

# **COMMITTEE OF THE WHOLE COUNCIL MEETING AGENDA**

**Monday, September 23, 2024 – 5:00 p.m.**

**Council Chambers, City Hall**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

**3. OPEN**

- Director of Recreation & Community Services/Recreations Services Manager
  - Youth Advisory Committee Report
- Administrative Report
  - City Manager – Council Priorities Update – From 2023 Quarter 2 to Present
- Director of Finance
  - 2023 Year-End Surplus Discussion

**4. IN CAMERA**

- 1 Other Item

**5. RECOMMENDATIONS FROM IN-CAMERA COMMITTEE OF THE WHOLE COUNCIL**

**6. ADJOURNMENT**

<b>TITLE: Youth Advisory Committee Report</b>	<b>DATE OF MEETING:</b> September 23, 2024
<b>CLEARANCES:</b>	<b>REPORT DATE:</b> September 19, 2024 1:27 PM
Written by: Jessica Resler, Recreation Services Manager  <p style="text-align: center;"><b>Jessica Resler</b></p>  Taylor Morrison, Director of Recreation & Community Services  <p style="text-align: center;"><b>Taylor Morrison</b></p>	<b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>1. Councillor Brears’ Notice of Motion from August 19, 2024.</li> <li>2. City of Moose Jaw Youth Advisory Committee Terms of Reference.</li> <li>3. Moose Jaw Youth Advisory Committee Minutes Agendas and Minutes</li> </ol>

**PURPOSE**

This report is provided in response to Council’s direction regarding the formation of a Youth Advisory Board which was made at the August 19, 2024 regular Council meeting. The motion included direction to use the model from Moose Jaw, which had recently appointed its members for the 2024/20205 school year. Administration has reached out to the City of Moose Jaw and obtained their terms of reference for the Youth Advisory Committee, which are also included in this report (Attachment 2).

The report will outline the Youth Advisory Committee from Moose Jaw, and seek to clarify Council’s direction and expectations regarding a potential Yorkton Youth Advisory Committee. The report will also outline the work completed and partnerships formed as part of the ongoing Youth Resiliency Project, the Developmental Asset Profile (DAP), and the Alliance of Asset Champions Ambassador program, which for components of the City of Yorkton’s “Youth Portfolio”, led the Recreation & Community Services Department.

The scope of the Youth Resiliency project includes:

- Developmental Asset Profile surveys delivered to all 11 in-person schools.
- Bi-monthly Alliance of Asset Champion Ambassador meetings occurring every two months.
- Youth focused monthly programming.
- Survey reporting to community stakeholders.

**DISCUSSION/ANALYSIS/IMPACT**

As outlined in the included Terms of Reference for the Moose Jaw Youth Advisory Committee, the Committee meets once per month, or at the call of the Chair, throughout the school term from September to June annually. The Committee is made up of 19 voting members, one member of City Council, two student representatives each from four high schools, two K-12 schools, and Sask Polytechnic. Additionally, two youth-at-large representatives one student representative from an accredited distance schools (but being a resident of Moose Jaw), and one representative of a home

school student (also being a resident of Moose Jaw) make up the whole of the committee. Committee terms are one year in length, and are appointed by City Council. The Committee then elects their own Chair and Vice-Chair for the term. Other terms, expectations, responsibilities, and preferred qualifications are detailed in the attachment.

Administration also reached out to the City of Moose Jaw's Department of Legislative and Enforcement Services regarding their Youth Advisory Committee and learned the following:

- The Committee is used as a “two-way” street for programs, projects, and initiatives. Administration and Council provides project ideas to the Committee for review and feedback, and the Committee provides project ideas to Administration and Council for consideration.
- The Committee reviews and provides input on various City-wide programs and initiatives, such as recycling programs, and shared a youth centric view point.
- Committee members must be between the ages of 16 and 25 to participate, and therefore there are no members representing younger youth, elementary schools, etc.

A few copies of Moose Jaw's Youth Advisory Committee meeting agendas and minutes are included as Attachment 3 for reference.

### **CURRENT YOUTH RESILIENCY PROJECT**

In 2022 the Recreation & Community Services Department partnered with the Society for the Involvement of Good Neighbours (SIGN) to implement the Youth Resiliency Project. This partnership was fully funded by SIGN, who had received grant funding from the Morris Foundation. Using the Developmental Asset Framework, this project works directly with the community's youth to identify and assess the strengths and supports (the Developmental Assets) that young people experience in their lives.

The Developmental Assets framework is a research-based approach for understanding the strengths and supports that young people need in their lives to prepare for a positive, productive future. Extensive research has shown that having these assets in their lives helps young people make positive life choices, affecting their growth as they move through childhood and adolescence and into adulthood. The higher levels of assets young people experience across the contexts of their lives, the more likely they are to:

- Do better in school.
- Be prepared for post-high school education and careers.
- Contribute more to their communities and society.
- Avoid high-risk behaviors, such as violence, substance abuse, and sexual activity.

A survey of youth in grades six through 12 was conducted in March 2022, in which over 1,200 survey responses were received. Based on the survey results, the majority of youth surveyed identified a vulnerable foundation of the Development Assets, with a score of 37.2 out of 60. Additional key takeaways from the survey include:

- 80% of youth indicated a lack of positive constructive use of time.
- 75% of youth identified a challenged or vulnerable relationship with their community.
- 63% indicated a lack of social competencies.

As a result of the survey, the Youth Resiliency Project was expanded with the formation of the Alliance of Asset Champions, which involves representation from the following organizations:

- Big Brothers Big Sisters
- Boys & Girls Club
- City of Yorkton (Bylaw & RCS departments)

- Christ the Teacher and Good Spirit School Divisions
- RCMP and CN Police
- SaskAbilities
- Saskatchewan Health Authority
- SIGN
- Yorkton Public Library

The Youth Resiliency Project utilizes the 40 Developmental Assets framework to help build resiliency in youth. The framework establishes a set of opportunities, experiences and supports crucial for adolescent development. The project has identified focus areas, with several outcomes for each area:

1. Cultivating Community Readiness, Energy, and Commitment
  - a. A collaborative approach implemented to build Developmental Assets in young people in our community.
  - b. Community partners, young people, and business community members will better understand the 40 Developmental Assets and how they can be implemented.
  - c. A completed report will provide partners with evidence of strengths and opportunities within the community
  - d. Development of a Community Plan to be shared with partnering agencies to allow them to better understand the needs and challenges youth face in our community.
2. Positive Youth Development
  - a. Young people will have a voice in the community, working closely with community leaders and decision-makers.
  - b. Young people will develop leadership skills to assist them and mentor other young people in our community.
3. Risk Reduction
  - a. There will be an increase in youth activities planned by young people in the community.
  - b. Community partners and agencies will utilize youth-friendly practices in their day-to-day work.

