

COMMITTEE OF THE WHOLE COUNCIL MEETING AGENDA

Monday, February 27, 2023 – 5:00 p.m.

Council Chambers, City Hall

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **OPEN**
 - Administrative Report
 - City Manager – Council Priorities Update – 2022 Quarter 4
4. **IN CAMERA**
5. **RECOMMENDATIONS FROM IN-CAMERA COMMITTEE OF THE WHOLE COUNCIL**
6. **ADJOURNMENT**



MEMORANDUM

TO: Yorkton City Council

FROM: Lonnie Kaal, City Manager

DATE: February 27th, 2023

TOPIC: Council Priorities Chart – Dashboard update

Re: What to expect process-wise – February 27th, 2023 Committee of the Whole - Update Meeting

In November, 2020 we committed to reviewing our Council priority chart on a quarterly basis. These priorities are IN ADDITION to the work required on an annual basis. This **gives Council the opportunity to provide further direction to Administration on the objectives that are deemed a priority.**

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

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

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

We are now looking towards updating the fourth quarter of 2022.

- 1) The first attachment includes a list of all priorities that have been put forward for 2022. The first section indicates what has been completed and the second sections shows what is on the list to be done. The left hand column notes Council priorities, and the right hand column notes internal priorities.
- 2) The September 27th Council Priorities Chart shows what was on the list last quarter.
 - a. Council Priorities are noted on the top half of the chart.
 - Capitalized – denotes a Council priority
 - Green – denotes this priority is in the NOW category
 - The top 5 priorities are noted under Council in Green
 - The remaining priorities are noted under NEXT and ADDITIONS TO
 - b. Staff Priorities are noted on the bottom half of the chart
 - Capitalized – denotes a Council priority
 - Normal type (text) – denotes an administrative objective/priority

- Green – denotes a Council priority in the NOW category
 - The top three (3) priorities are noted under each operational function.
- c. The September 27th, 2022 Council Strategic Priorities Chart shows what has been completed (in orange) and could come off the list. Items in Red denote what has been included with another objective or is no longer proceeding.
- d. The advocacy/partnerships section includes issues that Council is to initiate and move forward.
- 3) The February 27th, 2023 Council Priorities Chart shows what has been added since the last quarter and possible additions to the top priorities are noted in green.

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

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

ENCLOSURES:

1. 2022 list of all Priorities including a summary of capital projects completed during this election cycle.
2. September 27th, 2022 Council Priorities Chart (Includes updates on completion)
3. February 27th, 2023 Council Priorities Chart (Determine “Now” Green)

COUNCIL PRIORITIES CHART**Completed (Fourth Quarter)****Jan 2022 to Dec 2022****CORPORATE PRIORITIES (Council/CAO)****COMPLETED**

1. **RESIDENTIAL LOT REVIEW (all lots for sale)**
2. **MARKETING/INCENTIVE STRATEGY (residential and commercial tax incentives)**
3. **FLEET – Provide info on replacement of assets (hours, age etc).**
4. **STAFF SARGENT UPDATE**
5. **DECISION ON RCMP DETACHMENT BUILDING**
6. **DETERMINE ICE ARENA PLAN (Kinsmen Replacement, Gallagher Centre Renewal)**
7. **EVALUTATE the success of Urban Hobby Beekeeping**
8. **REC MASTER PLAN (Indoor and Outdoor Facilities Priority Plan (hire consultant)**
9. **LIBRARY – PROCEED WITH NEXT STEPS INCL SMB (approved letter of understanding agreement)**
10. **CONSULTANT REVIEW OF I.T. SERVICES**
11. **TAX ASSESSMENT – Advocacy – City Mayor’s Caucus**
12. **EXPLORE EXTERNAL OPERATIONS AUDIT: Phase I – Mayor’s Report (info from discussions with other cities)**
13. **COMMUNICATION: Community, Public Awareness & Engagement: Define Terms and Desired Outcomes**
14. **REC MASTER PLAN – Community Engagement**
15. **REVIEW ROUNDHOUSE SUBDIVISION**
16. **EXPLORE OPERATIONS AUDIT: (determine areas to look into, hire consultant)**

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

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

NEXT:

