

NEXT COUNCIL MEETING APRIL 11, 2011 5:00 P.M.

REQUEST FOR TENDERS

Name of Tender: **Queen Street Water Treatment Plant Contract: Facilities Decommissioning**
Tenders must be received before: **2:00 p.m. on April 7, 2011**

Please send sealed tender clearly marked: **Queen Street Water Treatment Plant Contract: Facilities Decommissioning** to:
Associated Engineering
1-2225 Northridge Drive
Saskatoon, SK
S7L 6X6

Details of Tender: The work involves the decommissioning of existing water supply and treatment facilities that have now been replaced by the Queen Street Water Treatment Plant.

A Bidder briefing has been scheduled for 1:30 p.m., Wednesday, March 30, 2011, at the location of the Queen Street Water Treatment Plant, Yorkton, SK. Representatives of Owner and Engineer will be in attendance.

Specifications are available at Associated Engineering, Saskatoon, SK
For further information, visit our website at www.yorkton.ca/tenders

Tenders shall remain open for acceptance by the City and irrevocable for thirty (30) calendar days following the date specified for tender closing. Tenders received after the date and time specified for closing will be marked late and be returned unopened.

Enquiries regarding the tendering procedure and particulars should be directed to:
Shengtao Weng, P. Eng
Phone: 306-653-2137
Fax: 306-242-4904
Email: wengs@ae.ca

The City reserves the right to reject any or all tenders. Lowest or any tender not necessarily accepted.

Name of Tender: **Russell Drive Reconstruction**

Tenders must be received before: **2:00 p.m. local time on Tuesday, April 26, 2011**

Sealed bids marked **Bid for City of Yorkton, Russell Drive Reconstruction** will be received at the office of Associated Engineering (Sask.) Ltd. at:
1-2225 Northridge Drive
Saskatoon, Saskatchewan
S7L 6X6

The work involves the reconstruction of approximately 325 m of Russell Drive from the south-west corner to the north intersection of Erichsen Place. The work includes the removal and disposal of existing asphalt, surface structure, curbs, gutters, sidewalks, and catch-basins. The work also includes the construction of curbs, gutters, sidewalks, catch-basins, concrete drain pipes, and a new surfacing structure consisting of sub-base, base, and asphalt concrete.

Contract Documents may be examined at the City of Yorkton Public Works office located at 85 York Road East, Associated Engineering in Saskatoon, on-line at www.yorkton.ca/tenders, or on the Saskatoon Construction Association and Regina Construction Association websites.

Contract Documents will be available for pickup by interested General Contractors at the Saskatoon office of Associated Engineering **on or after Tuesday, April 12, 2011** upon deposit of \$200 per set, GST included. Deposits will be refunded only to those General Contractors submitting bona fide bids.

Technical inquiries by bidders are to be directed in writing to Jason Horner, P.Eng. at Associated Engineering, Fax (306) 242-4904.

Bids must be accompanied by the specified Bid Bond and Consent of Surety Company payable to the City of Yorkton.

The lowest or any bid will not necessarily be accepted.

Owner Address Public Works City of Yorkton 85 York Road East Yorkton, SK S3N 3N9 Attention: Trent Mandzuk, A.Sc.T Phone: 306-786-1762	Engineer Address Associated Engineering (Sask.) Ltd. 1- 2225 Northridge Drive Saskatoon, SK S7L 6X6 Attention: Jason Horner, P.Eng. Phone: 306-653-4969
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REQUEST FOR PROPOSALS

Name of Proposal: **Stump Grinder**

Proposals must be received before: **12:00 p.m. on April 14, 2011**

Please send sealed proposals clearly marked **Stump Grinder** to:

Community Development Parks & Recreation
City of Yorkton
Box 400
Yorkton, Saskatchewan
S3N 2W3

The City of Yorkton will be accepting proposals for the supply of a stump grinder.

Specifications are available at the Parks Division office located at 263 Myrtle Avenue, Yorkton, SK. Proposals shall remain open for acceptance by the City and irrevocable for thirty (30) calendar days following the date specified for closing. Proposals received after the date and time specified for closing will be marked late and be returned unopened.