The survey results were then conveyed and next steps were discussed with the Alliance of Asset Champions. These next steps included inviting schools to bring two or three students from each school to listen and engage at a Student Leadership Forum. An invitation was sent to school counsellors and administration members to choose students that represented the overall population of our community. Being intentional in student choice was key to ensuring we heard the voice of students from varying backgrounds. Students from grade six through 12 that represented their school were presented with survey results and then asked targeted questions on how we can improve youth program opportunities in Yorkton.

For the 2023/2024 school year, plans were in place to re-convene in a smaller group setting with the adult and youth Alliance of Asset Champions. Due to implications resulting from the Saskatchewan Teachers Federation work stoppage and the exclusion of extracurricular activities, meetings were unable to be held. Although meetings with youth were unable to be conducted, the following activities still moved forward:

- Adult Alliance of Asset Champion meetings were still held discussing barriers, supports, and trends related to supporting youth.
- Four youth targeted events were held, including laser tag, swim night, re-ball, and a movie night held with a partnering agency (Boys and Girls Club).
- DAP surveys re-conducted at nine of 11 schools to be presented in the 2024/2025 school year.

- Positive ticketing initiatives launched in conjunction with SIGN, the RCMP, and City CSOs.

As a result of the progress made from March 2022 onward, the following work is scheduled to occur during the 2024/2025 school year:

- Finalize the 2024 DAP survey results and present to Alliance of Asset Champions and community stakeholders.
- Invite previously identified students to attend bi-monthly Alliance of Asset Champions meetings with the following objectives which are similar in scope to the responsibilities of the Moose Jaw Youth Advisory Committee:
  - To network with peers and community leaders and to participate in a forum that is open, inclusive and fun.
  - Make recommendations on youth recreational opportunities.
  - To identify things in our community that are valued by youth, including the things that are considered assets, strengths and opportunities by young persons.
  - To act as a positive advocate and provide leadership experience for youth.
  - To network with student councils and other youth focused organizations.
- Continue planning and supporting youth program opportunities through the City of Yorkton and partnering agencies.

To allow for a direct connection between the Youth Resiliency Project and City Council, the following can be incorporated into the Youth Resiliency Project moving forward and starting this school year:

- Provide a mechanism for Council to refer items to the Youth Resiliency Project through the Recreation & Community Services department. These items would be brought forward to the regular Alliance of Asset Champions meetings which are held every two months for input and feedback from the youth involved in the project.
- A summary of the regular Alliance of Asset Champions meeting, including action items and feedback on referred items will then be shared with back to City Council.
- Review options to allow members of the Youth Resiliency Project to periodically attend Council meetings and present to Council on specific items, progress reports, etc.
- Extend an invitation to City Council to attend the Alliance of Asset Champion meetings.

### **COUNCIL CONSIDERATIONS**

There are synergies evident between the City of Moose Jaw's Youth Advisory Committee, and Yorkton's Youth Resiliency Project. The expected outcomes of each group are similar:

- To foster a sense of community that empowers and enables youth to make positive lifestyle choices.
- To give youth in the community a dedicated avenue that is invested in their wellbeing to voice their concerns and desires to.
- To provide youth with opportunities to provide valuable feedback and insight into your program and facility needs.
- To act as advocates for youth development in their respective communities.

Given the alignment of the Moose Jaw model and the existing Youth Resiliency Project, Council may wish to utilize the Resiliency Project in place of a formal advisory committee. Alternatively, a separate Youth Advisory Committee could be formed, utilizing members of the Youth Resiliency Project, or filled by the standard open application process used by other Council Committees.

If it is Council's desire to continue with the development of a Youth Advisory Committee, the following questions should be answered to ensure proper direction and expectations of the committee be established:

1. What are the main outcomes or expectations that Council has for a Youth Advisory Committee?
2. What is the preferred composition of the committee? In Council's view, is there a specific age that defines the term "youth"? (example, including only high school students and not elementary students)
3. Would the Youth Resiliency Project continue if a Youth Advisory Committee is formed? Would there be separate objectives and outcomes identified between the two?

### **FINANCIAL IMPLICATIONS**

The formation of a new Youth Advisory Committee would include some additional costs to the overall Council Committee budget, however would be minimal.

The Youth Resiliency Project, Alliance of Asset Champion meetings, and DAP surveys have been fully funded by the Morris Foundation. The most recent DAP survey (2024) was administered with the support of SIGN and the Morris Foundation, however the long term financial forecast of the project will require further support. This support can come in a number of ways, including youth targeted grant funding, ongoing community partnerships with stakeholders, and financial support from the City.

Ongoing Youth Resiliency Project costs are to be included in future operating budgets presented by Administration, and beginning in 2025. A new budget allocation of \$5,000 is proposed, and in addition to other partnerships and grant opportunities would support the continuity of the project. Projects that rely on this funding include:

- Administration of the Developmental Asset Profile survey (completed every two years).
- Subsidized Monthly Youth Programming.
- Bi-monthly Alliance of Asset Champion meetings with adults and youth in attendance.

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

Communication and public notice for the formation of a new Youth Advisory Committee would be done in line with the advertising completed for other Council Committees. This would include the call for nominations being advertised as required through the local media and the City's social media platforms, as well as through direct delivery within Yorkton based schools to ensure the target demographic for this committee is reached.

Alternatively, should preference be for the continuation of the Youth Resiliency Project advertising and promotion for that initiative would continue within regular communication plan means, including City News, website, social media, newsletters, etc.

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

The formation of a Youth Advisory Committee, and the continued work of the Youth Resiliency Project are both supported by the Yorkton 2020 Strategic Plan:

#### **Community Development**

Foster a safe community that embraces cultural and social diversity by providing social, recreational and educational opportunities for all community members.

- Community engagement provides opportunity for all members of the community to be involved and supported (disabled, seniors, immigrants, First Nations, and youth) Collective responsibility to promote city (pride).

