery. These funds will come from utility reserves.

The financial implications of not proceeding with organics diversion from our new landfill simply means that organic material is taking up valuable air space within the new landfill, which means our new cell will be filled sooner, we'd have to build our second cell earlier and thus have a reduced capacity for solid waste material. Also the breakdown of organic material in the landfill contributes additional Green House Gas emissions which may add environmental expenses to our operations. Finally by better utilizing the organics material, we can create a compost material that can be utilized by the city and reduce costs by better utilizing this material.

COMMUNICATION PLAN/PUBLIC NOTICE

Public communication for the project will occur on all city communication venues including Shape Your City, City website, using the city's marketing plan and social media platforms, newspaper and Mayor's Weekly Radio Segment.

PILOT PROJECT RESIDENT COMMUNICATION

Outlining the pilot project

- Notification letter on selection for pilot project - Jan 31, 2023
- Program info kit (program details, collection calendar) - March 15, 2023
- During the pilot, participants will be encouraged to ask Environmental Services questions or feedback about the project.
- Bin delivery- completed by April 7, 2023.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

The project has the support of the Environmental Committee with a goal to reduce the volume of organics (primarily grass, leaves and garden waste) from entering the new lined cell while reducing potential greenhouse gas emissions.

OPTIONS

- 1 That Council approve that Environmental Services proceed with the outlined residential organics collection pilot program in 2023.
- 2 That Council agree to keep the current organics programs as is.

- 3 That Council direct Administration as they deem appropriate.

ADMINISTRATIVE RECOMMENDATION(S)

1. That Council direct Environmental Services to proceed with the outlined residential organics collection pilot program in 2023.

CURBSIDE ORGANICS PROGRAM

2023 Pilot Project Overview

WHY DO WE NEED THIS?

From 2011 to 2021 the city observed a 57% increase of in-city refuse during the months of May to October relative to the rest of the year. During the summer of 2022, waste audits were completed of in-city refuse and we found that organic material (yard and food waste) made up 52% of the total refuse by weight.

HAVE RESIDENTS BEEN ASKED ABOUT A POTENTIAL CURBSIDE ORGANICS PROGRAM?

Yes, in the spring of 2021 all Yorkton residents were invited to take part in a survey. Of the respondents 64% voted in favor of an organics collection program with an additional 26% responding 'maybe depending on cost.' The city has also received several resident inquiries regarding interest in a curbside organics program.



DOES THIS FIT WITH THE CITY'S STRATEGIC PLAN?

The City of Yorkton Strategic Plan includes a focus point on the "Environment." The development of this pilot project will help the city work towards key action items within the City's Strategic Plan.

GOAL OF THE PILOT PROJECT?

The Environmental Committee has a goal to reduce the volume of organics (primarily grass, leaves and garden waste) from entering the new lined cell. The pilot project will allow Environmental Services to test, evaluate and adjust any service details prior to potential city-wide implementation.

PROGRAM ADVANTAGES

Extends the life of the Landfill by saving space

Since 2011 we have observed an average increase in tonnage of 1200 tonnes during the month of May to October.

Reduction of greenhouse gases

Methane is produced when materials decompose in a landfill. Without oxygen, decomposition happens anaerobically which means that methane is produced. Methane is a greenhouse gas 25 times more potent than carbon dioxide and contributes to climate change.

Development of valuable and useful end product

With proper management organic material will be turned into compost which can be used for future projects.

PROJECT DETAILS

SCOPE OF THE PROJECT

Weekly organics collection program (same day as garbage pickup).

Weekly garbage pickup will also still occur.

DURATION

Tentatively - April 15 to October 31, 2023

NUMBER OF HOMES

400 homes (200 in 2 zones)

OSS will require a minimum of 200 bins in one collection zone.

ZONES SELECTED

Thursday and Friday collections zones (exact streets TBD)

- Multi-units will be excluded from the pilot program.
- Zones were selected with a preference for a mature neighborhood (Friday zone) and a newer neighborhood (Thursday zone).



PROGRAM COST

400 homes with a weekly collection will collectively cost approximately \$30,000, for the pilot project duration. Bins will be included in this cost for the pilot project. For the pilot project there will be no cost to the resident.

ACCEPTED PRODUCTS

Leaves, grass clippings, garden waste, household food waste, and compostable bags.

“Scrape the plate”

An easy to understand approach which will hopefully result in reduced contamination. Simply put, if it can be eaten, grown or composted, it can be disposed of in the organic cart.

