

CITY OF YORKTON
REGULAR COUNCIL MEETING AGENDA
Monday, September 30, 2024 - 5:00 p.m.
Council Chambers, City Hall

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PUBLIC ACKNOWLEDGEMENTS**
4. **APPROVAL OF MINUTES**
 - a. Regular Council Meeting Minutes – September 9, 2024
 - b. Committee of the Whole Council Meeting Minutes – September 23, 2024
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
 - a. Planning and Infrastructure Commission Meeting Minutes – March 27, 2024
 - b. Development Appeals Board Meeting Minutes – April 18, 2024
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - a. Public Hearing – Debt RFP – York Road Reconstruction Project
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
 - a. Director of Finance
 - Debt RFP – York Road Reconstruction Project
9. **CORRESPONDENCE**
10. **BYLAWS**
 - a. Land Use Planner
 - Bylaw No. 13/2024 – Text Amendment to Zoning Bylaw No. 14/2003 to Clarify the Purpose of the C-4 Neighbourhood Commercial Zoning District and add Parking Lots/Facilities as Permitted Uses [Introduction and First Reading/Authorization of Public Notice]
11. **ADMINISTRATIVE REPORTS**
 - a. Waterworks Manager
 - Water Pollution Control Plant (WPCP) Boiler Replacement Tender Award
 - b. Director of Legislation and Procedures (City Clerk)
 - Recommendations from the Committee of the Whole Council Meeting – September 23, 2024
 - Council Meeting Calendar 2025
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
 - a. Other Item A
14. **ADJOURNMENT**

Planning and Infrastructure Commission

MINUTES

MARCH 27TH, 2024

7:00 A.M.

**MEETING ROOM A,
CITY HALL – SECOND FLOOR**

Attendees	Chairperson: Mike Popowich Councillors: , Councillor Quinn Haider, Councillor Randy Goulden Members: Doug Forster, Eugene Fedorowich, Jan Morrison, Patricia Zaryski
Staff	Michael Eger – Director of Planning, Building and Development Rene Richard – Director of Engineering & Asset Management Carleen Koroluk – Land Use Planner Jennifer Pinette – Administrative Assistant
Regrets	Councillors: Members: Staff:
Absent	Councillors: Mayor Mitch Hipsley Members: Isabel O’Soup, David McKerchar, Eleanor Shumay, Glen Tymiak Staff:
Recording	Jennifer Pinette
Call to order	7:00 a.m.

ADOPTION OF AGENDA

Discussion	Review of Agenda items.
Motion 11-2024	Morrison That the agenda be approved as presented. Carried Unanimously

DECLARATION OF CONFLICT OF INTEREST

Discussion	Popowich declared a Conflict of Interest to the New Business and removed himself from the entire meeting. Fedorowich took over chair
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APPROVAL OF MINUTES

Discussion	Minutes of the March 6 th , 2024 Planning and Infrastructure Commission Meeting were circulated with the Agenda Package.
Motion 12-2024	Zaryski That the Minutes from the March 6 th , 2024 Planning and Infrastructure Commission Meeting be approved. Carried

OLD BUSINESS

Discussion	None
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NEW BUSINESS

1. Discretionary Uses DU02-2024 & DU03-2024 Warehouse Building Addition & Light Industrial Use in CMI-1 Zone - 72 Broadway Street West	
Discussion	<ul style="list-style-type: none"> - The owners are contemplating building an addition to their current warehouse space with the possibility of adding in-house product packaging at the location. - The property is currently zoned as C-1 City Centre and the “packaging of products” is classified as a light industrial use in the Zoning Bylaw and is currently not permitted in the C-1 district. As such, TA Foods has submitted an application to rezone the property to allow for future light industrial use applications. - Commission noted that rezoning the property to CMI-1 which lists Light Industrial Uses as Discretionary Uses would give Council the opportunity to consider applications on a case by case basis.

Motion 13-2024	<p>Morrison The Planning and Infrastructure Commission recommends that Discretionary Use application DU02-2024, which proposes a building addition being a Warehouse Facility as defined in Zoning Bylaw No. 14/2003 at 72 Broadway Street West, legally described as Lot 45, Blk/Par A; Plan 93Y11006, be recommended for approval to City Council Carried</p>
Motion 14-2024	<p>Zaryski The Planning and Infrastructure Commission recommends that Discretionary Use application DU03-2024, which proposes product packaging being a Light Industrial Use as defined in Zoning Bylaw No. 14/2003 at 72 Broadway Street West, legally described as Lot 45, Blk/Par A; Plan 93Y11006, be recommended for approval to City Council. Carried</p>

BUSINESS FROM THE FLOOR

Discussion	<p>Richard gave an update on the York Road Reconstruction project and reviewed the detour for this phase also discussed the McBurney Dr Water Main Replacement and the completion of Circlebrooke project.</p>
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NEXT MEETING

	<p>Wednesday, April 17th, 2024 at 7:00 a.m. at City Hall Meeting Room A</p>
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ADJOURNMENT

Motion 14-2024	<p>Zaryski That the meeting be adjourned at 7:57 a.m. Carried</p>
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SIGNATURE OF MINUTES

Chairperson	<p>Eugene Fedorowich <hr/> Chairperson – Eugene Fedorowich</p>
Recording Secretary	<p>Jennifer Pinette <hr/> Jennifer Pinette</p>

**CITY OF YORKTON
SASKATCHEWAN**

**PUBLIC MINUTES OF THE DEVELOPMENT APPEALS BOARD
April 18, 2024**

Minutes of the Development Appeals Board Meeting held on Thursday, April 18, 2024 in City Hall Council Chambers.

Members Present: Scott Sharpe, Jerome Niezgodá, and Sheldon Stechyshyn

Others Present: Amanda Dietz – Secretary, Carleen Koroluk – Land Use Planner - Respondent, Harry Paley – Appellant, Ken Senchuk – Appellant

Regrets: Kosta Stamatinos

Absent: Greg Litvanyi

Recording: Amanda Dietz - Secretary

CALL TO ORDER

A quorum being present, Chairman Sharpe called the meeting to order at 5:02 p.m.

APPROVAL OF AGENDA

R07-2024

Moved by Jerome Niezgodá

That the agenda for April 18, 2024 be approved as presented.

Carried Unanimously.

APPROVAL OF MINUTES

R08-2024

Moved by Sheldon Stechyshyn

That the minutes of the February 15, 2024 Development Appeals Board meeting be approved as presented.

Carried Unanimously.

HEARINGS

A. DEVELOPMENT APPEAL NO. 2/2024

An appeal application was considered regarding the subject property 16 Franklin Avenue, Lot 7, Blk/Par 16; Plan 101702179 Ext 1 requesting variance to the City of Yorkton's Zoning Bylaw No. 14/2003 to allow for an oversized second accessory building (detached garage).

Harry Paley – Appellant and Representative for the property owner, and Carleen Koroluk – Land Use Planner, appeared before the Board with respect to the appeal.

B. DEVELOPMENT APPEAL NO. 3/2024

An appeal application was considered regarding the subject property 55 Melrose Avenue, Lot 30, Blk/Par 5; Plan V1232 requesting variance to the City of Yorkton's Zoning Bylaw No. 14/2003 to allow for an oversized second accessory building (detached garage).

Ken Senchuk – Appellant, and Carleen Koroluk – Land Use Planner, appeared before the Board with respect to the appeal.

IN CAMERA SESSION

R09-2024

Moved by Jerome Niezgoda

That this Meeting move to an In Camera Session to deliberate a decision for Appeal No. 2/2024 and Appeal No. 3/2024 – 5:42 pm.

Carried Unanimously.

Chairman Sharpe called a brief recess to clear Council Chambers at 5:42 p.m.

Chairman Sharpe called the In-Camera session to order at 5:45 p.m.

Members Present: Scott Sharpe, Jerome Niezgoda, and Sheldon Stechyshyn

Others Present: Amanda Dietz – Secretary.

R10-2024

Moved by Sheldon Stechyshyn

That members rise and report to the regular scheduled meeting agenda – 6:36 p.m.

Carried Unanimously.

RESOLUTIONS RESULTING FROM IN CAMERA SESSION

R11-2024

Moved by Jerome Niezgoda

That Development Appeals Board Appeal No. 2/2024 for variance to the Zoning Bylaw No. 14/2003 regarding subject property 16 Franklin Avenue, Lot 7, Blk/Par 16; Plan 101702179 Ext 1 be granted for the reasons set forth in the Record of Decision of the Board.

Carried Unanimously.

R12-2024

Moved by Sheldon Stechyshyn

That Development Appeals Board Appeal No. 3/2024 for variance to the Zoning Bylaw No. 14/2003 regarding subject property 55 Melrose Avenue, Lot 30, Blk/Par 5; Plan V1232 be granted to exceed the maximum allowable floor area and wall height, but deny the requested variance for the exceeded building height, as per the reasons set forth in the Record of Decision of the Board.

Carried Unanimously.

ADJOURNMENT

R13-2024

Moved by Sheldon Stechyshyn

That this Regular Meeting adjourn at 6:39 p.m.

Carried Unanimously.

Approved this 22nd day of August A.D., 2024

Scott Sharpe

Chairperson

Amanda Dietz

Secretary

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for culture, recreation & sport

Your non profit group or project may be eligible for funding of up to

\$5,000

Deadline to apply is October 1st



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INDOOR SOCCER EQUIPMENT

Drop off your items in the red Sports Bank bin inside the Gallagher Centre.