- Develop and maintain facilities that offer a diverse range of sports and recreational opportunities for youth to seniors including, spray parks, playgrounds, bike trails, walking paths and organized sports
- Establish and use existing needs assessments to identify neighborhood needs, age related needs and priorities.
- Engage and empower groups in the execution of the plan.

## **Education**

Foster strategic partnerships, to offer responsive, quality education for all citizens.

- Provide and/or facilitate delivery of life-long learning and skill development opportunities for children, youth, adults and seniors, encouraging a healthy lifestyle and active mind.
- Assist community groups in the delivery of life-long learning and skill development opportunities.
- Manage and deliver youth-oriented programming. Maintain and increase facilities: Parkland College, Public Library.

## **Governance & Communication**

The governance model is accountable, transparent, engages residents participation and involvement in policy development and goal setting.

- Provide opportunities for residents to participate in governance through policy, planning and strategic goal setting input.
- Provide priority information to residents and others in a variety of means to inform, engage and encourage residents to participate in good governance, policy development and to adopt actions that support sustainable community lifestyle choices.
- Provide meaningful opportunities for citizens to volunteer in our community that provide: opportunities for input and feedback, to gain work and life experience, as well as for Commission, Committee recruitment & retention and to promote social responsibility
  - Review volunteer recruitment & recognition practices
  - Survey citizen members of Council's Committees & Commissions to determine satisfaction and to improve recruitment & retention.

## **OPTIONS**

1. That the Committee of the Whole Council recommend to Council to endorse the Youth Resiliency Project (YRP), as the mechanism that Council uses for feedback from this demographic, allocate \$5,000 annually to future budgets for continuance of support for the YRP and further, encourage youth within the community of Yorkton to become engaged with the project through their respective schools, extra-curricular programs, and recreation/youth based activities.
2. That the Committee of the Whole Council recommend to Council to direct Administration to continue with the formation of a Youth Advisory Committee and relevant Terms of Reference to be brought forward to Council at a future date.
3. That the Committee of the Whole Council receive and file this report.

## **ADMINISTRATIVE RECOMMENDATION**

1. That the Committee of the Whole Council recommend to Council to endorse the Youth Resiliency Project (YRP), as the mechanism that Council uses for feedback from this demographic, allocate \$5,000 annually to future budgets for continuance of support for the YRP, and further, encourage youth within the community of Yorkton to become engaged with the project through their respective schools, extra-curricular programs, and recreation/youth based activities.



**NOTICE OF MOTION**

Date August 14, 2024

Memorandum to: Yorkton City Council

From: Councillor Dustin Brears

Re: Youth Advisory Board for the City of Yorkton

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I would like to make a motion that the City of Yorkton form a Youth Advisory Board using the model from Moose Jaw; and further refer this request to Administration for review.

<https://www.sasktoday.ca/southwest/moose-jaw-council-appoints-12-students-to-this-years-youth-advisory-board-9342348>

**OPTIONS:**

- 1. Support Councillor Brears' motion.**
- 2. Other Direction as per Council.**

Respectfully,

**Councillor Dustin Brears**

Councillor Dustin Brears

**YOUTH ADVISORY COMMITTEE**  
**Terms of Reference**  
**(updated October 5, 2020)**

- AUTHORITY:** *The Cities Act, SS 2002, C c-11.1, Section 55*  
*"A council may establish council committees and other bodies and define their functions."*
- MEETINGS:** Monthly or at the Call of the Chair  
One (1) school calendar year (September to June)  
Commencing at 9:00 a.m.
- QUORUM:** Simple Majority (50% plus 1)
- RESOURCES:** Facilitator
- ADMINISTRATIVE SUPPORT:** City Clerk's Office
- AGENDA PREPARATION:** Bylaw No. 5176, Procedure Bylaw
- RESPONSIBILITIES:**
- Endeavour to increase positive public awareness and understanding by youth of local government and assist in developing new outreach and/or communication policies, strategies and programs.
  - To network with peers and community leaders and to participate in a forum that is open, inclusive and fun.
  - To provide a communication between youth of Moose Jaw and City Council that will enhance the quality of life, health and well-being of the youth within the community.
  - Make recommendations on youth recreational opportunities and community activism.
  - To identify things in the City of Moose Jaw that are valued by youth, including the things that are considered assets, strengths and opportunities in our community by young persons.
  - To act as a positive advocate and provide leadership experience for youth.
  - To network with student councils and other youth organizations.
- EXPECTATIONS:**
- Recognize that the chief role of the City of Moose Jaw is to provide exceptional customer service to our customers, citizens, visitors of Moose Jaw and each other.
  - To create a City of communities, a City that cares about its people, the environment and the opportunities to live, work and prosper.
  - Recognize the importance of teamwork to provide the best possible service to internal and external customers.

## **COMPOSITION:**

The Youth Advisory Committee will consist of 19 voting members consisting of the following:

- One (1) Member of City Council
- Two (2) Student Representatives from each of the following schools:
  - Central Collegiate
  - Cornerstone Christian School
  - Peacock Collegiate
  - Riverview Collegiate
  - Vanier Collegiate
  - Ecole Ducharme
  - Sask Polytechnic
- Two (2) Youth-at-Large Representatives (Must be 18 to 25 years of age and cannot be students from schools currently represented on the Committee);
- One student representative from an accredited distance learning school (must be a resident of Moose Jaw);
- One representative of a home school student (must be a resident of Moose Jaw).

## **Non-Voting Resource Members**

- Facilitator, City staff or public delegations.

## **MEETINGS:**

- The Youth Advisory Committee will meet monthly at 9:00 a.m.
- The City Clerk's Office shall provide administrative support when required.
- Members shall serve without receiving remuneration.
- All topics to be placed on the agenda shall be a joint decision of the Facilitator and the Chair of the Committee.
- Meetings are open to the public. Members of the public may not enter into discussion during the meeting unless they are registered delegations or are invited to speak. Members must be an official member appointed by their respective High School Principal to vote on issues.
- Members of the public will not have voting privileges. Members of the public wishing to address may do so as delegations by meeting the requirements outline in the City's Procedure Bylaw.

**APPOINTMENT AND TERM:**

- 1 year term based on the school calendar year.
- Appointments to be made by City Council.
- A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at the first meeting in September of the current year.
- If the Chair resigns before the completion of their term, the Vice-Chair will complete the term left vacant and a new Vice-Chair will be elected from the members to complete the term left vacant.
- In the case of a vacancy, the Committee may then contact the corresponding High School Principal and ask that another representative be sent as a replacement.
- Members who miss three consecutive meetings, without pre-agreement from the remaining members, will be deemed to have resigned from the Committee subject to the appointee having the opportunity to address the Committee in writing regarding their absenteeism. Council reserves the right to make the final decision regarding ending appointments.