Enquiries regarding the procedure and particulars should be directed to:

Brian Dudar, Parks & Arena Manager
Phone: 306-786-1780
Fax: 306-782-2606
Email: bdudar@yorkton.ca

The City reserves the right to reject any or all proposals. Lowest or any proposal not necessarily accepted.

Name of Proposal: **Utility Vehicle**

Proposals must be received before: **12:00 p.m. on April 15, 2011**

Please send sealed proposal clearly marked **Utility Vehicle** to:

Department of Community Development, Parks & Recreation
City of Yorkton
Box 400
Yorkton, Saskatchewan
S3N 2W3

The City of Yorkton will be accepting proposals for the supply of a Utility Vehicle to be used at Deer Park Golf Course.

Specifications are available at the Community Development, Parks & Recreation Department located at 37 - Third Avenue North, Yorkton, SK

Proposals shall remain open for acceptance by the City and irrevocable for thirty (30) calendar days following the date specified for closing.

Proposals received after the date and time specified for closing will be marked late and be returned unopened.

Enquiries regarding the procedure and particulars should be directed to:

Leo Skaluba, Golf Course Superintendent
Phone: 306-782-3366
Fax: 306-786-6880
Email: cdpr@yorkton.ca

The City reserves the right to reject any or all proposals. Lowest or any proposal not necessarily accepted.

Name of Proposal: **Yorkton Municipal Cemetery Expansion**

Proposals must be received before: **12:00 p.m. on April 29, 2011**

Please send sealed proposals clearly marked **Yorkton Municipal Cemetery Expansion** to:

Community Development Parks & Recreation
City of Yorkton
Box 400
Yorkton, Saskatchewan
S3N 2W3

The City of Yorkton will be accepting proposals for Yorkton Municipal Cemetery Expansion.

Specifications are available at the Parks Division office located at 263 Myrtle Avenue, Yorkton, SK. Proposals shall remain open for acceptance by the City and irrevocable for thirty (30) calendar days following the date specified for closing. Proposals received after the date and time specified for closing will be marked late and be returned unopened.

Inquiries regarding the procedure and particulars should be directed to:

Brian Dudar, Parks & Arena Manager
Phone: 306-786-1780
Fax: 306-782-2606
Email: bdudar@yorkton.ca

The City reserves the right to reject any or all proposals. Lowest or any proposal not necessarily accepted.

NOTICE TO PUBLIC - SPRING DRAINAGE

Annual cleaning and inspection of City storm drains and catch-basins is currently underway. City crews are working to ensure major drainage systems are operational in your neighborhood. As the snow melts the City will concentrate its efforts in the following order:

1. Clearing of open drainage channels
2. Clearing of storm water detention areas
3. Ensuring culverts are open
4. Opening catch-basins
5. Flushing storm piping
6. Providing pumping assistance to residential property owners with priority given to highest risk to people and property at immediate risk of flooding

An additional shift of workers has been scheduled starting Monday, March 28th. The crew of 4 employees will work from 12:30 p.m. until 8:30 p.m. The ditch cleaning work has been completed and crews will continue cleaning catch basins and back lanes. Snow removal continues in the downtown core area (Assiniboia, Agricultural, Laurier, Haultain). Video inspection of drainage lines is slated for the second week of April.

How you can help out!

1. Clear gutters and catch-basins of leaves, garbage, other debris, or snow to help prevent flooding in your neighborhood.
2. If you pump your lot, please be considerate not to cause significant disruption to drainage on public streets.

Public Works staff will assist in answering complaints and issues that may arise related to the thaw. If you require further information, please contact the Public Works department at 786-1760.

