

CITY OF YORKTON
REGULAR COUNCIL MEETING AGENDA
Monday, April 7, 2025 - 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 – March 24, 2025
5. **UNFINISHED BUSINESS**
6. **REPORTS OF COUNCIL COMMITTEES AND MATTERS REFERRED**
 - a. Environmental Committee Meeting Minutes – January 21, 2025
 - b. Recreation and Community Services Committee Minutes – February 19, 2025
7. **HEARING OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
8. **BUSINESS ARISING OUT OF PETITIONS, PUBLIC NOTICES AND PRESENTATIONS**
9. **CORRESPONDENCE**
 - a. Yorkton Film Festival – 2024 Financial Statements and 2025 Budget
10. **BYLAWS**
11. **ADMINISTRATIVE REPORTS**
 - a. Manager of Community, Culture & Heritage
 - National Volunteer Week 2025
 - b. Land Use Planner
 - Discretionary Use DU03-2025 Veterinary Service, Type 1 in C-1 City Centre Commercial – Dog Grooming at 12 First Avenue N [Authorization of Public Notice]
 - c. Director of Engineering & Asset Management
 - Sully Avenue and Highway 9 Infrastructure Improvements – Tender Award
 - d. Director of Environmental Services
 - 2025 Water Main Replacement Program – Dalebrooke Drive – Tender Award
12. **GIVING NOTICE OF MOTION**
13. **IN CAMERA SESSION**
14. **ADJOURNMENT**

Environmental Committee

MINUTES

TUES, JAN 21, 2025 7:30 A.M.

QUEEN ST WTP, STAFF ROOM

Members Present	Chair Shannon Erickson, Vice Chair Kris Gendall, Sandra Bilan, Dustin Brears, Darcy Zaharia, Rick Sheichuk, Rong Lu
Absent	Jason Signarowski, Stefan Bymak
City Staff	Aron Hershmilller, Connor Hunt, Lyndon Hicks
Presentation	
Recording	Val Fatteicher
Call to order	7:36 a.m.
Adjourn	8:55 a.m.
1. Round Table Introductions	
Introductions were made for the two new committee members present.	
2. Election of Chair and Vice Chair	
Val Fatteicher called the meeting to order and a call for nominations was made for Chair at 7:36 am. Shannon Erickson was nominated by Sandra Bilan. Shannon let her name stand for the role of Chair. No other nominations were received.	
Shannon Erickson was announced as Chair for 2025 by acclamation.	
Shannon Erickson opened the floor for call for nominations for Vice-Chair at 7:42 am. Sandra Bilan nominated Kris Gendall who let his name stand for the role of Vice Chair. No further nominations were received.	
Kris Gendall was announced as the Vice-Chair for 2025 by acclamation.	
3. Declaration of Conflict of Interest	
Declaration	No declaration of conflict of interest was made.
4. Approval of Agenda	
Discussion	Review of agenda items for discussion. In continued effort to reduce waste, paper copies of the agenda and meeting minutes will not be distributed at the meeting. They will continue to be sent by email to committee members prior to the meeting. Agenda can be viewed on the overhead screen. Dustin Brears arrived 7:50 am
Motion 01-25	Sandra Bilan That the agenda be approved as presented. CARRIED.

5. Minutes of the December 5, 2024 Meeting

Motion 02-25

Kris Gendall

That the minutes of December 5, 2024 be approved as presented.
CARRIED.

6. Strategic Plan Review/Finalize

Discussion

Review of the recommended revisions that were incorporated into the original 2019-2021 strategic plan.

Additional details to be included for water and wastewater statistics.

Shape Your City website will be utilized for providing the public with more information on our water and wastewater services. The residential curbside organics program will also be promoted through that site.

Rong Lu left meeting at 8:30 am

Timelines will be incorporated to show completed targets and ongoing items. These target dates could be reviewed quarterly to track progress.

Final strategic plan revisions will be shared and presented for approval at the next committee meeting.

7. City Councillor Committee Role

Discussion

After a presentation to council on governance, it was suggested that councillors on the Committees of Council, such as the Environmental Committee, may create a conflict should they vote in favor of a motion at the committee level then have to change their decision once at City Council.

Removing councillors from motions at the committee meetings could have an impact on meeting quorum.

Past and present committee discussions have not yet posed a conflict for city council members. Further review with City Clerk's office will be requested on the interpretation of council members excluding themselves when a motion from committee members is needed.

8. Next Meeting Date –

Monthly committee meetings will be changed to a pre-established date. Members were in favor of this meeting date being the last Thursday of each month. They will continue to be held at 7:30 am at the Water Treatment Plant. This meeting date schedule will be emailed to members.

9. Next Meeting Agenda Items

- Strategic Plan - Final Version/Approval

10. Adjournment 8:55 am

Motion 03-25

Darcy Zaharia

That the Environmental Committee Meeting be adjourned. CARRIED.

These minutes have been approved by members of the Environmental Committee on March 27, 2025.

Shannon Erickson

Chair

Val Fatteicher

Recording Secretary

a. Recreation & Community Services Terms of Reference Bylaw

b. PowerPoint Presentation

c. SaskLotteries Community Grant Program

Lisa provided the Committee Members with a quick introduction to our department, how we fit into the City, and how the Committee fits within our department. Lisa gave extra information regarding Shape Your City, a platform the City has, and how we are utilizing it to provide more education and awareness to why we do what we do and when we do it. Lisa also touched on some plans and reports the City has done recently such as the Parks and Recreation Master Plan and the Municipal Cultural Plan. Ashton will send an email of links with these resources and other information to help inform the Committee members.

5. FUTURE COMMITTEE MEETINGS

It was agreed that starting the meeting at 5:15 pm or 5:30 pm would accommodate most Committee Member's work schedules. The next meeting is set for March 25th for the Saskatchewan Lotteries Community Grant Program Adjudications. Meeting space will be determined based on availability.

8. QUESTIONS

- a. How to add items to agenda?
Agenda items should be sent to Ashton in email prior to the meeting package being sent out.
- b. Can we look into hosting the 2028 Summer Games?
The City of Meadow Lake, in conjunction with Flying Dust First Nation is hosting the 2026 Winter Games. Conversation was had about the City of Yorkton potentially collaborating with the Yorkton Tribal Council to submit a bid. A Committee would need to be established to develop the information required for a bid. The Saskatchewan Games Council has not yet put out the call for 2028 Bid Package. Would need to know what games are in the Bid to see if Yorkton has the infrastructure to host the games.
- c. Networking Webinar tomorrow:
Parkland Valley Sport, Culture and Recreation District (PVSCRD) has a webinar tomorrow from 1 to 2:30 pm called "Strategies for Building Partnerships & Networking". Administration let the Committee know that PVSCRD has a subscription-based newsletter and encouraged everyone to sign up. PVSCRD promotes their webinars and workshops quite regularly.
- d. Grant Writing Workshop is also available in March.
- e. Call for nominations for Celebrating Volunteers is open. This can be done through PVSCRD.
- f. Is there an inventory of supplies/equipment the City is willing to share for Community Groups to have access to?
Asked if an inventory of things can be developed such as: flatbed trailer and bleachers. This would help events and bring a sense of community. Bleachers used for the Holiday Train are sourced from a local business in the City.
- g. The Cross Country Provincials are being held at Deer Park Golf Course in the fall of this year.
- h. Tourism Yorkton has a document to help plan a bid proposal. It is currently being used to develop the bid for the 2026 Saskatchewan High School Curling Provincials.

i. There are multiple ways for someone to find information in Yorkton on what is happening. It is unrealistic to have the information on everything and maintain accurate information. Ashton will share the links to the City's pages where information gets shared.

9. ADJOURNMENT

Motion 25-002

Brian Trollope

That the Recreation and Community Services Committee Meeting be adjourned at 6:32 p.m. CARRIED.

Delmar Zwirsky

Ashton Kingdon

Chairperson

Recording



f t You Tube @YORKTONFILM
49 SMITH STREET EAST, YORKTON, SK S3N 0H4
306.782.7077 INFO@YORKTONFILM.COM
WWW.YORKTONFILM.COM

March 17, 2025

City of Yorkton
Ms Jessica Matsalla
PO Box 400
Yorkton, SK
S3N 2W3

RECEIVED

MAR 21 2025

**CITY CLERK'S OFFICE
CITY OF YORKTON**

RE: Yorkton Film Festival
Funding Request

The Yorkton Film Festival continues to serve the Yorkton community for 78 years, since 1947. With the support of the City of Yorkton, looks forward too many more years of providing Canadian short film to audiences in Yorkton and across the country.

Please accept this letter and the enclosed required information as the request for the support of \$15,000.00 for 2025.

On behalf of the Yorkton Film Festival Board of Directors we thank you for the continued support.

We hope to see you at the upcoming festival, May 21 to 25, 2025.