**PREFERRED QUALIFICATIONS:**

- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- To play an integral role to the Committee by actively participating and contributing to projects/special events coordinated by the Committee.
- Members must notify the Chair and Co-Chairs of the Committee and the Facilitator to inform of their absence from a meeting if they are unable to attend.
- To propose to the Youth Advisory Committee projects and plans designed to assist in the fulfillment of the purposes of the Youth Advisory Committee.
- Be prepared and informed for meetings by reviewing any materials provided in advance.
- Provide input received from the broad community and bring additional perspectives to the discussion.

**CONSENT AND AUTHORIZATION**

I, \_\_\_\_\_[insert name], would like to participate in the City's proposed Youth Advisory Committee and, in doing so, I UNDERSTAND, ACKNOWLEDGE AND CONSENT:

- 1. I acknowledge the need for and consent to the release of my name and personal information to the public during announcements regarding the formation of the proposed Youth Advisory Committee and conduct of meetings, during the presentation of minutes from the Committee to City Council, and of contact information to the media.
- 2. I understand and acknowledge that this will be voluntary service to my community and that no remuneration will be paid for my participating in the proposed Youth Advisory Committee.
- 3. I understand and acknowledge that meetings of the proposed Youth Advisory Committee may take place during daytime or school/business hours (up to 20 hours/school time for meetings) and that I will be required to make up the lost school time and to complete any missed assignments as homework.
- 4. I have read and endorse the terms of reference of the proposed Youth Advisory Committee and desire to participate in a forum that is open and inclusive, that stimulates and promotes youth issues in our Community, and that will assist City Council in understanding the issues affecting young people in our Community.

\_\_\_\_\_ [signature]  
 \_\_\_\_\_ [print name]  
 \_\_\_\_\_ [address]  
 \_\_\_\_\_  
 \_\_\_\_\_ [postal code]

In the case of applicants under the age of eighteen (18) years, this form must also be counter-signed by a parent or guardian. As the parent (or lawful guardian) of the above named young person, I CONSENT and AUTHORIZE his/her participation in the City's proposed Youth Advisory Committee.

\_\_\_\_\_ [signature of parent or guardian]  
 \_\_\_\_\_ [print name]  
 \_\_\_\_\_ [phone numbers]

**YOUTH ADVISORY COMMITTEE**

**APPLICATION FOR APPOINTMENT**

This application form will be submitted to City Council when considering appointments.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TELEPHONE (HOME) \_\_\_\_\_ CELL PHONE NO. \_\_\_\_\_

SCHOOL \_\_\_\_\_ EMPLOYER \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Outline below how you believe you can contribute to the goals of the Committee.

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List your skills, experience and other qualifications relevant to your choices.

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List any community work in which you are currently involved.

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List any organization(s) which is/are supporting your application.

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\_\_\_\_\_  
DATE OF APPLICATION

\_\_\_\_\_  
NAME OF APPLICANT



**YOUTH ADVISORY COMMITTEE AGENDA**

**Wednesday, March 6, 2024, 9:00 a.m.**

**Scoop Lewry Room**

**2nd Floor, City Hall**

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
- 4. New Business**
  - a. Wakamow Valley Authority Survey
- 5. Business Arising from the Minutes**
  - a. Moose Jaw Residents Against Discrimination and Racism
- 6. Subcommittee Breakout Sessions and Reports**
- 7. Outstanding Items**
- 8. Next Meeting and Adjournment**



## MINUTES

### Youth Advisory Committee

Wednesday, February 7, 2024

Scoop Lewry Room, 2nd Floor, City Hall

- PRESENT: Avery Surtees, Chairperson  
Councillor Crystal Froese  
Austin Kretsch  
Drew Biette  
Neyva Abbasi  
Emma LeClair  
Mateah Purdy  
Emma Russell
- ABSENT: Momore Afolabi  
Steven Jose Kattacheril  
Abhishek Jain  
Micky Peebles  
Hannah Hipfner
- ADMINISTRATION: Lyle Johnson, Facilitator  
Dawn Lugin, Assistant City Clerk

#### 1. Call to Order

Avery Surtees, Chairperson, called the meeting to order at 9:03 a.m.

##### a. **Land Acknowledgement**

Administration provided the Committee with background on Council's recent resolution to introduce a land

YAC February 7, 2024

acknowledgement to the beginning of all City Board and Committee meetings moving forward.

Councillor Froese joined the meeting at 9:11 a.m.

**2. Adoption of the Agenda**

Moved by Emma Russell

THAT the agenda be adopted as presented.

Carried

**3. Trivia - Why is the military base called Bushell Park? (Bonus: What is the name of the airport at 15 Wing?)**

**4. Adoption of Minutes - January 3, 2024**

Moved by Mateah Purdy

THAT the minutes of the Youth Advisory Committee dated January 3, 2024 be adopted as presented.

Carried

**5. Business Arising from the Minutes**

There was no business arising from the minutes to discuss.

**6. New Business**

There was no new business to discuss.

**7. Subcommittee Breakout Sessions and Reports**

Councillor Froese left the meeting at 10:45 a.m.

Dawn Lugin left the meeting at 11:00 a.m.

Group A (Activities) discussed the following topics/ideas:

- Convention at Yara Centre with businesses to advertise to local youth
- Student or Youth discounts for activities or food/drink
- Ask local social media content creators to help advertise things for youth
- Present ideas/plans to Council
- Invite an Administrative representative from the Parks and Recreation Department to attend a future meeting to take part in Youth activities discussion

Group B (Mental Health) discussed the following topics/ideas:

YAC February 7, 2024

- Increase public awareness of Narcan/Naloxone
- Bring ideas for a local treatment centre to local government
- Bring awareness to the Good Samaritan Law
- Present ideas/plans to Council
- Invite the City Manager to attend a future meeting to take part in Mental Health discussion

Group C (Transportation) discussed the following topics/ideas:

- Bring focus to City transportation: increased stops, routes and Saturday service and encourage bicycle and bus use over e-scooters
- Bicycle skills and safety at schools
- Advertisement of cycling paths in Wakamow Valley and other parks
- Bicycle rentals
- Invite Administrative representative from the Operations Department to attend a future meeting to take part in transportation discussion

**8. Outstanding Items**

There are currently no outstanding items.

