

COMMITTEE OF THE WHOLE COUNCIL MEETING AGENDA

Monday, July 14, 2025 – 4:00 p.m.

Council Chambers, City Hall

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **OPEN**
 - a. Administrative Report
 - City Manager - Council Priorities Update on 2025 Quarter 2
 - b. Discussion - Notice of Motion – filed at Regular Council Meeting of June 23, 2025 re: Bylaw No. 15/2010 Fire Prevention Bylaw Amendment
4. **CORRESPONDENCE**
 - a. Yorkton Chamber of Commerce – Letter re: Fire Protection Fees
 - b. Memo from Bylaw & Safety Supervisor re Dispatch Service for Bylaw Calls
5. **ADJOURNMENT**



MEMORANDUM

TO: Yorkton City Council

FROM: Brad Hvidston, City Manager

DATE: June 10, 2025

TOPIC: Council Priorities Chart – Dashboard update

Re: Priorities Update

Here is an update to the items on the Council Priorities Chart as a snapshot in time to where each project sits as of the date of this report.

RED items – these items were deemed least important and as such minimal work has been done on these items, with the following minor notes:

- a. There was a potential request for a downtown concert that staff was working with the private group to allow the event to take place. Unfortunately it did not proceed. Councillor Litvani is connecting City with the group that put on a concert in Humboldt.
- b. The pump track is a red item – however we have started re-design of the park to allow for the basketball court, drainage, small parking area and some landscaping with the pump track and extra walking trails, etc removed from the plan. Would like to separate the pump track from the basketball court development.

1. Recommend moving the “Large Outdoor Event” to YELLOW and removing all further RED items from the priority chart.

YELLOW items – were less important, or items to be dealt with in the future but were to remain on our radar as items to think about. Updates to items in yellow include:

- a. Hospital Financing – increased levy by \$25 in 2025 – plan to continue raising by \$25 each year.
- b. Wastewater Treatment Plant Financing – continue to put away reserves. Will continue to advocate with the government for grant funding. We have received small grants along the way to continue with proceeding. Just about at 30% design so will be easier for large funding as we get closer to shovel ready.
- c. Highway 9 and King Street Improvements – on hold until a development occurs in the Roundhouse Subdivision
- d. Long Term Real Estate/RCMP Detachment – no progress – should discuss if this is still a priority.
- e. Pump track and Basketball courts – recommend removing from yellow as we will have the pump track in red and the basketball courts in green.
- f. Airport Improvements – Apply for the maximum CAP grant each year. Will continue to do the work we can get into budget each year. We have estimated improvements to Recreational

Taxiway but Council of the day declined to proceed. We continue to explore alternatives, but funding will be an issue. This will be brought back to future YAA meeting, likely third quarter 2025.

- g. New Financial Software – no progress. Discussion that we will begin looking into after we have the new Accounting position filled and trained and we are caught up with the backlog.
- h. Fountain by Royal Ford – YBID partner? Not approved in budget, so either refer back to budget, use rainy day funds, or remove from the list. **Decision required.**
- i. Ice Cover for Events – Taylor has put together a report on our past research with some new numbers. Recommend referring to budget with this information.
- j. City Operations Fitness Center – no update. Would require budget approval.
- k. Council Chamber Tech Upgrades – No significant progress, however Jessica is actively working on putting something together.
- l. Additional Mechanic Position – hired one interim, but we did not retain this individual. No qualified applications after several advertisements for a term. Should consider hiring a full time as we can't get applicants for short term positions. **Further discussion required.**
- m. Enhanced Recycle Program – Blue Bin program approved. Potential to remove from list.
- n. Succession Planning for Managers - We have had success in internally filling positions in the past couple years, and continue to revisit and revise as new opportunities are made available through retirements / resignations.
- o. Economic Development Plan - Being coordinated through Ec Dev Committee. Work will restart on that in September.
- p. Transit Review – denied federal grant. SunCrest can do study for \$75,000 (college pays \$15k and city \$60k). Note – Abilities contract runs out the end of 2026. **Recommend referring to budget.**
- q. Remaining items have had no significant progress to report

