

**CITY OF YORKTON**  
**REGULAR COUNCIL MEETING AGENDA**  
**Monday, June 5, 2023 - 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 – May 15, 2023
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
  - Planning and Infrastructure Commission Meeting Minutes – February 1, 2023
  - Development Appeals Board Meeting Minutes – February 8, 2023
  - Protective Services Committee Meeting Minutes – March 21, 2023
  - Environmental Services Committee Meeting Minutes – March 22, 2023
  - Planning and Infrastructure Commission Meeting Minutes – May 3, 2023
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
  - Presentation – Yorkton Chamber of Commerce President re: Sale of City Owned Property (Library)
  - Public Hearing – Discretionary Use DU02-2023 – Contractor Facility at 3-111 Magrath Street (C-1 City Centre Commercial)
  - Public Hearing – Proposed Bylaw No. 8/2023 To provide for the sale of Municipal Reserve Parcel MR-1 Plan 99Y07581
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
  - Land Use Planner
    - Discretionary Use Application for a Contractor Facility at 3-111 Magrath Street (C-1 City Centre Commercial) – Decision Following Public Hearing
  - Director of Planning, Building & Development
    - Proposed Bylaw No. 8/2023 To provide for the sale of Municipal Reserve Parcel MR-1 Plan 99Y07581 [2<sup>nd</sup> & 3<sup>rd</sup> Readings]
9. **CORRESPONDENCE**
10. **BYLAWS**
11. **ADMINISTRATIVE REPORTS**
  - Director of Public Works
    - Water and Sewer Operations Divisions – Staffing Request
  - City Controller
    - Preliminary 2022 Year-End Financial Report
  - City Controller
    - Account Write-offs for 2022
  - Recreation Coordinator
    - June is Recreation and Parks Month
  - Gallagher Centre General Manager
    - Yorkton Terrier Dressing Room Improvement Funding Request
  - City Manager
    - Sale of Library Building – 93 Broadway Street West
12. **GIVING NOTICE OF MOTION**
  - Mayor Hipsley
    - Notice of Motion to rescind certain sections of Option 1 as contained in the in-camera report presented April 24, 2023 which informs Resolution No. 000132-2023 and direct Administration to Investigate Alternate Options for Library Relocation
13. **IN CAMERA SESSION**
  - 1 Property Item
  - 1 Other Item
14. **ADJOURNMENT**

# Planning and Infrastructure Commission

## MINUTES

FEBRUARY 1, 2023

7:00 A.M.

MEETING ROOM A,  
CITY HALL – SECOND FLOOR

Attendees	<b>Chairperson:</b> Mike Popowich <b>Councillors:</b> Councillor Randy Goulden, Councillor Quinn Haider <b>Members:</b> Doug Forster, Gordon Gendur, David Mckerchar, Eleanor Shumay, Glen Tymiak, Patricia Zaryski, Mitch Hipsley – City Mayor (ex-officio)
Staff	René Richard – Director of Engineering and Asset Management Michael Eger – Director of Planning, Building and Development Carleen Koroluk – Land Use Planner
Regrets	<b>Councillors:</b> <b>Members:</b> Eugene Fedorowich, Isabel O'Soup <b>Staff:</b>
Absent	<b>Councillors:</b> <b>Members:</b> <b>Staff:</b>
Recording	Zuleny Rodriguez
Call to order	7:05 a.m.

## NOMINATION & ELECTION OF CHAIRPERSON

Discussion	<b>Eger-</b> Opened the floor for nomination for the new chairperson of 2023 <b>Shumay</b> – Nominated Mike Popowich <b>Popowich</b> – Allowed his name to stand There were no more nominations.
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## NOMINATION & ELECTION OF VICE-CHAIRPERSON

Discussion	<b>Gendur</b> – Nominated Patricia Zaryski <b>Zaryski</b> – Allowed her name to stand
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## **ADOPTION OF AGENDA**

Discussion	Review of agenda items for discussion
Motion 1-2023	<b>Doug Forster</b> That the agenda be approved as presented <b>Carried Unanimously</b>

## **ANNUAL ADMINISTRATION**

Discussion	i) Reference Manual & Signature of Forms ii) Distribution of Annual Calendar

## **DECLARATION OF CONFLICT OF INTEREST**

Discussion	<b>Popowich</b> – Asked if there was any declaration of conflict of interest to which there were none

## **APPROVAL OF MINUTES**

Discussion	Minutes of the September 21, 2022 Planning and Infrastructure Commission Meeting were circulated with the agenda package.
Motion 2-2023	<b>Glen Tymiak</b> That the Minutes of the September 21, 2022 Planning and Infrastructure Commission Meeting be approved. <b>Carried Unanimously</b>

## **OLD BUSINESS**

Discussion	No discussion
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## NEW BUSINESS

### 1. Discretionary Use Application DU01-2023 – 85 York Road West – Auto Wrecking/Junk Yard in MI-1 – Light Industrial Transitional.

Discussion	<ul style="list-style-type: none"> <li>- <b>Koroluk</b> - presented a report which is a response to a Development Permit application at 85 York Road West for a Salvage Yard. Looking for input from the Commission.</li> <li>- There were discussions around environmental concerns and who oversees the potential sources of contamination that comes from the products (cars, metal, etc.) and that are intensified with the weather.</li> <li>- <b>Koroluk</b> – showed the public notice that was sent to 29 people within 75 meters.</li> <li>- Everyone discussed about the concerns that were brought up such as property value, infestations, and aesthetics.</li> <li>- <b>Mayor Hipsley</b> – mentioned a word of caution and encouragement to keep nurturing these new businesses and developments but at the same time to set the right expectations/laws on the table to be followed.</li> <li>- <b>Koroluk</b> – Noted that refusal of a discretionary use application is to be supported by specific reasons as to why it was refused.</li> <li>- Everyone discussed about putting conditions in regards to the fence and height of the piles.</li> <li>- <b>Popowich</b> – Passed the chair to Zaryski</li> <li>- <b>Zaryski</b> - Accepted the chair</li> <li>- <b>Popowich</b> –Suggested a motion to be made</li> <li>- Everyone discussed around the motion to be put into place by Popowich.</li> </ul>
Motion 3-2023	<p><b>Mike Popowich</b>  Discretionary Use Application DU01-2023 – 85 York Road West – Auto Wrecking/Junk Yard in MI-1 – Light Industrial Transitional.  <u>Recommendation</u> – That the business provides proof of compliance with required provincial and/or federal permits and/or licencing.  <b>Carried Unanimously</b></p>
Motion 4-2023	<p><b>Mike Popowich</b>  Discretionary Use Application DU01-2023 – 85 York Road West – Auto Wrecking/Junk Yard in MI-1 – Light Industrial Transitional.  <u>Recommendation</u> – The commission is supportive of increasing the fence height up to 20 ft and further that the visual design be to the satisfaction of the City of Yorkton.  <b>Carried with 5 in favor and 2 against</b></p>
	<ul style="list-style-type: none"> <li>- <b>Zaryski</b> – Returned the chair to Popowich</li> </ul>



## BUSINESS FROM THE FLOOR

Discussion	General discussion relating to environmental requirements for tax title properties, contamination and demolition.
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## NEXT MEETING

	Wednesday, February 15, 2023 at 7:00 a.m. at City Hall Meeting Room A
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## ADJOURNMENT

Motion 5-2023	<b>Gordon Gendur</b> That the meeting be adjourned at 8:22 a.m. <b>CARRIED</b>
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## SIGNATURE OF MINUTES

<b>Chairperson</b>	<b>Mike Popowich</b> _____ <b>Chairperson - Mike Popowich</b>
<b>Recording Secretary</b>	<b>Amanda Krysa</b> _____ <b>Zuleny Rodriguez</b>

**CITY OF YORKTON  
SASKATCHEWAN**

**PUBLIC MINUTES OF THE DEVELOPMENT APPEALS BOARD  
February 8, 2023**

Minutes of the Development Appeals Board Meeting held on Wednesday, February 8, 2023 in City Hall Council Chambers.

Members Present: Arliss Dellow, Jerome Niezgoda, Sheldon Stechyshyn, Kosta Stamatinos and Scott Sharpe

Others Present: Amanda Dietz – Secretary, Jessica Matsalla – City Clerk, Michael Eger – Director of Planning and Development (Respondent), Carleen Koroluk – Land Use Planner (Respondent), Kevin and Kathy Mooney – Appellant

Regrets:       None

Absent:       None

Recording:   Amanda Dietz - Secretary

**CALL TO ORDER**

A quorum being present, Secretary Dietz called the meeting to order at 4:58 p.m.

**ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

Secretary Dietz explained the requirements to have an annual election for Chair and Vice-Chair.

Secretary Dietz opened the floor for first call for nominations for Chairman of the Board.

Arliss Dellow nominated Jerome Niezgoda.

Jerome Niezgoda permitted his name to stand.

A second and third call were made for nominations to which there were none.

Secretary Dietz stated nominations for Chairman cease.

Jerome Niezgoda was announced as Chairman for 2023 by acclamation.

Secretary Dietz passed the Chair to Chairman Niezgoda at 5:04 pm.

Chairman Niezgoda opened the floor for call for nominations for Vice-Chairman of the Board.

Arliss Dellow nominated Sheldon Stechyshyn.

Sheldon Stechyshyn permitted his name to stand.

A second and third call were made for nominations to which there were none. Chairman Niezgoda stated that nominations for Vice-Chairman cease.

Sheldon Stechyshyn was announced as Vice-Chairman of the Board for 2023 by acclamation.

## AGENDA

### **R01-2023**

**Moved by Kosta Stamatinos**

**That the agenda for February 8, 2023 be approved as presented.**

**Carried Unanimously.**

## MINUTES

### **R02-2023**

**Moved by Sheldon Stechyshyn**

**That the minutes of the December 8, 2021 Development Appeals Board meeting be approved as presented.**

**Carried Unanimously.**

## HEARINGS

### A. DEVELOPMENT APPEAL NO. 1/2023

An appeal application was considered regarding the subject property 26 Rosefield Drive, Lot 17 Block 54 Plan 66Y09711 requesting variance to the City of Yorkton's Zoning Bylaw No. 14/2003 to allow for an addition and alteration to an existing detached garage:

1. Non-conforming building, eave and side setback:

Existing garage eaves on north side	12"
Required distance	~18" from the side site line
Existing side setback on north side	1'
Required distance	~4' from the site line
2. The proposed addition will exceed the maximum allowable for single accessory building floor area by 565 ft<sup>2</sup> and the combined accessory building floor area by 465 ft<sup>2</sup>
3. The proposed accessory building height is 19' 3<sup>5/16</sup>" which will exceed the maximum building height by 1' 3<sup>5/16</sup>"
4. The proposed accessory building wall height is 13' 11<sup>11/16</sup>" which will exceed the maximum wall height by 3' 11<sup>11/16</sup>"
5. The proposed accessory building height will be 19' 3<sup>5/16</sup>" and the wall height will be 13' 11<sup>11/16</sup>" and will exceed the dwelling height of 16' and the dwelling wall height of 10' 11"

Kevin and Kathy Mooney – Appellant and Carleen Koroluk – Land Use Planner, appeared before the Board with respect to the appeal.

## IN CAMERA SESSION

### **R03-2023**

**Moved by Scott Sharpe**

**That this Meeting move to an In Camera Session to deliberate a decision for Appeal No. 1/2023 – 5:39 pm.**

**Carried Unanimously.**

Chairman called a five (5) minute recess to clear Council Chambers at 5:39 p.m.

Chairman Niezgoda called the In-Camera session to order at 5:43 p.m.

Members Present: Arliss Dellow, Jerome Niezgoda, Sheldon Stechyshyn, Kosta Stamatinos and Scott Sharpe

Others Present: Jessica Matsalla – City Clerk and Amanda Dietz – Secretary.

### **R04-2023**

**Moved by Kosta Stamatinos**

**That members rise and report to the regular scheduled meeting agenda – 6:05 p.m.**

**Carried Unanimously.**

## RESOLUTIONS RESULTING FROM IN CAMERA SESSION

### **R05-2023**

**Moved by Sheldon Stechyshyn**

**That Development Appeals Board Appeal No. 1/2023 for variance to the Zoning Bylaw No. 14/2003 regarding subject property 26 Rosefield Drive, Lot 17 Block 54 Plan 66Y09711 be denied for the reasons set forth in the Record of Decision of the Board.**

**Carried Unanimously.**

## ADJOURNMENT

### **R06-2023**

**Moved by Scott Sharpe**

**That this Regular Meeting adjourn at 6:07 p.m.**

**Carried Unanimously.**

Approved this 4<sup>th</sup> day of May A.D., 2023

**Jerome Niezgoda**

Chairman

**Amanda Dietz**

Secretary

# Protective Services Committee

## MINUTES

March 21, 2023

7:00 AM

IN-PERSON

Attendees	Larry Pearen, Laurretta Ritchie-McInnes, Bylaw & Safety Supervisor Nicole Baptist, Councillor Dustin Brears, Fire Chief Trevor Morrissey, Mayor Mitch Hipplesley, CV Sastry, Dale Hintz, RCMP Officer Jen Smith
Regrets	Staff Sgt. Burton Jones, Michelle Goulden, Andrew Sedley, CN Constable Hank Neumiller, Greg Klingspon
Absent	Scott Robertson, EMS Kelly Prime
Recording	Jen Prysliak
Call to order	7:01 a.m.
Adjourn	7:58 a.m.

## Agenda Topics

### Approval of Agenda

<b>Motion 23-05</b>	<b>Sastry</b> That the agenda be approved as presented. Carried.
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### Minutes of the January 19, 2023 Meeting

Discussion	Minutes from the January 19, 2023 meeting were circulated.
<b>Motion 23-06</b>	<b>Pearen</b> Minutes of January 19, 2023 meeting be approved as circulated. Carried.

### Unfinished Business

Harm Reduction	<ul style="list-style-type: none"><li>• Talk of leaving Narcan Kit with the patient, SHA taking on the initiative.</li><li>• Meeting April 6, discuss Blood Pressure Clinics in Senior Centers, Care Homes etc. for preventative measures. Teaming up with Stroke and Cardiac Prevention and Public Health.</li><li>• Waiting for more needle bins to be placed around town, they are being used very regularly.</li></ul>
Voyent Alert	<ul style="list-style-type: none"><li>• Suggestion to promote as a Committee, promote Voyent Alert on billboards around Yorkton. Discuss with Marketing Co-ordinator and Communications Management.</li><li>• Over 1,000 users.</li></ul>

	<ul style="list-style-type: none"> <li>• Templates to Sask Energy to approve and use in case of emergency.</li> <li>• Continue to create advertising on all social media platforms.</li> </ul>
Regionalized Fire	<ul style="list-style-type: none"> <li>• Meeting with R.M.'s on training to enhance resources, expanding out to Canora.</li> <li>• FC Morrissey met with Springside Fire Dept. regarding a mutual aid agreement for any needed resources involving incidents/weather emergencies on Highway 16. Quarterly training to start as per discussion.</li> </ul>
Drainage Steward Program	<ul style="list-style-type: none"> <li>• Working out asset works system for maps, starting program within the next year. Website to be able to click on the map and select locations in the springtime.</li> <li>• No current updates provided.</li> </ul>

## New Business

Safety Patrol Installation Ceremonies – Fall 2023	<ul style="list-style-type: none"> <li>• Nicole Baptist to reach out to schools in early May.</li> <li>• Discussion to involve media for the installation ceremonies this year.</li> <li>• To receive feedback from the schools regarding last year's ceremonies.</li> </ul>
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## Department Updates

Fire Department	<ul style="list-style-type: none"> <li>• Fire Students will be doing more outdoor training, as their courses are ending in May.</li> </ul>
RCMP	<ul style="list-style-type: none"> <li>• Starting the Police Observer Program with ride along again to promote the department positively to future interested youth and adults.</li> <li>• Recruitment to the RCMP division is low.</li> </ul>
	CV Sastry leaves meeting at 7:58 a.m. Quorum lost

## Next Meeting

Tuesday May 9th, 2023 @ 7:00 a.m.

## Adjournment

	Meeting adjourned at 7:58 a.m.
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X

Lauretta Ritchie-McInnes

Lauretta Ritchie-McInnes  
Chairperson

X

Jen Prysliak

Jen Prysliak  
Secretary

# Environmental Committee

## MINUTES

WED, MAR 22, 2023 7:30 A.M.

QUEEN ST WTP, STAFF ROOM

Members Present	Chair Shannon Erickson, Sandra Bilan, David McKerchar, Kris Gendall, Jason Signarowski
Absent	Dustin Brears, Darcy Zaharia, Stefan Bymak, Matt Poier
City Staff	Michael Buchholzer, Aron Hershmillier, Lyndon Hicks
Presentation	
Recording	Val Fatteicher
Call to order	7:32 a.m.
Adjourn	8:55 a.m.

### 1. Round Table Introductions for new member – Kris Gendall

### 2. Declaration of Conflict of Interest

Declaration	No declaration of conflict of interest was made.
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### 3. Approval of Agenda

Discussion	Review of agenda items for discussion. Additional item Spring Yard Waste Clean-Up Week for discussion.
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<b>Motion 05-23</b>	<b>Sandra Bilan</b> That the agenda be approved as presented.
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<b>Motion 06-23</b>	<b>Sandra Bilan</b> That the agenda be amended by adding Spring Yard Waste Clean-Up Week as Item 8 and moving Water Meter Services Update to Item 9. CARRIED
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### 4. Minutes of the January 24, 2023 Meeting

Discussion	Minutes from the January 24, 2023 Meeting of the Committee were circulated.
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<b>Motion 07-23</b>	<b>David McKercher</b> That the minutes of January 24, 2023 be approved. CARRIED.
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### 5. Waste & Recycling Volumes Update

Discussion	Review of waste and recycling volume data. Comparisons from 2021 to 2022.  Glass collection redirected to Sarcan so volumes will no longer be relevant at Recyclability Enterprises. Garbage contamination in recycling always present. Continuation of public awareness work to inform residents on recycling practices. Drop off depots for residents have a
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	<p>higher waste contamination volume compared to curbside recycling. The landfill applies penalties to customers disposing of excessive recycling materials in their loads. Loads are monitored on site at time of drop-off with photo evidence captured. 300% of load disposal rate is applied as a penalty to those customers.</p> <p>2022 Waste Audits completed have shown that there are higher volumes of organics present in waste loads. Waste volumes at the landfill indicate there is a noticeable increase during summer compared to winter months. Similar trend is occurring in other communities. Approximately 52% organics present in residential waste loads based on waste audit data collected in 2022 (43% yard waste). Introducing the curbside organics collection program will have an impact on waste volumes entering the landfill during the summer months.</p> <p>Recycle Coach app could be re-advertised for residents to use this valuable tool for awareness of programs, events, schedule changes and recycling practices.</p>
<b>6. Household Hazardous Waste Collection at Recyclability Enterprises - Update</b>	
Discussion	<p>Facility renovations are progressing. Grand opening still on schedule for Earth Day, Saturday, April 22<sup>nd</sup>. Promotional material is being prepared for this event, with other recycling service programs also showcased at that time. Use of this program is intended strictly for Yorkton residents. BBQ lunch will be on from 11:30 am to 2:30 pm with facility tours of the recycling centre also offered. Committee members are invited to attend this event. The HHW collection program will be open to residents on Monday to Friday, 8 am-7 pm during summer months and 8 am-4 pm through the winter months.</p>
<b>7. Curbside Organics Pilot Program - Updates</b>	
Discussion	<p>410 residential homes within Thursday and Friday waste collection zones, have been selected to participate in the pilot program. Initial notices to these residents have been sent, with feedback from only 6 residents so far. Concerns expressed were the provision of compostable bags, adequate space for bin placement on collection day, health reasons preventing use and senior residents that would not utilize the bin based on their waste volumes.</p> <p>Second communication will be sent to participants next month detailing the program logistics and education on what products are acceptable. Carts will be delivered at the beginning of April with additional information for residents on the program. Summer student staff will monitor and track usage, contamination and volumes. First collection day is expected on Apr 17<sup>th</sup>, weather permitting.</p> <p>Program promotion will include reducing methane production and reducing waste volumes to extend the useful life of the lined cell at the landfill.</p>



	<p>Saskatoon and Regina have already implemented city-wide curbside organics collection programs this year.</p> <p>Compostable bags are allowed in the collection program, if residents wish to purchase them for food waste disposal.</p>
<b>8. Spring Yard Waste Clean-Up Week</b>	
Discussion	<p>The annual Spring Yard Waste Clean-Up Week is being presented to Council for approval. The week will be declared for May 8 to 14 this year. City residents can drop off their yard waste for free at the landfill during this week. Grass and leaves are currently accepted year round for free at the landfill.</p> <p>This week also promoted community clean up with groups and organizations volunteering to clean up public areas of the city.</p> <p>Last year there were 98 loads of waste materials accepted at the landfill, 117 loads in 2021, 80 in 2019 and 85 in 2018. The program was not available in 2020 due to Covid safety concerns.</p> <p>Other waste items such as tree branches can be taken to the landfill for a minimum charge of \$10 based on vehicle load.</p>
<b>Motion 08-23</b>	<p><b>Sandra Bilan</b></p> <p>The Environmental Committee supports the annual Spring Yard Waste Clean-Up Week, to be declared for May 8 to 14, 2023. CARRIED.</p>
<b>9. Water Meter Services - Update</b>	
Discussion	<p>New water meters have been installed through a city-wide program, other than meters that were only 5 years old.</p> <p>Awaiting programming access from the meter supply contractor to provide access to utility customers that will enable monitoring of their water consumption data online. Until that becomes available, information letters are being sent to residents that have a higher consumption than normal. This may aid residents in identifying and repairing plumbing issues they may not be aware of.</p> <p>Environmental Services has assumed duties related to water meter maintenance previously performed by Public Works. Public Works will focus on emergency related work.</p>
<b>10. Next Meeting Date – tentative for 2<sup>nd</sup> to 3<sup>rd</sup> week of May</b>	
Next meeting date pending results of the Doodle Poll.	