Make an appointment to visit the Sports Bank at 306.828.2401

www.yorkton.ca/sportsbank



Public Notice

City of Yorkton Light Up the Water Tower Project

Notice is hereby given that the City of Yorkton intends to accept a private donation to fully fund an installation of artistic illumination (lighting) of the Water Tower located between Agricultural Avenue and Park Street. The idea was introduced to City Council in 2021 by a committee of dedicated community members/volunteers, as a way to beautify the city. It was approved in principle by Council and also discussed at two of the City of Yorkton's advisory committees (Economic Development Committee and Environmental Committee). The project also received support in principle from the Chamber of Commerce and the Yorkton Business Improvement District.

Necessary maintenance work on the water tower was completed in summer of 2024, and the Light Up the Water Tower Project may now proceed.

The project will entail installation of posts and lighting equipment at four corners around the water tower. The poles will not interfere with the current disc golf course on site. The lighting is controllable and very focused, creating no spill past the structure or into the sky above. The lighting will be projected on to the tower, not affixed to the tower.

Policy on lighting would align with the City's current processes (i.e. lighting would remain relatively consistent and special requests to change the lighting to support things like proclamations, are not permitted).

The City of Yorkton would like to hear your feedback on the project! Please head to Shape Your City at <https://shapeyourcity.yorkton.ca/light-up-the-water-tower> to share your thoughts. Feedback forum will be open until Friday, September 27, 2024.

Public Notice

**Notice of Intent to Borrow - Proposed Bylaw No. 7/2024
Borrowing Bylaw – York Road Reconstruction**

Details: Public Notice is hereby given that the Council of the City of Yorkton intends to consider passage of Bylaw No. 7/2024, known as the Borrowing Bylaw, a bylaw to provide for the borrowing of \$12,000,000.00 for the purpose of financing the construction, drainage, and underground utility replacement on York Road from Gladstone Avenue to Highway 9.

Public Hearing: City Council will hear all persons who are present and wish to speak to the proposed bylaw and all written submissions will be read verbatim, unless the submitter is in attendance to speak on the submission, on **Monday, September 30, 2024 at 5:00 p.m. in City Hall Council Chambers, Yorkton, SK.**

Written Submissions: If you wish to provide written comments for Council's consideration, they must be submitted by 9:00 a.m. on Wednesday September 25, 2024. Written submissions must be directed to:

Jessica Matsalla, Director of Legislation and Procedures (City Clerk)
In Person: 37 Third Avenue North, Yorkton, SK
Via Mail: Box 400, Yorkton, SK S3N 2W3
Via Email: cityclerk@yorkton.ca

For More Information:

To see the full report regarding the intent to borrow, please visit www.yorkton.ca. Click or tap on the "Council Meetings" link and select "Agenda and Information Package" for the August 19, 2024 Regular Council Meeting. The report will be found in the Information Package that follows the Agenda.

Questions regarding the proposed bylaw may be directed to:

Ashley Stradeski, Director of Finance
Phone: (306) 786-1728
Email: astradeski@yorkton.ca



**Municipal and School Board
Elections 2024**

Mail-In Ballot Information

Election Day for City of Yorkton Municipal, Good Spirit School Division No. 204 and Christ the Teacher Catholic School Division No. 212, Board Trustees is Wednesday **November 13, 2024**. If you are not able to attend any of the polls (November 5, 7, and 13, 2024) because you will be out of town, you can apply to vote by mail.

Applications* for Mail-In Ballots are available in person, by mail or email, and can be picked up and accepted:

In Person: September 1 - November 12, 2024 - Elections Headquarters – City Hall, 2nd Floor, 37 Third Avenue North

By Mail or Email: September 1 – October 29, 2024

Email: elections@yorkton.ca

Phone: 306-786-1717

Download and Print: www.yorktonvotes.ca

* (Full application instructions and identification requirements are included in the application packages. Ballots will be mailed out/available in mid-October)

This advertisement is authorized and paid for by the City of Yorkton.



**MUNICIPAL and SCHOOL BOARD
ELECTION 2024
Candidate Nomination**

Are you interested in running for City Council or as a School Board Trustee?

Municipal and School Board Election Day in Yorkton is Wednesday, November 13, 2024.

Eligible candidates can file their Nomination Papers beginning Tuesday, September 24 through October 9, 2024.

Information on roles and responsibilities, candidate eligibility, how to file Nomination Papers, and more can be found at the website www.yorktonvotes.ca or by calling 306-786-1717.

This advertisement is authorized and paid for by the City of Yorkton.

GENERAL INQUIRIES: 306-786-1700

TITLE: Debt RFP – York Road Reconstruction Project	DATE OF MEETING: September 30, 2024
	REPORT DATE: September 17, 2024
CLEARANCES:	ATTACHMENTS: 1. August 19, 2024 Council Report – Intent to Borrow – York Road Reconstruction Project
Written by: Ashley Stradeski, Director of Finance Ashley Stradeski	
Reviewed by: Jessica Matsalla, City Clerk Jessica Matsalla	
Approved by: Brad Hvidston, City Manager Brad Hvidston	

BACKGROUND

At the August 19, 2024 Council meeting, Council approved the public notice and the RFP for our intent to borrow \$12,000,000 for the York Road Reconstruction Project.

On August 20, 2024, the RFP was and public notice was posted. Work was done to ensure banks had access to and were aware of the RFP, such that the City would be getting the most competitive interest rates.

The RFP closed on September 13, 2024. This was an intentional date, as there was to be another rate announcement by the Bank of Canada the week prior, and this did indeed result in further decreases to interest rates.

DISCUSSION

Proposals were received from 8 different financial institutions, with 19 different options in total for financing, including fixed rates, variable rates and CORRA Swap rates.

For the purposes of our analysis, we have considered the CORRA Swap rates to be similar to fixed rates. These are complex financial instruments where the Canadian Overnight Repo Rate Average, or “CORRA”, is used to form part of the loan. CORRA measures the cost of overnight general collateral funding in Canadian dollars using Government of Canada treasury bills and bonds as collateral for repurchase transactions. Because the bank is trading securities behind the scenes, they are typically able to offer lower rates than traditional fixed loans, though the loan itself functions as if it is a fixed loan. While the value of the loan can and will change day to day with interest rate fluctuations, the total paid by the City remains the same and the term of the loan is the same and as such we will consider these in function to be fixed rate loans for analysis.

The variable loan proposals were all based off a discount from Prime, however the rates either were significantly higher than the fixed rates which would drive the interest costs too high even if there were future rate cuts, or the terms of the loan were not desirable (the best variable rate was only available to lock in for 3 years, requiring us to re-negotiate at possibly lower discounts from Prime).

For these reasons, the variable rates were deemed not best value for the City and have been excluded.

Some financial institutions had multiple bids at multiple terms and rates, and as such we have included in our analysis below the options from each bank that we consider to be the best value from each, compared at the 5 year fixed / CORRA rates. The 5 year fixed was determined to be the best option as this prevents additional interest costs.

These have been summarized below for comparison:

FINANCIAL INSTITUTION	PROPOSED RATE
BMO (CORRA Swap)	4.02%
CIBC	4.27%
CIBC (CORRA Swap)	4.33%
Cornerstone Credit Union	3.90%
Innovation Federal Credit Union	3.94% *
National Bank	4.09%
National Bank (CORRA Swap)	4.17%
RBC	4.05%
RBC (CORRA Swap)	4.00%
Scotiabank (CORRA Swap)	4.22%
TD Bank	3.97%
TD Bank (CORRA Swap)	3.84%

*effective rate due to estimated 2.7% equity return on interest; actual rate 4.05%

Given the interest rates above, the lowest interest rate is TD with their CORRA Swap option at 3.84%. The lowest rate would lead to the lowest cost of borrowing, resulting in best value for the City.

FINANCIAL IMPLICATIONS

This financing is required in order to pay for the work on York Road. This is a large project, one of the largest the City has undertaken, and without the planned debt financing the City would likely not have the cash required to complete this and the other capital projects which have been approved.

The funding is in place in our capital budget to make approximately \$2.5 million in annual loan payments without increasing taxes.

The estimated cost of borrowing for this loan is \$1,287,477.

COMMUNICATION PLAN/PUBLIC NOTICE

Public Notice was issued per the requirements of *the Cities Act* and City of Yorkton Public Notice Bylaw No. 8/2003. As of the date of this report, no written responses were received, and anyone wishing to speak to the matter, could have done so earlier at the Public Hearing.

The successful bidder as well as the unsuccessful bidders will be notified upon resolution by Council.

Per legislation, a borrowing bylaw will be created and brought to the next Council meeting with the required specific details of the loan included in it – all three readings could be contemplated at one meeting, with unanimous consent of Council. Funds would be disbursed to the City subsequent to this.

OPTIONS

1. That Council direct Administration to award the RFP for York Road Reconstruction Debt in the amount of \$12,000,000 to Toronto Dominion Bank (CORRA Swap Option) at 3.84% and further begin creation of the loan agreement with that financial institution, returning with a borrowing bylaw at the next meeting of Council.
2. Other directions as provided by Council.

ADMINISTRATIVE RECOMMENDATION(S)

That Council direct Administration to award the RFP for York Road Reconstruction Debt in the amount of \$12,000,000 to Toronto Dominion Bank (CORRA Swap Option) at 3.84% and further begin creation of the loan agreement with that financial institution, returning with a borrowing bylaw at the next meeting of Council.

REPORTS TO COUNCIL

TITLE: Intent to Borrow – York Road Reconstruction Project	DATE OF MEETING: August 19, 2024
	REPORT DATE: July 23, 2024
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none"> 1. Public Notice for Intent to Borrow 2. Request for Proposal - Borrowing
Written by: Ashley Stradeski, Director of Finance <div style="text-align: center;">Ashley Stradeski</div>	
Reviewed by: Jessica Matsalla, City Clerk <div style="text-align: center;">Jessica Matsalla</div>	
Approved by: Brad Hvidston, City Manager <div style="text-align: center;">Brad Hvidston</div>	

BACKGROUND

As a result of the budget deliberations for 2021 / 2022, the York Road Reconstruction project was added to the Capital budget. This project included the full reconstruction of much of York Road, including some aspects of utilities, drainage and flood mitigation, storm sewer and more. This project was estimated at the time to be around \$17,000,000 total, with the understanding that some of the project would be financed through debt.