**9. Next Meeting and Adjournment**

Members of the Committee plan to attend the Council meeting on February 12, 2024.

The next meeting of the Youth Advisory Committee is scheduled to be held March 6, 2024.

Moved by Emma Russell

THAT the meeting adjourn at 11:39 a.m.

Carried

Emailed approval February 13, 2024

COMMITTEE CHAIRPERSON

**CITY MANAGER'S COMMENTS:**

\_\_\_\_\_  
*Maryse Carmichael*  
CITY MANAGER

**MAYOR'S COMMENTS:**

\_\_\_\_\_  
*Clive Tolley*  
MAYOR



**YOUTH ADVISORY COMMITTEE AGENDA**

**Wednesday, April 10, 2024, 9:00 a.m.**

**Scoop Lewry Room**

**2nd Floor, City Hall**

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Trivia- What is an important issue facing the City this coming year?**
- 4. Adoption of Minutes - March 6, 2024**
- 5. New Business**
  - a. Member Resignation
    1. Appointment of new Vice-Chairperson
- 6. Business Arising from the Minutes**
- 7. Subcommittee Breakout Sessions and Reports**
- 8. Next Meeting and Adjournment**



## MINUTES

### Youth Advisory Committee

**Wednesday, March 6, 2024**

**Scoop Lewry Room**

**2nd Floor, City Hall**

PRESENT:

Avery Surtees, Chairperson  
Councillor Crystal Froese  
Momore Afolabi  
Austin Kretsch  
Drew Biette  
Micky Peebles  
Neyva Abbasi  
Emma LeClair  
Mateah Purdy

ABSENT:

Steven Jose Kattacheril  
Abhishek Jain  
Hannah Hipfner  
Emma Russell

ADMINISTRATION:

Lyle Johnson, Facilitator  
Maryse Carmichael, City Manager  
Scott Osmachenko, Recreation Services Manager  
Krysti Johre, Manager of Transportation & Procurement  
Cody Sharpe, Non-Profit Governance Solutions  
Vanessa Amy, Non-Profit Governance Solutions

**1. Call to Order**

Avery Surtees, Chairperson, called the meeting to order at 9:01 a.m.

**2. Adoption of the Agenda**

Moved by Drew Biette

THAT the agenda be adopted as presented.

Carried

**3. Adoption of Minutes**

Moved by Momore Afolabi

THAT the minutes of the Youth Advisory Committee dated February 7, 2024 be adopted as presented.

Carried

**4. New Business**

**a. Wakamow Valley Authority Survey**

Non-Profit Governance Solutions Consultants Cody Sharpe and Vanessa Amy provided the Committee with an overview of Wakamow Valley Authority's Strategic Plan public survey. So far, the survey has been completed mainly by seniors, so the Authority would like to hear more feedback from all ages including youth in the community. The consultants requested that Committee members spread the word about the survey. A poster with information about the survey as well as a map of Wakamow Valley's trails will be provided to the Committee.

**5. Business Arising from the Minutes**

**a. Moose Jaw Residents Against Discrimination and Racism**

Momore Afolabi informed the Committee that in addition to the MJRADAR group, the Cultural Diversity Advisory Committee and City Administration are also working on an anti-racism campaign in relation to the International Day for the Elimination of Racial Discrimination on March 21st.

Councillor Froese left the meeting at 9:51 a.m.

**6. Subcommittee Breakout Sessions and Reports**

Maryse Carmichael, City Manager, joined the meeting at 10:10 a.m.

The subcommittees dispersed and discussed the following subjects:

Group A - Activities & Recreation

- Youth Day at the Yara Centre or Kinsmen Sportsplex (job/trade fairs in future)
- Calendar on website or mobile app for youth programs
- Reach out to businesses and programs
- Summer kick-off event on June 30th
- Next step planned: Organization

Group B - Mental Health & Addictions

- Advertise current options for those struggling with addictions
- Advocate for a new treatment center

Group C - Transportation

- Administration informed the subcommittee that their transportation concerns will be covered by the City's Transportation Master Plan

**7. Outstanding Items**

There are currently no outstanding items.

**8. Next Meeting and Adjournment**

The next meeting of the Youth Advisory Committee is scheduled to be held April 10, 2024.

Moved by Austin Kretsch

THAT the meeting adjourn at 11:02 a.m.

Carried

*Emailed approval March 7, 2024*

COMMITTEE FACILITATOR

**CITY MANAGER'S COMMENTS:**

\_\_\_\_\_  
*Maryse Carmichael*

CITY MANAGER

**MAYOR'S COMMENTS:**

\_\_\_\_\_  
*Clive Tolley*

MAYOR

**From:** [Steven Jose](#)  
**To:** [Natasha Oegema](#)  
**Subject:** Re: Meeting Absenteeism  
**Date:** March 15, 2024 10:58:30 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Good morning, Natasha,

Thank you for your email and the attached resolution.

Due to increasing academic and work commitments, I regret to inform you that I am resigning from the Youth Advisory Committee effective immediately.

I'm grateful for the chance to serve on the committee and sincerely regret any inconvenience my absence may have caused.

Best regards,

Steven Jose

On Wed, Mar 6, 2024 at 4:13 PM Natasha Oegema [REDACTED] wrote:

Good afternoon,

I am contacting you because you have been absent from 3+ consecutive meetings of the Youth Advisory Committee without contacting the secretary with reasonable excuse (Nov 2023-Feb 2024).

If you are unable to provide valid reason for your consistent absences, then I will need to ask you to provide your resignation from the Youth Advisory Committee in writing or by email.

For reference, attached is the Resolution Regarding Absenteeism which was provided to all Committee members upon appointment.

Thank you.