**11. Next Meeting Agenda Items**

- Spring Yard Waste Clean-Up Week Data
- Curbside Organics Pilot Program Update
- Light Up the Tower Project
- Residential Household Hazardous Waste Collection Site Update
- Drop Off Organics Collection Program

**12. Adjournment 8:55 am****Motion 09-23****Jason Signarowski**

That the Environmental Committee Meeting be adjourned. CARRIED.

These minutes have been approved by members of the Environmental Committee on May 17, 2023.

Shannon Erickson

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Chair

Val Fatteicher

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Recording Secretary

# Planning and Infrastructure Commission

## MINUTES

MAY 3, 2023

7:00 A.M.

MEETING ROOM A,  
CITY HALL – SECOND FLOOR

Attendees	<b>Chairperson:</b> Mike Popowich <b>Councillors:</b> Councillor Randy Goulden <b>Members:</b> Doug Forster, David Mckerchar, Glen Tymiak,
Staff	Michael Eger – Director of Planning, Building and Development Rene Richard – Director of Engineering Carleen Koroluk – Land Use Planner – via speakerphone
Regrets	<b>Councillors:</b> Mayor Mitch Hipsley <b>Members:</b> Gordon Gendur <b>Staff:</b>
Absent	<b>Councillors:</b> <b>Members:</b> Isabel O'Soup, Mike Popowich <b>Staff:</b>
Recording	Amanda Krysa
Call to order	7:11 a.m.

## ADOPTION OF AGENDA

Discussion	Review of Agenda items
Motion 6-2023	<b>Doug Forster</b> That the agenda be approved as presented <b>Carried Unanimously</b>

## DECLARATION OF CONFLICT OF INTEREST

Discussion	Councillor Quinn Haider and Patricia Zaryski declared a Conflict of Interest due to being employed by the School Division, as well as Eugene Fedorowich as he sits on the Board for SIGN.
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## APPROVAL OF MINUTES

Discussion	Minutes of the February 1, 2023 Planning and Infrastructure Commission Meeting were circulated with the agenda package.
Motion 7 -2023	<b>Glen Tymiak</b> That the Minutes of the February 1, 2023 Planning and Infrastructure Commission Meeting be approved. <b>Carried Unanimously</b>

## OLD BUSINESS

Discussion	No discussion
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## NEW BUSINESS – MICHAEL EGER

<b>1. Memo from City Clerk – Item Referred to PIC Committee from City Council – Rezoning Application from CTCSD</b>	
Motion 8-2023	<b>Doug Forster</b> Motion to receive and file Memo from City Clerk's Office. <b>Carried Unanimously</b>
Discussion	<ul style="list-style-type: none"><li>- <b>Eger</b> – Presented the Administration Report reviewing the Rezoning Application from CTCSD for 464 Broadway Street East and explained Council's request for input from the committee</li><li>- <b>Goulden</b> – asked for more details into the Official Community Plan and how to navigate this request and the potential timeline – Eger explained that amendments to both the Zoning Bylaw and OCP would be required resulting in a lengthy timeline</li><li>- General consensus on the importance of this program within the community and the need to find students a suitable building</li><li>- Concerns raised about student safety with highway traffic, lack of crosswalks and pedestrian lights</li><li>- Financial implications of necessary safety upgrades the program could/would require</li><li>- Concerns raised about student safety as they may frequent the local establishments on the other side of the highway during breaks</li></ul>

	<ul style="list-style-type: none"> <li>- Zoning restriction could impact new potential businesses in the adjacent unit and surrounding area</li> </ul>
Motion 9-2023	<p><b>Doug Forster</b> That the Planning and Infrastructure Commission recommend that Council deny the Zoning Bylaw Amendment Application required to allow for a Public Education Services use within Condo Plan 102164655, civically known as 464 Broadway Street East. <b>Carried Unanimously</b></p>

## BUSINESS FROM THE FLOOR -

Discussion	<ul style="list-style-type: none"> <li>- <b>Goulden</b> asked for an update on York Lake Road from Richard and Eger in regards to the Agreement into maintenance of the gravel road</li> <li>- <b>Forster</b> requested York Road update</li> </ul>
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## NEXT MEETING

	May 24, 2023
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## ADJOURNMENT

Motion 10 -2023	<p><b>Glen Tymiak</b> That the meeting be adjourned at 7:59 a.m. <b>CARRIED</b></p>
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## SIGNATURE OF MINUTES

Chairperson	<p><b>Mike Popowich</b></p> <hr/> <p><b>Chairperson – Mike Popowich</b></p>
Recording Secretary	<p><b>Amanda Krysa</b></p> <hr/> <p><b>Amanda Krysa</b></p>

From: [ncrcpl@ceda-noragroup.ca](mailto:ncrcpl@ceda-noragroup.ca)  
To: [Amanda Dietz](#)  
Subject: New Response Completed for Request to Appear Before Council Form  
Date: Wednesday, May 24, 2023 1:47:55 PM

**CAUTION: External Email**

Hello,

Please note the following response to Request to Appear Before Council Form has been submitted at Wednesday May 24th 2023 1:44 PM with reference number 2023-05-24-006.

- **First name:**  
Juanita
- **Last Name:**  
Polegi
- **Committee/Organization name:**  
Yorkton Chamber of Commerce
- **Address:**  
PO Box 1051
- **City:**  
Yorkton
- **Province:**  
Saskatchewan
- **Postal code:**  
S3N 2X3
- **Name:**  
Vanessa Andres
- **Title:**  
President
- **Daytime phone number:**  
306-783-4368
- **Email:**  
jpolegi@yorktonchamber.com
- **Date of request:**  
5/24/2023
- **Date of council meeting that the presenter is wishing to attend:**  
6/5/2023
- **Topic being presented:**  
Sale of city-owned property that houses the Public Library
- **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)**  
President Vanessa Andres wishes to appear before Council and share why the Chamber has become involved in the sale of the city-owned property currently housing the Public Library. It is important for Council to hear how the leaking of the name of the Chamber member who put forth the offer to purchase the property has experienced undue stress. It is also important for Council to hear why the Chamber Board supports the sale of this property. Council has indicated it wishes to find efficiencies and avoid raising taxes. Selling this property helps the Council achieve these goals.

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



Presentation to City Council  
by Vanessa Andres, President  
June 5, 2023

Good evening Your Worship and Members of City Council,

On behalf of the Board of Directors of the Yorkton Chamber of Commerce, I wish to address Council on the matter of the sale of the city-owned property currently housing the Public Library.

The Directors are interested in this matter for 2 reasons. Firstly, the treatment of a Chamber member once the news broke the library is sold. Secondly, the fiscal responsibility demonstrated by Council on the sale of this property and the desire to move the Public Library.

It is a Chamber member who has offered to purchase the property. It is the understanding of the Chamber that when the city enters into negotiations on the sale of city property, the name of the potential purchaser is to remain confidential until the deal has been finalized. As someone leaked the name of the new owner prior to the signing of the final documents, **our member experienced undue distress** – receiving personal threats and jeopardizing future financial negotiations. Following a meeting with representatives from the Chamber May 23, to his credit, Mayor Hipsley issued a statement indicating that Council has been considering the sale of the property for almost 2 years and that the buyer is not “at fault” for offering to purchase the property. Council must handle future transactions much more carefully than this one.

As for the actual sale of the property housing the library, **the Chamber considers this a fiscally responsible decision:**

- 1) Efficient resource management. The city will be utilizing what is currently vacant space in the Gallagher Centre. Further, it is not uncommon for public libraries in this province to be located in city recreation complexes. By selling the library, the City will gain an **additional \$1.5 million** to add to the city coffers. It will begin collecting about **\$50 thousand in taxes per year**. It will reduce the operational and maintenance costs for the building by an additional **\$185 thousand per year**. Costs to ensure the safety of the patrons and staff such as adding security measures will not be incurred. This Council has claimed repeatedly that it is focused on gaining efficiencies and saving the tax payers money. Selling the library to a business makes economic sense and brings in money!
- 2) A new business on Broadway West will enhance the traffic and visitors to neighbouring businesses, thereby revitalizing the neighbourhood.
- 3) The parking pressure on Second Avenue and neighbouring streets will be alleviated with the movement of this business to the space formerly occupied by the library.

Finally, if Council reneges on its decision to sell the property, it must consider the consequences to the tax payers of this city – both commercial and residential:

- 1) What are the **legal consequences** to the city if Council reneges on its decision?
- 2) What might be the **loss of future tax revenue** to the city if **no private business is willing to make a deal with Council**?

Your Worship and Members of Council, you voted unanimously to accept the revised proposal for the purchase of the aforementioned property. All members of Council were present at this meeting.

The Chamber Board asks Council to abide by its decision to sell this property. To renege will have costly financial consequences and it could have grave legal consequences. It's time for Council to show leadership on this matter and show that Yorkton is in fact, open for business.





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by Vanessa Andres, President  
June 5, 2023

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It is a Chamber member who has offered to purchase the property. It is the understanding of the Chamber that when the city enters into negotiations on the sale of city property, the name of the potential purchaser is to remain confidential until the deal has been finalized. As someone leaked the name of the new owner prior to the signing of the final documents, **our member experienced undue distress** – receiving personal threats and jeopardizing future financial negotiations. Following a meeting with representatives from the Chamber May 23, to his credit, Mayor Hipplesley issued a statement indicating that Council has been considering the sale of the property for almost 2 years and that the buyer is not “at fault” for offering to purchase the property. Council must handle future transactions much more carefully than this one.

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And now it appears that you are reconsidering your decision to relocate the Library to the Gallagher Centre. If this is indeed the case, to where will the Library be relocated?

- 1) Will the city have to purchase or build a building?
- 2) If a building is purchased, what will be the cost of the building and the resulting renovations?
- 3) If a building is purchased, what are the property taxes the city won't be collecting?
- 4) How will Council justify to the taxpayers the loss of the many financial benefits and efficiencies gained by the sale of 93 Broadway Street West if it refuses to relocate the Library to the Gallagher Centre?

While the Gallagher Centre is not centrally located, it is within City Limits and it is the centrepiece of our city. Perceived parking/accessibility and mobility issues can and will be addressed. The sale of the property housing the library and the library's relocation has painted the City in a negative light. In the future, what private business would enter into negotiations with this Council?

Council has heard from a small group of people who do not want to see the Library moved. The Chamber Board represents a large number of business people who applaud the relocation.

The Chamber urges Council to very carefully consider the benefits to the city gained by relocating the Library to the Gallagher Centre. To reverse your decision will be a costly mistake for the taxpayers/voters to bear.



**YORK ROAD RECONSTRUCTION**  
**PHASE 1A HIGHWAY 9 TO DRACUP AVE.**  
**ROAD CLOSURE & DETOURS**  
**FRIDAY, MAY 12, 2023**

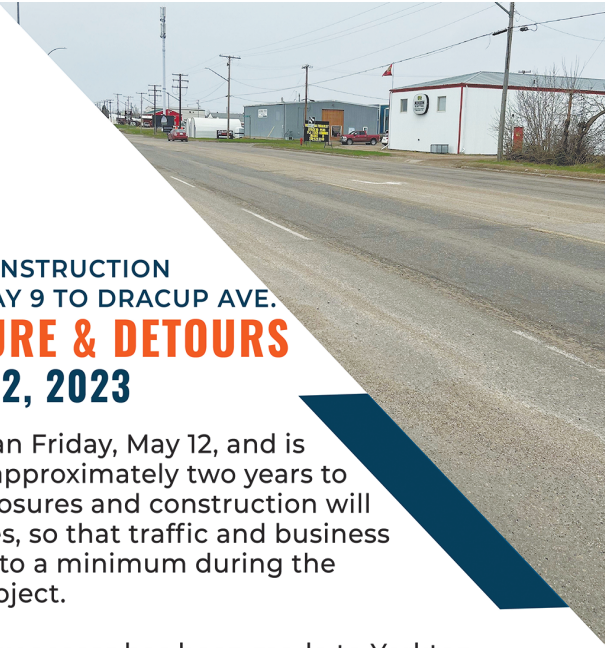
Construction began Friday, May 12, and is expected to take approximately two years to complete. Road closures and construction will be set up in phases, so that traffic and business disruption is kept to a minimum during the duration of the project.

Temporary roadway access has been made to Yorkton Concrete Ltd., EECOL Electric, and Quality Tire Service as they begin work on Phase 1A of York Road.

Road closures are now in place from Highway 9 to Dracup Ave. Temporary business access and detour signs will be posted along the construction site.

Phase 1A is expected to take approximately four weeks, weather permitting and barring any unforeseen circumstances.

Follow along with York Road construction progress and updates by visiting [shapeyourcity.yorkton.ca/yorkroad](https://shapeyourcity.yorkton.ca/yorkroad). Receive alerts by text, email, phone call or through the Voyent Alert app for construction projects and road closures affecting you. Visit [yorkton.ca/voyentalert](https://yorkton.ca/voyentalert) to learn how to sign up.



**Public Notice**

**Discretionary Use Application for Contractor Facility use**  
**in C-1 City Centre Commercial Zoning District**  
**Unit 3 – 111 Magrath Street**



**Civic Address:** Unit 3 – 111 Magrath Street **Legal Description:** Lots 20 & 21, Blk/Par 32, Plan 99Y04947

**Proposed Use:** Contractor Facility

**Details:** The applicant is an existing business providing construction and renovation services, including the construction of sheds, decks, fences, bathrooms, siding, flooring and interior and exterior renovations. The application proposes that the building be used for office and shop space, storage of tools & materials and custom cabinetry and millwork, with the outside space being used for the storage of company work trucks and trailers and an area for the shipping and receiving of materials and supplies.

This use falls under the definition of a Contractor Facility in Zoning Bylaw No. 14/2003 and is a Discretionary Use in the C-1 City Centre Commercial zoning district. Under *The Planning & Development Act, 2007*, Discretionary Use applications require City Council authorization to proceed.

**Public Hearing:** City Council will hear all persons who are present and wish to speak to the application and all written submissions will be read verbatim unless the submitter is in attendance to speak on the submission, on **Monday, June 5, 2023 at 5:00 pm in City Hall Council Chambers, Yorkton, SK.**

If you wish to provide written comments for Council's consideration, **they must be submitted by 9:00 a.m. on Wednesday, May 31, 2023.** Written submissions must be directed to:

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

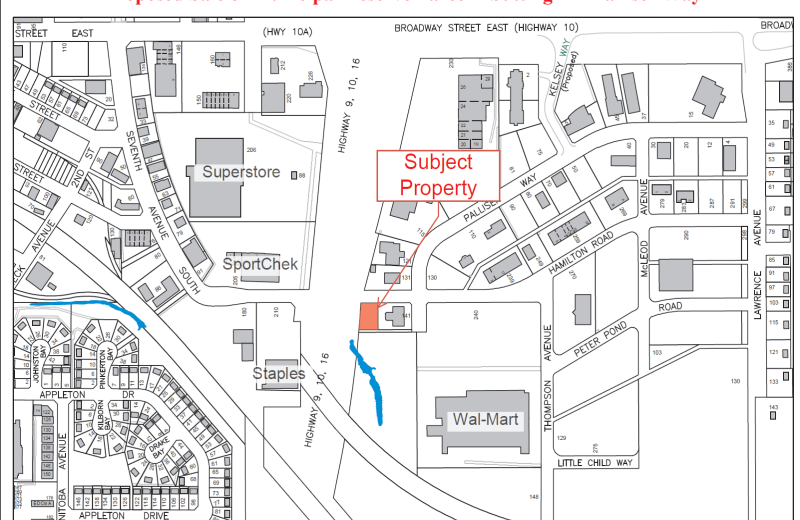
**Information:** To see the full report on this application, please visit [www.Yorkton.ca](https://www.Yorkton.ca). Click/tap on the "Council Meetings" link and select the "Agenda and Information Package" for the May 15, 2023 Regular Council Meeting. The full report is included in the Information Package.

Questions regarding the application may be directed to:

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

**Public Notice**

**Bylaw No. 8/2023**  
**Proposed Sale of Municipal Reserve Parcel Abutting 141 Palliser Way**



**Civic Address:** Abutting 141 Palliser Way

**Legal Description:** MR-1, Plan 99Y07581

**Details:** The City of Yorkton has received a market value purchase offer for the Municipal Reserve parcel. The parcel is no longer required for civic purposes, and would be sold to help facilitate future development at 141 Palliser Way.

Under *The Planning & Development Act, 2007*, the sale of a Municipal Reserve parcel requires City Council to provide public notice before passing a bylaw for the same.

**Public Hearing:** City Council will hear all persons who are present and wish to speak to the application and all written submissions will be read verbatim unless the submitter is in attendance to speak on the submission, on **Monday, June 5, 2023 at 5:00 pm in City Hall Council Chambers, Yorkton, SK.**

If you wish to provide written comments for Council's consideration, **they must be submitted by 9:00 a.m. on Wednesday, May 31, 2023.** Written submissions must be directed to:

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

**Information:** To see the full report on this application, please visit [www.Yorkton.ca](https://www.Yorkton.ca). Click/tap on the "Council Meetings" link and select the "Agenda and Information Package" for the May 15, 2023 Regular Council Meeting. The full report is included in the Information Package.

Questions regarding the application may be directed to:

Michael Eger, Director of Planning, Building & Development  
Phone: (306) 786-1758  
Email: [mege@yorkton.ca](mailto:mege@yorkton.ca)

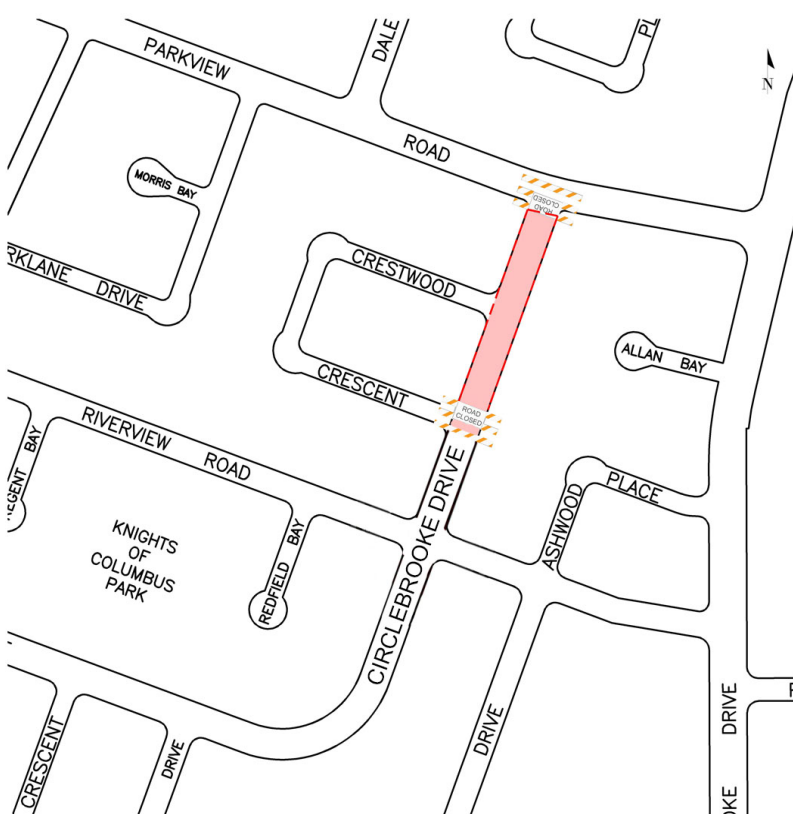


**CIRCLEBROOKE DRIVE**  
**WATER MAIN REPLACEMENT**  
**PHASE 2A MONDAY, MAY 29, 2023**

Phase 2A of the Water Main Replacement program starts Monday, May 29. The road will be closed on Circlebrooke Drive between Crestwood Crescent and Parkview Road. Phase 1 will also continue to be closed on Circlebrooke Drive between Glenbrooke Drive and Riverview Road.

Please be advised street parking in this area will be restricted during construction. Signage will be posted to identify street closures and detours. This project will be split in two phases, and the estimated completion date for the whole project is September 15, 2023.

Stay up-to-date with construction projects and road closures affecting you. Visit [yorkton.ca/voyentalert](https://yorkton.ca/voyentalert) to sign up.