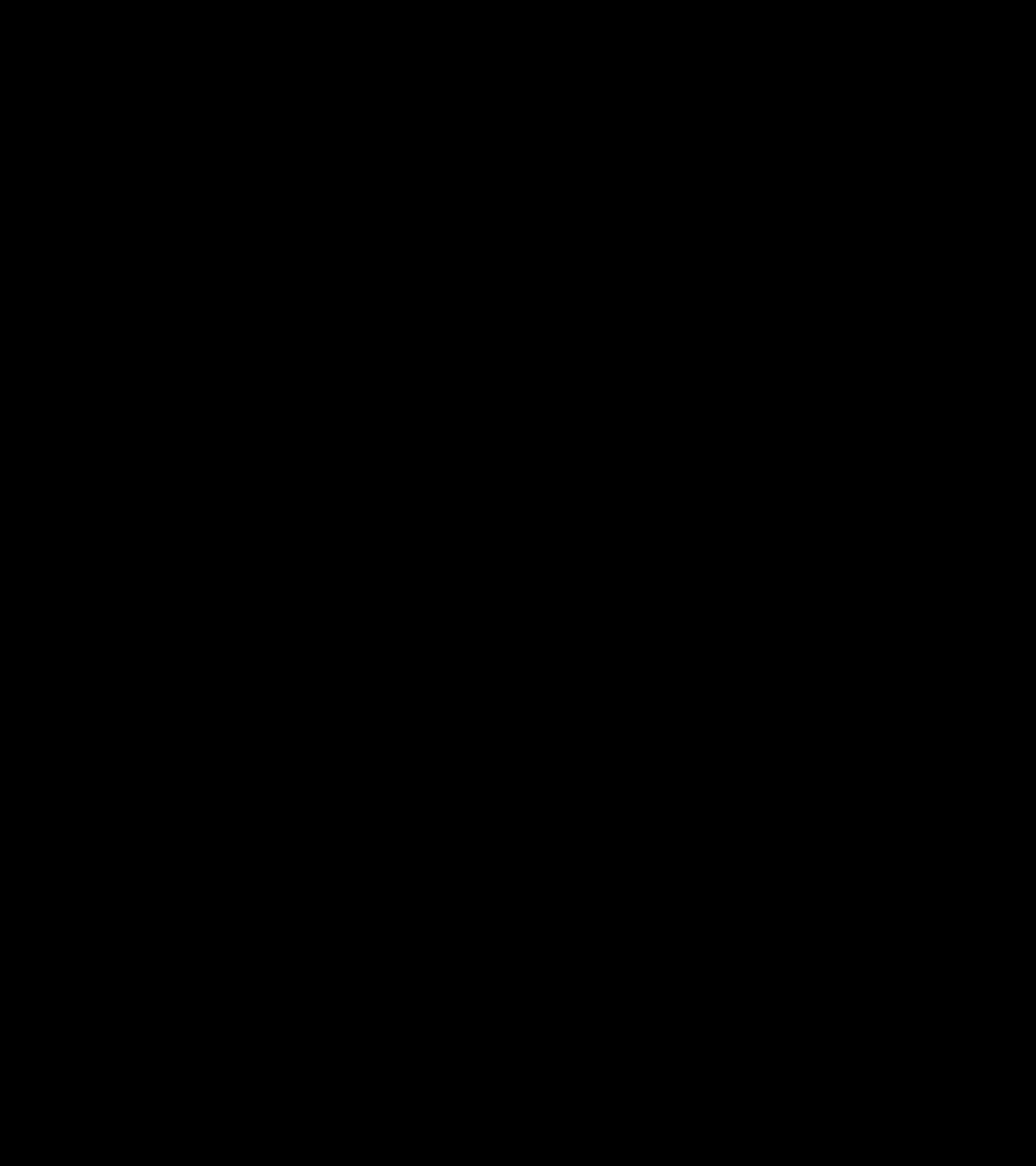
Information enclosed:

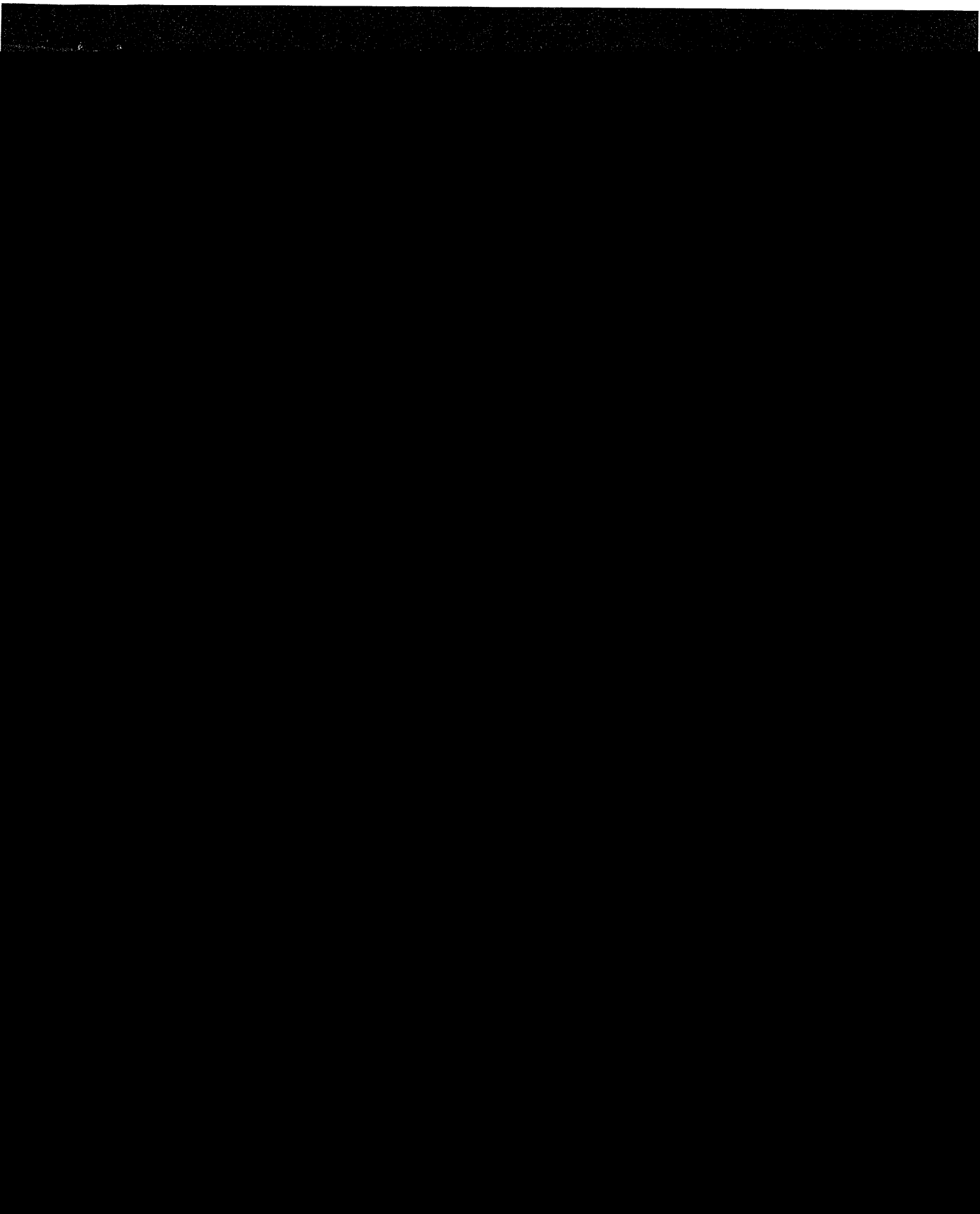
- Proof of two million dollars (\$2M) of active liability insurance;
- Budget outlining the planned revenues and expenditures for 2024/25;
- Financial statement from previous year, 2024/25.