1. **Recommend moving Long Term Real Estate/RCMP Detachment & Fountain in pond by Royal Ford to RED.**
2. **Recommend removing Pump Track/outdoor b-ball courts & Enhanced Recycle Program.**

GREEN items were deemed to be priority items and to be worked on during this term, or possibly within this year. Updates on these items include:

- a. New indoor facility – no real work, but some discussions between Taylor/Ashley/Brad on initial steps. Needs further discussion. Potential for a Council Committee?
- b. JC Beach – Connor & Taylor worked with KGS for a quote. Will either need approval at budget or Council approval to fund (Rainy Day fund?). **Decision required.**
- c. Ag Pavilion as a Multi-Use Facility – Crosby Hanna will provide a report shortly. They have talked to the user groups already. (Also working on Football Field proposal, although this item is not on the Council Priority Chart)
- d. Outdoor Basketball Courts - we have started re-design of the park to allow for the basketball court, drainage, smaller parking area and some landscaping. The pump track and extra walking trails, etc removed from the plan.
- e. City manage landscape projects – conversations between admin – 2025 projects are in tender but working towards removing this in the future. Need to consider at budget time based on future upcoming projects.

- f. Tree Planting – Parks department to develop tree planting program for residential areas (York Landing, North Weinmaster, and other un-treed areas). Grant application will be submitted to Growing Canada's Community Canopies with GMF/FCM. Working towards developing resident tree planting program/education campaigns without impacting Parks operating budget or delaying other urban forestry work.
- g. Employee Satisfaction – With Council's approval an Employee Health and Wellness program was rolled out to employee in mid-June. The program relied on existing inventory of rec services, therefore was provided with little or no cost to the City. Employees were enthusiastic about the program and looked forward to taking advantage of it. Many employees are also still excited about the new EDO benefit that was implemented. Although this is a continued goal, it could be moved to YELLOW this time as well.
- h. New Accommodation – Hotel Development Package created and distributed to all known hotel companies. Meetings held with various hoteliers, with a positive meeting with one reputable company.
- i. Development Attraction – continued work with a large industry looking to locate in Yorkton. Also work being done and meetings have been held with several residential developers for adding additional housing.
- j. Utility Master Plan – work in progress.
- k. Food Truck Regulations – updated regulations were recently approved by Council – could file as complete.
- l. Spending Management – Senior management has discussed and will continue to discuss. Also continue exploring additional revenue sources
- m. Encourage Activities downtown – June Days (now Downtown Culturefest) – had a proposed outdoor concert that we were working with but it didn't work out. Continue to work with other groups to coordinate. Could combine with "Large Outdoor Event".
- n. Housing Supply – Incentives have been renewed. Almost all of \$295,000 lot rebate program is used. Builds are still pending, with purchases citing contractor/sub trade availability and pricing as hurdles to build.
 - i. Recent zoning amendment (Dwelling Group) intended to help multi-unit development (subdivision of lands will be brought to July 14 Council meeting.)

- 1. Recommend forming a temporary Committee of Council to begin the planning of a new indoor sports facility.**
- 2. Recommend moving Employee Satisfaction to YELLOW.**
- 3. Recommend removing Food Truck Regulations & Encourage activities/events downtown.**
- 4. Further Recommend referring the following to budget: Basketball Court Development, Ice Cover for Events, Fitness Center in the COC, Additional Mechanic, Transit Review, JC Beach, Ag Pavilion options, City managed landscaping & Tree Planting.**

Enclosure



COUNCIL PRIORITIES CHART

April 9, 2025

CORPORATE PRIORITIES (Council/CAO)

Current Priorities

1. Reinvigoration of Outdoor Rec Areas – JC Beach/Hopkins Lake (skating, etc.)
2. Ag Pavilion Multi-use sport court
3. Outdoor basketball courts
4. New Indoor Sport Facility
5. Employee incentive package