EXCLUDED PRODUCTS

Diapers, tree branches, plastic packaging or plastic bags.

CART SIZE

**95 Gallon/
360 Liter**

Same as refuse bins

PILOT PROJECT DURATION

6.5 Months

April 15 - October 31



COMMUNICATION

COMMUNICATION PLAN

Council Report – December, 2022

Communication venues: Shape Your City, water bills, website, using the City's marketing plan and social media platforms, newspaper, digital billboards, Mayor's weekly radio segment.

PILOT PROJECT RESIDENT COMMUNICATION

Outlining the pilot project

- Notification letter on selection for pilot project - Jan 31, 2023
- Program info kit (program details, collection calendar) – March 15, 2023
- During the pilot, participants will be encouraged to ask Environmental Services questions or feedback about the project.
- Bin delivery- Early April

PROGRAM MONITORING

- Participation levels (weekly)
- Contamination percentages
- Home owner survey at conclusion
- Feedback from pilot participants will be used to evaluate the potential for city wide implementation
- Scaling all loads to assess zone weights (comparing garbage/organics)

FREQUENTLY ASKED QUESTIONS

- **Will this affect scheduled garbage pickup?**

Answer: No

- **What happens with the bins at the end of the pilot project?**

Answer: Bins will be collected at the end of the project timelines.

- **What if a resident chooses to not participate?**

Answer: For the purpose of the pilot project if a resident is adamant that they don't want to participate this will be recorded and the service will be offered to another residence.

TITLE: Infrastructure Investment Plan (IIP) Application for York Road Reconstruction	DATE OF MEETING: December 19, 2022
	REPORT DATE: December 9, 2022
CLEARANCES: Rene Richard – Director of Engineering & Asset Management Rene Richard Ashley Stradeski – Director of Finance Ashley Stradeski	ATTACHMENTS: 1. IIP Application – York Road Reconstruction
Written by: Amber Matechuk – City Controller Amber Matechuk	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

BACKGROUND

The City of Yorkton receives annual funding from the Canada Community-Building Fund (CCBF), formerly known as the Municipal Gas Tax Program. This grant is typically used for large scale capital projects. Previous projects using this funding include: Highway #9 improvements, street light improvements, roadway reconstruction, storm water management and most recently the reconstruction of Darlington/Mayhew. We receive approximately \$980,000 annually from this Federal grant, which goes towards the annual capital budget.

Now that the Darlington/Mayhew project is completed, the City is required to submit a new project application called an Infrastructure Investment Plan (IIP) to apply this funding going forward.

DISCUSSION/ANALYSIS/IMPACT

The project best suited to submit for a new IIP for this funding is the York Road Reconstruction project. By submitting a large scale project, the City will not have to re-submit a new IIP as frequently, since it will likely take many years of the grant to be used before the project is funded. The project qualifies as an eligible project category as it addresses local roads/highways, drinking water and wastewater. As well, the project is aligned with the long term plans of the City and meets many desired outcomes of the CCBF program.

Under our Municipal Gas Tax Fund Agreement (MGTF), Council resolution is required in order to submit a new IIP. The full IIP application is attached to this report. With this new IIP submission, Council must declare that the information being submitted is true to the best of their knowledge, and acknowledges the following statement:

Council hereby acknowledges that any tenders or contracts for this project have been or will be awarded in accordance with the Municipal Gas Tax Fund Agreement in a way that is fair, transparent, competitive and consistent with value-for-money principles, or in a manner otherwise acceptable to Saskatchewan and, if applicable, in accordance with the applicable trade agreements.

Additionally, there are several other reporting requirements to comply with the MGTF. Annually, Finance submits an audited expenditures report on the approved IIP project, as well as the City's annual 5-year capital plan, which will be presented to Council at a later date. To ensure the City is working towards Asset Management goals, there are a number of surveys required to be submitted to the Ministry annually, to which Administration completes as needed.

FINANCIAL IMPLICATIONS

The estimated project's cost being submitted on the IIP application is \$16.8 million, in line with the original budget submitted to Council in 2021. \$4.3 million is expected to be provided by the Urban Highway Connector Program from the Ministry of Highways. This leaves the remaining project balance of \$12.5 million to be funded through the CCBF Program. Given that the City receives approximately \$980,000 annually for this program, the grant will be applied to this project for many years, while the City likely takes on external debt in order to finance the construction. More on the financing will be discussed with Council once the project is tendered.