VOLUNTEER OPPORTUNITIES AVAILABLE

ENVIRONMENTAL COMMITTEE

The City of Yorkton is seeking individuals to volunteer on the newly formed Environmental Committee. To qualify, one must be eligible to vote in the City of Yorkton. The Committee, who makes recommendations to Council, consists of volunteers that meet monthly to discuss matters that relate to water treatment, wastewater treatment and solid waste management. Part of the vision is to discuss recycling needs that enables the City to achieve a Zero solid waste discharge to the landfill by 2026. As a member of the Committee one should possess the following:

- ❖ Committee experience, past or present
- ❖ Broad community interest
- ❖ Interest in water, wastewater, solid waste management and recycling practices
- ❖ Background or knowledge in the development of business plans
- ❖ Public speaking and presentation skills
- ❖ Ability to work in a team environment
- ❖ Willingness to volunteer and advocate

If you are interested, please submit your letter of application to:

Environmental Committee
c/o Mayor's Office
P.O. Box 400,
37 Third Avenue North
Yorkton, SK S3N 2W3



2011 GATE VALVE EXERCISING PROGRAM

The Public Works Department began a water gate valve exercising program in February **and will be continuing until mid-April**. Gate valve exercising is required to ensure the smooth operation of these isolation valves. City crews will be operating the valves from approximately 7:00 a.m. through to 4:00 p.m. daily until March 31, 2011. Work was started on the East side of the city and will proceed to the West. Discolored water may occur during this time. The City apologizes for any inconvenience.

If further information is required, please contact the Public Works Department at 786-1760 between 7:00 a.m. and 4:00 p.m., Monday through Friday.

BUSINESS LICENSES

The City of Yorkton Department of Building Services would like to remind our valued business owners that the deadline for renewal of business licenses for the current year has passed.

Pursuant to Bylaw 8/2006 Section 6.5, failure to make payment for the renewal of a business license by the 31st day of March in the year in which the business license expires will mean the business license is cancelled.

The City of Yorkton is **extending the deadline until midnight of the 15th day of April, 2011**. Business licenses that have not been renewed by this date will be immediately cancelled.

Building Services Department
(306) 786-1709

PUBLIC NOTICE

Notice of Meeting

Protective Services Committee

The next meeting of the Protective Services Committee will be held on:

Date: April 12, 2011
Time: 7:00 a.m.
Location: Fire Hall

Assessment Roll

Public Notice is hereby given that pursuant to subsection 187(1) of The Cities Act, the assessment roll for the City of Yorkton for the year 2011 has been prepared and is open to inspection in the office of the Assessor from 8:00 a.m. to 4:00 p.m. on the following days: March 30 to April 29, 2011.

A bylaw pursuant to section 184(2) of The Cities Act has been passed and the assessment notices have been sent as required.

Any person who wishes to appeal against his or her assessment or classification to the Board of Revision is required to file his or her appeal with: The Secretary to the Board of Revision, City of Yorkton, P.O. Box 400, Yorkton, Saskatchewan, S3N 2W3 on or before the 30th day of April, 2011.

For further information please contact, Kathy Ritchie, Assessment and Taxation Manager, City of Yorkton at 786-1736.

Lonnie Kaal – Assessor
City of Yorkton

City Hall Hours of Operation

Monday to Friday 8:00 a.m. to 4:00 p.m.

City of Yorkton

37 – Third Avenue N., Yorkton, SK S3N 2W3

General Inquiries: (306) 786-1700 Fax: (306) 786-6880 www.yorkton.ca

Mayor's Office.....	786-1701	Sports Fields & Parks.....	786-1780
City Clerk.....	786-1717	Meeting Room Bookings.....	786-1780
Bylaw Control.....	786-1725	Kinsmen Arena.....	786-1780
Tax Department.....	786-1714	Gloria Hayden Community	
or.....	786-1736	Centre.....	786-1776
Water Billing.....	786-1726	Gallagher Centre	
Economic Development.....	786-1747	Water Park.....	786-1740
Engineering.....	786-1730	Farrell Agencies Arena.....	786-1740
Public Works.....	786-1760	Meeting Rooms/	
Fire Hall.....	786-1795	Convention Centre.....	786-1740
Building Services.....	786-1710	City RCMP.....	786-2400
Community Development,		After Hours	
Parks & Recreation.....	786-1750	Emergency.....	786-1799

JOB OPPORTUNITY

City of Yorkton is Recruiting for a **SUMMER PROGRAM COORDINATOR** May – August 2011

This full time summer position is directly responsible for the supervision, mentoring, administration and evaluation of the S-CAPE Summer Program in Yorkton. The summer program will provide opportunities for positive lifestyle choices for the youth of our community. This program is offered to children ages 6-12 and employs four Summer Programmers from May 30 to August 19, 2011. This position reports directly to the Community Development Manager.