Next Priorities

1. Ice cover for events
2. Asset mapping and inventory
3. Revenue generation for facilities
4. City Operations Centre fitness space
5. Exploration of events grant program
6. Governance Documents Review (Policies & Bylaws) with Investment priorities as first to review – combined with financial analysis
7. Council Committee Review (within next year)
8. Better Local government participation – improve voter turnout
9. Council Chamber tech upgrades

COUNCIL ADVOCACY / PARTNERSHIPS

- Infrastructure & Housing funding with Provincial and Federal governments
- Revenue structure with Provincial and Federal governments
- Mental Health, Houselessness, and Substance Use Harms Municipal Support Funding
- Ongoing meetings and memberships with agency, community and regional partners, and other levels of government on various matters (RM's, York Lake, SUMA, FCM, Yorkton Exhibition Association, Yorkton Tribal Council, Yorkton Chamber of Commerce, YBID, MP's MLA's, etc.)

Working List

Green – Proceed now – lime highlight indicates 'Top 5'	Yellow – circle back in future	Red – postpone until further notice or regular review	Blue – Completed or work ongoing
Large Capital			
New indoor sport facility	Hospital Financing	3 rd ice surface	Water servicing/ Water Upgrades for Industry – <i>in budget</i>
Dredge or re-invigorate JC Beach	Waste Water Treatment Plant Financing	Outdoor pool complex	Grainmillers Road – improvements and advocacy
	Hwy 9 & King Street Improvements	Pump Track	
	Long Term Real Estate Investments/RCMP Detachment Building		
	Pump Track/outdoor b-ball courts		
Small Capital			
Ag Pavilion as Multi-use Sport Court	Airport improvements		Increase water line replacement to reduce reactive repairs
Outdoor Basketball courts	New financial software		Flood mitigation/ Maintain flood mitigation funding
	Fountain in pond by Royal Ford – <i>refer to YBID</i>		Roads / Additional annual allocation to road resurfacing

	Ice cover for events		Asset security plan – fencing, etc. incorporated in the budget
	City Operations fitness centre		
	Council Chamber tech upgrades		
Operational			
City manage landscaping projects after water/road construction	Additional Mechanic Position	Better equip Fire Department to handle large Ag industry fires.	Residential Organics Program
Tree program – residential tree planting program <i>Rollover funds available to support initiative. Community Based programming – tree planting and maintenance. Schools.</i>	Enhanced Recycle Program		New Utility Compliance Officer Position
	Less consultants – more skills obtained internally		
	Less contractors - obtain skills internally		
	Asset Mapping and inventory		
	Revenue generation for facilities		
	Exploration of events grant program		
	Governance documents review (bylaws and policies) – Investment Policy combined with financial analysis		
	Council Committee Review		
	Better local government participation – improve voter turnout		
Strategic/Policy			
Employee Satisfaction New Accommodation Development Attraction	Water System improvements	Large outdoor event/concert	Relationship building (Chamber, Surrounding RM's & communities, MLA's, MP's, YBID, YEA, YTC, etc.)
Utility Master Plan completion	Succession planning for managers		Transparent Processes – Open Budget, Council Correspondence
New Accommodation Development Attraction	More engagement from diverse groups		Incentive Review (tax, storefront,

			potential daycare, etc.)
Food truck regulations	Advocacy Planning		More public communication – dedicated communications role
Spending Management	Economic Development Plan		Celebrate long term residents
	Medical Professional retention and attraction		
Encourage activities/ events downtown	Transit Review		
Housing Supply and Affordability	Forming Community Accessibility Committee		



YORKTON

CHAMBER of COMMERCE

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June 25, 2025

Mayor Aaron Kienle
Councillors Brears, Goulden, Haider, Litvanyi, Ortynsky and Zaharia
City of Yorkton

RE: Committee of the Whole Discussion Regarding Bylaw No.9 2024

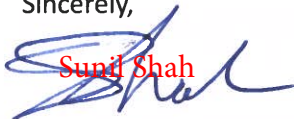
Dear Members of Council:

At your upcoming Committee of the Whole Council Meeting, the Chamber is pleased that you intend to discuss Bylaw 15/2010. As per the letter from the Chamber dated June 12, 2025, the Chamber is very concerned about the amendments made to the Bylaw via Bylaw No.9/2024. In particular, that section of Bylaw No.9/24 **3. Emergency Response Charges 2) Fire Suppression** – that enables the City to charge residents and businesses when Fire Protective Services responds to a fire.