**Natasha Oegema**  
Clerk-Steno Committee Support

Department of Legislative and Enforcement Services  
T [REDACTED] :306.694.4528 E: [REDACTED]  
City of Moose Jaw | 228 Main St. N | Moose Jaw SK | S6H 3J8 | [www.moosejaw.ca](http://www.moosejaw.ca)

Treaty 4 Territory and Homeland of Métis Nation



**YOUTH ADVISORY COMMITTEE AGENDA**

**Wednesday, May 1, 2024, 9:00 a.m.**

**Scoop Lewry Room**

**2nd Floor, City Hall**

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Trivia - What is the best part of the City's summer programming?**
- 4. Adoption of Minutes - April 10, 2024**
- 5. New Business**
- 6. Subcommittee Breakout Sessions and Reports**
- 7. Next Meeting and Adjournment**



**MINUTES**

**Youth Advisory Committee**

**Wednesday, April 10, 2024**

**Scoop Lewry Room, 2nd Floor, City Hall**

PRESENT: Avery Surtees, Chairperson  
Mateah Purdy  
Momore Afolabi  
Austin Kretsch  
Drew Biette  
Micky Peebles  
Neyva Abbasi  
Emma LeClair, Secretary

ABSENT: Councillor Crystal Froese  
Hannah Hipfner  
Emma Russell  
Abhishek Jain

ADMINISTRATION: Lyle Johnson, Facilitator  
Natasha Oegema, Committee Support Clerk

**1. Call to Order**

Avery Surtees, Chairperson, called the meeting to order at 9:01 a.m.

**2. Adoption of the Agenda**

Moved by Austin Kretsch  
THAT the agenda be adopted as presented.

Carried

**3. Trivia- What is an important issue facing the City this coming year?**

**4. Adoption of Minutes - March 6, 2024**

Moved by Drew Biette

THAT the minutes of the Youth Advisory Committee dated March 6, 2024 be adopted as presented.

Carried

**5. New Business**

**a. Member Resignation**

Moved by Austin Kretsch

THAT the resignation of Steven Jose Kattacheril be received and filed.

Carried

1. Appointment of new Vice-Chairperson

Micky Peebles nominated Drew Biette as Vice-Chairperson.

Drew accepted the nomination.

Drew Biette nominated Micky Peebles as Vice-Chairperson.

Micky accepted the nomination.

Micky Peebles nominated Mateah Purdy as Vice-Chairperson.

Mateah accepted the nomination.

Moved by Micky Peebles

THAT nominations cease.

Carried

Moved by Momore Afolabi

THAT the Committee Facilitator and the Committee Support Clerk be appointed as scrutineers and the used ballots be destroyed upon completion of the voting process.

Carried

YAC April 10, 2024

A ballot vote was taken and the scrutineers advised that Drew Biette was the successful appointee.

Drew Biette was appointed as Vice-Chairperson of the Youth Advisory Committee for a term of office from April 10, 2024 to June 30, 2024.

**6. Business Arising from the Minutes**

There was no business arising from the minutes to discuss.

**7. Subcommittee Breakout Sessions and Reports**

Group A - Activities & Recreation

- City youth calendar with themes for every month.
- Main event planning:
  - Have event at outdoor pool in the summer and indoor in the winter.
  - have businesses there that can advertise activities for youth.
- Job Fair.

Group B discussed mental health and addictions resources for youth.

Group C – Transportation

- Brainstormed new topics.
- Discussed the possibility of creating a survey for the public focused on community involvement, public safety, education, mental health, and activities. The goal of the survey would be to find out what topics the Committee should focus on moving forward.

**8. Next Meeting and Adjournment**

The next meeting of the Youth Advisory Committee is scheduled to be held May 1, 2024.

Moved by Austin Kretsch

THAT the meeting adjourn at 11:31 a.m.

Carried

YAC April 10, 2024

Emailed approval April 11, 2024

COMMITTEE FACILITATOR

**CITY MANAGER'S COMMENTS:**

\_\_\_\_\_ *Maryse Carmichael*

CITY MANAGER

**MAYOR'S COMMENTS:**

\_\_\_\_\_ *Clive Tolley*

MAYOR

TITLE: Council Priorities Chart	DATE OF MEETING: September 23, 2024
	REPORT DATE: September 17, 2024
CLEARANCES:	ATTACHMENTS: Memo from Last Meeting & Council Priorities Chart
Written by: Brad Hvidston, City Manager <b>Brad Hvidston</b>	
Reviewed by: Jessica Matsalla, City Clerk <b>Jessica Matsalla</b>	
Approved by: Brad Hvidston, City Manager <b>Brad Hvidston</b>	

**PURPOSE/BACKGROUND**

To Update the Council Priorities Chart

**DISCUSSION/ANALYSIS/IMPACT**

I have attached the format used by the former City Manager as well as the Council Priorities Chart. This has not been updated since that meeting over 1 year ago.

Council should try to review each individual item from the most recent Council Priorities Chart and see if they are still relevant, if they have been completed, or what barriers there are to completing each item. This should be completed regularly, but is especially important given the amount of time since the last meeting.

The list of Current Priorities should be limited to the top 5 items. Next Priorities are items that Council has agreed to have added to the Current Priorities as items are completed and come off of that list. These are Priorities that come up from time to time that Mayor and Council would like to see addressed and would include:

- seeking out options to changing a current policy or “way of doing things”
- additions to (or removal of) services that we are currently offering
- one-off projects that Council sees as a Priority
- Other?

It is important to consider that having many priorities in one department is not healthy as time and resources do have to be allocated to these priorities in addition to the regular operations, as well as the existing budgeted projects.

Potential steps for Council would be to:

1. Review each individual item and determine if it is still relevant to our Priorities Chart and Operational Strategy Chart; and
2. Bring forward new proposed items for the Priorities Chart, ensuring clear outcomes are communicated; and
3. Prioritize the top 5 Current Priorities and 5 Next Priorities items; and
4. Approve the new Council Priorities Chart; and
5. Direct staff to prepare information for the next Committee of the Whole - Council Priorities Quarterly Update Meeting, including the estimated costs, estimated timelines and recommendations on the Priority items.

### **FINANCIAL IMPLICATIONS**

None currently, however, the decisions made may have financial implications.

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

Post the updated Council Priorities on the website

### **OPTIONS**

1. Follow the above noted steps to create an updated Council Priorities Chart.
2. Follow another method to update the Council Priorities Chart
3. Other direction as recommended by Council

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

Council take the following steps to update the Council Priorities Chart:

1. Review each individual item and determine if it is still relevant to our Priorities Chart and Operational Strategy Chart; and
2. Bring forward new proposed items for the Priorities Chart, ensuring clear outcomes are communicated; and
3. Prioritize the top 5 Current Priorities and 5 Next Priorities items; and
4. Approve the new Council Priorities Chart; and
5. Direct staff to prepare information for the next Committee of the Whole - Council Priorities Quarterly Update Meeting, including the estimated costs, estimated timelines and recommendations on the Priority items.