QUALIFICATIONS

- Preference will be given to those with Recreation/Leisure training and/or related experience
- Minimum 3 years experience in a leadership position for a related program.
- Experience with evaluation and assessment procedures
- Experience supervising staff
- Excellent program planning and implementation skills
- Excellent written and verbal communication skills
- Must be able to work independently
- Valid CPR and First Aid preferred
- Possess or the ability to obtain High Five Quality Assurance training.
- Most possess and maintain valid Class 5 Driver's License and access to transportation
- Must possess and maintain RCMP Security Clearance

HOURS OF WORK

- 35 hrs/wk – May 30 - August 19, 2011
- Some evenings and weekends are required.

SALARY

\$13.29/hr

CLOSING DATE

Wednesday, April 13, 2011

If you are interested in this employment opportunity, please forward your resume and cover letter to:

City of Yorkton
Human Resources Department
P.O. Box 400, 37 Third Avenue North
Yorkton, Saskatchewan S3N 2W3
employment@yorkton.ca Fax: (306)786-6880

The City of Yorkton wishes to thank all prospective applicants; however, only those candidates selected for an interview will be contacted.

Parks & Arena Summer Student Positions

The City of Yorkton – Parks & Arena Department is currently recruiting for Summer Student Positions. Depending on the weather, these positions will typically start in late April to early May and run through till the end of August.

We have positions available in the following areas:

- Grass Crew: Mower Operators
Push Mower Operators
Weed Whipping Operators
- Arenas and Outdoor Recreation Labourers
- Horticulture Labourers

The hourly rate of pay is according to CUPE Local Number 342 Collective Agreement:
\$11.74 - \$12.65

Positions will remain open until filled.

If you are interest in a summer position, please submit a resume or application form (indicating the specific position you are applying for) to:

Director of Human Resources
Box 400 – 37 Third Avenue North
Saskatchewan S3N 2W3
Fax: 786-6880 Email: employment@yorkton.ca

For more information please call 786-1780.

The City of Yorkton wishes to thank all prospective applicants, however only those chosen for an interview will be contacted.

City of Yorkton invites application for a Part-Time Pool Technician

Reporting to the Maintenance Manager, the Pool Technician performs various duties related to the general operation and maintenance of the Gallagher Centre Water Park.

Duties and Responsibilities:

- Performing various preventative and routine maintenance tasks on various facility operation systems.
- Perform minor masonry and carpentry work. Maintain ozone generators, monitor gas pressure, flow and temperature. Check overall systems for water or gas leaks.
- Oversee and perform a variety of tasks in the operation, maintenance, cleaning and servicing of water in the aquatic facility. This includes performing tests for chlorine, Ph, calcium hardness, TDS and total alkalinity.
- Treating water with chemicals to maintain a safe and healthy water quality and monitor chemical usage.
- Complete a variety of records and reports, including maintenance sheets, water quality sheets, chemical consumption, and equipment orders, need of safety supplies and routine inspection reports.
- Janitorial services for both the aquatic area and some ground maintenance.
- Must maintain a good working knowledge of all City Standard operating procedures and The Occupational Health and Safety Act and Regulations.