At the Council meeting of April 24, 2023, the tender for this project was awarded for \$15,615,561.75 plus applicable taxes, with a project total of roughly \$25,500,000 including tax, contingency, engineering fees, and more. Given the increased project total, funding was proposed that would cover most of the project with savings, with debt being required for the remainder.

Funding sources were identified as follows:

2022 Capital:	3,100,000
2023 Capital:	2,500,000 (construction year 1)
2024 Capital:	2,500,000 (construction year 2)
Utility:	3,000,000
Urban Highway Program:	<u>4,312,260</u>
 Total Funding:	 15,412,260
Less: Project total:	<u>25,500,000</u>
 Remaining:	 10,087,740

It was estimated that approximately \$10,000,000 of debt would be required to fund this.

DISCUSSION

Reviewing our Capital Projects and future funding required, particularly in our Water Utility, I am recommending that we go to RFP looking to borrow **\$12,000,000**. Doing so will allow us to reduce the funding from the Utility to \$1,000,000 from the prior table, ensuring it is not overdrawn with rising construction costs on various capital projects in the works.

This loan amount will make the loan approximately 5.5 years, depending on RFP results and interest rates, which is still less than some of our initial discussions when the final project budget was discussed and considered. This loan amount is appropriate to ensure our cash flow needs are met with this project as well as other ongoing projects.

As borrowing is needed, there are several steps the City must undertake.

The first of these is public notice (attachment #1), as per *the Cities Act* and our Bylaws, we are required to post public notice of the City's intent to borrow prior to considering the matter.

The second step will be the RFP for debt (attachment #2). This RFP will be the process which interested lenders can propose financing solutions for the City, allowing a competitive process such that we are borrowing at the best rates available.

The third would be the bylaw, which must go through 1st, 2nd and 3rd readings and include the details of the proposed debt, indicating which lender, the purpose of the debt and the pertinent details such as interest rate and terms. All three readings can be done together, after the conclusion of this public notice.

For the sake of expediency, and to avoid this coming to Council on four separate occasions, the first two steps can be done together – Council can authorize public notice as we can go to tender at the same time. From there, results will be brought back in conjunction with the end of public notice, as well as all readings of the bylaw based on the RFP results.

FINANCIAL IMPLICATIONS

This financing is required in order to pay for the work on York Road. This is a large project, one of the largest the City has undertaken, and without the planned debt financing, the City would likely not have the cash required to complete this and the other capital projects which have been approved.

Interest costs on this loan would be in the range of \$1.5 million, depending on rates and term options received through the RFP process. Actual costs will be known at that time.

COMMUNICATION PLAN/PUBLIC NOTICE

Prior to establishing a loan, the City is required to do public notice as per Council's Public Notice Bylaw No. 8/2003. Public notice will conclude at the next Council meeting.

The RFP will be open for three full weeks, beginning August 20, 2024. Upon closing, the RFP results will be reviewed by Administration and summarized for Council at the September 30th meeting of Council.

OPTIONS

1. That Council direct Administration to proceed with public notice for Intent to borrow \$12,000,000 for the York Road Reconstruction Project and post the Request For Proposals for the associated debt.
2. Other directions as provided by Council.

ADMINISTRATIVE RECOMMENDATION(S)

That Council direct Administration to proceed with public notice for Intent to borrow \$12,000,000 for the York Road Reconstruction Project and post the Request for Proposals for the associated debt.

Public Notice

Notice of Intent to Borrow - Proposed Bylaw No. 7/2024 Borrowing Bylaw – York Road Reconstruction

Details: Public Notice is hereby given that the Council of the City of Yorkton intends to consider passage of Bylaw No. 7/2024, known as the Borrowing Bylaw, a bylaw to provide for the borrowing of \$12,000,000.00 for the purpose of financing the construction, drainage, and underground utility replacement on York Road from Gladstone Avenue to Highway 9.

Public Hearing: City Council will hear all persons who are present and wish to speak to the proposed bylaw and all written submissions will be read verbatim, unless the submitter is in attendance to speak on the submission, on **Monday, September 30, 2024 at 5:00 p.m. in City Hall Council Chambers, Yorkton, SK.**

Written Submissions: If you wish to provide written comments for Council's consideration, they must be submitted by 9:00 a.m. on Wednesday September 25, 2024. Written submissions must be directed to:

Jessica Matsalla, Director of Legislation and Procedures (City Clerk)

In Person: 37 Third Avenue North, Yorkton, SK

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

Via Email: cityclerk@yorkton.ca

For More Information:

To see the full report regarding the intent to borrow, please visit www.Yorkton.ca. Click or tap on the "Council Meetings" link and select "Agenda and Information Package" for the August 19, 2024 Regular Council Meeting. The report will be found in the Information Package that follows the Agenda.

Questions regarding the proposed bylaw may be directed to:

Ashley Stradeski, Director of Finance

Phone: (306) 786-1728

Email: astradeski@yorkton.ca



Request for Proposals

Financing – York Road Reconstruction

**City of Yorkton, Saskatchewan
Department of Finance**

**Closing Date:
September 13, 2024
2:00pm**

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INTRODUCTION

The City of Yorkton (the "**City**") is inviting Proposals from qualified financial institutions to provide the City with financing options to meet our borrowing requirements (**\$12,000,000**) for the construction, drainage, and underground utility replacement on York Road from Gladstone Ave. to Highway 9. The Proposal will be known as:

Financing – York Road Reconstruction
(the "**Project**")

The purpose of this Proposal ("**RFP**") process is to select the financial institution to enter into an agreement with the City to supply financing for the Project. Further details about the Project and associated specifications requested by the City are set out in the RFP Documents (as defined below).

SUBMISSION OF PROPOSALS

Proponents shall submit their electronic Proposal to the following link by **September 13, 2024 at 2:00pm.**

Electronic Link

www.biddingo.com/yorkton

Proposals and accompanying documentation provided to the City in response to this RFP will not be returned.

No paper, fax, oral, telephone, or e-mail Bids will be considered.

RFP DOCUMENTS

RFP Documents may be viewed and obtained online at www.biddingo.com/yorkton.

The RFP Documents are provided to Proponents for the sole purpose of obtaining Proposals to perform the work described in this RFP, and do not confer any Licence or grant permission for any other use.

INQUIRIES | ADDENDA

Any inquiries concerning this RFP should be submitted by email to Ashley Stradeski, Director of Finance, at astradeski@yorkton.ca.

All inquiries should be in writing and received by the City not less than five (4) days before the deadline set for submission of Proposals, or September 9, 2024.

The City may circulate its response to any inquiries to all Proponents, along with the original inquiry and may post such response and original inquiry at www.biddingo.com/yorkton. Alternatively, the City may choose not to reply to an inquiry.

Proponents should refrain from contacting other employees, agents or members of Council of the City in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in the City's sole discretion, result in disqualification.

The City may make changes to the RFP Documents prior to the RFP submission deadline. Any changes will be in the form of written addenda, which will be posted at www.biddingo.com/yorkton.

Proponents are responsible for addressing all addenda in preparing their Proposals and should confirm, prior to submitting their Proposal, that all issued addenda have been received.

BACKGROUND

The City's annual budgeted operating revenue for 2024 is approximately \$60 million.

The City had debt outstanding at December 31, 2023 of \$3,559,165 as per the audited financial statements, and a debt limit of \$42 million. (The audited financial statements for the City of Yorkton are available on the City's website at www.yorkton.ca.)

City Council intends to approve borrowing for the York Road Reconstruction project in the amount of \$12 million, which will finance approximately half of the project, which is scheduled for completion this year.

REQUIREMENTS | SCOPE OF WORK

The request is **\$12,000,000** for this project. The City would like to consider financing options for \$12,000,000 of debt with \$2,500,000 allocated annually for payments.

The City has made every effort to include enough information within this RFP for a banking or financial institution to prepare a responsive Proposal. The City encourages Bidders to submit a Proposal that is comprehensive, clear and concise.

A cover letter must be included, dated and signed by an official authorized to negotiate and make commitments and provide any clarifications with respects to the Proposal on behalf of the Bidder. The cover letter should include an understanding of the RFP, and any indication of deviations or exceptions to the information outlined in this RFP document.

Presentation of Financing Options

The City would like to consider, but is not limited to, fixed interest rate solutions. Creative Proposals that provide the best value to the City will also be considered, and as such we encourage additional financing options that may provide value to be presented. The financing will be secured by the full faith and credit of the City.

The City will be receiving the full financing amount up front, with loan payments to be totaling **\$2,500,000 annually**. The term of the loan will be potentially variable, depending on the terms provided by the Bidders.

Please provide the following details in the Proposal:

1. Effective annual interest rate and specified compounding factor for each financing option. Bidders should confirm what period the rate is fixed for;
2. Indicate the type of financing (i.e. interest rate swap, fixed rate loan, etc.);
3. Indicate whether the all-in rates quoted are based on monthly, quarterly, semiannual or annual blended payments of principal and interest;

4. Please provide details of any Terms and Conditions that your financial institution would require on early redemption, prepayment terms and / or penalties;
5. An indication as to whether the financing will be required to be secured;
6. The City requires that all transaction charges (legal or otherwise) are included in the fixed interest charge over the amortization period;
7. The City requires that the Bidder indicate for each financing option the length of time that the proposed interest rate is valid;
8. Any other Terms and / or Conditions.