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



<b>TITLE: Discretionary Use DU02-2023 – Contractor Facility at 3-111 Magrath Street (C-1 City Centre Commercial)</b>	DATE OF MEETING: June 5, 2023
	REPORT DATE: May 30, 2023
	<b>ATTACHMENTS:</b> 1. Council Report from May 15, 2023
<b>CLEARANCES:</b> Michael Eger – Director of Planning, Building & Development <b>Michael Eger</b>	
Written by: Carleen Koroluk  <b>Carleen Koroluk</b>	
Reviewed by: Jessica Matsalla - City Clerk  <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager  <b>Lonnie Kaal</b>	

**Summary of History/Discussion:**

This report is in response to a Development Permit application for a Contractor Facility use at Unit 3 – 111 Magrath Street (see Attachment 1).

The applicant is an existing business that started out operating as a Home Based Business and has recently relocated to this commercial space. The Applicant was unaware of the Development Permit requirement before entering into a lease and relocating to the subject property. Submission of a Business Licence application drew attention to the relocation and the Applicant was advised of the Discretionary Use Development Permit requirement.

**Administrative Review:**

The subject property is zoned C-1 City Centre Commercial and Contractor Facilities are listed as a Discretionary Use in this zone. Under *The Planning and Development Act, 2007*, discretionary use applications require Council authorization for Administration to issue a Development Permit.

**Public Notice:**

Council authorized Administration to proceed with the Public Notice process at the May 15, 2023 meeting. As such, the proposed discretionary use was advertised and circulated in accordance with the public notification requirements of the City of Yorkton, including advertisement in the local newspaper, at City Hall and on the City website. In addition, pursuant to *The Planning and Development Act, 2007*, a direct mail-out was sent to twenty-two (22) owners of property within 75 metres (250ft) of the subject property.

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

### **Planning & Infrastructure Commission**

The application was referred to the Planning and Infrastructure Commission for review at the May 24, 2023 Commission meeting.

The Planning and Infrastructure Commission plays an important part in civic government by providing representation from a broad spectrum of the community to assist City Council in their decision making. City Administration provides recommendations for the Commission to consider which are based on sound land use planning practices, including relevant policies and procedures.

The Commission, however, is not bound by the Administrative recommendation and is free to carry any motion they see fit, including recommendations either to approve, to approve with conditions, or to deny applications.

After discussion the location and the scope of the proposed contractor facility, the Commission was in agreement that the proposed use will have minimal impact on the surrounding area and unanimously carried a recommendation that the Discretionary Use application be recommended for approval to City Council.

### **Council Options:**

1. That Discretionary Use application DU02-2023 which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003, at Unit 3 – 111 Magrath Street, legally described as Lots 20 & 21, Blk/Par 32, Plan 99Y04947, be approved and that the Development Officer be authorized to issue a Development Permit;
2. That Discretionary Use application DU02-2023 which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003, at Unit 3 – 111 Magrath Street, legally described as Lots 20 & 21, Blk/Par 32, Plan 99Y04947, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

### **Administrative Recommendation:**

1. That Discretionary Use application DU02-2023, which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003, at Unit 3 – 111 Magrath Street, legally described as Lots 20 & 21, Blk/Par 32, Plan 99Y04947, be approved and that the Development Officer be authorized to issue a Development Permit.

## Attachment 1 – Council Report from May 15, 2003 Meeting



### REPORT TO COUNCIL

TITLE: <b>Discretionary Use DU02-2023 – Contractor Facility at 3-111 Magrath Street (C-1 City Centre Commercial)</b>	DATE OF MEETING: May 15, 2023
	REPORT DATE: May 10, 2023
	ATTACHMENTS: 1. Key Plan 2. Zoning District Map 3. Summary of Discretionary Use Process 4. Site Plan 5. Aerial View 6. Public Notice
Public Notice Authorization	
CLEARANCES: Michael Eger – Director of Planning, Building & Development  Michael Eger	
Written by: Carleen Koroluk Carleen Koroluk	
Reviewed by: Jessica Matsalla - City Clerk Jessica Matsalla	
Approved by: Lonnie Kaal - City Manager Lonnie Kaal	

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

This report is in response to a Development Permit application for a Contractor Facility use at Unit 3 – 111 Magrath Street (see Attachment 1).

The subject property is zoned C-1 City Centre Commercial (see Attachment 2) and Contractor Facilities are listed as a Discretionary Use in this zone. Under *The Planning and Development Act, 2007*, discretionary use applications require Council authorization to proceed (see Attachment 3).

#### **Administrative Review:**

The applicant is an existing business that started out operating as a Home Based Business and has recently relocated to this commercial space. The Applicant was unaware of the Development Permit requirement before entering into a lease and relocating to the subject property. Submission of a Business Licence application drew attention to the relocation and the Applicant was advised of the Discretionary Use Development Permit requirement.

The Zoning Bylaw defines Contractor Facilities as:

*“A development used for the provision of building construction, landscaping, concrete, electrical, excavation, drilling, heating, plumbing, paving, road construction, sewer or similar services of a construction nature which require on-site storage space for materials construction equipment or vehicles normally associated with the contractor service. Any sales area shall be accessory to the*

Discretionary Use DU02-2023 – 3-111 Magrath St – Contractor Facility in C-1  
Page 1 of 9

## Attachment 1 – Council Report from May 15, 2003 Meeting - Continued

*principal general contractor service use only. This use class does not include professional, financial and office support services.”*

While the Zoning Bylaw does not contain specific Discretionary Use requirements for Contractor Facilities, applications are typically more favourably considered where it can be demonstrated that their location is appropriate to the site and that it will have a minimal impact on the surrounding adjacent areas, including, but not limited to:

- the anticipated levels of noise and odours created by the use;
- the anticipated increased level or types of vehicle traffic, unsafe conditions or situations for vehicles, cyclists or pedestrians;
- the use will have a minimal impact on the amenity of the surrounding zoning district and adjacent areas and that these areas will not be reasonably compromised;
- the character of adjacent residential uses, if applicable, shall be protected and maintained through the provision of buffer areas, separation distances and screening.

The business currently employs five (5) people and provides services including construction of sheds, decks, fences, bathrooms, siding, flooring and interior/exterior renovations. The majority of work is performed at the client's site while the Magrath Street location is used for:

- office and shop space;
- storage of tools & materials; and
- custom cabinetry and millwork.

The fenced outdoor space at the rear of the building is shared with the adjacent advertising/signage company and includes:

- storage of company work trucks and trailers; and
- shipping and receiving area for materials and supplies.

The site is on the outer edge of the C-1 City Centre Commercial zoning district and existing land uses include residential to the west, railway to the north, City owned property used for street cleaning debris storage to the east and a religious assembly to the south (see Attachments 4 & 5).

There are no neighbouring buildings on the north or east sides of the site. The site is separated from the residential use on the west side by a developed lane and from the religious assembly use to the south by Magrath St. The lane and street provide physical separation between the uses.

Based on the site location and information supplied by the applicant, it is anticipated that the scope of the contractor facility use will not create any significant levels of noise or odours and will have minimal impact on the surrounding area.

### **Conclusion:**

At this time, Administration has no objections to the Discretionary Use and would like to initiate the public notice process including advertisement in the local newspaper, at City Hall and on the

Discretionary Use DU02-2023 – 3-111 Magrath St – Contractor Facility in C-1  
Page 2 of 9

## **Attachment 1 – Council Report from May 15, 2003 Meeting – Continued**

City website, as well as circulation to property owners within 75 metres of the subject property (see Attachment 6).

If authorization for Public Notice is granted, the application will also be referred to the Planning and Infrastructure Commission for their input. The Commission's recommendations will be brought back to Council, for their review and decision, in conjunction with the Public Hearing.

### **Council Options:**

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU02-2023 which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003, at Unit 3 – 111 Magrath Street, and that the application be brought back to Council for its review and decision;
2. That Public Notification for Discretionary Use application DU02-2023, which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003 at Unit 3 – 111 Magrath Street, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

### **Administrative Recommendation:**

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU02-2023 which proposes a Contractor Facility as defined in City of Yorkton Zoning Bylaw No. 14/2003 at Unit 3 – 111 Magrath Street, legally described as Lots 20 and 21; Block 32; Plan 99Y04947, and that the application be brought back to Council for its review and decision.



Attachment 1 – Council Report from May 15, 2003 Meeting - Continued

Attachment 1 – Key Plan

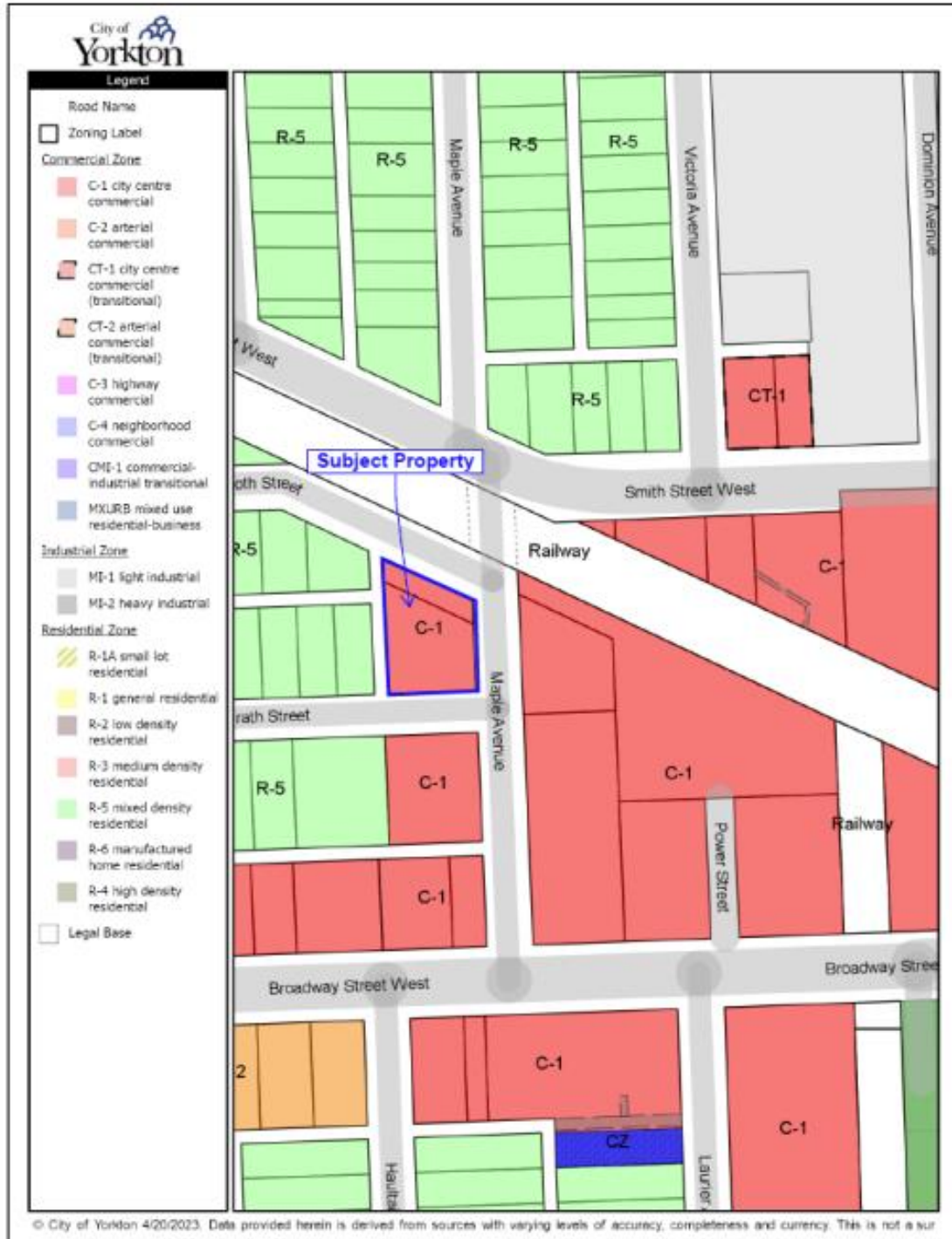


Discretionary Use DU02-2023 – 3-111 Magrath St – Contractor Facility in C-1

Page 4 of 9

## Attachment 1 – Council Report from May 15, 2003 Meeting - Continued

### Attachment 2 – Zoning District Map



Discretionary Use DU02-2023 – 3-111 Magrath St – Contractor Facility in C-1  
Page 5 of 9

## Attachment 1 – Council Report from May 15, 2003 Meeting - Continued

### Attachment 3 – Summary of Discretionary Use Process

#### Summary of Discretionary Use Application Process:

*The Planning and Development Act, 2007 ('The Act')* allows a zoning bylaw to contain provisions for "Permitted Uses" and "Discretionary Uses" within specified land use zones. Any use that is not listed as "Permitted" or "Discretionary" is considered prohibited. *The Act* allows "Permitted Uses" to be approved by Administration, however, "Discretionary Use" applications require the approval of a council and must follow *The Act's* prescribed process. The process includes the requirement of giving Public Notice to property owners within 75 metres (250 feet) of the subject property, as well as the provision of a Public Hearing.

Pursuant to *The Act*, a council shall exercise its discretion respecting a Discretionary Use application to:

- (a) Reject the application;
- (b) Approve the discretionary use in accordance with the provisions of the zoning bylaw;
- (c) Approve the discretionary use subject to development standards or conditions in accordance with the zoning bylaw; or
- (d) Approve the discretionary use for a limited time, if a time limit is authorized in the bylaw.

A council may approve a discretionary use if the facts presented establish that the proposed discretionary use will:

- (a) Comply with provisions of the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
- (b) Be consistent with the criteria in the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
- (c) In the opinion of the council, be compatible with development in the district in the immediate area of the proposal; and
- (d) Be consistent with provincial land use policies and statements of provincial interest.

In approving a discretionary use, a council may prescribe specific development standards or conditions with respect to that use, but only if those standards or conditions:

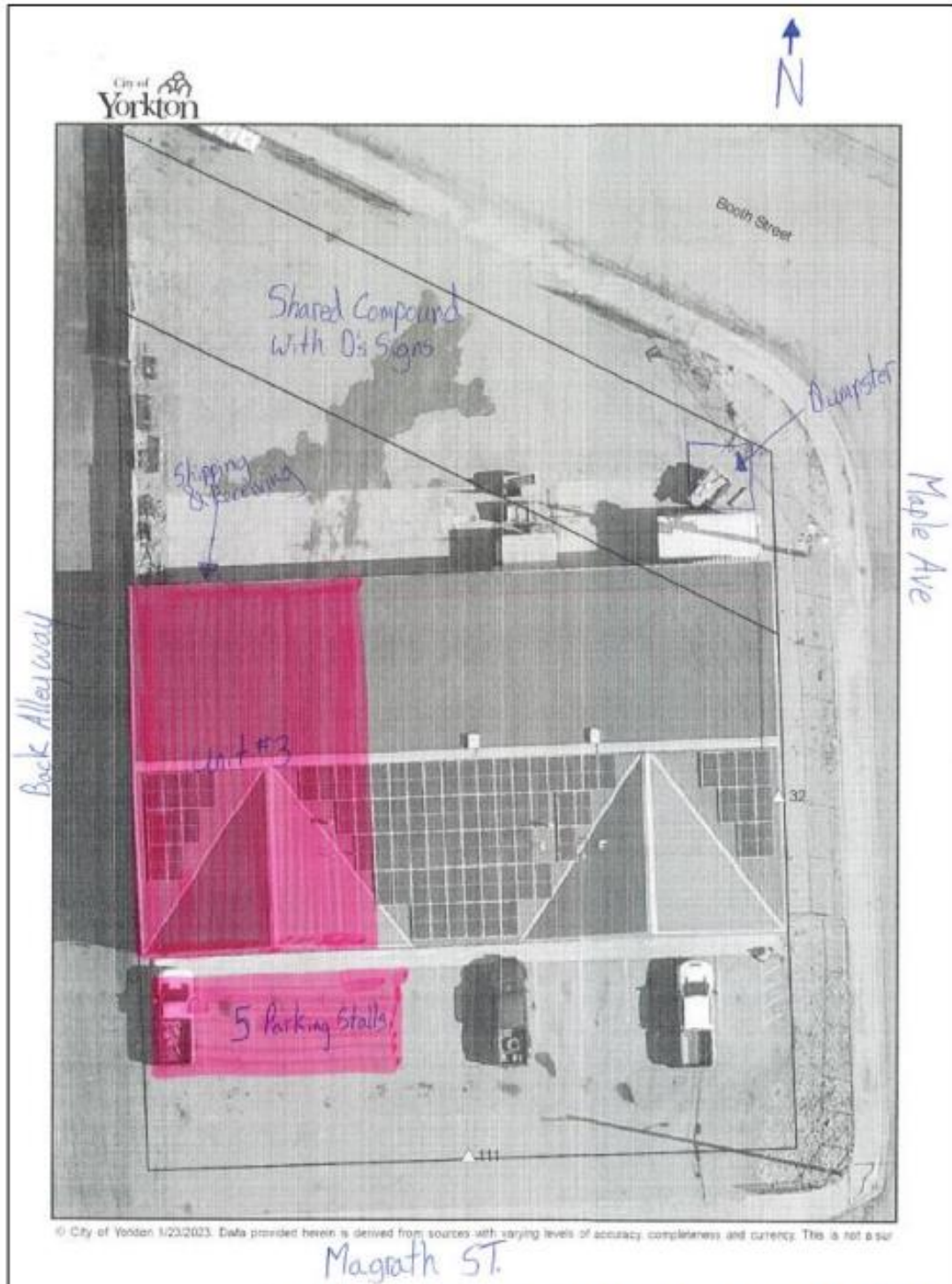
- (a) Are based on and are consistent with general development standards or conditions made applicable to discretionary uses by the zoning bylaw; and
- (b) Are, in the opinion of the council, necessary to secure the objectives of the zoning bylaw with respect to:
  - (i) The nature of the proposed site, including its size and shape and the proposed size, shape and arrangement of buildings;
  - (ii) The accessibility and traffic patterns for persons and vehicles, the type and volume of that traffic and the adequacy of proposed off-street parking and loading;
  - (iii) The safeguards afforded to minimize noxious or offensive emissions including noise, glare, dust and odour; or
  - (iv) Any treatment given, as determined by the council, to aspects including landscaping, screening, open spaces, parking and loading areas, lighting and signs, but not including the colour, texture or type of materials and architectural detail.

If an application for a discretionary use has been approved by a council with prescribed standards or conditions, the applicant may appeal to the Development Appeals Board, however a Discretionary Use application that is denied by a council may not be appealed.



Attachment 1 – Council Report from May 15, 2003 Meeting - Continued

Attachment 4 – Site Plan



Discretionary Use DU02-2023 – 3-111 Magrath St – Contractor Facility in C-1

Page 7 of 9

Attachment 1 – Council Report from May 15, 2003 Meeting - Continued

Attachment 5 – Aerial View



Discretionary Use DU02-2023 – 3-111 Magrath St – Contractor Facility in C-1  
Page 8 of 9

## Attachment 1 – Council Report from May 15, 2003 Meeting - Continued

### Attachment 6 – Public Notice

#### Public Notice

**Discretionary Use Application for Contractor Facility use  
in C-1 City Centre Commercial Zoning District  
Unit 3 – 111 Magrath Street**



**Civic Address:** Unit 3 – 111 Magrath Street    **Legal Description:** Lots 20 & 21, Blk/Par 32, Plan 99Y04947

**Proposed Use:** Contractor Facility

**Details:** The applicant is an existing business providing construction and renovation services, including the construction of sheds, decks, fences, bathrooms, siding, flooring and interior and exterior renovations. The application proposes that the building be used for office and shop space, storage of tools & materials and custom cabinetry and millwork, with the outside space being used for the storage of company work trucks and trailers and an area for the shipping and receiving of materials and supplies.

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**Public Hearing:** City Council will hear all persons who are present and wish to speak to the application and all written submissions will be read verbatim unless the submitter is in attendance to speak on the submission, on **Monday, June 5, 2023 at 5:00 pm in City Hall Council Chambers, Yorkton, SK.**

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

**Information:** To see the full report on this application, please visit [www.Yorkton.ca](http://www.Yorkton.ca). Click/tap on the "Council Meetings" link and select the "Agenda and Information Package" for the May 15, 2023 Regular Council Meeting. The full report is included in the Information Package.

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Discretionary Use DU02-2023 – 3-111 Magrath St – Contractor Facility in C-1  
Page 9 of 9



<b>TITLE:</b> <b>Bylaw No. 8/2023 – Sale of Municipal Reserve Parcel MR-1 99Y07581 (Next to 141 Palliser Way)</b> <b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Readings</b>	<b>DATE OF MEETING:</b> June 5, 2023 <b>REPORT DATE:</b> May 30, 2023, 2:00:00 PM
<b>CLEARANCES:</b> Darcy McLeod, Director of Recreation & Community Services <b>Darcy McLeod</b> Aron Hershmillier, Assistant Director of Environmental Services <b>Aron Hershmillier</b>	<b>ATTACHMENTS:</b> 1. May 15, 2023 Report to Council
Written by: Michael Eger, Director of Planning, Building & Development <b>Michael Eger</b>	
Reviewed by: Jessica Matsalla - City Clerk <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager <b>Lonnie Kaal</b>	

## **History/Background:**

Council was presented with proposed Bylaw No. 8/2023 at their May 15, 2023 meeting (report attached), at which time they granted 1<sup>st</sup> Reading and approved Public Notice. The Bylaw is required in order to sell an approximately 0.22 acre portion of Municipal Reserve Parcel MR-1 99Y07581, which is adjacently west of 141 Palliser Way. The sale has been requested by the purchaser of 141 Palliser Way in order to provide additional space for parking which would be required to redevelop the existing building.