Given that there is a potential for the project cost to increase over time, Administration can revise the project estimates at any time with the Ministry; which should not affect the approval of the project under the CCBF program.

COMMUNICATION PLAN/PUBLIC NOTICE

Per the MGTF, signage is an important component of this funding. Any project over \$100,000 must have signage that recognizes the Canada Community-Building Fund investments in the community. The guidelines for this signage will be met when there is visible construction. Additionally, the Ministry may participate in public events or news releases as project milestones are met. These items will be coordinated with the City's communications/marketing department.

OPTIONS

1. That Council approve the submission of the York Road Reconstruction Infrastructure Investment Plan under the Canada Community-Building Fund in accordance with the Municipal Gas Tax Fund Agreement. In providing this submission, Council declares that the information provided is to the best of their knowledge and belief, true in substance and in fact; and complies with the terms and conditions in the Municipal Gas Tax Fund Agreement. Further, that Council authorize the City Clerk to sign said declaration.

2. That Council deny the submission of the York Road Reconstruction Infrastructure Investment Plan for reasons listed by Council.
3. Other direction as Council deems appropriate.

ADMINISTRATIVE RECOMMENDATION(S):

That Council approve the submission of the York Road Reconstruction Infrastructure Investment Plan under the Canada Community-Building Fund in accordance with the Municipal Gas Tax Fund Agreement. In providing this submission, Council declares that the information provided is to the best of their knowledge and belief, true in substance and in fact; and complies with the terms and conditions in the Municipal Gas Tax Fund Agreement. Further, that Council authorize the City Clerk to sign said declaration.

Canada Community-Building Fund Infrastructure Investment Plan (IIP)

Please refer to the *Guide to Completing the Infrastructure Investment Plan (IIP)* when completing this form.

Part 1 – Municipality Information	
Municipality Name:	
Municipality Type:	
Contact Name/Title:	
Street or P.O. Box No.:	
City/Town:	
Postal Code:	
Phone:	
Fax:	
Email:	

Part 2 – Project Information (a separate IIP must be completed for each project)	
<p>Eligible Project Name: The project name should consist of a concise but meaningful reference to a distinct project scope, and should provide “at-a-glance” confirmation of project eligibility, category, and objectives. (Examples in Guide.)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
<p>Eligible Project Category (choose one):</p> <p>For expenditures incurred after April 1, 2005:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Capacity Building* <input type="checkbox"/> Community Energy Systems <input type="checkbox"/> Drinking Water <input type="checkbox"/> Local Roads and Bridges <input type="checkbox"/> Public Transit <input type="checkbox"/> Short-line Rail <input type="checkbox"/> Solid Waste <input type="checkbox"/> Wastewater 	<p>For expenditures incurred after April 1, 2014:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Broadband Connectivity <input type="checkbox"/> Brownfield Redevelopment <input type="checkbox"/> Cultural Infrastructure <input type="checkbox"/> Disaster Mitigation <input type="checkbox"/> Highways <input type="checkbox"/> Recreational Infrastructure <input type="checkbox"/> Regional and Local Airports <input type="checkbox"/> Short-sea Shipping <input type="checkbox"/> Sport Infrastructure <input type="checkbox"/> Tourism Infrastructure

*Capacity Building is limited to practices or activities that lead to a tangible study/plan as per Schedule C, Section 1.1(b) of the Agreement.

Eligible Project Description: The project description should include a brief outline of the project scope, the various components of the project including quantities, the main objective of the project, and the expected outcome(s). (Examples in Guide.)

With the exception of Capacity Building projects, select the investment type that best defines this project. (Definitions in Guide.)

☐ New construction ☐ Replacement ☐ Expansion ☐ Enhancement/Renovation/Upgrade ☐ Acquisition

Will the project expenditures be capitalized? ☐ Yes ☐ No (If no, please provide an explanation.)

Where will the project be located? *(All descriptors are required)*

Street address or legal land description _____

Latitude _____ Longitude _____

(Refer to Guide. For example, Latitude 50.443053 / Longitude -104.609992)

Site plan or map. ☐ Attached

If your project has several locations (such as a multiple road or bridge project), attach a separate sheet with all locations listed.

Has the project started? ☐ Yes ☐ No

What is the actual or forecasted project start date *(dd-mmm-yyyy)* _____

What is the actual or forecasted project end date *(dd-mmm-yyyy)* _____

Does this project relate to infrastructure owned by your municipality? ☐ Yes ☐ No

If no, a Resolution of Council must be submitted stating that the infrastructure provides direct benefit to the residents of your municipality.