If Bidders include interest rate swap arrangements in their response, they are still encouraged (but not required) to include proposals for fixed term loans. Proposals for interest rate swap arrangements must clearly and separately indicate the swap rate and credit spread / stamping fee built into the all-in rate for each of the indicated term options. Given that interest rates will fluctuate as time goes on and in order to form a fair basis of comparison, the City is requesting that all rates be quoted as of **September 10, 2024**.

It is important that the successful Bidder has established experience and the staff available to carry out the requirements of the RFP within the given timeframe. The successful bidder must be able to demonstrate their ability to provide deliverable requirements.

EVALUATION

Proposals will be opened and evaluated privately.

In evaluating Proposals, the City will consider the following evaluation criteria:

- (a) satisfaction of the City's stated specifications for the Project;
- (b) the Proponent's interest rates and terms;
- (c) additional benefits and value to the City from the proposal;
- (d) the City's past experience in dealing with a Proponent;
- (e) Related experience of the project team; and
- (f) such other factors as the City considers relevant.

The City has not predetermined the relative importance of the above evaluation criteria. The City will select the proponent that provides the best overall value, as determined by the City having regard to the evaluation criteria referred to above.

The City may request clarification and/or additional information from a Proponent during the evaluation process.

In evaluating Proposals, the City may, in its sole discretion, waive any defects, irregularities, or non-conformances with the requirements of this RFP, and may consider each Proposal on its merits regardless of any such defects, irregularities, or non-conformances.

The City will notify all unsuccessful Proponents after completing the evaluation and contract award process. Unsuccessful Proponents may request a debriefing interview within 30 days to obtain feedback on their Proposal after receiving this notification.

We expect approval by City Council at the regular Council meeting on September 30, 2024, with the intention of awarding on October 1, 2024.

EFFECT OF RFP

This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. Until such time as the City signs a definitive agreement with a Proponent, the City does not intend to create a contractual relationship or any other legal duties or obligations with any Proponent.

Proponents may withdraw or amend their Proposals at any time by written notice to the City, prior to the Proponent and the City entering into a formal contract.

Submission of a Proposal does not obligate the City to accept any Proposal or to proceed further with the entering into of an agreement with any Proponent. Consideration of any Proposal shall be in the City's sole discretion.

The City may, in its sole discretion, at any time and for any reason:

- (a) reject any and all Proposals (including, for greater certainty, the lowest cost Proposal);
- (b) modify or vary any aspect of this RFP at any time before or after the time for submission of Proposals, including extending the deadline for submission of Proposals;
- (c) accept any non-compliant, conditional or irregular Proposal or any alternate Proposal, in whole or in part;
- (d) discuss the terms of a Proposal submitted by a Proponent with that Proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that Proposal;
- (e) allow any Proponent submitting a Proposal to modify or vary any aspect of its Proposal at any time by giving written notice to the City;
- (f) negotiate any and all aspects of any Proposal and the conditions of any contract with the City (including, without limitation, those provisions relating to pricing, goods, services, and/or the terms and conditions of supply) with any one or more Proponents at any time in its sole discretion, whether before, during or after the selection and evaluation process; and/or
- (g) cancel this procurement at any time for any reason and thereafter proceed in any manner it sees fit.

CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS

Proponents are expected to keep confidential all documents, data, information and other materials of the City, which are provided to or obtained or accessed by a Proponent in relation to this RFP, other than documents, which the City places in the public domain. Proponents are expected to refrain from making any public announcements or news releases regarding this RFP or the entering into of a contract pursuant to this RFP, without the prior written approval of the City.

Proponents are advised that the City is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), which provides a right of access to information

in records under the control of a municipality. Proponents are advised that pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), the City may be required to disclose the RFP documents and/or parts of any Proposal in response to this RFP.

CONFLICT OF INTEREST

Proponents are asked to disclose to the City in writing whether they have any actual, potential or perceived conflicts of interest relating to their participation in this RFP or their provision of the requested services to the City, and if so, the nature of each conflict of interest. If the City receives disclosure of a conflict of interest from a Proponent, the City may in its sole discretion take one or more of the following steps:

- (a) require the Proponent to address the conflict of interest to the satisfaction of the City;
- (b) disqualify the Proponent from further participation in the RFP; or
- (c) such other steps as the City may deem appropriate.

Further, if the City learns that a Proponent has failed to identify a conflict of interest, the City may disqualify the Proponent from this RFP or take such other steps as the City may deem appropriate.

For the purposes of this RFP "conflict of interest" includes any situation or circumstance where, in relation to a City procurement competition, a Proponent has an unfair advantage, a perception of an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including:

- (a) any relationship between the Proponent (including its management) and the City, members of Council, its management, or other City personnel involved in this RFP, which may give rise to a conflict of interest;
- (b) having, or having access to, information in the preparation of its Proposal that is not available to other Proponents, but such does not include information a Proponent may have obtained in the past performance of a contract with the City that is not related to the creation, implementation or evaluation of this or a related procurement;
- (c) communicating with any person with a view to influencing preferred treatment in the procurement competition (including but not limited to the lobbying of decision makers involved in the procurement competition); or
- (d) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive procurement competition or renders that competition non-competitive, less competitive, or unfair.

COSTS/EXPENSES

All costs and expenses incurred by a Proponent in connection with this RFP are the responsibility of the Proponent. This includes any utility locates at the specified location. The City will not reimburse Proponents for any such costs or expenses.

TITLE: Bylaw No. 13/2024 – Amendment to Zoning Bylaw No. 14/2003 – Text Amendment to Clarify the Purpose of the C-4 Neighbourhood Commercial Zoning District and add Parking Lots/Facilities as Permitted Uses Council Report #1 – 1st Reading & Public Notice	DATE OF MEETING: September 30, 2024
	REPORT DATE: September 25, 2024, 11:07 AM
CLEARANCES: Michael Eger – Michael Eger Director of Planning, Building & Development	ATTACHMENTS: 1. Zoning Map 2. Public Notice 3. Bylaw No. 13/2024
Written by: Carleen Koroluk – Planner Carleen Koroluk	
Reviewed by: Jessica Matsalla – City Clerk Jessica Matsalla	
Approved by: Brad Hvidston – City Manager Brad Hvidston	

Summary of History/Discussion:

Planning Services has recently engaged in conversation with the owner of a vacant property that is zoned C-4 Neighbourhood Commercial. The owner is considering developing the property into a stand alone parking lot to provide additional parking options in an area near the hospital. Parking Lots/Facilities are not contemplated in the C-4 Neighbourhood Commercial zoning district and, as such, are prohibited uses.

Administrative Review

Under Zoning Bylaw No. 14/2003 (the Bylaw), Parking Lots/Facilities are defined as “A building, structure, or area of land designed and used for the parking of a number of vehicles.” Parking Lots/Facilities are Permitted Uses in C-1 City Centre Commercial, C-2 Arterial Commercial, CT-2 Arterial Commercial Transitional, C-3 Highway Commercial and CMI-1 Commercial Industrial Transitional zoning districts and Discretionary Uses in MXURB Mixed Use Residential-Business zoning district. It is unclear as to whether the use was intentionally prohibited in the C-4 Neighbourhood Commercial district when the Bylaw was adopted in 2003, or if it was an oversight.

While the Bylaw notes that purpose of the C-4 Neighbourhood Commercial zoning district is “to accommodate shopping facilities for the day-to-day shopping requirements of residents in a neighbourhood”, the intent of the district is to provide residents with developments that cater to neighbourhood needs including, not only shopping, but also apartment residences, personal service establishments, professional offices and government and health service uses.

Currently, there are very few properties in the city that are zoned C-4 (less than 10). The vacant property in question was rezoned in 2019 from Medium Density Residential to C-4 Neighbourhood Commercial to allow for a three storey apartment building with main floor commercial space near the hospital, however, and unfortunately, the project did not proceed.

Properties in the direct vicinity of the hospital are mainly zoned R-3 Medium Density Residential and consist of apartments and multi unit residential developments with the exception of the C-4 Neighbourhood Commercial properties directly across from the hospital on Bradbrooke Drive (see Attachment 1). While the hospital provides an onsite parking lot, street parking is common in the area and Administration has received concerns from the businesses in the strip mall on the north side of Bradbrooke regarding non-patron vehicles parking in their lots.

In addition, over the past two years, despite enforcement attempts by both the city and the property owner, vehicles continue to park on the vacant lot. The owner of the vacant lot is now considering formal development as a parking lot offering short and long term parking spaces. Parking lot development standards include, but are not limited to, hard surfacing, lighting, storm water management and landscaping.

The City's *Our City, Our Future – Official Community Plan* supports neighbourhood commercial developments that offer daily convenience needs to local residents and encourages development in established and new neighbourhoods.

As such, Administration proposes the following Zoning Bylaw Amendments to Section 18 – C-4 Neighbourhood Commercial zoning district:

1. Section 18.1 - Clarification of the purpose of the C-4 Neighbourhood Commercial zoning district by deleting the term “shopping” as follows:
“the purpose of this district is to accommodate ~~shopping~~ facilities for the day-to-day ~~shopping~~ requirements of residents in a neighbourhood.”
2. Addition of Section 18.1.1.13 - Parking Lots/Facilities as Permitted Uses.

Public Notice

At this time, Planning Services would like to initiate the public notice process including advertisement in the local newspaper, at City Hall and on the City website. The proposed Public Notice (see Attachment 2) and Bylaw 13-2024 (see Attachment 3) are attached for Council's consideration.