## **Committee Recommendations:**

The Bylaw was referred to the Planning & Infrastructure Commission for review and comment, and for a recommendation to Council. Noting that the City has regulatory tools that may be required for redevelopment of the site once combined with 141 Palliser Way (particularly as it relates to vehicle access), the Commission carried a recommendation in support of the Bylaw.

## **Public Notice:**

The proposed bylaw was advertised and circulated in accordance with the City's public notification requirements, including advertisement in the local paper, at City Hall and on the City website. As of the date of this report, Administration has not received any inquiries and all written submissions

and persons wishing to speak to the Bylaw will have had the opportunity to present to Council during the Public Hearing.

**Administrative Review:**

Rationale in support of the Bylaw was provided in the May 15<sup>th</sup> Report to Council. In consideration of Planning & Infrastructure Commission's recommendation to approve the Bylaw and without public inquiry, Administration remains supportive of proceeding with the sale.

**Options:**

1. That Bylaw No. 8/2023 be given 2<sup>nd</sup> and 3<sup>rd</sup> Readings.
2. That Bylaw No. 8/2023 be denied for reasons as listed by Council; or
3. That Administration be provided with alternative direction.

**Administrative Recommendations:**

1. That Bylaw No. 8/2023, a Bylaw of the City of Yorkton in the Province of Saskatchewan to provide for the sale of Municipal Reserve Parcel MR-1, Plan 99Y07581, be given 2<sup>nd</sup> Reading this 5<sup>th</sup> day of June A.D., 2023, and
2. That Bylaw No. 8/2023, a Bylaw of the City of Yorkton in the Province of Saskatchewan to provide for the sale of Municipal Reserve Parcel MR-1, Plan 99Y07581, be given 3<sup>rd</sup> Reading this 5<sup>th</sup> day of June A.D., 2023, and be entered in the City of Yorkton Bylaw Register



## Attachment 1 – May 15, 2023 Report to Council



### REPORTS TO COUNCIL

<b>TITLE:</b> Bylaw No. 8/2023 – Sale of Municipal Reserve Parcel MR-1 99Y07581 (Next to 141 Palliser Way)	<b>DATE OF MEETING:</b> May 15, 2023 <b>REPORT DATE:</b> May 10, 2023, 2:33:35 PM
<b>CLEARANCES:</b> Darcy McLeod, Director of Recreation & Community Services <b>Darcy McLeod</b>  Aron Hershmiller, Assistant Director of Environmental Services <b>Aron Hershmiller</b>	<b>ATTACHMENTS:</b>  1. Aerial Photo Showing Affected Lands 2. Public Notice 3. Bylaw No. 8/2023
Written by: Michael Eger, Director of Planning, Building & Development <b>Michael Eger</b>	
Reviewed by: Jessica Matsalla - City Clerk <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager <b>Lonnie Kaal</b>	

#### PURPOSE/BACKGROUND

The owner in expectancy of 141 Palliser Way has offered to purchase a 0.22 acre portion of the adjacent City-owned Municipal Reserve parcel. The acquisition of City lands will help the purchaser attain required parking area for the redevelopment of 141 Palliser Way. The *Planning & Development Act, 2007* requires that the City adopt a Bylaw prior to sale of a Municipal Reserve parcel and the purchase offer is conditional to, amongst other items, Council passing said bylaw.

#### DISCUSSION/ANALYSIS/IMPACT

Municipal Reserve is dedication of lands or money-in-lieu that is required by Provincial Legislation at time of subdivision. Non-residential subdivisions must dedicate 5% of total land area or a monetary equivalent.

The nature and origins of this Municipal Reserve are unknown – contemporary land development practices would see Municipal Reserve lands dedicated only for parks and recreation use, and typically only within residential developments. Commercial developments would warrant payment-in-lieu, with funding set aside for future parks and recreation projects throughout the City.

## Attachment 1, continued

A new property boundary is proposed to properly subdivide out the City sidewalk on Hamilton Road, and to create a setback from an existing water main (as shown on attachment 1). The portion of land to be sold is not required for recreational or other civic purposes, nor is it large enough to be developed on its own. Its sale will, however, facilitate redevelopment of the property at 141 Palliser Way.

A large water trunk main is planned for future installation along Highway 9, but has not yet been designed, nor have timelines been established for the work. It is noted that the undeveloped right-of-way between the highway and the Municipal Reserve is congested with City and crown utilities, and while the sale of these lands could affect water trunk design and installation, it would not prevent it from being installed. Until we ultimately carry out design and tender, it is not possible to quantify what costs we might incur as a result of the sale. There is also past precedent for selling public right-of-way in this vicinity, at which time Council believed the opportunity outweighed the risk.

The sales price is based on the rate of comparable sales within the area, and is deemed to be market value. The details of market value sales are not required to be publicly disclosed, and out of respect to the purchaser, are not explicitly detailed in this report.

### **FINANCIAL IMPLICATIONS**

A portion of the sales revenue will be used to fund water line locates, surveying and title transfer. Remaining funds will be placed in a parks reserve, as is required by the *Planning & Development Act*.

As mentioned, it is not yet possible to know what costs, if any, the sale will cause for future water trunk installation.

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

The *Planning & Development Act* requires public notice in order to adopt the bylaw. As such, notice will be provided in the local newspaper and on the City website.

### **OFFICIAL COMMUNITY PLAN & STRATEGIC PRIORITIES**

The lands are designated for commercial use in our Official Community Plan and their sale would not run counter to any of the Plan's goals or objectives. The property is correspondingly zoned C-3 Highway Commercial, meaning that policy changes would not be required prior to allowing development on the site.

The sale is also consistent with recent Council decisions to close and sell portions of nearby highway right-of-way, which generally supports strategic priorities relating to economic development.

## **Attachment 1, continued**

### **COMMITTEE RECOMMENDATION(S)**

The proposed Bylaw will be presented to the Planning & Infrastructure for their review and recommendation, prior to returning to Council for consideration of 2<sup>nd</sup> and 3<sup>rd</sup> Readings.

### **OPTIONS**

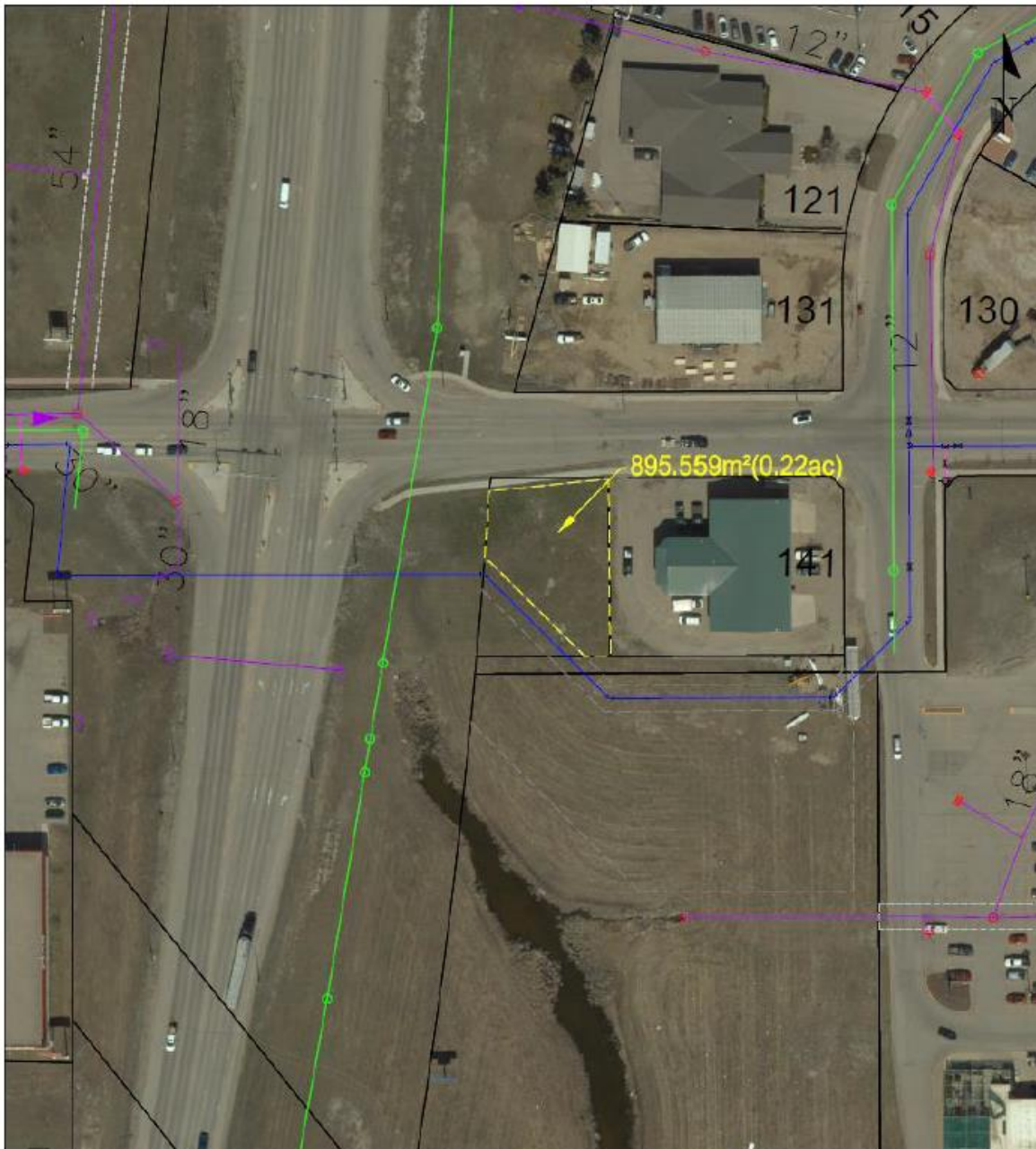
1. That Bylaw No. 8/2023 be introduced and given 1<sup>st</sup> Reading, and that Administration be authorized to proceed with the Public Notice process.
2. That Bylaw No. 8/2023 be denied for reasons as listed by Council; or
3. That Administration be provided with alternative direction.

### **ADMINISTRATIVE RECOMMENDATION(S)**

1. That Bylaw No. 8/2023, a Bylaw of the City of Yorkton in the Province of Saskatchewan to provide for the sale of Municipal Reserve Parcel MR-1, Plan 99Y07581 be introduced and given 1<sup>st</sup> Reading, and that Administration be authorized to proceed with the Public Notice process.

Attachment 1, continued

Attachment 1 - Aerial Photo Showing Affected Lands



Bylaw No. 8/2023 – Sale of Municipal Reserve Next to 141 Palliser Way – May 15, 2023  
Page 4 of 7



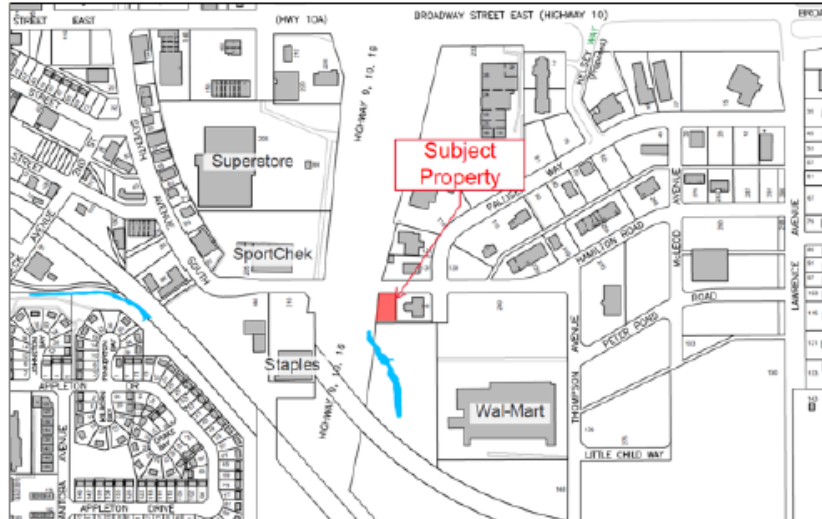
## Attachment 1, continued

### Attachment 2 – Public Notice

#### Public Notice

**Bylaw No. 8/2023**

**Proposed Sale of Municipal Reserve Parcel Abutting 141 Palliser Way**



**Civic Address:** Abutting 141 Palliser Way

**Legal Description:** MR-1, Plan 99Y07581

**Details:** The City of Yorkton has received a market value purchase offer for the Municipal Reserve parcel. The parcel is no longer required for civic purposes, and would be sold to help facilitate future development at 141 Palliser Way.

Under *The Planning & Development Act, 2007*, the sale of a Municipal Reserve parcel requires City Council to provide public notice before passing a bylaw for the same.

**Public Hearing:** City Council will hear all persons who are present and wish to speak to the application and all written submissions will be read verbatim unless the submitter is in attendance to speak on the submission, on **Monday, June 5, 2023 at 5:00 pm in City Hall Council Chambers, Yorkton, SK.**

If you wish to provide written comments for Council's consideration, they must be submitted by **9:00 a.m. on Wednesday, May 31, 2023**. Written submissions must be directed to:

Jessica Matsalla, Director of Legislation & Procedures

In Person: 37 Third Avenue North, Yorkton, SK

Via Mail: Box 400, Yorkton, SK S3N 2W3

Via Email: [jmatsalla@yorkton.ca](mailto:jmatsalla@yorkton.ca)

**Information:** To see the full report on this application, please visit [www.Yorkton.ca](http://www.Yorkton.ca). Click/tap on the "Council Meetings" link and select the "Agenda and Information Package" for the May 15, 2023 Regular Council Meeting. The full report is included in the Information Package.

Questions regarding the application may be directed to:

Michael Eger, Director of Planning, Building & Development

Phone: (306) 786-1758

Email: [meeger@yorkton.ca](mailto:meeger@yorkton.ca)

Bylaw No. 8/2023 – Sale of Municipal Reserve Next to 141 Palliser Way – May 15, 2023

Page 5 of 7

## Attachment 1, continued

### Attachment 3 – Bylaw No. 8/2023

City of Yorkton  
Saskatchewan

Bylaw No. 8/2023

**A Bylaw of the City of Yorkton in the Province of Saskatchewan to  
provide for the sale of Municipal Reserve Parcel MR-1, Plan 99Y07581**

**WHEREAS**, pursuant to Section 199 of *The Planning and Development Act, 2007*, the Council of the City of Yorkton in the Province of Saskatchewan in Council assembled hereby enacts that the following Municipal Reserve parcel be sold/transferred for private use:

1. As shown on Schedule 'A' attached hereto, all that portion of Municipal Reserve parcel MR-1, Plan 99Y07581.

Pursuant to Section 200 (4) of *The Planning and Development Act, 2007*, this bylaw shall come into force and take effect on the date of final passing thereof.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

Introduced and read a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2023.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2023.

Read a third time and adopted this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2023.

\_\_\_\_\_  
Bylaw No. 8/2023 – Street Closure  
Sale of Municipal Reserve Parcel MR-1, Plan 99Y07581  
Page 1 of 2

Bylaw No. 8/2023 – Sale of Municipal Reserve Next to 141 Palliser Way – May 15, 2023  
Page 6 of 7

Attachment 1, continued

Attachment 3, continued

Schedule 'A'



Surface Parcel Number: 142833438

REQUEST DATE: Thu Jan 19 11:39:10 GMT-08:00 2023



Owner Name(s): City of Yorkton

Municipality: CITY OF YORKTON

Title Number(s): 124042856

Parcel Class: Municipal Reserve

Land Description: Blk/Par MR1-Plan 99Y07581 Ext 0

Source Quarter Section: NW-36-25-04-2

Commodity/Unit: Not Applicable

Area: 0.124 hectares (0.31 acres)

Converted Title Number: 99Y07581

Ownership Share: 1:1

DISCLAIMER: THIS IS NOT A PLAN OF SURVEY. It is a consolidation of plans to assist in identifying the location, size and shape of a parcel in relation to other parcels. Parcel boundaries and area may have been adjusted to fit with adjacent parcels. To determine actual boundaries, dimensions or area of any parcel, refer to the plan, or consult a surveyor.

Bylaw No. 8/2023 - Street Closure  
Sale of Municipal Reserve Parcel MR-1, Plan 99Y07581  
Page 2 of 2

Bylaw No. 8/2023 – Sale of Municipal Reserve Next to 141 Palliser Way – May 15, 2023  
Page 7 of 7

TITLE: Water and Sewer Operations Division – Staffing Request	DATE OF MEETING: June 5, 2023
	REPORT Date: May 19, 2023
CLEARANCES: Aron Hershmiller- Assistant Director of Environmental Services  <b>Aron Hershmiller</b>	ATTACHMENTS:  <b>1. Power Point Presentation</b>
Written by: Trent Mandzuk – Director of Public Works <b>Trent Mandzuk</b>	
Reviewed by: Jessica Matsalla - City Clerk  <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager  <b>Lonnie Kaal</b>	

## **BACKGROUND**

Over the past 5 years it has become increasingly difficult for the Public Works Department to carry out intended preventative maintenance on the City’s water distribution network and the sanitary sewer collection system. Operations such as, but not limited to, hydrant flushing, gate valve exercising and CCTV inspections of underground piping have taken a back seat to reactive repairs. In 2022, the water and sewer division spent 56% of its time (140 working days) repairing water main breaks and service leaks. The combined total of annual water main breaks and service leaks has climbed from 21 in 2015 to 70 in 2022 (233% increase).

The growing trend of reactive repairs experienced within the City’s water and sewer networks was identified to Council at a Committee of the Whole meeting in 2021. Staffing and equipment increases were proposed however Council directed administration to utilize contracted services in lieu of increasing internal resources. A standing offer agreement was developed and advertised for water main break services. Unit prices submitted were higher in comparison to internal rates and unfortunately a conflict of interest was identified between the two lowest bidders. The contract was never executed for these reasons.

Standing offer unit price contracts have their own inherent challenges because of the nature of these agreements. Contractors can provide bids but do not have to guarantee their availability. In these circumstances, the City is required to contact bidders in order of lowest unit price to highest until finding an available contractor who agrees to do the work. During summer construction months, contractors typically have their season booked so securing services is often difficult or not an option. Unit prices rates are typically higher than internal rates due to the unknown frequency of work tied to the standing offer agreements as well as the many field unknowns commonly encountered with water-main break repairs.



The Public Works Department included a funding increase in the 2023 operational budget for the purpose of adding additional resources to the water and sewer division. During budget discussions Council was not prepared to add additional staff or equipment resources but approved increases under the provision funds could be used for contracted services to compliment city crews when necessary.

As noted in the power point presentation accompanying this report, the PW Department utilizes contracted services whenever possible. Contractor Hydro-vacs and excavators are most commonly used to assist with water-main breaks and service leak repairs. It should be noted that these resources only assist in repairs. City employees are still required to be involved with every repair. Utilizing these services does nothing to address the ongoing neglect of critical preventative maintenance operations.

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

With the funding increases approved in the 2023 operational budget the department could hire 3 full-time staff. There are currently 9 staff on the water and sewer crew. Adding 3 permanent staff will help provide adequate coverage during peak season workloads. Hiring staff may be challenging. In addition to finding employees, new hires require a considerable amount of time to be properly trained to obtain distribution and collection certifications and become experienced with heavy equipment operation to a level to be considered competently qualified. In most cases it takes 2 - 3 years of on the job training in conjunction with successful completion of various educational requirements for employees to become certified operators.

Once the 3 staff are properly trained our intent is to move in the direction of having two 6 person crews within the water and sewer division. One will be designated as “reactive” and the other will be intended to carry out “planned” operations. Crews will also alternate between reactive and planned operations to ensure all employees are trained properly and become proficient in both areas. This will also help alleviate weekend on-call demands on the same union staffing on a continuous basis

With the dramatic increase in water main breaks, service leaks and sanitary sewer main failures the challenge of keeping pace with failing infrastructure is only going to become more difficult. Hiring 3 staff will do nothing to address current rates of failure in distribution system and collection networks. The average water main break costs \$15,000 to repair. The 70 breaks/leaks repairs experienced in 2022 cost the City \$1M dollars to repair. Water main and sanitary replacement programs need to be increased; and current increases to programs are not adequately addressing the problem.

Until we start developing considerably more aggressive, long-term underground infrastructure replacement programs, undesirable increases will be seen in the following areas: reactive repair costs, damage to residential property, damage to city infrastructure, service interruptions to water and sewer (including sewer back-ups in homes and dirty water complaints), more frequent drinking water advisories and longer periods that advisories will remain in effect. Failure to provide consistent and adequate increases to the City’s infrastructure replacement programs only results in paying higher repair costs that could be better spent on renewal programs before failures happen.

For every year that programs remain status quo, following year budgets need to make up the difference; making it increasingly more difficult and unfair for future generations to carry the burden. Future generations will look at this generation with greater disappointment than we have to our predecessors in regards to negligence in ensuring programs and funding are in place for the sustainability and viability of their community.