☐ Resolution of Council attached Provide Owner's Name: _____

Estimated Project Costs: Provide information on estimated project costs and funding required:

Total Estimated Project Cost¹ \$ _____ (a)
CCBF Funding² \$ _____ (b)
Municipal Funding \$ _____ (c)
Other Funding (specify below) \$ _____ (d)
Total Funding \$ _____ (b) + (c) + (d) should equal (a)

Other Funding:

Program Name	Project No. if known	Amount	Approved	Under Consideration
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

¹This amount is the municipality's estimate of the total eligible and ineligible project costs. If other municipalities are involved in this project, indicate only the portion of the total project costs that relate to your municipality.

²CCBF Funding is the amount of the municipality's CCBF allocation that the municipality requests to be provided for this project, and cannot exceed the amount of eligible project costs.

Are other municipalities contributing to this project? ☐ Yes ☐ No

If yes, attach a list of municipalities and the amount of their contribution. ☐ List attached

Part 3 – Outcomes

Each of the 18 eligible project categories support one of three primary national program objectives:

- Productivity and Economic Growth
- Clean Environment
- Strong Cities and Communities

Consider the potential benefits and outcomes for your project:

Step 1. Select the eligible project category that you identified on page 1.

Step 2. Review the Primary National Objective associated with that category.

Step 3. Select at least one applicable outcome from the list provided.

Your project must be able to support at least one outcome, and your IIP will be assessed based on this.

Once your project is reported as complete, a survey will be sent to you to report on the specific benefits and outcomes achieved. This information will become part of an overall outcomes report that the province submits to the federal government.

Primary National Objective	Eligible Project Category	Expected Outcomes
Productivity and Economic Growth	<input type="checkbox"/> Broadband Connectivity	<input type="checkbox"/> Increase in premises having access to broadband internet <input type="checkbox"/> Increase in geographical area with access to high speed internet <input type="checkbox"/> Increase in businesses positively affected <input type="checkbox"/> Increase in business investment
Relates to the economic benefits of a project in the community (e.g.		

increases or potential increases in number of jobs, services, tourism, etc. as a result of the investment).	<input type="checkbox"/> Highways	<input type="checkbox"/> Increase in vehicle capacity (no. of vehicles) <input type="checkbox"/> Decrease in travel distance from Point A to B <input type="checkbox"/> Decrease in average travel time from Point A to B <input type="checkbox"/> Increase in estimated remaining service life
	<input type="checkbox"/> Local Roads and Bridges	<input type="checkbox"/> Increase in capacity (no. of vehicles or load limit) <input type="checkbox"/> Decrease in travel distance from Point A to B <input type="checkbox"/> Decrease in average travel time from Point A to B <input type="checkbox"/> Increase in estimated service life <input type="checkbox"/> Increase in public usage of the infrastructure (cycling lanes, paths, sidewalks, trails) <input type="checkbox"/> Decrease in vehicle use (cycling lanes, paths, sidewalks, trails)
	<input type="checkbox"/> Public Transit	<input type="checkbox"/> Increase in public transport capacity <input type="checkbox"/> Increase in ridership <input type="checkbox"/> Decrease in greenhouse gas emissions <input type="checkbox"/> Decrease in average age of fleet <input type="checkbox"/> Decrease in average transit travel time <input type="checkbox"/> Decrease in fleet accidents <input type="checkbox"/> Increase in riders receiving additional traffic information <input type="checkbox"/> Increase in fleet with safety features <input type="checkbox"/> Increase in permanent jobs
	<input type="checkbox"/> Regional and Local Airports	<input type="checkbox"/> Increase in takeoffs/landings <input type="checkbox"/> Decrease in delays <input type="checkbox"/> Increase in passengers <input type="checkbox"/> Increase in permanent jobs <input type="checkbox"/> Increase in businesses positively affected <input type="checkbox"/> Increase in business investment
	<input type="checkbox"/> Short-line Rail	<input type="checkbox"/> Increase in freight load capacity <input type="checkbox"/> Increase in goods handled <input type="checkbox"/> Decrease in truck greenhouse gas emissions <input type="checkbox"/> Increase in permanent jobs <input type="checkbox"/> Decrease in average turnaround time: average time between arrival and departure <input type="checkbox"/> Decrease in delays
	<input type="checkbox"/> Short-sea Shipping	<input type="checkbox"/> Increase in fleet, cargo or passenger capacity <input type="checkbox"/> Increase in frequency of service (trips/day) <input type="checkbox"/> Increase in permanent jobs <input type="checkbox"/> Decrease in delays
Clean Environment Relates to environmental benefits of a	<input type="checkbox"/> Brownfield Redevelopment	<input type="checkbox"/> Increase in people using parks/playgrounds on redeveloped site <input type="checkbox"/> Increase in residents benefiting from social housing on redeveloped site <input type="checkbox"/> Increase in taxable assessed value of property