Qualifications:

- Grade 12 Education
- Must possess a Fireman's Boiler Certificate
- Must possess a Pool Operator's Certificate
- Experience working with water treatment systems including ozone and steam generator system preferred
- Computer skills preferred
- Self motivated with strong interpersonal and communication skills
- Excellent organizational skills
- Possess or be willing to obtain CPR and First Aid Certification.
- General handyman experience or experience working in the plumbing and carpentry trades would be an asset
- Possess and maintain a valid Saskatchewan class 5 driver's license
- Possess and maintain RCMP security clearance

Hours of Work:

Shift work, evening and weekend work is involved. (15-20 hours per week)

Salary:

The City offers an attractive salary and benefits package.

Application Deadline:

If you are interested in this opportunity, please submit your resume and cover letter **no later than 4:00 p.m. on, April 13, 2011** to:

Director of Human Resources
Box 400 – 37 Third Avenue North
Yorkton, Saskatchewan S3N 2W3
Fax: 786-6880
Email: employment@yorkton.ca

*The City of Yorkton wishes to thank all prospective applicants;
however only those candidates selected for an interview will be contacted.*

City of Yorkton invites applications for a **Permanent, Full-Time GIS Technologist**

If you are interested in joining a team that will lead the future growth and infrastructure development of Yorkton, this exciting opportunity is for you! The City requires a GIS Technologist for the application of Geographical Information Services (GIS) to municipal infrastructure management. The GIS Technologist provides technical services required to support the operation and utilization of GIS. The GIS Technologist supports municipal functions providing data maintenance and integration, map production and technical guidance.

Applicants interested in this position should have qualifications that include familiarity with GIS metadata principles, practices and maintenance; interpersonal and communication skills to facilitate working with clients internally and externally to the department, familiarity with parcel and infrastructure based GIS data maintenance; ability to handle multiple and competing priorities to achieve production targets; knowledge and practical experience surrounding municipal government responsibilities and best practices would be an asset; familiarity with AutoCAD software is essential; two years experience maintaining and supporting a GIS in a municipal setting desired. As a condition of employment, candidate must possess and maintain RCMP Security Clearance as well as a valid Saskatchewan Class 5 Driver's License. Must be eligible to obtain a membership with SASTT.

For additional information regarding this employment opportunity, visit the City of Yorkton's website at www.yorkton.ca/employment

Application Deadline:

If you are interested in this opportunity, please submit your resume and cover letter **no later than 4:30 p.m. on April 8, 2011** to:

Director of Human Resources
City of Yorkton – Box 400
Yorkton, Saskatchewan S3N 2W3
Fax: 306-786-6880
Email: employment@yorkton.ca

The City of Yorkton wishes to thank all applicants; however, only those candidates selected for an interview will be contacted

JOB OPPORTUNITY

City of Yorkton invites applications for a

Permanent, Full-Time Manager of Engineering

If you are interested in leading the future growth and infrastructure development of Yorkton, this exciting opportunity is for you! We are looking for a proven leader who is knowledgeable about engineering concepts applied in a municipal setting. You think outside the box when it comes to innovative solutions which don't break the bank. You are an experienced writer and verbally you make complex engineering principles sound simple. Your background includes working in the field as well as the office. You are customer-focused and a highly motivated team player. You will have a great deal of energy, experience, and enthusiasm to support new infrastructure development in a region which is experiencing rapid growth.

Reporting to the Director of Planning & Engineering, the Manager of Engineering's prime role is project management related to civic infrastructure, municipal airport management, and management of the transit service. You will lead a team of five employees and play an integral role in policy, procedure, and day-to-day operations.

A minimum of five years at a management level with directly related experience is preferred. Excellent communication skills are essential in this role as well as experience working with elected officials. Registration with a provincial organization as an A.Sc.T. is required, or as a P.Eng. is an asset. As a condition of employment, candidate must possess and maintain RCMP Security Clearance as well as a valid Saskatchewan Class 5 Driver's License. Must be eligible to obtain a membership with SASTT.