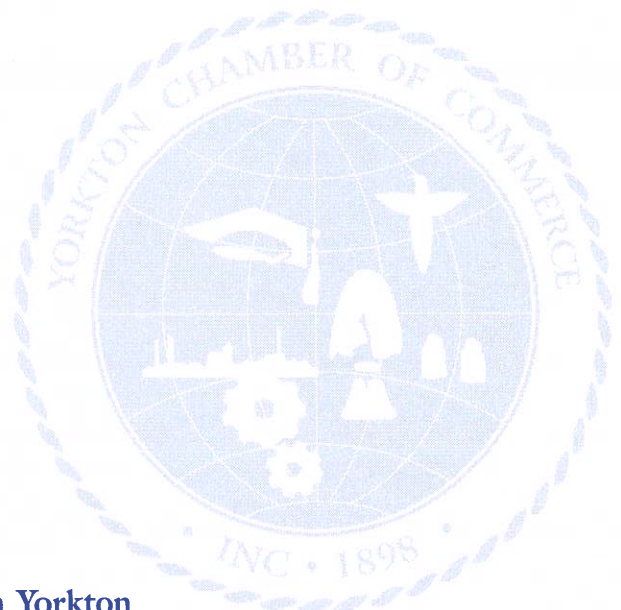
It is imperative that Council has a full and clear understanding of the impact additional surcharges will have on the community. The Chamber urges Council to explore the ramifications to residents and businesses when such charges have been implemented by other municipalities. If insurance premiums increase because of these added charges, it only adds to the cost of living and doing business in Yorkton.

If you wish to discuss these concerns more fully with the Chamber, we would be happy to meet with you.

Sincerely,


Sunil Shah

Sunil Shah, CPA CA
President



TO: City Council

FROM: Nicole Baptist, Bylaw & Safety Supervisor

DATE: July 10, 2025

TOPIC: Provincial Dispatch and Missing Bylaw Complaints

TYPE OF INFORMATION REQUESTED FROM MAYOR/COUNCILLOR:

Bylaw concerns reported through the 306-786-1725 phone line are routed through our Provincial Dispatch system (this is the system that our Officers check in with during traffic calls, use to check CPIC information while on traffic stops, etc.). It's a service that's required for Officer safety primarily. Part of their dispatch service also includes that they can receive our complaints that come in for the Officers. When complaints come to the Bylaw phone number, they are answered by dispatch in Prince Albert and then dispatched through our radio system immediately to our Officers so they can quickly determine if a call is emergent. After that, the call details, including the complainants name, phone number, etc. are faxed (this document that is sent is called a "ticket"). The IT department created a virtual fax machine through a service provider for the sole purpose of receiving our calls from Dispatch (we don't have a physical machine where things are printed). The virtual fax machine then emails a PDF of the ticket to the Officers and the Bylaw & Safety Supervisor.



The purpose of this information is to update Council on the current status of the CSO Provincial Dispatch system and the City's internal fax receiver issues that have been identified over the past month. In this update, we will also provide a more thorough explanation of what transpired to create the failure.

ADMINISTRATIVE RESPONSE:

On June 3/4, 2025, it was discovered that some Bylaw concerns reported through the 306-786-1725 phone line from February 1, 2025 to date, were not being released by our email spam system. These were also not being flagged as being held as possible suspicious mail. If they were flagged, the Bylaw Division would have known about it and could have forced the emails through. From February 1-June 2, it was determined that approximately 55 calls (tickets) were not received by the Division. After further digging on the part of the IT department, they discovered that some domains or IP addresses used by the virtual fax company were blacklisted – which explained the sporadic nature of the Bylaw Division receiving some tickets and not others. It is the responsibility of the virtual fax machine company to get themselves removed

from the blacklist (being on a blacklist wouldn't just exclude those from getting through to our system, but most systems). The IT department notified the virtual fax company of the blacklisting and monitored to see when the blacklist was removed. At that point, the IT department felt that we had done what we could to remedy this, but we would continue monitoring all systems to ensure that this won't happen again. In speaking to IT, they explained that typically companies monitor for when they are put on a blacklist to remedy that quickly.