### **FINANCIAL IMPLICATIONS**

Poor infrastructure is a serious obstacle in the development of communities and their economic long-term viability. In the very near future, water and sewer disruptions will begin to impact a larger number of users while taxation demands will continue to grow as time progresses. Failure to act in a responsible manner today increases the burden on others tomorrow.

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

Develop a long term infrastructure plan that includes Water, Sewer, Roads, Sidewalks, Walking-trails, Bike-paths, Facilities, Transit and future development.

On May 8, 2023, the Committee of the Whole Council considered an In-Camera item categorized as personnel. Within that item it was discussed that the high incidence of infrastructure breaks is indicative of the need for additional resources in Public Works. It was explained that Administration was preparing a report for Council to address this issue.

### **OPTIONS & RECOMMENDATION**

1. That Council authorize administration to proceed with adding three (3) full-time unionized positions to the water and sewer division that can be funded with the existing 2023 budget increases to the water main break accounts.
2. That Council direct Administration to continue with status quo levels of service and maintenance in the water and sewer division.
3. Other as per Council direction

### **RECOMMENDATION**

1. **That Council authorize administration to proceed with adding three (3) full-time unionized positions to the water and sewer division that can be funded with the existing 2023 budget increases to the water main break accounts.**

*Where Good Things Happen!*

# PUBLIC WORKS

WATER AND SEWER DIVISION



## WATER AND SEWER INFRASTRUCTURE NETWORKS

ASSET TYPE	2023 BUDGET	RATE \$/m**	TOTAL (m)	REPLACEMENT COST**	LIFECYCLE (YEAR)	REPLACEMENT COST** (NOT PLASTIC)	LIFECYCLE (YEAR)
WATER	720,000	\$2,971.64	154,987.63	\$460,567,809.17	640	\$188,069,275.50	261
SANITARY*	284,000	\$2,570.50	131,225.01	\$337,390,955.83	1188	\$220,560,709.07	776
STORM	241,000	\$1,755.51	69,713.26	\$122,382,319.37	508	\$70,020,920.60	291

\*\*rates and replacement costs at 2020 pricing

\* From a criticality viewpoint, the sanitary network is considered more critical than the storm system, yet its present lifecycle is double that of the drainage network.

# Intended Service Delivery

## IN-HOUSE

- Residential/commercial service connections (install/replacement)
- Water main break repair
- Hydrant repair
- Hydrant flushing
- Gate valve replacement
- Gate valve exercising
- Sanitary sewers (repairs/flushing/inspection)
- Hydro-Vac services

## CONTRACTED SERVICES

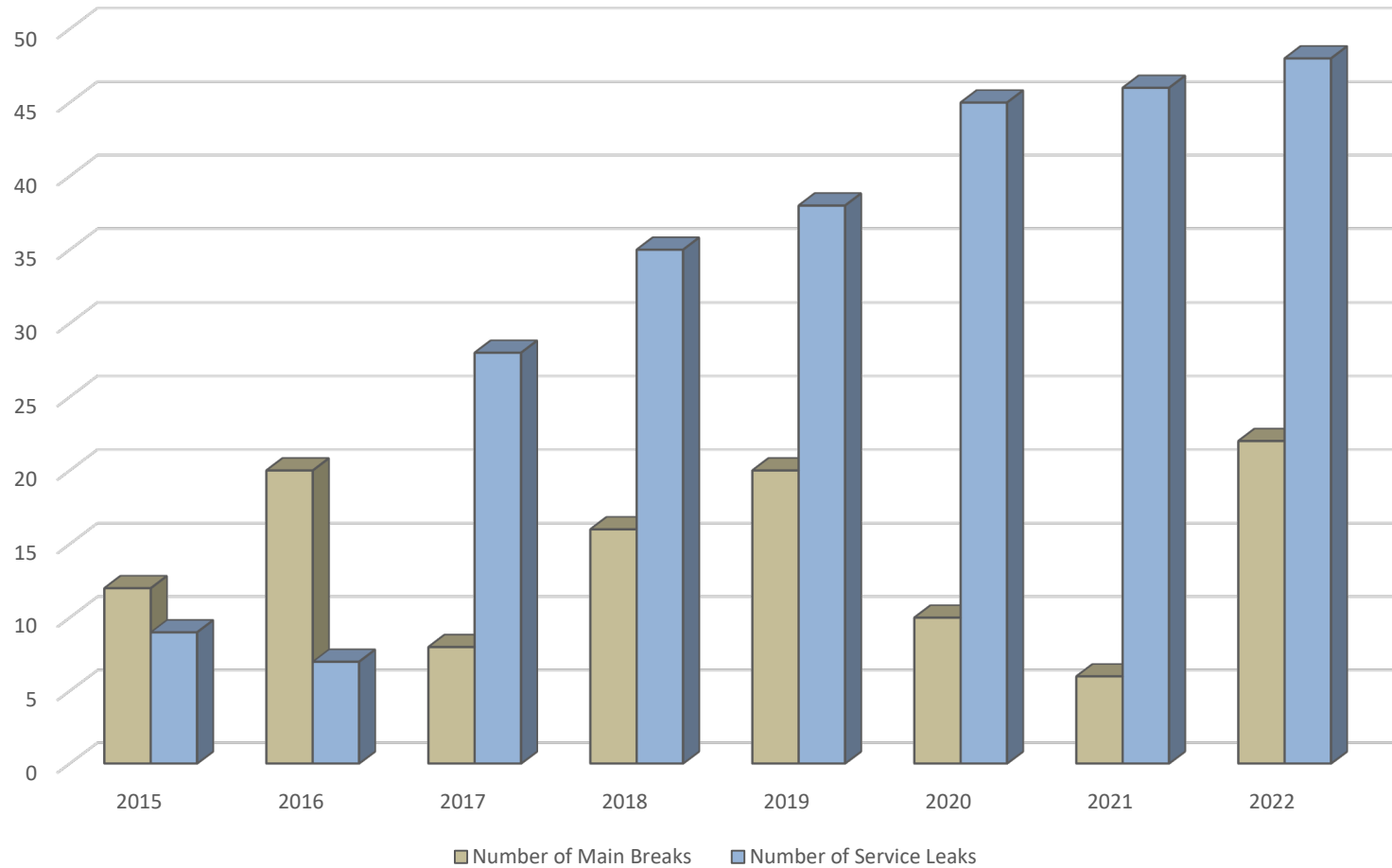
- Water main replacement
- Sanitary sewer replacement
- Truck rentals
- Hydro-Vac services

## **WATER MAIN BREAKS AND RESIDENTIAL SERVICE CONNECTION LEAKS**

### **QUICK FACTS:**

- Residential service connection leaks have increased 450% in the past 7 years.
- Response time to repair leaks/breaks is increasing as multiple leaks/breaks per week are becoming common-place.
- The longer a water main break leaks, the more costly it is to repair.
- The average cost to repair a service connection leak/water-main break is approximately \$15,000.
- On average, it takes 2.5 days to repair a water main break.
- In 2016 the Water and Sewer Division spent 3 months/year repairing service connection leaks and water main breaks. For 2017 through 2022, crews spent an average of 6 months/year on the same duty.
- Gate valves are often found to be non-operable upon shut down. This increases repair time and the number of properties having water shut off during the repair.

## Water Main Breaks and Service Connection Leaks (2016 TO 2022)





## RESIDENTIAL SERVICE LEAKS





## IMPACTS ON THE COMMUNITY





## IMPACTS ON THE COMMUNITY



## IMPACTS ON THE COMMUNITY



Service connection failures are occurring most frequently in the Weinmaster subdivision.

Unfortunately there is no simple solution as roadways, drainage networks and sanitary manholes are also failing at alarming rates.

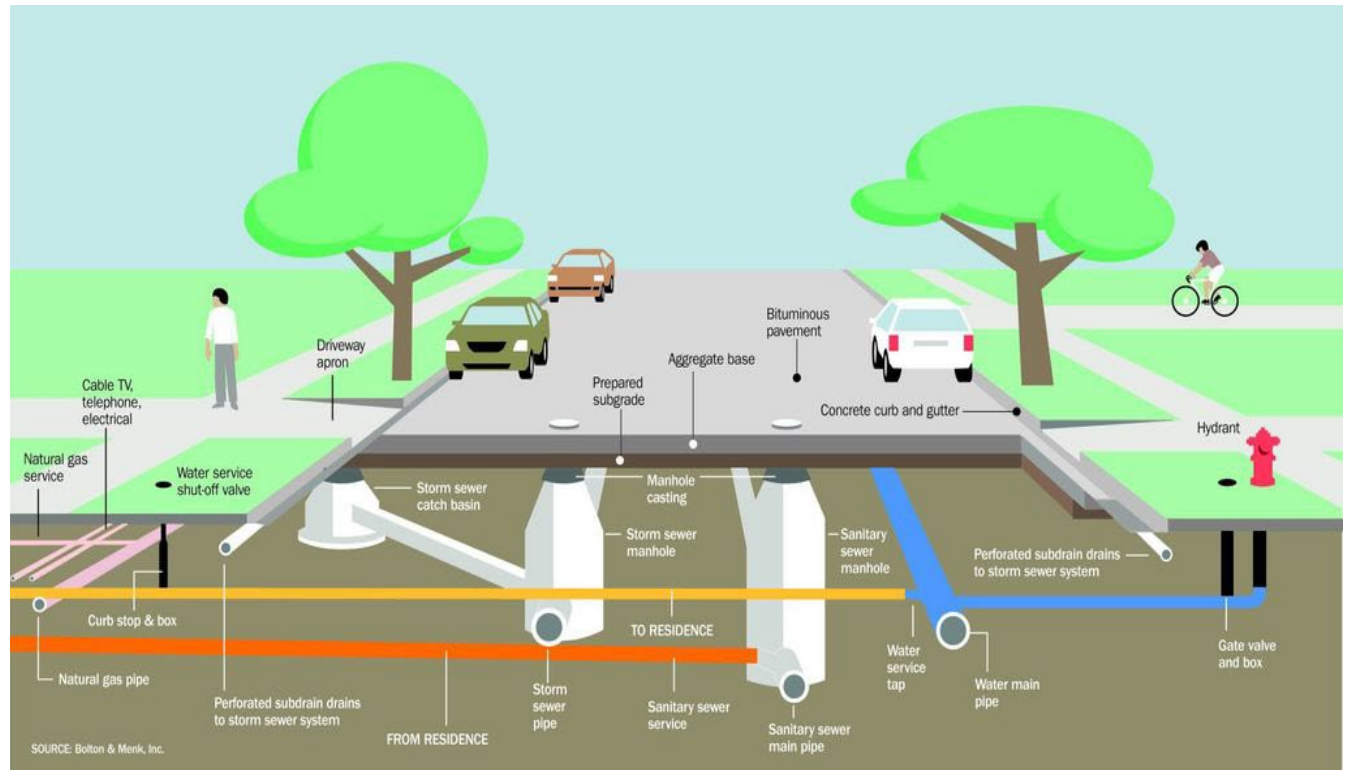
Poor construction practices and lack of quality assurance have now rendered this area as one of the worst in the City.

This area has been identified as a candidate for reconstruction with preliminary estimates of \$30M to properly repair.



# Big Picture Thinking

- Water Main Replacement = \$2,500/m
- Total Reconstruction = \$5,000/m
- Annual Main Replacement Budget = \$1M
- 5% tax increase on \$1M = \$50,000
- $\$50K / \$2,500/m = 20 \text{ m of waterline}$
- $\$50K / \$5,000/m = 10 \text{ m of reconstruction}$



## WHAT'S HAPPENING AS A RESULT?

- The Water and Sewer Division is becoming increasingly “reactionary” in its daily operations.
- At present, 56% of Operations are spent repairing leaks and breaks. This averages to 140 days per year.
- Planned maintenance activities are difficult to schedule.
- Scheduled maintenance operations such as gate valve exercising, hydrant flushing and sanitary sewer inspections are not being completed.
- The sanitary sewer network is severely neglected in comparison to the water distribution system based on current structure and levels of funding.
- The City’s underground inspection program is not keeping pace with the Roadway Division’s overlay program. Future asphalt overlay programs will be delayed as a result.
- There are 200 lead residential service connections remaining in the distribution system that are prone to low pressure issues.
- The top five streets on the 2024 overlay program have 30 lead residential water services that need to be replaced before resurfacing.

## OTHER CHALLENGES FACING THE WATER AND SEWER DIVISION:

### GATE VALVES

- There are 1500 gate valves in the distribution system that are NOT being exercised on a regular basis due to lack of resources.
- It takes two days to properly repair a valve.
- For every week of valve exercising an average of three valves are found to be NON-OPERATIONAL.
- 35 valves (known) are presently NOT working.
- It is estimated that over 100 valves are non operational city wide. This would take a dedicated crew almost a year to address.

## GATE VALVE EXERCISING





# UNDERGROUND INSPECTIONS

## SANITARY SEWERS

- Network = 131.3 km
- Rate of inspection = 0.230 km/day
- Time required to inspect network = **2.4 years** (@ 240 days/year), **14 years** (@ 40 days/year) and **57 years** (@ present 10 days/year)

## STORM SEWER

- Network = 70 km
- Rate of inspection = 0.166 km/day
- Time required to inspect network = **1.8 years** (@240 days/year), **10.5 years** (@40 days/year) and **42 years** (@ present 10 days/year)

## UNDERGROUND INSPECTIONS



# PROACTIVE VS. REACTIVE OPERATIONS

## PROACTIVE/SCHEDULED

- Gate Valve exercising (2 months)
- Gate Valve replacement (2 months)
- Residential Service Connection replacement (2 months)
- Sanitary Sewer flushing/inspection (2 months)
- Drainage/Storm Sewer inspection (2 months)
- Hydrant Flushing/Hydrant repairs (1 month)
- Commercial/Industrial services (1 month)

## REACTIVE/UNSCHEDULED

- Water Main Break repairs (6 months)
- Gate Valve repairs (1 month)
- Sanitary Sewer repairs (1 month)
- Emergency Sanitary flushing - problem areas (1 month)
- Services for Capital Projects (1 month): hydro-vac, temporary water supply, unscheduled service repairs/replacements.

## CONSEQUENCES OF NOT DOING SCHEDULED PREVENTATIVE MAINTENANCE

- Gate valve failure will increase. It will be more difficult to shut down the distribution system.
- It will become increasingly difficult to isolate water main breaks. This will create longer repairs times and higher repair costs.
- If water main/hydrant flushing is neglected an increase in the following can be expected: dirty water complaints, hydrant failures, gate valve failures, water main breaks and chlorine demand in the distribution system.
- Sanitary sewer main failures will increase.
- Storm sewer main failures will increase.
- Both private and City property damage will increase.
- Overtime on water and sewer accounts will continue to increase.

## USE OF CONTRACTED SERVICES

- A Standing Offer is NOT a Contract. It is an offer from a “potential supplier” at a prearranged price. The Contractor will only be paid when we call them and work is performed.
- Difficult to secure Water and Sewer related Contractors when needed; especially in the summer months.
- The most commonly used contracted service used by the Water and Sewer Division is Hydro-Vacs.
- It is easier to augment City staff with contracted services for water and sewer services versus trying to find a qualified contractor that can “do it all”.



## RECOMMENDATION

Increase staff and equipment resources in the Water and Sewer Division.



TITLE: <b>Preliminary 2022 Year-End Report</b>	DATE OF MEETING: <b>June 5, 2023</b>
	REPORT DATE: May 30, 2023
CLEARANCES:	ATTACHMENTS: <b>1. December 2022 Exceptions to Budget</b>
Written by: Ashley Stradeski - Director of Finance <b>Ashley Stradeski</b>	
Reviewed by: Jessica Matsalla - City Clerk <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager <b>Lonnie Kaal</b>	

## **BACKGROUND**

Audit work on the 2022 year end is still progressing. We are hoping to have our audited Financial Statements for Council's review by August. With that, however, we have come to our preliminary estimate of our 2022 year-end departmental surplus / deficits.

## **DISCUSSION**

The City of Yorkton had a deficit in 2022 of \$10,716, as seen below:

<b>Revenue:</b>	<b>Surplus (Deficit) to Budget</b>	
Taxes	\$ ( 49,320)	
Crown Surcharges	242,972	
Interest Income and Tax Penalties	579,764	
Municipal Operating Grant	<u>(163,102)</u>	\$ 610,469
<b>Net Departmental Operating Budgets:</b>		
Council / Corporate Services / Bylaw	\$ ( 18,346)	
Fire/RCMP	(178,727)	
Recreation & Community Services	14,124	
Water Park & Gallagher Centre	(186,656)	
Engineering & Asset Management	8,481	
Planning, Building & Development	160,061	
Public Works	(536,863)	
Environmental Services (Water & Landfill)	<u>0</u>	\$ ( 737,927)
<b>Capital &amp; Debt</b>		\$ 112,320



<b>Net Surplus (Deficit) to Budget</b>	<b>\$ ( 15,138)</b>
<b>Budgeted Surplus</b>	<b><u>\$ 4,422</u></b>
<b>2022 Surplus (Deficit) Realized</b>	<b><u>\$ ( 10,716)</u></b>
Less: Bonus Gas Tax Funding / Capital surplus	<u><u>\$ ( 112,320)</u></u>
<b>Operating Deficit:</b>	<b><u><u>\$ ( 123,036)</u></u></b>
	<b>=====</b>

The City's operating deficit is **\$123,036**. The reason for the capital surplus was due to the Gas Tax grant funding receiving a bonus of just over \$100,000 in 2022. This amount will be applied to our approved Gas Tax funded projects and is not available as part of the operating surplus.

## **Highlighted Budget Variance Explanations**

### **1. Tax & Grant Revenue - \$610,469 surplus**

- While there was some tax growth, there were also tax losses in appeals which negatively affected our tax revenue, to a net loss of \$49,000.
- Interest and penalties had a large surplus to budget of nearly \$580,000; this was caused mainly by our interest earnings on our short term deposits, with interest nearly tripling during the year. Offsetting this to a small extent was lower than anticipated tax penalties.
- Surcharges from Crown utilities (SaskPower/SaskEnergy) were also higher than anticipated, due to both hot summers and cold winters increasing electricity and energy use, as well as mid-year price increases from both utilities, which does trickle down to us through these surcharges.
- Revenue sharing from the Municipal Operating Grant (PST Revenue) was unfortunately less than budgeted due to the results of the recent census data, costing us \$163,000. While our population was relatively stable, there are rapidly growing communities such as Warman and Martensville, which took a larger portion of the PST revenue.

### **2. Legislative / Council, Corporate Services and Bylaw - \$18,346 deficit**

- Legislative and Council expenses were over budget by \$22,000. All budgeted costs including salaries and other spending were actually slightly under budget, however the exception was rebates on youth sports facility rentals which were over budget by nearly \$40,000 due to increased usage.
- Corporate Services was slightly under its budget by \$33,000, with savings coming from extra revenue received from our GST and PST audits resulting in a refund. Overall costs came in very close to budget across the board.

- Bylaw services had a deficit to budget of \$29,000; while overall costs were under budget by \$12,000, revenue has not recovered to the pre-pandemic levels despite increasing by over 50% from 2021. Maintaining consistent parking enforcement staff has hampered revenues significantly, as well as staff turnover with our CSO's. The court revenues are also still struggling to recover as there is still a backlog in the court system from COVID.

### **3. Protective Services - \$178,727 deficit**

- Fire salaries were higher than budgeted due to on call and overtime pay, for a net overage of just over \$20,000. Additional overages include equipment costs, which were over by approximately \$65,000 due to the timing of some purchases and repairs to the trucks; some equipment became available at significant savings and this was taken advantage of. Finally, boiler repairs resulted in building costs being over by around \$30,000.
- For the Fire Department, offsetting the cost increases was additional revenues due to charge outs and fees, to the extent of \$35,000. This, plus other savings on program materials and supplies brought the net Fire Department to \$46,000 over budget.
- RCMP costs were net over budget by \$132,000; while there were administrative salary savings of \$57,000, revenues continue to be low from the backlog in the courts from COVID, offsetting these savings nearly completely. The remainder of the overage comes from increased contract costs, which were the result of many factors including the increased salary and equipment costs that came out of the negotiations; while we did budget for a \$660,000 increase to annual costs, the actuals came in higher than anticipated by \$130,000. Note that this **does not** include the retroactive police payment of approximately \$1 million that is still to be paid.

### **4. Recreation and Community Services - \$14,124 surplus - Recommend deposit \$60,000 to Recreation Facility reserve, deposit \$15,000 to Parks reserve**

- Cemetery, Library and Administration & Programs were all relatively close to budget. Cemetery has slightly higher costs for equipment and contracted services due to more snow clearing required for internments due to higher snowfall. While the library did come in close to budget, there was additional costs of \$14,000 spent for consultants on analysis of potentially relocating the library.
- Deer Park has a small deficit compared to budget. Revenue was higher than expected with a slight increase in green fees (\$20,000) and tournament revenue (\$17,000). However, there were extra costs in contracted services due to more snow removal as well as additional operating costs associated with the new clubhouse construction. Items such as alarm system removal, costs for the temporary trailer and storage trailer rentals were absorbed in operations for approximately \$32,000 additional expenses.
- Rec Facilities has a significant surplus. There was a substantial increase in revenue of \$134,000 primarily in hockey rentals and other private ice usage. This suggests a stabilization back to original pre-pandemic levels of revenue. The budget for 2022 was still conservative, estimating some revenue loss due to reduced user levels since

the pandemic, but the actuals showcase an improvement from that estimate. Given their surplus, we recommend putting half or approximately \$60,000 to the Recreation Facilities reserve.