If authorized to proceed, the application will also be referred to the Planning and Infrastructure Commission before it is brought back to Council, for their review and decision in conjunction with the Public Hearing.

Conclusion

In conclusion, should Council wish to proceed with the amendment and give the Bylaw 1st Reading, a Public Hearing will be set for October 21, 2024 after which Council may proceed with 2nd and 3rd Reading if desired.

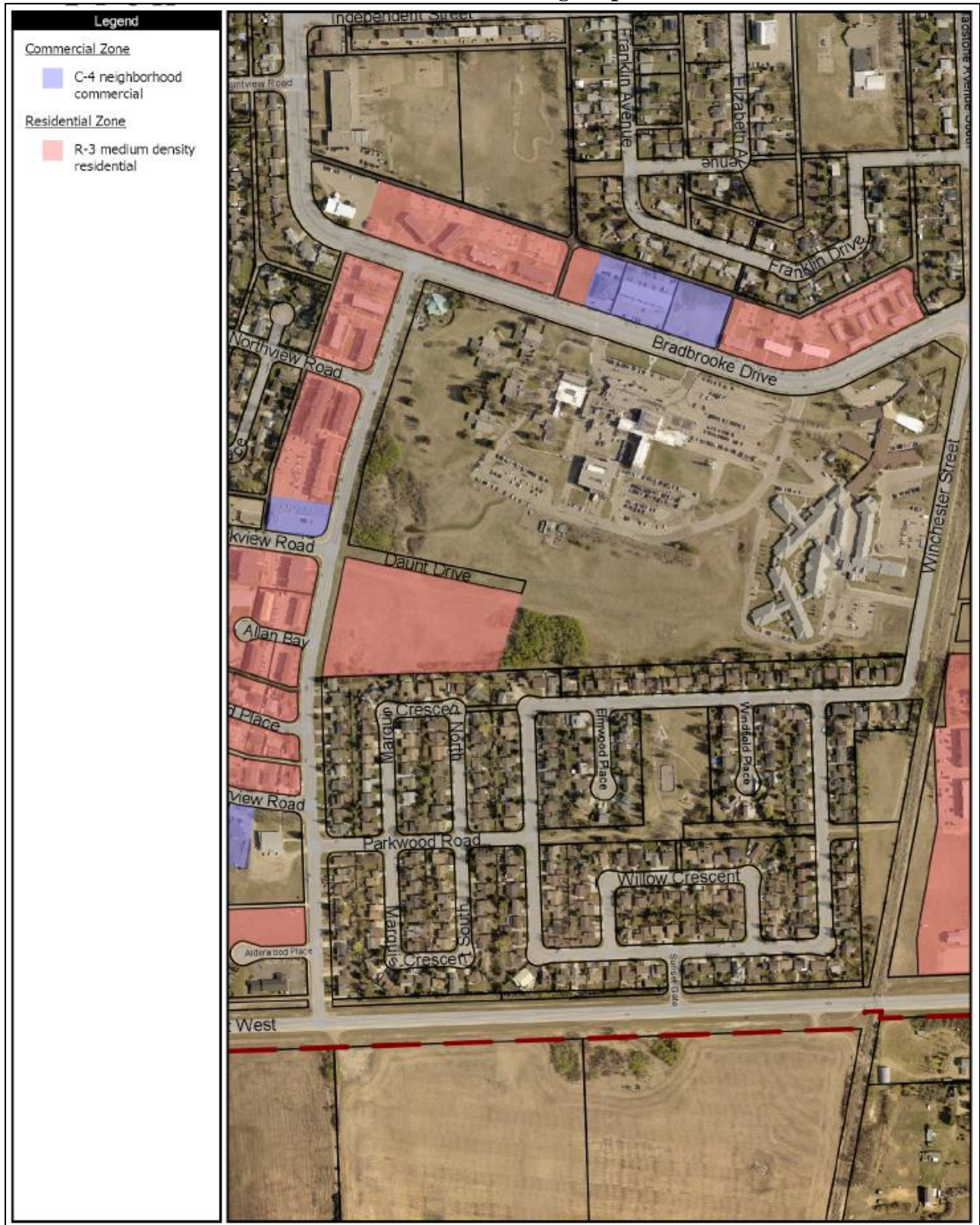
Council Options:

1. That Bylaw No. 13/2024, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by clarifying the use of the C-4 Neighbourhood Commercial zoning district and add Parking Lots/Facilities as Permitted Uses be given 1st Reading, and that Administration be authorized to proceed with the Public Notice process.
2. That Bylaw No. 13/2024, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by clarifying the use of the C-4 Neighbourhood Commercial zoning district and add Parking Lots/Facilities as Permitted Uses, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

Administrative Recommendation:

That Bylaw No. 13/2024, a bylaw of the City of Yorkton in the Province of Saskatchewan to amend Zoning Bylaw No. 14/2003 by clarifying the use of the C-4 Neighbourhood Commercial zoning district and add Parking Lots/Facilities as Permitted Uses, be given 1st Reading, and that Administration be authorized to proceed with the Public Notice process.

Attachment 1 – Zoning Map



Attachment 2 - Public Notice

Public Notice

Proposed Zoning Bylaw Amendment to Amend Text

Details: Yorkton City Council will consider Bylaw No. 13/2024, a text amendment to Bylaw No. 14/2003, to clarify the purpose of the C-4 Neighbourhood Commercial zoning district and to add Parking Lots/Facilities as Permitted Uses in the C-4 Neighbourhood Commercial zoning district.

Pursuant to *The Planning and Development Act, 2007*, the amendment is to be publicly advertised before Council makes their final decision.

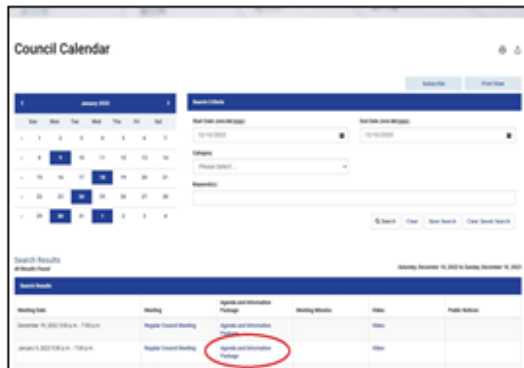
Public Hearing: City Council will hear all persons who are present and wish to speak to the proposed amendment and all written submissions will be read verbatim, unless the submitter is in attendance to speak on the submission, on **Monday, October 21, 2024 at 5:00 p.m. in City Hall Council Chambers, Yorkton, SK.**

Written Submissions: If you wish to provide written comments for Council's consideration, they must be submitted by 9:00 a.m. on Wednesday October 16, 2024. Written submissions must be directed to:

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

For More Information:

To see the full report on this application, and the proposed bylaw, please visit www.Yorkton.ca. Click or tap on the "Council Meetings" link and select "Agenda and Information Package" for the September 30, 2024 Regular Council Meeting. The report will be found in the Information Package that follows the Agenda.



Questions regarding the proposed bylaw may be directed to:

Carleen Koroluk, Land Use Planner
Phone: (306) 786-1727
Email: ckoroluk@yorkton.ca OR planningservices@yorkton.ca |

Attachment 3 – Bylaw 13/2024

City of Yorkton
Saskatchewan

Bylaw No. 13/2024

A Bylaw of the City of Yorkton in the Province of Saskatchewan to Amend Zoning Bylaw No. 14/2003, by clarifying the purpose of the C-4 Neighbourhood Commercial Zoning District and add Parking Lots/Facilities as Permitted Uses.

WHEREAS, pursuant to Sections 46(3) and 69 of *The Planning and Development Act, 2007*, the Council of the City of Yorkton in the Province of Saskatchewan in Council assembled hereby enacts as follows:

That Zoning Bylaw No. 14/2003 be amended by:

1. Section 18.1 Neighbourhood Commercial (C-4)
 - a. DELETION of the term “shopping” as follows: “The purpose of this district is to accommodate ~~shopping~~ facilities for the day-to-day ~~shopping~~ requirements of residents in a neighbourhood.”
2. Adding Parking Lots/Facilities to:
 - a. 18.1.1.13 – C-4 Neighbourhood Commercial Permitted Uses

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., 2024.

Read a second time this ____ day of _____, A.D., 2024.

Read a third time and adopted this ____ day of _____, A.D., 2024.

TITLE: Water Pollution Control Plant (WPCP) Boiler Replacement Tender Award	DATE OF MEETING: September 30, 2024
	REPORT DATE: September 27, 2024
CLEARANCES: Ashley Stradeski – Director of Finance Ashley Stradeski Aron Hershmillier – Director of Public Works Aron Hershmillier	ATTACHMENTS:
Written by: Jacob Perpeluk – Waterworks Manager of Environmental Services Jacob Perpeluk	
Reviewed by: Jessica Matsalla – City Clerk Jessica Matsalla	
Approved by: Brad Hvidston – City Manager Brad Hvidston	

PURPOSE

The H.M. Bailey Water Pollution Control Plant (WPCP) recently had one of its two boilers locked out by representatives from the Technical Safety Authority of Saskatchewan (TSASK) following a mandatory inspection. With only one boiler remaining—a 34-year-old unit—the plant is at considerable risk as it enters the heating season. This single boiler is responsible for heating multiple areas of the facility and supporting the solids digestion process, which is a critical part of the City’s wastewater treatment operations. Given the potential for further equipment failure, there is an urgent need to replace the locked-out boiler to prevent equipment from freezing and to ensure uninterrupted plant operations throughout the winter months.