project in the community (e.g. reduction in greenhouse gas emissions; clean water, clean air and climate change mitigations etc. as a result of the investment).		<input type="checkbox"/> Different types of contaminants removed or reduced to safe exposure level
	<input type="checkbox"/> Community Energy Systems	<input type="checkbox"/> Decrease in energy usage <input type="checkbox"/> Decrease in greenhouse gas emissions <input type="checkbox"/> Operational savings <input type="checkbox"/> Increase in kilowatt hours generated off grid
	<input type="checkbox"/> Drinking Water	<input type="checkbox"/> Increase in volume of water treated <input type="checkbox"/> Decrease in volume of chemicals used to treat water <input type="checkbox"/> Decrease in drinking water advisories <input type="checkbox"/> Decrease in concentration of contaminants to meet or exceed the Guidelines for Canadian Drinking Water Quality or provincial standards <input type="checkbox"/> Increase in premises with improved water quality <input type="checkbox"/> Increase in premises with protected water supply <input type="checkbox"/> Increase in connections to drinking water system <input type="checkbox"/> Decrease in water main breaks <input type="checkbox"/> Decrease in average water consumption <input type="checkbox"/> Increase in estimated service life of waterlines <input type="checkbox"/> Decrease in energy usage (e.g. energy efficient pump) <input type="checkbox"/> Increase in premises served <input type="checkbox"/> Increase in water storage capacity
	<input type="checkbox"/> Solid Waste	<input type="checkbox"/> Decrease in greenhouse gas emissions <input type="checkbox"/> Increase in premises participating in recycling <input type="checkbox"/> Increase in quantity of solid waste diverted from disposal <input type="checkbox"/> Increase in landfill capacity <input type="checkbox"/> Increase in volume of methane gas captured <input type="checkbox"/> Decrease in non-compliance incidents
	<input type="checkbox"/> Wastewater	<input type="checkbox"/> Increase in connections to sanitary wastewater system <input type="checkbox"/> Increase in estimated service life of collection pipes <input type="checkbox"/> Increase in wastewater collection capacity <input type="checkbox"/> Increase in wastewater treatment capacity <input type="checkbox"/> Decrease in non-compliance incidents <input type="checkbox"/> Decrease in untreated wastewater <input type="checkbox"/> Decrease in energy usage (e.g. energy efficient pump) <input type="checkbox"/> Decrease in average volume entering storm drain system <input type="checkbox"/> Increase in capacity to manage storm water <input type="checkbox"/> Increase in premises with access to storm water infrastructure
Strong Cities and Communities Relates to community health,	<input type="checkbox"/> Capacity Building	<input type="checkbox"/> Increase in ability to develop long-term planning practices
	<input type="checkbox"/> Disaster Mitigation	<input type="checkbox"/> Increase in properties protected/reduced risk <input type="checkbox"/> Land area protected/reduced risk <input type="checkbox"/> Decrease in gross annual emergency response costs

social, and cultural benefits of a project in the community (e.g. promoting healthy living and improved access to health, social and cultural infrastructures).	<input type="checkbox"/> Cultural Infrastructure <input type="checkbox"/> Recreational Infrastructure <input type="checkbox"/> Sport Infrastructure	<input type="checkbox"/> Increase in residents that benefit from the infrastructure <input type="checkbox"/> Increase in facility availability time <input type="checkbox"/> Increase in users <input type="checkbox"/> Increase in annual events <input type="checkbox"/> Increase in visitors to community <input type="checkbox"/> Increase in permanent jobs
	<input type="checkbox"/> Tourism Infrastructure	<input type="checkbox"/> Increase in facility availability time <input type="checkbox"/> Increase in users <input type="checkbox"/> Increase in visitors to community <input type="checkbox"/> Increase in permanent jobs

Part 4 – Asset Management

Is the project aligned with the long-term plans of your organization? ☐ Yes ☐ No
(E.g. Asset Management Plan, Capital Plan and/or Community Plan)

If yes, describe how. If no, explain why not.