- WORK WITH CONSULTANT ON OPERATIONS REVIEW
- COMMUNITY “VIBE” Strategy
- BUSINESS MARKETING: Yorkton Advantage & Targets
- DOWNTOWN PLAN: Review (consultant) – Delete?
- YORK LANDING SUBDIVISION - review
- LONG TERM (5 year) CAPITAL PLAN: Draft
- FACILITIES MAINTENANCE PLAN/REVIEW
- PARTNERSHIP WITH YBID ON DOWNTOWN PARKING
- CONTINUE WITH NEXT STEPS TO SEPARATE FROM PARKLAND REGIONAL LIBRARY
- REC INDOOR/OUTDOOR FACILITIES PRIORITY PLAN
- TRUTH AND RECONCILIATION – Phase II
- LIGHT UP THE TOWER
- ACCESS (ABILITIES) TRANSIT REVIEW
-

Departmental Priorities (completed)

- Review training requirements for CUPE and Deer Park Staff
- Implement a learning strategy for all OOS staff
- Re-align systems for better temp coverage
- Streamline training across the organization
- Determine a realistic 5 year plan for water, sewer and roads
- Draft “Green Policy”
- Drainage Program: Update
- Apply for Green Municipal Funds Grant
- York Road Options
- Columbia Park Development – Community Engagement
- GC Arena Ice Improvements (controls installed)
- Mass Alert: Launch

NEXT:

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

Capital Projects

2020

Cemetery Maintenance Building
Godfrey Dean Washroom Renovation
Pedestrian crosswalk signals
Solar Pathway Lighting
Traffic Signal upgrade
Curb and Sidewalk Replacement Program
Mayhew and Darlington Roadway / Round a bout
Roslyn and Bailey Sanitary and Sewer Replacement
York Road Phase 1 Water main Replacement
City Operations Centre
Temporary City Operations (The Village)
North Outfall (drainage bridge) project

2021

Grandstands Phase 1
Logan Green Pathway
Gateway development (stone walls)
Highway 52 Culvert Replacement
Ramada Demolition
Asphalt Paving Program
Curb and Sidewalk Replacement Program
Water Main Replacement Program
Water Meter Project

2022

Logan Green Pathway Extension
Well House Upgrades
Deer Park Clubhouse
Deer Park Water / Sewer
Radar Signs
Street Sign Replacement
Ball Road Reconstruction
Waterloo Park Pathway
Recreational Taxiway Repair
Runway Crack sealing
2022 Road Improvements
AssetWorks

COUNCIL PRIORITIES CHART

September 27th, 2022 (Completed)

(Delete – not proceeding)