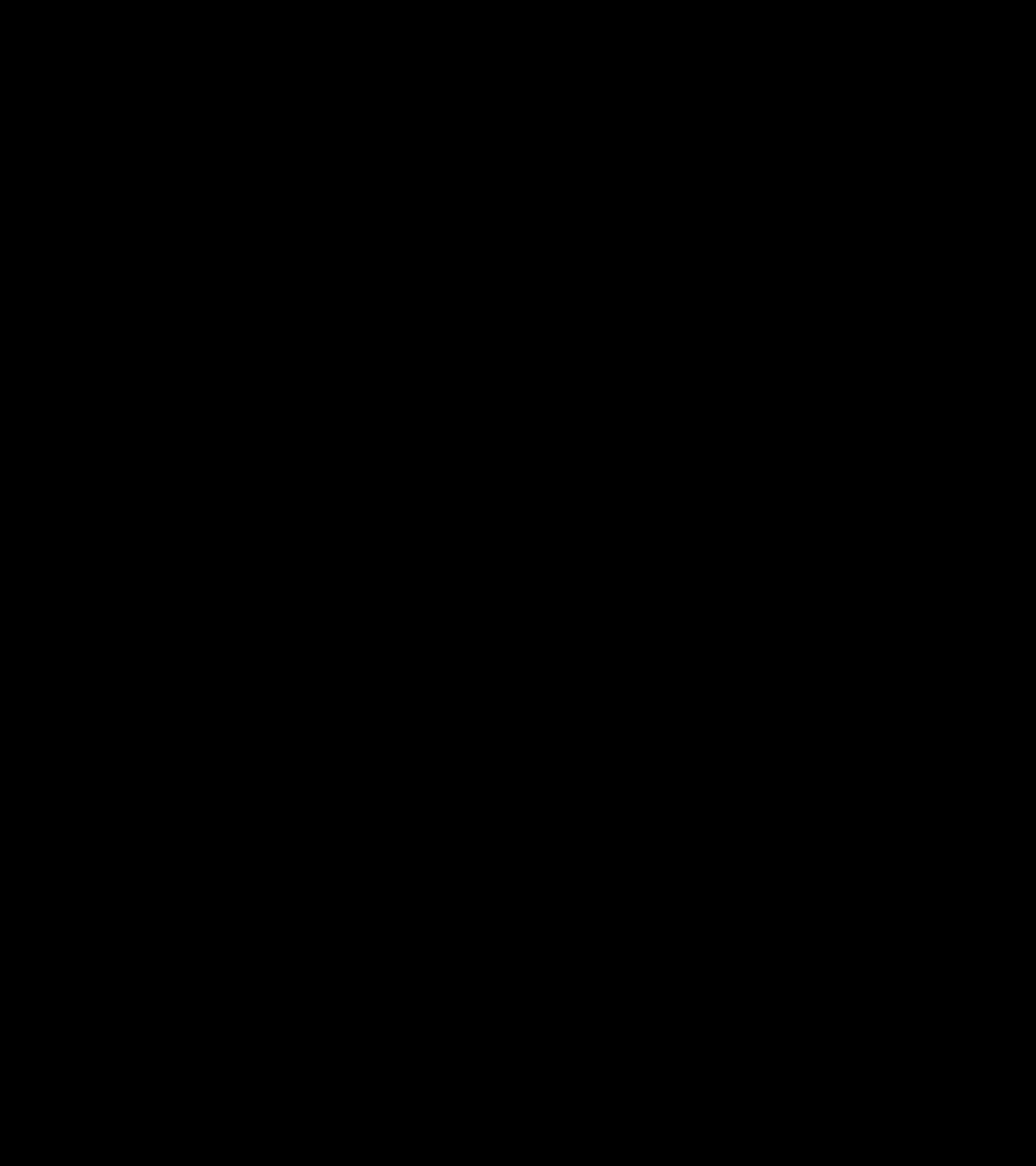
Kind regards,

Mr Ron Irvine
CoChairperson









YORKTON SHORT FILM FESTIVAL & VIDEO FESTIVAL INC.
BUDGET AUGUST 1, 2024 - JULY 31, 2025

Grants - SA	53,000
Grants- Telefilm Canada	30,000
Grants- City of Yorkton	15,000
Grants - other	48,000
Donations/Corporate Sponsors	50,000
Film and Video Entry Fees	15,200
Award Sponsorship	5,000
Registration Fees	20,000
Advertising	5,000
Lottery semi-annual	2,560
Interest	8,000
Fundraising	5,000
TOTAL REVENUES	256,760
EXPENSES	
Administration	
Wages	100,000
Payroll Processing	700
Contract Staff	10,000
Supplies & Stationery	2,000
Postage/Courier	500
Telephone/Internet	3,200
Insurance	1,800
Professional Development	300
Copier	1,000
Audit & Legal	7,000
Bank Exchange	100
Interest & Bank Charges	100
Film Freeway Fee	1,000
Maintenance & Repair	50
Staff Benefits	7,200
Total	134,950
Travel & Meetings	
Board travel	4,000
Staff travel	1,000
Total	5,000
Membership/Communications	
Memberships/Subscriptions	600
Total	600
Adjudication Process	
Jury - Shipping	550
Jury Honorariums	4,000
Total	4,550
Golden Sheaf Awards	
Awards - Cash	1,750
Award Trophies/Showreel	10,500
Total	12,250
Marketing	
Advertising	2,500
Printing	2,000.00
Creative	2,400
Website	2,000
Signage	1,000
Program Book	3,000
Total	12,900
Festival Programming	
Conf/Wksp Travel	14,000
Conf/Wksp Accomodation	12,000
Conf/Food Catering	15,000
Equipment Rental	5,000
Facility Rental	6,000
Total	52,000
Festival Activities	
GSA Gala	12,000
Shuttle Vans	2,500
Friday Event	8,000
Total	22,500
Special Events/Fundraising	
RBC Mentorship	5,000
Screenings	200
Total	5,200
Capital Equipment	
Equipment and Software	2,500
Total	6,500
TOTAL EXPENSES	256,450
NET	310

Yorkton Short Film & Video Festival Inc.

FINANCIAL STATEMENTS

Year Ended July 31, 2024

Yorkton Short Film & Video Festival Inc.

Yorkton, Saskatchewan
July 31, 2024

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Independent Auditors' Report

To the Board of Directors
Yorkton Short Film & Video Festival Inc.

Opinion

We have audited the financial statements of Yorkton Short Film & Video Festival Inc., (the organization), which comprise the Statement of Financial Position as at July 31, 2024 and the Statements of Operations, Changes in Net Assets and Cash Flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at July 31, 2024, and results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the financial statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

The Board of Directors is responsible for overseeing the organization's financial reporting process.



Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Baker Tilly SK LLP

Baker Tilly SK LLP

Yorkton, SK
November 26, 2024

Yorkton Short Film & Video Festival Inc.
 Yorkton, Saskatchewan
 Statement of Financial Position as at July 31, 2024

	Operating Fund	Ruth Shaw Award Fund	2024 Total	2023 Total (Note 13)
Assets				
Current Assets				
Cash and cash equivalents	399,283	1,038	400,321	352,601
Accounts receivable - note 3	8,385		8,385	10,523
Accrued interest receivable		239	239	239
Prepaid expenses	2,675		2,675	2,360
Interfund due from/to - note 4	<u>2,750</u>	<u>(2,750)</u>		
	413,093	<u>(1,473)</u>	411,620	<u>365,723</u>
Long-Term Investments - note 5	<u>0</u>	<u>12,665</u>	<u>12,665</u>	<u>12,297</u>
	<u>\$ 413,093</u>	<u>\$ 11,192</u>	<u>\$ 424,285</u>	<u>\$ 378,020</u>
Liabilities and Net Assets				
Current Liabilities				
Accounts payable	3,860		3,860	12,289
Deferred revenue - note 8	<u>37,100</u>		<u>37,100</u>	
	<u>40,960</u>	<u>0</u>	<u>40,960</u>	<u>12,289</u>
Net Assets				
Unrestricted net assets	372,133		372,133	354,175
Restricted net assets		11,192	11,192	11,556
	<u>372,133</u>	<u>11,192</u>	<u>383,325</u>	<u>365,731</u>
	<u>\$ 413,093</u>	<u>\$ 11,192</u>	<u>\$ 424,285</u>	<u>\$ 378,020</u>

Approved on behalf of the board:

~~Joanne McDonald~~

~~Ron Irvine~~

Co Chair - Joanne McDonald
 Co Chair - Ron Irvine

Yorkton Short Film & Video Festival Inc.

Statement of Changes in Net Assets
For the year ended July 31, 2024

	2024	2023 (Note 13)
Unrestricted Net Assets		
Balance, beginning of year	354,175	260,632
Add: Excess of revenue over expenses for the year	<u>17,958</u>	<u>93,543</u>
Balance, end of year	<u>\$ 372,133</u>	<u>\$ 354,175</u>
Restricted Net Assets		
Balance, beginning of year	11,556	11,936
Add: Excess (deficiency) of revenue over expenses for the year	<u>(364)</u>	<u>(380)</u>
Balance, end of year	<u>\$ 11,192</u>	<u>\$ 11,556</u>

*The notes to financial statements are an integral
part of these financial statements.*

Yorkton Short Film & Video Festival Inc.

Statement of Operations For the year ended July 31, 2024

	Budget (Note 10)	Operating Fund	Ruth Shaw Award Fund	2024 Total	2023 Total (Note 13)
Revenue					
Festival sponsorship	55,000	84,935		84,935	64,435
Grants - Sask. Arts Board Association	53,000	53,000		53,000	53,000
Grants - Telefilm Canada	22,045	10,000		10,000	52,045
Grants - Lottery	2,560	7,560		7,560	7,560
Grants - City of Yorkton	15,000	26,267		26,267	25,767
Grants - other	50,000	29,180		29,180	77,712
Advertising - program and flyer	8,000	3,657		3,657	5,805
Conference registration fees	20,000	17,190		17,190	21,031
Film and video entry fees	15,200	18,808		18,808	14,300
Fundraising	5,000	4,233		4,233	5,617
Interest income	800	6,487	386	6,873	5,132
	<u>246,605</u>	<u>261,317</u>	<u>386</u>	<u>261,703</u>	<u>332,404</u>
Expenses - pages 12-13					
Adjudication process	4,300	4,450		4,450	3,800
Advertising	6,900	7,881		7,881	8,341
Film and video program development	40,500	42,212		42,212	41,851
Golden Sheaf Awards competition	27,250	24,237	750	24,987	25,965
Membership communication	500	387		387	503
Office	13,800	18,540		18,540	20,082
Other	7,927	10,059		10,059	9,540
Salaries	125,890	110,429		110,429	105,247
Software and equipment	3,500	2,351		2,351	6,119
Special events/fundraising	14,400	22,180		22,180	17,101
Travel and meetings	1,600	633		633	692
	<u>246,567</u>	<u>243,359</u>	<u>750</u>	<u>244,109</u>	<u>239,241</u>
Excess (Deficiency) of Revenue over Expenses for the Year	<u>\$ 38</u>	<u>\$ 17,958</u>	<u>\$ (364)</u>	<u>\$ 17,594</u>	<u>\$ 93,163</u>

*The notes to financial statements are an integral
part of these financial statements.*

Yorkton Short Film & Video Festival Inc.

Statement of Cash Flow
For the year ended July 31, 2024

	2024	2023 (Note 13)
Cash Provided By (Used In):		
Operations		
Excess of revenue over expenses for the year	17,594	93,163
Net change in working capital	<u>30,494</u>	<u>14,707</u>
	48,088	107,870
Investing activities		
Additions to long-term investments	<u>(368)</u>	<u>(358)</u>
Net Cash Increase for the Year	47,720	107,512
Cash position, beginning of year	<u>352,601</u>	<u>245,089</u>
Cash Position, End of Year	<u>\$ 400,321</u>	<u>\$ 352,601</u>
Represented By:		
Cash and cash equivalents	<u>\$ 400,321</u>	<u>\$ 352,601</u>
Net change in working capital consists of:		
Decrease (increase) - accounts receivable	2,138	7,357
- prepaid expenses	(315)	
Increase (decrease) - accounts payable	(8,429)	7,350
- other current liabilities	<u>37,100</u>	
	<u>\$ 30,494</u>	<u>\$ 14,707</u>

*The notes to financial statements are an integral
part of these financial statements.*

Yorkton Short Film & Video Festival Inc.

Notes to Financial Statements
For the year ended July 31, 2024

1. Nature of Operations

The organization was incorporated on October 1, 1971 under the Non-Profit Corporations Act of Saskatchewan. The Yorkton Short Film & Video Festival Inc. is a charitable non-profit organization established to encourage knowledge of an interest in film and video art by presenting quality short film video to the public. The organization, as a registered charity, is not subject to income tax.

2. Significant Accounting Policies

These financial statements are the responsibility of management and have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO) using the accounting policies as summarized below:

(a) Fund accounting

The accounts of the organization are maintained in accordance with the principles of fund accounting. For financial reporting purposes, accounts with similar characteristics have been combined into the following major funds:

(i) Operating fund

The operating fund reflects the primary operations of the organization, including grants for operations, sponsorships, fundraisers, entry fees and other unrestricted funds. Expenditures related to the festival, daily operations, fundraisers, board and services related to certain projects funded by sponsors are reported in the operating fund.

(ii) Ruth Shaw Award fund

This fund was established in October 2008 to provide a monetary award for the best Saskatchewan production at the Yorkton Short Film & Video Festival. The funds are to be maintained in a dedicated account, and administered by trustees appointed with the consent of Ruth Shaw's family.

(b) Cash and cash equivalents

Cash and cash equivalents represents cash on hand and cash held in banks, net of bank overdrafts.

(c) Tangible capital assets

Tangible capital assets are expensed in the statement of operations.

Yorkton Short Film & Video Festival Inc.

Notes to Financial Statements
For the year ended July 31, 2024

2. Significant Accounting Policies - continued

(d) Revenue

The organization follows the restricted fund method of accounting for contributions. Two funds have been established - the operating fund and the Ruth Shaw Award fund. In the operating fund, unrestricted contributions are recognized as revenue in the current period. When contributions are received to fund specifically identified expenses, or to provide operating funding for a specified period of time, the revenue is deferred in the operating fund until the conditions are met.

The Ruth Shaw Award fund recognizes revenue in the period in which the funds are received or as the commitment of funds become known and collection is reasonably assured. Interest revenue is recognized as earned.

Fundraising revenues are recognized as received. Sponsorship revenues are recognized in the year of the sponsored event. Advertising revenues are recognized when the agreed service is provided. Registration and entry fees are recognized in the period of the related event. Interest income is recognized on an accrual basis based on the underlying terms of the investment.