For additional information regarding this employment opportunity, visit the City of Yorkton's website at www.yorkton.ca/employment

Application Deadline:

If you are interested in this opportunity, please submit your resume and cover letter **no later than 4:30 p.m. on April 15, 2011** to:

Director of Human Resources
City of Yorkton – Box 400
Yorkton, Saskatchewan S3N 2W3
Fax: 306-786-6880
Email: employment@yorkton.ca

*The City of Yorkton thanks all applicants;
however, only those selected for an interview will be contacted.*

City of Yorkton invites applications for a

PERMANENT, FULL-TIME COMMUNICATIONS MANAGER

Your role is to lead key strategic communication processes and support for the organization. You provide leadership and support for the external and internal communications plan and build effective relationships with internal colleagues, members of Council, the media, community groups, and external government agencies.

Reporting to the City Manager, your focus is ensuring all City of Yorkton stakeholders have the information they need, when they need it. You understand the importance of strategic communications and have previous experience developing communications plans that encompass all stakeholder audiences, key messages, and mediums to reach those audiences.

A strong writer, you are equally comfortable acting as the City of Yorkton's primary media contact. You develop close working relationships with the media and readily respond to media inquiries. You are adept at analyzing issues and preparing timely responses.

You will research and write a variety of communication materials such as press releases, newsletters and speeches, and also play a central role in managing the corporate website. Working with various internal colleagues, you are eager to contribute your expertise to assist departments with communication information in the most efficient and effective manner.

To prepare for this position, you have completed post-secondary education in communications, public relations, or marketing and have three to five years of experience, preferably in a municipal or political environment. You are ready to assume responsibility and be accountable for all communications planning and activities. As a condition of employment, you must possess and maintain a RCMP Security Clearance as well as a valid Saskatchewan Class 5 Driver's License.

Further information regarding this employment opportunity is available at www.yorkton.ca/employment.

Application Deadline:

If this position is of interest to you, please submit your resume and cover letter **no later than 4:30 p.m. on Monday, April 25, 2011**, to:

Director of Human Resources
City of Yorkton – Box 400
Yorkton, Saskatchewan S3N 2W3
Fax: 306-786-6880
Email: employment@yorkton.ca

*The City of Yorkton thanks all applicants;
however, only those selected for an interview will be contacted*

SALE BY TENDER

1. Under the provision of The Tax Enforcement Act, the City of Yorkton offers for sale the following property:

13 Elizabeth Ave.
Lot 32, Block 4, Plan 99Y00657
Zoning: R-1 General Residential
Lot Size – 28.5' x 183.3'

NOTE: Building is uninhabitable and structurally unsound therefore requires demolition, with no occupancy prior to demolition. The property will need to be demolished within a six month period following transfer of title.

2. A tender must be submitted in a sealed envelope marked "Property Tender – 13 Elizabeth Ave." addressed to:

City of Yorkton
P. O. Box 400
37 Third Ave. North
Yorkton, SK S3N 2W3
ATTN: Lonnie Kaal, Director of Finance

3. Tender must be received **before 4:00 p.m. on April 15, 2011.**

4. A certified cheque to the municipality for 10% of the amount of the tender must accompany the tender. Tenders submitted without certified funds will not be considered. Tender deposits will be returned to unsuccessful bidders.

5. Highest, or any tender, not necessarily accepted.

6. Successful bidder will have thirty (30) days to provide the balance of cash to complete the purchase. The deposit will be forfeited if the successful bidder does not finalize the agreement for sale within the required time.

7. All legal costs, title transfer fees and applicable taxes are the responsibility of the purchaser and are in addition to the bid price.

Dated the 28th day of March, 2011

EASTER BREAK KIDS CONVENTION

April 25 to 29, 2011

8:00 a.m. to NOON

1:00 p.m. to 5:00 p.m.

(lunch hour will be supervised if required)

Gloria Hayden Community Centre

Agnes 6 - 12

Fun, games, sports, arts & crafts

Snacks will be provided

Cost is \$50.00 / participant

Pre-registration ONLY

Maximum 25 children

For more information or to register please call 786-1776.

FIRE PROTECTIVE SERVICES

Yorkton Fire Protective Services would like to remind everyone to test their smoke alarms and carbon monoxide detectors.