- Parks was relatively close to budget with a small surplus of \$29,651. The only significant variance identified was higher costs for fuel purchases for grass cutting to the tune of \$16,100; due to the increase in the cost of fuel throughout 2022. Due to their surplus we recommend putting \$15,000 into the Parks reserve.
- Transit is showing a large deficit of \$88,925, which can be attributed to higher costs for fuel (50% increase in fuel prices since 2021), as well as an operating contract increase. As Transit does not have a significant reserve account to withdraw their deficit from we recommend this overage being absorbed in the overall City operations.

**5. Water Park & Gallagher Centre - \$186,656 deficit – Recommend withdraw \$17,000 from COVID Safe Restart for Waterpark, and \$148,000 from COVID Safe Restart for Gallagher Centre**

- Waterpark revenues are increasing steadily since the pandemic. We did budget to include \$95,000 of the COVID Safe Restart money in waterpark admissions. However, program registrations are up more than expected, due to the popularity of swimming lessons and lifeguard training. Private rentals are also higher, schools are able to go out for field trips again, and this higher usage is showing that the community is returning to their regular programming activities.
- Waterpark expenses were relatively on budget, with a higher increase in natural gas due to SaskEnergy rate increases. The waterpark itself has a small net deficit overall of \$17,744; since this does not require the full \$95,000 of COVID Safe Restart funding to maintain a balanced budget, we only recommend using \$17,000 of the COVID Safe Restart monies.
- Gallagher Centre revenue was about \$147,600 lower than budget; however there are steady increases across many areas from the prior year. Higher than expected usage does suggest user groups are returning, and the community is returning to pre-pandemic user levels.
  - Ice revenues higher than budget overall (\$58,000) with new private ice rental groups.
  - Increase in one-off events such as some touring circus shows, the 2022 provincial gymnastics championship and the 2022 Fire Chief's Conference. Growth in Convention Centre rentals is up \$109,150 from 2021.
- Gallagher operating expenses were relatively on budget with slight increases in natural gas and power expenses (approximately \$44,800).
- There are reduced costs associated with the Concession operations. In September 2022, the City leased concession operations to a contractor, which saved approximately \$74,000 in food/beverage purchases and staffing costs.

- The budget for the Gallagher Centre did include allocating \$335,000 of COVID Safe Restart money to offset some revenue decreases due to reduced user levels. However, given that the revenues increased greater than expected and Gallagher as a whole has a net deficit of \$168,912 we recommend only withdrawing the revenue shortfall of \$148,000 from the COVID Safe Restart Reserve.

## **6. Engineering & Asset Management – \$8,481 surplus**

- Engineering had a surplus to budget of \$14,500 due to temporarily vacant positions.
- Traffic & Street Lighting was over budget by \$17,000 due to electricity price increases which took place midway through the year that were above expectations.
- Fleet services (not shown, as the department is a net zero) had significantly higher costs in 2022 than budgeted. This is a direct effect of the increased usage of equipment during the year, primarily related to snow removal equipment. While we did budget higher fuel prices, the volume of use was far higher than anticipated, as were the levels of repairs required on this equipment. Parts and supplies was the other factor, with parts prices rising sharply as well as lack of availability changing our purchasing habits by buying more stock when items eventually became available. Note that while costs were up for Fleet, those costs are charged out to the various departments that use the equipment in the form of rent, and thus there is still a net zero cost here.
- Facilities has a surplus to budget of \$11,000; lower spending on maintenance and janitorial was offset by utility cost increases throughout the year.

## **7. Planning, Building & Development - \$160,061 surplus – Recommend deposit \$80,000 to planning reserves**

- Planning & Building Services had a surplus of \$145,000; much of this was due to partial vacancies in positions, with more than one position vacant for part of the year. Nearly \$75,000 was due to increased building and permit revenue which exceeded budget and expectations. Further, there was reduced training and travel expenses, and lower spending on consulting.
- Economic Development was below budget by \$35,000 due to vacancies as well, with training and other stationary costs kept low.
- Airport had a deficit to budget of approximately \$20,000, and while revenue was higher than budget, there were cost overruns happening because of heavy snow removal costs during the year.

## **8. Public Works - \$536,863 deficit**

- Public Works operational budgets fluctuate with some areas being over and some under, as resources are allocated on a best estimate in the budget but actual conditions and work may vary.

- Drainage & storm sewer spending was under budget by about \$156,000 as staff time was spent more on work surrounding snow removal.
- Street cleaning, roadway improvements and re-surfacing expenses were all close to budget amounts.
- Inspections expenses were slightly under budget by \$45,000 due again to more time being spent in other areas.
- Snow removal and ice control were collectively over budget by nearly \$1,010,660. This was a historic record for snowfall events in the year. Typically the five-year average actual costs are used when budgeting for snow removal; and this record snow fall well exceeded that. The City did withdraw \$277,750 that was remaining in the snow removal reserve account to fund this overage; however, Public Works as a whole is still over budget by a significant amount; and is to be absorbed by the City overall budget.

## 9. Environmental Services - \$0 – Self-sufficient operations

- **Landfill** – Revenues exceeded budget by about \$506,000, which is due in part to additional usage coming from commercial compost and general tipping fees. Industrial/commercial users do fluctuate in volume as their processes evolve (including when they have shutdown and clean up procedures), this year lead to more compost usage, but this varies year over year.

Overall costs were up due to this volume, but it resulted in a net \$1,283,180 of profit going to reserves, which is \$676,900 higher than budgeted. It is crucial that these amounts go to the landfill reserve, as future costs of new landfill cells will increase, with the last one costing nearly \$5 million, as well as reserves for future cleanup of landfill sites as legislated.

- **Garbage Collection/Recycling** – Garbage collection was nearly on budget, with no significant variances. Garbage operates on a cost recovery basis, with the net profit (approx. \$61,950) going to reserves. Recycling had increased grant revenue, which resulted in nearly \$48,000 of additional net funds going to reserve for a total of \$212,000. This amount is also required to offset equipment spending, as well as to begin saving for future upgrades to processing equipment and facility upgrades
- **Water & Sewer**
  - Total water/sewer revenues were higher than budget by \$113,200. This increase is primarily due to the practice of enforcing sewer surcharges to industrial users who exceed the bylaw parameters for sewer discharge volumes.
  - Water main breaks and sanitary sewers continues to be an area of significant additional costs compared to budget. While budget was increased 5.5% from 2021, it still was over budget by approximately \$440,000 for water breaks and

\$60,000 for sanitary sewers. These are items that continue to grow in costs as our infrastructure ages. There were 70 total service leaks and/or water main breaks for 2022, which is a 37% increase from 2021, and a 233% increase since 2015. Administration will continue to provide information on this area as the City plans its infrastructure updates and resource allocations.

- The Sewage Treatment Plant had an overage of approximately \$33,000 on materials and supplies. As the plant is aging, more parts, repairs and maintenance are required on the equipment within the plant. While plans for a new treatment plant are continually included in our capital budget, approval to proceed will be based on whether the City can attain Federal/Provincial funding.
- Water and sewer put their net “profit” to reserves at the end of the year resulting in \$1.5 million going towards sewer to save for the upcoming Sewage Treatment Plant and about \$444,500 to water reserve to help fund upcoming capital projects including various water well improvements and water tower repairs.

As in previous years, we are recommending to transfer 50% of any departmental surpluses to reserves depending upon which departments had net savings. Typically we would recommend that any departments that had deficits would do the reverse – pull 50% of the deficit from reserves; if there are reserve funds available. This strategy aids in encouraging accountability for all departments, hoping to avoid the “use it or lose it” philosophy by incentivizing positive outcomes to budget and allowing departments to utilize savings towards projects in the future.

Our recommendations for these transfers are included in the department comments above. The City had originally budgeted to use up to \$335,000 of the COVID Safe Restart funding which was provided from the Federal / Provincial governments towards the 2021 year; we have applied only \$165,000, as some of the budgets were “worst case scenario” with facility usage/user rentals, but the actuals turned out more favourably.

For estimation purposes, as of the date of this report and based on the above recommended amounts, we are forecasting the following transfers:

Estimated Net Departmental Surplus (Deficit)	(\$123,026)
<u>Deposit to reserves:</u>	
Recreation and Community Services	(75,000)
Planning & Building Services	(80,000)
<u>Withdraw from reserves:</u>	
Gallagher Centre	148,000
GC Waterpark	<u>17,000</u>
Net withdrawal from “Rainy Day” reserves	(113,026)

The 2022 year should be considered a loss or a deficit overall. The costs of snow removal was significantly more than any year in history, as we budget for a 5 year average and were off by

more than 100%. If not for the interest rate hikes that increased our earnings on bank balances and term deposits, this year would have left us with a large deficit that we would have had to fund via either tax increases or by pulling from reserves. These reserves are all set aside for capital projects, and since the City is already behind on infrastructure investment, this would have hurt our financial position and progress. Although historically the City has shown surpluses in the past, having a surplus is *not* guaranteed. It may be worth considering whether we budget in the future to add a small amount to rainy day each year such that we can absorb a deficit should it occur, rather than relying on a windfall to save us. This will be discussed more during the next round of budget.

## **FINANCIAL IMPLICATIONS**

The beginning balance in the “Rainy Day” fund is \$552,865 net of projects allocated. By withdrawing \$113,026 to fund the year end deficit, this will leave a balance of \$439,839 remaining as of December 31, 2022.

The beginning balance in the COVID Safe Restart fund is \$902,223. After withdrawing the above mentioned amounts, there will be \$737,223 remaining.

## **OPTIONS & RECOMMENDATION**

1. That Council authorize Administration to make the 2022 year-end transfers to reserves in conjunction with net departmental results depicted as follows:

Estimated Net Departmental Surplus (Deficit)	(\$123,026)
<u>Deposit to reserves:</u>	
Recreation and Community Services	(75,000)
Planning & Building Services	(80,000)
<u>Withdraw from reserves:</u>	
Gallagher Centre	148,000
GC Waterpark	<u>17,000</u>
Net withdrawal from “Rainy Day” reserves	<b>(113,026)</b>

And further that Administration bring a final report back to Council noting the transfers and the remaining surplus for Council’s consideration in conjunction with the year-end audit results and financial statements.

2. Other direction as Council deems appropriate.

## **RECOMMENDATION**

That Council authorize Administration to make the 2022 year-end transfers to reserves in conjunction with net departmental results depicted as follows:

Estimated Net Departmental Surplus (Deficit)	(\$123,026)
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Deposit to reserves:

Recreation and Community Services	(75,000)
Planning & Building Services	(80,000)

Withdraw from reserves:

Gallagher Centre	148,000
GC Waterpark	<u>17,000</u>

Net withdrawal from “Rainy Day” reserves                      **(113,026)**

And further that Administration bring a final report back to Council noting the transfers and the remaining surplus for Council’s consideration in conjunction with the year-end audit results and financial statements.

## December 31, 2022 Exceptions to Budget

	Actual 2022	Budget 2022	Difference
<b>Revenue</b>			surplus (deficit)
Taxes including GIL properties	26,593,552	26,642,872	(49,320)
YBID Levy & Grant	(112,845)	(113,000)	155
Crown Surcharges - Incentives	3,372,972	3,130,000	242,972
Interest and Penalties	928,863	349,099	579,764
Municipal Operating Grant	2,946,632	3,109,734	(163,102)
Other	-	-	-
Total Tax & Grant Revenue	33,729,174	33,118,705	610,469

	Actual 2022	Budget 2022	Difference
<b>Department General</b>			surplus (deficit)
Legislative/Council	801,446	779,500	(21,946)
Corporate Services	3,170,776	3,203,763	32,987
Bylaw	298,194	268,806	(29,388)
Subtotal	4,270,415	4,252,069	(18,346)

<b>Protective Services</b>			
Fire	2,761,533	2,714,575	(46,958)
RCMP	5,286,964	5,155,196	(131,768)
Subtotal	8,048,498	7,869,771	(178,727)

<b>Recreation and Community Services</b>			
Cemetery	51,061	38,640	(12,421)
Deer Park	309,005	269,430	(39,575)
Library	601,298	598,775	(2,523)
Recreation Admin & Programs	538,736	542,755	4,019
Recreation Facilities	316,500	440,397	123,897
Recreation Outdoor & Parks	1,599,022	1,628,673	29,651
Transit	437,945	349,020	(88,925)
Subtotal	3,853,566	3,867,690	14,124

WaterPark	690,222	672,478	(17,744)
Gallagher Centre	1,419,470	1,250,558	(168,912)
Subtotal	2,109,692	1,923,036	(186,656)

<b>Engineering</b>			
Engineering & Asset Mgmt	742,750	757,246	14,496
Facilities	112,364	123,507	11,143
Traffic & Street Lighting	663,293	646,135	(17,158)
Subtotal	1,518,407	1,526,888	8,481

<b>Planning, Building &amp; Development</b>			
Planning & Building Services	196,494	341,183	144,689
Economic Development	352,581	387,626	35,045
Airport	183,804	164,131	(19,673)
Subtotal	732,879	892,940	160,061

<b>Public Works</b>	4,976,867	4,440,004	(536,863)
Subtotal	4,976,867	4,440,004	(536,863)

<b>Environmental Services</b>			
Landfill/Garbage	-	-	-
Refuse Collecion	-	-	-
Water	-	-	-
Subtotal	-	-	-

<b>TOTAL ALL DEPARTMENTS</b>	<b>25,510,325</b>	<b>24,772,398</b>	<b>(737,927)</b>	NET DEPT DEFICIT
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NET BEFORE DEBT/CAPITAL	8,218,849	8,346,307	(127,458)	NET DEFICIT
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<b>Debt</b>			
Gallagher Centre Debt	1,151,254	1,151,254	-
Fire Hall Debt	638,070	648,789	10,719
Dracup Debt	695,624	696,198	574

<b>Capital &amp; Reserves</b>			
All Other Capital & Reserves	4,645,000	4,645,000	-
City Operations Center	1,476,523	1,476,523	-
To Reserves	705,000	705,000	-
Grants - New Deal	(1,081,907)	(980,879)	101,028
<b>TOTAL DEBT/CAPITAL</b>	<b>8,229,565</b>	<b>8,341,885</b>	<b>112,320</b>

NET SURPLUS/(DEFICIT)	<u>(10,716)</u>	<b>4,422</b>	<b>(15,138)</b>
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TITLE: <b>Account Write-offs for 2022</b>	DATE OF MEETING: <b>June 5, 2023</b>
	REPORT DATE: May 26, 2023
CLEARANCES:  Ashley Stradeski – Director of Finance <b>Ashley Stradeski</b>	ATTACHMENTS:  1) <b>Write-off Summary 2022</b>  2) <b>Memo Regarding Outstanding Utility Accounts</b>
Written by: Amber Matechuk - City Controller <b>Amber Matechuk</b>	
Reviewed by: Jessica Matsalla - City Clerk <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager <b>Lonnie Kaal</b>	

### **PURPOSE/BACKGROUND**

Annually, Administration is required to bring a report to Council detailing all City account write-offs incurred during the fiscal year which can include:

- a) *Building permits, Business licenses, and Planning and Engineering accounts*
- b) *Leisure accounts including Deer Park and facility leases*
- c) *Gallagher Centre accounts for all services and rentals*
- d) *Public Works and Waterworks accounts regarding custom work*
- e) *Utility Billing and Tax accounts*
- f) *Administration accounts including Mobile Home Park and all general losses*
- g) *Land Fund accounts including leases*

Under the City Administration Bylaw No. 17/2017, the City Manager has discretion to write-off any uncollectible accounts not exceeding \$7,500. Any account in excess of this limit requires Council approval.

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

For the 2022 year, majority of the write-offs relate to unpaid utility bills or were below the \$7,500 limit. However, there is one account that requires council approval. An accounts receivable account #TAMR002 in the amount of \$12,133.06.

This account was for a mobile home demolition and disposal. The mobile home fell into rent arrears and Administration sent this account to the Office of Residential Tenancies where we were granted a writ of possession for the mobile home. The property was eventually abandoned by the tenant, and then the City received permission to dispose of the property. Due to the age

and deteriorated condition, the building was demolished in October of 2022. The unpaid rent arrears total \$3,493.85. Total demolition and landfill fees cost \$7,490.87; plus additional fees for property clean up, appraisal, and filing the appropriate applications and general admin fees. These fees were charged back to the mobile home account and eventually sent to our collections agency.

Given that the mobile home was deemed abandoned by the owner before demolition, and Administration has exhausted all attempts to get in contact with the owner to collect, it is likely these fees will not be recovered. Administration seeks approval to write-off the balance on this account. If funds are ever retrieved from the collection agency, it would be added back to City revenue in the year received.

For the purposes of this report, this account write-off (pending approval) has been included in the summary of write-offs by department below:

### 2022 Write-offs by Dept

Department	Revenues	Bad Debts	%
Taxes & Interest	27,522,414		0.000%
Grants, Surcharges, Other	6,319,604		0.000%
Administration	159,467	\$ 12,133	7.609%
Protective Services (incl grants)	978,680		0.000%
Parks, Recreation, Deer Park	1,712,245	\$ 1,788	0.104%
Gallagher Centre	1,741,399		0.000%
Airport/Planning/Engineering	3,540,099		0.000%
Public Works	354,093	\$ 210	0.059%
Environmental (Landfill)	2,558,502		0.000%
Waterworks/Garbage/Recycling	11,631,684	\$ 22,668	0.195%
	<b>\$ 56,518,188</b>	<b>\$ 36,800</b>	<b>0.065%</b>

\* Total is less than 1/10th of 1%

Considering the total revenues are in excess of \$56 million, the 0.065% of uncollectible amounts is considered extremely reasonable.

For comparison purposes, the following is a summary for 2021 write-offs.

### 2021 Write-offs by Dept

Department	Revenues	Bad Debts	%
Taxes & Interest	25,708,024		0.000%
Grants, Surcharges, Other	8,741,760		0.000%
Administration	110,603	\$ 7,714	6.975%
Protective Services (incl grants)	973,793		0.000%
Parks, Recreation, Deer Park	1,555,835		0.000%
Gallagher Centre	1,132,681		0.000%
Airport/Planning/Engineering	2,782,873		0.000%
Public Works	661,034		0.000%
Environmental (Landfill)	2,622,756		0.000%
Waterworks/Garbage/Recycling	11,352,003	\$ 18,269	0.161%
	<b>\$ 55,641,362</b>	<b>\$ 25,983</b>	<b>0.047%</b>

\* Total is less than 1/10th of 1%

<b>Total 2022 write-offs:</b>		<b>Total 2021 write-offs:</b>	
Accounts > \$7,500	\$12,133.06	Accounts > \$7,500	\$7,714
Accounts < \$7,500	<u>\$24,666.67</u>	Accounts < \$7,500	<u>\$18,269</u>
Total	\$36,799.73	Total	\$25,983

For the water utility write-offs, we maintain these records for at least 7 years. Our current policy stipulates that if any of these individuals request water service in the future, service will not be provided until their outstanding balance is paid. Therefore, while the accounts are written off, the debts are not forgotten.

### **FINANCIAL IMPLICATIONS**

The annual budget allows \$40,000 for account write-offs, which historically is not used in full. The reasonably low write-off volume is indicative of active follow up of accounts by all departments. Accounts are only written off after all means of collection have been exhausted, including use of a collection agency. Unfortunately, some losses are unavoidable.

In 2022, write-offs are slightly less than the \$40,000 budgeted. The remaining amount stays in the allowances for bad debts for future years. All allowance accounts are reviewed on an annual basis in conjunction with our auditors to ensure any potential large losses will be covered.

### **OPTIONS**

1. To approve the write-off of AR account #TAMR002 for the amount of \$12,133.06 and further to receive and file the summary of write-offs for 2022 as presented.
2. To deny the write-off of AR account #TAMR002 and request a revised summary of write-offs for 2022.
3. Other direction as provided by Council.

### **ADMINISTRATIVE RECOMMENDATION(S)**

**That Council approve the write-off of AR account #TAMR002 for the amount of \$12,133.06 and further to receive and file the summary of write-offs for 2022 as presented.**

## Write-off Summary 2022

### ***Admin - Mobile Home Park***

AR account #TAMR002 (per report)

\$12,133.06	
	<b>\$ 12,133.06</b>

### ***Public Works***

AR account #RICK001 - camera sewer fee

\$ 210.00	
	<b>\$ 210.00</b>

### ***Recreation & Community Services***

Yorkton Cardinals - Jubilee Park utility charges from 2019 & interest

\$ 1,788.32	
	<b>\$ 1,788.32</b>

### ***Utility Billing***

Various Accounts (memo dated January 11, 2023)

\$22,668.35	
	<b>\$ 22,668.35</b>

### ***Total 2022 Write-offs***

<b>\$ 36,799.73</b>	
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## Finance Department

To: Ms. Lonnie Kaal, City Manager

From: Water Billing Department

Date: January 11, 2023

Re: Outstanding Utility Accounts

The attached list of outstanding utility accounts was referred to the Credit Bureau for collection with no results. Administration requests your permission to write off these outstanding amounts totaling \$22,668.35. With estimated water revenues of \$11,318,147.68 a 1% loss would be \$113,181.48 the total to write off is less than 20/100 of 1% of that amount.