(e) Donated materials and services

The organization benefits from the donation of materials and services. These financial statements do not reflect the value of donations-in-kind received in the year.

(f) Financial instruments

Measurement of financial instruments

The organization initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The organization subsequently measures all its financial assets and liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in excess of revenue over expenses.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in excess of revenue over expenses. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess of revenue over expenses.

Yorkton Short Film & Video Festival Inc.

Notes to Financial Statements
For the year ended July 31, 2024

2. Significant Accounting Policies - continued

(g) Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reported period. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in the statement of operations in the period in which they became known.

Significant estimates have been made in the following financial statement areas:

- The ultimate ability to collect accounts receivable
- Grant revenues are recognized when management determines that the criteria for earning the funding has been met; however, the final determination of the qualification of expenses for funding commitments is determined by the granting body

	2024	2023
3. Accounts Receivable		
Accounts receivable are comprised of the following item:		
<i>Operating Fund</i>		
Grants and sponsorships receivable	2,986	4,498
Other accounts receivable	3,935	4,697
Goods and services tax rebate receivable	<u>1,464</u>	<u>1,328</u>
	<u>\$ 8,385</u>	<u>\$ 10,523</u>

4. Interfund Due From/To

Interfund balances bear no interest and have no fixed terms of repayment.

5. Long-Term Investments

Long-term investments consist of a term deposit bearing interest at 5.10%, maturing November 2025.

6. Tangible Capital Assets Charged to the Statement of Operations

Tangible capital assets not recorded on the statement of financial position include furniture, fixtures and equipment, computer hardware, computer software and leasehold improvements. In the current year, the organization did not purchase any capital items.

7. Operating Loan

The organization has a demand operating line-of-credit available to a maximum of \$12,000 with the Cornerstone Credit Union. Interest is payable monthly at the rate of prime plus 1.5% per annum. The operating loan is secured by a general security agreement.

Yorkton Short Film & Video Festival Inc.

Notes to Financial Statements
For the year ended July 31, 2024

8. Deferred Revenue

Deferred revenue includes grant funds received from the Saskatchewan Arts Board Association intended for operations of the following fiscal year

	2024	2023
Balance, beginning of year	0	0
Plus amount received	90,100	
Less amount recognized as revenue	<u>53,000</u>	<u> </u>
Balance, end of year	<u>\$(37,100)</u>	<u>\$ 0</u>

9. Risks Arising from Financial Instruments

The organization is exposed to various risks through its financial instruments. The following analysis presents the organization's risk exposure and concentrations at the reporting date.

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The organization's exposure to credit risk is not considered significant, as its grants receivable are substantially all directly, or indirectly, from government granting sources.

Liquidity risk is the risk that an organization will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its accounts payable.

10. Budget

The figures shown under the "Budget" column in the statement of operations are provided for information purposes only and have not been audited.

11. Saskatchewan Arts Board Funding

The amount reported in these financial statements as grant revenue from the Saskatchewan Arts Board is made up of a combination of Lottery and Non-Lottery funding. This is made possible through the Partnership Agreement between the Saskatchewan Arts Board and SaskCulture Inc., which is the trustee for the Culture Section of Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation. Under the terms of this agreement for the applicable period, SaskCulture allocated a specified amount of Lottery funds to the Saskatchewan Arts Board as a portion of the total envelope of funds available for the program(s) through which this grant was adjudicated and approved.

12. Transactions with Related Parties

Included in these financial statements are transactions with related parties. These related parties include board members of the organization. Jury honorariums include \$1,700 to related parties (2023 - \$1,100). These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Yorkton Short Film & Video Festival Inc.

Notes to Financial Statements
For the year ended July 31, 2024

13. Comparative Figures

The comparative financial statements have been restated to recognize a \$7,262 payable to a fundraising partner. As a result of this correction, fundraising revenue has been decreased by \$4,438 and conference registration fees revenue has been decreased by \$2,824.

Yorkton Short Film & Video Festival Inc.

Schedules to Financial Statements

For the year ended July 31, 2024

	Budget (Note 10)	2024	2023 (Note 13)
1. Adjudication Process			
Honorarium	3,800	4,450	3,800
Other	500		
	<u>4,300</u>	<u>4,450</u>	<u>3,800</u>
2. Advertising			
Advertising	3,900	3,405	2,935
Printing	500		201
Program book	1,400	3,668	4,446
Signage	500	757	326
Website	600	51	433
	<u>6,900</u>	<u>7,881</u>	<u>8,341</u>
3. Film and Video Program Development			
Conference and workshops	26,000	29,110	28,501
Equipment rental	5,000	3,364	3,710
Facilities	4,500	4,738	4,640
Mentorship program	5,000	5,000	5,000
	<u>40,500</u>	<u>42,212</u>	<u>41,851</u>
4. Golden Sheaf Awards Competition			
Awards - cash	1,750	1,000	1,750
Awards - Golden Sheaf trophies	10,500	10,998	10,895
Production	15,000	12,239	13,320
	<u>27,250</u>	<u>24,237</u>	<u>25,965</u>
5. Membership Communication			
Subscriptions and memberships	500	387	503
6. Office			
Copier lease and paper	1,000	695	279
Insurance	1,700	1,709	1,714
Postage, freight and courier	800	575	745
Rent	4,000	10,511	10,511
Supplies and stationery	2,800	1,772	3,608
Telephone and fax	3,500	3,278	3,225
	<u>13,800</u>	<u>18,540</u>	<u>20,082</u>

The notes to financial statements are an integral part of these financial statements.

Yorkton Short Film & Video Festival Inc.

Schedules to Financial Statements

For the year ended July 31, 2024

	Budget (Note 10)	2024	2023 (Note 13)
7. Other			
Data processing fees	27	2,699	2,485
Interest and bank charges	400	48	40
Professional fees - audit and legal	7,000	7,312	7,015
Repairs and maintenance	500		
	<u>\$ 7,927</u>	<u>\$ 10,059</u>	<u>\$ 9,540</u>
8. Salaries			
Contract staff	9,000	10,711	11,154
Payroll processing fees	700	674	558
Salaries and wages	109,000	91,457	86,463
Wage benefits	7,190	7,587	7,072
	<u>\$ 125,890</u>	<u>\$ 110,429</u>	<u>\$ 105,247</u>
9. Special Events/Fundraising			
Conference catering	14,000	21,580	17,047
Fundraising	400	600	54
	<u>\$ 14,400</u>	<u>\$ 22,180</u>	<u>\$ 17,101</u>
10. Travel and Meetings			
Board and executive meetings	500		
Other	1,100	633	692
	<u>\$ 1,600</u>	<u>\$ 633</u>	<u>\$ 692</u>

*The notes to financial statements are an integral
part of these financial statements.*

TITLE: National Volunteer Week 2025	DATE OF MEETING: April 7, 2025
	REPORT DATE: March 31, 2025
CLEARANCES: <p style="text-align: center;">Taylor Morrison</p> <p>Taylor Morrison, Director of Recreation & Community Services</p>	ATTACHMENTS: 1. Poster for National Volunteer Week
Written by: Lisa Washington, Manager of Community, Culture and Heritage <p style="text-align: center;">Lisa Washington</p>	
Reviewed 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>	

PURPOSE/BACKGROUND

Volunteer Canada's mission is to advance volunteerism to grow connection, community, and belonging, acting as the national voice and leadership body for volunteerism since 1977. They envision a society where every background and perspective is acknowledged and celebrated, fostering a vibrant future of volunteerism.

In 2015, the United Nations General Assembly adopted 17 Sustainable Development Goals (SDGs) to mobilize global efforts to improve social, economic and environmental conditions around the world. Canada is one of the member states that agreed to work towards achieving these goals by 2030. Volunteer Canada has adopted the goals because volunteering is an essential vehicle to help us tackle some of the pressing challenges facing the world. This short video explains how this happens:

<https://www.youtube.com/watch?v=aOBNUdzRROg>

National Volunteer Week 2025 is April 27 – May 3. This year's theme is "Volunteers Make Waves". It highlights the power, impact and importance of individual and collective volunteer efforts across Canada. Volunteering builds momentum similar to a wave. Just like water, which is always moving and changing, every volunteer's effort adds to community impact. Each contribution, whether large or small, contributes to a wave of positive change.

With each generation of volunteers, the movement grows. Our actions lead to greater benefits for the community, such as improved well-being, stronger social connections, and greater resilience against change and uncertainty. Every wave is distinct and adds something fresh to the community.

During National Volunteer Week 2025, we come together to recognize and celebrate all the ways volunteers make waves from coast to coast to coast. Together we create ripples of change. And through the power of our amplified impact, Volunteers Make Waves.

The sharing of time, skills, empathy, and creativity is crucial for making our communities inclusive, strong, and healthy. By uniting, offering support, and boosting our collective impact, volunteers significantly enhance our overall quality of life.

National Volunteer Week provides an opportunity to recognize volunteers and their positive contributions to society. Volunteers, whether in formal or informal settings, help build caring, connected, and compassionate communities. Their collective efforts make Yorkton a more desirable place to live, work, and play. We encourage everyone to acknowledge the essential role of volunteers in our community, thank a volunteer, and learn more about Volunteer Canada and National Volunteer Week at www.volunteer.ca.

FINANCIAL IMPLICATIONS

None

COMMUNICATION PLAN/PUBLIC NOTICE

National Volunteer Week initiatives will be promoted online through the City's social media accounts and through other advertising platforms including print, radio, and television, as available.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

Recognizing National Volunteer Week at this level aligns with the Council's strategic priorities of creating a sustainable, welcoming and inclusive community where contributions to the collective well-being are recognized and publicly appreciated.

OPTIONS

1. That Council receive and file the National Volunteer Week 2025 presentation.
2. That Council provide alternate direction to Administration.

ADMINISTRATIVE RECOMMENDATION(S)

That Council receive and file the National Volunteer Week 2025 - April 27-May 3 presentation and further, recognize and thank all the volunteers that contribute to our community.

NATIONAL NATIONAL NATIONAL NATIONAL NATIONAL
VOLUNTEER VOLUNTEER VOLUNTEER VOLUNTEER VOLUNTEER
WEEK 2025 WEEK 2025 WEEK 2025 WEEK 2025 WEEK 2025

VOLUNTEERS MAKE WAVES

Together, we create ripples of change.