In addition, the heating system in the Aeration Reactor Building (Area 300) has also been red-tagged by a certified plumber after a failure event and subsequent service call. Area 300’s heating system consists of two separate make-up air units: one interior unit with 800,000 British Thermal Unit (BTU) capacity and one exterior unit with a 1,250,000 BTU capacity. Both units have now failed and have been locked out; the exterior unit was locked out and abandoned in 2012, while the interior unit was locked out mid-winter, 2023.

This report aims to inform Council of the current situation and seeks approval to award the tender for the WPCP Boiler Replacement to the winning bidder. This would allow Environmental Services staff to construct both a bridged-heating system for Area 300 and a redundant system capable of providing the required heat in the event of a failure of the remaining boiler. Additionally, this report will outline the administration’s strategy to mitigate similar risks to the WPCP heating systems until the plant expansion.

BACKGROUND

The WPCP depends on two 3,500,000 BTU Cleaver Brooks fire tube boilers, which were installed in 1990, to supply heating to four of the seven facilities within the treatment plant: the Headworks Facility (Area 100), Primary Clarification Tunnel (Area 200), Digestion Facility (Area 500), and Control Building (Area 600). The system was designed to operate in a lead-lag configuration, where each boiler can fully back up the other to meet operational requirements. While these boilers help maintain temperatures in these areas as part of the plant’s overall building management design, their primary function is to sustain the temperatures required for the solids (sludge) digestion process, which converts sludge into Class B bio-solids.

On July 2, 2024, during annual maintenance and a mandatory inspection by the TSASK, one of the Cleaver Brooks boilers (Boiler 647) was shut-down and locked-out due to severe internal corrosion and other critical deficiencies. The inspection uncovered significant corrosion around the front tube sheet to shell welding and signs of long-term degradation, necessitating a requirement to conduct extensive repairs and non-destructive testing (NDE) for micro-cracking, which is a costly process. This situation was unexpected for Environmental Services staff, as the most recent TSASK internal inspection conducted in 2022 reported: “There were no deficiencies identified during this inspection. No corrective action is required.”

With Boiler 648, the remaining unit, also operating beyond its designed life expectancy and now serving as the sole heat source for the identified processes and areas, the plant is at significant risk if this boiler fails, especially with the heating season approaching. Recent consultations with TSASK have resulted in the granting of a postponement of an internal inspection of Boiler 648, so long as it passes an external one; since then Boiler 648 has passed this operational inspection and does not require internal examination for two years, thus avoiding another immediate shutdown. However, the lockout on Boiler 647 remains in effect, and despite attempts to reverse this decision, the lockout cannot be lifted without repair or replacement of the unit. Therefore, advancing with the emergency boiler replacement is essential to maintain heating redundancy throughout the winter months.

Additionally, the heating system in the Aeration Reactor Building (Area 300) has been compromised. Constructed in 1969 and retrofitted in 1989, Area 300 houses the bio-reactor for secondary wastewater treatment and was designed with two make-up air units to maintain adequate temperatures within its approximately 7,500 square foot space. The exterior unit (HV-351), a 1,250,000 BTU direct gas-fired furnace installed in 1989; intended to heat the Tank Room, was decommissioned in 2012 due to a mechanical failure. The interior unit (HV-343), an 800,000 BTU gas-fired furnace installed in 1989; designed to heat the wall and roof cavities of the building, failed during the winter of 2023.

After the decommissioning of HV-351; from 2012 to 2023, the operating strategy relied on the HV-343 unit to heat the building’s exterior, effectively serving as an insulation barrier, while the naturally warm temperature of the wastewater maintained an interior temperature of approximately 10 degrees Celsius throughout the winter. It is believed that this design was influenced by the building's primary construction material; asbestos. During the most recent plant expansion; heating the wall cavities was likely considered a more cost-effective alternative compared to the removal and abatement of the existing asbestos along with the insulation and reconstruction of the building. The failure of HV-343 removed this insulating effect, eliminating the wastewater's ability to keep the building's interior temperature above 0 degrees Celsius.

HV-343’s failure was due to the engagement of “*spill switches*”, which are installed to shut down the unit when temperature or exhaust quality present operational hazards. Although the unit could be reset and restarted, its safety shutoffs were not functioning, and the gas valves were not modulating, presenting a significant fire risk. Consequently, the unit was red-tagged (locked-out) by a certified professional plumber and shut down until repairs could be completed.

Both units were assessed in early 2024 and found to be in poor overall condition, with severely rusted heat exchangers and deteriorating cabinets. Discussions with the manufacturer revealed that the modulating gas valves were obsolete, rendering the unit unsafe to operate. Efforts to source, fabricate, or retrofit parts were explored throughout the remainder of the heating season; however, the unit's condition was ultimately deemed too poor for repair to be cost-effective, and HV-343 was decommissioned. Throughout this period, temporary heating measures were explored to prevent the building and equipment from freezing, including the installation of a diesel construction heater routed into the facility’s exterior duct intakes. This system consumed approximately 90 gallons of diesel per day and required frequent maintenance but successfully provided temporary heating until mid-2024. While this system served its purpose in an emergency, it is not a viable interim solution to heat the space until the WPCP expansion occurs; due to its malfunction risks, heating limitations, high operating cost, environmental impact, and effectiveness during a relatively mild winter season.

DISCUSSION/ANALYSIS/IMPACT

Environmental Services staff have been collaborating with the Engineering Department and various contractors throughout the summer of 2024 to address the compounding heating issues at the WPCP. Their efforts have resulted in the development of a two-phase plan to achieve both immediate and long-term solutions. The proposed actions for each phase are outlined as follows:

Phase One: Emergency Heating Redundancy – Estimated Lead Time: 6-7 Weeks

Equipment Required:

- (2) 2 million BTU/hr boilers to provide immediate heating redundancy to Boiler 648.
- (2) Boiler pumps required to support the operation of the new boilers.
- (1) Full Flow Filter
- Venting for proper exhaust and airflow.
- Necessary accessories and components for operational setup.

Objective: This phase involves the removal of Boiler 647 and the installation of a new dual-boiler system to restore redundancy for the upcoming heating season, mitigating the risk of operational disruptions due to heating failures. This new system will be directly integrated with the existing one, which is less than ideal due to the risk of fouling new equipment by the old system. However, this risk was deemed negligible with the addition of the full flow filter and the timeframe until Phase Two is complete.

Phase Two: Capital Heating System Upgrade – Estimated Lead Time: 20 Weeks

Equipment Required:

- (1) One additional 2 million BTU/hr boiler to increase heating capacity and restore system redundancy.
- (1) Plate and frame heat exchanger to improve heat transfer efficiency, and preserve new boiler assets.
- Expansion tank and air scoop required to support the new heating infrastructure.
- Venting for proper exhaust and airflow.
- Necessary accessories and components for operational setup.

Objective: This phase involves budgeting of capital funds to complete the upgrade for the WPCP Boiler System, adding a third boiler to achieve full redundancy and eliminate dependency on Boiler 648. Additionally, this phase will include a heat exchanger to the now tri-boiler system to enable the complete closure of the newly installed boiler loop, thereby eliminating the risk of the existing system fouling the new equipment.

The selected replacement boilers have been specified to remain identical to those recently installed at the Queen Street Water Treatment Plant (QSWTP) and the City Operations Center (COC), a decision that was made to ensure the possibility of future reuse; they can be retrieved and stored as spare units for these other city facilities when the new Wastewater Treatment Plant Upgrade is under way.

HV-351 Replacement – Estimated Lead Time: 16-18 Weeks

Equipment Required:

- Replacement of the indirect fire rooftop unit outside of the Aeration Reactor Building.

Objective: A replacement unit for HV-351 will also be installed in order to restore heating abilities within the Aeration Reactor Building. Installation of this phase is planned in conjunction with Phase Two in the Spring/Summer of 2025.

Acknowledgment of Risks:

Environmental Services staff recognize that integrating new systems with the existing 34-year-old heating infrastructure presents several risks outside the defined scope:

- SF-652: Supplies heat to the lower level of the Control Building. Given its current condition, a contingency plan is necessary for its potential failure, such as electric heat replacement.
- Area 100 Tube and Shell Heat Exchanger: Transfers boiler heat to a closed glycol heat system. Although the exchanger's current state is manageable, its past life expectancy necessitates a replacement plan in case of future failure, potentially involving direct pipe conversion.
- Area 300 Heat: While the City-owned construction heater can maintain temperatures above 0 degrees Celsius in the A300 Tank Room, it struggles at temperatures below -30 degrees Celsius. Additionally, it cannot be monitored remotely and may present risks of freezing if it shuts down unexpectedly. Alternative temporary heating options will need to be explored prior to the 2024 heating season.

Given the criticality of this situation, immediate action is required. Entering the heating season without redundancy in the WPCP boiler system or the ability to reliably heat Area 300 poses substantial risks, potentially jeopardizing the WPCP's ability to operate.

FINANCIAL IMPLICATIONS

On September 12th, 2024, the Invitation to Tender for the WPCP Boiler Replacement was advertised on Biddingo.com/Yorkton for a tender period of two weeks with a closing date of September 26, 2024. Site visits were strongly recommended during the tender period with several bidding companies inspecting the site.

A summary of the WPCP Boiler Replacement bids are as follows:

Bidder	Phase 1 Bid Amount (Excluding Taxes)	Phase 2 Bid Amount (Excluding Taxes)	Total Cost (Excluding Taxes)
Ainsworth	\$ 287,490.00	\$ 355,000.00	\$ 642,490.00
Regina Plumbing and Heating	\$ 268,490.00	\$ 400,000.00	\$ 668,490.00
Vetted HVAC Services	\$ 289,990.00	\$ 285,000.00	\$ 574,990.00

Three bids were complete for the WPCP Boiler Replacement, and the bid of \$ 574,990.00 received from Vetted HVAC Services was deemed to be the best value as it was the lowest submitted bid.