Our current policy stipulates if any of these individuals request water service in the future, service will not be provided until their outstanding balance is paid. Although the amounts are written off, we keep them on file for 7 years. In the last year, we collected over \$21,088.78 from connection fees, reconnection fees and collecting credit bureau accounts, which will help offset the amount to be written off.

For comparison purposes, the previous year's write-offs are as follows:

2015	\$ 9,100.07
2016	\$ 8,657.32
2017	\$ 6,207.85
2018	\$ 9,000.09
2019	\$10,350.46
2020	\$ 8,851.71
2021	\$18,268.55

RECOMMENDATION: That the City Manager Grants Administration authority to write-off the attached list of outstanding utility accounts totaling \$22,668.35.

  
Ashley Stradeski  
Director of Finance Concurrence

  
Lonnie Kaal  
City Manager's Approval



2022 Write off List  
Without name / address

2022-05-26	<u>001-0000840-002</u>	\$162.55
2022-02-28	<u>002-0000040-003</u>	\$1,360.30
2022-08-31	<u>002-0000040-007</u>	\$162.67
2022-10-04	<u>002-0000120-008</u>	\$389.15
2022-06-07	<u>003-0000610-005</u>	\$298.53
2022-06-30	<u>003-0000750-005</u>	\$423.67
2022-04-14	<u>003-0001210-001</u>	\$727.73
2022-09-14	<u>003-0001230-003</u>	\$133.90
2021-11-22	<u>004-0000910-009</u>	\$173.96
2022-08-31	<u>005-0000100-001</u>	\$117.26
2021-12-13	<u>005-0000160-001</u>	\$125.48
2022-09-21	<u>006-0000380-010</u>	\$271.60
2022-07-15	<u>006-0000620-003</u>	\$609.22
2022-03-31	<u>007-0000170-005</u>	\$1,398.37
2022-05-20	<u>008-0000590-007</u>	\$139.33
2022-05-26	<u>008-0001260-005</u>	\$138.57
2022-01-17	<u>011-0000130-009</u>	\$442.31
2022-04-20	<u>011-0000270-004</u>	\$56.49
2021-10-21	<u>011-0001380-010</u>	\$151.29
2021-12-17	<u>012-0000290-002</u>	\$169.45
2022-10-14	<u>012-0000430-008</u>	\$252.65
2021-08-06	<u>012-0000450-004</u>	\$93.96
2022-02-03	<u>012-0000470-009</u>	\$134.32
2022-04-11	<u>012-0000620-003</u>	\$650.21
2022-08-31	<u>012-0000650-007</u>	\$36.40
2021-09-09	<u>012-0000980-005</u>	\$142.05
2022-02-03	<u>013-0000530-010</u>	\$246.31
2022-10-06	<u>013-0000850-007</u>	\$119.05
2022-01-21	<u>013-0001140-001</u>	\$202.91
2022-05-17	<u>014-0000410-007</u>	\$79.63
2022-11-02	<u>014-0000920-002</u>	\$274.05
2022-02-15	<u>015-0001430-006</u>	\$393.60
2022-07-30	<u>015-0001450-006</u>	\$214.42
2022-09-01	<u>016-0000390-009</u>	\$159.26
2021-12-29	<u>016-0000460-002</u>	\$23.32
2021-11-30	<u>016-0000530-004</u>	\$169.41
2022-07-28	<u>016-0000530-006</u>	\$45.52
2022-09-28	<u>016-0000590-006</u>	\$605.53
2022-07-31	<u>016-0000890-001</u>	\$273.16

2022-05-07	<u>016-0000920-004</u>	\$77.35
2022-05-20	<u>017-0000010-001</u>	\$134.95
2022-01-31	<u>020-0000170-003</u>	\$165.05
2022-02-15	<u>021-0000040-010</u>	\$105.43
2022-06-15	<u>022-0000510-010</u>	\$217.56
2021-09-30	<u>022-0001010-001</u>	\$99.24
2021-09-30	<u>022-0001020-001</u>	\$97.62
2022-02-15	<u>024-0000380-006</u>	\$1,040.94
2022-10-18	<u>024-0000430-003</u>	\$525.21
2022-06-30	<u>024-0000660-009</u>	\$145.28
	<u>026-0000330-001</u>	\$168.79
2022-11-07	<u>026-0000330-007</u>	\$126.84
2022-04-15	<u>028-0000080-003</u>	\$189.55
2022-04-04	<u>028-0000600-010</u>	\$229.64
2022-09-13	<u>028-0000600-012</u>	\$17.87
2022-08-25	<u>028-0000730-017</u>	\$283.63
2022-04-29	<u>029-0001600-002</u>	\$525.51
2022-06-27	<u>030-0000390-006</u>	\$288.56
2022-04-19	<u>030-0000530-017</u>	\$467.65
2022-09-10	<u>030-0000530-019</u>	\$246.44
2022-01-05	<u>030-0000532-018</u>	\$198.13
2022-04-18	<u>030-0000532-020</u>	\$99.38
2021-11-01	<u>030-0000770-010</u>	\$87.74
2022-09-30	<u>030-0000900-013</u>	\$256.30
2022-11-09	<u>030-0001620-003</u>	\$214.23
2022-09-14	<u>030-0001730-001</u>	\$65.40
2022-11-02	<u>030-0001750-014</u>	\$101.59
2022-08-25	<u>030-0001760-019</u>	\$193.55
2022-06-24	<u>030-0001800-015</u>	\$172.00
2022-02-02	<u>033-0000230-007</u>	\$169.52
2022-07-18	<u>033-0001240-006</u>	\$83.68
2022-07-15	<u>033-0001530-001</u>	\$20.15
2022-08-15	<u>035-0000290-013</u>	\$206.36
2022-05-20	<u>036-0002440-001</u>	\$100.05
2022-07-15	<u>037-0000100-002</u>	\$81.37
2022-11-22	<u>037-0003110-005</u>	\$537.06
2022-06-10	<u>041-0001700-001</u>	\$25.27
2022-04-29	<u>051-0000040-006</u>	\$403.71
2022-06-09	<u>090-0000590-001</u>	\$23.00
2022-07-28	<u>090-0000800-001</u>	\$180.40
2022-06-30	<u>091-0000090-006</u>	\$31.54
2022-09-06	<u>091-0000340-014</u>	\$824.70

2022-06-07	<u>091-0000350-010</u>	\$141.03
2022-09-28	<u>091-0000350-012</u>	\$80.23
2021-12-30	<u>091-0000370-006</u>	\$178.41
2022-04-06	<u>091-0000490-009</u>	\$179.27
2022-04-07	<u>093-0000050-013</u>	\$308.59
2022-07-31	<u>093-0000120-007</u>	\$63.68
2021-08-31	<u>093-0000480-003</u>	\$51.32
2022-07-15	<u>093-0000480-005</u>	\$322.39
2021-10-05	<u>093-0000560-009</u>	\$439.71
2022-04-09	<u>093-0000590-001</u>	\$107.89
<b>Date</b>	<b>Number</b>	<b>Owing</b>
		<b>\$22,668.35</b>

TITLE: <b>June is Recreation &amp; Parks Month</b>	DATE OF MEETING: <b>June 5, 2023</b>
	REPORT DATE: June 5, 2023
CLEARANCES:  <b>Darcy McLeod</b>  Darcy McLeod, Director of Recreation and Community Services	ATTACHMENTS:
Written by: Julia Schofer, Recreation Coordinator  <b>Julia Schofer</b>	
Reviewed by: Jessica Matsalla - City Clerk  <b>Jessica Matsalla</b>	
Approved by: Lonnie Kaal - City Manager  <b>Lonnie Kaal</b>	

### **BACKGROUND**

June is here and with that comes the national initiative, June is Recreation and Parks Month (JRPM). In conjunction with the Saskatchewan Parks and Recreation Association (SPRA), the City of Yorkton has been promoting ‘June is Recreation and Parks Month’ for many years.

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

June is Recreation and Parks Month is a great way for the residents of Yorkton to learn about what opportunities are available to them. Some activities include the growing Pickleball programming in the community and a range of yoga programs along with other programs being offered by local community groups that the Recreation and Community Services Department supports. Park spaces, pathways and outdoor recreation facilities can be accessed at almost any time and seeing residents utilizing them, and in some cases through all four seasons, shows that residents have been eager to Get Out, Get Active and Connect with their community.

June is Recreation and Parks Month not only showcases what park and recreational opportunities are available, but highlights an important message that parks, recreation and leisure activities can improve our mental health and, overall, our general wellbeing.

Promoting June is Recreation and Parks Month, Yorkton will help acknowledge the impact that employees and volunteers have on the many recreation and parks opportunities that we all use and enjoy. Elected officials, recreation and parks professionals, and community members can all promote the vital contributions of recreation and park services to our people, community,

environment, and for the economic well-being of our province. Some of the benefits as outlined by the National Benefits Hub:

- Generating economic activity through social growth and community pride.
- Promote personal development and social activity throughout the community.
- Grow strong families and healthy communities.
- Reduce the cost of health care by promoting healthy, active lifestyles.
- Improve the quality of life for residents through recreation and parks events and services.
- Support ecological environments by promoting the importance of parks and greenspaces.
- Connect people to nature and the outdoors.
- Attract tourists and new residents to the community.
- Enhance a sense of community by bringing people together.

“The Saskatchewan Parks and Recreation Association (SPRA) is an organization and network of recreation leaders dedicated to energizing Saskatchewan and changing lives! They picture a province where everyone has the opportunity to enjoy recreation and feel more connected to nature, our communities, and ourselves. Part of their mandate is to connect, educate and inspire others.” (SPRA, 2023) JRPM is a way of educating our province and our community that:

- The Sask Lotteries-funded parks and recreation delivery system provides thousands of recreational opportunities for residents and visitors.
- Parks are the heart of our communities in summer. They host our farmer’s markets, festivals, picnics, disc golf tournaments, celebrations of Pride and Indigenous peoples.
- Parks are good for your health! Doctors across Canada are writing park prescriptions to alleviate mental and physical illness.
- Participation in recreation strengthens volunteer networks, builds community pride, and engages residents in community development.
- Parks and recreation opportunities attract new residents and businesses to our neighbourhoods, enhance property values, and increase tourism.
- Sustained investment in parks and recreation programs reduces the costs of healthcare and social services for governments, municipalities, and employers.
- Our parks, trails and open spaces maintain clean air and water, ensure ecological sustainability, and preserve plant and animal biodiversity while providing opportunities to experience nature.
- Ancestral and contemporary Treaty relationships allow us to enjoy recreational pursuits on the lands we share, which are deeply rooted in traditional and cultural significance.

The Recreation and Community Services department has several activities and projects planned, or are currently underway, for this year:

- On Thursday June 1st, we held the Grand Opening of the Logan Green Pathway. Funding for the project was provided through the Investing in Canada Infrastructure Program. We welcomed provincial government leaders and staff from the Saskatchewan Parks and Recreation Association as the event was used as a provincial launch for JRPM.
- Park Parties are back this summer and we will be doing them differently this year. With a Park Party held in June and July and will be held at the following locations:
  - Tuesday, June 20<sup>th</sup> at Knights of Columbus Park from 5-7pm
  - Tuesday, July 18<sup>th</sup> at Heritage Heights Park from 5-7pm

Planning for specific activities during the event are still underway and will be shared with the public on social media, city news and radio.

- Planning for S-CAPE (Summer Program filled with Culture, Arts and Physically active Experiences) takes place in June, with the program running through July and August.
- We will be offering three different yoga classes, which are Chair Yoga at the Yorkton Public library, Gentle Yoga and Multi-Level Yoga at Shaw Park on Fourth Avenue North.
- All programs mentioned this evening are available for registration using our online portal through Xplor Recreation; our recreation and program registration software at [www.yorkton.ca](http://www.yorkton.ca).
- We continue to loan pickleball and disc golf equipment from Guest Services at the Gallagher Centre.

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

Throughout the month of June, we will promote the benefits of recreation and park spaces, highlight our park spaces and the amenities within those spaces and program opportunities available to our residents on our social media channels, radio advertising, the City of Yorkton website and newsletters. Updates on special projects are also provided through Shape Your City.

### **OPTIONS & RECOMMENDATION**

That Council receive and file this 'June is Recreation and Parks Month' presentation, and further, encourage residents to participate in and enjoy the many benefits that recreation and parks have to offer in our community.



<b>TITLE:</b> <b>Yorkton Terrier's Dressing Room Improvement Funding Request</b>	<b>DATE OF MEETING: June 5, 2023</b>
	<b>REPORT DATE: May 30, 2023 2:12 PM</b>
<b>CLEARANCES:</b>  Darcy McLeod, Director of Recreation and Community Services  Darcy McLeod  Ashley Stradeski, Director of Finance  Ashley Stradeski	<b>ATTACHMENTS:</b>
Presented by: Taylor Morrison, Gallagher Centre General Manager  Taylor Morrison	
Reviewed by: Jessica Matsalla, City Clerk  Jessica Matsalla	
Approved by: Lonnie Kaal, City Manager  Lonnie Kaal	

### **BACKGROUND**

At the May 15, 2023 regular meeting of City Council, the Yorkton Terriers presented a request for financial assistance for improvements to team space within the Gallagher Centre. Direction from Council was to receive and file the Terrier presentation, and requested Administration bring a report back to Council with funding options for consideration.

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

As noted in the Yorkton Terrier presentation, this renovation project aims to improve Club spaces within the Gallagher Centre's Westland Arena. These leased areas include the Terrier Dressing Room, Terrier Coaches' Office, and the Terrier Training/Equipment Room. The identified improvements do not appear to be structural in nature, but rather are cosmetic and done in an effort to elevate the team and player experience while calling the Gallagher Centre home. Some of the work includes:

- Repair/replace top and bottom lockers, and adding cushioned seating
- Painting throughout the identified spaces
- Replacing lighting with LED fixtures
- Installation of sound system and TV
- Other cosmetic improvements including cabinetry upgrades, skate hangers and stick rack, new furniture (desks, chairs, couch, fridge etc.)
- Therapeutic cold tubs, first aid/medical kits, trainer's table, etc.

The Club has also identified improvements that will require involvement from the City as they are attached to and form part of, building systems that support the entire building. Any changes to these systems must not impact the remainder of the building. These items include:

- Installation of a new water softener, which is attached to the water system.
- Upgrades to washrooms facilities, which impact water and sewer services.
- Installation of industrial fans, which impacts balanced airflow in the building.
- Potential improvements to washing machines and dryers, which attach to water, power and building envelopes or air systems.
- Skate sharpener with proper ventilation, which may impact air flow and other ventilation.

Consideration will need to be given to building systems to ensure upgrades are compatible and satisfy any building code, fire code, or other regulations regarding heating, cooling, and building ventilation. While cosmetic work may not require building permits or licenses, some aspects of the desired improvements will need involvement of City Building Officials, Fire Department, or other agencies to facilitate code and regulation compliance.

### **FINANCIAL IMPLICATIONS**

The Yorkton Terriers have indicated the anticipated project budget as \$140,000.00, and further through community fundraising and sponsorship have secured approximately \$40,000.00 in funding and that fundraising efforts are continuing. The financial assistance requested from the City is \$80,000.00.

Historically, the City has provided funding assistance in various ways to support community groups trying to improve City-owned facilities and spaces. These projects were all completed in, or on publicly accessible/available spaces or lands. In other words these spaces are open to the public for participation and enjoyment. Recent examples of projects include:

1. \$60,000.00 contribution for the Yorkton Curling Club lobby and bar area renovations in 2019. The Curling Lobby had not received any significant work as part of the 2005 Gallagher Centre Renovations and was in need of updating.
2. \$135,000.00 loan to the Deer Park Men's Club for the new #7 Green at Deer Park in 2019. The Men's Club are stakeholders in the 2010 Deer Park Master Plan developed with Robert Kaines Golf Course Design, which drives course improvements, with the participation of member club fundraising and sponsorship, for the enjoyment of all golfers.
3. \$750,000 cost sharing agreement with the Yorkton Exhibition for the replacement of the Grandstand, which began in 2022. The Yorkton Exhibition took the lead in fundraising and the construction of the new Grandstand which replaced old Grandstand, which is available and accessible to anyone to rent.

In all projects where the City provided some sort of funding, whether through direct contribution or through a loan, the organization receiving the public funds was required to follow the City's *Purchasing of Goods and Services Policy #10.110*. This would be required for this funding, if approved, as well.

A few funding options exist should Council wish to proceed with providing assistance. These include the Gallagher Centre Reserve Account and Council's Rainy Day Fund. Any support Council wants to provide could be done two ways. The first being a contribution toward the project and the other could be a loan of funds, both of which require a funding agreement and repayment schedule if required.

Council could reasonably expect similar requests from other users of City facilities as Administration is also aware of other user group led renovation projects at City owned facilities, that are being planned

and/or currently underway. The Yorkton Maulers are considering improvements to their dressing room at the Westland Arena, similar to the Terriers project, where the public does not have access. Further, all dressing rooms at the Westland and Kinsmen Arenas are in need of updating as indicated in numerous studies over the past 15 years, including the Gallagher Centre Renewal process that the City completed from 2019 through 2021.

Other community projects in City facilities are also being funded through fundraising and sponsors, however the community spaces being improved are being used by, and accessible to, members of the public. These projects include:

- Yorkton Minor Hockey Dressing Room Upgrades (Kinsmen Arena)
- Yorkton United FC Soccer improvements to the Gallagher Centre Flexihall

These two projects impact multiple organized user groups and public members, providing a direct benefit to residents and taxpayers. For example, renovations to increase dressing room capacity at the Kinsmen Arena would benefit many Yorkton Minor Hockey teams and players, but also benefit adult rec hockey programming, tournaments such as the Millers and Kinsmen Club events, and those who use the arena privately for hockey academies or drop-in public skating events.

The Yorkton Terriers recently received other financial assistance from City Council. At the February 14, 2022 regular meeting of City Council, Council passed a resolution providing the revenue from leased land located at NW 12-26-4 W2 and NW 31-25-3 W2 to be applied to the Yorkton Terriers arrears owing to the City, as at the end of the 2020/2021 hockey season.

*That Council direct Administration to reassign the 'Donated Agricultural Lands' previously leased by the Yorkton Terriers, located at NW 12-26-4 W2 and NW 31-25-3 W2 as 'Farmlands' and that it be tendered out to a private renter in accordance with the Leasing of City Owned Lands Policy No. 10.23; and further that the revenue from the lease be applied to the Yorkton Terriers arrears owing to the City of Yorkton, as of the end of their 2020/2021 hockey season.*

The financial assistance applied to the Yorkton Terrier arrears, from the revenue the City receives from the agricultural land lease, will total approximately \$40,522.52. The land lease revenue is committed to the 2020/21 Terrier arrears until 2025, which will be available thereafter. Further, the Terriers 2022/2023 season ice invoice has just been issued and is \$45,833.71. The land lease revenue does not apply to anything past the 2020/21 season. All other rents due by the Terriers, such as office and retail lease space, is current.

## **COMMUNICATION PLAN/PUBLIC NOTICE**

Administration will inform the Yorkton Terriers of Council's decision following this meeting.

## **OPTIONS**

1. That Council approve the Yorkton Terrier's request for financial assistance of \$80,000.00 toward the Yorkton Terrier Dressing Room Improvement Project, coming from the Gallagher Centre Reserve account, and further authorize Administration to enter into a funding agreement ensuring adherence to the City's Bylaws, Policies and legislated requirements.
2. That Council approve the Yorkton Terrier's request for financial assistance of \$80,000.00 toward the Yorkton Terrier Dressing Room Improvement Project, coming from the City's Rainy Day Reserve account, and further authorize Administration to enter into a funding agreement ensuring adherence to the City's Bylaws, Policies and legislated requirements.

3. That Council provide financial assistance to the Yorkton Terriers Dressing Room Improvement Project through a loan of 80,000.00, coming from the Gallagher Centre Reserve account, and further authorize Administration to enter into a funding agreement, which ensures adherence to the City's Bylaws, Policies and legislated requirements, and includes a 5-year repayment schedule.
4. That Council provide financial assistance to the Yorkton Terriers Dressing Room Improvement Project through a loan of 80,000.00, coming from the City's Rainy Day Reserve account, and further authorize Administration to enter into a funding agreement, which ensures adherence to the City's Bylaws, Policies and legislated requirements, and includes a 5-year repayment schedule.
5. That Council defer the Terrier request for \$80,000.00 in financial support for the Terrier Dressing Room Improvement Project to the 2024 budget deliberations.
6. That Council deny the Yorkton Terrier funding request of \$80,000.00 toward their Yorkton Terrier Dressing Room Improvement Project.
7. That Administration be provided with alternative direction.