Volunteer
Bénévoles
Canada

APRIL 27 - MAY 3

volunteer.ca/nvw

#NVW2025

TITLE: Discretionary Use DU03-2025 Veterinary Service, Type 1 in C-1 City Centre Commercial – Dog Grooming at 12 First Ave N Council Report #1 – Public Notice Authorization	MEETING DATE: April 7, 2025
	REPORT DATE: April 1, 2025
CLEARANCES: Michael Eger - Director of Planning, Building & Development <p style="text-align: center;">Michael Eger</p>	ATTACHMENTS: 1. Aerial View 2. Summary of Discretionary Use Application Process 3. Business Plan
Written by: Carleen Koroluk - Land Use Planner <p style="text-align: center;">Carleen Koroluk</p>	
Reviewed 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>	

Summary of History/Discussion:

This report is in response to a Development Permit application for a dog grooming business at 12 First Avenue North (See Attachment 1).

While dog grooming is not specifically defined as a land use in Zoning Bylaw No. 14/2003 (the Bylaw), Section 2.2.2 notes:

2.2.2.1 – The typical uses which may be listed in the definitions are not intended to be exclusive or restrictive. Reference should be made to the definition of the use class in determining whether or not a use is included within a particular use class.

2.2.2.2 – Where a specific use does not conform to the wording of any use class definition or generally conforms to the wording of two or more use class definitions, Council may deem that the use conforms to and is included in that use class which they consider to be the most appropriate in character and purpose.

Under the Bylaw, dog grooming, as a stand alone business that does not provide kennel services, generally conforms to and is deemed to be included in the land use Veterinary Service, Type 1, defined as:

Veterinary Service – a facility for the care and treatment of animals involving outpatient care and medical procedures involving hospitalization.

Veterinary Service, Type 1 – a veterinary service for small animals, including indoor, overnight accommodation and the sale of products related to veterinary services, but not including the keeping of animals in outdoor pens.

Veterinary Service, Type 1 is listed as a Discretionary Use in the C-1 City Centre Commercial zoning district and, under *The Planning and Development Act, 2007*, requires Council authorization to proceed (see Attachment 2).

Administrative Review:

The applicant began providing grooming services in late 2023 at another location in the city, however their lease was recently terminated and they are now looking for a new location. The subject property is currently vacant and minimal upgrades are required for the business to operate there.

Discretionary Use applications are typically more favourably considered where it can be demonstrated that their location is appropriate to the site and that it will have a minimal impact on the surrounding adjacent areas, including, but not limited to:

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

To support the application, the applicant has provided a business plan (See Attachment 3) noting:

- that being located next to the alley, there is only one direct neighbouring business, currently a laundromat;
- that the layout proposes the drying room, which creates the most noise, being situated on the alley side to minimize noise and odour impact on the laundromat business;
- that the use will have a minimal impact on traffic as there is sufficient on-site parking in the rear of the building to accommodate staff and or drop offs.

Conclusion:

The proposed use complies with Zoning Bylaw requirements and at this time, Administration proposes to initiate the public notice process, including advertisement in the local newspaper, at City Hall and on the City website, and circulation to property owners within 75 m of the subject property.

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

Council's Options:

1. That Administration be authorized to proceed with Public Notification for Discretionary Use application DU03-2025 which proposes a Veterinary Service – Type 1 use at 12 First

Avenue North and that the application be brought back to Council at a later date for its review and decision;

2. That Public Notification for Discretionary Use application DU03-2025, which proposes a Veterinary Service – Type 1 use at 12 First Avenue North, be denied for reasons as listed by Council;
3. That Administration be provided with alternative direction.

Administration's Recommendation:

That Administration be authorized to proceed with Public Notification for Discretionary Use application DU03-2025 which proposes a Veterinary Service – Type 1 use at 12 First Avenue North and that the application be brought back to Council at a later date for its review and decision.

ATTACHMENT 1 – 12 FIRST AVENUE NORTH - AERIAL VIEW



ATTACHMENT 2 – SUMMARY OF DISCRETIONARY USE APPLICATION PROCESS

Summary of Discretionary Use Application Process:

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

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

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

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

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

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

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

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

ATTACHMENT 3 – BUSINESS PLAN



Intended use of property:

The property will be used for the purpose dog grooming. This entails:

1. Bathing
2. Drying
3. Final grooming
 - hair cutting
 - brushing
 - nail trimming
 - ear cleaning

ATTACHMENT 3 CONTINUED – BUSINESS PLAN

1. Bathing

- A stainless steel tub is used that requires a hot and cold water lines as well as a drain pipe
- The tub is quite large, 50 inches long and has a removable grate to adjust to all dog sizes and a hair trap so there is not hair going down the drain freely
- This does increase moisture as well as water can escape the tub due to the size of dog, shaking themselves to remove water during bathing
- Slip matt's are used on the floors as well as always having extra towels laid down to trap water from shaking dogs

In this location we will be using the back portion of the building to do the dog bathing. This location has a fully enclosed room right beside the bathroom that has lines already available as this was used as a hair salon. We will be using this room to complete the bathing



- **The only changes we will be doing are:**
 - Installing a vent from this room to the exterior building to remove excess moisture in the air and any smells that may be

2. Drying

- I use a high velocity dryer with a cone attachment to dry the dog
- This can be loud so I wear ear protection as well as putting a neck warmer around the dog's ears
- The dryer requires a 20 amp plug in

In this location we will be using the fully enclosed room adjacent to the bathing room to dry dogs. There are 20 amp plug ins that are adequate for the dryer since the hair salon also required higher voltage for their hair dryers. This room will contain noise as the neighbour to this side of the building is the alley and this will be the furthest room away from the laundromat

The changes we will be completing:

- This room is will also be ventilated outside to remove any excess moisture or smells



ATTACHMENT 3 CONTINUED – BUSINESS PLAN

3. Final grooming

- This involves hair cutting if required, brushing to remove excess hair and detangling
- Nails are trimmed on every dog
- Ears are plucked if required and cleaned

This will all be done in the front portion of the unit. This leaves lots of excess hair on the ground that needs to be swept between grooms. If there was noise from the dogs barking this is when it would be heard by the neighbours or people walking past the business. We will ensure loud and barking dogs are booked in evenings as well as weekends to not disturb neighbouring businesses

The changes:

- The only changes we will be doing to the front entrance is adding a gate and a till area to block off dogs from getting loose or being able to exit the building when a customer enters the building



Hours of business:

- I will be doing Tuesday and Thursday as days I will stay open late 8am - 8pm
- Monday, Wednesday & Friday will be 8am - 6pm
- Saturday or Sunday days open will alternate every second weekend

- We will ask the clients we are aware of that have dogs that bark frequently to come for an early morning, late evening or weekend slot

- Everything including all stand alone services are by appointment only



ATTACHMENT 3 CONTINUED – BUSINESS PLAN

Traffic

There should not be any impact to traffic, parking would be the only thing needed, there is spots in the back of the business clients can use to come in the front door or street parking available

The only affected neighbour would be the laundromat neighbouring business if there was an excessively barking dog but their washers and dryers are attached to the wall that is connected to this unit so if there was someone in there doing laundry any dog sounds would be muffled by their use of the laundromat business

We will be doing daily perimeter checks as well to ensure that if owners missed or neglected to clean up feces it will be attended to.



Summary of changes:

- Adding a gate to front entrance
- Adding ventilation to both the drying room and the bathing room

TITLE: Sully Avenue and Highway 9 Infrastructure Improvements – Tender Award	DATE OF MEETING: April 7, 2025
	REPORT DATE: March 28, 2025
CLEARANCES:	ATTACHMENTS: 1. Location Map
Written by: René Richard, Director of Engineering and Asset Management <p style="text-align: center;">Rene Richard</p>	
Reviewed 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>	

PURPOSE/ BACKGROUND

The Sully Avenue North Reconstruction Project was included in the 2024/ 2025 approved Capital Budget with design to take place in 2024 and construction in 2025. The original scope of the project included extension of large diameter watermain, installing service connects for industrial lots, widening the roadway, and road reconstruction including pavement on Sully Avenue North.

Due to proposed development, the funds for the roadway reconstruction portion of the Sully Avenue project were reallocated to extend the large diameter watermain along Highway 9 instead. This would allow potential development to proceed in 2025. The ditch work and road widening on Sully Avenue would still occur, however, the reconstruction would now need to be included in a future budget for completion. This will also allow the excavation for the service connections a year or two to settle prior to the paving of Sully Avenue which is desirable.

DISCUSSION/ANALYSIS/IMPACT

On March 6, 2025, the Invitation to Tender for the “2025 Sully Avenue and Highway 9 Infrastructure Improvements” was advertised on Biddingo, as well as SaskTenders for a tender period of three (3) weeks closing on March 27, 2025. Four (4) bids were received. A summary of the bids is as follows:

Bidder	Bid Amount	PST	Total Bid
Castle Oilfield Construction Ltd.	\$6,247,296.00	\$374,837.76	\$6,622,133.76
G. Ungar Construction Co. Ltd.	\$5,395,972.35	\$323,758.34	\$5,719,730.69
KMS Construction Ltd.	\$4,050,000.00	\$243,000.00	\$4,293,000.00
Suer and Pollon Mechanical	\$4,617,900.00	\$277,074.00	\$4,894,974.00

The bid from KMS Construction Ltd., was deemed to be best value as it was complete, was within budgetary estimates, and provides the best value.

FINANCIAL IMPLICATIONS

This project will be funded from the 2024/ 2025 Capital Budget as approved. It is anticipated that the project would be completed within the allotted budget amount.