## MEMORANDUM

TO: Yorkton City Council

FROM: Lonnie Kaal, City Manager

DATE: August 14<sup>th</sup>, 2023

TOPIC: Council Priorities Chart – Dashboard update

**Re:** What to expect process-wise – May 8th, 2023 Committee of the Whole - Update Meeting

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

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

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

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

We are now looking towards updating the second quarter of 2023.

- 1) The May 9<sup>th</sup> Council Priorities Chart shows what was on the list last quarter, and any items completed to date.
  - a. Council Priorities are noted on the top half of the chart.
    - Capitalized – denotes a Council priority
    - Green – denotes this priority is in the NOW category
    - The top 5 priorities are noted under Council in Green
    - The remaining priorities are noted under NEXT and ADDITIONS TO
    - Orange – denotes what has been completed and could come off the list
  - b. Staff Priorities are noted on the bottom half of the chart
    - Capitalized – denotes a Council priority
    - Normal type (text) – denotes an administrative objective/priority
    - Green – denotes a Council priority in the NOW category
    - The top three (3) priorities are noted under each operational function.

- c. The advocacy/partnerships section includes issues that Council is to initiate and move forward.

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

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

ENCLOSURES:

1. May 9<sup>th</sup>, 2023 Council Priorities Chart (Includes updates on completion)

# COUNCIL PRIORITIES CHART

September 23<sup>rd</sup>, 2024

**COUNCIL** (Green is Now)

**CORPORATE PRIORITIES (Council/CAO)**

(Council Priorities are CAPITALIZED)

**Current Priorities**

1. BUSINESS MARKETING: Yorkton Advantage Gaps & Targets (June) – explain expected outcomes? Should this be a Chamber initiative/partnership?
2. Meet with both RM's to DETERMINE PLANS FOR RURAL ROADS – Grain Millers – joint letter sent to government (ongoing), are there other priorities here?
3. FACILITIES MAINTENANCE PLAN/REVIEW – departmental changes have occurred, minor changes will be ongoing until maximum efficiencies are experienced. Any further direction?
4. WORK WITH CONSULTANT ON OPERATIONS REVIEW – MNP Completed. Using some of the recommendations in our decision making moving forward. Remove from list?
5. YORK LANDING SUBDIVISION – review – reviewed and determined any physical changes would be expensive – incentives created – is there any further direction required?

**Next Priorities**

- ACCESS (ABILITIES) TRANSIT REVIEW (add from June 3/2022 Council Meeting) – need direction on what we are looking to achieve?
- Consideration of Hosting the 2026 Winter Games – awarded to Meadow Lake. Remove from list or look at future games? Would require community champion to be successful, but if a group came forward we would work with them to make it successful.

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

- Rural Municipality: Joint Priorities (Meet Quarterly)
  - Grain Miller Road Funding (UCF)
  - Hospital Contribution Formula
  - Tax Assessment Formula (SUMA)
  - Division F Subdivision (Building and RCMP)
- #1 should probably be WWTP renewal project and lobbying for infrastructure grant? Also beneficial to lobby for removal of cap for ICIP funding.*

**STAFF**

**OPERATIONAL STRATEGIES (CAO/Staff)**

(Staff Priorities are not Capitalized)

**CHIEF ADMINISTRATIVE OFFICER**

1. BUSINESS MARKETING: Yorkton Advantage Gaps & Targets (Nov) – explain expected outcomes? Should this be a Chamber initiative/partnership?
  2. WORK WITH CONSULTANT ON OPERATIONS REVIEW REVIEW – MNP Completed. Remove from list?
  3. Meet with both RM's to DETERMINE PLANS FOR RURAL ROADS Grain Millers – joint letter sent to government (ongoing). Are there other thoughts or expectations here?
  4. FACILITIES MAINTENANCE PLAN/REVIEW - departmental changes have occurred, minor changes will be ongoing until maximum efficiencies are experienced. Any further direction?
- LIBRARY – endeavor to execute an agreement (Phase I) – remove from list?
  - LIBRARY – transfer employees over to the City (Phase II) – remove from list?
  - Budget 2024 – determine priorities of Rec Master Plan – continue to consider this at budget times each year – remove from list?
  - Plan change of use for the 2<sup>nd</sup> floor of the Gallagher Centre – Should we be making this rentable space for events? Or lease to a single tenant? Preference on revenue or public service?

**COMMUNITY SERVICES**

1. Kinsmen Arena ice system upgrade – testing soil under slab, design and planning with work planned for 2024 – work is underway – leave until work is completed
  2. Long Term plan for delivery of golf services – Taylor currently working on this. Options will be coming forward - leave on list until completed
  3. ACCESS (ABILITIES) TRANSIT REVIEW) – user survey completed. – need direction on what we are looking to achieve?
- Review CDPR User Fees – to be considered with Rec Master Plan – currently under review. Ongoing.
  - Facility Utilization Strategy – Terms of Reference – need direction on this. What are the outcomes we are looking for?