Recommended winning bidder	Bid Amount \$
Vetted HVAC Services	\$574,990 (Plus taxes)
	\$574,990 + PST = 609,489.40
	GST = \$28,749.50
Additional expenses:	
Contingency / Engineering services	\$109,708.09
Total expected project cost	<u>\$719,197.49</u>

To expedite the process, reduce lead times, and mitigate delays during winter, Environmental Services was authorized to pre-order the equipment specified in Phase One by Council at the September 9, 2024 meeting. This approach is supported by including equipment specifications identical to City-owned infrastructure in the tender, ensuring that all bidders will be required to install the specified equipment. This process allowed the City to pre-order these items and shorten lead times. This strategy ensures that the equipment remains reusable in similar facilities (QSWTP/COC) rather than becoming obsolete with the WPCP expansion. Any costs incurred from pre-ordering equipment was incorporated into the tender and will be recuperated as a condition of the tender award.

Given that these failures were unforeseen during 2023 budget deliberations, the required work for Phase One has not been budgeted. Consequently, this tender approval is presented to Council as an emergency expenditure of \$289,000.00 that will require funding through Utility Reserves. This conclusion necessitated a phased approach to the project to minimize costs categorized as emergency expenditures.

Design work for Phase Two will commence immediately after Phase One, ensuring a near-seamless integration of additional equipment. This phase will be drafted and included in the 2025 Capital Budget Plans to minimize emergency expenditures. Equipment will be specified similarly to Phase One, with City-owned equipment detailed in the tender documents to ensure the City acquires multiple complete spares of critical heating equipment for potential use at the QSWTP and COC.

COMMUNICATION PLAN/PUBLIC NOTICE

All bidders will receive a letter indicating who the successful bidder is. Also, the identity of the successful bidder along with the total bid amount will be posted on Bidding.com/yorkton for a period of 2 weeks.

OPTIONS

1. That Council direct Administration to award the tender for the Water Pollution Control Plant Boiler Replacement to Vetted HVAC Services for \$574,990.00 plus applicable taxes, with \$289,000.00 plus applicable taxes of emergency expenditures for phase one, funded through utility reserves, and the remaining \$285,000.00 for phase two to be budgeted in the 2025 capital budget, and further that the Mayor and City Clerk be authorized to execute said contract.
2. Other Direction at the Discretion of Council.

ADMINISTRATIVE RECOMMENDATION(S)

That Council direct Administration to award the tender for the Water Pollution Control Plant Boiler Replacement to Vetted HVAC Services for \$574,990.00 plus applicable taxes, with \$289,000.00 plus applicable taxes of emergency expenditures for phase one, funded through utility reserves, and the remaining \$285,000.00 for phase two to be budgeted in the 2025 capital budget, and further that the Mayor and City Clerk be authorized to execute said contract.

<p>TITLE: Recommendations from the Committee of the Whole Council Meeting – September 23, 2024 – Council Priorities Update – Q3 2023- present, Youth Advisory Committee, and Surplus 2023 Management</p>	<p>DATE OF MEETING: September 30, 2024</p>
<p>CLEARANCES:</p>	<p>REPORT DATE: September 25, 2024</p> <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Committee of the Whole September 23, 2024 – Council Priorities Update Q3 2023 to Present Report. 2. Council Priorities Chart as of September 23, 2024 (Updated)
<p>Written by: Jessica Matsalla - City Clerk Jessica Matsalla</p>	
<p>Approved by: Brad Hvidston - City Manager Brad Hvidston</p>	

PURPOSE/BACKGROUND

On September 24, 2024 the Committee of the Whole Council met to review the Council Priorities Chart to discuss its status. The last update provided for Council Priorities was at the August 14, 2023 Committee of the Whole Council Meeting, which covered 2023 Q2 Updates. Also discussed at this meeting were the Youth Advisory Committee Report, and a Memo on Surplus 2023 management.

The purpose of this report is to provide Council with the recommendations from the Committee of the Whole Council Meeting of September 23, 2024 to consider for approval. The minutes of the September 23, 2024 Committee of the Whole Meeting were also presented earlier tonight for approval.

DISCUSSION/ANALYSIS/IMPACT

- a. The Youth Advisory Committee Report was presented in response to a Notice of Motion from August 19, 2024 which directed Administration to compile information on development of a Youth Advisory Council Committee based on a model used at the City of Moose Jaw. The intent was to get community Youth more involved in the discussions surrounding decisions made about the city, which will impact the future. Administration outlined in a comprehensive report, work started in 2022, by the Recreation and Community Services Department, in partnership with the Society for the Involvement of Good Neighbours (SIGN) on 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.

Administration reported on synergies between the City of Moose Jaw's Youth Advisory Committee and the Yorkton Youth Resiliency Project, noting the that 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, the recommendation from the Committee of the Whole was to opt to utilize the Resiliency Project in place of a formal advisory committee at this time, asking for two (2) seats for Council to participate in the Project, as well as provide the Mayor the ability to appoint youth members to existing select advisory committees of Council, with the intent to involve youth in the many different aspects of a functioning city, and be part of future planning.

b. Council Priorities Chart

The Council Priorities Chart is a mechanism that was introduced in 2020 to organize and track the top current five (5) priorities of Council, a list of next priorities, advocacy and partnership efforts, as well as departmental priorities aside from day to day operations. Quarterly updates ensued over the past four (4) years, and a robust list has been accomplished. The Committee of the Whole Council reviewed the status of items on the list as presented by the City Manager with a goal of determining steps for the future. Of note, the current priorities were updates to reflect the following:

- Council to leave Current Item 3, 'Facilities Maintenance Plan' on the Current Priorities Chart; and
- Add to current priorities that support be provided to Protective Services (Fire Chief Morrissey) in dealing with the houselessness crisis in Yorkton by formulating a team to assist in addressing addictions and mental health in the community; and
- Add to current priorities for Administration to report on information for formulation of a tax relief/grant program for community groups.

Committee of the Whole also recommends Council to continue using the process of the Priorities Chart, status quo – with a Strategic Planning Session to determine items populate the chart.

c. Management of 2023 Surplus

The Director of Finance presented a set of information for the Committee of the Whole Council to foster discussion on where surplus funding could be utilized. After 2023 audit, it has been determined that the City has a considerable amount in the surplus accounts of \$2,404,590. As noted in the report, "it 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.

A table of ideas presented ideas that were circulated at the preliminary year-end meeting, and also ideas from Administration, including Airport top-up towards new equipment, more money towards streets and paving, public works equipment, and other infrastructure. Discussion also ensued regarding paying off existing debt, earlier than planned (i.e. Dracup Reconstruction and the Fire Hall Building debt.) The Committee of the Whole Council supported a recommendation to Council to request further information on a list of items as follows:

- i. Payment penalties, and interest saved in paying off debt.
- ii. Using surplus fund towards Public Works Streets, new Deer Park Golf Course Equipment, and paying off debt (Fire Hall Loan).
- iii. Updating the library (computers, etc.), Gallagher Centre amenity/attraction updates such as climbing wall, arcade, multi-use flooring for the Agri-Pavilion building for recreation, money towards a seniors centre, promotional marketing funds for economic development, attracting health care professionals – investigate what other communities are doing – incentives for doctors – facilities and possibly housing, and accounting software.

COMMUNICATION PLAN/PUBLIC NOTICE

The full package with reports from the Committee of the Whole Council Meeting of September 23, 2024 is available online at www.yorkton.ca . Video of the meeting is also available for viewing.

Upon Council’s approval, the updated Council Priorities Chart as of September 23, 2024 (Attachment 2) will be posted on the city website under ‘Your City’ tab, Council and Administration, and [Plans, Reports and Studies](#).

OPTIONS

1. That Council accept recommendations resulting from motions C00002-2024, C00003-2024, C00004-2024, and C00005-2024 as contained in the Committee of the Whole Council Meeting Minutes of Monday, September 23, 2024.
2. That Council deny recommendations resulting from motions C00002-2024, C00003-2024, C00004-2024, and C00005-2024 as contained in the Committee of the Whole Council Meeting Minutes of Monday, September 23, 2024.
3. That Council provide alternate direction.

COMMITTEE OF THE WHOLE RECOMMENDATIONS:

1. **That Council accept recommendation C0002-2024, as contained in the Committee of the Whole Council meeting minutes of Monday, September 23, 2024 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 and further that effective for the 2025 year, that the Mayor appoint two (2) Councillors to sit at the Youth Resiliency Project meetings and that the Mayor have the ability to consider adding a Youth Seat on other select advisory committees.**

- 2. That Council accept recommendation C00003-2024, as contained in the Committee of the Whole Council Meeting minutes of Monday, September 23, 2024 to renew the Council Priorities Chart as follows:**
 - a. Council to leave Current Item 3, ‘Facilities Maintenance Plan’ on the Current Priorities Chart; and**
 - b. Add to current priorities that support be provided to Protective Services (Fire Chief Morrissey) in dealing with the houselessness crisis in Yorkton by formulating a team to assist in addressing addictions and mental health in the community; and**
 - c. Add to current priorities for Administration to report on information for formulation of a tax relief/grant program for community groups.**

- 3. That Council accept recommendation C00004-2024, as contained in the Committee of the Whole Council Meeting minutes of Monday, September 23, 2024 to use the Council Priorities Chart process status quo – with new items to be determined at a future Strategic Planning session, and further that the updated Council priorities chart dated September 24, 2024 be adopted as presented, and that Council authorize the publication of the chart on the City’s website.**