COMMUNICATION PLAN/PUBLIC NOTICE

The successful bidder will receive notification after it is awarded. The identity of the successful bidder along with the total bid amount will be posted on the City's website and SaskTenders for a period of two (2) weeks.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

N/A

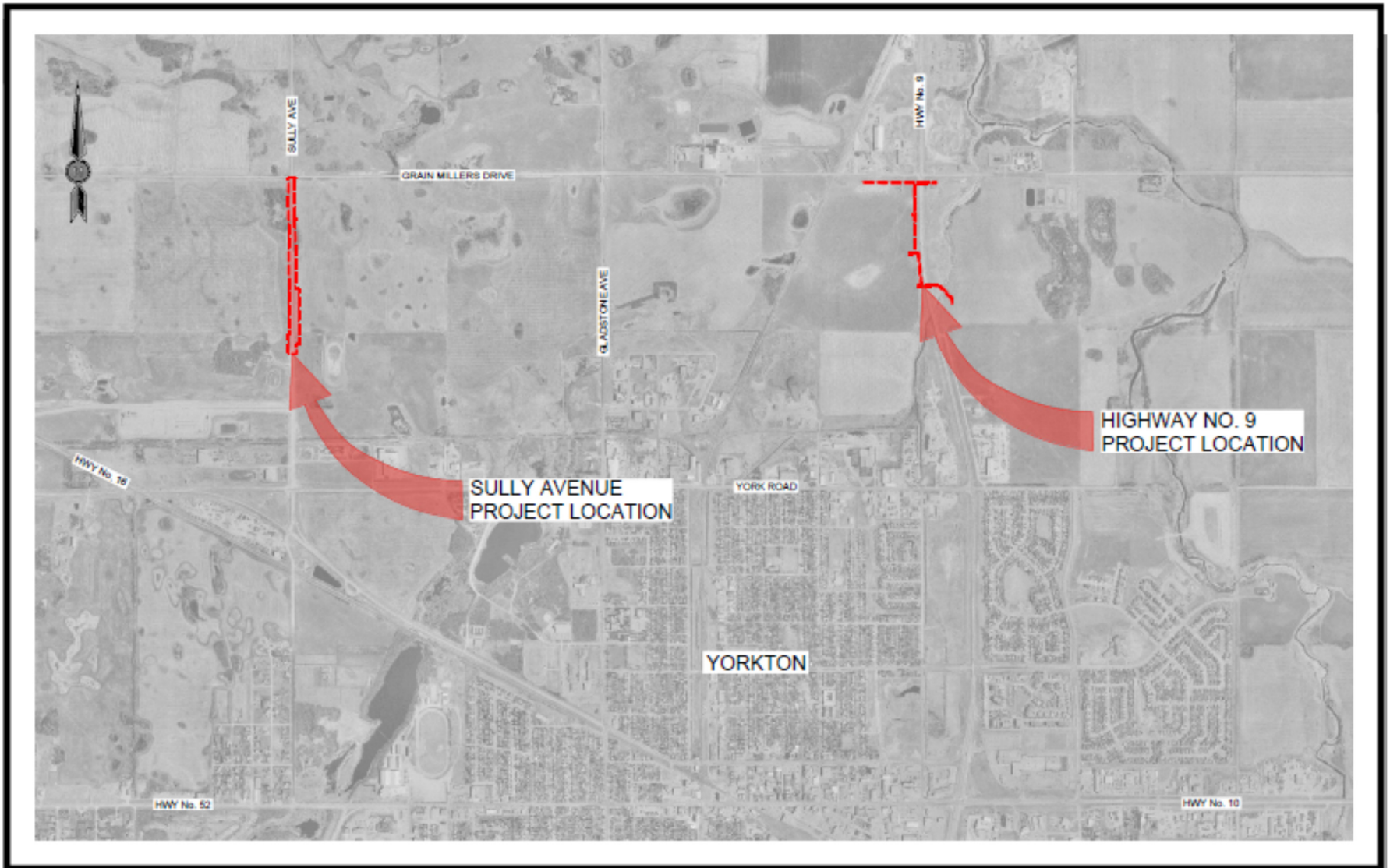
OPTIONS

1. That Council direct Administration to award the tender for "2025 Sully Avenue and Highway 9 Infrastructure Improvements" to KMS Construction Ltd. for \$4,050,000.00 plus applicable taxes, and further that the Mayor and City Clerk be authorized to execute said contract.
2. That Council provide other direction.

RECOMMENDATION

That Council direct Administration to award the tender for "2025 Sully Avenue and Highway 9 Infrastructure Improvements" to KMS Construction Ltd. for \$4,050,000.00 plus applicable taxes, and further that the Mayor and City Clerk be authorized to execute said contract.

Attachment #1 - Location Map



<p>TITLE: 2025 Water Main Replacement Program – Dalebrooke Drive</p>	<p>DATE OF MEETING: April 7, 2023</p>
<p>CLEARANCES: Rene Richard, Director of Engineering & Asset Management. Rene Richard Aron Hershmillier, Director of Public Works Aron Hershmillier</p>	<p>REPORT DATE: April 2, 2025</p> <p>ATTACHMENTS: Attachment 1 – 2025 Project Boundary Map Attachment 2 – Traffic Accommodation Plan Attachment 3 – Network Composition & Service Life Information</p>
<p>Written by: Connor Hunt, Director of Environmental Services Connor Hunt</p>	
<p>Reviewed by: Jessica Matsalla, City Clerk Jessica Matsalla</p>	
<p>Approved by: Brad Hvidston, City Manager Brad Hvidston</p>	

BACKGROUND

In recent years, the City of Yorkton has implemented a “Corridor Management” strategy toward infrastructure renewal. This approach evaluates roadways, sidewalks, stormwater infrastructure, and both water and wastewater systems collectively to identify corridors where linear asset condition, age, and service priority promote the replacement of most or all assets. By aligning projects with this layered approach, the City can renew multiple types of aging assets simultaneously; enhancing return on investment, and reducing future service disruptions. This approach highlights a greater shift in the way we manage the water and wastewater utility. For the first time, the water distribution system is undergoing a formal service and vulnerability assessment by being included in the development of the Water System Master Plan. This plan forms a pillar of the broader Utility Master Plan, which will guide operational strategies, capital investment, and service delivery plans through 2045. At present, the Water System Master Plan is approximately 15–20% complete.

This process has already identified, and prioritized some major capital initiatives in 2025, including:

- Construction of the Park Street Pumping Station – Water Storage Infrastructure
- Rehabilitation of the Water Tower – Water Storage Infrastructure
- Expansion of the North Industrial Water System – Water Distribution Infrastructure
- Renewal of the Water Pollution Control Plant – Wastewater Treatment Infrastructure (preliminary design phase ongoing)

Concurrently, the Dalebrooke Drive Water Main Replacement is being prioritized in the 2025 Annual Watermain Replacement Program. This project is intended to be funded through the

operational budget and is essential to maintaining reliable service by reinvesting in our communities subsurface infrastructure.

The water and wastewater utility manages approximately 300 kilometres of water distribution and sewer collection mains. Within this network, 55 km of water mains and 75 km of sewer mains have 25 years or less of remaining service life. It is important to note, 19 km of both systems respectively have already reached or surpassed their designed lifespan. While these underground assets are often out of sight, it remains imperative they remain front of mind with regards to utility management.

Full network composition and service life details can be found in Attachment #3 of this report.

DISCUSSION/ANALYSIS/IMPACT

The 2025 Water Main Replacement Program focuses on a 270-meter segment of Dalebrooke Drive between Broadway Street and Lakeview Road. This corridor has been prioritized due to three converging risk factors: a high frequency of water main breaks, aging infrastructure, and a confirmed collapse in the sanitary sewer system. Collectively, these conditions present a substantial risk of water and wastewater system failure.

Water Distribution System

Dalebrooke Drive includes twinned cast iron water mains:

- A 200 mm (8-inch) main, installed in 1975 on the west side, which will be abandoned.
- A 150 mm (6-inch) main, installed in 1962 on the east side, which will be upgraded to a 200 mm PVC pipe.

Identified in the Water System Master Plan as a corridor containing a Major Distribution Main, this section transfers flow from Primary Feeder Mains to adjacent residential and commercial zones containing Minor Water Mains. This 270-meter stretch has experienced five documented leaks; indicating a break-density of 1.85 breaks per 100 meters of pipe. For comparison, AWWA Utility Benchmarking data provides the following industry benchmarks:

Benchmark Source	Break Density (breaks/100m)
AWWA Top-Performing Systems	< 0.15
Canadian National Average (2018)	~0.25
Deteriorating System Threshold	> 0.30
Dalebrooke Drive	1.85

This corridor has a break-density of over seven times the national average. At 50, and 63 years old, the water mains in this corridor have as little as 12 years of expected service life remaining. As part of this project; all water service connections along the corridor will be replaced to the property line in addition to hydrant and valve replacements. Prior to the start of construction, City staff will implement risk mitigation measures; including the replacement of valves at the project boundaries and the installation of a temporary water system. This temporary system, expected to be the most complex deployed in the City to date; will ensure uninterrupted water service for all affected residents and businesses throughout the duration of the project.

Full project boundary details can be found in Attachment #1 of this report.

The project scope will also include full surface reconstruction, encompassing the roadway structure, curbs, sidewalks, and upgrades to the stormwater system. This approach ensures the corridor is addressed comprehensively in a single project, rather than revisiting the area repeatedly to perform isolated repairs as individual assets fail. Industry knowledge suggests that emergency water distribution or wastewater collection system repairs cost three to five times more per meter than planned replacements, primarily due to overtime, reactive coordination, and non-uniform surface restoration. This supports the economic and operational benefits of the main replacement program.

Sanitary Sewer Collection System

Dalebrooke Drive includes a clay tile sewer main:

- A 300 mm (12-inch) main, installed in 1961 on the east side, which will be replaced with a 375 mm PVC pipe.

CCTV inspection has confirmed a collapse in the sanitary sewer in the north half of the corridor, along with deformation near the failure point. Additional signs of grade sagging and crown cracking further warrant full segment replacement. This sewer main functions as a Major Collector for both residential and commercial zones, also managing surge flows from the Painted Hand Casino business complex. Its dual role; as a local collector and a relief main, heightens its necessary function. Further deterioration would impair service reliability and reduce system capacity, increasing public health risk if unaddressed.



FINANCIAL IMPLICATIONS

The 2025 Water Main Replacement Program was publicly tendered through SaskTenders and the City of Yorkton's procurement portal, Biddingo, with the tender closing on March 27, 2025. Two compliant bids were received and evaluated:

- G. Ungar Construction Co. Ltd. – \$1,915,301.00 (excluding taxes)
- Castle Oilfield Construction Ltd. – \$2,473,810.00 (excluding taxes)

The limited response is likely reflective of broader market and economic pressures, including:

- Ongoing volatility in material pricing due to global trade and shipping instability;
- Lengthened lead times for components such as valves, hydrants, and specialty fittings;
- Supplier caution in committing to fixed pricing within an unpredictable logistics environment.

Despite these challenges, the lowest bid, submitted by G. Ungar Construction, was within 10% of the City’s internal estimate and deemed both competitive and consistent with the project’s technical scope.