Part 5 – Program Requirements

Tenders and Contracts

Your Municipal Gas Tax Fund Agreement provides pertinent information regarding tenders and contracts, stating that the municipality is required to award and manage all contracts in accordance with its relevant policies and procedures and if applicable, in accordance with applicable international and interprovincial trade agreements and all other applicable laws.

It is the municipality's responsibility to ensure that contracts are awarded in a way that is fair, transparent, competitive, consistent with value-for-money principles or in a manner otherwise acceptable to Saskatchewan and, if applicable, in accordance with international and domestic trade agreements. These trade agreements include, but are not limited to, the *Canadian Free Trade Agreement*, the *New West Partnership Trade Agreement*, and the *Canada-European Union Comprehensive Economic and Trade Agreement*. For information on procurement and trade obligations, please contact:

- Procurement Advisor with the Saskatchewan Urban Municipalities Association at 306-525-4395 or procurement@centralsource.ca.
- Director of Finance with the Saskatchewan Association of Rural Municipalities at 306-761-3720 or finance@sarm.ca

- Priority Saskatchewan at 306-798-1229 or www.saskbuilds.ca (refer to Priority Saskatchewan tab at top of page)
- Trade and Export Development at 306-787-8910 or nwptradeted@gov.sk.ca

Please review and acknowledge the following statement:

Council hereby acknowledges that any tenders or contracts for this project have been or will be awarded in accordance with the Municipal Gas Tax Fund Agreement in a way that is fair, transparent, competitive and consistent with value-for-money principles, or in a manner otherwise acceptable to Saskatchewan and, if applicable, in accordance with the applicable trade agreements.

☐ Acknowledged

Records may be requested in support of audit as outlined in Schedule A, Section 1 of the Municipal Gas Tax Fund Agreement.

Permits, Licenses and Approvals

Under your Municipal Gas Tax Fund Agreement, the municipality agrees to obtain all necessary licences, permits and approvals required for the approved IIP by applicable legislation, regulations and by-laws.

Have you contacted, or will you be contacting, the appropriate authorities to confirm and begin the process of obtaining any permits, licenses and approvals the project may require?

☐ Yes ☐ No

If no, explain.

Note that municipalities are responsible for obtaining all permits, licenses and approvals required to construct and operate their projects. These may include, but are not limited to:

- Approval to Construct (Ministry of Environment (MoE) for water, wastewater and solid waste);
- Water Allocation (Water Security Agency);
- Operating Permit (MoE after construction of water, wastewater or solid waste facilities);
- Shoreline Alteration Permit (MoE);
- Harmful Alteration, Disruption or Destruction (HADD) of Fish Habitat Authorization (Department of Fisheries and Oceans);
- Environmental Assessment (Trade and Export Development);
- Approval from adjacent landowner for temporary or permanent use of land during road construction; and/or
- Ministry of Highways for road projects connecting public roads or for closure of a road.

Part 6 – Communications

Signage

Signage is part of your Municipal Gas Tax Fund Agreement, and helps people recognize Canada Community-Building Fund investments in your community. In general, a physical or digital sign is required:

- when the CCBF contribution is over \$100,000; and
- where there is visible construction.

Infrastructure Canada has created guidelines for sign design, content and installation for projects funded by the Canada Community-Building Fund. You can read these guidelines at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

Information can also be found on our website at

<https://www.saskatchewan.ca/government/municipal-administration/funding-finances-and-asset-management/funding/canada-community-building-fund/ccbf-signage-requirements>

Other events

Key milestones may be marked by public events, news releases, etc. If your municipality plans an event or announcement, advise the ministry so Saskatchewan or Canada may have the opportunity to participate in such an event.

Part 7 – Declaration

The council of the _____ hereby submits an Infrastructure Investment Plan under the Canada Community-Building Fund in accordance with Annex B, Section 3 of the Municipal Gas Tax Fund Agreement. In providing this submission, the council declares that the information provided is to the best of its knowledge and belief; true in substance and in fact; and complies with the terms and conditions in the Municipal Gas Tax Fund Agreement.

Name: _____	Title/Position: _____ (Mayor/Reeve/City Manager/Administrator/Clerk)
Signature: _____ (IIP will be returned if not signed)	Date: _____

Submit your Infrastructure Investment Plan and supporting documentation to:

Ministry of Government Relations
Municipal Infrastructure and Finance
410 – 1855 Victoria Avenue
REGINA SK S4P 3T2
Email: ccbfprogram@gov.sk.ca
Fax: 306-787-3641

Please retain a copy of this form for your records.