On approximately June 26th, the IT department notified Bylaw Services that there was another instance of blacklisting, meaning some calls were not getting through to us, without us doing additional checks to find missing communication. At that point, Bylaw Services requested to IT that we find another option for a virtual fax company because the service we currently had was not reliable. As of the date of this report, the IT Department has identified another option and we will begin using that service as soon as Dispatch can change the fax number they are sending to. Our IT department is hopeful that this will remedy the blacklisting issues and noted that the new service provider will allow extra automated checks to reduce the likelihood of future failures, such as blacklisting, to go undetected for long periods.

At the time same time that our virtual fax machine was creating issues, we identified that there were also failures from Provincial Dispatch. More specifically, they were faxing and nothing was going through. Prior to Administration identifying that the blacklisting was the issue, Bylaw Services was blaming Provincial Dispatch for calls not coming through. They investigated on their end and some of our missed complaints were due to issues with the faxes leaving Provincial Dispatch – they were in the process of switching to a new system and other organizations were noting this as well. To remedy this, the City requested that Provincial Dispatch email the ticket to us (rather than faxing) until they can remedy their issues and demonstrate a period of consistent success to us. For a couple days, they did email our tickets to us, but then it returned to only coming in as a fax. On July 3rd, we discovered that Provincial Dispatch faxes were again failing to come through – that day we received two faxed tickets and after discussions with Dispatch, it was determined that 11 tickets should have been passed through to us over the course of one day. At that point, we again reached out and requested that all tickets be emailed to us until such time that we are all confident that no other calls are being missed. They agreed to do that and that lasted for approximately four days and was discontinued. On July 9, Fire Chief Morrissey connected with Provincial Dispatch and requested that emailing tickets resumes until we are confident that the faxing is working correctly. To note, using a fax machine does seem archaic. Administration has asked why they are still using fax machines and we have heard that this is the system that the CSO service is on. They did note that they've had discussions about switching to email in the future, but at this time, this is the system they're on. Fire Dispatch uses email.

As of the date of this report, we are still experiencing tickets not coming through consistently as they should – both from Provincial Dispatch and the virtual fax machine – but we are hopeful that the new virtual fax machine will improve this. To summarize, we have identified that the causes of the missed reported concerns was due to the blacklisting of our virtual fax machine and failed faxes coming from Provincial Dispatch. Going forward, we will continue to work with

our IT department to build appropriate failure notification processes and work with our Provincial Dispatch partners to ensure we're receiving our tickets.

Other Points Related to Dispatch System

In the past, we have heard frustrations from residents wondering why we use the dispatch system out of Prince Albert – why don't we have someone answering calls in Yorkton. The reasons that we opted to utilize this service is because:

- It integrated with the radios that we already use (Officers can hear the calls immediately and respond accordingly if they're emergent).
- It was no additional cost as that was included with our Dispatch fees.
- With the system, we've been able to set up rules so if a call comes in that's urgent while we have no Officers on, we can get it routed to someone that can assist. For example: If a needle pick up call comes in when there isn't an Officer on duty, the call gets routed to the Fire Dept to complete the pick up. Likewise, if a call comes in for a dog attack in progress, the call gets routed to RCMP when an Officer is not on duty. This method reduces the likelihood that an emergent call may go unanswered.
- Prior to moving ahead with dispatch receiving our complaints, complainants would leave a message on a voicemail and then the Officers would follow up. Complainants didn't like that they couldn't talk to a person, but we didn't have a dedicated Admin. staff member to receive those calls. In moving ahead with the Dispatch answering calls, that meant that a person would answer the call to speak to the complainant.