<p><b>CORPORATE</b></p> <p>1. Dilapidated building and Graffiti Study – began and advanced to the homeless strategy being completed by Bylaw and Protective Services currently. Will be ongoing issues regarding homeless strategies.</p> <p>2. Transfer Yorkton Public Library Employees to become City Employees – no longer relevant? Remove?</p> <p>3. Succession Planning for all departments – will always be an ongoing strategy.</p> <ul style="list-style-type: none"> <li>• Provide City Wide Training on LAFOIP process – Work in progress. Ongoing training plan coming forward.</li> <li>• Council Committee Review – Phase 1 (Assessment) – Currently being investigated and working on. Ongoing.</li> </ul>	<p><b>PLANNING</b></p> <p>1. BUSINESS MARKETING: Yorkton Advantage, Gaps &amp; Targets (June) – explain expected outcomes? Should this be a Chamber initiative/partnership?</p> <p>2. YORK LANDING SUBDISION – review - reviewed and determined any changes would be expensive – incentives created – is there any further direction required?</p> <p>3. Airport Terminal Building and related agreements – building project under construction, leases being negotiated and updated, will be coming to council meeting soon. Ongoing.</p> <ul style="list-style-type: none"> <li>• Complete outstanding issues on land purchases/sales – ongoing work being done. Any specific direction?</li> <li>• Streamline business licensing process – online application, electronic invoicing &amp; payments – complete, could be removed?</li> </ul>
<p><b>ENVIRONMENT</b></p> <p>1. LIGHT UP THE TOWER – Survey Residents, Report back to Council with Recommendations - Ongoing – survey going out, work being done with the donor.</p> <p>2. Well Building construction - Natural Gas and Generators install (Nov) – completed so should remove?</p> <p>3. Compost Program Assessment – program being developed for budget consideration. Working with MMSW. Ongoing.</p> <ul style="list-style-type: none"> <li>• Wastewater Renewal Project – Consultation, Development of business case, conceptual design – taking a lot of time, will continue to be an ongoing project. Design is 25% complete. Will be 5+ years away. Requires Council lobbying gov't for grant funding to complete</li> </ul>	<p><b>ENGINEERING</b></p> <p>1. Gravel Roads – status update (list, cost estimate and traffic counts) completed last fall – present during budget for council consideration of projects. Could be removed?</p> <p>2. Cross train staff and improve service delivery &amp; coverage – In progress, some cross training is occurring. Will be a long term ongoing priority.</p> <p>3. Determine a realistic 5 year plan for drainage/storm system. Flood mitigation study is complete and being followed. \$500k/year in the budget with York Road being a large project – is an ongoing priority</p> <ul style="list-style-type: none"> <li>• Facility Asset Management – work in process – Bob has been working on this, but we understand it will take time and ongoing effort to catch up.</li> </ul>
<p><b>PROTECTIVE SERVICES</b></p> <p>1. Regionalized Fire: Approach – Dec – ongoing work on this</p> <p>2. Include fee schedule in bylaws – Bylaw approved. Could remove?</p> <p>3. Community Addictions and Mental Health response plan Protective Services and Bylaw currently working with other agencies to address. Ongoing.</p> <ul style="list-style-type: none"> <li>• Fire Underwriter Certification</li> <li>• Defend our Position re: Provincial Medical Response Framework</li> </ul>	<p><b>PUBLIC WORKS</b></p> <p>1. Asset Works Implementation – Phase 1 Fleet &amp; Inventory; Testing, Training, go live (Oct) Extensive work being done. Taking longer than anticipated. Ongoing.</p> <p>2. Asset Works Implementation – Phase II Linear Assets (GIS data transfer) Extensive work being done. Taking longer than anticipated. Ongoing.</p> <p>3. Snow Removal Level of Service Review (Nov) Completed – remove? Asset Works – Phase III (Facilities, Parks and Enviro) Extensive work being done. Taking longer than anticipated. Ongoing.</p>

DATE: August 30, 2024

TO: Committee of the Whole Council

FROM: Ashley Stradeski, Director of Finance

TOPIC: 2023 Year-end Surplus Discussion

**2023 Surplus and Rainy Day Fund**

With the conclusion of our 2023 audit, we have for the first time in many years a considerable surplus. Combined with the prior “rainy day fund”, much of which is from the COVID Safe Restart funding, we have an amount in our surplus accounts of \$2,404,590.

This has placed the City in a unique opportunity to apply some of the funding towards needed projects, provide resiliency for future deficits (like that in 2022), and achieve Council objectives.

These funds are not currently earmarked for any specific purpose, and could be put towards any number of Council priorities. The goal today will be to have open discussion and perhaps even decide on what to do with some or all of this funding.

There will likely be many good ideas that Council has, and to compliment this I have requested the director group to provide some options that Council could also consider.

Below is a table that includes ideas we have heard Council propose at the preliminary year-end meeting, as well as other ideas from administration.

<b>Name</b>	<b>Description</b>	<b>Amount</b>
Airport top-up	Half the Planning surplus roughly was going to Airport reserves; Council suggested maybe putting the whole surplus to Airport, which could assist in needed equipment purchases	\$65,000
Public Works – Streets	Council had suggested putting an extra amount that could be used for overlays / mill and fills. Could possibly be done in 2024, but likely 2025	\$250,000
Public Works – Crack Sealing	New Crack Sealing trailer – will significantly simplify the process to require no sand	\$150,000
Public Works – Drainage	Mower head attachment – allow to cut cattails in drainage ditches	\$60,000?

TA Foods Storm Water Line Relocation	The existing pipe through the TA foods lot is compromised and will need to be relocated at some point.	\$720,000
City Hall – Air Conditioner	Rooftop unit is in a failure state, having failed in the past as well as being reduced to one stage vs. two (cannot keep up)	\$225,000
Deer Park – Equipment	Driving range equipment, merchandise racking, push carts, rental clubs	\$47,000

Note that these are just suggestions that have come forward. Other initiatives can surely be pursued if funding is allocated.

It is my opinion that we should keep some amount remaining in our rainy day fund, to cover potential future deficits. Recall that in 2022 we pulled money from this reserve to cover increased costs and decreased revenues which resulted in a deficit for the City, and while we try to budget for adverse events it is important to remember that everything is an estimate.

The other major option is debt reduction – we have a loan maturing in each of 2025 & 2027. One is for the fire hall, one is for Dracup Ave reconstruction. The payments are \$650,000 and \$700,000 annually, respectively, and balances will be approximately \$650,000 and \$1,700,000 at the end of the year. Paying one of these off early could allow us to proceed with another larger project such that we can borrow for that and get some needed infrastructure work done sooner.

**Options:**

1. That the Committee of the Whole Council receive and file this report.
2. That the Committee of the Whole Council recommend to Council to direct Administration to proceed with the following transactions to manage the 2023 Year-End Surplus:  
 (Can be one, all, or a combination of any of the following):
  - a. Airport top-up – assist with equipment purchases - \$65,000
  - b. Public Works – Streets – 2025 overlays & mill and fills \$250,000
  - c. Public Works – Crack Sealing – new crack sealing trailer - \$150,000
  - d. Public Works – Drainage, mower head attachment for ditch cleaning - \$60,000
  - e. TA Foods Storm Water Line Relocation - \$720,000
  - f. City Hall air conditioner - \$225,000
  - g. Deer Park Equipment – Driving Range equipment, merchandise racks, push carts and rental clubs. - \$47,000
3. That Committee of the Whole Council recommend to Council to direct Administration to use the 2023 Year-End Surplus funds to reduce existing debt:
  - a. Fire Hall Loan - \$650,000; and/or
  - b. Dracup Avenue Reconstruction Loan - \$\_\_\_\_\_(\$700,000-\$1,700,000)

4. That the Committee of the Whole Council give other direction

**Recommendation:**

**Administration does not have a recommendation for this report.**