Project Budget Summary – 2025 Dalebrooke Drive Renewal

Category	Amount (\$)
Construction Tender – G. Ungar Construction Ltd.	\$ 1,915,301.00
Project Allowances (<i>contingency, design, engineering, inspection, material testing, and risk mitigation</i>)	\$ 649,590.30
External Utility Modifications (<i>e.g., SaskEnergy relocation</i>)	\$ 300,000.00
PST (6% on Construction Bid)	\$ 114,918.06
Total Project Budget:	\$2,979,809.36

Sources of Funding

Funding Source	Amount (\$)
2025 Water Main Replacement Program	\$1,256,565.00
2025 Sewer Main Replacement Program	\$412,251.84
Dalebrooke Intersection Capital Project	\$500,000.00
Road Infrastructure Improvements	\$810,992.52
Total	\$2,979,809.36

The average cost per meter for full corridor reconstruction of this nature—covering water, sewer, stormwater, and surface infrastructure; is approximately \$11,000.00 per meter.

COMMUNICATION PLAN/PUBLIC NOTICE

Upon Council approval, the City will award the contract and begin public engagement. The project will be publicly advertised and updated through the Shape Your City platform. A communication package will be delivered to residents and businesses surrounding the affected area. As part of the contract requirements, the selected contractor must provide a minimum three weeks advance notice to affected residents prior to beginning construction. The contractor will be responsible for all direct communication with residents, including advance notice of any road closures, detours, and any limitations to private property access as a result of construction.

Construction will be performed in two phases to reduce disruption and maintain accessibility. Phase one; scheduled to begin as early as May 5, 2025, involves the full closure of the Broadway Street and Dalebrooke Drive intersection. This work must be completed by May 21 to avoid interfering with major events at the Gallagher Centre, including the Yorkton Film Festival.

To ensure broader public awareness, project milestones will be shared on the City of Yorkton website, social media, and the Shape Your City platform. Milestones would include completion of both phases of construction; Phase one (Broadway Intersection) and Phase two (Dalebrooke Segment), as well as significant project completion (*e.g. 25%, 50%, 75%, and 100% completion*).

Regarding traffic accommodation; during Phase one, Broadway Street east–west traffic will be rerouted through the Painted Hand Casino complex, Lakeview Road, and Bradbrooke Drive.

Heavy truck traffic will bypass local detours using Bradbrooke Drive, Allanbrooke Drive, Queen Street, and Highway 10. Access to homes and businesses will be maintained throughout.

Phase two will begin once the Broadway Street intersection is reopened. Detour routes will be amended to preserve accessibility by adjusting traffic locally around the closed section of Dalebrooke Drive. All work is scheduled to be completed by September 30, 2025.

Additional traffic control measures will include temporary four-way stops at key intersections, use of glow posts and reflective pavement markers, pedestrian signage in high-traffic areas such as the Home Inn & Suites and Gallagher Centre, event-specific coordination, and speed-calming measures like rubber speed bumps and signage. The contractor will also coordinate with residents and service providers to ensure uninterrupted garbage, organics, and recycling collection. City staff will monitor all activities to ensure compliance and will take corrective action as needed under standard contract administration protocols.

Full traffic accommodation details can be found in Attachment #2 of this report.

STRATEGIC PRIORITIES/OCP/COMMITTEE RECOMMENDATION(S)

The 2025 Dalebrooke Drive Water Main Replacement Project, and the Annual Water Main Replacement Program as a whole, is aligned with long-term goals for infrastructure renewal and asset management. It directly aligns with the City's Official Community Plan (OCP), the Yorkton 2020 Strategic Plan, and industry best practices.

The OCP prioritizes sustainable infrastructure management, encouraging municipalities to reinvest in core services that support reliability, environmental stewardship, and long-term growth. The Dalebrooke project directly advances these objectives by:

- Applying data-driven, asset-based planning to manage infrastructure renewal
- Strengthening service resilience by addressing aging, high-risk assets
- Maximizing use of existing infrastructure in line with Smart-Growth principles

By replacing water and wastewater systems that have neared or exceeded their useful life, this project moves the City from reactive maintenance to strategic reinvestment, as outlined in the OCP.

Furthermore; the 2020 Strategic Plan envisions Yorkton as a community with sustainable infrastructure that meets both present and future needs. This project fulfills that vision by:

- Coordinating long-range renewal of water, wastewater, road, and sidewalk infrastructure
- Ensuring public health and safety through reliable clean water and sanitary services
- Reducing long-term costs and service disruptions through proactive intervention

Nationally, the International Institute for Sustainable Development estimates that Canada is facing a \$150 billion to \$1 trillion infrastructure deficit. This funding gap is far beyond what municipalities can address on their own, underscoring the need for collaboration and support from higher orders of government. Sector leaders, including SUMA have recognized this fact and have emphasized that asset management as a critical component to bridging this gap. As stated in their Urban Voice publication:

“Asset management is about making informed decisions based on the long-term impact of our choices. That means considering capital and ongoing costs, as well as environmental, social, and community impacts. Sustainable funding models and reinvestment in infrastructure are key.”

Locally our water main replacement program has replaced approximately 7 km of water distribution pipe over the past decade, which, at current pace, represents a 220-year replacement cycle. For context the average lifespan of modern PVC and HDPE piping is 100-years, and as such, is the current replacement cycle goal. All this to state that while we are making progress within our capacity to close a recognized infrastructure gap, more progress must be made regarding sustained reinvestment supported by adequate internal, or external revenues.

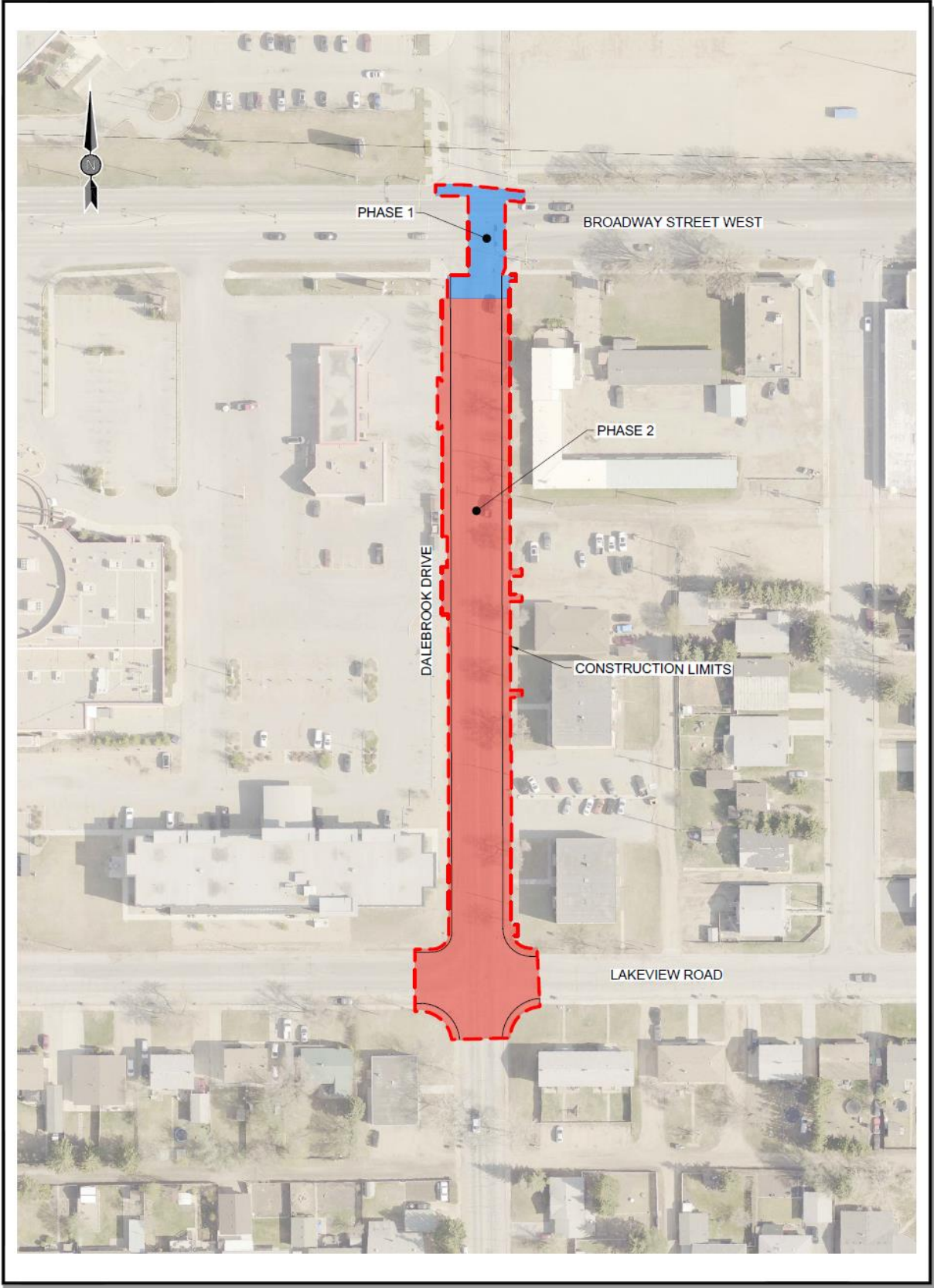
OPTIONS & RECOMMENDATION

1. Award the 2025 Water Main Replacement Program tender to G. Ungar Construction Ltd. for \$1,915,301.00 (plus applicable taxes), and further authorize the Mayor and City Clerk to execute the contract.
2. Other direction at the discretion of council.