COUNCIL (Green is Now)	CORPORATE PRIORITIES (Council/CAO)	(Council Priorities are CAPITALIZED)
<p>Current Priorities</p> <ol style="list-style-type: none"> EXPLORE EXTERNAL OPERATIONS AUDIT: Phase I – Mayor’s Report (info from discussions with other cities) BUSINESS MARKETING: Yorkton Advantage Gaps & Targets (Nov) COMMUNICATION: Community, Public Awareness & Engagement: Define Terms & Desired Outcomes (Oct) Meet with both RM’s to DETERMINE PLANS FOR RURAL ROADS LONG TERM (5 year) CAPITAL PLAN: Draft (Dec) Info: Report on Cost Savings (past budgets) & possible future considerations (Nov) <p>ADVOCACY / PARTNERSHIPS (Council to initiate these discussions in 2022 with appropriate politicians and organizations)</p> <ul style="list-style-type: none"> Division ‘F’ Liaison Rural Municipality: Joint Priorities York Road Funding (R2R) Grain Miller Road Funding (UCF) Hospital Contribution Formula Tax Assessment Formula (SUMA) 	<p>Next Priorities</p> <ul style="list-style-type: none"> WORK WITH CONSULTANT ON OPERATIONS REVIEW EXPLORE ANGLED PARKING DOWNTOWN DOWNTOWN PLAN: Review (longer term strategic planning on what the downtown should look like in the future) delete? YORK LANDING SUBDIVISION - review MARKETING – Review of Roundhouse Subdivision TRUTH AND RECONCILIATION – Phase II (city wide staff training) FACILITIES MAINTENANCE PLAN/REVIEW – Oct 2023 COMMUNITY ‘VIBE’: Strategy (possibly incorporate in the Business Marketing item) REC MASTER PLAN - Phase III (Community Engagement) ACCESS (ABILITIES) TRANSIT REVIEW (add from June 3/2022 Council Meeting) EXPLORE EXTERNAL OPERATIONS AUDIT: Phase II (Determine what areas to look into – Human Resources (productivity in certain departments), Service Delivery (which functions or departments), Best Practices (what specific areas)) EXPLORE EXTERNAL OPERATIONS AUDIT: Phase III (Determine process to hire a consultant – RFP or specific firm based on expertise) 	
<p>STAFF</p>	<p>OPERATIONAL STRATEGIES (CAO/Staff) (Staff Priorities are not Capitalized)</p>	
<p>CHIEF ADMINISTRATIVE OFFICER</p> <ol style="list-style-type: none"> BUSINESS MARKETING: Yorkton Advantage Gaps & Targets (Nov) Meet with both RM’s to DETERMINE PLANS FOR RURAL ROADS COMMUNITY: COMMUNICATION/PUBLIC AWARENESS & ENGAGEMENT: Define terms & desired outcomes (Oct 2022) <ul style="list-style-type: none"> LIBRARY – Proceed with executing an agreement REC MASTER PLAN – Phase III (Community Engagement) FACILITIES MAINTENANCE plan/review 	<p>COMMUNITY SERVICES</p> <ol style="list-style-type: none"> REC MASTER PLAN – Phase III (Community Engagement) complete REC MASTER PLAN – Report and Visioning Underway Columbia Park Development – Community Engagement Phase done Columbia Park – Design and Tender Phase Underway Arena Ice Improvements – Controls installed at GC (in design phase) Tender GC Arena Equipment, Hire Kinsmen Arena consultants Construction of Deer Park Clubhouse – Pro Shop to be open April 1st <ul style="list-style-type: none"> ACCESS (ABILITIES) TRANSIT REVIEW Review CDPR User Fees – to be considered with Rec Master Plan Community Event Support – Review Process Facility Utilization Strategy – Terms of Reference 	
<p>CORPORATE</p> <ol style="list-style-type: none"> REPORT ON COST SAVINGS (past budgets) & Possible future considerations. (Nov 2022) LONG TERM (FIVE YEAR CAPITAL PLAN): Draft (Dec 2022) <ul style="list-style-type: none"> EXPLORE ANGLED PARKING DOWNTOWN Council Committee Review – Phase 1 (Assessment) Succession Planning for all departments Provide City Wide Training on LAFOIP process 	<p>PLANNING</p> <ol style="list-style-type: none"> BUSINESS MARKETING: Yorkton Advantage, Gaps & Targets (Nov) COMMUNITY: COMMUNICATION/PUBLIC AWARENESS & ENGAGEMENT: Define terms & desired outcomes (Oct 2022) Streamline business licensing process <ul style="list-style-type: none"> YORK LANDING SUBDIVISION - review DOWNTOWN PLAN: Review (use consultant) Deleted from budget MARKETING – REVIEW OF ROUNDHOUSE SUBDIVISION Development Fees Review Consider SOTI fines for non-compliant businesses 	
<p>ENVIRONMENT</p> <ol style="list-style-type: none"> LIGHT UP THE TOWER – Report back to Council with Recommendations Well Building construction (underground piping completed) <ul style="list-style-type: none"> Compost Program Assessment Wastewater Renewal Project – Consultation, Development of business case, conceptual design 	<p>ENGINEERING</p> <ol style="list-style-type: none"> Gravel Roads – status update (list, cost estimate and traffic counts) York Road Options Cross train staff and improve service delivery & coverage <ul style="list-style-type: none"> Determine a realistic 5 year plan for drainage/storm system. Facility Asset Management 	

PROTECTIVE SERVICES

1. Regionalized Fire: Approach
2. Fee for Service: Scope
3. EMS Support: Position (Province)
 - Mass Alert: Launch
 - Fire Underwriter Certification

PUBLIC WORKS

1. Inventory Management System Implementation – 2022
2. Re-direct focus on operational programs for 2022
 - Infrastructure Renewal Programs Review
 - Underground Inspections Update

COUNCIL PRIORITIES CHART

February 27th, 2023

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