#### **RECOMMENDATION**

**That Council provide financial assistance to the Yorkton Terriers Dressing Room Improvement Project through a loan of 80,000.00, coming from the City's Rainy Day Reserve account, and further authorize Administration to enter into a funding agreement which ensures adherence to the City's Bylaws, Policies and legislated requirements, and includes a 5-year repayment schedule.**

TITLE: Sale of Library Building – 93 Broadway Street West	DATE OF MEETING: June 5 <sup>th</sup> , 2023
	REPORT DATE: May 30 <sup>th</sup> , 2023
<p>CLEARANCES:</p> <p>Darcy McLeod – Director of Recreation and Community Services</p> <p><b>Darcy McLeod</b></p>	<p>ATTACHMENTS:</p> <ol style="list-style-type: none"> <li>1. Concept Plan – 2<sup>nd</sup> Floor Gallagher Centre</li> <li>2. Shape your City posting – Why Move the Yorkton Public Library?</li> <li>3. Yorkton Public Library Relocation FAQ's dated May 19<sup>th</sup>, 2023.</li> </ol>
Reviewed by: Jessica Matsalla - City Clerk <b>Jessica Matsalla</b>	
Written by: Lonnie Kaal - City Manager <b>Lonnie Kaal</b>	

**SUMMARY OF HISTORY/DISCUSSION & FUNDING:**

As a City we are continuously looking for ways to improve and create efficiencies while still being able to provide and maintain services to our residents. Facilities are expensive to build and maintain, and optimizing facilities happens when multiple functions are housed in the same building. The savings are compounded when there is no duplication of foyers, bathrooms, parking, janitorial, staff rooms etc. This reduces the space requirements and ongoing costs of operations.

At the March 27 Council meeting, direction was provided regarding the current library building.

**\*\*\*R00088-2023**

**Goulden/Wyatt**

**That Council direct administration to proceed with Option 1 (as revised) as noted in the Library Building - 93 Broadway Street West report dated March 21, 2023. Carried Unanimously. \*\*\***

At the April 24<sup>th</sup>, Council meeting, all members of Council were in attendance, and the offer to purchase was accepted on 93 Broadway Street West (library building), subject to providing public notice with regards to the price.

**\*\*\*R00132-2023**

**Goulden/Haider**

**That Council direct administration to proceed with Option 1 as noted in the Library Building Update - 93 Broadway Street West report dated April 17, 2023 from the City Manager.**

**Carried Unanimously.\*\*\***

Technically, a report does not need to be brought back to Council as there were no “concerns” about the price or another purchaser indicating their interest in purchasing the property. Since the acceptance of the offer was only subject to that criteria; we currently have a legal binding contract to sell this property.

While Council allowed individuals to speak at the May 15<sup>th</sup>, Council meeting, these did not relate to the purpose of the public notice. In retrospect, we could have made the wording in the public notice more clear, instead of using the standard property template. Further, those concerned about moving the library could have been placed on the agenda like any other member of the public to voice their concerns; instead of thinking that they could “stop” the sale.

There has been criticism as to why the decision to move the library was not made public. In conjunction with the Cities Act and LAFOIP (protecting privacy); decisions involving a property/land deal are made “in camera”. Property sales discussions need to be kept confidential in order to minimize any negative impacts on property values and negotiations. Any relocation could only be considered if we were able to sell the building for a reasonable price. Both had to happen simultaneously. The relocation could not be made public until the sale was finalized.

We did provide public information as soon as it was apparent that the sale was not in jeopardy and the deal would transpire. Unfortunately, there was a lot of misinformation circulating on social media by this time. The attachment to this report dated May 19<sup>th</sup>, was posted on Shape Your City in an effort to provide factual information.

Relocating the library is not a new idea. In fact, the only reason it is at the current location is because Canada Safeway left and the City renovated this space in the 1980’s. When the City purchased the old Co-op (across from City Hall) in 1993, the library was going to be relocated there, (until the Casino came along). And again the location of the library was discussed in 2003 when the Gallagher Centre was being upgraded, and again when the Regional College was being built. When the flood of 2010 happened, the library was temporarily relocated to the Parkland Mall and again there were mixed reviews; some considered it a “convenient” location and some did not.

Regardless of the history, Current concerns relate to:

1) Space

- City Libraries across the Province range in size from 4,900 square feet to 11,700 square feet.
- Previously the Regional Library was part of the Yorkton Public Library and utilized over 6,500 square feet of the existing building.



So, actual public library space was:

16,810 square feet

-6,500 Parkland Regional Headquarter space

- 450 Washrooms, Janitorial

-1,457 Kitchen, Storage, Mechanical

8,403 sq feet

- As mentioned previously, the new space is much smaller at 5,800 sq. feet versus the library space use of approximately 8,400 sq. ft. However, the existing services can be provided with the smaller footprint because better use of the circulation space in the new location will result in less area required for book shelving; and programming/meeting room space is available in other areas of the building.
- The attached plan from aodbt provides a layout of the library on the second floor of the Gallagher Centre which incorporates all the services in a more functional smaller space.
- Programming space can be expanded as there are additional meeting rooms, REMAX Sports Lounge, and other spaces that could be utilized. We recognize that these spaces may not be available 100% of the time, however the bulk of Library use would occur during the weekdays and other bookings and events typically occur on weekends and in the evenings. As with any other public facility, users need to share spaces as they are not designated for one user group to use. The City does not have the resources to provide designated facilities for each user.
- A possibility for Council to consider, is taking some of the savings in building operating costs and allocating this to provide for “free” rent space for some organizations that currently are using free space in the library.
- Books and Resources are owned by the Parkland Regional Library and shared amongst all library branches. Many books are in the inter-library loan area or in a hold location for patron pick-up behind the circulation desk.

## 2) Accessibility/Location

- We are aware of 10 other libraries in cities that are part of a civic center or recreation facility.
- An exterior book drop is planned for convenience.
- A bus stop at the Gallagher Centre will be added to the current route.
- The 2<sup>nd</sup> floor can be accessed by a centrally located elevator.
- Consideration will be given to establishing designated library parking on the west side of the building.
- The majority of use at the library is during the daytime. Currently the public library is only open one day a week till 9 pm in the winter and 2 days a week till 8pm in the summer. The majority of events at the Gallagher Centre occur in the evenings and on weekends.

While we are aware that the “downtown” location is preferred by some patrons, the majority of the population have not expressed any concerns. Also, when looking long term, one has to be cognizant of the additional costs to upgrade and maintain the current building. Further,

there is a high likelihood that additional staff will be required for security reasons at the existing facility.

A future consideration may be to use the operating savings to create a satellite location by way of “meeting people where they are” (ie: downtown). While we have not investigated the possibilities, utilizing other facilities like the land titles building for some programming could be explored.

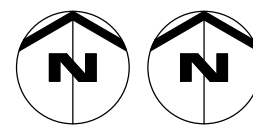
We have already indicated that the move will include upgrading library services including digital circulation, new computers and furnishings. In all likelihood, we expect an increase in use at this location given the other amenities in the building. Also, we are looking forward to modernizing the library space and providing current and relevant services.

We strongly urge Council not to consider “undoing” a previously made decision.

Please bear in mind that there are legal implications regarding the accepted sale, and costs associated with planning and design drawings. We have not investigated the possible complications and costs but are of the opinion that “damages” could be significant.

**RECOMMENDATION:**

**That Council receive and file the Sale of Library Building - 93 Broadway Street West report dated May 30<sup>th</sup>, 2023.**



1:100

23.003

# YORKTON LIBRARY

2ND FLOOR CONCEPT PLAN

**aodbt**   
architecture + interior design

235 Ave D North  
Saskatoon, SK  
S7L 1M7  
306.244.5101

202 - 21 11th St E  
Prince Albert, SK  
S6H 0Z8  
306.922.5101

[www.aodbt.com](http://www.aodbt.com)

As a City, we are continuously looking for ways to improve and create efficiencies, while still being able to provide and maintain services to our residents and surrounding communities.

## Why move the Yorkton Public Library?

For over a year, the City has been aware that the second floor of the Gallagher Centre would become vacant. During this time the City was looking to identify and secure suitable alternative city amenities for occupancy.

In May 2022, an in-camera resolution was passed to investigate the possibility of moving the Library into this space. In December 2022 a decision was made to move forward with this plan and thereafter discussions were held with a few potential buyers. At the April 24<sup>th</sup>, 2023 in-camera meeting, Council accepted an offer on the building with all voting in favor. As a matter of transparency, the “price” was made public to ensure that there were not other buyers who were willing to pay more.

Although the square footage in the Gallagher Centre is less than the current location the same services can be provided. Conceptual drawings have taken the various service areas into account.

By housing the library in the vacant space, annual operating costs (utilities and snow removal) of approximately \$185,000/year will be eliminated as well as future costs related to repairs and maintenance of the building. In addition, the library building will become taxable with some \$50,000 per year being added to the tax pie.

Many cities within Saskatchewan have combined libraries within their Civic Centres and Recreation Facilities.

We have placed together an FAQ section, based off of building facts and questions raised at the May 15, 2023 Council Meeting.

# Yorkton Public Library Relocation FAQ

May 19, 2023

**1. *Parking is an issue at the Gallagher Centre. It can be a long walk even if you end up driving and parking.***

Although the Gallagher Centre does host large events, the parking lot is at capacity only a few times per year. The majority of Gallagher Centre activity occurs in the evening and the vast majority of Library hours are daytime, with one day per week open until 9 pm in the winter and until 8 pm 2 times during the summer. Consideration will be given to establishing designated Library parking on the west side of the building.

**2. *Reducing Space Reduces Programs.***

Although the space at the Gallagher Centre is smaller, the majority of the program space can be accommodated within the relocated Library footprint, with other areas of the Gallagher Centre supporting Library programming. Of the 16,000 square feet in the current Library, 6,000 of those square feet are spaces that will be supported by other areas of the Gallagher Centre, including washrooms, building systems, storage and programming space. A program space has been included within the footprint of the Gallagher Centre Library location, as has a children's programming space/quiet area.

**3. *What happens to the Historical Resources in the current Local History Room.***

The resources in the local history room at the current location will be included in the general resource circulation. A study room has been included in the design to allow a space for research related activities.

**4. *There are books in the current Library basement that have not been used.***

The current Library does not have a basement. Books and resources are owned by the Parkland Regional Library and shared amongst all Parkland Regional Library branches, including Yorkton Public Library. Any books in the Yorkton Public Library are on shelves, in the inter-library loan area, or in a hold location for patron pick-up behind the circulation desk.

**5. *The move will reduce staff and operating hours.***

There has been no discussion about reducing staff, hours of operation or programming and this not the intent of the relocation.

**6. *Where do Card Playing groups and other users of the meeting rooms go for free access to space.***

Card Playing groups use the Library meeting rooms and space is available at the Gallagher Centre to continue this activity. There are currently a small number of groups/players that utilize the Gallagher Centre to play card games as well. Improvements to furniture and set up is being considered as part of this project. Space exists at other City facilities for some of these programs, that don't specifically require use of the Library for their programs.

**7. *Bus Routes and distance to the west side of the City will impact usage and walk-in traffic.***

Although the Library will be located on the west side of the City, no matter where a facility is located, some people will need to drive or find transportation to that facility, but others will be able to walk to that facility. A bus stop will be added to the current route to provide an alternative to walking. The City does not have the resources to duplicate services in multiple neighbourhoods. People of all walks of life and demographics currently use or visit the Gallagher Centre.

**8. *Can the community archives be placed at the Mill?***

The current community archives is stored in the basement of City Hall and has special handling requirements and are accessed by people conducting research. Locating the community archives in the Library provides one-stop shopping for those people, while allowing for effective oversight of the handling of these sensitive community documents, which once were stored at the Library.

**9. *Hub for families, children and seniors and a space for unscheduled gatherings.***

The Gallagher Centre currently acts as a hub of activity for young people, families and seniors. People use the Gallagher Centre lobby and other areas for these informal gatherings. People are seen conducting interviews, meetings, coffee, cards or just scrolling on their phone. Seniors are the majority of users during the day as they attend for aqua-size, lane swimming, walking or curling and follow-up their activity with informal social time after they are done their activity of choice.

**10. *Access to 2<sup>nd</sup> floor and provide an outdoor book drop.***

The 2<sup>nd</sup> floor can be accessed by a centrally located elevator on the west side of the lobby and disembarks on the 2<sup>nd</sup> floor just outside the Library location. A stairwell is also located in the middle of the lobby with direct access to the Library space. An exterior book drop is planned for this location for ease of returning resources.

**11. *What about the private donation 30 years ago for the local history room and the Sandra MacColl Bequeath.***

Any donation received for the local history room 30 years ago would have been part of the Library before the 2004/05 renovation. Any recognition provided through the current local history room will be honoured in the new location.

The Sandra MacColl bequeath for the Community pARTners Gallery is managed by the Yorkton Arts Council with input from the Yorkton Public Library Board. Discussions have occurred with the Yorkton Arts Council on opportunities to continue Sandra's legacy through various community opportunities, including the current Library and other community spaces.

**12. *Is humidity a concern for the books?***

The Access Water Park is located adjacent to the proposed Library space, however the Water Park has its own air handling system and the building envelope is sealed such that the Water



Park operates as a completely different environment from the rest of the Gallagher Centre. Therefore humidity from the Water Park will not be a concern.

**13. *Will there be free WiFi access at the Gallagher Centre for people to access their online communications?***

The Gallagher Centre provides free public WiFi throughout the facility and many people currently visit the Gallagher Centre to use the WiFi. This will continue to be the case so free WiFi is available at the Gallagher Centre.

**14. *What is going to happen with the YTC Indigenous Corner recently placed in the current Library?***

The YTC Indigenous corner has been maintained in the design of the proposed location.

**15. *Will the 2<sup>nd</sup> floor be able to support the weight of the Library?***

This was the first question asked when considering this move and an engineering firm was engaged, who indicated that the 2<sup>nd</sup> floor will not require reinforcing based on the proposed design.

**16. *Patron and Staff safety concerns will only shift to the Gallagher Centre.***

Although a comment was provided that Staff safety will always be a concern in a Library and that it is the world they work in, the employer of any employee is required to provide a safe working environment. Further, if staff safety is an issue, so is patron safety. The Gallagher centre is better suited to respond to safety concern given the number of staff in the building at any given time.

The current Library has seen a significant amount of drug related activity, outside the building at the main entrance as well as inside the building on computers and drug use in the bathroom. Most recently a drug overdose in the bathroom required staff to respond and emergency services was required.

Although this can happen in any facility, this activity is a deterrent for most people to attend any facility or program. Although other measures could be used to help, added costs are associated to most of them or a restriction of access to free WiFi/computers for everyone.

It is believed that a move to the Gallagher Centre will provide a safer opportunity for staff and patrons alike while maintaining the access the public expects from its Library.

**17. *Accessibility of the Gallagher Centre does not support those with accessibility issues. It is a busy building that impacts persons with accessibility issues. The current Library is a dementia friendly space.***

The Gallagher Centre is in the middle of a project that will improve barrier free access to the facility and become a dementia friendly facility. In 2021, The City conducted an accessibility audit of the Gallagher Centre (and other facilities) to improve the physical environment, aimed at becoming more age and dementia-friendly. Guided by research completed by the Alzheimer's

Society of Saskatchewan (ASOS) and Age-Friendly Saskatchewan, the Gallagher Centre was assessed against a checklist of physical barriers that may prevent seniors and people living with disability from enjoying this facility and their desired lifestyle. City Council has approved funding to support identified barriers at building entrances. The addition of automatic door openers, along with other improvements, including signage, will ensure barrier free travel for people accessing the Gallagher Centre.

**18. *Will the Gallagher Centre have a breast feeding room with baby change tables.***

The Gallagher Centre has a partnership with the Saskatchewan Health Authority who has provided a designated breastfeeding area with recliners and screening, in the lobby of the building. Although not a designated room, the area provides support for mothers who choose to breast feed while at the Gallagher Centre. Baby change tables are available in each public washroom, including the men's washrooms.

**19. *A relocation does not meet the Province's Public Library Plan.***

Saskatchewan's *Provincial Public Library Sector Plan* speaks to the provision of resources through the Regional Library system and does not speak to the direct operations of municipal public libraries. However, the City believes that it is meeting the identified priorities in the *Provincial Public Library Sector Plan*, and look forward to any provincial support that may come forward.

The City believes that:

- A reduction in size does not equate to a reduction in services or growth.
- The City has always included, and will continue to include technological changes as part of its ongoing support of Library services.
- The City has shown it is prepared to Build and develop library services and programs with Indigenous peoples in the spirit of reconciliation, by the recent installation and ongoing commitment for the YTC Indigenous section in the Library.
- The City supports the ongoing literacy development of Yorkton residents, as well as support those from outside Yorkton. This will continue regardless of the Library location.
- The City continues to work toward providing welcoming and accessible community spaces, as indicated in point 17 above, and through the relocation of the Library to the Gallagher Centre.

**20. *What will happen to the donation of the Library defibrillator?***

The defibrillator located in the Library will be relocated to the Gallagher Centre. Although there are 2 already located within the building, this one will be located in the Library.

**21. *The Library currently provides free access to washrooms.***

Washrooms are available to all people visiting the Gallagher Centre.

**22. *Some groups currently access storage for their supplies at the Library.***

Storage requirements can be considered and solutions found to accommodate storage needs of users, as currently occurs in all public buildings.

***23. The Library is a safe place for homeless, addicted and persons with mental health issues.***

Although everyone is welcome at the Library, there are other community resources that provide assistance to people in need. The City works to support all residents, but is not equipped and doesn't have enough resources to be everything to everyone, but values partnerships with organizations that are equipped with the skills and expertise to provide the appropriate assistance. This will continue regardless of the Library location.

***24. Hopefully the City takes care of the Gallagher centre better than it does the Yorkton Terrier space.***

The Yorkton Terriers are a tenant in the Gallagher Centre and are responsible for any cleaning and maintenance of their property and the spaces they occupy. The City provides building system related maintenance. Since the Library is a City responsibility, the City will be responsible for all cleaning and maintenance of the Library space, the same as is currently done.

***25. What happens to the recent audio/visual improvements in the programming room?***

These improvements will be removed and installed in the new location.



**NOTICE OF MOTION**

Date May 31, 2023

To: Yorkton City Council

From: Mitch B. Hipsley

Re: Sale of Library Building Motion to Rescind portions from the Option 1 which informs Resolution No. R000132-2023 as included in the Council Meeting Minutes of Monday, April 24, 2023 and direct Administration to investigate options for Alternate Library Locations

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**Summary of Item**

I would like to bring a motion forward at the June 5, 2023 Council Meeting.

**Motion 1:**

**That Council directs Administration to investigate a different location with options & rescind the option of moving it to the Gallagher Center for reasons below;**

**-Size is simply too small regardless of how we re-configure this much used public space**

**- The “busy-ness” of the Gallagher Center potentially will impede on the usage of an already, well used & busy city facility.**

**- The Library is a “statement” of how the city views itself. Council is promoting growth & progress in other facilities with VISION & NOT digressing, as this location will imply.**

**-Council has attempted to cut unnecessary spending & initially saw this as a shrewd business decision; however, this amenity has proven to be BOTH a Social AND Economic decision, not just economic reason.**

**Therefore, I propose the following:**

The subject resolution contained in the minutes of April 24, 2023 read as follows:

**\*\*\*R00132-2023**

**Goulden/Haider**

**That Council direct administration to proceed with Option 1 as noted in the Library Building Update - 93 Broadway Street West report dated April 17, 2023 from the City Manager.**

**Carried Unanimously.\*\*\***

As the item has been made public since the date of the report, and in part fulfilled, some of those details of Option 1 as listed in the report presented on April 24 can be made public (some are left protected at this point) and are listed:

1. a) That Council direct Administration to accept the offer on 93 Broadway Street West (library building) subject to providing public notice; and  
[REDACTED]
- c) That the attached public notice be provided so as to be transparent regarding the sale of a public property; and
- d) That a report be brought back to Council on May 15 regarding any concerns from the public notice. If there are no concerns the attached offer to purchase would be accepted and the sale would be executed; and
- e) That administration continue with planning to move the Library to the second floor of the Gallagher Centre with costs estimated at \$500,000 to \$750,000 which would be funded from the proceeds of the sale of the building; and
- f) That once the renovations are tendered for relocating the library to the 2<sup>nd</sup> floor of the Gallagher Centre, that the bids be brought back to Council; and
- g) That proceeds from the sale of [REDACTED]  
[REDACTED] be placed in a recreation facility reserve account.

Due to the reasons listed above, I move:

1. That Council rescind sections of Option 1 as contained in the in-camera report presented April 24, 2023 which informs Resolution No. 000132-2023:  
“e” - That administration continue with planning to move the Library to the second floor of the Gallagher Centre with costs estimated at \$500,000 to \$750,000 which would be funded from the proceeds of the sale of the building; and,  
“f” - ) That once the renovations are tendered for relocating the library to the 2<sup>nd</sup> floor of the Gallagher Centre, that the bids be brought back to Council; and,
2. That Council further direct Administration to investigate alternate locations for the library to relocate to, and report back at a future Council Meeting with options.

**OPTIONS:**

- 1. Support motions.**
- 2. Other direction as per Council.**

Respectfully,

**Mitch B. Hipsley**  
Mitch B. Hipsley  
MAYOR