- 4. That Council accept recommendation C00004-2024, as contained in the Committee of the Whole Council Meeting minutes of Monday, September 23, 2024 to receive and file the Surplus 2023 report of the Director of Finance, and further direct Administration to explore and report back to Council with information on using 2023 surplus funds for the list of items noted at the Committee of the Whole Council meeting, being:**
 - a. Payment penalties, and interest saved in paying off debt.**
 - b. Using surplus fund towards Public Works Streets, new Deer Park Golf Course Equipment, and paying off debt (Fire Hall Loan).**
 - c. Updating the library (computers, etc.), Gallagher Centre amenity/attraction updates such as climbing wall, arcade, multi-use flooring for the Agri-Pavilion building for recreation, money towards a seniors centre, promotional marketing funds for economic development, attracting health care professionals – investigate what other communities are doing – incentives for doctors – facilities and possibly housing, and accounting software.**

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

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 14th, 2023

TOPIC: Council Priorities Chart – Dashboard update

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

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

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

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

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

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

- 1) The May 9th 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 9th, 2023 Council Priorities Chart (Includes updates on completion)

COUNCIL PRIORITIES CHART

September 23rd, 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 2nd 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>CORPORATE</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"> • Provide City Wide Training on LAFOIP process – Work in progress. Ongoing training plan coming forward. • Council Committee Review – Phase 1 (Assessment) – Currently being investigated and working on. Ongoing. 	<p>PLANNING</p> <p>1. BUSINESS MARKETING: Yorkton Advantage, Gaps & Targets (June) – explain expected outcomes? Should this be a Chamber initiative/partnership?</p> <p>2. YORK LANDING SUBDIVISION – 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"> • Complete outstanding issues on land purchases/sales – ongoing work being done. Any specific direction? • Streamline business licensing process – online application, electronic invoicing & payments – complete, could be removed?
<p>ENVIRONMENT</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"> • 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 	<p>ENGINEERING</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 & 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"> • 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.
<p>PROTECTIVE SERVICES</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"> • Fire Underwriter Certification • Defend our Position re: Provincial Medical Response Framework 	<p>PUBLIC WORKS</p> <p>1. Asset Works Implementation – Phase 1 Fleet & 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>

COUNCIL PRIORITIES CHART

September 23rd, 2024

COUNCIL (Green is Now)	CORPORATE PRIORITIES (Council/CAO) (Council Priorities are CAPITALIZED)	
Current Priorities <ol style="list-style-type: none"> HOMELESS & MENTAL HEALTH STRATEGY FACILITIES MAINTENANCE PLAN/REVIEW KINSMEN CLUBHOUSE TAX BREAK 	Next Priorities <ol style="list-style-type: none"> New Council to have Strategic Session early in new term 	
ADVOCACY / PARTNERSHIPS (Council to have strategy session early in new term after the election)		
STAFF OPERATIONAL STRATEGIES (CAO/Staff) (Staff Priorities are not Capitalized)		
CHIEF ADMINISTRATIVE OFFICER <ol style="list-style-type: none"> FACILITIES MAINTENANCE PLAN/REVIEW – determine departmental efficiencies in the maintenance dept. 	RECREATION & COMMUNITY SERVICES <ol style="list-style-type: none"> FACILITIES MAINTENANCE PLAN/REVIEW – determine departmental efficiencies in the maintenance dept 	
CORPORATE <ol style="list-style-type: none"> KINSMEN CLUBHOUSE TAX BREAK – investigate creating a tax break for the Kinsmen Club’s new clubhouse 	PLANNING	
ENVIRONMENT	ENGINEERING <ol style="list-style-type: none"> FACILITIES MAINTENANCE PLAN/REVIEW – determine departmental efficiencies in the maintenance dept 	
PROTECTIVE SERVICES <ol style="list-style-type: none"> HOMELESS & MENTAL HEALTH STRATEGY – provide support for the Fire Chief in dealing with homeless and mental health issues 	PUBLIC WORKS	

TITLE: Council Meeting Calendar 2025	DATE OF MEETING: September 30, 2024
	REPORT DATE: September 25, 2024
CLEARANCES:	ATTACHMENTS: <ol style="list-style-type: none"> 1. Draft Council Calendar 2025 – Option 1 2. Draft Council Calendar 2025 – Option 2
Written by: Jessica Matsalla - City Clerk <p style="text-align: center;">Jessica Matsalla</p>	
Approved by: Brad Hvidston - City Manager <p style="text-align: center;">Brad Hvidston</p>	

BACKGROUND

Council is mandated by the Procedures Bylaw No. 1/2016 to approve the upcoming year’s Council Meeting calendar by the end of September, annually. Meetings on the schedule include Regular Council Meetings, Committee of the Whole Council Meetings and Strategic Planning Meetings of Council.

Committee of the Whole Council Meetings and Strategic Planning Meetings, if not otherwise scheduled, can be added at the call of the Mayor and City Manager, respectively. Special Meetings are at the call of the Mayor or a majority of Council Members.

DISCUSSION/ANALYSIS/IMPACT

The *Procedures Bylaw No. 1/2016* provides for meetings that fall on statutory holidays to be held the Tuesday following the Stat Holiday, the Monday prior or the Monday after, to avoid the conflict. The options presented tonight did not consider moving the meetings to the Tuesday after a statutory holiday, as in the past few years, Council has opted to move to different Mondays alternatively.

The proposed schedules have 17-19 Regular Council Meetings, four (4) Committee of the Whole Council Meetings, and five (5) Strategic Planning Meetings of Council. I would like to address the spread between December’s last Regular Council Meeting 2025, and January 2026:

- If Council is amenable to having 4-5 weeks between meetings, Options 1 or 2 will work.
- If this spread of 4-5 weeks is not acceptable to Council, you may consider having meetings two weeks apart, between November and December 2025, (Nov. 17, Dec. 1, and then Dec.15, with a Strategic Planning date of Dec.8 for budget) – Option 3; or
- Council can add another Regular Meeting on December 22 – Option 4.
- We are mindful that we do have a Strategic Planning Meeting of Council on December 15 to discuss Operating Budget for 2026.

Two (2) calendars have been prepared as options for Council’s consideration for 2025.

- Option 1 – Meetings start on January 13 – has 17 Regular Council Meetings, four (4) Committee of the Whole Meetings, and five (5) Strategic Planning Meetings.
- Option 2 – Meetings start on January 6, has 18 Regular Council Meetings, four (4) Committee of the Whole Council Meetings, and five (5) Strategic Meetings.
- Option 3 – Using either Option 1 or 2 Calendar, except December Meetings Run:
 - Regular Council Meetings December 1 and 15
 - Strat Plan – December 8
- Option 4 – Using either Option 1 or 2 Calendar, except an additional Regular Meeting is added December 22, 2025.

FINANCIAL IMPLICATIONS

None.

COMMUNICATION PLAN/PUBLIC NOTICE

The Council meeting calendar, once approved is entered on the City’s website where access to the agendas, packages and videos is available. Our local media is provided the schedule, and notices of meetings are posted at City Hall, and on our Facebook page. Access NOW TV broadcasts live on channel 7 as our exclusive television broadcaster, and the City streams meetings live on the City’s website.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

Under the Governance and Communication goal of the Strategic Plan 2020, publication of the meetings supports the objective to “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.”

OPTIONS:

1. To approve the Council Calendar 2025 – Option1 as attached.
2. To approve the Council Calendar 2025 - Option 2 as attached.
3. To approve the Council Calendar 2025 – Option 3 using Calendar 1 or 2 as attached, with Regular December meetings to be December 1, & 15, with a Strategic Planning Meeting on December 8.
4. To approve the Council Calendar 2025 – Option 4 using Calendar 1 or 2 as attached, with a Regular Council Meeting to be added December 22, 2025.
5. Other direction of Council.

RECOMMENDATIONS:

Administration does not have a recommendation as all options presented are very similar. The meetings scheduled during holiday times may have less items to consider and lower attendance as it is a slower time of year with many taking vacation at this time.

2025 Council Meeting Calendar

Notes

<http://www.vertex42.com/calendars/>

January '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Council Meetings
- SUMA Convention - Regina, SK
- Statutory Holidays (Or Observed)
- School Breaks (weeks)
- CoW - Council Priorities Quarterly Update - Open
- CoW - Other
- Strategic Planning Meetings

CoW & Strategic Planning Dates/Topics

- January 15 - SP Operating Budget - #1
- January 20 - SP Operating Budget - #2
- Jan 27 - CoW Q4 2024 Priorities Update
- April 9 - CoW/SP Q1 2025 Priorities Update and Tax Po
- June 30 - CoW Q2 2025 Priorities Update
- September 29 - CoW Q3 2025 Priorities Update
- November 24 - SP Capital Budget
- December 15 - SP Operating Budget #1

Deputy Mayor Terms

- November 1, 2024 - Inauguration - Councillor Randy Goulden
- 2025 Deputy Mayor Appointments TBD

2025 Council Meeting Calendar

Notes

<http://www.vertex42.com/calendars/>

January '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Council Meetings
SUMA Convention - Regina, SK
Statutory Holidays (Or Observed)
School Breaks (weeks)
CoW - Council Priorities Quarterly Update - Open
CoW - Other
Strategic Planning Meetings

CoW & Strategic Planning Dates/Topics

- January 15 - SP Operating Budget - #1
- January 20 - SP Operating Budget - #2
- February 3 - CoW Q4 2024 Priorities Update
- April 9 - CoW/SP Q1 2025 Priorities Update and Tax Po
- June 30 - CoW Q2 2025 Priorities Update
- September 29 - CoW Q3 2025 Priorities Update
- November 24 - SP Capital Budget
- December 15 - SP Operating Budget #1

Deputy Mayor Appointments

November 1, 2024 - Inauguration - Councillor Randy Goulden
 2025 Deputy Mayor Appointments TBD