RECOMMENDATIONS:

1. **Award the 2025 Water Main Replacement Program tender to G. Ungar Construction Ltd. for \$1,915,301.00 (plus applicable taxes), and further authorize the Mayor and City Clerk to execute the contract.**

ATTACHMENT #1 – 2025 PROJECT BOUNDARY MAP



ATTACHMENT #2 - TRAFFIC ACCOMODATION PLAN

**BROADWAY ST AND DALEBROOKE DR INTERSECTION CLOSED
 **HWY 10A ACCESS TO CASINO AND PRETO-CAN OPEN FOR LOCAL TRAFFIC
 **TRUCK TRAFFIC USE
 QUEEN ST >> ALLANBROOKE DR >> BRADBROOKE DR FOR ACCESS TO BROADWAY ST EAST

**BROADWAY ST AND DALEBROOKE DR INTERSECTION CLOSED
 **LOCAL TRAFFIC USE DETOUR
 **TRUCK TRAFFIC USE
 HWY 10 >> QUEEN ST >> ALLANBROOKE DR FOR ACCESS TO BROADWAY ST EAST

REFER TO PHASE 1 - LOCAL TRAFFIC PLAN

**BROADWAY ST AND DALEBROOKE DR INTERSECTION CLOSED
 **HWY 10 ACCESS TO CASINO AND PRETO-CAN OPEN FOR LOCAL TRAFFIC
 **TRUCK TRAFFIC USE
 ALLANBROOKE DR >> BRADBROOKE DR FOR ACCESS TO BROADWAY ST EAST

**BROADWAY ST AND DALEBROOKE DR INTERSECTION CLOSED
 **LOCAL TRAFFIC USE DETOUR
 **TRUCK TRAFFIC USE
 BRADBROOKE DR >> ALLANBROOKE DR >> QUEEN ST >> HWY 10/52

LEGEND:

- STREETLIGHT
- TRAFFIC CONE
- SIGN POST
- EASTBOUND LOCAL TRAFFIC
- WESTBOUND LOCAL TRAFFIC
- BROADWAY EASTBOUND TRUCK TRAFFIC
- BROADWAY WESTBOUND TRUCK TRAFFIC
- WORK AREA
- GLOW POST
- TEMP. REFLECTIVE PAVEMENT MARKER (TRPM)

NOTES:

- DISTANCE BETWEEN SIGNS = 50m
- DISTANCE BETWEEN PILONS = 8m
- DISTANCE FROM EVMB TO BEGINNING OF DETOUR = 750m TO 1000M
- DISTANCE BETWEEN TRPMS = 8m

EVMBs: THE CONTRACTOR MUST

- SET UP EVMBs ONE WEEK PRIOR TO THE DETOUR IN PLACE
- DISPLAY ON EACH EVMBs THE STARTING DATE AND DURATION OF THE CLOSURE

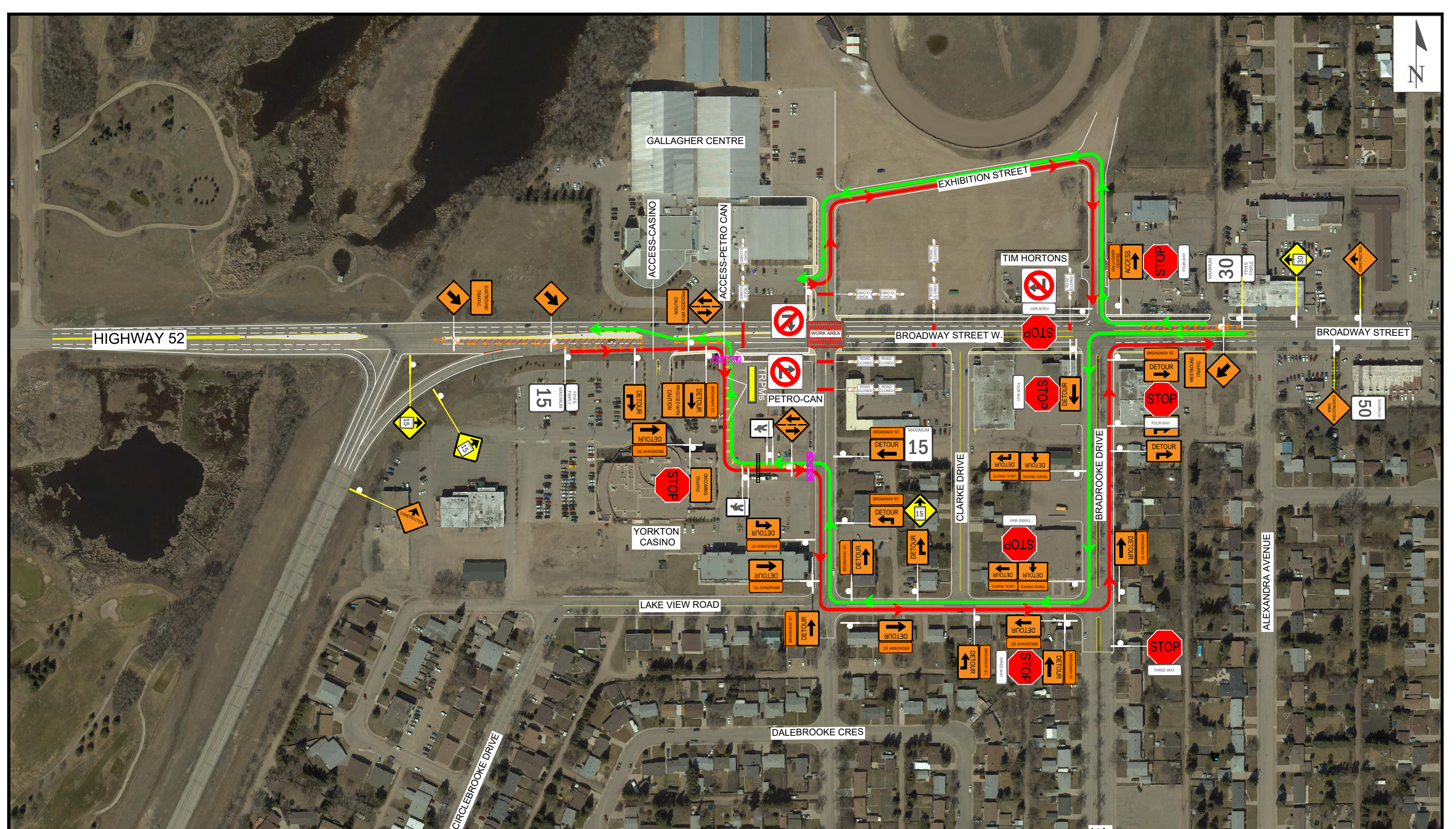


2025 WATER MAIN REPLACEMENT PROGRAM

TRAFFIC ACCOMMODATION PLAN PHASE-1

OVERALL TRAFFIC DETOUR

SHEET	1	of	1
DRAWING NUMBER	20250-01-1APO2		
DATE - (YYYY-MM-DD)	2025-05-05		
SCALE	N.T.S.	DRAWN	MR
FILE NAME	traffic accommodation plan-tap-2025.dwg		



LEGEND:

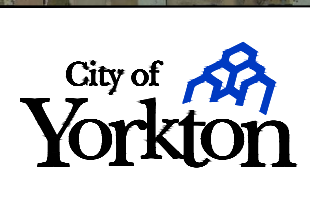
	STREETLIGHT		GLOW POST		TEMP. REFLECTIVE PAVEMENT MARKER (TRPM)
	TRAFFIC CONE		EASTBOUND TRAFFIC		WORK AREA
	SIGN POST		WESTBOUND TRAFFIC		RUBBER SPEED BUMP

NOTES:

DISTANCE BETWEEN SIGNS = 50m

DISTANCE BETWEEN PILONS = 8m

DISTANCE BETWEEN TRPMs = 8m



2025 WATER MAIN REPLACEMENT PROGRAM

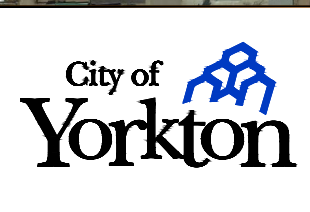
TRAFFIC ACCOMMODATION PLAN PHASE-1

LOCAL TRAFFIC DETOUR PLAN

SHEET	1	of	1
DRAWING NUMBER	20250-01-1APO2		
DATE - (YYYY-MM-DD)	2025-05-05		
SCALE	N.T.S.	DRAWN	MR
FILE NAME	traffic accommodation plan-tap-2025.dwg		



LEGEND:



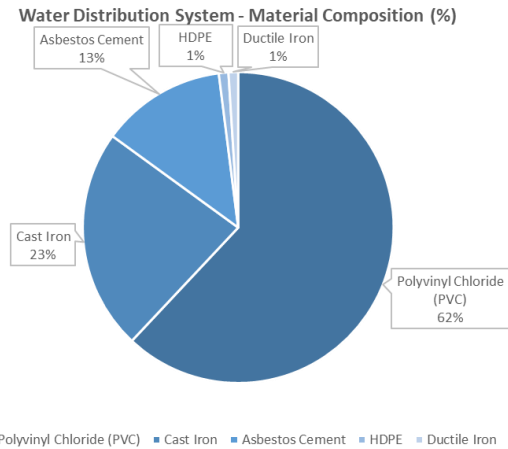
2025 WATER MAIN REPLACEMENT PROGRAM
TRAFFIC ACCOMMODATION PLAN
PHASE-2

SHEET	1	of	1
DRAWING NUMBER	20250-02-1A02		
DATE - (YYYY-MM-DD)	2025-05-05		
SCALE	N15	DRAWN	MR
FILE NAME	03.05.2025-broadway.dalebrooke.tap.dwg		

ATTACHMENT #3 – NETWORK COMPOSITION & SERVICE LIFE INFORMATION

Water Distribution System – Material Composition

Polyvinyl Chloride (PVC): 62%
Cast Iron: 23%
Asbestos Cement: 13%
HDPE: 1%
Ductile Iron: 1%

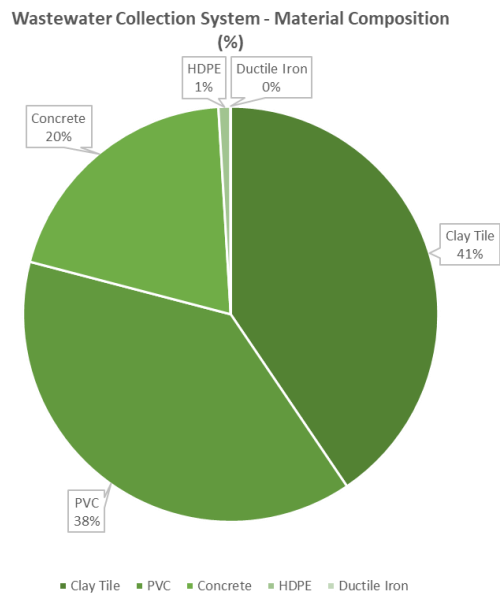


Remaining Service Life – Water Distribution Mains

50+ years: 104 km (66.7%)
25–50 years: 6 km (3.8%)
0–25 years: 39 km (25.0%)
At or beyond lifespan: 19 km (12.2%)

Wastewater Collection System – Material Composition

Clay Tile: 40.54%
PVC: 38.53%
Concrete: 19.98%
HDPE: 0.93%
Ductile Iron: 0.02%



Remaining Service Life – Wastewater Collection Mains

50+ years: 56 km (40.3%)
25–50 years: 17 km (12.2%)
0–25 years: 56 km (40.3%)
At or beyond lifespan: 19 km (13.7%)